

AGENDA – ANNUAL MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
DECEMBER 6, 2021 – 6:00 P.M.

POINT OUT THE LOCATION OF THE EXITS ON THE NORTH AND EAST WALLS OF THE BOARD ROOM. ADVISE THAT THE BOARD ROOM HAS A CAPACITY FOR 109 PEOPLE.

ROLL CALL:

1. ACCEPTANCE OF MINUTES:

November 15, 2021	Public Input Session	5:30 p.m.
November 15, 2021	Regular Meeting	6:00 p.m.
November 15, 2021	Executive Session	6:52 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PUBLIC COMMENTS:

6. NEW BUSINESS:

Mayor’s appointment of Steve Warr as Deputy Mayor for one (1) official year, commencing December 7, 2021 and ending December 5, 2022.

Mayor’s appointment of the Village Administrator, Village Clerk, and Tax Collector as compliance officers for the Village of Potsdam’s Policy Against Discrimination and Harassment for one (1) official year, commencing December 7, 2021 and ending December 5, 2022.

Trustee _____ Moved and Trustee _____ Seconded a Resolution approving the Mayor’s appointment of Lori S. Queor, as Village Clerk/Registrar for two (2) official years commencing December 7, 2021 and ending December 5, 2023.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution approving the Mayor’s appointment of Christine Travis as Deputy Village Clerk for one (1) official year commencing December 7, 2021 and ending December 5, 2022.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ seconded a Resolution approving the Mayor’s appointment of Christine A. Travis as Deputy Village Registrar for one (1) official year commencing December 7, 2021 and ending December 5, 2022.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution approving the Mayor’s appointment of Cara Adams, as Village Treasurer for two (2) official years commencing December 7, 2021 and ending December 5, 2023.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ seconded a Resolution approving the Mayor’s appointment of Elise Deno as Deputy Village Treasurer for one (1) official year commencing December 7, 2021 and ending December 5, 2022.

Ayes _____ Nays _____

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Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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, 2021 and ending December 5, 2022.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution setting forth the regular meeting dates of the Village Board of Trustees for 2022:

January	3	May	16	September	6
January	17			September	19
February	7	June	20	October	3
February	22			October	17
March	7	July	18	November	7
March	21			November	21
April	4	August	15	December	5 (Annual)
April	18			December	19

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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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, 2021 and ending December 5, 2022.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a Resolution providing for a mileage allowance for Village officials and employees in the amount of 56 cents per mile for use of personal automobiles in the performance of official Village duties for 2022.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing Village of Potsdam employees including but not limited to: Village Clerk/Registrar, Village 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 2022 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of December 2021 in the amount of \$129,391.84 chargeable to the following funds:

General Fund	\$ 74,595.24
Water Fund	17,553.84
Sewer Fund	34,249.45
Hydro Fund	116.54
Trust & Agency Fund	85.00
Recreation Fund	<u>2,791.77</u>
TOTAL	<u>\$ 129,391.84</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of November 2021 in the amount of \$3,618,060.29 chargeable to the following funds:

General Fund	\$ 188,135.02
Water Fund	14,975.08
Sewer Fund	15,424.38
Hydro Fund	3,071,028.52
Trash Fund	61.44
Trust & Agency Fund	4,805.92
Capital Fund	107,401.21
Payroll Fund	160,911.64
Recreation Fund	4,720.58
Community Development Funds	<u>50,596.50</u>
TOTAL	<u>\$3,618,060.29</u>

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Mayor to sign the retainer agreement with Napoli Shkolnik to place the Village of Potsdam on the PFAS cost recovery rolls.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to enter into an agreement with the St. Lawrence County Health Initiative for \$16,000 in grant funding through its “Creating Healthy Communities” grant program to be used for the express purpose of repair or replacement of sidewalks identified as substandard in the Village’s sidewalk inventory; and, further authorizing the mayor or in his absence the deputy mayor to execute the grant agreement with the Health Initiative.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village of Potsdam to apply for \$50,000 in grant funding through the T-Mobile Hometown Grant Program to be used for the express purpose of developing and constructing a new pavilion on Urban Renewal Sub-Parcel III adjacent to Ives Park; and further authorizing the mayor, or in his absence, the deputy mayor to execute the grant application and any resulting grant agreements.

Ayes _____

Nays _____

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Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn
the Annual Meeting of the Village of Potsdam Board of Trustees of December 6, 2021,
at _____ p.m.

Ayes _____

Nays _____