

**Village of Tupper Lake
Board of Trustees**
Minutes

Date: Monday, November 18, 2024
Location: Board Room
Meeting: Regular Meeting 6:00-7:26 PM

At the Regular Monthly Meeting of the Board of Trustees held this date, the following were present: Mayor Mary Fontana, Trustees Eric Shaheen, David Maroun, Jason McClain, Leon LeBlanc and Village Clerk/Treasurer Mary A. Casagrain.

Also present were Water/Wastewater Superintendent Mark Robillard, Electric Superintendent Michael Dominie, Fire Chief Royce Cole, Code Enforcement Officer Peter Edwards, TLCSD Superintendent Jaycee Welsh, Residents Rick Pickering, Victoria Pickering, students Luke Robillard and Elijah Gonzalez, and News Reporters Chris Gaige and Dan McClelland.

Call Monthly Meeting
To Order Mayor Fontana called the Monthly Meeting to order and established the agenda at 6:00 pm.

Pledge & Moment
Of Silence Pledge of allegiance to the flag and a moment of silence and prayer for the safe return of missing teen Colin Gillis.

Public Comment
Period:
Community Thanks
Trustee Jason McClain
4-Years of Service

Mayor Fontana took a moment to acknowledge Trustee Jason McClain's 4-years of service to the community of Tupper Lake and thanked him for his service.

Board Minutes
Approved Motion by Trustee Shaheen, seconded by Trustee McClain to approve the board minutes from October 21, 2024 and November 6, 2024 respectively. (Carried 5-0)

Code Enforcement:
Accept October
Monthly Report Motion by Trustee LeBlanc, seconded by Trustee Maroun to approve the October 2024 Monthly Code Report as presented. (Carried 5-0)

Miscellaneous
Updates Code Enforcement Officer Peter Edwards informed the board that he assisted the ARTA group with a work bee on the last nine (9) miles between Saranac Lake and Tupper Lake.

In addition, he advised the board that the Rail Trail Meetings will restart again beginning December 2, 2024, future updates will be forthcoming.

Court:
Christopher J. Delair
Resignation Motion by Trustee LeBlanc, seconded by Trustee Shaheen to formally accept the resignation of Village Justice Christopher J. Delair effective December 1, 2024 as submitted. (Carried 5-0)

Thank you 13-Years
Of Service Mayor Fontana took a moment to thank Mr. Delair for the past 13-years of service to the community as our Village Justice.

Appoint Leonard F. Young as Interim Village Justice
Motion by Trustee Shaheen, seconded by Trustee McClain to formally appoint Acting Village Justice Mr. Leonard F. Young as our Village Justice effective December 1, 2024 to fill one-year of the unexpired term for former Village Justice Christopher J. Delair. (Carried 5-0)

Treasurer:
Approve Warrant
Motion by Trustee Shaheen, seconded by Trustee LeBlanc to approve the November 18, 2024, warrant in the amount of \$746,733.64 for payment of the bills and abstracts for the month of October 2024. (Carried 5-0)

Review Cash Position
Review the monthly cash position for October 31, 2024.

Establish Annual Organizational Meeting
Date 12/2/2024
It was established that our Annual Organizational Meeting will be held on Monday, December 2, 2024 at 6:00 pm.

Consulting Agreement
Melissa McManus, LLC
Project Management & Grant Administration
Motion by Trustee Maroun, seconded by Trustee McClain to formally approve a consulting agreement with Melissa McManus, LLC to assist us in project management and grant administration of our Department of State Local Waterfront Revitalization Program and Downtown Revitalization Initiative grants as proposed and authorize Mayor Fontana to execute as presented. (Carried 5-0)

EPA Community Change Grant Application Approval
Motion by Trustee Maroun, seconded by Trustee McClain to formally approve a grant partnership between the Village and Franklin County Economic Development Corporation for an EPA Community Change Grant application as proposed. (Carried 5-0)

Announce Appointments
Kathy Savage Village Clerk & Kyle Fuller
Village Treasurer
Mayor Fontana announced that Ms. Kathy Savage will be our new Village Treasurer effective November 25, 2025 and Mr. Kyle Fuller will be our new Village Treasurer effective December 1, 2024.

Formally Accept Kyle Fuller, Deputy Clerk's Resignation
Motion by Trustee LeBlanc, seconded by Trustee McClain to formally accept the resignation of Mr. Kyle Fuller from the position of Deputy Village Clerk effective December 1, 2024 in anticipation of him accepting the Village Clerk position. (Carried 5-0)

Fire:
Accept October Monthly Report
Motion by Trustee Shaheen, seconded by Trustee McClain to approve the October 2024 Monthly Fire Report. (Carried 5-0)

Formally Approve RAM Membership
For Robert E. R. Ayotte & Harmony A. Fefee
Motion by Trustee LeBlanc, seconded by Trustee McClain to formally approve RAM membership for Mr. Robert E. R. Ayotte and Ms. Harmony A. Fefee to the Junior Firefighter program with the Tupper Lake Volunteer Fire Department as presented. (Carried 5-0)

Formally Approve Membership for Austin T. Brownell, Brandon L. McFaul, Dennis R. Gadway & Mutual Aid Membership For Kaleb Mitchell Motion by Trustee LeBlanc, seconded by Trustee McClain to formally approve volunteer firefighter membership for Mr. Austin T. Brownell, Brandon L. McFaul and Mr. Dennis R. Gadway as presented. In addition to formally approve Mutual Aid Membership for Paul Smith's Member Mr. Kaleb Mitchell as authorized by both departments. (Carried 5-0)

Truck Committee Continuing Fire Chief Royce Cole advised the board that the TLVFD Truck Committee is continuing and initial cost estimates are coming in at \$750,000 to \$1 Million in cost.

Police: Accept October Monthly Report Motion by Trustee LeBlanc, seconded by Trustee Maroun to approve the October 2024 Monthly Police Report. (Carried 5-0)

Winter Parking Ban Reminder Police Chief Eric Proulx gave a courtesy reminder to the community that there is a Winter parking ban in effect from Midnight November 15, 2024, through April 15, 2025.

DPW: Miscellaneous Trustee LeBlanc advised the board the sand and salt are up and the DPW Department equipment is ready for the season.

W/WW: Promote John Bujold To W/WW Worker Motion by Trustee McClain, seconded by Trustee LeBlanc to formally promote Mr. John Bujold from Water/Wastewater Helper to Water/Wastewater Worker retroactive to October 24, 2024. (Carried 5-0)

Hire Bart Crary As Part-time Water/Wastewater Superintendent & Approve Agreement Motion by Trustee McClain, seconded by Trustee Shaheen to formally hire Mr. Bart Crary as a part-time Water/Wastewater Superintendent and authorize Mayor Mary Fontana to execute a management agreement for his services as our Grade 3 Wastewater Operator effective December 1, 2024. (Carried 5-0)

Notice to Water Customers - NCC, LLC Installation Services Mayor Fontana took a moment to announce to our water customers that the Village has extended a contract to North Country Contractors, LLC to install the remaining 322 water meters that are mandated by NYS DOH and DEC. Please note they will be reaching out to water customers to schedule those that can be installed inside the home and the remaining meter pits will be scheduled in the spring. We ask that residents please comply with them to avoid interruption in your water service to your homes.

Wright-Pierce Engineering Consultants, P.C. – Water Analysis Report Received Mayor Fontana announced that we received a draft water analysis report from Wright-Pierce Engineering Consultants, P.C. We will be meeting with them to digest our alternatives and once that has been completed we will schedule a public meeting with residents to share that information. If any resident would like a copy of the report to please inquire at the Village Office.

Service Line Inventory
Mailing

Water/Wastewater Superintendent Mark Robillard announced that a service line inventory mailing has been sent to those residents requiring that they complete the survey for their water service lines. If any resident isn't sure after reading the written material, they are asked to please call the office to schedule a time where the water department will visit their home to help them.

Miscellaneous
Updates

It was noted that the water main on Tallman has been completed and they are now working on the sewer laterals; the road is expected to be black topped before winter.

Accept October
W/WW Monthly
Report

Motion by Trustee Shaheen, seconded by Trustee Maroun to formally approve the October 2024 W/WW Monthly Report as presented. (Carried 5-0)

Electric:
Accept Letter of
Retirement For
Matthew Harris

Motion by Trustee Shaheen, seconded by Trustee Maroun to formally accept a letter of retirement from Electric Inventory Clerk Mr. Matthew Harris effective November 29, 2024. (Carried 5-0)

Substation Tap Changer
Update

Electric Superintendent Michael Dominic reported that the substation tap changer has been rebuilt and is expected to be installed on December 2, 2024 by Black and McDonald. In 3-days from arrival the tap changer should be up and running.

Accept November
Monthly Electric
Report

Motion by Trustee Shaheen, seconded by Trustee LeBlanc to formally approve the September 2024 Electric Report as presented. (Carried 5-0)

Into Executive
Session

Motion by Trustee Shaheen, seconded by Trustee Maroun to enter Executive Session at 6:37 pm for the purpose of discussing the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation. (Carried 5-0)

Demotion for Joseph
Arsenault from DPW
Foreman & Reappoint
To W/WW Worker

Motion by Trustee Shaheen, seconded by Trustee Maroun to demote Mr. Joseph Arsenault from the position of Temporary DPW Foreman and to reappoint to the position of Water/Wastewater Worker effective November 21, 2024 due the absence of his Grade 2 Wastewater Operator License. It was noted that he has held the Civil Service Title of DPW Foreman for two 12-month terms and Franklin County Civil Service will not allow us to be extended it again. The official title that required the Grade 2 license is W/WW Supervisor. A promotion recommendation from Superintendent Mark Robillard will be revisited once a W/WW employee attains a Grade 2 Wastewater Operator License in the future. (Carried 4-1, Mayor Fontana "Abstained")

Village Justice Salary
Allowance – Leonard
F. Young

Motion by Trustee McClain, seconded by Trustee Maroun to set the salary for Village Justice Leonard Young to \$9,250.00 due to his NYS Retirement effective January 1, 2025 through November 30, 2025. (Carried 5-0)

Village Court Clerk
Increase – Bridgette
LaPierre

Motion by Trustee McClain, seconded by Trustee Maroun to increase the Court Clerk Bridgette LaPierre's salary by \$3,500.00 beginning December 1, 2024 which brings her rate per hour to \$28.60. (Carried 4-1, Trustee LeBlanc "Abstained")

Exit Executive
Session

Motion by Trustee LeBlanc, seconded by Trustee Maroun to exit Executive Session at 7:25 pm. (Carried 5-0)

Adjournment

Motion by Trustee LeBlanc, seconded by Trustee Maroun to adjourn the meeting at 7:26 pm. (Carried 5-0)

Mary A. Casagrain, Village Clerk/Treasurer