

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, January 9, 2017 at 7:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Tischler
Trustees Hopke & Sheehan

ALSO PRESENT: Lori Queor, Village Clerk/Treasurer
Greg Thompson, Village Administrator
Fred Hanss, Planning Director
Mark Murray, Police Chief
Bruce Henderson, DPW Superintendent
Mimi VanDeusen, Museum Director
Lisa Newby, Code Enforcement Officer

Mayor Tischler opened the meeting at 7:00 P.M., and stated that all members were present with the exception of Trustee Warr & Trustee Garner.

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

December 19, 2016	Public Hearing	6:30 p.m.
December 19, 2016	Public Hearing	6:45 p.m.
December 19, 2016	Regular Meeting	7:00 p.m.
December 19, 2016	Executive Session	7:38 p.m.

Motion was made by Trustee Sheehan and Seconded by Trustee Hopke to accept the minutes as submitted. All were in favor, none opposed, motion carried.

Mayor's comments: None

Trustee's Comments: Trustee Hopke stated that she wanted to discuss term limits. Mayor Tischler stated that he had reached out to NYCOM and was awaiting a call back. Trustee Hopke stated that she felt term limits are necessary to push people to run for offices. Trustee Sheehan stated that he went to the free public skating at Pine Street Arena and there were a lot of people there. He stated that there were a lot of people who rented skates.

Administrator's Comments: Administrator Thompson reported on the following:

- DANC (Development Authority of the North Country) project updates: WWTP upgrades, Water Tower repairs, EDU's, Crosstown Canal
- Addendum for Public Sector HR to update our workplace violence policy

Code Enforcement Officer's Report: Administrator Thompson introduced new Code Enforcement Officer Lisa Newby. He stated that he will send the board an electronic copy of the last report he will be giving. He reported that from January 2016 to December 2016 they had 671 rental inspections, 25 business inspections, 190 building permits, \$64,874 in building permit fees and \$8,958,152.00 worth of construction. He stated that they are down a little in their numbers but that is to be expected.

Public Comment: None

New Business:

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution approving the partial expenditures for the month of January 2017 in the amount of \$71,069.33 chargeable to the following funds:

General Fund	\$ 41,967.30
Water Fund	19,607.79
Sewer Fund	7,646.32
Hydro Fund	179.20
Recreation Fund	475.18
Trash Fund	<u>1,193.54</u>
TOTAL	<u>\$ 71,069.33</u>

AYES 3	(Mayor Tischler)	NAYS 0
	(Trustee Hopke & Sheehan)	

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution approving the additional expenditures for the month of December 2016 in the amount of \$938,546.37 chargeable to the following funds:

General Fund	\$ 507,863.53
Water Fund	134,220.19
Sewer Fund	86,493.44
Hydro Fund	11,902.53
Trash Fund	58.60
Trust & Agency Fund	3,688.11
Capital Fund	148,934.89
Recreation Fund	25,997.97
Payroll Fund	<u>19,387.11</u>
TOTAL	<u>\$ 938,546.37</u>

AYES 3	(Mayor Tischler)	NAYS 0
	(Trustee Hopke & Sheehan)	

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

TO: Passero Associates in the amount of \$3,268.71 for Professional Services rendered in connection with the Potsdam Airport Runway 06-24 Rehabilitation Construction Administration FAA #3-36-0201-031-15.

AYES 3 (Mayor Tischler)
(Trustee Hopke & Sheehan)

NAYS 0

Trustee Hopke Moved and Trustee Sheehan Seconded a resolution approving the following Capital Assets Policy:

Village of Potsdam Capital Assets Policy

It is the responsibility of the Trustees and Administration of the Village of Potsdam to maintain and replace the Capital Assets of the Village in order to best expend monies put forth by the tax payers of the Village of Potsdam. Capital Assets are those fixed assets with significant useful lives. The Village of Potsdam is committed to maintaining and improving all of its capital assets. This commitment magnifies the importance of a long term plan to prioritize and justify the necessary expenditures, develop a time table for proposed repairs/replacements, and to strategize payment methods/opportunities.

The Multi-year Capital Assets Plan will be developed by a Committee composed of the Mayor and Village Trustees, Village Administrator, Treasurer, and Department Heads. Public meetings/hearings will be held for the input of the general public. The Multi-year Capital Assets Plan will be for a period of no less than 3 years and no more than 5 years. Said plan is to be evaluated and updated on a one year cycle.

The Multi-year Capital Assets Plan will be developed according to a six step plan. Step one shall be the development of policy and objectives. Step two will consist of creating an inventory of all assets belonging to the Village of Potsdam and conditions of such assets. During step three, it shall become the responsibility of the Board and Staff, with public input, to prioritize projects and all expenditures related to each. Step four will involve assessing budgetary impacts related to each project respectively. Step five shall be a time for discussing and strategizing capital acquisition. The final step, step six, is the actual implementation of the Capital Assets Plan along- side the yearly budget.

It shall be the objective of this plan to provide the Village of Potsdam with a long term plan for the improvement and replacement of assets while providing guidance during budget preparation. It is the belief of the Trustees of the Village of Potsdam that the implementation of such a plan will assist in our continued goals of correcting current and preventing future financial stress.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Hopke Moved and Trustee Sheehan Seconded a resolution awarding the Bid for the surplus Village 80 Gallon Westward Air Compressor to Kevin Page for his bid of \$210.00. Note: This was the only bid received.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution authorizing the Treasurer to make the following FY 16-17 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-5110-479	Road Reconstruction	05-3501-000	CHIPS	\$20,270.65

ROLL CALL VOTE:

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution to hold a Public hearing on January 23, 2017 at 6:45 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comment on proposed Local Law #1-2017 to amend Chapter 180, Zoning.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution appointing the Village Clerk Treasurer as the Labor Standards Compliance Officer for NYS Small Cities Community Development Block Grant Program grant # 947PR179-16.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution appointing the Director of Planning and Development as the Section 3 Coordinator and Fair Housing Officer for NYS Small Cities Community Development Block Grant Program grant # 947PR179-16.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a Resolution authorizing the Treasurer to pay the following invoice:

TO: Monroe Tractor in the amount of \$259,906.00 for the 2016 Motor Grader.
 This is funded through airport grants and budgeted funds.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Hopke Moved and Trustee Sheehan Seconded a Resolution to accept the quote from Public Sector HR in the amount of \$750.00 for the update to the Village's Workplace Violence Policy.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 7:36 p.m.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution to adjourn the Executive Session at 8:29 p.m.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

The Board back in Regular Session considered the following:

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution approving the Probationary Appointment of Shawn Clary, 102 Canton Street, Hermon, NY to the position of Water/Wastewater Operator/Trainee at the annual salary of \$41,121.00 effective January 23, 2017.

AYES 3 (Mayor Tischler)
 (Trustee Hopke & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Hopke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of January 9, 2017 at 8:33 p.m.

AYES 3

(Mayor Tischler)

(Trustee Hopke & Sheehan)

NAYS 0

Respectfully submitted,

Lori S. Queor
Village Clerk