

The Regular Meeting of the Village of Potsdam Board of Trustees was held on Tuesday, September 3, 2019 at 6:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

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

ALSO PRESENT: Lori Queor, Village Clerk/Treasurer
Jim Corbett, DPW Superintendent
Mimi VanDeusen, Museum Director
Mark Murray, Police Chief
Trey Smutz, Recreation Director
Tim Jerome, Fire Chief
Fred Hanss, Planning Director
Matt Seymour, Police Officer

Mayor Tischler opened the meeting at 4:30 P.M., pointed out the exits on the North and East Walls and advised that the board room has the capacity for 109 people.

The Mayor then stated that all members were present.

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

August 19, 2019	Regular Meeting	4:30 p.m.
August 19, 2019	Executive Session	5:15 p.m.

Motion was made by Trustee Goliber and Seconded by Trustee Lee to accept the minutes as submitted. All were in favor – none opposed – motion carried.

Mayor's comments: Mayor Tischler stated that we are now back on our twice a month meeting schedule which is the first and third Mondays at 6:00 p.m. He stated that it has been a productive summer, the DPW, Police and Fire Departments have all been busy and will likely get even busier because the students are back.

Trustee's Comments: Trustee Warr, McKenna, Lee and Goliber all had no comments.

Administrator's Comments: Administrator Thompson was not in attendance at the meeting.

Fire Chief's Report: Chief Tim Jerome went over the calls the Fire Department had for January through August of this year. January had 47 calls, February had 45 calls, March had 40 calls, April had 37 calls, May had 41 calls, June had 35 calls, July had 62 calls and August had 36 calls. He left a copy of the incident reports for this time period with the Village Clerk.

Public Comment:

Vicky Clark of AARP provided the board with information on a National Day of Service to honor police, fire and rescue. She stated the event will be held September 10th at 6:00 p.m. at the West Potsdam Fire Hall. She provided flyers to the board.

Police Chief Mark Murry informed the board of the ROTC run that will be held on September 11th. He stated line up will be at 5:30 a.m. and the run will leave Clarkson at 6:00 a.m. and the route will go around the village. He stated that he approved the route. He also reminded the board that First Saturday will be next Saturday and that Market Street will be closed for the day for the event.

Hearing no further public comment the Board considered the following:

New Business:

Trustee Goliber Moved and Trustee Lee Seconded a resolution approving the partial expenditures for the month of September 2019 in the amount of \$95,315.07 chargeable to the following funds:

General Fund	\$ 68,593.79
Water Fund	12,427.99
Sewer Fund	10,017.69
Hydro Fund	4,230.00
Recreation Fund	<u>45.60</u>
TOTAL	\$ <u>95,315.07</u>

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Lee
& Goliber)

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

TO: Passero Associates in the amount of \$2,849.08 for professional services rendered through July 31, 2019 for the Replace AWOS Construction Administration & Inspection at the Potsdam Airport – FAA #3-36-0099-033-17.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Lee
& Goliber)

Trustee Goliber Moved and Trustee Lee Seconded a resolution approving the Permanent Appointment of John C. Benson to the position of Police Sergeant effective 9/1/19 at the salary of \$70,939. Sergeant Benson has successfully completed his probationary period.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Lee
& Goliber)

Trustee Goliber Moved and Trustee Lee Seconded a resolution approving the appointment of James Holt, Pine Street, Potsdam, NY to the Village of Potsdam Housing Authority Board for a five year term to commence 6/18/19 and end 6/18/24.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Lee
& Goliber)

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

Whereas, on June 17, 2019 the Potsdam Village Board directed the Code Enforcement Officer, based on her report of a potentially unsafe building, to inspect the property at 20 Larnard Street, Potsdam, NY, per section 72-5 of the Village Code, and

Whereas, the Code Enforcement Officer was directed to report the condition of the property to the Village Administrator within five (5) working days, and

Whereas, on June 24, 2019, the Code Enforcement Officer prepared and delivered a report to the Village Administrator, and

Whereas, the report, in part, states “This structure meets the definition of a major unsafe and dangerous building as defined in section 72-4 of the Village Code. It is the opinion of this inspector that this structure should be demolished or repaired.”

Now Therefore, the Potsdam Village Board hereby directs the Code Enforcement Officer to serve notice and take all necessary and appropriate steps, pursuant to the procedures set forth in section 72-7 of the Village Code, to enforce the demolition or repair of said property located at 20 Larnard Street, Potsdam, NY.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Lee
& Goliber)

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

TO: Environmental Design and Research in the amount of \$15,000.00 for professional services rendered through July 31, 2019 for the Infiltration and Inflow Study.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Lee
 & Goliber)

Trustee Goliber Moved and Trustee Lee Seconded a resolution to enter into a consulting contract with the St. Lawrence County Soil and Water Conservation District to undertake a village wide tree inventory of trees in the public right-of-way to include their size, age, condition and potential for hazardous trees resulting from pest infestation or disease. The preparation of a tree inventory is consistent with the Village's 2012-2022 Comprehensive Plan and the Climate Smart Communities Tax Force work plan. The Village's share of the projects costs is \$3,000; funds to come from the DPW Tree account line.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Lee
 & Goliber)

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

Authorizing the Village Administrator to execute the Federal Grant Agreement and related documents for Project: Land Acquisition and Avigation Easements for Obstruction Removal (Runway 24 RPZ) FAA Project No. 3-36-0099-035-2019.

WHEREAS, the Village of Potsdam has received a grant from the Federal Aviation Administration (FAA) for financial assistance for the Land Acquisition and Avigation Easements for Obstruction Removal (Runway 24 RPZ) project referenced above at the Potsdam Municipal Airport; and

WHEREAS, the total project cost would be \$189,755, with the Village of Potsdam 5% share of \$9,488.

NOW, THEREFORE, BE IT RESOLVED, that the Village Administrator is hereby authorized to execute the FAA grant agreement and any other necessary documents in connection with the advancement or approval of the aforementioned project at Potsdam Municipal Airport; and be it further

RESOLVED, that copies of this resolution be given to the Village of Potsdam Treasurer and Passero Associates.

Ayes 5 (Mayor Tischler)
(Trustee Warr, McKenna, Lee
& Goliber)

Nays 0

Trustee Goliber Moved and Trustee Lee seconded a resolution to adopt the following Village Wellness Policy:

Village of Potsdam Worksite Wellness Policy

The Village of Potsdam values the health of its employees and desires to promote a healthy supportive work environment. Encouraging healthy changes in the workplace, where a substantial amount of one's life is spent, can reduce health risks and improve overall quality of life for Village employees.

Therefore, the Village of Potsdam pledges to promote a work environment where healthy choices are supported and encouraged. This may be done in part by:

1. Providing suitable food storage and preparation areas for employees who bring their meals and snacks to work.
2. Providing education about the importance of healthy dietary habits when possibilities arise.
3. Providing access to fresh drinking water and ice.
4. Providing more fruits and vegetables at meetings and during training where food is served.
5. Implementing catering guidelines when appropriate to ensure employees are provided with healthier food and beverage choices.
6. Encouraging short physical activity breaks during the work day, especially during extended meetings and trainings.
7. Providing educational materials about the importance of physical activity when possibilities arise.
8. Encouraging the use of stairs instead an elevator in Village buildings with stairs.
9. Encouraging employees to provide input into health and wellness initiatives.

Ayes 5 (Mayor Tischler)
(Trustee Warr, McKenna, Lee
& Goliber)

Nays 0

Trustee Goliber Moved and Trustee Lee Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons and contract negotiations at 6:23p.m.

Ayes 5	(Deputy Mayor Warr) (Trustee Warr, McKenna, Lee & Goliber)	Nays 0
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Trustee Goliber Moved and Trustee Lee Seconded a resolution to adjourn the Executive Session at 6:56 p.m.

Ayes 5	(Deputy Mayor Warr) (Trustee Warr, McKenna, Lee & Goliber)	Nays 0
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The Board back in Regular Session considered the following:

Trustee Goliber Moved and Trustee Lee Seconded a resolution accepting the resignation of John J. Smith from the position of Police Officer with the Village of Potsdam Police Department effective September 12, 2019.

Ayes 5	(Mayor Tischler) (Trustee Warr, McKenna, Lee & Goliber)	Nays 0
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Trustee Goliber Moved and Trustee Lee Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of September 3, 2019 at 6:57 p.m.

Ayes 5	(Deputy Mayor Warr) (Trustee Warr, McKenna, Lee & Goliber)	Nays 0
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Respectfully submitted,

Lori S. Queor
Village Clerk