

December 12, 2023- Village of Cape Vincent Board of Trustees

Mayor Jerry Golden opened the meeting at 5:30 PM with Trustees Dave Bonney, Robert Ewing, Pamela Youngs and Christine Stark present. Mayor Golden welcomed the attendees and led in the Pledge of Allegiance.

Mayor Golden then opened the Organizational Meeting. Mayor Golden appointed Trustee Pamela Youngs to be the Deputy Mayor. Mayor Golden then stated that the Planning Board term for Richard Hodge has expired and he will be reappointed until 2028. The official newspaper will be the Watertown Daily Times as primary and also the Thousand Islands Sun. The official bank will be the Gouverneur Savings and Loan. The meeting schedule will remain the second and fourth Tuesdays of each month at 5:30pm. Special meetings will be called by the Mayor and one Trustee or by two Board members. The Roberts Rules of Order will be followed for meeting procedures. The Treasurer may pay in advance of audit the health insurance premiums, freight and postage, public utility bills and loan payments. The mileage allowance will be set at \$0.65.5 per mile. All employees will be required to have prior approval to attend and be reimbursed for any schools or conferences. The tentative Budget hearing date will be April 9, 2024 and the next Organizational meeting will be held December 10, 2024. The office of the auditor position and alternates will be Trustee Stark and Youngs and Mayor Golden, respectively. The Trustees positions will be as follows:

- Trustee Stark to monitor Zoning and monitor special committees.
- Trustee Ewing to monitor youth commission and the Fire Dept.
- Mayor Golden to monitor police, DPW, water and sewer operations and all media.
- Trustee Youngs to address park and grant issues, LWRP and Development Committee (CVLDC)
- Trustee Bonney to address French Festival and Chamber.

Trustee Ewing made the motion to accept those set forth by the Mayor and seconded by Trustee Stark and all voting yes.

The Board then reviewed the minutes of the November 14, 2023 regular Board meeting and Trustee Stark made the motion to accept them as written with Trustee Ewing seconding the motion and all voting yes.

The Board then reviewed Abstract 07 as follows:

General:	\$275,134.44	Vouchers 4681-4705
Water:	\$ 36,621.38	Vouchers 2227-2242
Sewer:	\$ 32,646.03	Vouchers 2227-2245

Upon review of the abstract, Trustee Stark made the motion to approve the payments of all vouchers with Trustee Ewing seconding the motion and all voting yes. Mayor Golden then signed Abstract 07 and ordered the Clerk/Treasurer to pay the Abstract.

Attendee Colleen Knuth, Village resident, then addressed the Board and presented a timeline and letter of her most recent insurance battle for water damage in her basement. She has requests that the Village look into water line replacement on Lake St that has had a few “breaks” over the past 18 months. There was a discussion. Marty Mason suggested a check valve be placed on the drain at the residence.

Attendee Gerald Shilton, Jefferson County resident and volunteer for the NY citizens audit for voter rolls. Mr. Shilton addressed the Board and shared information about research that has been done by this 501c3 nonprofit organization. This group is comprised of concerned citizens about the voting in the state and how the votes are counted. He left a packet of information for the Board to review. He would like to attend a January meeting to see if the Board has any questions and to see if the Board would like to be a supportive part of the initiative. Attendee Chris Rubel, with the same group, also spoke briefly about the research and asked the Board to please take time to review the packets.

Marty Mason, DPW Superintendent, then gave his report as follows:

- The crew has been doing tree trimming and they are about 50% complete in the Village. There are 5 trees that will need to be evaluated. Mayor Golden asked Marty to be certain to check the tree at the Baichi residence on Broadway as they had reached out to the Mayor several times about one of the trees.
- The Village is in the process of updating the new templates for the ERP and the Cyber security for the Department of Health.
- The 2 tribitimeters have been received and they will be installed soon.
- The invoice to pay the 50% for the fuel system replacement at the Town was approved. Marty stated that the Village should consider looking at the contract again as there are now other entities that are using the system and a 50%/50% split Town and Village may not be the best way to do it going forward.
 - Trustee Stark then extended sincere thank you's to the DPw crew for all the assistance with the Christmas decorations throughout the Village and for their participation in the annual Christmas parade.

Mayor Golden then addressed the "old" business as follows:

- Lot on James St: Nothing new to report.
- REDI: The Village is in the final push to get the projects all closed out. The Village still needs to order the lamp posts. After the engineer reviewed the budget and there is roughly \$16,000 for the posts. After brief discussion, Trustee Ewing made the motion to approve the purchase of 4 lamp posts at a cost of roughly \$4,000.00 each with Trustee Bonney seconding the motion and all voting yes. Trustee Stark then made the motion for Clerk Rupp to pay the invoice for the lamp posts as soon as it is received to move the close out along with Trustee Bonney seconding the motion and all voting yes.
- Trustee Stark then gave a brief update on Zoning. There have been no permits issued recently. The new owners of "Dan's Place" have stated renovations and also ZEO Higgins has been asked to look into a recently placed new shed on Club St. There was a short discussion on Zoning.
- Marty then stated that the crew will be able to convert the back portion of the Community House/Village office into storage. A discussion took place. The Board has asked for the task to be looked at and brought to budget discussions.
- Mayor Golden then asked Marty to look at the water main replacement costs and bring that to the budget discussions as well.

- Chamber/French Fest: Trustee Bonney had nothing new to report. It was stated by Mayor Golden that he had heard good results from the latest public meeting for French Festival and the hope is that it will be able to continue. There was a brief discussion.
- CVLDC: Trustee Youngs stated that the CVLDC had extended the current contract with planner Scott Burto for 6 months until July 2024. There will be a new contract set in place at that time. They have an upcoming meeting on December 14th and they are also looking at the possibility of hiring an administrative assistant. There was a discussion. The Board then discussed the IMA further that Mayor Golden is supposed to sign.
- Fire Dept/youth commission: Trustee Ewing had no update to report.
- Horne's Ferry: Mayor Golden has been in contact with Village attorney Ian Gilbert. He will be drafting the lease/contract and it is believed that the legal expenses will be under \$1,000.00. The contract will include the 2023 season as used when drafting the lease.
- Memorial Stone: Trustee Stark has no real update but has spoken with the group that has started the fundraising efforts.
- NYFORWARD: Everything has been submitted to NYS and we are just waiting for their decisions.

Mayor Golden then addressed "new" business as follows:

- Letter: The Board then reviewed a letter from Joe Chavoustie regarding Village property and American flags. Mr. Chavoustie is requesting that the Village send a response before March 1st with their upcoming plans to get American flags on Village property. A discussion took place. As a result, Trustee Stark will draft a letter for the next meeting for all to review and the Mayor to sign.
- IMA for CVLDC: There was further discussion of the IMA. As a result, Trustee Stark made the motion for Mayor Golden to sign the IMA as is with Trustee Ewing seconding the motion and all voting yes.
- The Board then reviewed the quote from Advanced Business Systems totally \$875.88 to rewire/replace and relocate the modem, router, etc. The DPW will build the necessary shelving. Trustee Ewing made the motion to approve the quote with Trustee Bonney seconding the motion and all voting yes.
- The Board members all received an invitation to the CV Library on Wednesday December 13th.
- DPW superintendent job announcement: The Board discussed the proposed announcement. Marty will be in contact with NYS Retirement after January 1st to get an official date for proposed retirement and once that date is made available, the Board will work further on posting the announcement.

At 7:15pm, Trustee Ewing made the motion to adjourn the meeting with Trustee Bonney seconding the motion and all voting yes.

Respectfully submitted,
Mary E. Rupp. Clerk/Treasurer