

The Annual Meeting of the Village of Potsdam Board of Trustees was held on Monday, December 4, 2017 at 7:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

Prior to the meeting, a swearing in ceremony was held for the Trustee Warr, McKenna and Lee.

PRESENT: Mayor Tischler
Trustees Warr, McKenna, Lee & Sheehan

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

Mayor Tischler opened the meeting at 7:02 P.M., and stated that all members were present.

He welcomed back Trustee Warr and Trustee Lee to the board and welcomed new member Trustee McKenna.

Mayor Tischler then stated that the following sets of minutes had been submitted for Board acceptance:

November 20, 2015	Regular Meeting	7:00 p.m.
November 28, 2015	Special Meeting	2:00 p.m.

Motion was made by Trustee Warr and Seconded by Trustee Sheehan to accept the minutes as submitted. All were in favor, none opposed, motion carried.

Mayor's comments: None

Trustees' comments: Trustee Warr had no comments. Trustee McKenna stated that she was excited to join the board. Trustee Lee and Trustee Sheehan had no comments.

Administrator's Comments: Administrator Gregory Thompson reported to the board on the following:

- 1) Progress Call with B&L and Carrie Tuttle. Notice of Awards have been mailed out. Final Contractor submittals should be in B&L's possession this week. We will have a Notice to Proceed Resolution for the next meeting. Once passed and executed by the Mayor we will be able to engage contractors and get our project started.
- 2) Our Police Department received 10 tasers from the PD in Hogansburg. Our sincerest thanks go out to these folks for this most appreciated donation.
- 3) I am anticipating having Mark Murray meet with the SLCFCU to discuss our police response as requested and any monetary reimbursement requested.
- 4) We continue to have weekly phone discussions with the Financial Restructuring Board

- 5) As of recent, Tony Gilbert has quadrupled his cost of renting the Lagoon at Addon Farms. He has raised the price from \$500/month to \$2000/month. In discussions with both parties, it has also become apparent that Mr. Gilbert would like to take over hauling sludge for us directly. There will no doubt be a lot of paper work to complete with the DEC, but both Casella and Addon are potentially agreeable to this happening. This could save us a substantial amount of money.
- 6) Return of the Gearboxes has been completed and Randy LaValley will notify us when the boxes are on their way home.
- 7) DPW
 - For the first time in many years the Village will not work shift work through the winter. We have had discussions with Jim Corbett and the employees of our DPW and they have all agreed that the 3-11 shift is not an effective or efficient shift to keep in place. That being said we have had two individual volunteer to work 11-7 throughout the winter and all remaining employees will remain on 7-3. Essentially this should save us on call in overtime, with the exception of emergency snow removal in the event of a major snow event.
 - DPW has also reinstated specific truck routes for each plow truck. This was done years ago and at that time proved to be much more efficient and a much better way to keep track of mechanical issues with each truck only having one driver.
 - Our new loader has been delivered.
- 8) We continue to prepare to “go live” with our new financial software. Lori and our front office staff are at a point where they train and prepare daily at this point. We are at this time using the new software in several areas.
- 9) I have received word from Andy Silver regarding the ownership of our water supply. The bottom line is that ownership is not a make or break point in discontinuation. We HAVE to follow the listed steps within Law 1100-A whether we own the supply or not should we decide to discontinue fluoridation.

Public Comment: None

Hearing no public comment the board went on to New Business.

New Business:

Trustee Warr Moved and Trustee Sheehan Seconded a Resolution approving the Mayor’s appointment of Lori S. Queor, as Village Clerk/Treasurer for two (2) official years commencing December 4, 2017 and ending December 2, 2019.

AYES 5 (Mayor Tischler)
 (Trustee Warr, McKenna, Lee
 & Sheehan)

NAYS 0

Trustee Warr Moved and Trustee Sheehan Seconded a Resolution approving the Mayor's appointment of Maureen E. Gaffney, as Village Registrar for two (2) official years, commencing December 4, 2017 and ending December 2, 2019.

AYES 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan Seconded a Resolution approving the Mayor's appointment of Maureen E. Gaffney as Deputy Village Clerk for one (1) official year commencing December 4, 2017 and ending December 3, 2018.

AYES 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan seconded a Resolution approving the Mayor's appointment of Christine A. Travis as Deputy Village Registrar for one (1) official year commencing December 4, 2017 and ending December 3, 2018.

AYES 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan Seconded a Resolution setting forth the regular meeting dates of the Village Board of Trustees for 2018:

January	8	May	21	September	4
January	22			September	17
February	5	June	18	October	1
February	20			October	15
March	5	July	16	November	5
March	19			November	19
April	2	August	20	December	3 (Annual)
April	16			December	17

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 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan 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 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan 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 4, 2017 and ending December 3, 2018.

AYES 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan 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 4, 2017 and ending December 3, 2018.

AYES 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan 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 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan 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 5 (Mayor Tischler) NAYS 0
(Trustee Warr, McKenna, Lee
& Sheehan)

Trustee Warr Moved and Trustee Sheehan Seconded a resolution approving the partial expenditures for the month of December 2017 in the amount of \$24,681.53 chargeable to the following funds:

General Fund	\$ 13,430.38
Water Fund	6,908.35
Sewer Fund	2,939.24
Recreation Fund	<u>1,403.56</u>
TOTAL	\$ <u>24,681.53</u>

AYES 5	(Mayor Tischler)	NAYS 0
	(Trustee Warr, McKenna, Lee & Sheehan)	

Trustee Warr Moved and Trustee Sheehan Seconded a resolution approving the additional expenditures for the month of November 2017 in the amount of \$173,958.84 chargeable to the following funds:

General Fund	\$ 86,028.63
Water Fund	21,032.30
Sewer Fund	15,939.46
Hydro Fund	1,578.55
Trash Fund	48.73
Trust & Agency Fund	4,988.16
Capital Fund	9,618.28
Payroll Fund	22,686.13
Recreation Fund	<u>12,038.60</u>
TOTAL	\$ <u>173,958.84</u>

AYES 5	(Mayor Tischler)	NAYS 0
	(Trustee Warr, McKenna, Lee & Sheehan)	

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

TO: Passero Associates in the amount of \$3,084.33 for professional services rendered in October 2017 for the Replace Awos Project at the Potsdam Airport FAA Project #3-36-0099-033-17.

AYES 5	(Mayor Tischler)	NAYS 0
	(Trustee Warr, McKenna, Lee & Sheehan)	

