

The Annual Meeting of the Village of Potsdam Board of Trustees was held on Monday, December 2, 2019 at 6:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Tischler
Trustees Warr, McKenna, Jacobs-Wilke & Lee

ALSO PRESENT: Lori S. Queor, Village Clerk/Treasurer
Jim Corbett, DPW Superintendent
Lisa Newby, Code Officer
Mimi VanDeusen, Museum Director
Fred Hanss, Planning Director
Mark Murray, Police Chief
Trey Smutz, Recreation Director
Greg Thompson, Administrator

Mayor Tischler opened the meeting at 6:00 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.

Village Clerk/Treasurer Lori Queor then did the swearing in of re-elect Mayor Reinhold Tischler for a four-year term; re-elect Trustee Abigail Lee for a four-year term; and first-time elect Trustee Alexandra Jacobs-Wilke for a four-year term.

The Mayor then appointed Steve Warr as Deputy Mayor for one (1) official year, commencing December 2, 2019 and ending December 7, 2020.

The Mayor then appointed the Village Administrator, Village Clerk/Treasurer and the Tax Collector as compliance officers for the Village of Potsdam's Policy Against Discrimination and Harassment for one (1) official year, commencing December 2, 2019 and ending December 7, 2020.

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

November 18, 2019 Regular Meeting 6:00 p.m.

Motion was made by Trustee Lee and Seconded by Trustee McKenna to accept the minutes as submitted.

Ayes 4 (Mayor Tischler, Trustee Warr, McKenna & Lee) Nays 0

Abstentions 1 (Trustee Jacobs-Wilke)

Mayor's comments: Welcome to Alexandra and Abby. Weather was an issue this weekend and a great job was done by the DPW and PD so thank you to them.

Trustee's Comments:

Trustee Warr – Welcome to Alex and thank you to Abby for continuing on the board.

Trustee McKenna – Welcome to Alex.

Trustee Jacobs-Wilke – Excited for the opportunity, and grateful to be able to work with all of you.

Trustee Lee – Kudos to Karen Bage of the Health Initiative on the complete streets workshop. The materials that I received I gave to Hugo Atteman. Jim Corbett presented and did a great job.

Administrator's Comments: Administrator Thompson provided the board with a written report which is on file with the Village Clerk. The Administrator then went over the report with the board.

Public Comment: Shirley Christman of 31 Waverly Street spoke regarding the traffic control issues she witnesses almost daily. She suggested more enforcement.

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution approving the Mayor's appointment of Lori S. Queor, as Village Clerk/Treasurer for two (2) official years commencing December 2, 2019 and ending December 6, 2021.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution approving the Mayor's appointment of Maureen E. Gaffney, as Village Registrar for two (2) official years, commencing December 2, 2019 and ending December 6, 2021.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution approving the Mayor's appointment of Maureen E. Gaffney as Deputy Village Clerk for one (1) official year commencing December 2, 2019 and ending December 7, 2020.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke seconded a Resolution approving the Mayor's appointment of Christine A. Travis as Deputy Village Registrar for one (1) official year commencing December 2, 2019 and ending December 7, 2020.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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 2, 2019 and ending December 7, 2020.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution setting forth the regular meeting dates of the Village Board of Trustees for 2020:

January	6	May	18	September	8
January	20			September	21
February	3	June	15	October	5
February	18			October	19
March	2	July	20	November	2
March	16			November	16
April	6	August	17	December	7 (Annual)
April	20			December	21

Regular meetings except for May, June, July and August are scheduled to begin at 6:00 p.m. unless there is a public hearing prior to the meeting and then they will begin immediately following the public hearing. May, June, July and August meetings are scheduled to begin at 4:30 p.m. unless there is a public hearing prior to the meeting and then they will begin immediately following the public hearing. 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, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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 2, 2019 and ending December 7, 2020.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke 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, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution authorizing payments in advance of audit of claims for certain recurring charges such as public utility charges, postage, freight and express charges.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution providing for a mileage allowance for Village officials and employees in the amount of 58 cents per mile for use of personal automobiles in the performance of official Village duties for 2020.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution to renew the Written Investment Policy, pursuant to Section 39 of the General Municipal Law, which authorizes the Treasurer to invest surplus funds of any Village account.

Note: The original resolution was passed in policy form on November 15, 1993.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution to renew the Written Procurement Policy, pursuant to Section 104-B of the General Municipal Law which requires the governing body to adopt a procurement policy for all goods and services which are not required by law to be publicly bid.

Note: The original resolution was passed in policy Form on December 16, 1991 and amended February 4, 2013.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing Village of Potsdam employees including but not limited to: Village Clerk/Treasurer, Deputy Treasurer, Tax Collector, Registrar, Administrator, Code Enforcement Officer, Planning Director, Museum Director, DPW Superintendent, Recreation Director, Police Chief, Mayor, And Board of Trustees to attend training seminars held during 2020 conducted by but not limited to: NY Conference of Mayors, NYS DEC, NYS DOH, NYS OSC, & NYS DOT. Expenses Paid as follows: Registration, Food per the Village Handbook, Board and Mileage.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of December 2019 in the amount of \$20,117.82 chargeable to the following funds:

General Fund	\$ 10,473.44
Water Fund	3,789.00
Sewer Fund	3,725.84
Trust & Agency Fund	510.00
Recreation Fund	<u>1,619.54</u>
TOTAL	<u>\$ 20,117.82</u>

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Barton & Loguidice in the amount of \$9,997.50 for invoice #107077 for professional services rendered in October 2019 for the Water Pollution Control Facility and Pump Station Construction Administration.

Ayes 5 (Mayor Tischler) Nays 0
 (Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Barton & Loguidice in the amount of \$8,777.86 for invoice #107076 for professional services rendered in October 2019 for the Water Pollution Control Facility and Pump Station Design-Bid.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to pay the following invoice:

TO: Barton & Loguidice in the amount of \$346.23 for invoice #107092 for professional services rendered in October 2019 for the Water Pollution Control Facility and Pump Station Subconsultants.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to make the following FY 19-20 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-7450-490	Office Supplies	05-7450-200	Equipment	\$150.00

ROLL CALL VOTE:

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Mayor to sign the Shared Agency Agreement with St. Lawrence County and Spillman for the Police Department software.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke & Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution accepting, with regret, the resignation of Police Officer Johnathan Ward effective November 28, 2019.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 6:29 p.m.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

Trustee Warr Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Executive Session at 7:18 p.m.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

The Board back in Regular Session considered the following:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the Probationary appointment of Lindsey M. Levison to the position of Police Dispatcher at the Village of Potsdam Police Department effective 12/3/19 at the annual salary of \$35,454 contingent upon the successful completion of a background check. Probationary period not to exceed 12 months.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the Probationary appointment of Sean T. Owney to the position of Police Officer at the Village of Potsdam Police Department effective 01/01/20 at the annual salary of \$41,446 contingent upon the successful completion of medical examination and background check. Probationary period not to exceed 18 months.

Ayes 5 (Mayor Tischler) Nays 0
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Annual Meeting of the Village of Potsdam Board of Trustees of December 2, 2019 at 7:19 p.m.

Ayes 5

(Mayor Tischler)
(Trustee Warr, McKenna, Jacobs-Wilke
& Lee)

Nays 0

Respectfully submitted,

Lori S. Queor
Village Clerk