

**Village Of Chaumont**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**November 21, 2023**

**Location of Meeting:**

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

**Present at Meeting:** Jim Morrow, Jose Sosa, Mike Nichols, Dori-Ann Froelich, Tammy McIntosh, Erin Fulton, Rose Soules, Karen Fitzgerald and Will Lipczynski

The regular monthly meeting of the Board of Trustees of the Village of Chaumont was called to order at 6:30 PM on November 21, 2023.

**I. Privilege of the Floor**

The meeting began with the Pledge of Allegiance. Fire Chief Will Lipczynski took privilege of the floor. He informed the Board of Trustees that the Risk Assessment that had taken place at the Chaumont Volunteer Fire Department by the Office of the New York State Comptroller went well. As of the meeting, the Risk Assessment had been completed and the Comptroller would not be moving forward with an audit at this time. There was some guidance given to the VFD members by the agent regarding purchases, reimbursement, and budgeting – but the accounting bookwork passed with flying colors. Any NFPA discrepancies found were small clerical errors by the outside accountant. Brad Pinsky will be taking over accounting in 2024 to keep the fire department up to NFPA guidelines. Mayor Morrow asked if this would cost the fire department more money. Chief Lipczynski said it would not, it would actually be more affordable. He also informed the VBT that Cape Vincent Ambulance has decommissioned their ambulance and they are in the process of restoring it as a first responder / rescue truck in the next couple of weeks. Jeff Call is doing his best to ensure there is a paramedic at the station every night. Chief Lipczynski provided a membership roster, and Mayor Morrow asked it be added to the agenda for approval at next month's meeting. He requested a list of homes within the village that are vacant and/or condemned for emergency services protocol. Mayor Morrow said we may not have a 100% accurate account of abandoned homes, but we can provide what we know. Clerk Fulton agreed to compile a list for the VFD this month.

**II. DPW Update**

Clerk Fulton updated the Board of Trustees on ongoing Zoning & Code violations and their status.

The building at 12148 County Route 125 remains condemned while undergoing renovations. Recitations for 12234 NYS Route 12E will be delayed pending any further complaints. Mr. Millington gave a Zoning Board of Appeals application to 27405 Washington Street, who is currently operating a dog kennel business which they are not zoned for within the village. A visit to 27374 Mill Street is forthcoming. Two violations were mailed to the owner of tax parcel ID # 61.42-1-6 and 61.42-1-7 on Water Street.

### III. Motion to Approve Abstract #6 of 2023/2024

Deputy Mayor Nichols made a motion to approve Abstract #6 and Trustee Froelich seconded the motion.

### IV. Motion to Approve Minutes of October 17, 2023

Deputy Mayor Nichols asked a question regarding the minutes. He was curious if the generator referenced in last month’s meeting was ever delivered. Clerk Fulton confirmed the generator was delivered November 20<sup>th</sup>, but not yet fully installed.

Trustee Sosa made a motion to approve the minutes of the October 17, 2023 Board of Trustees Meeting and Trustee Froelich seconded the motion.

### V. Water/Sewer Report

On November 10, 2023, our underground shutoff at Jim O’Reilly’s house on County Route 125 failed due to a worn out o-ring at the curb stop, allowing water to flow back into the home that had already been winterized. Fortunately, the high water usage read on the most recent bill alerted Mr. O’Reilly to the issue, and it was able to be rectified by Village DPW without freezing his pipes or flooding his home. The valve was dug up and replaced with a new one. Clerk Fulton looked back through his average usages and saw there is consistently 2,000 gallons of usage for the months of Sept/Oct, so she credited back 12,000 gallons to his account (for both water and sewer). The Board was in full agreement.

It was brought to the attention of the village office that a resident, in non-compliance of Water Use Law section 9.15 which states “water shall be turned on and off only by employees of the village and their designated representatives,” had allowed a third-party to shut off their water. This carries a penalty of fifty (\$50.00) for each offense. Clerk Fitzgerald suggested the village give a warning before charging a penalty, in what may have been a case of misinformation from the office. Mayor Morrow said we will waive the fee this time, charging the mandatory \$25.00 service fee for village shut off, and inform the resident to contact the DPW for turn on in the spring.

### VI. Treasurer’s Report

VILLAGE OF CHAUMONT							
OCTOBER RECEIPTS							
YR ENDING <i>May 31, 2024</i>							
REAL PROP TAXES	LIEU OF TAXES	PEN/INTEREST	GROSS UTILITY TAX	FRANCHISE FEE	UNCLASSIFIED	BEACH	TOTAL
A1001	A1081	A1090	A1130	A1170	A2770	A7140	
234.49		20.75	30.45	1571.61	0.76		1858.06
1025.00		75.92	20.25		299.73		1420.90
487.77		36.15	0.01		40.88		564.81
1.37		2.11	0.31				3.79
1748.63	0.00	134.93	51.23	1571.61	341.37	0.00	3847.77
			Township	National Grid	WATER FUND ( <i>transfer out</i> )		
			TWC		ESA Return Prem.		
			Google		Mike & Karen		
			Ooma				
			MCI				

METERED WATER	O&M AND DCC	INT AND PEN	METER FEES	SERV CONNECTION	RET CK	TOTAL	USAGE FEE SEWER RENT	DEBT SER	INT AND PENALTY	O&M AND CONNECTION	TOTAL
F2140	F2142	F2148	F2144	F2145	FEES	WATER	G2120	G2122	G2128	G2770	WASTE
1,319.28	435.46	35.00				1789.74	1,057.20	1,202.15	35.00	1,056.16	3350.51
330.00	140.00	25.00				495.00	174.00	368.69	25.00	330.00	897.69
2,667.33	594.32	6.26				3267.91	1,602.00	2,288.67	6.26	1,389.96	5286.89
588.53	355.00	5.00				948.53	334.45	521.92	5.00	652.67	1514.04
765.64	260.00	15.00		25.00		1065.64	276.00	376.19	15.00	349.68	1016.87
2,523.88	714.68	25.00				3263.56	1,630.33	2,092.89	25.00	1,497.99	5246.21
316.93	125.00	10.00				451.93	305.45	385.02	10.00	329.67	1030.14
1,271.51	390.75	14.00				1676.26	846.00	779.89	14.00	801.53	2441.42
	0.76					0.76					0.00
1,271.33	244.99	5.00				1521.32	603.06	693.47	5.00	588.27	1889.80
223.82	100.00					323.82	222.32	266.87		338.67	827.86
425.19	90.00					515.19	152.94	383.55		244.00	780.49
440.25	151.71	15.00				606.96	294.00	435.34	15.00	302.39	1046.73
	1,429.30					1429.30					0.00
						0.00					0.00
						0.00					0.00
						0.00					0.00
12143.69	5031.97	155.26	0.00	25.00	0.00	17355.92	7497.75	9794.65	155.26	7880.99	25328.65
<b>CONVERGENT PMT \$50.00 to VFD's O+M &amp; 1379.30 to DANC/TOL</b>											
<b>WEBPAY</b>											
<b>LIHWAP (transfer from General Fund)</b>											
<b>DEPOSIT FROM AUGUST LIHWAP</b>											
<b>- 165.67 Ret Ck</b>											

## VII. Old Business

There was no old business discussed.

## VIII. New Business

Clerk Fulton informed the Board that DPW laborer Trevor Weston has passed his Water Certification course and exam, and due to his new licensure is afforded a pay raise per his agreement. A resolution will be forthcoming.

Clerk Fulton gave a Jefferson County Payroll Certification update and current error by the Village of Chaumont. Both Karen Fitzgerald and Rose Soules are currently coded as “Deputy Clerk.” Rose Soules could not be coded as “Clerk,” as that is a competitive role with the county. Furthermore, it was explained to Clerk Fulton by Jefferson County Human Resources that Rose must fulfill her probationary period within the role she is stepping into. Because of this, HR recommended retroacting Rose Soules’ appointment to “Deputy Clerk” as of her hire date, and coding Karen Fitzgerald to “Clerk (PT)” which is non-competitive. Mayor Morrow made a motion to appoint Rose Soules as Deputy Clerk and Karen Fitzgerald as Clerk (PT) as of August 28, 2023, seconded by Trustee Sosa. All in favor. This brought up further discussion about Karen’s last day, which will be in December. She feels confident that she has trained Clerk Fulton and Clerk Soules to the best of her ability, and received a round of applause in appreciation and recognition by all in attendance.

James Millington has officially been named Town of Lyme Supervisor after November’s election by the Board of Elections, beginning January 1, 2024. The Board of Trustees is concerned that this may be a conflict of interest with his current Zoning & Code Enforcement Officer role within the

village. They have asked Clerk Fulton to talk with PT Zoning & Code Enforcement Officer Richard Ingerson about his willingness to take on the added responsibility if necessary after more research is done concerning this matter.

Clerk Fulton brought up the option of a business credit or prepaid card for the Village of Chaumont, to aid in purchases such as lodging and meals for training, without the personal purchase/reimbursement process we've done in her current tenure. She cited a previous KeyBank business card with the village, as well as the Town of Lyme's current practice. The Board asked her to gather more information from Town of Lyme Clerk Ariana Henderson and report back at the next meeting. Clerk Fitzgerald reminded all that interest cannot be charged to a municipality, and Trustee McIntosh said she is familiar with this from LCSD's use.

The Village Planning Board has requested the purchase of a ZOOM account for their meetings, as the free version does not give members enough time to discuss with those who are joining remotely. Mayor Morrow said if we do this, we must have a policy in place. There must be at least three board members present in-person, the ZOOM link must be posted in advance and advertised, and someone must be designated to transcribe the minutes on request. Mayor Morrow will be talking to VPB Chair Bryan Stumpf and Vice-Chair Robin Grovesteen to determine the best way to move forward.

## **IX. Correspondence**

Clerk Fulton presented monthly correspondence.

- On November 20, the U.S. Department of the Treasury's new Interim final rule for the State and Local Fiscal Recovery Funds program was published in the Federal Register
- On October 18, CPE Service Systems Solutions visited the WWTP to calibrate the flow meter, and ensured the equipment is operating per manufacturers' specifications
- Richard Haynes reached out in October regarding the apple tree next to the tennis court. He requested permission to use the apples for baking, and offered to make some pies to donate to the local food pantry. The board approved his request
- Sara Beard reached out regarding a nuisance with bridge construction workers blocking her driveway on Water Street. Clerk Fulton reached out to Todd Townsend who immediately rectified the situation
- A notification from the Department of State looking for comments from waterfront municipalities regarding the joint Village and Town of Cape Vincent Local Waterfront Revitalization Program (LWRP)
- 2023 NYMIR Insurance Renewal Policies from Eastern Shore Insurance Agency
- A message from the Department of Public Service requesting assistance in promoting their winter preparedness outreach and education programs and materials
- A thank you card from Lyme Central School for village staff participation in the LCSD Halloween parade on October 31
- An invitation from James Millington for a special Meet the Candidate at the Chaumont Fire Hall on October 28 from 11:00 – 2:00
- Order form and price list from Williamson Law Book Company for 2023 W-2 forms

- Notification from the 2022-2023 New York State Low Income Household Water Assistance Program (LIHWAP) that they will send a final supplemental rate reduction benefit of \$415.00 directly to the water/sewer vendors of eligible LIHWAP households in their municipality. These payments should be applied as credits to resident accounts upon receipt
- Letter from the DOT announcing the continuance of the Governor’s 5-year Capital Program BRIDGE NY at a funding level of \$200M per year and explaining key aspects of the program
- A thank you from the Lyme Free Library for their annual appropriation from the village
- A copy of the thank you note and pictures of Memorial Park sent by Ms. Patricia Reome to Allen Strasser for his donation toward the revitalization of the park
  - The Board discussed writing their own letter of appreciation to Mr. Strasser and Pat Reome for all of their hard work and financial support in maintaining and restoring Memorial Park for the enjoyment of all residents
- An email from Mr. Chavoustie with pictures of the mayor honoring Purple Heart recipients during Cape Vincent’s Veterans Day observance

**X. Resolution #29 of the 2023-2024 Organizational Year**

RPTL 487 was discussed but tabled for further discussion as Mayor Morrow would like more info and legal advice before any changes are made. The Village of Chaumont is currently opted out of the law.

**BE IT RESOLVED**, that the Village of Chaumont Board of Trustees will increase DPW laborer Trevor Weston’s hourly rate to \$17.58/hour, as an increase of \$1.00/hourly per his Grade D Water Operator certification

<b>VOTING:</b>	<b>Ayes</b> 5	<b>Nays</b>	0
The roll call vote was:	Mayor, Jim Morrow		YES
	Deputy Mayor, Mike Nichols		YES
	Trustee, Jose Sosa		YES
	Trustee, Dori-Ann Froelich		YES
	Trustee, Tammy McIntosh		YES

**RESOLUTION NO. 29 ADOPTED.**

**XI. Mayor’s Report/Committee Reports**

Mayor Morrow updated the Board of Trustees that he is currently looking into some new lawyers. He would like to let Mr. Burrows continue overseeing the River Crossing/Water Improvement Project, but potentially start with new counsel as we move forward with other general matters.

Trustee Froelich gave a brief committee report on the Village Planning Board. She confirmed they are interested in a ZOOM account, with Planning Board member Mark Morina willing to cover

the cost. An undisclosed member has a disability which may warrant the purchase to help facilitate their attendance. They started discussing revisions to the current Land Development Code. Some points brought up were that Site Plan Review process needs a point of contact and the VPB would like to have final approval on SPR in lieu of Board of Trustees, who currently have final approval. They believe the authority to grant or deny site plans being with the BOT fractures their relationship with the residents they are working with. Clerk Fitzgerald believes the reason the BOT took over the final approval is because, in the past, the Planning Board was too strict with business growth. Mayor Morrow said that the trustees usually follow the recommendation of the Planning Board, but to him, it makes sense to send approval up the ladder. The Property Maintenance Law revision has been tabled.

Trustee Sosa said there was no Youth Commission meeting, and no report from Deputy Mayor Nichols.

Trustee McIntosh informed the board that the first Sesquicentennial Meeting would be taking place at the Village of Chaumont municipal building on November 30, 2023 from 6:30 PM to 7:30 PM. She has invited representatives from the village board, school, fire department, library, Copley House, and more. She expects about 15-20 people in attendance and hopes the Masons will join, as well. They will begin planning for summer of 2024. Mayor Morrow suggested she look into the actual incorporation date. It was also suggested that the Village Sesquicentennial not interfere with Lyme Community Days or the Town-wide Yard Sale Weekend. All activities should be within the village limits.

## **XII. Motion to Adjourn Meeting**

Mayor Morrow said he'd accept a motion to adjourn at 8:17 PM, which was offered by Trustee Sosa and seconded by Trustee Froelich.

Respectfully Submitted

*Erin Fulton*

Erin Fulton

Village Clerk/Treasurer