

The Annual Meeting of the Village of Potsdam Board of Trustees was held on Monday, December 7, 2020 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
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.

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

November 16, 2020	Regular Meeting	6:00 p.m.
November 16, 2020	Executive Session	6:32 p.m.

Motion was made by Trustee Lee and Seconded by Trustee McKenna to accept the minutes as submitted. All Were in Favor – None Opposed – Motion Carried.

Mayor's comments: Today is Pearl Harbor Day and we should honor our veterans. As always, reminder that Covid 19 is still prevalent and getting worse. Please wear masks, social distance, and avoid large gatherings. If you see something, let someone know. The Police Advisory Committee will be meeting via Zoom at 2:00 this Wednesday.

Trustee's Comments:

Trustee Warr – None

Trustee McKenna – Happy Holidays. Please make your holiday plans based on the uptick in Covid. Thank you to everyone who has served on various committees.

Trustee Jacobs-Wilke – Today is my one year anniversary on the board and I would like to thank everyone, it has been wonderful to learn along side all of you. If you want to shop, shop local, many stores have an on-line option and the Potsdam Chamber of Commerce is helping with this.

Trustee Lee – Thank you to the DPW for the lights and bells out front to celebrate the holidays. Thank you to the Salvation Army bell ringers, Holiday Fund and other groups helping out this time of year.

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: Facebook comment from Jen ThomasBidwell – Black Lives Matter Potsdam will be hosting a virtual night of caroling and poetry December 20th at 7 p.m. The event will be live streamed on the Facebook event page.

New Business:

The Mayor then appointed Steve Warr as Deputy Mayor for one (1) official year, commencing December 7, 2020 and ending December 6, 2021.

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 7, 2020 and ending December 6, 2021.

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 7, 2020 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 Christine A. Travis as Deputy Village Registrar for one (1) official year commencing December 7, 2020 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 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, the Watertown Daily Times and North Country This Week as the official newspapers for the Village of Potsdam, for one (1) official year, commencing December 7, 2020 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 setting forth the regular meeting dates of the Village Board of Trustees for 2021:

January	4	May	17	September	7
January	18			September	20
February	1	June	21	October	4
February	16			October	18
March	1	July	19	November	1
March	15			November	15
April	5	August	16	December	6 (Annual)
April	19			December	20

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 7, 2020 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 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 57.5 cents per mile for use of personal automobiles in the performance of official Village duties for 2021.

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 2021 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 2020 in the amount of \$78,951.04 chargeable to the following funds:

General Fund	\$ 40,444.80
Water Fund	37,004.69
Sewer Fund	768.29
Trust & Agency Fund	375.00
Recreation Fund	<u>358.26</u>
TOTAL	<u>\$ 78,951.04</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 November 2020 in the amount of \$899,010.53 chargeable to the following funds:

General Fund	\$ 84,099.15
Water Fund	22,883.35
Sewer Fund	32,129.56
Hydro Fund	886.51
Trash Fund	52.74
Trust & Agency Fund	3,432.02
Capital Fund	601,293.36
Payroll Fund	142,917.23
Recreation Fund	<u>11,316.61</u>
TOTAL	\$ <u>899,010.53</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 \$5,000.00 for professional services rendered through November 21, 2020 for the Potsdam 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 \$3,073.84 for professional services rendered through November 21, 2020 for the Potsdam Water Pollution Control Facility and Pump Station Subconsultants.

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

Trustee Warr Moved and Trustee Jacobs-Wile Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 6:23 p.m.

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

Trustee Warr Moved and Trustee Lee Seconded a resolution to adjourn the Executive Session at 7:05 p.m.

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

Trustee McKenna Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Annual Meeting of the Village of Potsdam Board of Trustees of December 7, 2020 at 7:06 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk