

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, June 19, 2017 at 7:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Tischler
Trustees Lee & Sheehan

ALSO PRESENT: Lori S. Queor, Village Clerk/Treasurer
Greg Thompson, Administrator
Fred Hanss, Planning Director
Mark Murray, Police Chief
Mimi VanDeusen, Museum Director
Matt Seymour, Police Officer

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

Mayor Tischler then stated that minutes could not be accepted at this time due to a lack of board members who were present at the meetings.

Mayor's comments: Mayor Tischler stated that he will be doing a proclamation at the Summer Festival on July 15, 2017 proclaiming that day "Sergi's Day" in celebration of Serg's 50 years in the community.

Trustee's Comments: Trustee Lee and Trustee Sheehan both stated that they had no comments at this time.

Administrator's Comments: Administrator Thompson stated that he wanted to welcome new/returning board member Abby Lee back to the board. He then reported on the following:

- Hydro Dams – NYGATS – Clarkson University would like to take over and the biggest issue is if we turn it over to them we would no longer be the primary. Will forward the request to Village Attorney, Andy Silver, for his legal review and recommendation.
- East Dam – working group hasn't met recently. Waiting on the results of a grant application before we move forward.
- AWOS – grant for \$244,000 received will be moving forward on the replacement.
- National Grid rates going up – met with Rich Burns of National Grid, impact to the Village will be about a 10% increase.
- Twinstare Technologies – IT switch over has been smooth. Got quotes for a contract. Recommend we go with the \$5,000 prepaid option. Board agreed.
- Water Tank – waiting on the 3rd party inspection by Atlantic Testing Laboratories.
- WWTP upgrades – waiting on final approvals from OCR – we are a bit delayed.
- Crosstown Canal – met with Marcellus Construction who is the contactor and they will be on site within two weeks and should take 3-4 weeks to complete.

Potsdam Public Library Director gave a presentation on some library renovation projects they would like to do. The Mayor stated that they are good ideas and that the heating system the village owns for the entire complex and he is not sure about being able to "unplug" from the system. He also stated that as far as the request for the basement hallway that hallway accesses the public restrooms, the Clerk's vault and the museum's storage rooms so turning that over to

the Library would not be feasible. He also stated that the courtroom area is currently being used by the Village for storage of the court records. Village Clerk Lori Queor who is in charge of the court records stated that the records have to be kept for forever and there is no other place at this time for them to be stored. She also indicated that there is a lot of work that still needs to be done to organize/file all the court records that are in the court as 15 boxes of unfinished court records went to the Town Court and then came back to the village for closing/storage.

Public Comment: Fred Hanss, Planning Director, addressed the board about the Downtown Revitalization Initiative that was submitted last week. He stated it is for 10 million dollars, is a long shot and that we came in 3rd place last year so hopefully we will come in 1st place this year. He also stated that there are two items on the agenda tonight to set public hearings for the CDBG and NY Main Street applications.

Hearing no further public comments, the board considered the following:

New Business:

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the partial expenditures for the month of June 2017 in the amount of \$120,383.05 chargeable to the following funds:

General Fund	\$ 79,921.36
Water Fund	12,901.64
Sewer Fund	7,195.17
Hydro Fund	169.88
Trash Fund	17,254.56
Trust & Agency Fund	1,732.78
Recreation Fund	<u>1,207.66</u>
TOTAL	<u>\$ 120,383.05</u>

AYES 3 (Mayor Tischler) NAYS 0
 (Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the additional expenditures for the month of May 2017 in the amount of \$180,944.67 chargeable to the following funds:

General Fund	\$ 65,215.73
Water Fund	12,588.60
Sewer Fund	4,934.55
Hydro Fund	40.09
Trash Fund	48.50
Capital Fund	69,539.80
Payroll Fund	28,276.60
Recreation Fund	<u>300.70</u>
TOTAL	<u>\$ 180,944.67</u>

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the expenditures for the May 2017 year end in the amount of \$66,899.79 chargeable to the following funds:

General Fund	\$ 38,492.52
Water Fund	20,647.71
Sewer Fund	3,966.46
Hydro Fund	3,368.14
Trust & Agency Fund	125.00
Recreation Fund	<u>299.96</u>
TOTAL	\$ <u>66,899.79</u>

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution awarding the bid for cutting and baling of the hay at the Potsdam Airport and Village owned land on the Hatch Road to Darren Basford at 10 cents per bale.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: GHD in the amount of \$500.00 for professional services rendered through May 21, 2017 for the Dual Siphon Installation Project.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: Barton & Loguidice in the amount of \$37,541.00 for professional services rendered through April 29, 2017 for the WPCF and PS Design – bid.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: Development Authority of the North Country in the amount of \$525.00 for professional services rendered in May 2017 for the WWTP Technical Services Agreement.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: Development Authority of the North Country in the amount of \$900.00 for professional services rendered in May 2017 for the Water Tank Improvement Project.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: Development Authority of the North Country in the amount of \$2,232.72 for professional services rendered in May 2017 for the Water Sewer Rate Study Project.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: Development Authority of the North Country in the amount of \$2,399.90 for professional services rendered in May 2017 for the Crosstown Stormwater Canal Project.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

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

TO: TwinState Technologies in the amount of \$2,595.50 for professional services rendered for Computer/IT project.

AYES 3 (Mayor Tischler) NAYS 0
 (Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the membership of Craig LaPlante, Bagdad Road, into the Potsdam Fire Department (Favorable vote of the department and satisfactory physical examination have been achieved.)

AYES 3 (Mayor Tischler) NAYS 0
 (Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to refer the re-zoning request from Clarkson University to re-zone 119 Maple Street from School (SCH) to Business District (B-1) to the Village of Potsdam Planning Board for their review and recommendation.

AYES 3 (Mayor Tischler) NAYS 0
 (Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution awarding the bid for the following surplus Village owned properties:

24 Walnut Street (Tax Map #64.050-4-7) to Adam Narrow for his bid of \$150.00

1 Maynard Street (Tax Map #64.058-2-20) to Robert & Betsy Robar for their bid of \$100.00.

NOTE: These were the only bids received.

AYES 3 (Mayor Tischler) NAYS 0
 (Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to accept, with regret, the retirement of Mark Wentworth from the Village of Potsdam Police Department effective August 31, 2017. Further thanking Mr. Wentworth for his 21+ years of service to the Village of Potsdam.

AYES 3 (Mayor Tischler)
 (Trustee Lee & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Lee Seconded a resolution as follows:

WHEREAS, the Village of Potsdam has undertaken a capital improvements project at its Water Pollution Control Facility (WPCF) that will include upgrades throughout the WPCF in order to reliably and efficiently maintain NYSDEC SPDES Permit compliance; and

WHEREAS, as part of the WPCF capital improvements project, the Village proposes to provide remote telemetry systems and updated instrumentation and controls at the WPCF, Lowes Water Tower and Village Wastewater Pumping Stations; and

WHEREAS, the Village presently utilizes remote telemetry systems furnished by AquaLogics Systems, Inc. at the Lowes Water Tower and the Village Water Treatment Plant.

WHEREAS, it is desirable to obtain the remote telemetry systems and instrumentation and controls for the Wastewater Pumping Station, Lowes Water Tower and WPCF through AquaLogics Systems, Inc. so as to maintain continuity of equipment between the Village's water and wastewater systems; and

NOW THEREFORE BE IT RESOLVED, that the Village Board of Trustees authorizes the standardization of its remote telemetry systems and instrumentation and controls for the Water Pollution Control Facilities capital improvements project; and

NOW BE IT FURTHER RESOLVED, that AquaLogics Systems, Inc. is the recommended remote telemetry systems and instrumentation and control systems integrator and the Village Board hereby approves the standardization of AquaLogics Systems Inc. for the Water Pollution Control Facility capital improvements project as recommended and specified by the Village's WPCF engineer, Barton & Loguidice, D.P.C.

AYES 3 (Mayor Tischler)
 (Trustee Lee & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Lee Seconded a resolution as follows:

WHEREAS, the Village of Potsdam (Village) wishes to seek sealed bids for the construction of the Water Pollution Control Facility and Pump Station Improvements Project.

WHEREAS, the Village's Engineer, Barton & Loguidice, D.P.C. (B&L), is in the process of securing all final regulatory and funding approvals from NYSDEC, NYSEFC, and NYSOCCR necessary to advance the Project; and

WHEREAS, the Village Board wishes to complete the bidding process without unnecessary delay.

NOW, THEREFORE, BE IT RESOLVED, that the Village Board of Trustees of the Village of Potsdam, does hereby authorize the attached advertisement for bids for the Village of Potsdam Water Pollution Control Facility and Pump Station Improvements Project at the timing and direction of the Village Administrator and B&L; and

NOW BE IT FURTHER RESOLVED, this Resolution shall take effect immediately.

AYES 3	(Mayor Tischler)	NAYS 0
	(Trustee Lee & Sheehan)	

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to hold a public hearing on Thursday, June 29, 2017 at 3:30 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comment on the Village of Potsdam's 2017 proposal for \$750,000 in public facilities funding through the NYS Community Development Block Grant Program for the East Dam Hydro Electric Plant Renovation Project. The Civic Center Board Room is accessible to persons with physical disabilities. Residents of the Village of Potsdam and other concerned persons or interested parties are encouraged to provide comments on the proposed application for funding. A draft of the Village's application will be available for public review in the Village Clerk's Office on Monday June 26, 2017. Public comments will be received by the Village Clerk until 4:00 p.m. on July 17, 2017.

AYES 3	(Mayor Tischler)	NAYS 0
	(Trustee Lee & Sheehan)	

Trustee Lee Moved and Trustee Sheehan Seconded a resolution to hold a public hearing on Thursday, June 29, 2017 at 3:40 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comment on the Village of Potsdam's 2017 proposal for funding through the New York Main Street Program. The Civic Center Board Room is accessible to persons with physical disabilities. Public comments will be received by the Village Clerk until 4:00 p.m. on July 17, 2017.

AYES 3	(Mayor Tischler)	NAYS 0
	(Trustee Lee & Sheehan)	

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the re-appointment of Sue Corbett, 50 Pine Street, Potsdam, NY to the Potsdam Housing Authority Board. Said term to be 6/18/17 to 6/18/22.

AYES 3 (Mayor Tischler)
(Trustee Lee & Sheehan)

NAYS 0

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

TO: Barton & Loguidice in the amount of \$35,084.30 for professional services rendered through May 27, 2017 for the WPCF and PS Design – bid.

AYES 3 (Mayor Tischler)
(Trustee Lee & Sheehan)

NAYS 0

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

TO: TwinState Technologies in the amount of \$210.00 for professional services rendered for Computer/IT project.

AYES 3 (Mayor Tischler)
(Trustee Lee & Sheehan)

NAYS 0

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

TO: Tyler Technologies, Inc. in the amount of \$4,000.00 for professional services rendered for the new accounting software.

AYES 3 (Mayor Tischler)
(Trustee Lee & Sheehan)

NAYS 0

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 7:48 p.m.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to adjourn the Executive Session at 8:33 p.m.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

The Board back in Regular Session considered the following:

Trustee Sheehan Moved and Trustee Lee Seconded a resolution approving the probationary appointment of Dustin Bradley to the position of Head Building Maintenance effective June 14, 2017 at the hourly rate of \$24.41 per hour.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

Trustee Sheehan Moved and Trustee Lee Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of June 19, 2017 at 8:34 p.m.

AYES 3 (Mayor Tischler) NAYS 0
(Trustee Lee & Sheehan)

Respectfully submitted,

Lori S. Queor
Village Clerk