

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MAY 18, 2020 – 4:30 P.M.

1

POINT OUT THE LOCATION OF THE EXITS ON THE NORTH AND EAST WALLS OF THE BOARD ROOM. ADVISE THAT THE BOARD ROOM HAS A CAPACITY FOR 109 PEOPLE.

ROLL CALL:

1. ACCEPTANCE OF MINUTES:

April 20, 2020

Regular Meeting

6:00 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PLANNING DIRECTOR'S REPORT:

6. PUBLIC COMMENT:

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7. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of May 2020 in the amount of \$148,836.72 chargeable to the following funds:

General Fund	\$ 88,182.50
Water Fund	22,951.53
Sewer Fund	11,263.72
Hydro Fund	498.62
Recreation Fund	3,871.19
Trash Fund	<u>17,069.16</u>
TOTAL	<u>\$ 148,836.72</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of April 2020 in the amount of \$294,291.89 chargeable to the following funds:

General Fund	\$ 103,834.61
Water Fund	46,188.06
Sewer Fund	27,704.26
Hydro Fund	900.40
Trash Fund	72.56
Trust & Agency Fund	4,932.09
Capital Fund	9,286.91
Payroll Fund	89,961.45
Recreation Fund	10,281.56
Planning & Development Funds	<u>1,129.99</u>
TOTAL	<u>\$ 294,291.89</u>

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to make the following FY 19-20 budget modifications:

INCREASE	Description	DECREASE	Description	Amount
05-1620-200	Equipment	05-1620-491	Chemicals	\$ 270.05
05-1620-200	Equipment	05-1620-488	Small Tooools	187.96
05-1620-200	Equipment	05-1620-481	Misc.	31.49
05-1620-420	Janitorial	05-1620-492	Gas	900.00
05-1620-420	Janitorial	05-1620-481	Misc.	6.70
15-1640-464	Veh. Maint.	05-1640-481	Misc.	2.61
05-5010-480	Spec. Serv.	05-5010-460	Dues	165.00
05-5010-480	Spec. Serv.	05-5010-490	Office Supplies	16.00
05-5110-492	Gas	05-5110-499	Flowers	171.82
05-5610-480	Spec. Serv.	05-5610-200	Equipment	658.15
05-5610-480	Spec. Serv.	05-5610-460	Dues	500.00
05-5610-480	Spec. Serv.	05-5610-470	Prop. Maint.	117.01
15-8120-467	Sewer Repairs	15-8120-464	Veh. Maint.	59.15
05-6326-460	Dues	05-6326-430	Books	125.00
05-6326-460	Dues	05-6326-462	Printing	169.00
05-6326-460	Dues	05-6326-200	Equipment	156.00
31-7140-465	Equip. Maint	31-7140-200	Equipment	38.85

ROLL CALL VOTE:

Ayes:

Nays:

Trustee _____ Moved and Trustee _____ Seconded a resolution to set the annual salaries of Village Management and Non-Union personnel effective at the first pay period following June 1, 2020:

RECREATION DIRECTOR, T. SMUTZ	\$54,217
VILLAGE ADMINISTRATOR, G. THOMPSON	79,230
POLICE CHIEF, M. MURRAY	87,390
VILLAGE CLERK/TREASURER, L. QUEOR	70,984
DIRECTOR OF PLANNING & DEVELOPMENT, F. HANSS	76,480
MUSEUM CURATOR, M. VANDEUSEN	44,227
SUPERINTENDENT OF DPW, J. CORBETT	72,526
CODE ENFORCEMENT OFFICER, L. NEWBY	49,550

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Johnson & Laws, LLC in the amount of \$246.65 for professional services rendered through April 30, 2020 for the JEDA Capital 56 LLC v. Village of Potsdam case.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Development Authority of the North Country in the amount of \$857.00 for professional services rendered through April 30, 2020 for the Wastewater Treatment Plant Technical Services Agreement.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Development Authority of the North Country in the amount of \$850.00 for professional services rendered through April 30, 2020 for the Crosstown Canal Project Phase II.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: MRB Group in the amount of \$2,100 for professional services rendered for the IFE for the Potsdam Airport Parallel Taxiway Reconstruction.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to modify the 2018-19 budget expense lines for the fiscal year ending May 31, 2020 by transferring money between expense accounts as needed to keep the budget lines from being over expended. No additional expense or revenue shall be added to the budget.

ROLL CALL VOTE:

AYES:

NAYS:

Trustee _____ Moved and Trustee _____ Seconded a Resolution authorizing the Mayor to execute an agreement between the Village of Potsdam and the Potsdam Volunteer Rescue Squad, Inc. for the period from June 1, 2020 to May 31, 2021; consideration of \$35,000 to be paid to the Rescue Squad.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to execute an agreement between the Village of Potsdam and the Potsdam Fire Department for the period from June 1, 2020 to May 31, 2021; consideration of \$10,250 to be paid to the Fire Department.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Environmental Design & Research in the amount of \$800 for professional services rendered through March 31, 2020 for the Drinking Water System Preliminary Engineering Report.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Environmental Design & Research in the amount of \$5,000 for professional services rendered through March 31, 2020 for the Infiltration and Inflow Study.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village Clerk to advertise for the sale of the following surplus items:

1970 Case Tractor

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to hold a public hearing on Monday, June 15, 2020 at 4:15 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comments on a proposed local law to allow chickens within the Village of Potsdam boundaries.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Passero Associates in the amount of \$14,653.33 for professional services rendered through March 31, 2020 for the Potsdam Airport Parallel Taxiway Reconstruction Widening and new Medium Intensity Lighting design and grants administration. FAA AIP No. 3-36-0099-34-18.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to levy delinquent accounts and omitted taxes in the sum of \$0; delinquent water in the sum of \$59,836.91; delinquent sewer in the sum of \$59,130.60 and delinquent trash/acct. receivable in the sum of \$8,914.29 for a total due and owing the Village of Potsdam in the sum of \$127,881.80.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following:

TO: Blue Heron Construction, LLC in the amount of \$12,031.72 for Pay application #24 for Contract 1A for the Water Pollution Control Facility and Pump Station Improvement project.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to pay the following:

TO: Burns Brothers Contractors in the amount of \$21,897.50 for Pay application #20 for Contract 1B HVAC for the Water Pollution Control Facility and Pump Station Improvement project.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the appointment of Jane Amelotte, 23 Birch Road, Potsdam, NY to the Museum Board to fill a two-year vacancy left by Margaux Godin. Ms. Amelotte's term will end December 31, 2022. The Museum Board Nominating Committee voted unanimously to recommend Ms. Amelotte.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the 2020 version of the Potsdam Public Museum Constitution.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at _____ p.m.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Executive Session at _____ p.m.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn
the Regular Meeting of the Village of Potsdam Board of Trustees of May 18, 2020
at _____ p.m.

Ayes _____

Nays _____

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, April 20, 2020 at 6:00 P.M., via Zoom Meeting due to the Coronavirus Pandemic.

PRESENT: Mayor Tischler
Trustees McKenna, Jacobs-Wilke & Lee

ALSO PRESENT: Lori Queor, Clerk/Treasurer
Fred Hanss, Planning Director
Mark Murray, Police Chief
Greg Thompson, Administrator

Mayor Tischler opened the meeting at 6:08 P.M.

The Mayor then stated that all members were present except Trustee Warr.

The Mayor then stated that the following sets of minutes had been submitted for Board acceptance:

April 6, 2020	Public Hearing	5:45 p.m.
April 6, 2020	Public Hearing	5:55 p.m.
April 6, 2020	Regular Meeting	6:00 p.m.

Motion was made by Trustee Lee and Seconded by Trustee Jacobs-Wilke to accept the minutes as submitted. All were in Favor – None Opposed – Motion Carried.

Mayor's comments: Eleven more Covid-19 cases today. Be safe, keep social distancing, wear a mask and if you have any issues please call me, Greg, Chief Murray or Lori.

Trustee's Comments:

Trustee McKenna – Hope everybody stays safe and connected virtually. Thank you to everybody on staff who is still work.

Trustee Jacobs-Wilke – Thinking of everyone, hope everyone is staying safe and thank you to the Village employees and all the essential workers. Thank you to Fred for the working capital loan program. Thank you to Alex French for the work on the Environmental Assessment Report. Would like to see the raising hens issue discussed and opportunity for public comments.

Trustee Lee – Ditto other trustees comments. I support the raising hens in the Village topic and would like to see all the little pieces worked out.

Administrator's Comments: Administrator Thompson provided the board with a written report which is on file with the Village Clerk. He then went over his report with the Board.

Planning Director Comments: NY Main Street projects at Cactus Grill, 17 Maple Street and Ives Park we be re-opening this spring as they have been deemed essential projects. Had a conference call with the St. Lawrence County Chamber of Commerce and the Small Business Administration and the CARES funds are fully committed and are they are hoping for a second round at some point. DRI conference call today with state and MJ Engineering. State would like MJ to re-start the public participation/public comment process. We need a plan in hand and will discuss that on the conference call scheduled for Wednesday.

Public Comment: None

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of April 2020 in the amount of \$79,877.20 chargeable to the following funds:

General Fund	\$ 44,035.09
Water Fund	2,513.73
Sewer Fund	15,453.25
Hydro Fund	38.00
Trust & Agency Fund	170.00
Recreation Fund	372.25
Trash Fund	<u>17,294.58</u>
TOTAL	<u>\$ 79,877.20</u>

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution adopting the 2020 Potsdam Climate Vulnerability Assessment.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Barton & Loguidice for invoice 109713 in the amount of \$6,234.00 for professional services through March 2020 for the Water Pollution Control Facility and Pump Station Construction Administration.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Development Authority of the North Country for invoice 087857 in the amount of \$213.00 for professional services through March 9, 2020 for the Crosstown Canal Project Phase II.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Development Authority of the North Country for invoice 087842 in the amount of \$1,042.50 for professional services through March 20, 2020 for the Wastewater Treatment Plant Technical Services Agreement.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution adopting a budget for the Fiscal Year commencing June 1, 2020 and ending May 31, 2021, making appropriations for the conduct of the Village of Potsdam government.

Whereas, the Board has met at the time and place specified in the notice of public hearing on the preliminary budget and heard all persons desiring to be heard thereon; now therefore be it

Resolved, that the preliminary budget as amended and revised and as hereinafter set forth is hereby adopted and that the several amounts stated in the attached budget be and they hereby are appropriated for the objects and purposes specified and the salaries and wages stated in the attachment, denoting salaries of public officials of such budget shall be and are hereby fixed at the amounts shown therein effective June 1, 2020.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution establishing the property tax rate for Fiscal Year 2020-2021 at \$18.28746 per \$1,000.00 of assessed valuation.

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution as follows:

LOCAL LAW #1-2020

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 153, Taxation, Article IX, Tax Cap Override of the Village of Potsdam Municipal Code.

Section 2. Amendment.

Amended as follows:

ARTICLE IX Tax Cap Override

Section 1. Legislative Intent

It is the intent of this local law to allow the Village of Potsdam to adopt a budget for the fiscal year commencing June 1, 2020 that requires a real property tax levy in excess of the "tax levy limit" as defined by General Municipal Law §3-c.

Section 3. Tax Levy Limit Override

The Board of Trustees of the Village of Potsdam, County of St. Lawrence, is hereby authorized to adopt a budget for the fiscal year commencing June 1, 2020 that requires a real property tax levy in excess of the amount otherwise prescribed in General Municipal Law §3-c.

Section 3. Enactment.

This Local Law shall become effective immediately upon the notification of the filing of same with the Secretary of State.

ROLL CALL VOTE:

Ayes 4	(Mayor Tischler)	Nays 0
	(Trustee McKenna, Jacobs-Wilke & Lee)	

Lori S. Queor
Village Clerk

Account Summary

Account	Name	Amount
<u>05-1230-426</u>	Telephone Service	76.02
<u>05-1230-490</u>	Office Supplies	298.04
<u>05-1410-426</u>	Telephone	50.68
<u>05-1420-480</u>	Special Services	3,800.00
<u>05-1620-429</u>	Trash service	2,272.11
<u>05-1620-470</u>	Building Maintenance	328.64
<u>05-1640-420</u>	Janitorial Supplies	14.41
<u>05-1640-465</u>	Equipment Maintenance	30.14
<u>05-1640-470</u>	Building Maintenance	943.46
<u>05-1640-488</u>	Small Tools	21.93
<u>05-1640-492</u>	Gas, Oil And Lube	250.10
<u>05-1910-426</u>	Telephone Service	477.25
<u>05-1910-455</u>	Uniform Rental	261.64
<u>05-1910-465</u>	Software/IT Services	609.28
<u>05-1910-474</u>	Contribution To Res.Squad	8,750.00
<u>05-1910-486</u>	Internet	200.00
<u>05-3120-200</u>	Equipment	21,254.40
<u>05-3120-420</u>	Janitorial Supplies	190.18
<u>05-3120-421</u>	Postage	15.95
<u>05-3120-425</u>	Clothing & Uniform Allow.	75.64
<u>05-3120-426</u>	Telephone Service	202.72
<u>05-3120-464</u>	Vehicle Maintenance	475.47
<u>05-3120-470</u>	Building Maintenance	369.22
<u>05-3120-480</u>	Special Services	304.35
<u>05-3120-490</u>	Office Supplies	4.59
<u>05-3120-492</u>	Gas, Oil And Lube	520.00
<u>05-3120-493</u>	Police Station Lease	6,726.41
<u>05-3120-494</u>	Parking Lot	363.02
<u>05-3410-200</u>	Equipment	5,005.30
<u>05-3410-201</u>	Hose	988.96
<u>05-3410-420</u>	Janitorial Supplies	345.96
<u>05-3410-426</u>	Telephone Service	76.02
<u>05-3410-430</u>	Books	54.23
<u>05-3410-464</u>	Vehicle Maintenance	30.10
<u>05-3410-465</u>	Equip.Maint.& Supplies	2,215.75
<u>05-3410-470</u>	Building Maintenance	6,360.92
<u>05-3410-480</u>	Special Services	750.00
<u>05-3410-490</u>	Office Supplies	38.38
<u>05-3410-492</u>	Gas, Oil And Lube	154.46
<u>05-3620-426</u>	Telephone Service	25.34
<u>05-3620-490</u>	Office Supplies	14.95
<u>05-3620-492</u>	Gas, Oil And Lube	11.80
<u>05-4020-490</u>	Office Supplies	26.13
<u>05-5010-426</u>	Telephone Service	50.68
<u>05-5010-465</u>	Equipment Maintenance	594.46
<u>05-5010-481</u>	Misc. Supplies	467.83
<u>05-5110-454</u>	Equipment Rental	350.00
<u>05-5110-465</u>	Equipment Maintenance	45.56
<u>05-5110-467</u>	Materials For Repairs	946.57
<u>05-5110-480</u>	Special Services	1,501.93
<u>05-5110-483</u>	Paving Materials	833.91
<u>05-5110-488</u>	Tools	138.97
<u>05-5110-497</u>	Signs	296.45
<u>05-5610-426</u>	Airport Telephone	50.68
<u>05-5610-470</u>	Property Maintenance	6.76
<u>05-6326-426</u>	Telephone	76.02
<u>05-7110-465</u>	Equipment Maintenance	180.00
<u>05-7450-200</u>	Equipment	69.95
<u>05-7450-426</u>	Telephone Service	25.34

Account Summary

Account	Name	Amount
<u>05-7450-460</u>	Dues,Licenses,Memberships	25.00
<u>05-7450-461</u>	Advertising	60.25
<u>05-7450-480</u>	Special Services	95.79
<u>05-8170-492</u>	Gas, Oil And Lube	114.75
<u>05-9060-800</u>	Health Insurance	17,267.65
Total:		88,182.50

Account	Name	Amount
<u>10-1620-429</u>	Trash service	333.33
<u>10-1620-470</u>	Building Maintenance	3,832.49
<u>10-1640-470</u>	Building Maintenance	1,305.00
<u>10-1910-455</u>	Uniform Contract	81.04
<u>10-8330-200</u>	Equipment	1,843.00
<u>10-8330-413</u>	Laboratory Services	210.00
<u>10-8330-426</u>	Telephone Service	50.68
<u>10-8330-461</u>	Advertising	110.00
<u>10-8330-465</u>	Equipment Maintenance	197.80
<u>10-8330-470</u>	Building Maintenance	1,355.00
<u>10-8330-487</u>	Laboratory Supplies	210.39
<u>10-8330-488</u>	Small Tools	55.08
<u>10-8330-490</u>	Office Supplies	22.95
<u>10-8330-491</u>	Chemicals	10,501.28
<u>10-8330-492</u>	Gas, Oil & Lube	20.10
<u>10-8340-463</u>	Comestibles	122.16
<u>10-8340-464</u>	Vehicle Maintenance	1,728.40
<u>10-8340-465</u>	Equipment Maintenance	521.88
<u>10-8340-466</u>	Materials	66.60
<u>10-8340-481</u>	Misc. Supplies	39.94
<u>10-8340-491</u>	Chemicals	75.00
<u>10-8340-492</u>	Gas, Oil And Lube	269.41
Total:		22,951.53

Account	Name	Amount
<u>15-1620-429</u>	Trash service	333.33
<u>15-1640-470</u>	Building Maintenance	51.85
<u>15-8120-420</u>	Janitorial Supplies	25.00
<u>15-8120-463</u>	Comestibles	43.41
<u>15-8120-464</u>	Vehicle Maintenance	29.99
<u>15-8120-480</u>	Special Services	70.65
<u>15-8120-481</u>	Misc. Supplies	8.99
<u>15-8120-488</u>	Misc. Tools	511.62
<u>15-8120-492</u>	Gas, Oil & Lube	156.30
<u>15-8130-200</u>	Equipment	1,607.84
<u>15-8130-409</u>	Sludge Hauling Services	3,341.75
<u>15-8130-410</u>	Grit Hauling & Tipping	127.88
<u>15-8130-413</u>	Lab Services	240.00
<u>15-8130-426</u>	Telephone Service	50.68
<u>15-8130-455</u>	Uniform Contract	156.88
<u>15-8130-464</u>	Vehicle Maintenance	69.60
<u>15-8130-465</u>	Equipment Maintenance	233.41
<u>15-8130-470</u>	Building Maintenance	100.10
<u>15-8130-480</u>	Special Services	90.00
<u>15-8130-491</u>	Chemicals	3,989.44
<u>15-8130-492</u>	Gas, Oil & Lube	25.00
Total:		11,263.72

Account Summary

Account	Name	Amount
<u>18-8790-465</u>	Equip. Maint. & Supplies	460.62
<u>18-8790-480</u>	Special Services	38.00
	Total:	498.62

Account	Name	Amount
<u>31-7140-200</u>	Equipment	1,846.39
<u>31-7140-429</u>	Water Service	246.16
<u>31-7140-454</u>	Trash Service	167.66
<u>31-7140-470</u>	Building Maintenance	1,484.00
<u>31-7140-480</u>	Special Services	126.98
	Total:	3,871.19

Account	Name	Amount
<u>35-8260-480</u>	Special Services	17,069.16
	Total:	17,069.16

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	5	-351.83	0.00	0.00	0.00	-351.83	0.00	-351.83
Invoice	155	144,188.55	0.00	0.00	0.00	144,188.55	0.00	144,188.55
Grand Total:		143,836.72	0.00	0.00	0.00	143,836.72	0.00	143,836.72

Tentative Budget Mods for DPW:

4/30/2020

Increase:

05-1620-200 Equipment \$ 489.50

05-1620-420 Janitorial \$ 906.70

05-1640-464 Veh. Maint. \$ 2.61

05-5010-480 Spec. Serv. \$ 181.00

05-5110-492 Gas/oil \$ 171.82

05-5610-480 Spec. Serv. \$ 1275.16

15-8120-467 Sewer Rep. \$59.15

Decrease:

05-1620-491 Chemicals \$ 270.05

05-1620-488 Small Tools \$ 187.96

05-1620-481 Misc. \$ 31.49

05-1620-492 Gas/oil \$ 900.00

05-1620-481 Misc. \$ 6.70

05-1640-481 Misc. \$ 2.61

05-5010-460 Dues \$ 165.00

05-5010-490 Supplies \$ 16.00

05-5110-499 Flowers \$ 171.82

05-5610-200 Equipment \$ 658.15

05-5610-460 Dues \$ 500.00

05-5610-470 Prop. Maint. \$ 117.01

15-8120-464 Veh. Maint. \$ 59.15

MEMORANDUM

To: Lori Queor, Village Clerk/Treasurer

Cc: Greg Thompson, Village Administrator

From: Fred Hanss, Director of Planning & Development

RE: Budget Modification Request

Date: 5/7/2020

I'm writing in response to your memo dated 4/28/2020. I've reviewed the budget report provided and would like to request that my department budget be modified as follows:

Budget Line	Delete	Budget Line	Add
6326.430	\$125	6326.460	\$125
6326.462	\$169	6326.460	\$169
6326.200	\$156	6326.460	\$156

Thank you for your assistance. Please contact me with any questions that you may have regarding the proposed budget amendments.

BUDGET MODIFICATION REQUEST

Date of request: 5/14/20

I request that the following budget modification be done:

Account # and description of account to receive funds:

31-7140-465 Equipment Maint. \$ 38.85

Account # and description of account to give up funds:

31-7140-200 Equipment

Reason for budget modification:

Extra zamboni parts and repairs
required extra funds.

Department Head Signature: Jay Sitz

Treasurer's Approval: _____

Date entered: _____ Batch Number: _____

JOHNSON & LAWS, LLC

Attorneys at Law

648 Plank Road, Suite 204

Clifton Park, New York 12065

Greg Thompson

Village of Potsdam

Civic Center - Park Street

Potsdam, NY 13676

5-11-2020
OK
AT

Tel: 518-490-6428

Fax: 518-616-0676

Tax ID No.: 82-4969501

Statement Date:

May 5, 2020

Statement No.

486440

J&L File No.

138.000

Page: 1

RE: JEDA Capital 56 LLC v. Village of Potsdam

Previous Balance

-\$616.85

Legal Services

					Rate	Hours	
04/07/2020	AJL	L500	A104	Review/analyze file and appeal papers in preparation for drafting status report to clients; review NY "Pause Order" re: applicability on appeal timeline	185.00	0.50	92.50
	AJL	L500	A103	Draft updated status to clients	185.00	0.20	37.00
04/16/2020	AJL	L500	A105	Conference with LCJ re: impact on COVID-19 on plaintiff's (NO CHARGE)	185.00	0.40	74.00
	LCJ	L500	A104	Review/analyze applicable client file documents and provisional state orders for purposes of ascertaining new filing deadlines; conduct research on NYS rules and regulations regarding same	165.00	1.20	198.00
04/20/2020	LCJ	L500	A102	Conduct research on NYS regulations and case law as such relates to provisional third department and state executive orders pertaining to perfecting/filing deadlines	165.00	0.90	148.50
04/21/2020	AJL	L500	A105	Conference with LCJ re: appeal strategy		0.40	n/c
	LCJ	L500	A102	Conduct additional research on appellate division and third department rules, and research on NYS regulations and CPLR as such relates to provisional orders pertaining to appeal filing/perfecting deadlines re: preparation for drafting opposition for appeal	165.00	1.90	313.50
				For Current Services Rendered		5.10	863.50
				Total Non-billable Hours		0.40	

Recap

Timekeeper
April J. Laws

Title
Partner

Hours
1.10

Rate
\$185.00

Total
\$203.50

Village of Potsdam
 Account No. 138.000
 RE: JEDA Capital 56 LLC v. Village of

Statement Date: 05/05/2020
 Statement No. 486440
 Page No. 2

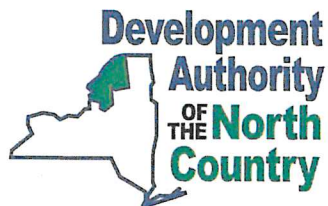
Timekeeper	Title	Hours	Rate	Total
Loraine C. Jelinek	Associate 2	4.00	165.00	660.00

Total Current Work	863.50
--------------------	--------

BALANCE DUE	<u>\$246.65</u>
--------------------	------------------------

Previously Billed Amounts			
Stmt Date	Stmt #	Billed	Due
02/01/2019	485442	4,391.40	-14.35
			-14.35

Task Code Summary		Fees	Expenses
L500	Appeal	863.50	0.00
L500	Appeal	863.50	0.00



Village of Potsdam
PO Box 5168
Potsdam, NY 13676

Invoice Number: 088693
Billing Date: 5/7/20
Account Number: 40POTSDAMV
Project: 60-004

Contact: Carrie M. Tuttle

April 2020

Project: Village of Potsdam WWTP Technical Services Agreement

Additional Services Provided		<u>Current Hours</u>	<u>Rate</u>	<u>Current Amount</u>
Carrie M. Tuttle	3/23/2020	0.50	128.00	64.00
Starr R. Carter	3/23/2020	0.50	85.00	42.50
Starr R. Carter	3/26/2020	0.50	85.00	42.50
Starr R. Carter	3/27/2020	1.00	85.00	85.00
Starr R. Carter	4/6/2020	1.00	85.00	85.00
Starr R. Carter	4/8/2020	1.00	85.00	85.00
Starr R. Carter	4/13/2020	1.00	85.00	85.00
Carrie M. Tuttle	4/17/2020	0.50	132.00	66.00
Starr R. Carter	4/17/2020	1.00	85.00	85.00
Carrie M. Tuttle	4/21/2020	1.00	132.00	132.00
Starr R. Carter	4/21/2020	1.00	85.00	85.00

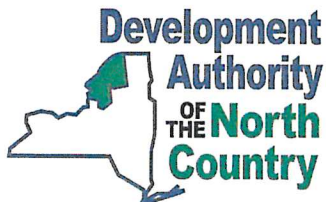
Village of Potsdam

Invoice Number 088693
Project: 60-004
Page 2 of 2

Invoice Total

857.00

OK
5-8-2020
H18



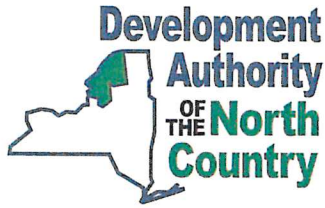
Village of Potsdam
PO Box 5168
Potsdam, NY 13676

Billing Date: 5/7/20
Account Number: 40POTSDAMV
Payment Due Date: 6/6/20
Total Amount Due: 857.00
Total Amount Paid: _____

Remit To: Development Authority of the North Country
Dulles State Office Building
317 Washington Street
Watertown, NY 13601

***Make check payable to Development Authority of the North Country

If you have questions, please contact: Carrie M. Tuttle



Village of Potsdam
PO Box 5168
Potsdam, NY 13676

Invoice Number: 088708
Billing Date: 5/7/20
Account Number: 40POTSDAMV
Project: 60-390

Contact: Carrie M. Tuttle

April 2020

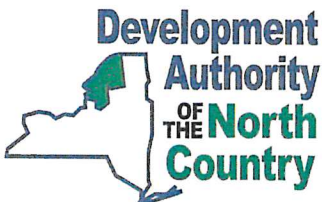
Project: Village of Potsdam Crosstown Canal Project Phase II

Additional Services Provided		Current Hours	Rate	Current Amount
Kari E. Tremper	3/25/2020	4.50	85.00	382.50
Starr R. Carter	3/25/2020	1.00	85.00	85.00
Kari E. Tremper	3/27/2020	2.00	85.00	170.00
Kari E. Tremper	4/2/2020	2.00	85.00	170.00
Kari E. Tremper	4/3/2020	0.50	85.00	42.50

Invoice Total

850.00

OK
5-8-2020
ATB



Village of Potsdam
PO Box 5168
Potsdam, NY 13676

Billing Date: 5/7/20
Account Number: 40POTSDAMV
Payment Due Date: 6/6/20
Total Amount Due: 850.00
Total Amount Paid: _____

Remit To: Development Authority of the North Country
Dulles State Office Building
317 Washington Street
Watertown, NY 13601

***Make check payable to Development Authority of the North Country

If you have questions, please contact: Carrie M. Tuttle

Invoice

MRB Group
The Culver Road Armory
145 Culver Road, Suite 160
Rochester, New York 14620

Greg Thompson, Village Admin.
Village of Potsdam
Civic Center - 2 Park Street
PO Box 5168
Potsdam, NY 13676

April 13, 2020

Invoice No: 000000034657

Client Manager Shawn Bray

Project: 1641.20001.000

Potsdam Vg - IFE Potsdam Municipal Airport (Parallel Taxiway Reconstruction - C.I.)

Professional Services from March 15, 2020 to April 11, 2020

FEE

Total Fee	2,100.00		
Percent Complete	100.00	Total Earned	2,100.00
		Previous Fee Billing	0.00
		Current Fee Billing	2,100.00
		Total Fee	2,100.00
		Total This Section:	\$2,100.00
		Total Project Invoice Amount:	\$2,100.00

OK
4-28-2020
A13

THIS AGREEMENT, made this ____ day of ____, 20__, by and between THE VILLAGE OF POTSDAM, a Municipal Corporation with offices situate at the Civic Center, Park Street, Village and Town of Potsdam, County of St. Lawrence and State of New York, and the POTSDAM VOLUNTEER RESCUE SQUAD, INC., with offices situate at 29 Elm Street, Village and Town of Potsdam, County of St. Lawrence and State of New York.

WITNESSETH:

That in consideration of the mutual agreements of the parties hereto, it is hereby agreed as follows:

1. That during the period of this agreement, June 1, 2020 through May 31, 2021, the Potsdam Volunteer Rescue Squad will, whenever there is an emergency, and whenever there is a proper alarm given, respond and render services to the best of its ability in the treatment and care of sick and/or injured persons.
2. The Village of Potsdam will pay the Potsdam Volunteer Rescue Squad for the use of its equipment and services during said one (1) year period, the sum of Thirty-five Thousand and 00/100 Dollars (\$35,000.00). Payments to be made four (4) times per year, each in the sum of Eight Thousand Seven Hundred Fifty and 00/100 Dollars (\$8,750.00) each.
3. The Potsdam Volunteer Rescue Squad will maintain and keep its equipment in a working condition to give efficient operation when needed.
4. The Village of Potsdam will provide for the radio dispatch of the Potsdam Volunteer Rescue Squad, in accordance with a written procedure, approved by both the Village and the Rescue Squad.

5. The Potsdam Volunteer Rescue Squad will provide all necessary radio equipment and be responsible for it's maintenance and upkeep.

IN WITNESS WHEREOF, the Village of Potsdam has caused it's name to be subscribed and it's seal affixed by Mayor Reinhold J. Tischler, and the Potsdam Volunteer Rescue Squad, Inc., has hereto caused it's name to be subscribed by it's proper officer, duly authorized, to with: It's President.

THE VILLAGE OF POTSDAM

BY: _____
Mayor

Dated: _____

THE POTSDAM VOLUNTEER RESCUE
SQUAD, INC.

BY: _____
President

Dated: _____

THIS AGREEMENT, made this _____ day of May, 2020, by and between THE VILLAGE OF POTSDAM, a Municipal Corporation having its principal office and place of business at the Civic Center, Park Street, Village and Town of Potsdam, County of St. Lawrence and State of New York, hereinafter referred to as Village, and

THE POTSDAM FIRE DEPARTMENT, a Membership Corporation, with offices and place of business at the Fire Station, Main Street, in the Village and Town of Potsdam, County of St. Lawrence and State of New York, hereinafter referred to as FIRE DEPARTMENT.

WITNESSETH:

WHEREAS, the Village desires to enter into an agreement with the Fire Department for the fire protection within the territorial limits of the Village of Potsdam, and

WHEREAS, the Village of Potsdam, by Resolution adopted at the Regular Meeting of the Village Board of Trustees held on the 20th day of April 2020, duly adopted the Annual Budget for the Village of Potsdam, and thereafter, at a Regular Meeting of the Village Board of Trustees held on the 18th day of May, 2020 a resolution was passed authorizing the Mayor to execute this Agreement for the Village, and

WHEREAS, the Fire Department, at their annual election of officers elected it's officers for the year; and whereas, by Resolution adopted by more than two-thirds of it's Board of Directors at a regular meeting, wherein said Board of Directors duly authorized it's Fire Chief to enter into this Agreement and duly execute it for the consideration hereinafter set forth, and upon the terms and conditions set forth as follows:

NOW, THEREFORE, it is mutually agreed between the parties hereto that for consideration of the sum of Ten Thousand Two Hundred Fifty and 00/100 Dollars (\$10,250.00) to be paid to the Fire Department by the Village, the Fire Department shall, for the term of one (1) year, commencing on the 1st day of June 2020 and terminating on the 31st day of May 2021, give fire protection to the Village of Potsdam, and the residents thereof, in accordance with the Laws of the State of New York, relating to fire protection.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year given below.

THE VILLAGE OF POTSDAM

POTSDAM FIRE DEPARTMENT

BY: _____
Reinhold J. Tischler, Mayor

BY: _____
Tim Jerome, Fire Chief

Dated: _____

Dated: _____

Environmental Design & Research
274 North Goodman Street
Suite B260
Rochester, NY 14607

Greg Thompson
Village of Potsdam
2 Park Street Civic Center
PO Box 5168
Potsdam, NY 13676

April 28, 2020

Invoice No: 19165 - 37466

Project 19165 Drinking Water System Preliminary Engineering Report

Professional Services through March 31, 2020

Billing Group 01 Drinking Water System

Professional Services Fee

Billing Phase	Contract Amount	Percent Complete	Total Billed	Previously Billed	Current Billing
Study/ Report	40,000.00	100.00	40,000.00	39,200.00	800.00
Storage Tank Repainting Design	21,000.00	0.00	0.00	0.00	0.00
Total Fee	61,000.00		40,000.00	39,200.00	800.00
Total Fee					800.00
Total this Billing Group					\$800.00
Total this Invoice					\$800.00

OK
5-8-2020
ATB

Invoice

Environmental Design & Research
274 North Goodman Street
Suite B260
Rochester, NY 14607
585.271.0040

Greg Thompson
Village of Potsdam
2 Park Street Civic Center
PO Box 5168
Potsdam, NY 13676

April 29, 2020
Project No: 19050
Invoice No: 37490

Project 19050 Infiltration and Inflow Study

Professional Services through March 31, 2020

Billing Group 01 Study
Phase 10 Infiltration and Inflow Study
Fee

Total Fee 120,000.00

Percent Complete	78.875	Total Earned	94,650.00
		Previous Fee Billing	89,650.00
		Current Fee Billing	5,000.00
		Total Fee	5,000.00

Total this Phase \$5,000.00

Total this Billing Group \$5,000.00

Total this Invoice \$5,000.00

OK
5-5-2020
ATB

MR. GREGORY THOMPSON
VILLAGE OF POTSDAM
CIVIC CENTER
PARK STREET - P.O. BOX 5168
POTSDAM, NY 13676

April 16, 2020
Invoice No: 72691

Project Manager Mary Genthner

Project 20130401.0011

PARALLEL TAXIWAY RECONSTRUCTION, WIDENING, AND NEW MITL -
DESIGN AND GRANTS ADMINISTRATION

FAA AIP No. 3-36-0099-34-18

Professional Services for the Period: April 30, 2019 to March 31, 2020

Total Fee	138,000.00		
Percent Complete	100.00	Total Earned	138,000.00
		Previous Fee Billing	123,346.67
		Current Fee Billing	14,653.33
		Total Fee	14,653.33
		Total Project Invoice Amount	\$14,653.33

Please review this invoice and contact the Project Manager within 10 days if you have any questions.*** Terms: Net 30 Days ***

OK
4-28-2020
ATG



ENGINEERS JOINT CONTRACT DOCUMENTS COMMITTEE

TO (OWNER): Village of Potsdam

Application Period: 4/28/2020

Contractor's Application for Payment No.

24

Application Date: 4/28/2020

From (Contractor):

Blue Heron Construction, LLC
9289 Bonta Bridge Road
Jordan, NY 13080

Via (Engineer): Barton & Loguidice

Contract: Water Pollution Control Facility and Pump Station Improvements Project

Owners Contract No.:

Contractors Project No.:

Engineers Project No.

Application For Payment

Change Order Summary

Approved Change Orders	Number	Additions	Deductions
CO#1	99247.57		
CO#2	69914.28		
CO#3	328462		
TOTALS			
NET CHANGE BY			
CHANGE ORDERS	497623.85		

1. ORIGINAL CONTRACT PRICE.....	\$ 9,753,500.00
2. Net change by Change Orders.....	\$ 497,623.85
3. Current Contract Price (Line 1 + 2).....	\$ 10,251,123.85
4. TOTAL COMPLETED AND STORED TO DATE (Column G on Progress Estimate).....	\$9,735,982.29
5. RETAINAGE:	
a. 5% of \$9,735,982.29 Work Completed.....	\$ 486,799.11
b. 5% of \$0.00 Stored Material.....	\$ -
c. Total Retainage (Line 5a + Line 5b).....	\$ 486,799.11
6. AMOUNT ELIGIBLE TO DATE (Line 6 from prior Application).....	\$ 9,249,183.18
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application).....	\$ 9,237,151.46
8. AMOUNT DUE THIS APPLICATION.....	\$ 12,031.72
9. BALANCE TO FINISH, PLUS RETAINAGE (Column H on Progress Estimate + Line 5 above).....	\$ 1,001,940.67

Contractor's Certification

The undersigned Contractor certifies that to the best of its knowledge: (1) all previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with Work covered by prior Applications for Payment; (2) title of all Work, materials and equipment incorporated in said Work or otherwise listed in or covered by this Application for Payment will pass of Owner at time of payment free and clear of all Liens, security interests and encumbrances (except such as are covered by a Bond acceptable to Owner indemnifying Owner against any such Liens, security interest or encumbrances); and (3) all Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

By: C. H. Gumpert Date: 4/30/20

Payment of: \$ 12,031.72

(Line 8 or other-attach explanation of the other amount)

Is recommended by:

M. H. Lopez

(Engineer)

5/4/2020

(Date)

Payment of:

\$ (Line 8 or other - attached explanation of the other amount)

Is approved by:

(Owner)

(Date)

Approved by:

Funding Agency (if applicable)

(Date)

Emprsed by the Construction Specifications Institute.

EJCDC C-620 Contractor's Application for Payment

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Contractor's Application for Payment No.

20

Application Period:	4/12/2020	Application Date:	4/12/2020
To (Owner):	Village of Potsdam	From (Contractor):	Burns Bros Contractors
Project:	Potsdam Water Pollution Control Facility	Contract:	IB HVAC
Owner's Contract No.:	IB HVAC	Contractor's Project No.:	17P00824
		Engineer's Project No.:	6066

Application For Payment Change Order Summary

Approved Change Orders	Additions	Deductions
1	\$11,100.00	
TOTALS	\$11,100.00	
NET CHANGE BY CHANGE ORDERS		\$11,100.00

1. ORIGINAL CONTRACT PRICE..... \$ 1,378,000.00
2. Net change by Change Orders..... \$ 11,100.00
3. Current Contract Price (Line 1 + 2)..... \$ 1,389,100.00
4. TOTAL COMPLETED AND STORED TO DATE
(Column F total on Progress Estimates)..... \$ 1,379,254.00
5. RETAINAGE:
 - a. 5% X \$1,379,254.00 Work Completed..... \$ 668,962.70
 - b. 5% X Stored Material..... \$ 668,962.70
 - c. Total Retainage (Line 5.a + Line 5.b)..... \$ 1,337,925.40
6. AMOUNT ELIGIBLE TO DATE (Line 4 - Line 5.c)..... \$ 1,310,291.30
7. LESS PREVIOUS PAYMENTS (Line 6 from prior Application)..... \$ 1,288,393.80
8. AMOUNT DUE THIS APPLICATION..... \$ 521,897.50
9. BALANCE TO FINISH, PLUS RETAINAGE
(Column G total on Progress Estimates + Line 5.c above)..... \$ 578,808.70

Contractor's Certification

The undersigned Contractor certifies, to the best of its knowledge, the following:
(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all Liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such Liens, security interest, or encumbrances); and
(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

Contractor Signature	Date:
<i>Burns Bros</i>	4/23/20

Payment of:	\$ 21,897.50	(Line 8 or other - attach explanation of the other amount)
is recommended by:	<i>M. L. Loepp</i>	5/4/2020 (Engineer) (Date)
Payment of:	\$	(Line 8 or other - attach explanation of the other amount)
is approved by:		(Owner) (Date)
Approved by:		Funding or Financing Entity (if applicable) (Date)

Potsdam Public Museum

2 Park Street / Civic Center

Potsdam, NY 13676

315-265-6910

May 6, 2020

TO: Lori Queor, Village Clerk
FR: Potsdam Public Museum Trustees
RE: Museum Board Appointment

The Museum Board Nominating Committee voted unanimously to recommend Jane Amelotte, 23 Birch Road, Potsdam, NY, to the museum board to fill a two-year vacancy left by Margaux Godin. Jane Amelotte's term will end Dec 31, 2022.

Thank you.

A handwritten signature in black ink, appearing to read "Mimi Van Deusen". The signature is fluid and cursive, with the first name "Mimi" and last name "Van Deusen" clearly distinguishable.

Mimi Van Deusen,
Museum Director

Zimbra

lqueor@vi.potsdam.ny.us

Request from the museum board - revised constitution

From : Mimi VanDeusen
<mvandeusen@vi.potsdam.ny.us>

Mon, Apr 27, 2020 02:30 PM

 1 attachment

Subject : Request from the museum board - revised
constitution

To : Lori Queor <lqueor@vi.potsdam.ny.us>

Dear Lori,

Attached please find the revised Museum Constitution.

We have been working on this for some time and this is the final draft that was approved by the museum board for the approval of the Village Board.

There are no major changes in this document. The last revision we could locate was in 1995.

The museum board requests that this document be reviewed and voted on by the village board at their next meeting.

Thank you so much!

Mimi

--

Mimi Van Deusen
Director
Potsdam Public Museum
Potsdam Village Historian
PO Box 5168/2 Park Street/Civic Center
Potsdam, NY 13676
(315) 265-6910

**CONSTITUTION 2020 Final DRAFT.doc**72 KB

**CONSTITUTION
POTSDAM PUBLIC MUSEUM
2020**

(FINAL DRAFT)

ARTICLE I: NAME

The name of this organization shall be the Potsdam Public Museum

ARTICLE II: STATEMENT OF PURPOSE

The Potsdam Public Museum, a department of the Village of Potsdam, is a non-profit educational institution. As such, it will strive to collect, research, interpret, and exhibit artifacts and archival materials it holds in trust for the public. As stewards of this collection, the museum staff will organize, maintain and preserve this collection for the public and engage the community in educational programs celebrating Potsdam's unique cultural heritage.

ARTICLE III: TRUSTEES

The Museum Board shall consist of not less than seven nor more than sixteen trustees. They shall be appointed by the Village Board on the recommendation of the Museum Board.

ARTICLE IV: MUSEUM DIRECTOR

The Museum Director shall be appointed by the Village Board upon the recommendation of the Museum Board. The museum board may recommend the director's salary.

ARTICLE V: AMENDMENTS

This constitution shall be amended subject to a two-thirds majority vote of the Museum Board and approved by the Potsdam Village Board.

POTSDAM PUBLIC MUSEUM BYLAWS

**ARTICLE I:
Museum Board of Trustees**

Section 1: Power. All business and property of the Museum shall be managed by the Museum Board of Trustees, hereafter called the Board.

Section 2: Term of Office. Each of the Trustees shall serve for a term of three years or until a successor is appointed. Terms of office shall begin on the day of the Annual Meeting of the Board and expire one day prior. A Trustee may serve no more than two consecutive three-year terms. For the purpose of staggering their terms of office, the Trustees shall be divided into three classes, as nearly equal in numbers as may be, and the term of office of one class shall expire each year in regular rotation. In case the number of Trustees in any class becomes unequal to the other classes, the Village Board of Trustees,

hereafter called the Village Board, upon the recommendation of the Board, may appoint one or more Trustees to terms of one or two years, as may be deemed most practical.

Section 3: Removal. At any meeting of the Board duly called, any Trustee may, by vote of two-thirds of the entire Board, be removed from office and another may be appointed by the Village Board upon the recommendation of the Board to fill the unexpired term of the Trustee so removed. If any Trustee shall fail to attend three consecutive meetings of the Board without excuse accepted as satisfactory by the Board, such Trustee may be deemed to have resigned and the vacancy may be filled.

Section 4: Compensation. No Trustee shall receive compensation as a Trustee.

Section 5: Officers. A president, vice-president and secretary shall be elected by the Board from its membership and shall serve for one year or until a successor is elected. Vacancy in any office shall be filled for the unexpired term by the Board.

Section 6: Meetings. Stated meetings of the Board shall be held six times a year, in January, March, May, July, September, and November. The stated meeting in January shall be called the Annual Meeting of the Board. Special meetings of the Board shall be called at any time by the Secretary upon order of the President or upon written request of three Trustees.

Section 7: Agenda for Regular Meetings. The agenda or order of business for each Regular Meeting shall include the following:

- a. Call to order
- b. Roll call
- c. Approval of Minutes
- d. Correspondence
- e. Report of the Director
- f. Reports of Regular Committees
- g. Reports of any other Committees
- h. Old business
- i. New business
- j. Adjournment

Section 8: Notice of Meetings. Reasonable notice of the time and place of meetings of the Board shall be given to all Trustees.

Section 9: Quorum. A majority of the entire Board shall constitute a quorum at any meeting of the Board, and except as otherwise provided by law or herein, a majority in number of such quorum shall decide any question that may come before the meeting. A majority of the Trustees present at any regular or special meeting, although less than a quorum, may adjourn the same, without notice other than announcement at the meeting, until a quorum shall be present.

Section 10: Action without a Meeting. No actions required by the board or a committee can be taken without a duly held meeting. New York State does NOT recognize votes by email or telephone. Members can skype, zoom, or facetime remotely as recognized by the State of New York.

Section 11: Executive Committee. The three elected officers of the Board and two Trustees appointed by the Board President shall constitute the Executive Committee. The President shall be the Chairman of the Executive Committee. The Executive Committee shall have and may exercise between the meetings of the Board all the authority of the Board, except that the Executive Committee shall have no authority as to those matters proscribed under any provision of applicable law. The Executive Committee shall report

all its actions to the next meeting of the Board. Any reference in these Bylaws to the Board shall include the Executive Committee unless the context or express provision otherwise provides. At meetings of the Executive Committee three members shall constitute a quorum.

Section 12: Regular Committees. As soon as practicable each year following the Annual Meeting of the Board and upon the recommendation of the President, the Executive Committee shall appoint the following Regular Committees, each of which shall consist of at least three (3) Trustees and may include other persons who need not be Trustees. Each committee shall have the authority to carry out its purposes as set forth in the Section 12. In making these appointments, the Executive Committee shall designate the Chairman of committee.

- a. **Collections Committee.** There shall be a Collections Committee which shall recommend policy for acquisitions to the collections, either by purchase or gift, and shall carry out a continuing review of all acquisition programs. This Committee shall also be responsible to the Board for the policies relating to preservation, deaccessioning and other disposition of the collections.
- b. **Education and Community Relations Committee.** There shall be an Education and Community Relations Committee which shall recommend policy for the community relations and development activities of the Museum and for all education and group activities provided for the public.
- c. **Long Range Planning Committee.** There shall be a Long-Range Planning Committee to review the Museum's long-range goals and objectives for one, three, and five year periods as set forth by the Task Force and to make recommendations for accomplishing these goals and objectives. (A Task Force shall be formed at least every five years at the discretion of the President to formulate new goals and objectives for one, three, and five-year periods.)
- d. **Nominating Committee.** There shall be a Nominating Committee which shall recommend persons for appointment to the Board and a slate of officers for election to one-year terms at the Annual Meeting of the Board. The Nominating Committee shall also recommend persons to fill vacancies as soon as practicable after they may occur. The names of persons recommended as Trustees shall be forwarded to the Village Board for appointment. The Nominating Committee may also propose to the Board persons for election as Honorary Trustees. The President shall not serve on the Nominating Committee.

Section 13: Other Committees. The President, with the approval of the Board, may designate additional committees, each of which shall consist of at least two Trustees and may include other persons who need not be Trustees. Each such committee shall have such authority and shall serve for such time as provided in the resolution designating the committee, except that such authority shall not exceed the authority conferred on the Executive Committee by Section 11 or any Regular Committee by Section 12 of this Article.

ARTICLE II

Officers

Section 1: Election of Officers. The Board shall elect a President, a Vice-President and a Secretary of the Board. Each such Officer shall be elected from among the Trustees at the Annual Meeting of the Board for a term of one year. Any vacancy in the above offices shall be filled by the Board as soon as practicable.

Section 2: Removal. At any meeting of the Board duly called, any Officer of the Board may, by a vote of two-thirds (2/3) of the entire Board, be removed from office and another may be elected by the Board in the place of the Officer so removed, to serve until the next Annual Meeting of the Board.

Section 3: President. The President shall be the presiding officer of the Board with the power and duty to exercise general supervision over the affair and operations of the Museum. He or she shall act as Chair of and preside at all meetings of the Board and of the Executive Committee. He or she shall serve on all regular committees, except the Nominating Committee, and other committees, if needed, in addition to the appointed members. The President shall have such other powers and duties as may be designated by the Board.

Section 4: Vice President. At the request of the President or in his or her absence or during his or her disability, the Vice President shall perform the duties and exercise the functions of the President. The Vice President shall have such other powers and duties as may be designated by the Board or the President.

Section 5: Secretary. The Secretary shall be responsible for the keeping of Minutes of all meetings of the Board. He or she shall see that all notices are duly given in accordance with the provisions of these bylaws or as required by law. The Secretary shall have such other powers and duties as may be designated by the Board or the President.

ARTICLE III

Director

Section 1: Director. The Village Board, upon the recommendation of the Board, shall appoint and employ a chief administrator of the Museum, designated as Director.

Section 2: Duties of Director. The Village and Museum Boards may delegate to the Director the responsibility and authority for carrying out the policies and purposes that have been adopted and approved by the Boards. The Director shall be the chief officer of the staff of the Museum, and shall appoint, supervise and, when necessary, in consultation with the Executive Committee, discharge individuals who occupy staff positions authorized by the Board. The Director shall have such powers and duties as may be designated by the Boards.

ARTICLE IV

Amendments and Other Provisions

Section 1: Amendments. These Bylaws may be adopted, amended or repealed in whole or in part by the affirmative vote of two-thirds of the members of the Board, provided that at least fourteen days before the meeting at which any amendment shall be voted upon, written or electronic notice of the proposed amendment shall be mailed to each member of the Board, together with a concise statement of the changes proposed to be made.

Section 2: Conduct of Meetings. Except as otherwise provided in these bylaws, by applicable law or by resolution of the Museum Board of Trustees, all meetings of the Board or of any committee designated by the Board shall be conducted in conformity with *Robert's Rules of Order, Revised*, as amended from time to time.

Section 3: Collections Management Policy. The Collections Management Policy is an addendum to these By-Laws. (This Constitution and Bylaws of the Potsdam Public Museum was adopted by unanimous vote of the Board of Trustees on January 24, 1993.)

ADDENDUM

ARTICLE I

Collections Management Program

Section 1: Program. The Collections Management Program of the Potsdam Public Museum consists of three documents that are interrelated and interactive. They are:

- A. Collections Management Policy
- B. Registrar's Manual
- C. Collections Plan

The Collections Management Program follows the "Code of Ethics for Museums" as adopted by the Board of Directors of the American Association of Museums on May 15, 1993, and amended by the AAM Board of Directors in 2000. It will be the responsibility of the Museum's Director to see that the Program, as set forth in the addendum, is followed by the professional staff.

Section 1A: Policy. The Collections Management Policy is a comprehensive statement covering all areas related to the management of the Potsdam Public Museum's collections. The Policy is prepared by the Collections Committee of the Board of Trustees and approved by the Museum and Village Boards of Trustees. As such it expresses the Trustees' philosophy in maintaining the Museum's collections.

Section 1B: Manual. The Registrar's Manual contains guidelines, procedures and instructions for managing the Museum's collections. The Manual is prepared by Museum staff and is reviewed and approved annually by the Collections Committee.

Section 1C: Plan. The Collections Plan contains a summary of the present collections and plans for expanding and/or redefining collections practices in the future. The Collections Plan is prepared by the Long Range and Collections Committees, the Museum staff and consultants. It is reviewed and approved annually by the Collections Committee.

Section 2: Public Disclosure. Material relevant to the acquisition and disposition of materials in the Potsdam Public Museum shall be available to donors and other responsible persons upon request. In reply to responsible inquiries the Museum will make available the identity and description of collections materials acquired or deaccessioned. Information considered confidential, such as donor identity and appraised value, will not be made available.

ARTICLE II

Collections Management Policy

Section 1: Purpose. See Constitution, Article II, Statement of Purpose.

Section 2: Collections Goals and Objectives. The goals of the Museum include the acquisition, interpretation, and preservation of collections relevant to the history of the greater Potsdam community and Northern New York and to the decorative arts in which the Museum has an established collection. This shall in no way be construed to exclude temporary exhibits on non-local subjects of interest.

Objectives of the Museum are to serve the community, state, nation, and world as the custodian and interpreter of Potsdam's material culture and heritage and to provide public access and insight into its past, present, and future through information, artifacts, and educational services.

Section 3: Acquisitions. The Potsdam Public Museum seeks to expand the scope and quality of its collections by the selective acquisition of artifacts and archival material by gift, purchase, bequest or exchange.

1. Objects acquired for the Museum's collections shall meet the following conditions:
 - a. They are relevant to and consistent with the Museum's collections goals and objectives.
 - b. The Museum can provide for their storage, protection and preservation under conditions that ensure their availability for Museum purposes and in keeping with professionally accepted standards.
 - c. It is the intention that the objects shall have permanency in the collections as long as they retain their physical integrity, their identity, and their authenticity, and as long as they remain useful for the purposes of the Museum.
2. Title to objects acquired for the permanent collections is to be obtained free and clear, without restrictions as to use or future disposition. If objects are accepted with restrictions, the conditions are to be stated clearly in the instrument of conveyance and are to be strictly observed by the Museum.
3. Decisions regarding acquisitions of archival material and objects shall be made by the curator/director and staff. The Curator/director will present the list of recent gifts to the Board at each meeting. The curator/director and staff shall depend on the committee's advice when faced with a questionable gift.
4. A legal instrument of conveyance (gift agreement) setting forth an adequate description of the objects involved, and the precise condition of transfer shall accompany all gifts and purchases and will be kept on file in the Museum as part of the accessioning records. The document will be signed by the seller or donor and an authorized Museum representative.
5. Records of accession shall be kept and retained for all objects acquired for the collections. Upon final acquisition of an object the proper documentation shall be promptly executed by museum professional staff.
6. Museum staff shall not provide appraisals or inventory objects and collections to be donated. It is the responsibility of the donor to provide such inventories and evaluations when necessary. When a professional appraisal has been conducted, the Museum will request a copy for its files. Museum staff may not assist donors in locating a qualified appraiser.
7. The Museum shall not accept objects acquired under exploitative, irresponsible, or illegal circumstances.
8. 'Use' items- those items donated or purchased exclusively for 'use'- shall not be subject to collections policy, documentation procedures, or the approval of the Collections Committee: for example: a refrigerator, computers, shelving, craft supplies, and tools are not part of the 'museum collection'.

Section 4: Documentation. Proper documentation of all objects donated or loaned to the Museum shall be the responsibility of the staff in accordance with professionally accepted registration methods.

1. Upon acceptance of an object into the Museum's collection, the staff shall promptly complete registration documentation according to current Museum procedures as set forth in the Registrar's Manual.
2. The staff shall promptly complete all correspondence regarding acquisitions.
3. A donor file shall be maintained listing each donor and the accession numbers of objects given by that donor.
4. Once registered, an object will be assigned a location in the storage areas. Records of its location and movements shall be maintained.
5. It is the responsibility of the staff to develop and record cataloguing information on each object in the collections according to the current procedures as set forth in the Registrar's Manual.
6. Documentation records shall be kept up-to-date, stored in a secure place and properly handled to insure their preservation.

Section 5: Deaccessions. Collections items that are considered to be no longer relevant to the purposes, goals and objectives of the Museum or which for other reasons are no longer appropriate to the collections shall be deaccessioned subject to the approval of the Collections Committee. The Museum subscribes to the deaccessioning guidelines of the New York State Association of Museums.

1. Objects in the collections shall be retained permanently if they continue to be relevant and useful to the purposes and activities of the Museum and if they can be properly stored, preserved, and used. Deaccessioning of objects may be considered when these conditions no longer prevail or when it is in the interest of improving the collections for the Museum's purposes and activities.
2. Objects in the collections are deaccessioned only upon the recommendation of the professional staff with the approval of the Collections Committee
3. In considering the various alternatives for the disposition of deaccessioned objects the Museum shall see that:
 - a. The manner of disposition is in the best interests of the Museum, the public it serves, and the public trust it represents in owning the collections.
 - b. Consideration be given to retaining the objects for use in the Museum's education programs, if appropriate.
 - c. Preference be given to retaining in the state or nation material that is part of the historical or cultural heritage of New York State or the United States respectively.
 - d. Consideration be given to placing the object, through gift, exchange or sale, in another tax exempt public institution wherein it may serve the same purpose for which it was initially acquired by the Museum. If objects are offered for sale elsewhere, preference is to be given for sale at advertised public auction or in a manner that will best protect the interests, objectives, and legal status of the Museum. No deaccessioned object will be sold privately.
 - e. Objects may not be given or sold privately to Museum employees, former employees, officers, or members of the Board of Trustees, former Trustees, or to their representatives.
4. Before disposing of any objects from the collections, reasonable efforts shall be made to ascertain that the Museum is free to do so. Where restrictions as to use or disposition of the objects under

question are found to apply, the Museum shall act judiciously. The following guidelines will be adhered to:

- a. Mandatory restrictions will be observed strictly unless deviation from them is authorized by a court of competent jurisdiction.
- b. Objects to which precatory restrictions apply will not be disposed of until reasonable efforts are made to comply with the donor's wishes.
- c. Advice of legal counsel will be sought if there is a question as to the intent or force of restrictions.
- d. Reasonable attempts will be made to notify the donor if disposal of an object is intended.
- e. If a collections object must be destroyed, for whatever reason, such disposal shall be handled in a safe, ethical manner. If conditions dictate, the services of a professional consultant will be sought as to proper procedure.
- f. An adequate record of the conditions and circumstances under which objects are deaccessioned and disposed of shall be made and retained as part of the Museum's collections records.
- g. All proceeds from the sale of deaccessioned collections objects shall be intended primarily for acquisitions or collection care programs.

Section 6: Collections Care. The Museum's professional staff is responsible for maintaining care of the collections according to the highest professional standards.

1. The professional staff is responsible for maintaining and overseeing the proper use, handling, storage and exhibition of Museum collections artifacts and archival material.
2. At all times staff members shall be aware of their responsibilities to preserve and protect collections objects. Training in the proper handling of historic material shall be provided to all staff and designated volunteers.
3. Access to collections storage areas shall be restricted to designated staff members. Only those staff members shall retrieve or replace objects in collections storage areas. Storage areas shall be locked.
4. Protective security measures shall be maintained in all collections storage areas.
5. Inventories of individual collections shall be conducted by staff to supplement and verify the ongoing record keeping system, for discovery of missing or misplaced items and to aid in monitoring conservation needs. Priority will be given to the inventory process by the staff.
6. Housekeeping in collections storage areas will be the responsibility of the staff and will be done only by designated personnel under supervision.
7. A written record shall be made of removal or movement of a collections item from its designated storage location.
8. Environmental conditions in storage and exhibition areas shall be monitored regularly. They shall be controlled to the greatest degree possible to minimize damaging effects of temperature and humidity, and to protect collections from air pollution, industrial combustion products, pest infestation, mold and mildew. Protection from damage by lights will be provided and natural light will be blocked from all collections storage areas and from exhibition areas where possible and appropriate.

9. A disaster plan shall be maintained to provide a course of action in case of fire, flood, natural disaster, bomb threat or public disturbance. Procedures for reporting theft and vandalism shall be maintained.
10. Objects loaned from the Museum's Collections shall be properly packed and shipped to protect the objects. Collection objects in a delicate or unstable condition shall not be made available for loan. Collection objects shall not be loaned to institutions that cannot provide proper care and security for the objects.

Section 7: Conservation. Treatment shall be carried out only as necessary and must respect the historic and artistic integrity of the object.

1. To ensure proper protection of collections, minimal in-house conservation may be performed by professional staff or under its direction.
2. Professional conservators will be utilized for major conservation work as required.
3. All treatment will be fully documented. Any significant original material removed will be preserved as part of the object record.
4. Conservation treatment must be in accordance with the ethical standards established by the American Institute for the Conservation of Historic and Artistic Works.

Section 8: Loans. The Museum may borrow objects from individuals and institutions for exhibitions and research or may loan collections objects to other education institutions or organizations for education or aesthetic purposes within the following guidelines:

Incoming Loans:

1. In general, no long term loans (more than one year) shall be arranged. The Museum shall not provide long term care and storage for objects that do not belong to the Museum.
2. All necessary paperwork on incoming loans shall be provided promptly by professional staff.
3. Objects on loan to the Museum shall be insured against "Risks of Direct Physical 'Loss' to Covered Property." A copy of the Museum's policy may be made available to lenders on request.
4. Value appraisal is the sole responsibility of the lender.
5. The Museum shall give the same care and protection to loaned objects as is given to Museum collections. Evidence of damage at time of receipt or while in the Museum's custody will be promptly reported to the lender. No conservation of objects loaned to the Museum will be undertaken by staff without the lender's written permission.
6. The Museum shall not exhibit borrowed objects of questionable provenance, nor shall the museum exhibit borrowed objects for the purpose of increasing their value.

7. The Museum may photograph or reproduce by other conventional means, information loaned for education or publicity purposes, unless notified by lender in writing.

Outgoing Loans:

1. No loans shall be made to staff, trustees or individuals.
2. Loans of objects valued at \$1,000 or more must be approved by the Board of Trustees. Loans shall be approved only to institutions capable of providing proper care and security.
3. Collections objects in a delicate or unstable condition shall not be available for loan. The decision to deny a loan rests with the professional staff.
4. Objects loaned from the Museum's collections shall be properly packed and shipped to protect the objects.
5. No loaned object may be altered, repaired or dismantled without the written permission of the Museum. No pins, nails or other supports may be used that leave any marks or evidence on the object.
6. The borrower must insure the object to the full amount specified while in transit and while in the borrower's possession. A certificate of insurance may be required.
7. The borrower must pay for packing and transportation. Objects must be repacked in original materials, using the same methods as when the objects were received.
8. Loans shall be short term only (one year or less) with the option of renewal.
9. The Museum shall receive public acknowledgement of loaned objects for whatever purposes they are used.
10. Unless otherwise notified in writing, the borrower has the right to photograph and reproduce photographs of the loan for educational and publicity purposes directly related to the loan. Credit as follows: Potsdam Public Museum.

Section 9: Annual Report. A summary of curatorial activities shall be made a part of the Curator's Annual Report to the Board.