AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
DECEMBER 20, 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:

   December 6, 2021 Annual Meeting 6:00 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. POLICE CHIEF'S REPORT:

6. PUBLIC COMMENTS:

7. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of December 2021 in the amount of $205,571.48 chargeable to the following funds:

General Fund	$ 41,335.87
Water Fund	16,346.36
Sewer Fund	130,881.33
Hydro Fund	124.52
Recreation Fund	1,093.40
Trash Fund	15,790.00
TOTAL	$ 205,571.48

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Mayor's appointment of Erin Draper (DRI LPC Member), John Wick, Sara Sachs and Allison Carney (DRI LPC Member) to the DRI funded Rebuild Downtown Potsdam project for a three-year term commencing February 1, 2022.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to accept with regret the retirement of James Corbett from the position of DPW Superintendent effective January 14, 2022. Further thanking Mr. Corbett for his 36 years of service to the Village of Potsdam.

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of December 20, 2021, at _____ p.m.

Ayes _____ Nays _____

The Annual Meeting of the Village of Potsdam Board of Trustees was held on Monday, December 6, 2021 at 6:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

Prior to the meeting, a swearing in ceremony was held for Trustees Warr and Tirion.

PRESENT:	Mayor Tischler Trustees Warr, Tirion, McKenna, Jacobs-Wilke & Lee
ALSO PRESENT:	Lori S. Queor, Village Clerk/Registrar Jim Corbett, DPW Superintendent Cara Adams, Treasurer Fred Hanss, Planning Director

Mayor Tischler opened the meeting at 6:07 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 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.

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

Mayor's comments: Welcome to Trustee Monique Tirion and re-welcome Trustee Warr and I look forward to working with you both on the board. Covid 19 still here and there is the new Omicron variant so please wear masks, social distance, and avoid large gatherings.

Trustee's Comments:

Trustee Warr – Welcome Monique Tirion to our board and I look forward to working with you.

Trustee Tirion – Attended the St. Lawrence County Mayor's dinner last Thursday and found it very informative and helpful. We have volunteered to hold the next meeting at the Cactus Grill and I was thinking we could have Sharon Williams do a tour of the Children's Museum prior to dinner – the Mayor and Board agreed this was a good idea. Trustee Tirion then stated that she was happy to be on the board.

Trustee Jacobs-Wilke – Welcome Monique to the board. We are still taking nominations for the Citizen's Advisory Committee, just looking for village residents at this time. If there is someone who has a specific expertise that is not a village resident, we may appointment them due to that expertise. The hospital will be presenting plans for their expansion to the Planning and Zoning Boards and some elements of their plan have changed so residents who are interested should go to those meetings to see what is going on.

Trustee Lee – Welcome to Monique. We recently had our first snow episode and this is a reminder to all residents to clear their sidewalk as it is their responsibility to do so.

Administrator's Comments: No report – not at meeting.

Public Comment: Michael Edgar of 79 Maple Street addressed the board regarding sidewalks. He provided the board with 14 additional sidewalk surveys.

New Business:

The Mayor then appointed Steve Warr as Deputy Mayor for one (1) official year, commencing December 7, 2021 and ending December 5, 2022.

The Mayor then appointed the Village Administrator, Village Clerk 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, 2021 and ending December 5, 2022.

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5	(Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 4	(Mayor Tischler) (Trustee Warr, Jacobs-Wilke & Lee)	Nays 0
Abstentions 1	(Trustee Tirion)	

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, 2021 and ending December 5, 2022.

Ayes 4	(Mayor Tischler) (Trustee Warr, Jacobs-Wilke & Lee)	Nays 0
Abstentions 1	(Trustee Tirion)	

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5	(Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5	(Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

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, 2021 and ending December 5, 2022.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a Resolution to amend the following resolution prior to the vote to include "or Public Input Session" after the words "public hearing".

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

Trustee Lee Moved and Trustee Jacobs-Wilke 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 or public input session 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 or public input session 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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

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, 2021 and ending December 5, 2022.

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

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5 (Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

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) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5	(Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee)	Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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	2,791.77
TOTAL	$ 129,391.84

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

Trustee Lee Moved and Trustee Jacobs-Wilke 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	50,596.50
TOTAL	$3,618,060.29

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

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5 (Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5 (Mayor Tischler) (Trustee Warr, Tirion, Jacobs-Wilke & Lee) Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Mayor to sign a memorandum of agreement with the SLC Arts Council for office space in the basement of the Civic Center for a two year term to expire December 2023.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the use of $12,325.30 from the Fire Department Airpack Reserve Fund for the purchase of 10 new airpacks.

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

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 6, 2021 at 6:51 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Credit Memo	3	-176.29	0.00	0.00	0.00	-176.29	0.00	-176.29
Invoice	146	205,747.77	0.00	0.00	0.00	205,747.77	0.00	205,747.77
	Grand Total:	**205,571.48**	**0.00**	**0.00**	**0.00**	**205,571.48**	**0.00**	**205,571.48**

Account Summary

Account	Name	Amount
05-1410-430	Books, Subscriptions	3,244.06
05-1410-461	Advertising	89.64
05-1620-420	Janitorial Supplies	40.98
05-1620-429	Trash service	3,099.17
05-1620-480	Specials Services	349.98
05-1640-420	Janitorial Supplies	283.80
05-1640-465	Equipment Maintenance	398.16
05-1640-470	Building Maintenance	106.49
05-1640-480	Special Services	78.00
05-1910-455	Uniform Rental	157.86
05-1910-465	Software/IT Services	304.00
05-1910-480	Misc Expense	387.72
05-3120-200	Equipment	4,858.99
05-3120-421	Postage	17.95
05-3120-424	Travel & Training Expense	78.10
05-3120-425	Clothing & Uniform Allow.	86.71
05-3120-464	Vehicle Maintenance	712.74
05-3120-470	Building Maintenance	53.30
05-3120-480	Special Services	1,211.87
05-3120-492	Gas, Oil And Lube	1,519.30
05-3120-493	Police Station Lease	7,498.12
05-3410-465	Equip.Maint.& Supplies	3,026.00
05-3410-470	Building Maintenance	163.05
05-3410-480	Special Services	1,507.25
05-3410-492	Gas, Oil And Lube	682.50
05-3620-460	Dues & Memberships	87.50
05-3620-464	Vehicle Maintenance	421.58
05-3620-492	Gas, Oil And Lube	74.19
05-5010-460	Dues & Memberships	200.00
05-5110-464	Vehicle Maintenance	680.00
05-5110-492	Gas, Oil And Lube	2,747.92
05-5110-497	Signs	206.25
05-5110-498	Gravel	735.34
05-5142-464	Vehicle Maintenance	154.78
05-5142-465	Equipment Maintenance	958.75
05-5142-495	Salt	2,413.79
05-5610-465	Equipment Maint.&Supplies	223.23
05-5610-470	Property Maintenance	106.59
05-6326-460	Dues & Memberships	87.50
05-7110-200	Equipment	71.96
05-7110-481	Celebrations	151.92
05-7450-200	Equipment	273.47
05-7450-463	Comestibles	69.15
05-8010-460	Dues,Licenses,Memberships	60.00
05-8020-460	Dues,Licenses,Memberships	60.00
05-8170-492	Gas, Oil And Lube	1,596.21
	Total:	**41,335.87**

Account	Name	Amount
10-1620-429	Trash service	333.33
10-1640-470	Building Maintenance	35.34
10-1910-455	Uniform Contract	50.75
10-8330-200	Equipment	44.99
10-8330-464	Vehicle Maintenance	116.57
10-8330-468	Water Tank Repairs	4,500.00
10-8330-481	Misc. Supplies	3.99
10-8330-488	Small Tools	12.99
10-8330-491	Chemicals	8,090.43

Account Summary

Account	Name	Amount
10-8330-492	Gas, Oil & Lube	145.84
10-8340-465	Equipment Maintenance	145.34
10-8340-467	Water Line Repairs	2,615.20
10-8340-481	Misc. Supplies	18.47
10-8340-492	Gas, Oil And Lube	233.12
	Total:	**16,346.36**

Account	Name	Amount
15-1620-429	Trash service	333.33
15-1620-470	Building Maintenance	26.08
15-8120-464	Vehicle Maintenance	814.84
15-8120-465	Equipment Maintenance	144.80
15-8120-467	Sewer Line Repairs	75.97
15-8120-470	Building Maintenance	16.27
15-8120-483	Paving Materials	542.67
15-8120-488	Misc. Tools	90.72
15-8120-492	Gas, Oil & Lube	724.96
15-8130-420	Janitorial Supplies	23.74
15-8130-421	Postage	33.52
15-8130-429	Water Service	1,032.64
15-8130-455	Uniform Contract	97.90
15-8130-465	Equipment Maintenance	396.64
15-8130-470	Building Maintenance	129.40
15-8130-480	Special Services	105,136.70
15-8130-488	Misc. Tools	257.59
15-8130-492	Gas, Oil & Lube	2,793.39
15-9710-700	Equip Lease Principal	18,210.17
	Total:	**130,881.33**

Account	Name	Amount
18-8790-470	Building Maintenance	86.52
18-8790-480	Special Services	38.00
	Total:	**124.52**

Account	Name	Amount
31-7140-454	Trash Service	167.66
31-7140-465	Equipment Maintenance	162.00
31-7140-470	Building Maintenance	345.85
31-7140-480	Special Services	255.96
31-7140-488	Small Tools	93.00
31-7140-492	Gas, Oil And Lube	68.93
	Total:	**1,093.40**

Account	Name	Amount
35-8260-480	Special Services	13,840.00
35-8260-497	Bag Sales	1,950.00
	Total:	**15,790.00**

Trustee ____ moved and Trustee _____ seconded a resolution approving the Mayor's appointment of Erin Draper (DRI LPC Member) , John Wick, Sara Sachs and Allison Carney (DRI LPC Member) to the DRI funded Rebuild Downtown Potsdam! Project for a three year -term commencing on February 1, 2022

VILLAGE OF POTSDAM

Public Works Department - P.O. Box 5168 - Potsdam, NY 13676

Phone (315) 265-4620 Fax (315) 265-4621

13 December 2021

Hon. Ron Tischler, Mayor
Board of Trustees
Lori Queor, Village Clerk

Dear Ron:

This letter is to notify you, and the Board of my intent to retire from my position as Superintendent of Public Works. My retirement will be effective at the close of business on 14 January 2022. It has been my privilege to serve the residents of the Village for over 36 years. I wish to thank you and the trustees for the support and cooperation I have received over the years.

I have been very fortunate to have worked with many fine people. I leave knowing the DPW will be in good hands.

Thank you all again.

Sincerely,

James F. Corbett
Village of Potsdam
Supt. Of Public Works