

AGENDA - REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
AUGUST 3, 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:

July 6, 2015	Public Hearing	2:45 p.m.
July 6, 2015	Regular Meeting	3:00 p.m.
July 6, 2015	Executive Session	3:40 p.m.
July 20, 2015	Regular Meeting	7:00 p.m.
July 30, 2015	Public Hearing	9:00 a.m.
July 30, 2015	Special Meeting	9:15 a.m.

2. MAYOR'S COMMENTS:

3. TRUSTEES' COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PUBLIC COMMENTS:

6. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of August 2015 in the amount of \$25,949.60 chargeable to the following funds:

General Fund	\$ 14,610.63
Water Fund	7,185.92
Sewer Fund	3,855.20
Hydro Fund	960.17
TOTAL	\$ <u>25,949.60</u>

AYES _____

NAYS _____

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

TO: Barton & Loguidice in the amount of \$5,643.00 for professional services rendered through June 27, 2015 re: Potsdam WPCF and Coll. System PER.

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: C & S Engineers in the amount of \$3,895.74 for professional service rendered from 5/30/15 through 6/26/15 in connection with the Environmental Assessment at the Potsdam Airport, FAA AIP No 3-36-0099-24-10; NYSDOT No. 7907.44.

AYES _____

NAYS _____

AGENDA - REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
AUGUST 3, 2015 – 3:00 P.M.

Trustee _____ Moved and Trustee _____ Seconded a resolution to accept the retirement of Kenneth J. McGrath from the Wastewater Treatment Plant effective August 30, 2015. Further thanking Mr. McGrath for his 30 years of service.

AYES _____

NAYS _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to approving the Mayor's appointment of the following board members to the Audit committee:

Mayor Steve Yurgartis
Trustee Reinhold Tischler

AYES _____

NAYS _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of August 3, 2015 at _____ p.m.

AYES _____

NAYS _____

A Public Hearing of the Village of Potsdam Board of Trustees was held on Monday, July 6, 2015 at 2:45 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Yurgartis
Trustees Hopke & Warr

ALSO PRESENT: Everett Basford, Village Administrator
Fred Hanss, Planning Director
Greg Thompson, Code Officer
Kevin Bates, Police Chief
Bruce Henderson, DPW Superintendent

Mayor Yurgartis opened the hearing at 2:45 P.M. He stated that this public hearing is to receive public comments on a proposed Local Law to amend Chapter 180 Zoning to enact a six month moratorium on the development of commercial scale photo-voltaic electricity generating facilities. He then read the Legal Notice as published.

The Mayor then asked for public comments.

Planning Director Fred Hanss stated that he had received a couple comments in his office regarding this issue. He said Alice McClure who just purchased 59 Market Street, which is McDuff's, was in our office a couple weeks ago and expressed an interest in putting a small p.v. on the roof of her building. He stated that he also had some communication with Affinity apartment developers and one of the things they had hoped to do is put in a small p.v. as an accessory use to their apartments to generate power. He stated that under the moratorium you have before you, both of those accessory uses would not be permitted. He stated that one of the things the board may want to discuss today is that they may want to include language that would not necessarily preclude those small commercial uses.

The board then had a brief discussion.

Hearing no further public comment, the Mayor declared the hearing closed at 2:55 P.M.

The undersigned was not in attendance at this meeting. Information was provided by Deputy Village Clerk, Maureen Gaffney.

Respectfully submitted,

Lori S. Queor
Village Clerk

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, July 6, 2015 at 3:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Yurgartis
Trustees Warr & Hopke

ALSO PRESENT: Everett Basford, Village Administrator
Greg Thompson, Code Officer
Kevin Bates, Police Chief
Fred Hanss, Planning Director
Bruce Henderson, DPW Superintendent

Mayor Yurgartis opened the meeting at 3:00 P.M., and stated that all members were present with the exception of Trustee Garner & Tischler

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

June 15, 2015	Regular Meeting	7:00 p.m.
June 15, 2015	Executive Session	8:02 p.m.

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

Mayor's comments: None

Trustees' comments: Trustee Warr had no comments. Trustee Hopke reminded everyone that Summer Festival is this coming weekend.

Administrator's Comments: Administrator Everett Basford reported to the board on the following:

- Mid summer – vacations, lots of people off so it cuts into productivity.
- Met with Village Auditor, Tom Peet, Lori is finishing up the adjustments for the end of the year last year. Some last minute items need to be worked out. Difficulties will need to be worked through.
- Work on the digester cleaning needs to be addressed.
- Chemical bulk storage tank needs to be addressed.
- Report from Barton & Loguidice on the water tower. Everyone got a copy of the report.
- Repayment of the Revenue Anticipation Note will be made on July 15, 2015.

Public Comment: None

New Business:

Trustee Warr Moved and Trustee Hopke Seconded a resolution approving the partial expenditures for the month of July 2015 in the amount of \$102,001.42 chargeable to the following funds:

General Fund	\$ 75,173.47
Water Fund	2,881.77
Sewer Fund	22,981.29
Hydro Fund	960.17
Trash Fund	<u>4.72</u>
TOTAL	<u>\$102,001.42</u>

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution approving the additional expenditures for the month of June 2015 in the amount of \$293,101.44 chargeable to the following funds:

General Fund	\$172,183.90
Water Fund	36,557.65
Sewer Fund	38,731.17
Hydro Fund	3,563.21
Trash Fund	53.50
Trust & Agency Fund	3,697.51
Capital Fund	10,406.54
Payroll Fund	<u>27,907.96</u>
TOTAL	<u>\$ 293,101.44</u>

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution to table the following resolution for 2 weeks to allow the Mayor time to investigate it:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the increase to full-time for Code Compliance Technician Ken Alberts effective June 1, 2015 at an annual salary of \$38,085.

VOTING ON THE TABLING OF THE RESOLUTION:

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

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

TO: Lemire, Johnson & Higgins in the amount of \$165.00 for professional services rendered from 4/13/15 to 5/18/15 re: JEDA Capital 56 LLC v. Village of Potsdam.

Funds to come from Water Fund Contingency.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

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

TO: Barton & Loguidice in the amount of \$5,130.00 for professional services through May 23, 2015 re: the Potsdam WPCF and Coll. System.

Funds to come from Sewer Fund Contingency.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution awarding the bid for painting of the Civic Center to Katy's Professional Painting in the amount of \$18,795.00. Two bids were received and this was the lowest bid.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution increasing the rental of hangar space at Damon Field, Potsdam Airport, from forty cents (\$.40) per square foot to the sum of fifty cents (\$.50) per square foot of rental space for the 2015-2016 fiscal year.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

§180-53 Purpose.

To enact a six (6) month moratorium on the development of commercial scale photo-voltaic electricity generating facilities pending completion of the Village Planning Board's review and revision of §180, Zoning of the Village Code, a process presently underway; and, the Village Board of Trustee's action on the revised code.

§180-54 Scope.

This local law enacts a moratorium on the development of photo-voltaic electricity generating facilities except for those installed at one (1) and two (2) family dwellings within the Village of Potsdam.

The Village of Potsdam enacts a moratorium on the development of commercial scaled photo-voltaic generating facilities within the Village boundaries for a period of six (6) months from the date of the Village Board of Trustees adoption of the local law and its filing with the New York State Secretary of State.

Photo-voltaic electricity generating facilities installed at one (1) and two (2) family dwellings as an accessory use are exempt from the moratorium subject to §180 Zoning of the Village Code and the New York State Fire Prevention and Building Code.

Section 3. Enactment.

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

ROLL CALL VOTE:

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution authorizing the Mayor to sign a contract for cleaning of the digester contingent upon hearing back from our legal counsel to be sure that the current bid is acceptable.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke seconded a resolution to hold a public hearing on Thursday, July 16, 2015 at 9:00 a.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comments on a proposed application for grant funding through the NYS Small Cities CDBG program. The Village of Potsdam is seeking comments on its plan to apply for funding to be used for the purpose of renovating the cross drain, a significant component of the Village's storm water management infrastructure.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution authorizing the Mayor to Approve a bid of the fiber glass chemical bulk tank repair.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution to go into executive session for the discussion of contracts at 3:40 p.m.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution to adjourn the executive session at 3:57 p.m.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

The Board back in Regular Session considered the following:

Trustee Warr Moved and Trustee Hopke Seconded a resolution to accept the grievance settlement between the CSEA and the Village of Potsdam for the medical prescription change. The Village will reimburse those employees who have lost money based on the mail order prescription program. The employee will have to provide receipts for those prescriptions for which the Village will reimburse them.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

Trustee Warr Moved and Trustee Hopke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of July 6, 2015 at 4:00 p.m.

AYES 3 (Mayor Yurgartis) NAYS 0
(Trustee Warr & Hopke)

The undersigned was not in attendance at this meeting. Information was provided by Deputy Village Clerk, Maureen Gaffney.

Respectfully submitted,

Lori S. Queor
Village Clerk

An Executive Session of the Village of Potsdam Board of Trustees was held on Monday, July 6, 2015 at 3:40 P.M., Civic Center, Park Street, Potsdam, New York.

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

The Board of Trustees, upon a resolution offered by Trustee Warr and seconded by Trustee Hopke went into Executive Session for the discussion of contracts at 3:40 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 3:57 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

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

PRESENT: Mayor Yurgartis
Trustees Hopke & Tischler

ALSO PRESENT: Everett Basford, Village Administrator
Lori S. Queor, Clerk/Treasurer
Greg Thompson, Code Officer
Fred Hanss, Planning Director
Bob Henninger, WTP/WWTP Chief Operator
Tim Carey, Recreation Director
Mimi VanDeusen, Museum Director

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

No minutes were available for approval.

Mayor's comments: None

Trustees' comments: Trustee Hopke wants an audit committee. Trustee Tischler had no comments.

Administrator's Comments: Administrator Everett Basford reported to the board on the following items:

- Bill Swift is retiring from the Sewer Plant after 40 years effective July 31st. He stated that we wish him the best in his retirement. He stated that we will need to canvass to fill the position. He stated that unofficially another employee from the sewer plant will be retiring next month and we will need to fill that position also.
- Tom Peet of Pinto's office is a little ahead this year on the audit. He stated that the preliminary numbers do not look good with a deficit in a couple funds, especially the hydro with the issues we have been having and it looks like the general fund will break even but the fund balance will be reduced.
- July 15th the \$500,000 Revenue Anticipation Note payment was made.
- Comparing last year's cash position to this year's we are a little behind so he will be tracking that regularly throughout the year and we may have to borrow next spring.
- Working with computer consultants to get a handle on our overall computer system. This may take some time as they need to learn the way our system is set up.
- Environmental Assessment grant at the airport is waiting for the Blanding Turtle survey.
- Runway project grant has been reviewed by the FAA and the comments are favorable. We are just waiting for the Federal Government to distribute the funds.

- Jet-A Fuel tank will have the test done by County Weights and Measures this Friday and if it passes we can then begin selling the Jet-A fuel.
- Hydro East #1 repaired gear box ran perfect for one week then all of a sudden destroyed a bearing so is now again out of service. Dewatering has been done and scaffolding is being built on both units and the board will have to decide about pulling them. The board will also have to decide on re-building the gear box or buying a new gear box.
- Hydro West #1 is intermittently tripping off and Mike Tremper is investigating why and trying to tweak the system.

Museum Director's Report: Museum Director, Mimi VanDeusen provided the board with a written report that is on file with the Village Clerk. She then went over her report with the board.

Recreation Director's Report: Recreation Director, Tim Carey provided the board with a written report which is on file with the Village Clerk. He then went over his report with the board.

Public Comment: John Lancaster of 32 Pierrepont Avenue addressed the board regarding the toilet garden installed at 28 Pierrepont Avenue. He asked the board what they intended to do about the toilets and when they intend to do it. Mayor Yurgartis stated that Mr. Lancaster had a fair question, that it is an urkesome situation and that it is expensive to litigate. Mr. Lancaster informed the board that he actually took measurements and the set backs are not far enough for the sidewalk or the rental property that is between his house and the toilet garden property. Mayor Yurgartis suggested Mr. Lancaster speak to the Code Enforcement Officer regarding the set backs. Mr. Lancaster also suggested that if this property is artwork it should be assessed as such and perhaps the assessor should reduce the neighboring properties assessments. Mayor Yurgartis stated that we will continue to look at and talk about this issue.

New Business:

Trustee Tischler Moved and Trustee HopkeSeconded a resolution approving the partial expenditures for the month of July 2015 in the amount of \$126,160.79 chargeable to the following funds:

General Fund	\$ 67,339.63
Water Fund	15,039.72
Sewer Fund	23,515.43
Hydro Fund	194.86
Trust & Agency Fund	1,498.76
Trash Fund	<u>18,572.39</u>
TOTAL	<u>\$ 126,160.79</u>

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

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

TO: Development Authority of the North Country in the amount of \$100 for professional services provided in connection with the WWTP Technical Services agreement. Funds to come from Sewer Fund Contingency.

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

Trustee Tischler Moved and Trustee Hopke Seconded a resolution authorizing the mayor to sign the Second Amendment lease with ATT for installation of an additional antenna on the Bagdad Road water tower.

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

Trustee Tischler Moved and Trustee Hopke Seconded a resolution declaring the vacant parcel at 21 Washington Street and owned by the Village of Potsdam as surplus and authorizing the Village Clerk to advertise for sealed bids for the sale of said property.

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

Trustee Tischler Moved and Trustee Hopke Seconded a resolution accepting the retirement of William Swift from the Village of Potsdam Wastewater Treatment Plant effective August 1, 2015 and further thanking Mr. Swift for his 40 years of service to the Village.

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

Trustee Tischler Moved and Trustee Hopke Seconded a resolution to hold a public hearing on Thursday, July 30, 2015 at 9:00 a.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comments on a proposed application for grant funding through the NYS Small Cities CDBG program. The Village of Potsdam is seeking comments on its plan to apply for funding to be used for the purpose of renovating the cross drain, a significant component of the Village's storm water management infrastructure.

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

Trustee Tischler Moved and Trustee Hopke Seconded a resolution authorizing the Mayor to sign an agreement with Op-Tech for the cleaning of the digester.

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

Trustee Hopke Moved and Trustee Tischler Seconded a resolution approving the purchase of a truck from Mace Motors for \$12,600 for the Wastewater Treatment Plant.

AYES 2 (Trustee Hopke & Tischler) NAYS 1 (Mayor Yurgartis)

Trustee Hopke Moved and Trustee Tischler Seconded a resolution to request the list of eligibles from the county for the Water/Wastewater Treatment Plant Operator.

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

Trustee Warr Moved and Trustee Tischler Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of July 20, 2015 at 7:45 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk

A Public Hearing of the Village of Potsdam Board of Trustees was held on Thursday, July 30, 2015 at 9:00 A.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 Queor, Village Clerk/Treasurer
Fred Hanss, Planning Director

Mayor Yurgartis opened the hearing at 9:00 A.M. He stated that this public hearing is to receive public comments on a proposed application for grant funding through the NYS Small Cities CDBG Program for the renovations of the cross drain.

Village Clerk Lori Queor then read the Legal Notice as published.

The Mayor then asked for public comments.

Planning Director Fred Hanss gave the board an overview of the proposed application and provided them with a project description which is on file with the Village Clerk.

Hearing no further public comment, the Mayor declared the hearing closed at 9:05 A.M.

Respectfully submitted,

Lori S. Queor
Village Clerk

A Special Meeting of the Village of Potsdam Board of Trustees was held on Thursday, July 30, 2015 at 9:15 A.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Steve Yurgartis
Trustees Warr, Hopke, & Garner

ALSO PRESENT: Everett Basford, Administrator
Lori Queor, Clerk/Treasurer
Fred Hanss, Planning Director

Mayor Yurgartis opened the meeting at 9:15 A.M. and took the roll stating that all members were present with the exception of Trustee Tischler.

NEW BUSINESS:

Trustee Garner Moved and Trustee Warr Seconded a resolution to submit an application through the 2015 Consolidated Funding Application seeking \$507,500.00 in grant funding through the New York State Small Cities Community Development Block Grant Program and \$145,000.00 in grant funding through the New York State Economic Development Grant Program to be used for the proposed Cross Town Canal Rehabilitation Project; and, further resolved that the Village of Potsdam hereby commits \$72,500 in cash from its General Fund as an equity investment for this project; and, further resolved that the Mayor or in his absence, the Deputy Mayor be authorized to execute the application document, any required certifications and any grant agreements that may result from said application.

Ayes 4 (Mayor Yurgartis) Nays 0
(Trustee Warr, Hopke & Garner)

Trustee Garner Moved and Trustee Warr Seconded a resolution classifying the Cross Town Canal Rehabilitation Project as a Type II action under SEQRA and further authorizing the Mayor or in his absence the Deputy Mayor to execute a Certification of SEQRA Classification.

Ayes 4 (Mayor Yurgartis) Nays 0
(Trustee Warr, Hopke & Garner)

Although there was a resolution on the agenda to hold an executive session for the discussion of the employment of a particular person, the Board decided that they did not need the executive session at this time.

Trustee Warr Moved and Trustee Garner Seconded a resolution to adjourn the Special Meeting of The Village Board of Trustees held on July 30, 2015 at 9:19 a.m.

Ayes 4

(Mayor Yurgartis)

(Trustee Warr, Hopke & Garner)

Nays 0

Respectfully submitted,

Lori S. Queor
Village Clerk



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

July 14, 2015
 Project No: 1734.001.001
 Invoice No: 77963

Project 1734.001.001 (V) Potsdam WPCF and Coll. System PER

Professional Services thru June 27, 2015

Fee

Total Fee	51,300.00		
Percent Complete	66.00	Total Earned	33,858.00
		Previous Fee Billing	28,215.00
		Current Fee Billing	5,643.00
		Total Fee	5,643.00

Billing Limits

	Current	Prior	To-Date
Total Billings	5,643.00	28,215.00	33,858.00
Limit			51,300.00
Remaining			17,442.00
		Total Amount Due	\$5,643.00

ok
 E Bedford
 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.



Send Payment to: **C&S Engineers, Inc.**
PO Box 64366
Baltimore, MD 21264-4366

Everett Basford
Village Of Potsdam
Civic Center
P.O. Box 5168
Potsdam, NY 13676

Invoice # : 0153228
Project : 203047001
Invoice Date : 7/15/2015

Est. Cost : 180,169.51
Fixed Fee : 20,575.49
Total : 200,745.00

For Professional Services Rendered from 5/30/2015 through 6/26/2015

Environmental Assessment

FAA AIP NO. 3-36-0099-24-10
 NYSDOT NO. 7907.44

Analysis of Costs	This Invoice	Cumulative
Direct Salaries	1,224.41	48,513.09
Overhead % 160.00	1,959.06	77,621.03
 	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
Total Regular Labor Expense	3,183.47	126,134.12
Premium Labor Cost	0.00	382.95
Total Direct Personnel	3,183.47	126,517.07
Total Other Direct Charges	204.13	920.88
Total G & A % 0.00	0.00	0.00
Total Costs	3,387.60	127,437.95
Fixed Fee	508.14	19,088.16
Total This Invoice	3,895.74	146,526.11
 	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>
Amount Due This Invoice **	3,895.74	146,526.11

(Handwritten circle around 3,895.74)

*OK
 E Basford
 7/23/15*

Previous Outstanding Invoice(s)

Number	Date	Amount	Balance
0152788	6/17/2015	11,072.15	11,072.15
Total :		<hr style="width: 50%; margin-left: auto; margin-right: 0;"/>	11,072.22

Invoice Contact Person: Lisa Ware, Account Manager
Telephone: (315) 455-2000 Ext. No. 4253, lware@cscos.com
Net 30 Days - 1 1/2% Interest per Month

July 27, 2015

Mayor and Trustees:

I would like to inform you that I have decided it is the right time for me to pursue my retirement from the Village of Potsdam. Therefore, I will be retiring my position of Waste Water Treatment Plant Operator at the sewer plant effective August 30, 2015.

Sincerely,



Kenneth J. McGrath