

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 RACAIN, 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	Rick Hunter
Deputy Commissioner	Dorothea Southwick
C. Water and Sewer Commissioner	Jason Borrie
Deputy Commissioner's	Natashia Nevius
	Chris Matott
D. EDU Assessment Commissioner	Rick Hunter
Deputy Commissioner's	Jason Borrie
	Chris Matott
E. Highway Commissioner	Jason Borrie
Deputy Commissioner	Natashia Nevius
F. Building Commissioner	Dorothea Southwick
Deputy Commissioner	Natashia Nevius
G. Emergency Preparedness Commissioner	Rick Hunter
Deputy Commissioner	Dorothea Southwick
H. Handicap Discrimination Commissioner	Natashia Nevius
Deputy Commissioner	Thomas Trombley
I. Town Policy Commissioner	Dorothea Southwick
Deputy Commissioner	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 Wallett, 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 DEPOSOTORIES

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