

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MAY 15, 2017 – 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:

April 25, 2017	Public Hearing	6:50 p.m.
April 25, 2017	Regular Meeting	7:00 p.m.
April 25, 2017	Executive Session	7:45 p.m.
May 5, 2017	Special Meeting	8:00 a.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. CODE ENFORCEMENT OFFICER'S REPORT:

6. POLICE CHIEF'S REPORT:

7. PUBLIC COMMENTS:

8. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of May 2017 in the amount of \$155,520.17 chargeable to the following funds:

General Fund	\$ 80,315.15
Water Fund	19,526.31
Sewer Fund	32,037.00
Hydro Fund	618.48
Trash Fund	18,755.68
Trust & Agency Fund	1,765.89
Recreation Fund	<u>2,501.66</u>
 TOTAL	 <u>\$ 155,520.17</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of April 2017 in the amount of \$279,337.24 chargeable to the following funds:

General Fund	\$ 120,992.61
Water Fund	24,644.80
Sewer Fund	18,718.55
Hydro Fund	3,713.37
Trash Fund	65.62
Trust & Agency Fund	4,087.22
Capital Fund	86,467.10
Payroll Fund	14,994.80
Recreation Fund	<u>5,653.17</u>
TOTAL	<u>\$ 279,337.24</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to make the following FY 16-17 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
15-8120-470	Bldg. Maint.	15-8120-481	Misc. Sup.	\$ 24.00
05-5010-480	Special serv.	05-5110-492	Gas, Oil, etc.	505.00
05-5110-480	Special serv.	05-5142-495	Salt	800.00
05-7450-481	Misc. Supplies	05-7450-480	Special serv.	450.00
05-7450-484	Preservation	05-7450-480	Special serv.	100.00
15-8130-409	Sludge hauling	15-8130-410	Grit hauling	1,911.28
15-8130-409	Sludge hauling	15-8130-420	Janitorial	534.08
15-8130-490	Office Supplies	15-8130-482	Lab Supplies	40.19
15-8130-425	Clothing	15-8130-481	Misc. Supplies	62.50
15-8130-424	Travel & Training	15-8130-480	Special Services	107.00
15-8130-413	Lab Services	15-8130-480	Special Services	470.88
15-8130-465	Equip. Maint.	15-8130-200	Equipment	1,280.18
10-8330-491	Chemicals	10-8330-480	Special Services	5,461.36
10-8330-481	Misc. Supplies	10-8330-492	Gas, Oil, etc.	13.99
10-8330-490	Office Supplies	10-8330-492	Gas, Oil, etc.	87.52
10-8330-461	Advertising	10-8330-480	Special Services	19.51
18-8790-480	Special Services	18-8790-465	Equip. Maint.	410.66
15-8120-470	Bldg. Maint.	15-8120-492	Gas, Oil, etc.	50.00
05-5610-465	Equip. Maint.	05-5142-495	Salt	1,000.00
05-5110-488	Tools	05-5142-495	Salt	50.00
05-1640-428	Gas Serv.	05-5142-495	Salt	1,000.00
05-1620-420	Janitorial Sup.	05-5142-495	Salt	100.00

ROLL CALL VOTE:

AYES:

NAYS:

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

TO: GHD in the amount of \$6,000 for professional services rendered through March 26, 2017 for the Dual Siphon Installation Project.

Ayes _____

Nays _____

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

TO: Barton & Loguidice in the amount of \$60,581 for professional services rendered through April 1, 2017 for the WPCF and PS Design – bid.

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, 2017:

Danielle M. Rose 1 Cottage Street, Potsdam	Chief
Timothy L. Jerome 519 River Road, Potsdam	First Assistant Chief
Jerrid Lavoie 5 Riverside Drive, Potsdam	Second Assistant Chief
Justin C. Perry 204 May Road, Potsdam	Third Assistant Chief

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to set the annual salaries of Village Management and Non-Union personnel effective at the first pay period following June 1, 2017:

<u>RECREATION DIRECTOR, T. CAREY</u>	<u>\$54,794</u>
<u>VILLAGE ADMINISTRATOR, G. THOMPSON</u>	<u>75,000</u>
<u>POLICE CHIEF, M. MURRAY</u>	<u>84,500</u>
<u>VILLAGE CLERK/TREASURER, L. QUEOR</u>	<u>67,553</u>
<u>DIRECTOR OF PLANNING & DEVELOPMENT, F. HANSS</u>	<u>72,356</u>
<u>MUSEUM CURATOR, M. VANDEUSEN</u>	<u>41,356</u>
<u>SUPERINTENDENT OF DPW, B. HENDERSON</u>	<u>70,885</u>
<u>CODE ENFORCEMENT OFFICER, L. NEWBY</u>	<u>42,500</u>

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 \$154,885.00 for the joint recreation program for the period of January 1, 2017 through December 31, 2017.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to modify the 2016-17 budget expense lines for the fiscal year ending May 31, 2017 by transferring money between expense accounts as needed to keep the budget lines from being over expended. No additional expense or revenue shall be added to the budget.

ROLL CALL VOTE:

AYES:

NAYS:

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

TO: Development Authority of the North Country in the amount of \$517.50 for professional services rendered in March 2017 and \$667.50 for professional services rendered in April 2017 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 \$1,349.00 for professional services rendered in March 2017 and \$1,064.41 for professional services rendered in April 2017 for the Water Tank Improvement 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 \$289.50 for professional services rendered in March 2017 and \$1,465.50 for professional services rendered in April 2017 for the Water Sewer Rate Study 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 \$999.00 for professional services rendered in March 2017 and \$1,959.90 for professional services rendered in April 2017 for the Crosstown Stormwater Canal Project.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution finding the Village of Potsdam’s proposed Water Pollution Control Facility Improvement Project funded in part through the NYS Community Development Block Grant #947PR179-16 to be a Categorically Excluded Activity as defined in 24 CFR 58.35 (a) for the purposes of an environmental review under the National Environmental Police Act. Further, authorizing the Mayor in his capacity as Certifying Officer to execute a Certification of NEPA Classification and Checklist.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to accept and execute an agreement with Northeastern Sign Corporation for the graphic design services and the fabrication of tourist information kiosks, a work plan tax included in the Village’s contract with the NYS Department of State grant #C1000251 for local assistance through the Local Waterfront Revitalization Program, subject to the following condition:

1. Acceptance of the proposed scope of work and contract sum by the NYS Department of State.

Ayes _____

Nays _____

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

LOCAL LAW #5-2017

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 180, Zoning, Article III, Section 180-6 Zoning Map of the Village of Potsdam Municipal Code.

Section 2. Amendment.

The zoning map shall be amended to change the zone designation from R-1 to I-D for the properties located at 42 Elm Street – Tax Map #64.059-9-34 and 42 ½ Elm Street – Tax Map #64.059-9-33.1, Potsdam, NY.

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 #6-2017

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 138 Sewers, Article VII General Provisions of the Village of Potsdam Municipal Code.

Section 2. Amendment.

Chapter 138. Article VII. General Provisions.

Section 138-40 of the Code of the Village of Potsdam shall be amended to read as follows:

§138-40. Sewer rents established.

C. Annual Charge/Total User Cost Statement of Policy. In order to establish and operate the Sewer Department and the sewage treatment plant of the Village as a separate utility and to ensure its proper operation, repair and maintenance, it shall be the policy of the Village to establish and impose a scale of annual charges for the use of the sewer system or any parts thereof. The annual charge shall consist of:

- (1) A minimum fee called the Fixed User Cost which is defined as the cost of all indebtedness, fixed operational costs and all other costs deemed fixed by the Village, divided by the total number of users; and
- (2) A fee called the Variable User Cost which is defined by the Village as operating and maintenance costs; and
- (3) Equivalent Dwelling Units. Appendix “A” to this Chapter contains a Table of Equivalent Dwelling Units (EDU) for each category of property subject to the provisions of this Chapter. The Table of Equivalent Dwelling Units (EDU) may be amended from time to time by simple Board resolution following a public hearing upon not less than seven (7) days’ notice.

D. The Village hereby establishes and imposes the following scale of annual charges as sewer rents for the use of or connection to the Village of Potsdam sewer system or any part or parts thereof on real property connected to the Village of Potsdam sewer system.

(1) Annual charge/Total User Cost.

i. The annual charge, hereafter referred to as Total User Cost shall be billed in quarterly installments for residential units and in monthly installments for commercial units. The Total User Cost is comprised of the following three parts:

1. Fixed User Cost [UC/F]
2. Variable User Cost [UC/V]
3. Equivalent Dwelling Unit [EDU]

ii. The Total User Cost [TUC] equals the Fixed User Cost multiplied by the EDU# plus the Variable User Cost. $[TUC = (UC/F \times EDU) + UC/V]$

- iii. The Fixed User Cost is applied to each parcel in the Village of Potsdam, whether improved or capable of improvement, including vacant parcels deemed able to be developed.
- iv. The Variable User Cost is assessed to metered users per each 1,000 gallons or part thereof. In the event of non-metered users, the Village Board will assess the variable cost each year.
- v. Nonresident users will be billed a Total User Cost as described in § 138-40(D)(1) except as follows:
 - 1. The Fixed User Cost shall be at a rate two (2) times that which a similarly categorized resident within the Village would pay; and
 - 2. The Variable User Cost shall be at a rate two (2) times that which a similarly categorized resident within the Village would pay.

(2) The Village Board of Trustees has the authority to modify these charges by simple resolution following a public hearing upon not less than seven (7) days' notice.

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 #7-2017

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 173 Water, Article II Water Rents of the Village of Potsdam Municipal Code.

Section 2. Amendment.

Chapter 173. Article II. Water Rents.

Section 173-12 of the Code of the Village of Potsdam shall be amended to read as follows:

§173-12. Water rate structure.

- A. The water rates shall be as established by resolution of the Board of Trustees.
- B. Each premises located within the Village of Potsdam corporate limits shall be charged the “resident” rate for water. Premises outside the Village of Potsdam corporate limits shall be charged “nonresident” rates for water.
- C. Any property owner connected to both the Village water system and a separate water source shall be required to pay for the water used from the Village water system at existing rates.
- D. Water usage shall be billed to the exact number of gallons used during the billing period.

Section 173-13 of the Code of the Village of Potsdam shall be amended to read as follows:

§173-13. Annual charge, Minimum Charges, Billing, Payment and Penalties.

- E. Annual Charge/Total User Cost Statement of Policy. In order to establish and operate the Water Department and the water treatment plant of the Village as a separate utility and to ensure its proper operation, repair and maintenance, it shall be the policy of the Village to establish and impose a scale of annual charges for the use of the water system or any parts thereof. The annual charge shall consist of:
 - (1) A minimum fee called the Fixed User Cost which is defined as the cost of all indebtedness, fixed operational costs and all other costs deemed fixed by the Village, divided by the total number of users; and
 - (2) A fee called the Variable User Cost which is defined by the Village as operating and maintenance costs; and
 - (3) Equivalent Dwelling Unit(s). Appendix “A” to this Chapter contains a Table of Equivalent Dwelling Units (EDU) for each category of property subject to the provisions of this Chapter. The Table of Equivalent Dwelling Units (EDU) may be amended from time to time by simple Board resolution following a public hearing upon not less than seven (7) days’ notice.
- F. The Village hereby establishes and imposes the following scale of annual charges for the use of or connection to the Village of Potsdam water system or any part or parts thereof on real property connected to the Village of Potsdam water system.

(1) Annual charge/Total User Cost.

- i. The annual charge, hereafter referred to as Total User Cost shall be billed in quarterly installments for residential units and in monthly installments for commercial units. The Total User Cost is comprised of the following three parts:
 1. Fixed User Cost [UC/F]
 2. Variable User Cost [UC/V]
 3. Equivalent Dwelling Unit [EDU]
- ii. The Total User Cost [TUC] equals the Fixed User Cost multiplied by the EDU# plus the Variable User Cost. $[TUC = (UC/F \times EDU) + UC/V]$
- iii. The Fixed User Cost is applied to each parcel in the Village of Potsdam, whether improved or capable of improvement, including vacant parcels deemed able to be developed.
- iv. The Variable User Cost is assessed to metered users per each 1,000 gallons or part thereof. In the event of non-metered users, the Village Board will assess the variable cost each year.
- v. Nonresident users will be billed a Total User Cost as described in § 173-13(B)(1) except as follows:
 1. The Fixed User Cost shall be at a rate two (2) times that which a similarly categorized resident within the Village would pay; and
 2. The Variable User Cost shall be at a rate two (2) times that which a similarly categorized resident within the Village would pay.

- (2) The Village Board of Trustees has the authority to modify these charges by simple resolution following a public hearing upon not less than seven (7) days' notice.

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 formally adopting a Section 3 Policy Plan required to document the Village of Potsdam’s intent to ensure that low/moderate income residents of the Village of Potsdam and firms headquartered with in St. Lawrence County, NY have access to training, employment and contract opportunities resulting from projects funded in whole or in part by the US Dept. of Housing and Urban Development, including Small Cities Community Development Block Grant and the HOME Investment Partnership Program. Be it further resolved that a copy of this plan be included in any and all applicable notice to bidders, bid documents and as addendum to covered contracts.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution authorizing the Mayor to execute an agreement between the Village of Potsdam and the Potsdam Volunteer Rescue Squad, Inc. for the period from June 1, 2017 to May 31, 2018; consideration of \$33,000 to be paid to the Rescue Squad.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to execute an agreement between the Village of Potsdam and the Potsdam Fire Department for the period from June 1, 2017 to May 31, 2018; consideration of \$10,250 to be paid to the Fire Department.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village Clerk to advertise for the sale of the following surplus village owned properties:

1. 24 Walnut Street¹ Tax Map #64.050-4-7
2. Riverside Drive¹ Tax Map #64.050-5-24
3. 1 Maynard Street² Tax Map #64.058-2-20
4. 5 Mechanic Street² Tax Map #64.058-6-15.2

¹ R-2 Zone, non-conforming for residence construction; variance necessary

² Non-conforming size lots; variance not possible.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to refer the R-3 Zoning District modification request from James Snell to the Planning Board for their review and recommendation.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the transfer of the beginning Recreation Fund Fund Balance from the General Fund Fund Balance to the Recreation Fund in the amount of \$104,000.00.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to contract with Twinstare Technologies for the Village of Potsdam's IT.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to accept, with regret, the retirement of Timothy Carey as Recreation Director effective November 30, 2017. Further thanking Mr. Carey for his 30 years of service to the Village of Potsdam.

Ayes _____

Nays _____

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
MAY 15, 2017 – 7:00 P.M.

Trustee _____ Moved and Trustee _____ Seconded a resolution to go into Executive Session for the discussion of 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 May 15, 2017 at _____ p.m.

Ayes _____

Nays _____