

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
FEBRUARY 8, 2016 – 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. ACCEPTANCE OF MINUTES:

January 18, 2016	Regular Meeting	7:00 p.m.
January 18, 2016	Executive Session	8:21 p.m.
January 21, 2016	Special Meeting	11:00 a.m.
January 21, 2016	Executive Session	11:47 a.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. AIRPORT MANAGER'S REPORT:

6. POLICE CHIEF'S REPORT:

7. PUBLIC COMMENT:

8. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of February 2016 in the amount of \$93,023.45 chargeable to the following funds:

General Fund	\$ 46,5533.5
Water Fund	13,416.07
Sewer Fund	29,061.30
Hydro Fund	1,828.35
Trust & Agency Fund	1,058.28
Trash Fund	<u>1,125.92</u>
TOTAL	<u>\$ 93,023.45</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of January 2016 in the amount of \$379,225.94 chargeable to the following funds:

General Fund	\$ 126,171.74
Water Fund	26,234.96
Sewer Fund	22,190.16
Hydro Fund	1,902.43
Trash Fund	67.55
Trust & Agency Fund	2,017.29
Capital Fund	129,857.43
Payroll Fund	21,864.39
Planning & Development Funds	<u>48,919.99</u>
TOTAL	<u>\$ 379,225.94</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 \$8,384.28 for profession services rendered through December 31, 2015 in connection with the Runway 6-24 Rehabilitation Construction Administration. FAA No. 3-36-0201-031-15.

Ayes _____

Nays _____

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

TO: The H.L. Turner Group, Inc. in the amount of \$4,230.00 for professional services rendered through December 31, 2015 in connection with the East Dam Hydro Project FERC Stability Analysis. Funds to come from General Fund Contingency.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to sign the Shared Services Agreement between NYSDOT and the Village of Potsdam.

Ayes _____

Nays _____

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

TO: Pinto-Mucenski-Hooper-VanHouse & Co. in the amount of \$16,500 for professional services rendered for the 2014-2015 Village Audit and other services. \$15,000 to come from budgeted line accounts, \$1,500 to come from General Fund Contingency.

Ayes _____

Nays _____

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

Whereas, the Village of Potsdam is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder widening, signage, road stripping, blasting and other routine maintenance activities to the village, and

Whereas, both the Village of Potsdam and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

Whereas, in this joint cooperative endeavor, the Village of Potsdam and the County of St. Lawrence desires to be reimbursed for their expenditures, and

Whereas, the village is aware that the county may incur liability in the providing of the services and wishes to indemnify the county in this regard,

Now, therefore, be it resolved that the Village of Potsdam hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against liability, loss, damage, claim or action resulting from the work performed by St. Lawrence County Department of Highways. The Village of Potsdam does not indemnify and hold harmless the county for any liability, loss, damage, claim or action which arises during the actual performance of services by the St. Lawrence County Department of Highways. Said St. Lawrence County Department of Highways and the County of St. Lawrence assumes the liability for losses, damages and claims for the actual physical performance of the work, and

Be it further resolved, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an “Occurrence” basis, with the following limits:

\$1,000,000 Each Occurrence
2,000,000 General Aggregate
1,000,000 Products Aggregate
1,000,000 Personal Injury
50,000 Fire Damage Legal Liability
5,000 Medical Payment Expense

Be it further Resolved, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to hold a public hearing on Monday, February 22, 2016 at 6:45 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing to receive public comments on a proposed Local Law to amend Chapter 7 Annexations and Chapter 180 Zoning of the Village of Potsdam Municipal Code to add the recently annexed property by Clarkson University and to zone the properties annexed by them as SCH.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the mayor to execute and affix the village seal to the contract between the Village of Potsdam and the Town of Potsdam whereby the Town of Potsdam agrees to pay the Village of Potsdam the sum of \$15,500 for assisting the village in maintaining its museum and the Village of Potsdam hereby agrees to accept said sum and agrees that said facility shall be open to the residents of the Town of Potsdam during the calendar year 2016.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to execute and affix the village seal to an agreement with the Town of Potsdam and the Potsdam Fire Department wherein the Town of Potsdam agrees to pay to the Potsdam Fire Department the sum of \$108,400 in consideration of the furnishing of fire protection for the entire Town of Potsdam, excluding the incorporated Villages of Potsdam and Norwood, for the period from January 1, 2016 through December 31, 2016.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to execute and affix the village seal to the joint recreation agreement between the Village of Potsdam and the Town of Potsdam whereby the Town of Potsdam agrees to pay the Village of Potsdam the sum of \$154,643.00 for the joint recreation program for the period of January 1, 2016 through December 31, 2016.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to make the following FY 15-16 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-5610-465	Equip. Maint.	05-5610-492	Gas, Oil	\$ 650.00
05-5610-481	Misc. Supplies	05-5610-492	Gas, Oil	100.00
05-5610-476	Prop. Taxes	05-1990-479	GF Contingency	1,545.46

ROLL CALL VOTE:

AYES:

NAYS:

Trustee _____ Moved and Trustee _____ Seconded a resolution designating the Village of Potsdam Board of Trustees as the lead agency in the review of a SEQRA Short Environmental Assessment Form submitted by St. Lawrence Seaway RSA Cellular Partnership dba Verizon Wireless, further classifying the proposed action as an Unlisted Action, and further issuing a negative declaration for the proposed action, namely the installation of a wireless communications array and attendant facilities on the municipal water tower located at 18 Clarkson Avenue.

Ayes _____ Nays _____

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

Whereas, St. Lawrence Seaway RSA Cellular Partnership dba Verizon Wireless (hereinafter “Verizon Wireless”) is a public utility engaged in the provision of personal wireless services; and

Whereas, Verizon Wireless has approached the Village of Potsdam and requested permission to lease a portion of water tank and real property owned by the Village, located at 18 Clarkson Avenue, together with the right to place communications equipment, utilities and related appurtenances on and around the Village property (the “Proposed Lease”); and

Whereas, the Proposed Lease is necessary to enable Verizon Wireless to provide adequate and safe wireless services to the surrounding area, for emergency and non-emergency use by the general public; and

Whereas, the Board of Trustees of the Village of Potsdam, has had the opportunity to consider whether the specific areas to be leased to Verizon Wireless are required for the purposes of the Village operations; and

Now, Therefore, Be it Resolved and Determined, as follows:

1. The Proposed Lease will not result in any large or important impact(s), and therefore, is one which will not have a significant impact on the environment under the State Environmental Quality Review Act (“SEQRA”). Accordingly, the Board of Trustees of the Village of Potsdam hereby adopts a Negative Declaration with respect to the Proposed Lease.
2. The provision of adequate and safe personal wireless services to the surrounding area, for emergency and non-emergency use by the general public, is a public purpose that will be beneficial to and inure to the best interests of the health, safety and general welfare of the citizens of the Village and Town of Potsdam and traveling public.
3. The specific areas proposed for leasing to Verizon Wireless are not required for the purposes of the Village operations, and are hereby deemed to involve the use of surplus property.
4. The Village Mayor is hereby authorized and directed to enter into the Proposed Lease at the rate of \$19,200.00 per year to increase by fifteen percent per five year term.

5. Use and occupancy of this site by Verizon Wireless may be subject to approval of the Planning Board of the Village or Town of Potsdam or subject to an administrative review by the applicable code enforcement officer.

6. This resolution shall be effective immediately.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to hire Cindy Vivlamore on a part-time, temporary basis for 8 hours a week at \$21.42 per hour to terminate May 31, 2016.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village Administrator of the Village of Potsdam to sign the Third Party Custodian Agreement (Collateralized Municipal Deposits) as Lead Participant of the New York Cooperative Liquid Assets Securities System (“NYCLASS”).

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to go into Executive Session for the discussion of contract negotiations and the employment history of particular persons 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 February 8, 2016 at _____ p.m.

Ayes _____

Nays _____