

Agenda
Town of Champlain Board Meeting
January 13, 2026

BOARD MEMBERS:

| | |
|-------------------------------|---------------------------|
| SUPERVISOR | Thomas Trombley |
| DEPUTY SUPERVISOR | Rick Hunter |
| COUNCIL MEMBERS | Rick Hunter |
| | Jason Borrie |
| | Dorothea Southwick |
| | Natasha Nevius |
| TOWN CLERK | Julie Castine |
| HIGHWAY SUPERINTENDENT | Allen Racine |

I. MEETING CALLED TO ORDER/SALUTE TO THE FLAG

II. ROLL CALL OF MEMBERS

III. OATH OF OFFICE ADMINISTERED TO:

I THOMAS TROMBLEY, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW YORK, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF SUPERVISOR ACCORDING TO THE BEST OF MY ABILITY.

IV. OATH OF OFFICE ADMINISTERED TO:

I JULIE CASTINE, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW YORK, AND THAT I WILL

FAITHFULLY DISCHARGE THE DUTIES OF TOWN CLERK/TAX COLLECTOR ACCORDING TO THE BEST OF MY ABILITY.

V. OATH OF OFFICE ADMINISTERED TO:

I ALLEN RACAINE, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW YORK, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF HIGHWAY SUPERINTENDENT ACCORDING TO THE BEST OF MY ABILITY.

VI. OATH OF OFFICE ADMINISTERED TO:

I _____, DO SOLEMNLY SWEAR THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF NEW YORK, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF COUNCIL MEMBER ACCORDING TO THE BEST OF MY ABILITY.

1. NATASHIA NEVIUS

2. RICK HUNTER

VII. APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING

1. DECEMBER 9, 2025

2. DECEMBER 22, 2025

VIII. ORGANIZATIONAL MEETING

IX. SUPERVISOR'S APPOINTMENTS:

- A. Matthew Favro be and is hereby appointed Town of Champlain Attorney for a term of one year expiring January 12, 2027, at the retainer set by annual budget appropriation.
- B. Thomas Murnane be and is hereby appointed Town of Champlain Attorney for Zoning and Planning for a term of one year expiring January 12, 2027, at the retainer set by annual budget appropriation.
- C. Chris Matott be and is hereby appointed Fire/Building Codes and Zoning Enforcement Officer for a term of one year expiring January 12, 2027, at the salary set by annual budget appropriation.
- D. Julie Castine be and is hereby appointed Town of Champlain Registrar Vital Statistics Officer for a term of one year expiring January 12, 2027, at no salary.
- E. Julie Castine be and is hereby appointed Town of Champlain Water/Sewer Clerk for a term of one year expiring January 12, 2027, at salary set by annual budget appropriation.
- F. Julie Castine be and is hereby appointed Town of Champlain Planning and Zoning Clerk for a term of one year expiring January 12, 2027 at salary set by annual budget appropriation.
- G. Janice Letourneau be and is hereby appointed Town of Champlain Marriage Officer for a term of one year expiring January 12, 2027, at salary set by annual budget appropriation.
- H. Charlene Sample be and is hereby appointed Town of Champlain Youth Director for a term of one year expiring January 12, 2027, at salary set by annual budget appropriation.
- I. Sara Gonyo be and is hereby appointed Town of Champlain Budget Officer for a term of one year expiring January 12, 2027, at salary set by annual budget appropriation.

Motion to accept these appointments: Council Member

Seconded by: Council Member

Motion Carried.

SUPERVISOR'S COMMITTEE APPOINTMENTS/DESIGNATIONS

JANUARY 1, 2026 TO DECEMBER 31, 2026

The following appointments/designations are offered by Supervisor Thomas Trombley:

| | |
|--|---|
| A. Deputy Supervisor | Rick Hunter |
| B. Grant Commissioner Deputy Commissioner | Rick Hunter Dorothea Southwick |
| C. Water and Sewer Commissioner Deputy Commissioner's | Jason Borrie Natashia Nevius Chris Matott |
| D. EDU Assessment Commissioner Deputy Commissioner's | Rick Hunter Jason Borrie Chris Matott |
| E. Highway Commissioner Deputy Commissioner | Jason Borrie Natashia Nevius |
| F. Building Commissioner Deputy Commissioner | Dorothea Southwick Natashia Nevius |
| G. Emergency Preparedness Commissioner Deputy Commissioner | Rick Hunter Dorothea Southwick |
| H. Handicap Discrimination Commissioner Deputy Commissioner | Natashia Nevius Thomas Trombley |
| I. Town Policy Commissioner Deputy Commissioner | Dorothea Southwick Thomas Trombley |

| | |
|--|---------------------------------|
| J. Landfill Commissioner | Thomas Trombley |
| Deputy Commissioner | Natashia Nevius |
| K. Board of Assessment Liaison | Rick Hunter |
| Deputy Board of Assessment Liaison | Natashia Nevius |
| L. Marketing Commissioner | Jason Borrie |
| Deputy Commissioner | Dorothea Southwick |
| M. Personnel Commissioner | Thomas Trombley |
| Deputy Commissioner | Rick Hunter |
| N. Zoning Board Liaison | Jason Borrie |
| O. Planning Board Liaison | Dorothea Southwick |
| P. Land Bank Trust Liaison | Jason Borrie |
| Q. Harassment Officer | Sara Gonyo |
| R. Fixed Assets Record Clerk | Sara Gonyo |
| S. Cable Franchise Commissioner | Rick Hunter |
| T. Dog Control Officer | Jody Perrea |
| U. Fire District Liaison | Rick Hunter |
| V. Safety Officers | Chris Matott Thomas Trombley |
| W. Parks, Recreation, and Youth Programs | |
| Commissioner | Dorothea Southwick |
| Deputy Commissioner | Natashia Nevius |
| X. Shared Services Commissioner | Dorothea Southwick |
| Deputy Commissioner | Jason Borrie |
| Y. Town Historian | Calvin Castine |

Motion to accept these appointments: Council Member

Seconded by: Council Member

Motion Carried

BOARD DESIGNATIONS

OFFICIAL NEWSPAPER

The Press-Republican, Plattsburgh, N.Y. be and is hereby designated the official newspapers of the Town of Champlain during the year January 13, 2026 through January 12, 2027.

Motion to approve this designation: Council Member

Seconded by: Council Member

Motion Carried.

TOWN OF CHAMPLAIN MEETING SCHEDULE

The second Tuesday night of each month be and hereby designated as the official meeting night of the Town Board during the year January 13, 2026 through January 12, 2027, and the time be at 7:00 p.m. at the Town Office, 10729 Route 9, Champlain, N.Y. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby notifying the public, as required by law and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Town, as required by law.

Motion to approve this designation: Council Member

Seconded by: Council Member

Motion Carried.

2027 TOWN OF CHAMPLAIN ORGANIZATIONAL MEETING

The Annual Organizational Meeting set for the 2027 official year, and for the various appointments and committees, be and is hereby scheduled for January 12, 2027, and the time be at 7:00 p.m. at the Town Office, 10729 Route 9, Champlain, N.Y.

Motion to approve this designation: Council Member

Seconded by: Council Member

Motion Carried.

ZONING BOARD OF APPEALS MEETING SCHEDULE

The third Thursday night of each month be and hereby designated as the official meeting night of the Zoning Board during the year January 15, 2026 through January 21, 2027, and the time be at 5:30 p.m. at the Town Office, 10729 Route 9, Champlain, N.Y. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby notifying the public, as required by law and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Town, as required by law.

Motion to approve this designation: Council Member

Seconded by: Council Member

Motion Carried.

ZONING BOARD APPOINTMENTS

Chairperson – Kevin Hicks

Vice-Chairperson – Michael Tetreault Jr.

Board Members: Tracy Decoste, Bruce Walleth, Cody Seymour

Alternate Board Member: Shane Brink

Motion to approve Appointments: Council Member

Seconded by: Council Member

Motion Carried

PLANNING BOARD MEETING SCHEDULE

The first Thursday night of each month be and hereby designated as the official meeting night of the Planning Board during the year January 8, 2026 through January 7, 2027, and the time be at 5:30 p.m. at the Town Office, 10729 Route 9, Champlain, N.Y. Further, a copy of said resolution be forwarded to the news media and others having an interest in said meetings and requesting copies thereof, thereby notifying the public, as required by law and in meeting the obligations of the Freedom of Information Act. Also, that said meeting dates be posted in one conspicuous place in the Town, as required by law.

Motion to approve this designation: Council Member

Seconded by: Council Member

Motion Carried.

PLANNING BOARD APPOINTMENTS

Chairperson – Jarrod Cone

Vice-Chairperson – Julie Orr

Board Members: Linda Armstrong, Carrie McComb, Karin Thone

Motion to approve Appointments: Council Member

Seconded by: Council Member

Motion Carried,

Town of Champlain Policies

The Town Board reviewed the following Town policies:

1. Employee Handbook
2. Conflict of Interest
3. Code of Ethics
4. Sexual Harassment
5. Drug Free Workplace
6. Procurement – Note: revisions required and will be addressed by separate resolution
7. Alcohol and Drug
8. Safety and Health
9. Investment – Note: revisions required and will be addressed by separate resolution
10. Disaster Response
11. Hazardous Material Response
12. Hazardous Communication
13. Water/Wastewater Application & Permit
14. Water/Wastewater Schedule of Estimated Charges Rendered
15. Credit Card

Motion to approve Town Policies: Council Member

Seconded by: Council Member

Motion Carried.

TOWN OF CHAMPLAIN CONTRACTS/SHARED SERVICES AGREEMENTS

| CONTRACT/AGREEMENT | TERM | EXPIRED DATE |
|----------------------------------|----------------|-------------------------------|
| 1. Youth Agreement | 3 yr. | * 12-31-25 tentative 12-31-28 |
| 2. Code Enforcement | Annually | * 12-31-25 tentative 12-31-26 |
| 3. Champlain/Mooers EMS | Annually | 12-31-26 |
| 4. JCEO Agreement | Annually | 12-31-26 |
| 5. Dog Control Officer | Annually | 12-31-26 |
| 6. N.Country Golf Club | Annual Review* | 12-31-25 tentative 12-31-26 |
| 7. IMA Champlain/Village/FD | Annually | no expiration |
| 8. IMA V. Champlain for Water | 28 yrs. | 11-25-47 |
| 9. IMA V. Rouses Point for Sewer | 35 yrs. | 10-15-60 |

***currently being addressed by each board with expectations of approval this month.**

Motion to approve Town Agreements/Contracts: Council Member

Seconded by: Council Member

Motion Carried.

ANNUAL RESOLUTIONS

RESOLUTION #1 FOR OFFICIAL BANK DEPOSITORIES

WHEREAS the Town Board has determined that Town Law Article XVII. Depositories and Investments, § 4-65, Statutory Requirement; Designation. General Municipal Law § 10 requires local governments to designate one or more banks or trust companies for the deposit of public funds.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Town Board designates the following institutions as depositories of all monies received by the Town Clerk and Tax Collector during the year January 13, 2026 - January 12, 2027: Champlain National Bank, Champlain Branch Office

Section 2. That this resolution shall take effect immediately.

Motion to approve said resolution as written: Council Member

Seconded by: Council Member

Motion Carried.

RESOLUTION #2 FOR MILEAGE REIMBURSEMENT

WHEREAS the Town Board has determined to pay a fixed rate for mileage as reimbursement to officers and employees of the Town who use their personal automobiles while performing their official duties on behalf of the Town.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Town Board shall approve reimbursement to such officers and employees at the IRS standard mileage rate for 2026.

Section 2. That this resolution shall take effect immediately.

Motion to approve said resolution as written: Council Member.

Seconded by: Council Member

Motion Carried.

RESOLUTION #3 FOR SALARIES FOR 2026

WHEREAS the Town Board has set the annual salaries/pay periods for elected/appointed officials and employees of the Town as follows:

| Title/Office | Annual Salary | Pay Period |
|---------------------------------|--|-------------------|
| Supervisor | \$21,171.40 | Monthly |
| Council Members | \$6,714.58 (each) | Monthly |
| Superintendent of Highways | \$21,737.68 - Elected position | Weekly |
| | \$50,346.08 - Full Time Working Position | Weekly |
| Town Clerk/Tax Collector | \$33,720.26 | Weekly |
| Additional Duties of the Clerk: | \$9,775.52 - Water/Sewer Clerk | Weekly |
| | \$12,932.57 - Planning/Zoning Clerk | Weekly |

| | | |
|--------------------------------|----------------------------|----------|
| Justices | \$38,551.77 (each) | Weekly |
| Marriage Officer | \$1,000.00 | Annually |
| Youth Director | \$10,656.40 | Monthly |
| Board of Assessment and review | \$1,500.00 (\$300.00 each) | Annually |
| Codes and Zoning Officer | \$48,647.00 | Weekly |

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Town Board shall approve said salaries and pay periods for such officers and employees as written:

Section 2. That this resolution shall take effect immediately.

Motion to approve said resolution as written: Council Member

Seconded by: Council Member

Motion Carried.

RESOLUTION #4 FOR FINANCIAL'S FOR 2026

WHEREAS in lieu of filing the Town's financial report, by the Supervisor, with the New York State Audit and Control, he is authorized instead to file a copy of his annual report, given to the State Comptroller's office, within 60 days of the close of the fiscal year, and further, he forward a copy of the proof of publication, of said report, in the official town newspaper, when filing with the said audit and control.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Town Board shall approve Financial Resolution as written:

Section 2. That this resolution shall take effect immediately.

Motion to approve said resolution as written: Council Member

Seconded by: Council Member

Motion Carried.

RESOLUTION #5 FOR OFFICIAL ELECTRICAL INSPECTION SERVICES

WHEREAS the Town Board designates four electrical contractors as approved electrical inspection services to be used for building permits and code compliance.

NOW THEREFORE BE IT RESOLVED:

Section 1. That the Town Board designates the following electrical contractors as the Official Electrical Inspection Service Contractors during the year January 13, 2026 – January 12, 2027,

1. Corey Boire - The Tick Tock Group, Inc.,
2. Scott Decker - Common Wealth Electrical Inspection Services
3. David Smith – The Inspector, LLC
4. Jargue Leduc – The Inspector, LLC.

Section 2. That this resolution shall take effect immediately.

Motion to approve said resolution as written: Council Member

Seconded by: Council Member.

Motion Carried.

X. PRESENTATIONS OF PETITIONS, COMMUNICATIONS AND GENERAL QUESTION PERIOD

FOR MEMBERS OF THE COMMUNITY

XI. REPORT FROM THE SUPERVISOR

XII. REPORTS FROM THE COUNCIL MEMBERS:

XIII. REPORT FROM THE TOWN CLERK:

1. TOWN CLERKS REPORT

XIV. REVIEW OF POST AUDIT BILLS

XV. APPROVAL OF MONTHLY BILLS

XVI. REPORT FROM CODES ENFORCEMENT OFFICER

XVII. REPORT FROM THE HIGHWAY SUPERINTENDENT

XVIII. CORRESPONDENCE

1. ZONING BOARD MINUTES

XIX. NEW BUSINESS:

1. RESOLUTION #6 TO ADOPT AN STATE ENVIRONMENTAL QUALITY REVIEW (SEQR)
NEGATIVE DECLARATION.
2. RESOLUTION #7 TO ADOPT THE TOWN AND VILLAGE OF CHAMPLAIN JOIN SMART
GROWTH COMPREHENSIVE PLAN UPDATE.
3. RESOLUTION #8 TO AUTHORIZE THE TOWN OF CHAMPLAIN SUPERVISOR TO SIGN
THE COMMERCIAL LEASE AGREEMENT BETWEEN THE TOWN OF CHAMPLAIN AND
THE NORTH COUNTRY GOLF CLUB.
4. REVIEW/APPROVAL FOR COURT SECURITY WITH BROOKS INVESTIGATIONS LLC.
RESOLUTION #9 TO ENTER INTO AGREEMENT WITH BROOKS INVESTIGATIONS LLC
FOR COURT SECURITY.
5. APPROVAL OF THE COURT BOOKS
6. APPROVAL OF WATER REPORT FOR WATER BILLS

XX. OLD BUSINESS

1. REVISION TO INVESTMENT POLICY

XXI. NEXT BUSINESS MEETING IS SCHEDULED FOR FEBRUARY 10, 2026

XXII. ADJOURNMENT