

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, May 18, 2020 at 4:30 P.M., in the Civic Center Board Room, Park Street, Potsdam, NY.

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

ALSO PRESENT: Lori Queor, Clerk/Treasurer
Fred Hanss, Planning Director
Mark Murray, Police Chief
Greg Thompson, Administrator

Mayor Tischler opened the meeting at 4:30 P.M and pointed out the exits on the North and East walls of the Board Room.

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:

April 20, 2020 Regular Meeting 6:00 p.m.

Motion was made by Trustee Lee and Seconded by Trustee Jacobs-Wilke to accept the minutes as submitted. Trustee Warr Abstained – All others were in Favor – None Opposed – Motion Carried.

Mayor's comments: Still in the Covid 19 crisis. Thank you to the Police Department, Fire Department, Rescue Squad, Health Care professionals, the board members and Greg, Lori, Mark, Fred and the other department heads for all they do.

Trustee's Comments:

Trustee Warr – None

Trustee McKenna – Echo Mayor's comments and thank you to everyone playing a part in the Phase 1 opening.

Trustee Jacobs-Wilke – Thank you to the front line health care workers and village employees.

Trustee Lee – Echo the trustee's comments and thankfully Spring is here.

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

Planning Director Comments: Director Hanss provided the board with a written report which is on file with the Village Clerk. He then went over his report with the Board.

Public Comment: Trustee McKenna read the one comment that was posted on the Facebook live feed from Robert Argent regarding downtown beautification and flowers.

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of May 2020 in the amount of \$148,836.72 chargeable to the following funds:

General Fund	\$ 88,182.50
Water Fund	22,951.53
Sewer Fund	11,263.72
Hydro Fund	498.62
Recreation Fund	3,871.19
Trash Fund	<u>17,069.16</u>
TOTAL	<u>\$ 148,836.72</u>

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the additional expenditures for the month of April 2020 in the amount of \$294,291.89 chargeable to the following funds:

General Fund	\$ 103,834.61
Water Fund	46,188.06
Sewer Fund	27,704.26
Hydro Fund	900.40
Trash Fund	72.56
Trust & Agency Fund	4,932.09
Capital Fund	9,286.91
Payroll Fund	89,961.45
Recreation Fund	10,281.56
Planning & Development Funds	<u>1,129.99</u>
TOTAL	<u>\$ 294,291.89</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 make the following FY 19-20 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-1620-200	Equipment	05-1620-491	Chemicals	\$ 270.05
05-1620-200	Equipment	05-1620-488	Small Toools	187.96
05-1620-200	Equipment	05-1620-481	Misc.	31.49
05-1620-420	Janitorial	05-1620-492	Gas	900.00
05-1620-420	Janitorial	05-1620-481	Misc.	6.70
15-1640-464	Veh. Maint.	05-1640-481	Misc.	2.61
05-5010-480	Spec. Serv.	05-5010-460	Dues	165.00
05-5010-480	Spec. Serv.	05-5010-490	Office Supplies	16.00
05-5110-492	Gas	05-5110-499	Flowers	171.82
05-5610-480	Spec. Serv.	05-5610-200	Equipment	658.15
05-5610-480	Spec. Serv.	05-5610-460	Dues	500.00
05-5610-480	Spec. Serv.	05-5610-470	Prop. Maint.	117.01
15-8120-467	Sewer Repairs	15-8120-464	Veh. Maint.	59.15
05-6326-460	Dues	05-6326-430	Books	125.00
05-6326-460	Dues	05-6326-462	Printing	169.00
05-6326-460	Dues	05-6326-200	Equipment	156.00
31-7140-465	Equip. Maint	31-7140-200	Equipment	38.85

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 to set the annual salaries of Village Management and Non-Union personnel effective at the first pay period following June 1, 2020:

<u>RECREATION DIRECTOR, T. SMUTZ</u>	<u>\$54,217</u>
<u>VILLAGE ADMINISTRATOR, G. THOMPSON</u>	<u>79,230</u>
<u>POLICE CHIEF, M. MURRAY</u>	<u>87,390</u>
<u>VILLAGE CLERK/TREASURER, L. QUEOR</u>	<u>70,984</u>
<u>DIRECTOR OF PLANNING & DEVELOPMENT, F. HANSS</u>	<u>76,480</u>
<u>MUSEUM CURATOR, M. VANDEUSEN</u>	<u>44,227</u>
<u>SUPERINTENDENT OF DPW, J. CORBETT</u>	<u>72,526</u>
<u>CODE ENFORCEMENT OFFICER, L. NEWBY</u>	<u>49,550</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: Johnson & Laws, LLC in the amount of \$246.65 for professional services rendered through April 30, 2020 for the JEDA Capital 56 LLC v. Village of Potsdam case.

Ayes 4 (Mayor Tischler) Nays 1 (Trustee Warr)
(Trustee McKenna, Jacobs-Wilke
& Lee)

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

TO: Development Authority of the North Country in the amount of \$857.00 for professional services rendered through April 30, 2020 for the Wastewater Treatment Plant Technical Services Agreement.

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: Development Authority of the North Country in the amount of \$850.00 for professional services rendered through April 30, 2020 for the Crosstown Canal Project Phase II.

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: MRB Group in the amount of \$2,100 for professional services rendered for the IFE for the Potsdam Airport Parallel Taxiway Reconstruction.

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 modify the 2019-20 budget expense lines for the fiscal year ending May 31, 2020 by transferring money between expense accounts as needed to keep the budget lines from being over expended. No additional expense or revenue shall be added to the budget.

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 execute an agreement between the Village of Potsdam and the Potsdam Volunteer Rescue Squad, Inc. for the period from June 1, 2020 to May 31, 2021; consideration of \$35,000 to be paid to the Rescue Squad.

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 execute an agreement between the Village of Potsdam and the Potsdam Fire Department for the period from June 1, 2020 to May 31, 2021; consideration of \$10,250 to be paid to the Fire Department.

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: Environmental Design & Research in the amount of \$800 for professional services rendered through March 31, 2020 for the Drinking Water System Preliminary Engineering Report.

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: Environmental Design & Research in the amount of \$5,000 for professional services rendered through March 31, 2020 for the Infiltration and Inflow Study.

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 Clerk to advertise for the sale of the following surplus items:

1970 Case Tractor

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to hold a public hearing on Monday, June 15, 2020 at 4:15 p.m. in the Civic Center Board Room, Park Street, Potsdam, NY. The purpose of the hearing is to receive public comments on a proposed local law to allow chickens within the Village of Potsdam boundaries.

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: Passero Associates in the amount of \$14,653.33 for professional services rendered through March 31, 2020 for the Potsdam Airport Parallel Taxiway Reconstruction Widening and new Medium Intensity Lighting design and grants administration. FAA AIP No. 3-36-0099-34-18.

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 levy delinquent accounts and omitted taxes in the sum of \$0; delinquent water in the sum of \$59,836.91; delinquent sewer in the sum of \$59,130.60 and delinquent trash/acct. receivable in the sum of \$8,914.29 for a total due and owing the Village of Potsdam in the sum of \$127,881.80.

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:

TO: Blue Heron Construction, LLC in the amount of \$12,031.72 for Pay application #24 for Contract 1A for the Water Pollution Control Facility and Pump Station Improvement project.

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:

TO: Burns Brothers Contractors in the amount of \$21,897.50 for Pay application #20 for Contract 1B HVAC for the Water Pollution Control Facility and Pump Station Improvement project.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the appointment of Jane Amelotte, 23 Birch Road, Potsdam, NY to the Museum Board to fill a two-year vacancy left by Margaux Godin. Ms. Amelotte's term will end December 31, 2022. The Museum Board Nominating Committee voted unanimously to recommend Ms. Amelotte.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the 2020 version of the Potsdam Public Museum Constitution.

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 a particular person at 5:25 p.m.

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 Executive Session at 5:35 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 Andrew D. Layng, 516 Seymour Street, Ogdensburg, NY 13669 to the position of full-time Police Officer 1st Year effective May 19, 2020 at the annual salary of \$49,474 contingent upon the successful completion of a back ground check. Probationary period shall be three months. Mr. Layng is a lateral transfer from the Ogdensburg Police Department.

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 Regular Meeting of the Village of Potsdam Board of Trustees of May 18, 2020 at 5:38 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk