

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, August 17, 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  
Trey Smutz, Recreation Director  
Greg Thompson, Administrator  
Jim Corbett, DPW Superintendent  
Lisa Newby, Code Enforcement Officer

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:

July 20, 2020	Public Hearing	4:15 p.m.
July 20, 2020	Regular Meeting	4:30 p.m.
July 20, 2020	Executive Session	5:56 p.m.

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

Mayor's comments: Mayor Tischler commended both organizers for the Back the Blue Parade and the Black Lives Matter demonstration on Saturday. He stated that the events were peaceful, respectful and everyone did a great job.

Trustee's Comments:

Trustee Warr – None

Trustee McKenna – Trustee McKenna thanked the Village Police Department, Administrator Thompson and everyone who attended Saturday's events for keeping everything safe and running well. She stated that she attended the Black Lives Matter event and there was positive interaction and overall everything went very good. She stated Chief Murray was there and everyone was pleased with how everything went.

Trustee Jacobs-Wilke – Trustee Jacobs-Wilke thanked the police department, staff, the Mayor and everyone involved with the Saturday functions as they happened without any incidents and she was pleased to see how they turned out. She also stated that students are returning to the North Country and we need to model good behavior with social distancing and wearing masks. She stated that any student violations that are witnessed can be reported to SUNY Potsdam and Clarkson University.

Trustee Lee – Trustee Lee stated that she is happy that all went well this weekend with the Saturday events.

Mayor Tischler then stated that the mask mandate is from the County and the State and we ask that everyone adhere to that regulations and also the social distancing and no large group gathering regulations.

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.

Recreation Director’s Report: Recreation Director Smutz provided the board with a written report which is on file with the Village Clerk. He then went over his report with the Board.

Code Enforcement Officer’s Report: Code Officer Newby provided the board with a written report which is on file with the Village Clerk. She then went over her report with the Board.

Public Comment: None

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of August 2020 in the amount of \$132,424.46 chargeable to the following funds:

General Fund	\$ 71,022.68
Water Fund	22,043.94
Sewer Fund	13,407.19
Hydro Fund	3,237.90
Trust & Agency Fund	180.00
Trash Fund	17,143.32
Recreation Fund	<u>5,389.43</u>
TOTAL	<u>\$ 132,424.46</u>

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the additional expenditures for the month of July 2020 in the amount of \$357,842.44 chargeable to the following funds:

General Fund	\$ 106,553.50
Water Fund	33,246.73
Sewer Fund	27,039.86
Hydro Fund	895.14
Trash Fund	71.51
Trust & Agency Fund	3,740.46
Capital Fund	73,095.62
Payroll Fund	97,011.82
Recreation Fund	<u>16,187.80</u>
TOTAL	\$ <u>357,842.44</u>

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

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 \$787.50 for professional services rendered through July 2020 for the Waste Water Treatment Plant Technical Services Agreement

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

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 \$170.00 for professional services rendered through July 2020 for the Crosstown Canal Project Phase II.

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

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 \$5,000.00 for professional services rendered through June 2020 for the Infiltration and Inflow Study.

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

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 \$5,195.00 for professional services rendered through July 2020 for the Water Pollution Control Facility and Pump Station Construction Administration.

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

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

TO: Roemer, Wallens, Gold & Mineaux in the amount of \$1,950 for Labor Relations Services for the month of July 2020.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution that the Village Board of The Village of Potsdam that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

Further resolved, that in accordance with Article 57-A:

- a. Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;

- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution setting the Village Clerk/Treasurer's salary for the June 1, 2020 to May 31, 2021 fiscal year at \$72,185 which is the budgeted amount. Previous resolution done in May 2020 was not the current budgeted amount.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the appointment of Chad Smith to the position of Heavy Equipment Operator at the Village of Potsdam DPW effective August 17, 2020 at the hourly rate of \$23.69.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Mayor to sign Change Order No. 4 with Blue Heron Construction in the amount of \$170,054.84 for labor, time, materials and equipment required to complete the additional work items both necessary and as requested by the Village. Additional work items include monorail modifications in the admin building, installation of an access cat-walk in the PSP building and full depth paving replacement and concrete dumpster pad.

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

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

TO: Blue Heron Construction in the amount of \$21,850.00 for payment application #25 for Contract 1A for the Water Pollution Control Facility and Pump Station Improvement Project.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of August 17, 2020 at 5:16 p.m.

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

Respectfully submitted,

Lori S. Queor  
Village Clerk