

AGENDA - REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
JUNE 17, 2019 – 4:30 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:

May 20, 2019	Regular Meeting	4:30 p.m.
May 20, 2019	Executive Session	5:35 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. POLICE CHIEF'S REPORT:

6. PUBLIC COMMENTS:

- Matt Cooper – Barton & Loguidice WWTP upgrade update
- Charles Prior – EDR Cross Town Canal update

7. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of June 2019 in the amount of \$115,608.01 chargeable to the following funds:

General Fund	\$ 73,560.31
Water Fund	13,890.14
Sewer Fund	7,976.52
Hydro Fund	38.00
Trash Fund	17,242.20
Trust & Agency Fund	2,539.60
Recreation Fund	<u>361.24</u>
TOTAL	<u>\$ 115,608.01</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of May 2019 in the amount of \$1,147,123.52 chargeable to the following funds:

General Fund	\$ 52,673.11
Water Fund	26,988.08
Sewer Fund	16,927.42
Hydro Fund	64.39
Trash Fund	93.59
Trust & Agency Fund	1,497.94
Capital Fund	876,841.46
Payroll Fund	109,995.60
Recreation Fund	13,029.13
Planning & Development Funds	<u>49,012.80</u>
TOTAL	<u>\$1,147,123.52</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the expenditures for the May 2019 year end in the amount of \$97,963.41 chargeable to the following funds:

General Fund	\$ 79,026.81
Water Fund	11,790.00
Sewer Fund	6,563.79
Hydro Fund	16.94
Recreation Fund	<u>565.87</u>
TOTAL	\$ <u>97,963.41</u>

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 \$186.00 for professional services rendered through May 2019 for the Crosstown Canal Project Phase II.

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 \$1,711.10 for professional services rendered through May 2019 for the Waste Water Treatment Plant Technical Services Agreement.

Ayes _____ Nays _____

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

TO: Passero Associates in the amount of \$1,770.54 for professional services rendered in April 2019 for the Parallel Taxiway Reconstruction, Widening and new Medium Intensity Taxiway Lighting Design and Grants Administration at the Potsdam Airport. FAA #3-36-0099-34-18.

Ayes _____ Nays _____

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

TO: Johnson & Laws, LLC in the amount of \$37.00 for professional services rendered through May 2019 re: JEDA Capital 56 LLC vs. Village of Potsdam.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution establishing rates for utility service connections, special services required or supplied and labor and rental rates as follows:

1. SEWER SERVICE CONNECTIONS:

- a. Permits shall be obtained in conformance with Chapter 145 of the Village Code.
- b. Village Department of Public Works personnel will make the connection at the main sewer line and furnish necessary materials for that connection only.
- c. Property owner and contractor shall be responsible to excavate, backfill, and restore the ditch from main sewer truck line to the building. The backfill will be inspected for compliance with Village standards in accordance with the excavation permit.
- d. The charge for sewer tap, without excavation, backfilling, or restoration, is \$310.

2. WATER SERVICE CONNECTION RATES:

- a. The full charge for one inch (1”) taps will include corporation valve, curb valve, valve box and copper from tap to curb valve. The full charge for 1 ½” and 2” will also include “Y” or manifold and other fittings as necessary. The Village Department of Public Works will tap water main, install service to the curb valve, furnish all materials, as well as do the excavation, backfill, and restoration to the gate.

The full charge for 1” tap is \$1,844.

The full charge for 2” tap is \$2,875.

- b. At contractor’s request, the Village Department of Public Works will provide only labor and materials for tap. The charge for tap, excluding excavation, backfill, and restoration will include labor and materials identified above.

The charge for materials and tap only for 1” tap is \$724.

The charge for materials and tap only for 2” tap is \$1,750.

- c. The charge for four inch (4") and larger taps only includes labor and material to tap main. Pricing for materials will be at current market prices. Property owner or contractor shall be responsible for excavation, backfill and restoration from the water main to building. Property owner will furnish all necessary pipe and fittings from the main gate valve. Department of Public Works personnel will tap the main and install the gate valve and box which will be supplied by the Village.

Backfill and surface restoration shall be inspected by the Code Enforcement Official and Department of Public Works personnel for compliance with Village standards.

3. WATER METER CHARGES:

- a. Replacement cost of damaged 5/8" water meters shall be \$285.90.
- b. Testing 5/8" water meters at customer's request, including removal shall be \$75.
- c. The charge to turn water on (new or restoration of temporary owner requested discontinuance) during normal working hours shall be \$35. There shall be no charge to turn water off during normal working hours. After hours charge for turn-on or turn-off shall be the actual labor cost (two hours plus fringes).
- d. Temporary water shut-off and turn back on at curb valve for repairs during regular hours of the same day shall be \$15.
- e. Emergency water shut-off for repairs on nights, weekends, or holidays shall be regular call out time (minimum of two (2) hours plus fringes).
- f. If water is shut-off for non-payment, a charge of \$25 is required to turn water back on during normal working hours. If the work is requested to be done after normal hours, the actual labor cost (two hours plus fringes) will be added to the turn-on charge.
- g. Meters shall be tested pursuant to requirements in the Village code. If requested by customer, the Village will test 5/8", 1", and 1 1/2" meters. Charges for 5/8" shall be \$75; 1" shall be \$75; 1 1/2" shall be \$87.50.
- h. The Village will provide materials needed for installation of new water meter, consisting of meter horn, 2 packing joints, and 2 meter washers for the actual cost of the parts.
- i. Repairs to meters damaged by freezing will include labor, a new measuring chamber, bottom plate and stainer. Charges will be actual cost of labor and parts.

4. CIVIC CENTER FEES:

- a. Tax search of Village records and preparation of statement shall be \$5.00 per year searched.
- b. Xerox machine copies shall be a \$0.25 per page charge.

5. RENTAL FEES AT SANDSTONER ARENA:

- a. Prime time rental shall be \$115 per hour; other rates based on purpose will be negotiable.
- b. Junior Hockey and figure skating rental shall be \$105 per hour.
- c. Public skating shall be \$2.00 for adults; \$1.00 for students and senior citizens; 5 years and under is free.
- d. Non-ice Arena rental shall be no less than \$300 per day, with a maximum of \$500 depending on needs (electricity, tables, chairs, etc.)
- e. Athletic field rental shall be \$100 per day.
- f. Non-ice hourly arena rental athletic field lights shall be \$25 per hour.
- g. Adult open hockey shall be \$3.00; Youth open hockey shall be \$3.00.
- h. Season Passes for public skating shall be \$40 per person per season, family rate is \$60.

6. LABOR AND EQUIPMENT RENTAL RATES:

- a. Labor rates shall be charged according to actual salary rate of classification of employee plus thirty-six percent (36%) charge added for fringe benefits.
- b. Equipment rates will be charged according to the following schedule and the rates include fuel, oil, grease, repairs, and depreciation. Labor required for any piece of equipment will be added according to labor schedule noted at (a) above.

<u>ITEM</u>	<u>RATE PER HOUR</u>
Single axle dump truck	\$41.51
Pick-up truck	\$18.01
Snow plow truck (plowing)	\$64.42
Road grader	\$75.79
Front end loader	\$41.65
Large loader w/ attached snow blower	\$79.58
Air compressor, 75 CFM (with tools)	\$25.75

Brush Chipper	\$35.68
Backhoe	\$36.18
Sewer Jetter	\$59.48
Street sweeper	\$68.22
Pick-up truck with plow/material spreader	\$27.91
Skid Steer	\$39.26
Tractor	\$37.33

7. SIDEWALK AND CURBS RATES

Sidewalks and curbs shall be charged full or half price in accordance with provisions of Section 145 of the Village code.

The full cost of four inch thick (4") concrete walk is \$6.38 per square foot, or \$31.90 per lineal foot for a five foot (5') wide sidewalk.

The full cost of six inch thick (6") concrete walk is \$7.04 per square foot, or \$35.20 per lineal foot for a five foot (5') wide sidewalk.

The full cost of curb formed on two sides is \$36.00 per lineal foot.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the permanent appointment of Cory Wildman to the position of Motor Equipment Operator at the Department of Public Works effective June 10, 2019. Cory has successfully completed his probationary period.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the probationary appointment of John C. Benson to the position of Sergeant at the Village of Potsdam Police Department effective June 1, 2019 at the annual salary of \$66,237.00. Probationary period not to exceed three months.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the probationary appointment of Travis J. Stephenson, 65 Lower Pine Street, Potsdam, NY to the position of full-time Police Officer Recruit at the Village of Potsdam Police Department effective June 18, 2019 at the annual salary of \$40,633. Probationary period not to exceed 18 months.

Ayes _____

Nays _____

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

LOCAL LAW #4-2019

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 R-3 for the property located at 74 Lawrence Avenue, 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 #5-2019

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 B-1 to SCH for the property located at 42 Maple Street (Tax Map #64.066-4-3.11), 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 authorizing the Treasurer to move the following reserve funds to the Operating Account and increase budget lines where funds will be expensed from. These are small savings accounts that have been in existence for many years and will be used this budget year:

Youth Recreation Program	\$ 1,106.87
Mary Haggard Memorial Playground Fund	\$ 916.45
Ives Park Endowment Fund	\$ 6,974.72
Tree Fund	\$ 2,877.77
Museum Account	\$11,238.23

Ayes _____

Nays _____

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

WHEREAS, the Village of Potsdam, hereinafter referred to as the “Village”, is proposing to rehabilitate and improve the Crosstown Canal stormwater system; and

WHEREAS, the Village of Potsdam Board of Trustees must evaluate all proposed actions submitted for its consideration that may affect the environment in light of the State Environmental quality Review Act (SEQRA) and the regulations promulgated thereunder; and

WHEREAS, the involved agencies as that term is defined in 6(A-2) NYCRR 617.2(t) include the New York State Department of Environmental Conservation, the New York State Historic Preservation Office, and the required environmental review will be conducted solely by the Village of Potsdam Board of Trustees; and

WHEREAS, the Village of Potsdam Board of Trustees desires to serve and act as the lead agency for the purposes of SEQR; and

WHEREAS, to aid the Village of Potsdam Board of Trustees in determining whether the Action may have a significant impact on the environment, a Full Environmental Assessment Form has been prepared by the Village and a copy of which has been filed with the Village Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Village of Potsdam Board of Trustees that:

The Village of Potsdam Board of Trustees makes the following findings and determinations with respect to the proposed project:

The project action would be classified as "Unlisted" in accordance with New York State Codes, Rules and Regulations (part 617.4). The Village of Potsdam Board of Trustees desires to serve as lead agency for the purposes of SEQR.

The Village Clerk shall cause the New York State Environmental Facilities Corporation, the New York State Historic Preservation Office, the New York State Department of State, the New York State Department of Environmental Conservation, the US Army Corps of Engineers, and the New York State Department of Transportation as the other “involved agencies” to be notified of this resolution.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution declaring the following equipment at the Department of Public Works as surplus.

1. Trackless Model MT5TD Multipurpose tractor, Serial #1565
2. V-plow
3. Trackless Model M-14 Batwind Mower, Serial #365
4. Trackless Model B3 Snowthrower, Serial #1479

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to increase the price of the orange garbage bags for trash services provided by Casella from \$16.00 per package (30 gallon – 5 bags; 15 gallon – 10 bags) to \$19.50 per package effective July 1, 2019.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution directing the code enforcement officer, based on her report of a potentially unsafe building, to inspect the residence at 20 Larnard Street Potsdam, per section 72-5 of the Village Code, and report on the condition of the building to the Village Administrator within five working days.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution awarding the bids for surplus items as follows:

Dixson Mower – Audie Jerome - \$95.00
John Deere Mower – Audie Jerome - \$1,015.00
GMC Truck – Mike Wiley - \$450.00

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to hold a public hearing on Monday, July 15, 2019 at 4:20 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to received public comment on a proposed local law to amend Chapter 168 Vehicles and Traffic, Article X. Schedules, Section 168-69 Parking Prohibited at all times to extend the no parking zone on the South Side of Main Street to the Village line.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to hold a public hearing on Monday, July 15, 2019 at 4:15 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to received public comment on a proposed local law to amend Chapter 35 Personnel, Article I. Benefits, Section 35-6 Vacations Item #D to add the Museum Curator/Director and remove the Chief Water/Hydro Plant Operator and Economic Developer.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution finding that the proposed installation of a TAPCO pedestrian controlled crossing signal at the official school crossing located at the corner of Market and Pleasant Streets is an Unlisted Action under the State Environmental Quality Review Act and issuing a Negative Declaration for the action.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to enter into a Legal Services Agreement with Barclay-Damon to provide legal services in connection with the application submitted to the St. Lawrence County Industrial Development Agency for a Payment-In-Lieu-Of -Taxes (PILOT) Agreement submitted by the Vecino Group for the gut renovation of Old Snell Hall and conversion to a state and federally assisted low-income housing project. Further, that the Village Board of Trustees requires that as a condition of consideration of the Vecino Group’s application for a PILOT Agreement, that the Vecino Group pay for any and all legal services provided to the Village of Potsdam by the law firm of Barclay-Damon; and Further Resolved that the Vecino Group place funds in escrow with one of the local taxing jurisdictions against which Barclay -Damon may submit invoices for services rendered.

Ayes _____ Nays _____

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

TO: Barton & Loguidice in the amount of \$19,995 for invoice 104013 and \$28,122.19 for invoice 104004 for professional services rendered through May 25, 2019 for the Water Pollution Control Facility Construction Administration and Subconsultants.

Ayes _____ Nays _____

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

TO: Blue Heron Construction, LLC in the amount of \$317,291.45 for Pay application #16 for Contract 1A for the Water Pollution Control Facility and Pump Station Improvement project.

Ayes _____ Nays _____

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

TO: Burns Bros Contractors, Inc. in the amount of \$18,795.75 for Pay application #13 for Contract 1B HVAC for the Water Pollution Control Facility and Pump Station Improvement project.

Ayes _____ Nays _____

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

TO: Watson Electric, Inc. in the amount of \$41,046.65 for Pay application #14 for Contract 1C Electric for the Water Pollution Control Facility and Pump Station Improvement project.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution declaring June 2019 Pride Month in the Village of Potsdam. The Village will raise the Pride Flag on June 28, 2019 in recognition of this declaration.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to go into Executive Session for the discussion of and 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 June 17, 2019 at _____ p.m.

Ayes _____

Nays _____