

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MONDAY – AUGUST 22, 2016 – 7:00 P.M.

1

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:

August 1, 2016 Regular Meeting 3:00 p.m.

2. MAYOR'S COMMENTS:

- Medlife 5k Fundraising Run October 2016.

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PLANNING DIRECTOR'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 August 2016 in the amount of \$198,150.26 chargeable to the following funds:

General Fund	\$ 26,481.41
Water Fund	14,672.58
Sewer Fund	31,952.56
Hydro Fund	1,177.09
Trust & Agency Fund	1,173.45
Trash Fund	18,466.92
Planning & Development Funds	510.50
Recreation Fund	<u>3,715.75</u>
TOTAL	<u>\$ 198,150.26</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of July 2016 in the amount of \$896,871.57 chargeable to the following funds:

General Fund	\$ 68,643.99
Water Fund	17,211.03
Sewer Fund	11,092.98
Hydro Fund	1,193.17
Trash Fund	65.50
Trust & Agency Fund	1,562.01
Capital Fund	782,616.44
Payroll Fund	<u>14,486.45</u>
TOTAL	<u>\$ 896,871.57</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 \$21,885.45 for professional services rendered thru April 23, 2016 for the Potsdam WPCF and PS Design - Bid project.

Ayes _____

Nays _____

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

TO: Passero Associates in the amount of \$28,572.01 for profession services rendered through July 31, 2016 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: Development Authority of the North Country in the amount of \$134.00 for professional services rendered in July 2016 for the Water Tank Improvement project.

Ayes _____

Nays _____

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

TO: Armory5, Inc. in the amount of \$7,212.50 for Computer Services rendered through July 30, 2016. Funds to come from General Fund Contingency.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution accepting with regret the retirement of Police Chief Kevin Bates effective August 31, 2016. Further thanking Chief Bates for his 21+ years of service to the Village of Potsdam.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to sign the Technical Services Agreement with the Development Authority of the North Country for the Crosstown Canal Project for a total cost not to exceed \$25,000.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution accepting the Proposal for Design Phase Services with GHD Consulting Services for the Dual Siphons on Pleasant and Leroy Streets, Crosstown Canal and Pine Street Stormwater in the amount of \$60,000.

Ayes _____

Nays _____

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

Whereas, the NY State Department of Transportation proposes to reconstruct curb ramps on NYS Route 11 in the Village of Potsdam, PIN 7806.04 and

Whereas, the State will include as part of the construction, reconstruction, or improvements of the above mentioned project, the construction of sidewalks pursuant to Section 46, of the Highway Law and

Whereas, the State will provide for the construction of the above mentioned work, as shown on the contract plans relating to the project,

Now Therefore Be it Resolved, that the Village of Potsdam approves the construction of sidewalks and the above mentioned work performed on the project and shown on the contract plans relating to the project and that the Village of Potsdam will maintain or cause to be maintained the relocated, reconstructed and/or constructed sidewalks performed as above stated and as shown on the contract plans, including the control of snow and ice.

Be it Further Resolved, that the Clerk of this Board is hereby directed to transmit four (4) certified copies of the foregoing resolution to: New York State Department of Transportation, 317 Washington Street, Watertown, NY 13601, Attn: Brian A. Baxter, P.E.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution classifying the proposed Cross Town Canal Rehabilitation Project, NYSCDBG Project #947PR72-15 as a Type II Action under the NY State Environmental Quality Review Act in accordance with 6NYCRR617.5.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to classify the proposed Cross Town Canal Rehabilitation Project, NYSCDBG Project # 947PR72-15 as a Categorically Excluded as defined in 24 CFR Part 58 (a).

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village Clerk-Treasurer to Publish a Notice of Intent to Request Release of Funds in the Village of Potsdam’s Newspaper of Record upon the conclusion of the agency comment period and completion of the Environmental Review Record for the Cross Town Canal Project NYSCDBG # 947PR72-15.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village of Potsdam to submit an application for funding through the Restore New York Communities Program on behalf of Clarkson University, grant funds to be applied toward the adaptive re-use and rehabilitation of Congdon Hall.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Director of Planning and Development to attend the New York State Rural Housing Coalition Annual Conference scheduled for September 14-16, 2016 including conference fees, travel, lodging and meals. Funds to come from the Planning and Development Office travel & training line.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Director of Planning and Development to attend the Local Government Conference at SUNY Potsdam on October 11, 2016. Funds to come from the Planning and Development Office travel & training line.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to execute and deliver a grant agreement amending the contract for the Raquette River Blueway Trail NYSDOS Contract # C1000251, extending the contract term to December 31, 2017.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Mayor's appointment of Carrie Bates, 923 SH 68, Canton, NY as a Museum Board Member for a three year term to expire August 31, 2019.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the use of Museum Rosse Reserve funds in the amount of \$10,431 (\$7,772 this Fiscal Year and \$2,658 next Fiscal Year) for the hiring of a temporary part-time data entry position for the Potsdam Museum.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the acceptance of the FAA Grant Agreement #3-36-0099-032-2016 for the Replacement of Snow Removal Equipment at the Potsdam Airport. Further authorizing the Mayor to sign the Grant Agreement.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution awarding the bid for the Grader (Snow Removal Equipment for the Potsdam Airport – FAA #3-36-0099-032-2016) to Monroe Tractor in the amount of \$259,906.

Ayes _____

Nays _____

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

Local Law #6-2016

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 18, Elections to add Section 18-2 Extension of terms of office of the Village of Potsdam Municipal Code.

Section 2. Amendment.

ADD:

§ 18-2 Extension of terms of office.

On April 20, 1987, the Village Board of Trustees passed a resolution to extend the terms of office of all Village Trustees to four years, effective at the next Village Election in accordance with § 3-302, Subdivision 5a of the Village Law, subject to permissive referendum in accordance with Article 9 of the Village Law. This resolution was to take effect 30 days after official posting of a notice of the passage of said resolution unless 200 of the qualified voters signed a petition objecting to this action within 30 days after the posting. No petition was filed within the time specified.

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:

Nays:

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

Local Law #7-2016

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 35 Personnel, Article I Benefits, §35-1, §35-2, §35-3, §35-3, and §35-12, Article II Residency Requirements. §35-19 and to remove Article III Terms of Trustees of the Village of Potsdam Municipal Code.

Section 2. Amendment.

ARTICLE I Benefits:

§ 35-1 Covered employees.

- A. Under this article, the Village of Potsdam shall provide benefits as enumerated elsewhere in this Article to all permanent full-time and part-time nonunion employees who regularly work more than one-half the standard workweek hours. Employees shall include the Administrative Assistant/Senior Account Clerk, Chief of Police, Chief Water/Wastewater/Hydro Plant Operator, Code Enforcement Officer, Code Enforcement Technician, Community Development Director, Economic Developer, Museum Curator, Planning and Development Director, Recreation Director, Recreation Maintenance Worker, Superintendent of Public Works, Village Administrator, Village Clerk and Village Treasurer.

§ 35-2 Retirement plan.

- A. All provisions of the New York State Noncontributory Improved Career Retirement Plan, §§ 75-i and 41, Subdivision j, of the New York State Retirement and Social Security Law, shall be in force for all employees except the Chief of Police, who shall have the option of the New York State Noncontributory 1/60 Retirement Plan, § 75-g, or the New York State Noncontributory Twenty-Year Plan, § 384-d (special twenty-year plan) and § 41, Subdivision j, of the New York State Retirement and Social Security Law.

§ 35-3 Health insurance.

- A. Employees shall receive medical, dental, pharmaceutical for the employee and dependents. The insurance plan and coverages shall be generally equivalent to one of the plans offered to unionized employees as determined at the sole and absolute discretion of the Village Board by resolution. Deductibles and co-pays shall not exceed the highest rate paid by any unionized Village employees. Employee contributions towards insurance premiums shall not exceed the highest contribution paid by any unionized Village Employees.
- B. Upon retirement, coverages shall continue for each retiree on the same contribution basis as was in effect at the time of retirement. Dependent coverage for dependents of all employees except the Police Chief shall be available at the option of the retiree upon the condition that the retiree make timely payment of the full cost of such dependent coverage, unless specifically directed otherwise by and at the sole and absolute discretion of the Village Board by its resolution. The surviving spouse of a retiree shall have the option of continuation of coverage, provided that such spouse pay the full cost of such coverage and that the retiree had elected to obtain dependent coverage during his or her lifetime.

- C. Upon retirement, the Chief of Police hired before June 1, 2016 shall have the option to obtain dependent coverage on a noncontributory basis if he has a sick leave balance of at least 135 days, or if granted by the Village Board if the sick leave balance is below that figure. Chiefs of Police hired after June 1, 2016 shall have the option to purchase dependent coverage at full cost, unless specifically directed otherwise by and at the sole and absolute discretion of the Village Board by its resolution.
- D. All employees hired after January 2, 2002, shall be required to pay 5% of the cost for medical, dental, pharmaceutical insurance. All employees hired after June 1, 2011, shall be required to pay 10% of the cost for medical, dental, pharmaceutical. All employees hired after June 1, 2016 shall be required to pay 12% of the cost for medical, dental, pharmaceutical insurance.
- E. An employee must 1) have 10 years of continuous full-time service with the Village of Potsdam immediately prior to retirement; and 2) have retired directly from the Village; and 3) be at least fifty-five years of age; and 4) have been granted a retirement benefit from the New York State & Local Retirement System to be eligible for health insurance coverage at full or partial Village expense under Subsection B of this section, unless specifically directed otherwise by and at the sole, absolute discretion of the Village Board by its resolution. However, the Village Board may only decrease and not increase the foregoing requirements by resolution of the Board.

§ 35-12 Hours of work.

- A. The following employees are determined to be salaried employees: Village Administrator, Village Clerk, Village Treasurer, Chief of Police, Chief Water/Wastewater/Hydro Plant Operator, Code Enforcement Officer, Community Development Director, Museum Curator, Planning and Development Director, Recreation Director, and Superintendent of Public Works.
- B. All other employees covered under this article shall be classified as hourly employees.
- C. Hours of work. The Village Administrator, Village Treasurer, Chief of Police, Planning and Development Director, Code Enforcement Officer, Village Clerk, Chief Water/Wastewater/Hydro Plant Operator and other nonhourly positions filled after the effective date of this chapter shall have an average workweek of 40 hours. All other employees covered under this article shall have an average workweek of 35 hours.

ARTICLE II, Residency Requirements

§ 35-19 Waiver of requirements.

- C. In accordance with Village Law § 3-300, Subdivision 2(a), the Deputy Village Clerk and Deputy Village Treasurer must reside in the County of St. Lawrence and may be exempted from the Village of Potsdam's residency requirement.

ARTICLE III, Terms of Trustees

REMOVE IN IT'S INTIRETY.

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:

Nays:

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of August 22, 2016 at _____ p.m.

Ayes _____

Nays _____