

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, May 15, 2023 at 4:24 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT:

Mayor Tischler
Trustees Warr, Tirion, Jacobs-Wilke, Lee

ALSO PRESENT:

Georgine Scott, Village Clerk/Registrar in Training
Lori Queor, Village Clerk/Registrar
Gregory Thompson, Village Administrator
Isabelle Gates-Schult, Treasurer
Trey Smutz, Recreation Director
Lisa Newby, Code Enforcement Officer
Fred Hanss, Planning Director
Mark Murray, Chief of Police

Mayor Tischler opened the meeting at 4:24 P.M., pointed out the exits on the North and East walls and advised that the board room has the capacity for 109 people.

The Mayor then stated that all members were present.

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

April 17, 2023	Regular Meeting	6:00 p.m.
April 17, 2023	Executive Session	7:14 p.m.
April 24, 2023	Special Meeting	6:00 p.m.
April 24, 2023	Executive Session	7:39 p.m.
May 3, 2023	Special Meeting	4:30 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: Congratulated recent graduates of SUNY Canton and Clarkson University and congratulations to the upcoming graduates at SUNY Potsdam and St. Lawrence University. Announced that he will not be running for re-election in November. Presented Lori Queor a plaque in appreciation of her 31 years of service to the Village of Potsdam and congratulations on her retirement.

Trustee's Comments:

~Trustee **Warr** – No comment.

~Trustee **Tirion** – Thanked Lori Queor for her service to the Village and mentioned her many accolades and accomplishments over the years. Commented on the Potsdam Central School District Newsletter mentioning that the Village should look into providing something similar to it's taxpayers.

~Trustee **Jacobs-Wilke** – Thanked Lori Queor and Mayor Tischler for their service to the municipality over the years. Commented on public input and community feedback needed for the traffic study for Route 11. Stated she was in favor of moving forward with Pedestrian Bridge Project presented by Clarkson students at the past special meeting. Mentioned the Downtown Streetscapes and Riverwalk Project Committee Meetings are underway.

~Trustee **Lee** – Thanked Greg and First Responders during the recent difficult water recovery. Thanked Lori Queor for her service to the Village. Stated that she will not seek re-election to the Village Board in the fall.

Administrator’s Comments: The Administrator provided a report which is on file with the Village Clerk and reviewed with the Board. He also commented on jump guards for bridges, street repair and the Department of Transportation repaving Pierrepont Street.

Fire Chief’s Report: Chief Mark Bradish reported that since January 1, 2023 the Fire Department has responded to 217 calls. Mark thanked Greg and the Board for the support that the Fire Department received during the water recovery. Also thanked Chief Murray and Lt. Ames. He also discussed the recent motor vehicle accident near Taco Bell. Also thanked Lori Queor for her service to the Village.

Planning Director’s Report: Fred Hanss thanked Lori Queor for her service and work and wished her the best. Referred to his May 2, 2023 written report which is on file with the Village Clerk. Also commented on the success of the first Farmer’s Market of the season with the new pavilion. More vendors than in past years.

Public Comment:

~LouAnn Lang, 54 Elm Street, Member of the Village of Potsdam’s Zoning and Appeals Board, spoke about AirBNBs that exist in the village and suggests looking into adjusting zoning codes.

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of May 2023 in the amount of \$245,183.83 chargeable to the following funds:

General Fund	\$ 144,314.04
Water Fund	25,148.89
Sewer Fund	51,128.34
Hydro Fund	38.00
Rec Fund	7,770.68
Trash Fund	<u>16,658.88</u>
TOTAL	<u>\$ 245,183.83</u>

Ayes 5 (Mayor Tischler)
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the additional expenditures for the month of April 2023 in the amount of \$924,497.82 chargeable to the following funds:

General Fund	\$ 128,823.34
Water Fund	33,625.30
Sewer Fund	612,743.66
Hydro Fund	37,434.31
Trash Fund	143.12
Trust & Agency Fund	3,686.58
Payroll Fund	89,291.70
Recreation Fund	18,549.81
Planning & Development Funds	<u>200.00</u>
TOTAL	<u>\$ 924,497.82</u>

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

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

TO: Roemer Wallens Gold & Mineaux in the amount of \$2,000.00 for retainer for labor relations services for May 2023.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to make the following FY 22-23 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-7450-460	Dues & Memb	05-7450-109	Sick Time Incentive	\$ 12.50
05-7450-200	Equipment	05-7450-480	Special Services	621.66
05-7450-463	Comestibles	05-7450-109	Sick Time Incentive	31.91
05-7450-470	Building Maint.	05-7450-109	Sick Time Incentive	18.57
05-7450-481	Misc. Supplies	05-7450-109	Sick Time Incentive	38.72
05-7450-490	Office Supplies	05-7450-109	Sick Time Incentive	.97
15-8130-424	Travel & Training	15-8130-409	Sludge Hauling	793.19
15-8130-465	Equip. Maint.	15-8130-409	Sludge Hauling	6,860.27
15-8130-470	Bldg. Maint.	15-8130-409	Sludge Hauling	48.74
15-8130-481	Misc. Supplies	15-8130-409	Sludge Hauling	350.86
15-8130-482	Lab Supplies	15-8130-409	Sludge Hauling	1,415.88
15-8130-490	Office Supplies	15-8130-409	Sludge Hauling	116.17
15-8130-492	Gas, Oil, Lube	15-8130-409	Sludge Hauling	660.18

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to accept the proposal submitted by KAS Environmental Science and Engineering for the preparation of a Phase 1 Environmental Site Assessment for Fall Island Park, Maple Street in connection with the DRI Downtown Streetscape/Riverwalk Trail. NYS Department of State Contract # C10001883. Note: This is a reimbursable grant expense through the DRI grant award.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to levy delinquent accounts and omitted taxes in the sum of \$0; delinquent water in the sum of \$72,637.14; delinquent sewer in the sum of \$71,990.90 and delinquent trash/acct. receivable in the sum of \$12,506.25 for a total due and owing the Village of Potsdam in the sum of \$157,134.29.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

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

TO: Johnson & Laws, LLC in the amount of \$380.00 for professional services rendered Re: JEDA v Potsdam Associates, et al.

Ayes 3 (Mayor Tischler) Nays 2
(Trustee Lee & Jacobs-Wilke) (Trustee Warr & Tirion)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to set the annual salaries of Village Management and Non-Union personnel effective at the first pay period following June 1, 2023:

<u>RECREATION DIRECTOR, T. SMUTZ</u>	<u>\$58,817</u>
<u>VILLAGE ADMINISTRATOR, G. THOMPSON</u>	<u>94,030 (Salary & Stipend)</u>
<u>POLICE CHIEF, M. MURRAY</u>	<u>91,990</u>
<u>VILLAGE CLERK/REGISTRAR, L. QUEOR</u>	<u>20,672</u>
<u>DIRECTOR OF PLANNING & DEV. F. HANSS</u>	<u>81,098</u>
<u>VILLAGE TREASURER, I. GATES-SHULT</u>	<u>63,000</u>
<u>CODE ENFORCEMENT OFFICER, L. NEWBY</u>	<u>54,150</u>
<u>VILLAGE CLERK/REGISTRAR, G. SCOTT</u>	<u>53,518</u>
<u>DEPUTY CLERK/REGISTRAR, J. KASTNER</u>	<u>49,732</u>

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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, 2023 to May 31, 2024; consideration of \$35,000 to be paid to the Rescue Squad.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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, 2023 to May 31, 2024; consideration of \$10,250 to be paid to the Fire Department.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to modify the 2022-23 budget expense lines for the fiscal year ending May 31, 2023 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.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Village of Potsdam to submit an application for funding from the Northern Border Regional Commission for \$240,000 through the 2023 Catalyst Program for the Sandstener Park Recreation Center Design Project. Further that the Village Board of Trustees hereby commits the sum of \$62,900 in cash from the General Fund Contingency Line as its local share of project costs. Further that the Mayor, or in his absence, the Deputy Mayor is authorized and directed to execute the application document and required certifications and if the application is selected for funding any resulting grant agreement.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 5:20 pm.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Warr Seconded a resolution to adjourn the Executive Session at 6:42 p.m.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of May 15, 2023 at 6:43 p.m.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke, Lee)

Respectfully submitted,

Georgine Scott
Village Clerk