

Village Of Chaumont
Minutes of the Monthly Meeting of the Board of Trustees
October 18, 2022

Location of Meeting:

Village Office
12175 State Route 12E
Chaumont, New York 13622

Present at Meeting: Jim Morrow, Jose Sosa, Michael Nichols, Dori Froelich, Karen Fitzgerald, Erin Fulton, Will Lipczynski, and Tom Humiston.

The regular monthly meeting of the Board of Trustees of the Village of Chaumont was called to order at 6:32 PM on October 18, 2022 at the Village Office by Deputy Mayor Jim Morrow.

I. Privilege of the Floor

Deputy Mayor Morrow began the meeting with the Pledge of Allegiance. Chaumont Fire Department Chief Will Lipczynski and department member Tom Humiston showed up for Privilege of the Floor to request permission to remove trees at the Fire Department.

Chief Lipczynski explained the trees on the left and right side of the Fire Department property are starting to cause safety concerns for the pilots who try to land helicopters in Chaumont during emergency calls. Trustee Nichols said he was just marveling with former Town Supervisor Scott Aubertine over how much they had grown. Chief Lipczynski agreed, but added that unfortunately this growth is interfering with the helicopters in the landing zone – especially with the higher winds we’ve been experiencing. Not only are the two (2) trees on the north side an obstacle, but the leaning pine trees need to be addressed as well. It was questioned by the Board if they could be cut back or had to be removed completely. Chief Lipczynski said they must be removed completely. LifeNet arrived in Chaumont on a call this evening and the pilot expressed distress over the landing conditions, and Chief Lipczynski has been approached by Mercy Flight previously regarding the exact same thing. The fire department would be more than willing to take them down, with no cost to the Village, and the removal would be used as a training exercise for firefighters. Deputy Mayor Morrow asked to know specifically which trees would be removed prior to approval. The Chief pulled up a Google Maps image of the property and showed the Board of Trustees exactly which trees would be removed: five (5) in total which include three (3) in front and (2) in the back. Deputy Mayor Morrow recommended the trees be removed “for the safety of the helicopters, and ultimately, the firefighters, town, and village residents whom they serve.” The Board of Trustees unanimously agreed. The Deputy Mayor thanked Chief Lipczynski and Mr. Humiston for attending the meeting and asking permission before making a decision.

Chief Lipczynski also had a question in regard to the two (2) water meters at the Chaumont Volunteer Fire Department. While it has been previously billed that one meter is used for the general fire hall water usage and one is used to meter the water which fills the fire trucks, Chief Lipczynski believes that one meter’s water may be flowing into another – leading them to be charged double on one of the meters. He said that both meters appear to be spinning when the trucks are being filled. Clerk Fulton will inform Village of Chaumont DPW Supervisor Greg Ingerson of this tomorrow. It was decided that Greg would set up an appointment with Chief Lipczynski to come and inspect the meters and determine the cause of this issue.

II. DPW Update

Last month, DPW Supervisor Greg Ingerson requested a personal computer to perform village work to include emailing, completion of reports, water and sewer training, etc. A quote from Ben Rubacha delineated \$880.00 for an HP Business laptop with installation and setup. Clerk Fulton researched some laptops at Best Buy and Staples, as well, and determined the Village could save a couple hundred dollars by buying the laptop and software directly from a retailer. The Board agreed this was the route to take to save money.

Deputy Mayor Morrow presented an email proposal from Mayor Rust to schedule a luncheon at the Blue Heron for the Town of Lyme Highway Department as a thank you from our village for all the work done over the summer, specifically with the Church Street and Park Drive projects. A sandwich buffet with salads was suggested, and the Board could properly express their gratitude. Deputy Mayor Morrow thought it was a great idea, and the proposal was unanimously supported by Trustees Sosa, Froelich, and Nichols, as well.

Clerk Fulton presented a FOIL (Public Officers Law Article 6) request by Amy Morrow of 27561 Church Street requesting any and all documents pertaining to the widening on Church Street, specifically documents addressing private driveways and the conditions driveways are to be left after a paving project. Other documents indicating who performed the labor, job site plans, material lists, etc. were also included in the FOIL request. Clerk Fulton explained to the Board of Trustees that this FOIL request is likely related to Mrs. Morrow's dissatisfaction with the pavement apron on her driveway after the Church Street project was complete. Mayor Rust had visited the property before the FOIL request and taken pictures of the area of concern. Deputy Clerk Fitzgerald had visited the property with Mrs. Morrow on the day the FOIL request was submitted and described to the Board that the new pavement in the driveway at 27561 Church Street, rather than a smooth transition, appears to be "chipping away like a crust." The uneven breakage at the apron lip is allegedly causing a channel for water to the front of the house, where it is pooling at the front door. Deputy Clerk Fitzgerald gathered that Mrs. Morrow would like the new pavement to be brought up to where her original driveway pavement went, not paving the stone portion of the driveway, but eliminating the uneven transition between old and new pavement that is an apparent conduit for water flow to the house. While it is standard practice for an apron to be put on a driveway, and they have absolutely done that, Deputy Clerk Fitzgerald believes it may have been overdone. Trustee Sosa asked if the overage could be cut out. Deputy Mayor Morrow said he will do a drive-by and inspect the work tomorrow so that he can get a better handle on the issue at hand, before talking with Greg Ingerson, Pat Weston, and Valerie Rust to determine how to address these concerns.

III. Motion to Approve Abstract #5 of 2022/2023

Trustee Nichols made a motion to approve Abstract #5 of 2022/2023 and Deputy Mayor Morrow Trustee seconded the motion.

IV. Motion to Approve Minutes of the September 20, 2022 Board Meeting

Trustee Sosa made a motion to approve the minutes of the September 20, 2022 Board Meeting and Trustee Froelich seconded.

VII. Old Business

Clerk Fulton presented a Property Maintenance Code update proposal submitted by Zoning & Code Enforcement Officer Jim Millington in the weeks since the last Board of Trustees meeting. In light of ongoing concerns with specific properties in the Village of Chaumont, this amendment to the current Property Maintenance Code offers an updated, simpler, and more effective mechanism for tackling ongoing issues. An appropriate resolution and SEQR would possibly be required if the VBT decided to adopt this new code, and because of this the Board decided to take home copies of the document for further review and discussion at the next Board meeting in November.

Clerk Fulton informed the Board of Trustees of a visit from Mrs. Hope Johnston on October 6th, where she expressed many concerns surrounding the compliance to Village Code and Property Maintenance on Water Street. She expressed frustration that the grievances submitted to our Zoning and Code Office by her and her husband have gone unaddressed and continue to be allowed. Deputy Mayor Morrow added a visit to Water Street to his list of duties to tackle this week in the village.

Last month, after Mayor Rust appointed Jennifer Sosa to fill the Planning Board position made vacant when Bryan Stumpf accepted his appointment of VPB chair, it was mentioned that Jennifer may also be interested in the administrative duties of the Village Planning Board. Mayor Rust asked Clerk Fulton to pull together a list of responsibilities so the Board of Trustees could decide on appropriate compensation for a VPB secretary. Clerk Fulton presented the summary as follows:

The function of the administrative position of the Planning Board includes, but is not limited to, the following list of duties.

- The Planning Board Secretary attends all Planning Board meetings, and public hearings to take minutes and handle the paperwork during meetings. The Village of Chaumont Planning Board holds meetings the 2nd Tuesday of every month at 6:00 p.m. in the Town of Lyme Municipal Building. The Board may schedule additional meetings and public hearings as needed
- The Planning Board Secretary forwards discussions and recommendations to the Village Clerk for Board of Trustee approval at their monthly meeting, which takes place the 3rd Tuesday of each month at 6:30 PM
- The Planning Board holds public hearings on a variety of topics, including consideration of land use applications (e.g., subdivisions, site plans, etc.), and the VPB secretary shall prepare notices and send the notice to applicants, adjacent neighbors (by mail) and to the public (newspaper). Notices must appear in the paper 5 days prior to the Public Hearing and must be submitted to the paper at least 72 hours (3 days) prior to the publication date. (Planning Board secretary to email notice to Village Clerk within these timeframes for submittal to the Watertown Daily Times. All ink, paper, envelopes, and stamps for postal necessity provided by Village Clerk's office)
- The Planning Board Secretary will submit a 239-m referral form and all required submission materials to the Jefferson County Planning Board when necessary, as determined by the Village Planning Board. The referral form must be signed by the Village Planning Board Chair, Bryan Stumpf. The JCPB must also be notified of the Village of Chaumont's decision within 30 days – forms for these requirements will be provided

This summary of duties was presented to Mrs. Sosa on Monday morning, and she was agreeable to it. Mayor Rust called in an offer for an hourly rate of pay for the Board of Trustees to decide on at the meeting before presenting to Mrs. Sosa. A record of activity (ROA) will need to be provided in lieu of timesheet for this non-payroll position.

VIII. New Business

Jim Millington was informed in the end of September that work had begun on Veteran's Park. The concrete footers for the dock had already been put in and plans were moving forward for bathroom facilities on site, yet a building permit was never obtained. Mr. Millington informed the engineer in charge that a permit was required. He will use a copy of the site plan to keep up with inspections as the work progresses. The Building Permit Application was submitted to the Village Clerk's office on behalf of the Town of Lyme by contractor Powis Contracting Inc. on October 18, 2022. The cost of work for the project was estimated at 1 million dollars, resulting in a permit fee of \$2,092.00. Deputy Mayor Morrow made a motion to waive this fee for the Town of Lyme, which was seconded by Trustee Sosa, and unanimously passed. This decision will be communicated to the Town of Lyme Board tomorrow, with the request that the Village Code Enforcement Officer be kept apprised of the project, as it will need to go through the same protocol as any other village project is required.

In reference to the Board of Trustees' decision regarding liability insurance renewal, Clerk Fulton talked with Adam Fuller as a follow-up to his visit at the last meeting. He did reach back out to Glatfelter/Hartford Steam and unfortunately, they would not move on premium. They also will not cover RBC due to previous losses, and would not even disclose to Adam when they *may* cover again. He had mentioned at the Board meeting in September that maybe we could petition for it in a year or so, but now he's not even confident about that. Eastern Shore Associates, who would provide liability insurance through NYMIR, does not cover RBC breakdown or repair either. But, their quote was considerably lower than Fuller's – \$24,860.49 to \$30,160.

IX. Correspondence

Clerk Fulton presented monthly correspondence.

- A Notice of Claim from Stanley Law Offices via Certified Mail in respect to injuries sustained by Susan Roof on 8/20/2022
- Free virtual trainings in Clean Energy offered by the Adirondack North Country Association
- Information surrounding a municipal financing program through Bank of Greene County tailored for small municipalities in New York State
- An email of appreciation from Jean M. O'Neill to all involved in the paving project on Church Street and Park Drive
- An email from Mr. James Nichols of Hart Road regarding the Water Supply Agreement Renewal for outside water users on Hart Road. Mayor Rust will be following up with this ongoing discourse when she returns from medical leave
- Ben Rubacha's hourly rate will be increasing to \$100/hour beginning January 1, 2023
- A concerned citizen complaint regarding a health and safety hazard for students at the corner of Academy Street across from the school due to massive amounts of dog feces. Clerk Fulton notified our dog control officer, Betsy Ring, of this concern
- The contract for the Bridge Replacement Project was officially awarded by the DOT on 9/28/22. The lowest bid was considerably higher than the engineer's estimate which included the water main work

that the Village is tying into the project. This resulted in an increase of \$32,013.80 due to the DOT from the Village of Chaumont to complete the water main work

- A letter from former Town of Lyme Supervisor (1984-1989) Allen Strasser addressing the improvements to the lettering on the granite at Chaumont's Memorial Park and sharing some Village and Town history
- A letter from Jefferson County Department of Planning allowing the local board to make its final decision on both RESTORE NY project site plans as their September 27th Planning Board meeting had been canceled. They will forward advisory comments
- Excellus rates for 2023 for the SimplyBlue Standard Gold plan are increasing by 10%
- Gouverneur Savings and Loan completed its acquisition of Citizen's Bank of Cape Vincent effective as of close of business on September 16, 2022
- FOIL Request from Joseph Rossi, Jr., Esq. of Kammholz & Rossi regarding 12030 NYS Route 12E for any Notice of Claims, written or recorded complaints, accident reports, work orders, inspection reports, contracts, photographs, or written communication with the Lyme Community Foundation

X. Motion for New Hourly Rate of Pay for the Village Planning Board Administrative Position

Resolution No. 41

BE IT RESOLVED, that the Village of Chaumont Board of Trustees will adopt a new hourly rate of pay for the Village Planning Board administrative position. The Planning Board administrative position will be paid an hourly rate of \$15.00/hour.

VOTING: Ayes 3 Nays 0

The roll call vote was:	Valerie Rust, Mayor	YES
	James Morrow, Deputy Mayor	ABSTAIN
	Michael Nichols, Trustee	YES
	Dori-Ann Froelich, Trustee	YES
	Jose Sosa, Trustee	ABSTAIN

Resolution No. 41 ADOPTED.

XI. Motion to Accept Liability Insurance through NYMIR (ESA)

Resolution No. 42

BE IT RESOLVED, that the Village of Chaumont Board of Trustees will cancel their renewal of liability insurance with Glatfelter/Hartford Steam through Fuller Insurance in October 2022 and sign on with NYMIR through Eastern Shore Associates. This change saves the Village of Chaumont approximately \$5,300 annually.

VOTING: Ayes 4 Nays 0

The roll call vote was:	Valerie Rust, Mayor	ABSENT
	James Morrow, Deputy Mayor	YES
	Michael Nichols, Trustee	YES
	Dori-Ann Froelich, Trustee	YES
	Jose Sosa, Trustee	YES

Resolution No. 42 ADOPTED.

XII. Mayor's Report/Committee Reports

Trustee Nichols is thankful to see the stop signs on Mallard Drive have been addressed. He visited the Village Beach and believes there is more work to be done to close it down for winter and prepare for ice fisherman. He would like to see picnic tables removed and put into cold storage. Some concerns are:

- Volleyball net still up
- Broken picnic tables
- Picnic tables down near shore line
- Signs attached to bench (are these permanent?)
- Trash piled under lifeguard chair
- Swings still hanging
- Bridge has "spongey" boards and needs paint
- 7 or 8 tables at Bicentennial Park covered with tarps must be removed
- Cemetery stones, while not village responsibility, must be addressed
- Fence is in poor shape, with entrance needing repair the most
- Beach sign must be straightened and may need a whole new pole
- Tennis courts, specifically the broken trees in the area, should be addressed
- Stop signs on Circle Dr., Washington St., Academy St., and Old Town Springs Rd. must be straightened

Trustee Sosa had no report; Youth Commission meeting canceled.

Trustee Froelich had no report; Village Planning Board meeting canceled.

XIV. Motion to Adjourn Meeting

Deputy Mayor Morrow said he'd accept a motion to adjourn the meeting at 8:12 PM. Trustee Sosa made a motion, which was seconded by Trustee Froelich.

Respectfully Submitted

Erin Fulton

Erin Fulton
Village Clerk/Treasurer