

AGENDA - REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MONDAY – MARCH 2, 2015 – 7:00 P.M.

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. APPROVAL OF MINUTES:

February 17, 2015	Regular Meeting	7:00 p.m.
February 17, 2015	Executive Session	7:50 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. MUSEUM DIRECTOR'S REPORT:

6. PUBLIC COMMENTS:

7. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of March 2015 in the amount of \$41,545.62 chargeable to the following funds:

General Fund	\$ 37,616.94
Water Fund	2,402.96
Sewer Fund	340.69
Hydro Fund	1,006.83
Trash Fund	<u>178.20</u>
TOTAL	<u>\$ 41,545.62</u>

Ayes _____

Nays _____

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

TO: Passero Associates in the amount of \$37,000.03 for Professional services thru January 31, 2015 in connection with the Airport Runway 6-24 Rehabilitation Project at the Potsdam Airport. FAA AIP # 3-36-0099-30-2014.

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 \$98.00 for professional services rendered in connection with the Waste Water Treatment Plant Technical Services Agreement. Funds to come from Sewer Fund Contingency.

Ayes _____

Nays _____

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VILLAGE OF POTSDAM BOARD OF TRUSTEES
MONDAY – MARCH 2, 2015 – 7:00 P.M.

Trustee _____ Moved and Trustee _____ Seconded a resolution as follows:

Whereas, the Village of Potsdam, Village of Canton, Village of Massena, Village of Norwood and the Town of Potsdam entered into a five-year inter-municipal agreement effective March 7, 2005 for shared highway services as detailed in the resolution which was duly adopted by the Village of Potsdam Board of Trustees on March 7, 2005; and

Whereas, the terms agreed to in item 15 of said contract a resolution passed on March 1, 2010 extended the contract for an additional five year period beginning March 7, 2010; and

Whereas, the Village of Potsdam Board of Trustees desires to extend the contract for an additional five year period;

Now, Therefore, Be it Resolved, that the Village of Potsdam Board of Trustees hereby authorizes extension of the contract on behalf of the Village of Potsdam for an additional five year period, and

Be it further resolved, that the Village Clerk is hereby authorized and directed to file a copy of this resolution, along with a copy of the resolutions adopted by the Village of Potsdam Board of Trustees on March 7, 2005 and March 1, 2010 with the chief executive officer of the following municipalities:

Town of Potsdam	Village of Massena
Village of Norwood	Village of Canton

Roll Call Vote:

Ayes:

Nays:

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to sign the Service Agreement with ProAct Inc. for the prescription drug plan.

Ayes _____

Nays _____

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VILLAGE OF POTSDAM BOARD OF TRUSTEES
MONDAY – MARCH 2, 2015 – 7:00 P.M.

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the appointment of the following individuals to the Labor Negotiation Committee:

Steve Warr, Trustee
Eleanor Hopke, Trustee
Everett Basford, Administrator

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to go into Executive Session to discuss contract negotiations at _____ p.m.

Ayes _____ Nays _____

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

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of March 2, 2015 at _____ p.m.

Ayes _____ Nays _____

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Tuesday, February 17, 2015 at 7:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Yurgartis
Trustees Warr, Hopke & Tischler

ALSO PRESENT: Everett Basford, Village Administrator
Lori S. Queor, Village Clerk/Treasurer
Fred Hanss, Planning Director
Bob Henninger, WTP/WWTP Chief Operator
Mimi VanDeusen, Museum Director
Justin Perry, Fire Chief
Brad Clements, Airport Manager

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

Mayor Yurgartis then stated that the following sets of minutes had been submitted for Board approval:

February 2, 2015	Regular Meeting	7:00 p.m.
February 2, 2015	Executive Session	8:06 p.m.

A Motion was made by Trustee Tischler and Seconded by Trustee Warr to approve the minutes as submitted. All were in favor, none opposed, motion carried.

Mayor's comments: None

Trustees' comments: Trustee Warr stated that it is cold. Trustee Hopke stated that the Special Joint Recreation Committee will meet on Wednesday, February 25th at 7:00 in the Community Room.

Administrator's Comments: Administrator Everett Basford discussed the following with the board:

- Hydro – West #1 is running, West #2 is running, East #1 gear box has been removed for repairs, East #2 is down indefinitely due to excessive metal shavings in the gear box.
- Hydro – bond refinancing we are awaiting a new credit rating by Standard & Poors. Refinancing would save about \$125,000 over the life of the bond.
- IT System – Russ Nelson is working on, Jim Corbett is working with him, new wiring will need to be run.
- WTP – preliminary report on Clarkson Water Tower, have to review and discuss options from complete refurb to minimal upkeep.
- WWTP – digester still down but we are still within the DEC guidelines.
- DPW – water breaks, frozen house lines, plugged sewers, snow and ice removal, 2015 Beam Mack back in service.
- Health Insurance – Excellus renewal increase of about 13%

- Airport Fuel System not yet complete, contractor has a punch list to complete. Need to purchase Jet A and 100 Low Led.

Airport Manager's Report: Brad Clements provided the board with a written report which is on file with the Village Clerk. He then went over his report with the board:

- Jet-A-Fuel system arrived on January 29th, contractor has punch list to finish. The tank will need to be filled for the fuel terminal provider to complete their work. Contractor would like to wait for the temperature to go up to complete his punch list.
- Runway widening project – committee met with Passero engineering firm to discuss the proposal for scheduling this project. Initial recommendation was to close the airport for 65 days, there was pushback from AirMethods and UPS so the engineers are looking at alternatives such as working at night.

Fire Chief's Report: Justin Perry, Fire Chief addressed the board about the generator on Engine 49. He stated that there is not a lot of leeway in his budget to find the \$13,000 needed for the generator. The Mayor asked to be partners in this issue and if the Board could cover \$10,000 could the Chief find the remainder in his budget with the understanding that whatever they use from this budget will get replaced in the next budget. The Chief agreed to this agreement. He then went over his reports which are on file with the Village Clerk.

Public Comment: Susan Sharlow of 46 Waverly Street addressed the board about parking on her street. Informing the board that cars park on both sides of the street making it so narrow that two cars can not pass down the street. The Mayor stated that they would look at the situation.

New Business:

Trustee Tischler Moved and Trustee Warr Seconded a resolution approving the partial expenditures for the month of February 2015 in the amount of \$259,068.00 chargeable to the following funds:

General Fund	\$ 163,454.28
Water Fund	30,154.10
Sewer Fund	38,533.38
Hydro Fund	4,190.30
Trust & Agency Fund	100.00
Planning & Development	<u>22,635.94</u>
TOTAL	<u>\$ 259,068.00</u>

AYES 4	(Mayor Yurgartis)	NAYS 0
	(Trustee Hopke, Tischler & Warr)	

Trustee Tischler Moved and Trustee Warr Seconded a resolution approving the additional expenditures for the month of January 2015 in the amount of \$283,261.56 chargeable to the following funds:

General Fund	\$ 131,744.93
Water Fund	20,248.99
Sewer Fund	27,003.75
Hydro Fund	3,204.16
Trash Fund	68.22
Trust & Agency Fund	4,286.05
Capital Fund	77,076.48
Payroll Fund	<u>19,628.98</u>
TOTAL	\$ <u>283,261.56</u>

AYES 4 (Mayor Yurgartis) NAYS 0
(Trustee Hopke, Tischler
& Warr)

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

TO: Barton & Loguidice in the amount of \$680.00 professional services rendered in December 2014 re: Clarkson Tower rehabilitation evaluation. Funds to come from the Water Tower Reserve Account.

AYES 4 (Mayor Yurgartis) NAYS 0
(Trustee Hopke, Tischler
& Warr)

Trustee Tischler Moved and Trustee Warr Seconded a resolution authorizing the Mayor to sign a retainer agreement with Bond, Schoeneck & King for legal services related to contract negotiations.

AYES 4 (Mayor Yurgartis) NAYS 0
(Trustee Hopke, Tischler
& Warr)

Trustee Tischler Moved and Trustee Warr Seconded a resolution approving the proposal from Ms. Courtney Doyle to prepare and submit an application to have the Potsdam Civic Center placed on the National Historic Register at a cost not to exceed \$2,500.

AYES 3 (Mayor Yurgartis) NAYS 1
(Trustee Tischler & Warr) (Trustee Hopke)

An Executive Session of the Village of Potsdam Board of Trustees was held on Tuesday, February 17, 2015 at 7:50 P.M., in the Administrator's Office, Civic Center, Park Street, Potsdam, New York.

PRESENT: Mayor Yurgartis
Trustees Warr, Hopke & Tischler
Village Administrator Everett Basford

The Board of Trustees, upon a resolution offered by Trustee Tischler and seconded by Trustee Warr went into Executive Session for the discussion of contract negotiations, the employment history of a particular person and sale of property at 7:50 p.m.

Discussion of same was had; no formal vote or action was taken in Execution Session.

Upon a resolution offered by Trustee Warr and seconded by Trustee Hopke the Executive Session was adjourned at 8:45 P.M.

The undersigned was not in attendance at this Executive Session. Information was provided by Village Administrator Everett Basford.

Respectfully submitted,

Lori S. Queor
Village Clerk

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

February 11, 2015
Invoice No: 61000

Project Manager Shawn Bray
Project 20130401.0005 RUNWAY 6-24 REHABILITATION - DESIGN AND GRANTS
ADMINISTRATION

FAA AIP No. 3-36-0099-030-2014

Professional Services for the Period: January 01, 2015 to January 31, 2015

Total Fee	113,700.00		
Percent Complete	83.1137	Total Earned	94,500.28
		Previous Fee Billing	57,500.25
		Current Fee Billing	37,000.03
		Total Fee	37,000.03
		Total Project Invoice Amount	\$37,000.03

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



DEVELOPMENT AUTHORITY
OF THE
NORTH COUNTRY

Invoice Number: 044682
Billing Date: 2/12/15
Account Number: 40POTSDAMV
Project: 60-004

**Village of Potsdam
PO Box 5168
Potsdam, NY 13676**

Contact: Carrie M. Tuttle

January 2015

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	1/15/2015	1.00	98.00	98.00
Invoice Total				98.00



DEVELOPMENT AUTHORITY
OF THE
NORTH COUNTRY

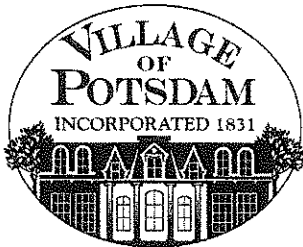
Billing Date: 2/12/15
Account Number: 40POTSDAMV
Payment Due Date: 3/14/15
Total Amount Due: 98.00
Total Amount Paid: _____

**Village of Potsdam
PO Box 5168
Potsdam, NY 13676**

**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

Civic Center - Park Street - P.O. Box 5168 - Potsdam, NY 13676

Phone (315) 265-7480

Fax (315) 265-3149

RESOLUTION

TRUSTEE YURGARTIS MOVED AND TRUSTEE REGAN SECONDED A RESOLUTION AS FOLLOWS:

WHEREAS, THE VILLAGE OF POTSDAM, VILLAGE OF CANTON, VILLAGE OF MASSENA, VILLAGE OF NORWOOD AND THE TOWN OF POTSDAM ENTERED INTO A FIVE-YEAR INTER-MUNICIPAL AGREEMENT EFFECTIVE MARCH 7, 2005 FOR SHARED HIGHWAY SERVICES AS DETAILED IN THE RESOLUTION WHICH WAS DULY ADOPTED BY THE VILLAGE OF POTSDAM BOARD OF TRUSTEES ON MARCH 7, 2005; AND

WHEREAS, THE TERMS AGREED TO IN ITEM 15 OF SAID CONTRACT STATED THAT THE VILLAGE OF POTSDAM BOARD OF TRUSTEES MAY EXTEND OR RENEW THE CONTRACT AT THE TERMINATION THEREOF FOR AN ADDITIONAL FIVE-YEAR PERIOD,

NOW, THEREFORE, BE IT RESOLVED, THAT THE VILLAGE OF POTSDAM BOARD OF TRUSTEES HEREBY AUTHORIZES EXTENSION OF THE CONTRACT ON BEHALF OF THE VILLAGE OF POTSDAM FOR AN ADDITIONAL FIVE YEAR PERIOD, AND

BE IT FURTHER RESOLVED, THAT THE VILLAGE CLERK IS HEREBY AUTHORIZED AND DIRECTED TO FILE A COPY OF THE RESOLUTION, ALONG WITH A COPY OF THE ORIGINAL RESOLUTION ADOPTED BY THE VILLAGE OF POTSDAM BOARD OF TRUSTEES ON MARCH 7, 2005 AND A COPY OF THE ORIGINAL CONTRACT WITH THE CHIEF EXECUTIVE OFFICER OF THE FOLLOWING MUNICIPALITIES:

Town of Potsdam

Village of Massena

Village of Norwood

Village of Canton

TOP
VON
VOM
TOC
original contract 3/7/05
5 yr. Extension 3/7/10
expires 3/7/15

Business Associate agreements, ProAct and Plan Sponsor will negotiate in good faith and amend this Agreement accordingly, with such amendment to be effective prior to the date compliance is required under each standard of the HIPAA regulations.

- d. To the extent ProAct acts as a Business Associate of the Benefit Plan, ProAct shall adhere to applicable requirements established for Business Associates, as set forth in Exhibit B. In compliance with HIPAA, ProAct may share Plan Participant information as appropriate for the treatment, payment and health care operations of other health care providers or plans.

The provisions of this Agreement shall bind and inure to the benefit of the parties hereto and their heirs, legal representatives, successors and assignees. This Agreement constitutes the entire understanding between the parties hereto.

PROACT, INC.

VILLAGE of POTSDAM

BY

BY

David B. Warner

NAME

Steven W. Yurgartis

NAME

President
TITLE

Mayor
TITLE

DATE

DATE

law enforcement or other governmental or regulatory agency or brought by an Individual related to the wrongful acts or omissions of the Indemnifying Party, its employees, agents or subcontractors, whether intentional or negligent, that violates the HHS Privacy Regulations regarding access to, use of or disclosure of PHI.

IN WITNESS WHEREOF, Covered Entity and Business Associate have caused this Contract to be signed and delivered by their duly authorized representatives, as of the date first set forth above.

PROACT, INC.

VILLAGE of POTSDAM

BY

BY

David B. Warner

Steven W. Yurgartis

NAME

NAME

President

Mayor

TITLE

TITLE

DATE

DATE

EXHIBIT A
ADMINISTRATIVE FEE SCHEDULE

<u>CLAIMS PROCESSING FEE:</u> PER PAID CLAIM	\$0.00
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<u>REBATE SHARE TO PLAN SPONSOR</u>	75%
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PHARMACY RATES

Retail Network Pharmacy Rates:

Brand: The lesser of AWP -14.7% + \$1.75 or U&C
Generic: The lesser of MAC or AWP -15% +\$1.75 or U&C

Mail Order Service Pharmacy:

Brand: AWP less 22% + no dispensing fee
Generic: AWP less 70% + no dispensing fee

Specialty Drug Pricing:

Lesser of AWP -14.2% + \$1.50 or U&C

1. Electronic magnetic media	No charge
2. Input and maintenance from hard copy	No charge
3. Clinical Prior Authorizations	\$15.00 per Rx
4. Direct Member Reimbursements (paper claims)	\$2.00 per paid claim
5. Member Identification Cards	No charge
6. Ad Hoc Reports	\$150.00 per programming hour
7. Drug Utilization Review (DUR) Services	No charge

8. Out-of-pocket expenses	
Mailing expenses/postage	At meter cost
Air freight/overnight letters	At carrier cost
9. Shipping and handling charges	At cost
10. Standard Clinical Programs	
Step Therapy	\$.08 PMPM
Concurrent DUR Edits	No Charge
Plan Design Changes	No Charge
Physician Profiling	No Charge
Administrative Overrides/Prior Authorizations	No Charge
Formulary Management	No Charge
Therapeutic Alternative Programs	No Charge
On-site Member Education Programs	No Charge
Over the Counter Drug Programs	No Charge
Half Tablet Program	No Charge
Direct Mail Utilization Program	No Charge
11. Optional Programs	
On-line Eligibility Access	\$1,500 (3 year licensing fee)
Customized On-Site Wellness Programs	\$75.00 per program hour
Retiree Drug Subsidy-Basic Services	No Charge
RDS Account Setup for Groups with fewer than 500 RDS Members	\$5000 Admin setup fee
RDS Notice of Creditable Coverage	\$1.25 per letter + postage
RDS Additional Subsidy Related Services (ProAct uploads cost reports to CMS)	\$1.00 PMPM per Medicare-qualified members with minimum annual fee of \$7,500
Actuarial Certification & Attestation	\$350 per hour – as negotiated

12. Drug Rebates. ProAct shall remit to Plan Sponsor that portion of the Rebates as set forth above (“Plan Sponsor Rebates”), with the excess, if any, of actual Rebates over Plan Sponsor Rebates to be retained by ProAct as an additional service fee for the services provided under this Agreement. In lieu of billing Plan Sponsor for this fee, ProAct may retain the amount due from the Rebates collected by ProAct. No Rebate shall be credited for any generic Claim, whether such Claim is filled with a generic drug or by a brand-name drug dispensed in lieu of a generic drug reimbursement rate. Quarterly Rebate payment shall be made within sixty (60) days following the quarter collected. ProAct may adjust the Plan Sponsor Rebate payments in an equitable manner if: (i) a generic version of a branded product is introduced in the market; or (ii) a branded product is recalled or withdrawn from the market.