

**Village Of Chaumont**  
**Minutes of the Monthly Meeting of the Board of Trustees**  
**January 17, 2023**

**Location of Meeting:**

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

**Present at Meeting:** James Morrow, Jose Sosa, Michael Nichols, Dori-Ann Froelich, Karen Fitzgerald, Erin Fulton, & Gunther Schaller. (*Val Rust via Zoom as amended at February 21, 2023 Board of Trustees Meeting*)

The regular monthly meeting of the Board of Trustees of the Village of Chaumont was called to order at 6:30 PM on January 17, 2023.

**I. Privilege of the Floor**

The meeting began with the Pledge of Allegiance. Although Town of Lyme resident Gunther Schaller attended the meeting in support of a letter he had previously sent the Board of Trustees, he declined Privilege of the Floor.

**II. DPW Update**

Deputy Mayor Morrow asked about the requirements of the DPW to inform someone when the crossing guard duty will not be fulfilled, as he noticed the position unmanned a couple times in the last week. One of the laborers, who is very faithful with the crossing guard responsibility, was out sick last week. Jim Morrow said he'd talk with them about the importance of ensuring the role is always filled.

DPW Supervisor Greg Ingerson has been remotely touching base with the DPW team to check on the status of the checklists he created before his leave. He also called Hazlewood in reference to the damaged radiator at the WWTP and left a message. Hazlewood was supposed to go and check out and Greg is following up.

The water was turned on at the shed at Memorial Park for the Garden Club, possibly last summer, and was neglected to be turned back off. One of the pipes froze and burst this winter. Clerk Fulton will remind the DPW to turn on and shut off here seasonally to avoid this happening again in the future.

NYMIR provided annual sign inventory sheets and hydrant flushing checklists. Please ensure DPW is also completing snow removal logs and lift station inspection forms, and handing them in with their bi-weekly timesheets. Deputy Mayor Morrow asked about the other line items in the recommendations from NYMIR after their risk assessment walk.

- Metal gas cans for flammable liquids will be purchased in spring
- Hydrants have been inventoried by pole number and flush date
- DPW will register and complete DigSafe certification online
- Clerk Fulton will ensure that the 2008 Ford has been deleted from policy
- Village of Chaumont has been registered with the DMV's LENS program

- Sign inventory and night reflection inspection has been completed
- Clutter and boxes have been removed from WWTP office
- Beach signs have been ordered
- Recreational equipment that has been flagged at the beach will all be addressed
- Tennis court has been chained and locked
- Insurance certificates must be obtained from Jessman and P&T as outside contractors

Deputy Mayor Morrow also asked about sidewalk liability. Clerk Fulton will be calling NYCOM and NYMIR's risk assessment to get more information and ask "how can the village proceed with sidewalks so that we are not liable for lawsuits, but also without putting responsibility on landowner? What can we do so the Village of Chaumont is protected, but also our residents are protected?"

Trustee Nichols asked about trash removal policy. Clerk Fulton has informed residents of the 5-bag limit on water bills, on our website, on Facebook, and will be submitting in the next publication of The Lyme Light newsletter.

### **III. Motion to Approve Abstract #8 of 2022/2023**

Trustee Nichols made a motion to approve Abstract #8 of 2022/2023 and Trustee Sosa seconded the motion.

### **IV. Motion to Approve Minutes of the December 20, 2022 Board Meeting**

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

### **V. Water/Sewer Report**

John Papin, the owner of the duplex on Water Street. The DOT's field office for the Bridge Replacement project is also in this building. John Papin is asking about the possibility of getting the grinder pump removed from the basement of that building and installing a gravity fed pump outside. Mayor Rust had told him she would have to get some more background on his request before bringing it to the board meeting. He said he had discussed it with Todd Townsend of the DOT because of the work that was being done in that area, and that Todd had mentioned there would be equipment in place that could be used to dig the necessary depth to install a gravity fed pump. Mayor Rust reached out to Todd as well, asking his thoughts and specifically referencing the amount of rock in that area. Todd confirmed that he and John did discuss the potential of having Tioga install a new sanitary lateral for the duplex building, which would eliminate the need for a pump system. Tioga told Todd that they can and will do the work if requested, including any rock removal for the line. The only concerns that the DOT has with the work is that the current contract does not contain the PVC pipe item for the lateral and actual connection to the sanitary main. Depending on the main size and material, if it is a non-standard connection, Tioga may want some assistance from the Village with that connection. If the Board decides to pursue this, they would want Greg Ingerson there as assistance from the Village (he's out of town until March.) Todd has agreed to this and also stated that he believes DOT/Tioga can do the work within the current contract with no additional out-of-pocket costs to the Village (aside from PVC and connection - which would be about \$300.00). The present Board of Trustees were in unanimous agreement to allow this. All in favor.



## VIII. New Business

Clerk Fulton presented several requests from the Village Planning Board.

Bryan Stumpf is interested in a local government conference through the Tug Hill Commission and would like to inquire on expense reimbursement for trainings. The VPB is supposed to have so many hours of documented training and the Village either can reimburse or pay outright – and the Board is amenable to it. While training expense reimbursement has been reinstated by the Board of Trustees for Planning Board members, the requirements are as follows: all anticipated trainings must be pre-approved by the Board of Trustees. Members must submit their requests for training by specifying the date & time, what the training is for, how much the cost will be, and how it will benefit the Village. Expenses such as overnight lodging would not qualify. Please submit in a timely manner, so that the VBT can approve trainings during their regular monthly meetings, which take place on the 3rd Tuesday of every month.

The Board decided that municipal building access should be granted to Jenn Sosa as a representative of the VPB. As the new Planning Board Secretary, she would be the only member who may need after-hours access, even outside of VPB meetings (to make copies, post public notices, etc.) Clerk Fulton will be talking to Town of Lyme Clerk Ariana Henderson about getting a key for Mrs. Sosa (as well as an access code) so she will be able to open the courtroom for Planning Board meetings which happen after Town of Lyme/Village of Chaumont normal business hours.

Finally, a member of the VPB had requested permanent Zoom access to meetings to service a medical concern. The Board was in complete agreement to allow VPB members to join meetings by teleconference when necessary, as long as a quorum was present physically where the public could join if desired. The new Open Meetings Law stipulates public bodies pass a resolution to allow this.

Clerk Fulton then presented a letter written to the Mayor and Board of Trustees by Mr. Gunther Schaller (this letter had been emailed out to the Board previously to allow them adequate time to read and respond). Deputy Mayor Morrow confirmed his receipt and reading of the letter. Mr. Schaller was informed of the intention to send a copy of the letter to the Town of Lyme Board and Village Planning Board requiring all supporting documentation, recommendations, and comments, addressing each line item and violation mentioned in Mr. Schaller's letter concerning the Town of Lyme's Veterans Park (particularly violations surrounding the purchase by the municipality, Andy Williams, and the Schweitzers from Geordie Magee and subsequent subdivision.) Mr. Schaller said it was a prudent way to handle the situation, and the Board was encouraged to thoroughly read the letter before February's meeting, when it will be discussed and determined what documentation has accumulated from responsible parties.

Mr. Schaller expressed his appreciation for the Village of Chaumont Board of Trustees and thanked them for hearing him out in what he feels is a severe violation of the village's regulations and laws. He has been hesitant to push this issue, which has been on his radar for about three years, and has exhausted all means to mitigate the situation. He was in favor of, and reaffirms his commitment, of the Town of Lyme acquiring the Magee property for public park services. He was very careful in isolating the request for review to a technical violation of zoning ordinance by having a landlocked piece of property subdivided. Other concerns are addressed in the letter and Mr. Schaller does not mind it being shared with the Town of Lyme. While he does not intend to pursue the issue with the Town if the Village can mitigate the violation, he will not hesitate to involve the Attorney General's office if necessary.

## **IX. Correspondence**

Clerk Fulton presented monthly correspondence.

- Stantec held a Public Information Meeting on January 12<sup>th</sup> at the Town of Lyme / Village of Chaumont municipal building for Jefferson County Bundle Bridge Replacements for all NY Route 12E locations
- The status of the Tax Limit Form for the Village of Chaumont, fiscal year ending 05/31/2023 has been changed to “accepted” by OSC
- Donna Burden, insurance liability attorney, spoke with Paul Hofmann of Stanley Law to follow up on her request that he withdraw the Notice of Claim against the Village of Chaumont. He will speak with the claimant and discuss that they withdraw. He does not disagree that this will be an unsuccessful claim. She will follow up in 2 weeks
- Certified letters were sent to 12234 NYS Route 12E and 27730 Water Street in regards to Property Maintenance violations. The 12E property was given a deadline of April 15<sup>th</sup> to rectify all violations, and Water Street’s violation had been resolved within 48 hours
- Star Carter is moving in mid-January and Mr. Warren Salo will become the new GIS Supervisor and primary contact for all GIS needs with the Development Authority
- Taxing jurisdictions that offer property tax exemptions to volunteer firefighters and ambulance workers must transition to a newly authorized statewide exemption within three years
- The next quarterly SFY 2022-23 CHIPS, Pave-NY, EWR, and POP reimbursements are scheduled to be made on March 15, 2023
- TDS sent the Village of Chaumont a prepaid Mastercard in the amount of \$12.86 to reimburse an account overage on the beach line. It was determined by the Board of Trustees to use this on another General Fund line item, specifically \$12.86 of postage

## **X. Resolutions #20, #21, and #22 of the 2022-2023 Organizational Year**

### **RESOLUTION NO. 20**

**RESOLVED**, By the **Village Board of the Village of Chaumont** that Retention and Disposition Schedule for New York Local Government Records, 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 after they have met the minimum retention periods described therein;



**VOTING:**

**Ayes 4**

**Nays 0**

The roll call vote was:	Valerie Rust, Mayor	NOT PRESENT
	James Morrow, Deputy Mayor	YES
	Michael Nichols, Trustee	YES
	Dori-Ann Froelich, Trustee	YES
	Jose Sosa, Trustee	YES

**RESOLUTION NO. 22 ADOPTED.**

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

Trustee Nichols questioned the ice quality down at the beach, and brought up the broken stop sign on Washington Street which seems to constantly get bent, even after repair. A full repair will have to happen after the spring thaw with a post hole-digger per Mayor Rust, but another temporary fix is in order to bandaid the issue until then.

No Youth Commission report per Deputy Mayor Morrow. They didn't have a meeting, but are currently in basketball through February.

Trustee Froelich will follow-up and give full report on STRU Law updates by the VPB through email before the next meeting.

The Board was informed that a Decommissioning Plan should have been given to the Village of Chaumont by Norbut Solar Farm at the time of building application and documentation that the security bond was on file should have been given when the project was inspected and given building permit closeout. Mayor Rust called Victor Ciaccia on January 13, 2023 to tell him the Village of Chaumont had neither. Ciaccia will call Convergent and get us both of these documents.

The mayor is still working on Hart Road's updated "Outside Water User Agreements." She is getting counsel from Village Attorney, Jim Burrows, regarding these. When they are complete, the Clerk's office will be updating all outside water user agreements to ensure all water agreements are on file and registered with DEC.

We will also be contacting Gregor with BCA regarding our grant surplus money to see if the village can get the new software and water reader. Clerk Fulton informed the Board that we were billed an annual software fee of \$645.00 from gWorks on this month's abstract. Although we were previously informed that our current software would be "sunsetting" this year, this subscription runs through December 2023.

The mayor continues to work on her resignation and restructuring of Village of Chaumont staff, which will be discussed further next month. An email was sent to John Mancini at NYCOM for advisement and help in following civil service law. The Board of Trustees have been requested to send feedback on her exit checklist as well as a new potential Village Administrator role.

Deputy Mayor Morrow brought up the Property Maintenance Law update, which had been typed up by Deputy Clerk Fitzgerald, but needs further discussion and comment before being adopted into local law. This will be an agenda item for further discussion at February's meeting, with a probable Public Hearing in March.

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

Deputy Mayor Morrow said he'd accept a motion to adjourn the meeting at 7:42 PM. Trustee Sosa made a motion, which was seconded by Trustee Froelich.

Respectfully Submitted

*Erin Fulton*

Erin Fulton  
Village Clerk/Treasurer