

AGENDA - ANNUAL MEETING  
VILLAGE OF POTSDAM BOARD OF TRUSTEES  
DECEMBER 5, 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:

November 21, 2016                      Regular Meeting                      7:00 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. AUDITOR'S REPORT:

6. PUBLIC COMMENTS:

7. NEW BUSINESS:

Mayor's appointment of Eleanor Hopke as Deputy Mayor for one (1) official year, commencing December 6, 2016 and ending December 4, 2017.

Mayor's appointment of the Village Administrator, Village Clerk/Treasurer, and Tax Collector as members of the Sexual Harassment Committee for one (1) official year, commencing December 6, 2016 and ending December 4, 2017.

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution approving the Mayor's appointment of Maureen E. Gaffney as Deputy Village Clerk for one (1) official year commencing December 6, 2016 and ending December 4, 2017.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ seconded a Resolution approving the Mayor's appointment of Christine A. Travis as Deputy Village Registrar for one (1) official year commencing December 6, 2016 and ending December 4, 2017.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution setting forth the regular meeting dates of the Village Board of Trustees for 2017:

January	9	May	15	September	5
January	23			September	18
February	6	June	19	October	2
February	21			October	16
March	6	July	17	November	6
March	20			November	20
April	3	August	21	December	4 (Annual)
April	17			December	18

All Meetings will be at 7:00 p.m. All meetings will be held in the Civic Center Board Room. Further directing the Village Clerk to post and publish the schedule in accordance with open meetings law requirements.

Ayes \_\_\_\_\_ Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution setting the business hours of the Village Offices, in the Civic Center, as 8:00a.m. to 4:00 p.m., Monday through Friday, except for official village holidays.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution designating the Daily Courier-Observer and/or the Watertown Daily Times as the official newspapers for the Village of Potsdam, for one (1) official year, commencing December 6, 2016 and ending December 4, 2017.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution designating Community Bank N. A., Key Bank of Central New York N.A., The Chase Bank and Manufacturers and Traders Trust Company as the official banks of deposit for the monies of the Village of Potsdam for one (1) official year, commencing December 6, 2016 and ending December 4, 2017.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution authorizing the Village Treasurer or the Deputy Village Treasurer to sign checks for the Village of Potsdam, at the designated banks.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution to fix the amounts of surety bonds for Village officials and Village personnel, as follows:

Village Tax Collector	\$25,000.00
Village Treasurer	\$95,000.00
All other employees	\$10,000.00

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution authorizing payments in advance of audit of claims for certain recurring charges such as public utility charges, postage, freight and express charges.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution providing for a mileage allowance for Village officials and employees in the amount of 50 cents per mile for use of personal automobiles in the performance of official Village duties for 2017.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution to renew the Written Investment Policy, pursuant to Section 39 of the General Municipal Law, which authorizes the Treasurer to invest surplus funds of any Village account.

Note: The original resolution was passed in policy form on November 15, 1993.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a Resolution to renew the Written Procurement Policy, pursuant to Section 104-B of the General Municipal Law which requires the governing body to adopt a procurement policy for all goods and services which are not required by law to be publicly bid.

Note: The original resolution was passed in policy Form on December 16, 1991 and amended February 4, 2013.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution approving the partial expenditures for the month of December 2016 in the amount of \$16,560.96 chargeable to the following funds:

General Fund	\$ 5,819.71
Water Fund	5,635.96
Sewer Fund	2,865.29
Hydro Fund	3.32
Recreation Fund	<u>2,236.68</u>
TOTAL	<u>\$ 16,560.96</u>

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution approving the additional expenditures for the month of November 2016 in the amount of \$255,677.28 chargeable to the following funds:

General Fund	\$ 84,138.64
Water Fund	20,039.36
Sewer Fund	10,878.73
Hydro Fund	379.41
Trash Fund	193.96
Trust & Agency Fund	3,792.23
Capital Fund	99,984.76
Payroll Fund	25,586.02
Recreation Fund	<u>10,684.17</u>
TOTAL	\$ <u>255,677.28</u>

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution acknowledging that the required audit of the Village of Potsdam Justice Court for the period ending December 7, 2015 has been conducted by Pinto, Mucenski, Hooper, VanHouse & Co., Certified Public Accountants and received by the Potsdam Village Board.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution acknowledging that the Village of Potsdam Audit for Fiscal Year ending May 31, 2016 has been conducted by Pinto, Mucenski, Hooper, VanHouse and Co., Certified Public Accountants and received by the Potsdam Village Board.

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 \$1,087.50 for professional services rendered through November 18, 2016 for the WWTP Technical Services Agreement.

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 \$55.00 for professional services rendered in November 2016 for the Crosstown Stormwater Canal Project.

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 \$67.00 for professional services rendered in November 2016 for the Water Tank Improvement Project.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution to hold a Public hearing on December 19, 2016 at 6:30 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comment on a proposed Local Law to amend Chapter 180, Zoning.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution authorizing the New York State Power Authority (NYPA) to enter into an agreement with Guth-DeConzo for a feasibility study on the East Dam Hydro Project per our NYPA agreement. Further, authorizing the Mayor to be the signatory moving forward with this project.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

Trustee \_\_\_\_\_ Moved and Trustee \_\_\_\_\_ Seconded a resolution to go into Executive Session for the discussion of the employment history of a particular person at \_\_\_\_\_ p.m.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_

AGENDA - ANNUAL MEETING  
VILLAGE OF POTSDAM BOARD OF TRUSTEES  
DECEMBER 5, 2016 – 7:00 P.M.

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 Annual Meeting of the Village of Potsdam Board of Trustees of December 5, 2016  
at \_\_\_\_\_ p.m.

Ayes \_\_\_\_\_

Nays \_\_\_\_\_