

**Regular Meeting of the Chaumont Board of Trustees**  
**Village of Chaumont/Town of Lyme Municipal Office**  
**Located at 12175 NYS Route 12E**  
**Via zoom meeting**  
**Held on the 15<sup>th</sup> Day of December, 2020**

**Board Members Present:**

Mayor: Valerie Rust  
Deputy Mayor: Michael Nichols  
Trustee: Patricia Reome  
Trustee: James Morrow  
Trustee: Dori-ann Froelich

**Also Present:**

Village Clerk: Karen Fitzgerald

**2020-2021 Annual Organizational Meeting--6:00 P.M**

Mayor Rust opened the 2020-2021 fiscal year organizational meeting at 6:00 pm via zoom meeting. Mayor Rust read the organizational resolutions and each were acted upon individually.

No public comments were received.

Mayor Rust closed the 2020-2021 fiscal year organizational meeting at 6:30 pm. See attached minutes and resolutions.

**Regular Board meeting of the Village of Chaumont Board of Trustees**

Mayor Rust opened the Village of Chaumont Board of Trustees December 15, 2020 Regular Board Meeting at 6:30 p.m. via zoom meeting. Mayor Rust requested that the minutes reflect that all trustees are present this evening.

**Privilege of the Floor**

No one was present for privilege of the floor.

**DPW Updates**

Mayor Rust stated that she has requested Al Netto to make a report of DPW activities for board trustee meetings.

Al reported that he has contacted Mike Worden to fix the Wise Guys meter. The meter has not been reading since installation due to sand infiltration. Mike is scheduled to make the repair on Monday.

The Village plow trucks are put together and in good working condition. The snow stakes have been put up.

Park Dr. repairs will require concrete to fill the pot holes. The cold mix is not holding.

**DPW Supervisory Options**

Mayor Rust presented an idea for supervision of the DPW since there is currently no supervisor in place. She has spoken to the Town Highway Superintendent, Pat Weston, regarding a shared service agreement with the Town of Lyme where he would act as a part time supervisor. Her plan suggests payment to the Town for a portion of his salary and benefits. She suggested that the Village reimburse the Town 25% of Pat's salary (\$15K) and 25% of his health insurance cost. A stipend will also be offered to Pat directly. She and Karen will be attending the Town's year end meeting to present a shared service plan including the above suggested reimbursement amounts if agreed upon by Pat.

## **Planning Board Appointment**

Robert Stevenson expressed interest on becoming a Planning Board member. Upon a motion by Trustees Nichols, second by Trustee Reome and all in favor, it was resolved to appoint Robert Stevenson to the Planning Board effective immediately.

## **Zoning Board of Appeals**

Concerns have been raised regarding the ZBA's approval of a Use Variance for Jacquelyn Cox to open a yarn shop at 12004 NYS Rte 12E, Chaumont. The expressed concerns include the ZBA's two member vote and if allowing the variance opens a precedent for future business endeavors on the property without oversight of the ZBA. Discussions between the ZBA, Planning Board and the Mayor resulted in a determination that the Use Variance will not grandfather any future business requests and does not entitle the Coxs to open any other type of business without ZBA review. No change to the zoning of the property was made. The question raised regarding the two member vote constituted a quorum of the ZBA board and was deemed valid.

## **River Crossing/Water Street Improvement project**

**Status** – Crews have completed all the new watermain installation, water service lateral installation and connections, and valve cut ins. Everything has been mulched and asphalt binder has been placed on the roadway surfaces. Crews will return in the spring to do the final restoration. The meter pit and meter at the Village limits has not been installed yet but the contractor hopes to do that prior to the ground freezing. The new meter and meter pit size in the contract documents was specified as 1" but will be changed to a 1-1/2" to match the existing water service line size. The contractor is waiting for pricing and lead times from their supplier for the new meter and meter pit. If the new meter pit has a long lead time, an alternative meter pit may be proposed along with a substantial completion extension request if the lead time exceeds the current substantial completion date of December 31, 2020. Flags still need to be attached to the new fire hydrants. Crews plan on providing the extra stored materials, which have already been invoiced on the payment applications, to the Village next week.

• **Schedule** – Crews will return in the spring for restoration. The Village will need to schedule the paving project paid by CHIPS funding.

## **NYS Archives Retention Schedule Resolution**

### **RESOLUTION #24 (2020-2021)**

Trustee Nichols forwarded the following resolution, which was seconded by Trustee Morrow:

**RESOLVED**, By the Trustees of the Village of Chaumont that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

***FURTHER RESOLVED***, that in accordance with Article 57-A:

***(a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;***

***(b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.***

Resolution 24 (2020-2021) Adopted

### **River Crossing Legal Advice**

Jim Burrows responded to our request to explore our water use law to determine if performing the installation of the new laterals on Water St. directly into residences put the Village at risk. Rural Development questioned if the Village would be protected from liability if installations fail in the future. Typically in watermain projects, laterals are only replaced to curb stops. Mr. Burrows responded via email. His response was” *Limited exposure associated with the quality materials provided and/or services performed, from a curb stop to the actual connection into a home could arise for a limited period of time. The extent of warranties are specified in the contracts between the Village and its contractor(s). Property owners are intended third party beneficiaries of those contracts and warranties. That would NOT, however, create a lifetime warranty, etc. obligating the Village to guarantee materials or services . Repairs, maintenance, etc. from a curb stop into, and connecting with, a service, beyond the limited warranties remain the responsibility of the property owners and would be governed by the Water Use Law sections 5.3 – 5.5 and 9.10”.*

### **Moratorium on Utilities**

The Board suspended charging late fees to delinquent water & sewer customers at their November board meeting in response to the NYS Utility Moratorium. Karen stated that NYCOM’s interpretation is that late fees may accrue until a customer enters into a deferred payment agreement. It was decided to start imposing fees for residents who have not responded to the deferred payment and who is at least 60 days past due effective with the January billing.

### **November 2020 Accounts Receivables**

#### **General Fund**

Real Property Tax	A1001:	\$	-0-
Lieu of Taxes	A1081:	\$	-0-
Jeff. County Sales Tax	A1120:	\$	-0-
Penalty/Interest:	A1090:	\$	-0-
Gross Utility Tax:	A1130:	\$	51.05
Franchise Fees:	A1170:	\$	1,553.93
Clerk Fees: -	A1255:	\$	-0-
Registrar Fees:	A1603:	\$	-0-
Building Permits:	A2555:	\$	-0-
Unclassified	A2770:	\$	-0-
Beach fees:	A7140:	\$	-0-
Chips	A3501	\$	-0-
State Aid: Aid & Incentives	A3001	\$	-0-
Total:		\$	1,604.98

#### **Water Fund**

Metered Water Sales	F2140-1:	\$	5,717.93
O&M/DCC FEES:	F2140-2:	\$	3,088.72
Unmetered Water:	F2142:	\$	0.00
Interest & Penalty Fee:	F2148:	\$	15.00
Water Meter Fees	F2144:	\$	0.00
Service Connection fees:	F2145:	\$	0.00
Total:		\$	8,821.65

#### **Sewer Fund**

Debt Service:	G2122:	\$	2,721.72
Usage Fee Sewer Rent:	G2120:	\$	4,797.11
Interest & Penalty Fees:	G2128:	\$	15.00
O&M Fees:	G2770:	\$	1,160.62
		\$	8,694.45

**Motion to Approve Minutes of the November 17, 2020 board meeting:**

Upon a Motion by Trustee Reome, Seconded by Trustee Froelich, and unanimously passed, it was “**Resolved** to Approve the Minutes of the November 17, 2020 Village of Chaumont Regular Board Meeting.

**Motion to Approve Payment of Abstract #7 of the December 15, 2020 Board Meeting:**

Upon a Motion by Trustee Morrow, Seconded by Trustee Reome, and unanimously passed, It was “**Resolved**” to Approve Payment for Abstract #7 of the December 15, 2020 Regular Board Meeting in the amounts of \$13,698,99 General Fund; Vouchers 1346-1362, \$813.83 Water Fund, Vouchers 392-395, \$17,775.31 Waste Water Fund, Vouchers 642-655, Trust & Agency: \$31,306.00 Vouchers #75-76, River Crossing Project \$133,069.87, vouchers 25-30.

**Water/ Sewer Report**

Karen informed the board that the meter install at Petroske’s storage building on Morris Tract Rd. had to be cancelled. It was found that the waterline coming into the building is a 2” line and a valve would be needed to reduce the line from 2” to ¾”. Greg advises in order to limit Village liability, the installation should be performed by a certified plumber; not the Village DPW. It is also thought that since a meter has never been installed at that location, the expense of installation should be the responsibility of the Village. Mayor Rust suggested that the Village hire P&T to perform the installation. Mayor Rust will contact Greg Ingerson for a quote from P&T and to schedule the installation if viable.

Mayor Rust asked for an update for the sewer and water application for Dick Wallace’s project on Co. Rte 125. Karen stated that Greg & Dick have met and are still determining the best way to install hook ups for both utilities. Karen questioned the cost for the water & sewer application fee for his project. Currently, the fee is \$300.00 per utility. Upon a motion by Trustee Morrow, seconded by Trustee Reome and unanimously passed, it was resolved to charge Mr. Wallace a fee of \$300.00 for both utilities.

A tree has grown around the shut off valve at Priscilla Audo’s home and should be repaired. Mayor Rust stated that the Village will address the repair in the spring. Greg recommended the repair be made by an independent contractor.

**Mayor’s Report**

Mayor Rust polled the trustees regarding their intentions of remaining on as Village trustees. Trustee Reome & Trustee Froelich will be up for re-election in 2021. Both Trustee Reome and Trustee Froelich stated that at this time they did not intend to seek re-election. Mayor Rust encouraged the BOT to speak to their neighbors to encourage their involvement in Village government. Karen mentioned that she has included an article encouraging interested residents to consider running for office in the next Lyme Lights newsletter.

Mayor Rust stated that the Village still does not have an Asset Management plan in place. An Asset Management Plan is required for all municipalities and is essential in completing the annual report. She stated that she has requested a quote from BC&A to assist in setting up a much needed asset management plan.

**Committee Reports**

**Trustee Reome:** The Planning Board is requesting a “no parking” sign at the corner of Washington St. & Main St. Mayor Rust stated that since Main Street is a NYS highway, the request for a sign must be submitted to the NYS DOT. Trustee Reome also stated that the PB intends to start working on the Village Codes and requested authorization to hold two meetings in January.

## **Committee Reports con't**

**Trustee Froelich:** Nothing to report

**Trustee Morrow:** Nothing to report.

**Trustee Nichols:** Nothing to report

## **New Business**

Trustee Froelich stated that her neighbor's property on Water St. has not been restored adequately from the River Crossing project. Mayor Rust said that she will contact Gregor to see what can be done prior to spring to address their concerns.

## **Old Business**

No old business was discussed.

## **Correspondence**

**PIVOT Foundation:** Letter requesting a donation to their foundation to help with their programs for addiction and recovery. Mayor Rust stated that we can not use tax payer dollars to donate to an entity outside of our municipality.

**Jefferson County Highway Superintendents Assoc:** Membership invoice for their 2021 membership dues. It was decided not to join this year since we currently have no one acting as DPW Superintendent.

## **Motion to Adjourn:**

Upon a Motion by Trustee Morrow, Seconded by Trustee Reome, and unanimously passed, It was “ **Resolved** to adjourn the Regular Meeting of the Village of Chaumont Board of Trustees December 15, 2020 meeting at 7:39 p.m.

Respectfully Submitted,  
Karen Fitzgerald, Village Clerk/Treas.