

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Tuesday, June 20, 2023 at 4:30 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Deputy Mayor Warr
Trustees Lee, Tirion, Jacobs-Wilke

ALSO PRESENT: Georgine Scott, Village Clerk/Registrar
Gregory Thompson, Village Administrator
Mark Murray, Chief of Police
Isabelle Gates-Schult, Treasurer
Lisa Newby, Code Enforcement Officer
Trevor Blank, Museum Director/Curator
Fred Hanss, Planning Director

Deputy Mayor Warr opened the meeting at 4:30 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 Deputy Mayor then stated that all members were present with the exception of Mayor Tischler.

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

May 15, 2023	Public Hearing	4:15 p.m.
May 15, 2003	Public Hearing	4:19 p.m.
May 15, 2023	Public Hearing	4:22 p.m.
May 15, 2023	Regular Meeting	4:22 p.m.
May 15, 2023	Executive Session	5:20 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.

Deputy Mayor's comments: Stated that there is a Democratic caucus in the Community Room, June 30, 2023 at 6 pm.

Trustee's Comments:

~Trustee **Tirion** – discussed new Village website, 2021-2022 audit, and reviewing EDU changes for commercial entities.

~Trustee **Jacobs-Wilke** – spoke about the current study for the Rt. 11 Corridor, presentation from Clarkson's Eric Backus and his students regarding their US Route 11 Town & Village of Postdam Study, grant availability and booths regarding the study at the Summer Festival where the community can get information and give feedback. Also commented on the Pride Flag and Pride Festival held in Potsdam, Juneteenth and Potsdam's Memorial Day Parade. She stated that everyone did a wonderful job. Mentioned the DRI Downtown Streetscape and Riverwalk and that there was going to be a design workshop Thursday, June 22, 2023 in the Village's

Community Room and the next workshop will be in August.

~Trustee **Lee** - Thanked Trustee Tirion for her work on the EDUs.

~**Administrator's Comments:** The Administrator provided a report which is on file with the Village Clerk and reviewed with the Board.

~**Police Chief's Report:** Chief Murray provided a report which is on file with the Village Clerk and reviewed with the Board. Chief Murray also commented on community outreach regarding Narcan training and shelf life, sanctioned and non-sanctioned marijuana dispensaries in the Village and improvement on the reduced speed limit near 11B.

Public Comment:

~Eric Backus, Professor of Practice / Director of the Construction Engineering Management Program for Clarkson University, provided a presentation on the US Route 11 Town & Village of Potsdam Study.

~Celena Haase, Bay Street commented on the issue of neighborhood having trash, broken furniture and squatters that landlords are not doing anything about. She was inquiring into what recourse could be taken. She was directed to contact the Village Code Enforcement Department to start.

~Fred Hanss, Planning Director, spoke regarding the DRI funded Skatepark on Fall Island and some issues that they have run into, mentioned grants and applications, reviewed some information on the bids received for the Museum Window Project.

~Shirley Christman of 31 Waverly Street commented on the parking on both sides of the street at Waverly and that a fire truck or ambulance wouldn't be able to make it down the street if needed. People are parking too close to her driveway, making it very difficult to get out of her driveway safely. She is aware that there have been no parking signs put up on one side of Waverly Street and commented on the water in her basement that proves to be an ongoing problem. She also commented on the speed at which people travel in the Village.

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of June 2023 in the amount of \$109,089.72 chargeable to the following funds:

General Fund	\$ 77,150.72
Water Fund	722.01
Sewer Fund	12,440.75
Hydro Fund	38.00
Trust & Agency	125.00
Rec Fund	492.36
Trash Fund	18,120.88
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TOTAL	<u>\$109,089.72</u>

Ayes 4 (Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the additional expenditures for the month of May 2023 in the amount of \$ 399,563.81 chargeable to the following funds:

General Fund	\$ 161,247.85
Water Fund	18,613.05
Sewer Fund	20,376.63
Hydro Fund	1,638.51
Trash Fund	75.84
Trust & Agency Fund	3,489.98
Payroll Fund	184,219.21
Recreation Fund	9,902.74

TOTAL \$ 399,563.81

Ayes 4 (Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the expenditures for the May 2023 year end in the amount of \$130,755.76 chargeable to the following funds:

General Fund	\$ 88,975.77
Water Fund	9,293.89
Sewer Fund	25,388.97
Trust & Agency Fund	787.94
Hydro Fund	185.74
Recreation Fund	<u>6,123.45</u>
TOTAL	<u>\$ 130,755.76</u>

Ayes 4 (Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

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

TO: Roemer-Wallens Gold & Mineaux, LLP in the amount of \$2000.00 for labor Relations services for June 2023.

Ayes 4 (Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

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

LOCAL LAW #2-2023

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 173, Water, Article II, Water Rents, Section 173-13 of the Village of Potsdam Municipal Code.

Section 2. Amendment.

Amended as follows:

ARTICLE II
Water Rents

§ 173-13 Annual Charge; Minimum Charges; Billing; Payment; and Penalties.

- A. (1) A minimum fee called the "fixed user cost" which is defined to be no more than the cost of all indebtedness, fixed operational costs and all other costs deemed fixed by the Village, divided by the total number of EDUs; and

Section 3. Enactment.

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

Ayes 4 (Deputy Mayor Warr) Nays 0
 (Trustee Lee, Tirion, Jacobs-Wilke)

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

LOCAL LAW #3-2023

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 138, Sewer, Article VII, General Provisions, Section 138-40 of the Village of Potsdam Municipal Code.

Section 2. Amendment.

Amended as follows:

ARTICLE VII
General Provisions

§ 138-40 Sewer Rents Established.

- C (1) A minimum fee called the "fixed user cost" which is defined to be no more than the cost of all indebtedness, fixed operational costs and all other costs deemed fixed by the Village, divided by the total number of EDUs; and

Section 3. Enactment.

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

Ayes 4

(Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

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

LOCAL LAW # 4-2023

Section 1. Purpose.

The Purpose of this Local Law is to Add Chapter 180, Zoning, Article XIV, Cannabis Law, of the Village of Potsdam Municipal Code.

Section 2. Amendment.

ADD:

ARTICLE XIV
Cannabis Law

§ 180-58. Cannabis Law

- A. Purpose. The purpose of this article is to provide for the placement of cannabis establishments in appropriate places; to minimize the adverse impacts of cannabis establishments on residential neighborhoods, schools, and other places where children commonly congregate; to regulate the siting, design, placement, security, safety, monitoring, and modification of cannabis establishments.
- B. Definitions. As used in this article, the following terms shall have the meanings indicated:

CANNABIS ESTABLISHMENT: A cannabis retailer or any other type of New York State licensed marijuana-related business, or any combination thereof at a single location.

CANNABIS LOUNGE: An entity or individual licensed by New York State for the sale and on-site consumption of cannabis products.

CANNABIS PRODUCTS: Products that have been manufactured and contain cannabis or an extract from cannabis, including concentrated forms of cannabis and products composed of cannabis and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils, and tinctures.

CANNABIS RETAILER: An entity or individual licensed by New York State to purchase and deliver cannabis and cannabis products from cannabis establishments and to deliver, sell or otherwise transfer cannabis and cannabis products to cannabis establishments and to consumers.

- C. Findings. The Village of Potsdam finds that the orderly development of commercial business is essential to maintaining and protecting the health, safety, and welfare of Village residents. Businesses which cater to adults should be located and regulated to minimize the impact to residents.
- D. Applicability. These regulations shall apply to all structures and uses of retail sales and/or consumption lounges where cannabis can be purchased or consumed.

1. No cannabis establishment shall be established except in compliance with the provisions of this chapter.

2. When a cannabis establishment is created in an existing building, regardless of prior site Plan (including approval for retail sales on the property), that establishment will apply to the Planning Board for site plan review for that use. Final approval of the site plan review application will be the responsibility of the Village Planning Board.

3. Location: Cannabis establishments are permitted in the Central Business District (CBD) and Business District (B-1) zoning districts subject to site plan approval.

- E. Site plan approval shall include:

1. All cannabis establishments shall be contained within a permanent building or structure and shall not be located in a trailer, cargo container, motor vehicle or other similar nonpermanent enclosure.

2. The hours of operation of cannabis establishments are limited to 10:00 A.M. – 10:00 P.M.

3. Cannabis establishments shall not be located within a 500-foot radius from any school pre-k through 12.

4. Cannabis establishments shall not be located within a 200-foot radius from a center or Facility where the primary purpose of which is to provide recreational opportunities or services to children or adolescents, a community facility that provides day care to children, a public park, a playground, a library, or a building containing a place of worship.

5. Cannabis establishments shall not be located within 2,000 feet of another cannabis establishment.

6. No outside storage of cannabis, related supplies, or promotional materials is permitted.

7. No smoking, burning or consumption of any product containing cannabis or cannabis-related products shall be permitted on the premises of a cannabis retailer.

F. Signs. Size of sign shall be dictated relative to the zone where the cannabis establishment is located per § 180-23 Sign Requirements of the Village of Potsdam Code.

G. State Approval. All cannabis lounges and cannabis retailers approved pursuant to this section must be licensed in accordance with New York State Cannabis Law, Article IV, Use Cannabis.

H. Authorization. This section is authorized under New York State Cannabis Law, Article VI, § 131.

I. Severability: The invalidity or unenforceability of any section, subsection, paragraph, sentence, clause, provision, or phrase of the aforementioned sections, as declared by the valid judgement of any court of competent jurisdiction to be unconstitutional, shall not affect the validity or enforceability of any other section, subsection, paragraph, sentence, clause, provision, or phrase, which shall remain in full force and effect.

Section 3. Enactment.

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

Ayes 4 (Deputy Mayor Warr)
(Trustee Lee, Tirion, Jacobs-Wilke)

Nays 0

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 and contract negotiations at 5:55 p.m.

Ayes 4 (Deputy Mayor Warr) Nays 0
(Trustee Lee, Tirion, Jacobs-Wilke)

Trustee Jacobs-Wilke Moved and Trustee Tirion Seconded a resolution to adjourn the Executive Session at 6:39 p.m.

Ayes 4 (Deputy Mayor Warr) Nays 0
(Trustee Lee, Tirion, Jacobs-Wilke)

The board back in regular session considered the following:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the probationary appointment of Robert Beaudin to the position of Police Officer Trainee effective July 20, 2023 at the annual salary of \$46,195.00. Appointment is contingent upon the successful completion of a background investigation and the probationary period is not to exceed eighteen months.

Ayes 4 (Deputy Mayor Warr) Nays 0
(Trustee Lee, Tirion, Jacobs-Wilke)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the probationary appointment of Ty Reed to the position of Police Officer Recruit effective July 31, 2023 at the annual salary of \$44,863.00. Appointment is contingent upon the successful completion of a background investigation and the probationary period is not to exceed eighteen months.

Ayes 4 (Deputy Mayor Warr) Nays 0
(Trustee Lee, Tirion, Jacobs-Wilke)

Trustee lee Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of June 20, 2023 at 6:40 p.m.

Ayes 4 (Mayor Tischler) Nays 0
(Trustee Warr, Tirion, Jacobs-Wilke)

Respectfully submitted,

Georgine Scott
Village Clerk