

AGENDA - REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MAY 4, 2015 - 3:00 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:

April 20, 2015	Regular Meeting	7:00 p.m.
April 20, 2015	Executive Session	7:28 p.m.

2. MAYOR'S COMMENTS:

Roy D. Graves Post 1194 Ladies Auxiliary Buddy Poppy Sales on May 8, 2015.

3. TRUSTEES' COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of May 2015 in the amount of \$26,835.92 chargeable to the following funds:

General Fund	\$ 16,085.52
Water Fund	3,616.78
Sewer Fund	7,127.71
Hydro Fund	<u>5.91</u>
TOTAL	\$ <u>26,835.92</u>

AYES _____

NAYS _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to make the following FY 14-15 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-5110-483	Paving Mat.	05-2302-000	Snow charges	\$10,000.00

ROLL CALL VOTE:

AYES:

NAYS:

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to levy delinquent accounts and omitted taxes in the sum of \$1,506.94 delinquent water in the sum of \$13,109.18; delinquent sewer in the sum of \$13,764.01 and delinquent trash in the sum of \$6,368.21 for a total due and owing the Village of Potsdam in the sum of \$34,748.34.

AYES _____

NAYS _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution Approving the election of the following officers in the Potsdam Fire Department for one (1) Official Year, Commencing April 10, 2015:

Justin C. Perry
4 Canal Street, Potsdam

Chief

Danielle M. Rose
1 Cottage Street, Potsdam

First Assistant Chief

Timothy L. Jerome
519 River Road, Potsdam

Second Assistant Chief

David W. McGregor
19 Larnard Street, Potsdam

Third Assistant Chief

AYES _____

NAYS _____

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

TO: Barton & Loguidice, Syracuse, NY in the amount of \$5,130.00 for professional services rendered through March 28, 2015 in connection with the Wastewater Treatment Plant Upgrade project. Funds to come from Sewer Fund Contingency.

AYES _____

NAYS _____

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

TO: Lemire, Johnson & Higgins, Malta, NY in the amount of \$99.00 for professional services rendered in March 2015 in connection with JEDA Capital 56 LLC v. Village of Potsdam. Funds to come from Water Fund Contingency.

AYES _____

NAYS _____

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

TO: Bond, Schoenek & King, Syracuse, NY in the amount of \$437.50 for professional services rendered through March 31, 2015 for general labor negotiations counseling.

AYES _____

NAYS _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of May 4, 2015 at _____ p.m.

AYES _____

NAYS _____

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, April 20, 2015 at 7:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Yurgartis
Trustees Warr, Hopke & Garner

ALSO PRESENT: Everett Basford, Village Administrator
Lori S. Queor, Clerk/Treasurer
Kevin Bates, Police Chief
Greg Thompson, Code Officer
Bruce Henderson, DPW Superintendent
Fred Hanss, Planning Director

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

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

April 6, 2015	Public Hearing	6:30 p.m.
April 6, 2015	Public Hearing	6:50 p.m.
April 6, 2015	Regular Meeting	7:00 p.m.
April 6, 2015	Executive Session	7:31 p.m.

A Motion was made by Trustee Garner 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 there was a nice turn out on Saturday for the Village wide cleanup. Trustee Hopke stated that she and others attended meetings, one on the design of the river walk, one with the Joint Recreation Committee and one on the North Country Symposium. Trustee Garner had no comments.

Administrator's Comments: Administrator Everett Basford stated that we are looking at health insurance changes as a way to trim costs. He also stated that the Fuel Farm at the airport has a leak and we are awaiting a response from the company that made it to see how to proceed.

DPW Superintendent's Report: DPW Superintendent Bruce Henderson went over the following with the Board:

- 23 water breaks and 3 areas seeping for a total of 26 water breaks/leaks
- 75 frozen waters
- Replaced 100' of 6" and 70' of 4" water lines
- From 2/16 to 4/3/15 had 900 hours on water issues – 200 hours were o.t.
- Material costs for water repairs budgeted \$7,000 and this year will cost approximately \$14,000

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

TO: Passero Associates in the amount of \$831.82 for professional services rendered in March 2015 for the Jet-A Fuel farm project at the Potsdam Airport NYS DOT PIN 7907.94.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution authorizing a change order in an amount not to exceed \$780 for client H13-07. Funds to be provided by the CDBG funded Home Improvement Program.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution to reimburse the NYS Office of Community Renewal for a grant default on the part of Blue Frenzy Wearable Art in the amount of \$19,982. Funds to come from the Miscellaneous Revenue Account (non-Federal). Further authorizing the Village Attorney to vigorously pursue Blue Frenzy Wearable Art for \$19,982 plus all reasonable loan collection expenses.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution authorizing the Village of Potsdam to enter into an inter-municipal agreement with the Town of Colton to provide grant assistance for Grant #C-1000251 received through DOS LWRP for the development and construction of the Stone Valley Information Center at the Colton Museum.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution authorizing the Village of Potsdam to release a Request for Expression of Interest for the preparation of a design report and engineering for the proposed Downtown River walk funded through the NYS Department of Transportation PIN 7806.03.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution to make a scheduled progress payment in the amount of \$6,000 to Traditional Arts in Upstate New York for the completion of tasks related to the Racquette River Dam Builders Oral History Project funded through NYS DOS Grant Agreement #C1000251.

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

Trustee Garner Moved and Trustee Hopke Seconded a Resolution Approving the use of \$1,398.00 in restricted DEA funds for the purchase of a new computer for the Police Chief. Account #05-3120-255 (DEA funds) will be decreased and Account #05-3120-200 (Equipment) will be increased by this amount.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution authorizing an increase in Permit, Occupancy, Application Fees, etc. effective June 1, 2015 with the revised Fee Schedule to be as follows:

1. Building Permit:

Minimum Fee - \$0 to \$5,000	\$40.00
For Each \$1,000 Above \$5,000	\$ 8.00
Permit Renewal	\$25.00

2. Pools \$35.00

3. Demolition Permit

A. Minimum Fee - \$0 - \$20,000	\$50.00
B. For Each \$1,000 Above \$20,000	\$ 5.00

4.	Fee for not obtaining a Building Permit	\$200.00
5.	Fee for not obtaining a Demolition Permit For Demolition of:	
	A. Post 1974 Structure	\$200.00
	B. Pre 1974 Structure	\$500.00
6.	Fee for Illegal Curb Cut/Driveway	\$500.00
7.	Performance Guarantee Bond	
	A. Minimum Up To 100 Square Feet	\$500.00
	B. Per Square Foot Above 100 Sq. Ft.	\$ 5.00
8.	Planning Board	
	A. Site Plan Review	\$50.00
	B. Special Use Permit	\$50.00
	C. Sign Permit	\$50.00
9.	Zoning Board	
	A. Variance	\$50.00
	B. Appeal/Interpretation	\$50.00
10.	Zoning Change	\$100.00
11.	Rental Inspection Fee	
	A. Initial Inspection	\$25.00 Per Unit
	B. First Re-Inspection	Free
	C. 2 nd Re-Inspection	\$75.00 Per Unit
	D. 3 rd Re-Inspection	\$300.00 Per Unit
	E. 4 th Re-Inspection	\$1,500.00 Per Unit
	*One reschedule is allowed at no cost	
12.	Registration Fee	\$25.00
13.	Temporary Sign/Banner	\$20.00

AYES 4 (Mayor Yurgartis)
(Trustee Warr, Hopke
& Garner)

NAYS 0

Trustee Garner Moved and Trustee Warr Seconded a resolution adopting a budget for the Fiscal Year commencing June 1, 2015 and ending May 31, 2016, 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, 2015.

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

Trustee Garner Moved and Trustee Warr Seconded a resolution establishing the property tax rate for Fiscal Year 2015-2016 at \$16.31922 per \$1,000.00 of assessed valuation.

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

Trustee Garner Moved and Trustee Warr Seconded a Resolution setting the sewer rate structure for the Village of Potsdam as follows:

1. Resident Users. The rates for resident users are as follows:

<u>Districts 1, 2 & 3</u>	<u>District 4</u>	<u>Rate per 1,000 gallons</u>
0 - 450,000	0 - 150,000	\$7.83
over 450,000	over 150,000	\$8.22

2. Non-resident Users. The rates for non-resident users are as follows:

<u>Districts 1, 2 & 3</u>	<u>District 4</u>	<u>Rate per 1,000 gallons</u>
0 - 450,000	0 - 150,000	\$ 15.66
over 450,000	over 150,000	\$ 16.44

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

Trustee Garner Moved and Trustee Warr Seconded a resolution setting the water rate structure for the Village of Potsdam as follows:

1. Resident Users. The rates for resident users are as follows:

<u>Districts 1, 2 & 3</u>	<u>District 4</u>	<u>Rate per 1,000 gallons</u>
0 - 450,000	0 - 150,000	\$7.34
over 450,000	over 150,000	\$7.71

2. Non-resident Users. The rates for non-resident users are as follows:

<u>Districts 1, 2 & 3</u>	<u>District 4</u>	<u>Rate per 1,000 gallons</u>
0 - 450,000	0 - 150,000	\$ 14.68
over 450,000	over 150,000	\$ 15.42

AYES 4 (Mayor Yurgartis)
 (Trustee Warr, Hopke
 & Garner)

NAYS 0

Trustee Garner Moved and Trustee Warr Seconded a resolution authorizing the Treasurer to make the following FY 14-15 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-7140-103	Salaries OT	05-7140-102	Salaries PT	\$ 386.24
05-7140-428	Gas Serv.	05-7140-427	Electric	1,766.55
05-7140-429	Water Serv.	05-7140-427	Electric	824.06
05-7140-461	Advertising	05-7140-102	Salaries PT	197.47
05-7140-480	Spec. Serv.	05-7140-465	Equip Maint	438.47
05-7150-103	Salaries OT	05-7150-102	Salaries PT	328.56
05-7150-420	Janitorial	05-7150-425	Clothing	64.43
05-7150-461	Advertising	05-7150-465	Equip Maint	172.00
05-7150-464	Veh. Maint.	05-7150-488	Small tools	161.51
05-7150-482	Playground sup	05-7160-464	Veh. Maint.	193.33
05-5110-498	Gravel	05-5110-492	Gasoline	675.00
05-1640-492	Gasoline	05-5110-492	Gasoline	35.21
05-3120-462	Printing	05-3120-423	Juven officer exp.	400.00
05-3120-462	Printing	05-3120-408	Ammo & supp.	42.13
05-3120-465	Equip Maint.	05-3120-200	Equipment	222.89
05-3120-470	Bldg. Maint.	05-3120-430	Books	344.11
05-3120-105	Holiday Pay	05-3120-492	Gas, oil, etc.	2,264.93
05-1410-109	Sick Inc.	10-8310-109	Sick Inc.	105.00

The Board back in Regular Session considered the following:

Mayor Yurgartis Moved and Trustee Warr Seconded a resolution to open the CSEA contract for the purpose of considering a health insurance change and further to have the contract committee of Eleanor Hopke, Steve Warr and Everett Basford to negotiate.

AYES 4	(Mayor Yurgartis) (Trustee Warr, Hopke & Garner)	NAYS 0
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Trustee Garner Moved and Trustee Warr Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of April 20, 2015 at 7:56 p.m.

AYES 4	(Mayor Yurgartis) (Trustee Warr, Hopke & Garner)	NAYS 0
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Respectfully submitted,

Lori S. Queor
Village Clerk

An Executive Session of the Village of Potsdam Board of Trustees was held on Monday, April 20, 2015 at 7:28 P.M., Civic Center, Park Street, Potsdam, New York.

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

The Board of Trustees, upon a resolution offered by Trustee Warr and seconded by Trustee Garner went into Executive Session for the discussion of contracts and the employment history of a particular person at 7:28 p.m.

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

Upon a resolution offered by Trustee Garner and seconded by Trustee Warr the Executive Session was adjourned at 7:52 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

Roy D. Graves
Post 1194 Ladies Auxiliary
95 Market Street
Potsdam, NY 13676

Mayor Steven Yurgartis,

We would like to have our annual Buddy Poppy distribution on the following date.

May 8,2015, We will be at different locations around town.

Thank-You,
Dorothy Conant
Auxiliary Treasurer

BUDGET MODIFICATION REQUEST

Date of request 04/27/15

I request that the following budget modification be done:

Account to receive additional funds 05-5110-483 Paving materials

Unbudgeted Additional Revenues Snow Charges A2302.000

Amount of Budget Transfer \$10,000.00

Reason for Budget Transfer Additional Revenues

Department Head Signature *Dave Anderson*

Treasurer's Approval _____

Date entered: _____

Batch Number _____

Potsdam Vol. Fire Dept.
PO Box 756
Potsdam NY 13676

April 10th, 2015

Village Board of Trustees
Civic Center
Potsdam, NY 13676

Village Trustees:

At the Annual Meeting of the Potsdam Fire Department held April 10th, 2015 the following members were elected to the Board of Chiefs, subject to your approval.

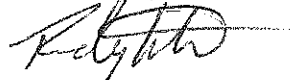
Chief:
Justin C. Perry
204 May Rd.
Potsdam NY 13676

First Assistant Chief
Danielle M. Rose
1 Cottage St.
Potsdam NY 13676

Second Assistant
Timothy L. Jerome
519 River rd.
Potsdam, NY 13676

Third Assistant Chief:
David W. McGregor
19 Larnard St.
Potsdam, NY 13676

Yours Truly,



Randy Webster
Secretary



290 Elwood Davis Rd.
 PO Box 3107
 Syracuse, NY 13220-3107
 315-457-5200

Steven Yurgartis
 Mayor
 Village of Potsdam
 Civic Center
 Park Street
 P.O. Box 5168
 Potsdam, NY 13676

April 10, 2015
 Project No: 1734.001.001
 Invoice No: 76545

Project 1734.001.001 (V) Potsdam WPCF and Coll. System PER
Professional Services thru March 28, 2015
 Fee

Total Fee	51,300.00			
Percent Complete	40.00	Total Earned	20,520.00	
		Previous Fee Billing	15,390.00	
		Current Fee Billing	5,130.00	
		Total Fee		5,130.00

Billing Limits	Current	Prior	To-Date	
Total Billings	5,130.00	15,390.00	20,520.00	
Limit			51,300.00	
Remaining			30,780.00	
		Total Amount Due		\$5,130.00

OK
 GB 4/20/15
 15-1990-479

Please make checks payable to the company shown above, reference this invoice number on the check, and mail it to the address shown above. If you are paying more than one invoice from a Barton & Loguidice company, please provide separate checks for each company. Thank you.

LEMIRE, JOHNSON & HIGGINS, LLC

ATTORNEYS AT LAW

Mailing Address
P.O. Box 2485
Malta, NY 12020

Tax ID No. 26-385578
Phone 518.899.5700
Fax 518.899.5487

Village of Potsdam
Village of Potsdam
Civic Center - Park Street
PO Box 5168
Potsdam, NY 13676

Statement Date: 04/15/2015
Firm File No. 138.000
Statement No. 479908
Page No. 1

RE: JEDA Capital 56 LLC v. Village of Potsdam

Previous Balance \$1,686.23

LEGAL SERVICES

					Rate	Hours	
03/11/2015	AJL	L500	A104	Review/analyze e-mails from Court	165.00	0.20	33.00
03/12/2015	GTJ	L500	A104	Review/analyze ECF Notice from Court		0.20	n/c
03/25/2015	AJL	L500	A104	Review/analyze e-mails from Court	165.00	0.40	66.00
				For Current Services Rendered		0.60	99.00
				Total Non-billable Hours		0.20	

Recap

<u>Timekeeper</u>	<u>Title</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
April J. Laws	Associate	0.60	\$165.00	\$99.00

Total Current Work 99.00

Payments

03/17/2015		-139.19
04/02/2015		-1,547.04
Total Payments		-1,686.23

BALANCE DUE \$99.00

Task Code Recap

L500 Appeal
L500 Appeal

<u>LEGAL SERVIC</u>	<u>Expenses</u>
99.00	0.00
99.00	0.00

10-1990-479
EBogford
4/17/15

BOND, SCHOENECK & KING, PLLC
ATTORNEYS AT LAW

IRS. NO. 27-0015651

One Lincoln Center
Syracuse, New York 13202-1355

TEL: (315) 218-8000
FAX: (315) 218-8100

April 24, 2015
Bill Number: 19598593

MAYOR STEVEN W. YURGARTIS
VILLAGE OF POTSDAM
2 PARK STREET
CIVIC CENTER
P.O. BOX 5168
POTSDAM, NY 13676

Total Legal Services:	\$437.50
Total Disbursements:	<u>\$0.00</u>
Total This Invoice:	<u>\$437.50</u>

OK
S. Barford
A/910.483

Accounts Are Due Within 30 Days.