

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

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

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

Abstentions 1 (Trustee Tirion)



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) Nays 0  
 (Trustee Warr, Tirion, 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 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) Nays 0  
 (Trustee Warr, Tirion, 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, 2021 and ending December 5, 2022.

Ayes 5 (Mayor Tischler) Nays 0  
 (Trustee Warr, Tirion, 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, Tirion, 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, Tirion, 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, Tirion, 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 56 cents per mile for use of personal automobiles in the performance of official Village duties for 2022.

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

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	<u>2,791.77</u>
TOTAL	<u>\$ 129,391.84</u>

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

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	<u>50,596.50</u>
TOTAL	<u>\$3,618,060.29</u>

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

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

NOTE: There will be no match for this grant. Work will be done by DPW and then reimbursed.

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

NOTE: The match for this grant will be very little, DPW will provide work to count as match, any monetary match will come from Misc. Revenue or Empire Zone Accounts.

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

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) Nays 0  
(Trustee Warr, Tirion, 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 6, 2021 at 6:51 p.m.

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

Respectfully submitted,

Lori S. Queor  
Village Clerk