AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
FEBRUARY 7, 2022 – 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:

January 24, 2022	Special Meeting	3:00 p.m.
January 24, 2022	Executive Session	3:02 p.m.
January 31, 2022	Public Hearing	5:45 p.m.
January 31, 2022	Regular Meeting	6:00 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PUBLIC COMMENTS:

Climate Smart Committee update
Skatepark update

6. NEW BUSINESS:

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of February 2022 in the amount of $115,912.97 chargeable to the following funds:

General Fund	$ 39,132.07
Water Fund	12,753.03
Sewer Fund	27,693.49
Hydro Fund	501.92
Trust & Agency Fund	3,740.00
Recreation Fund	2,092.46
TOTAL	$115,912.97

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of January 2022 in the amount of $629,423.59 chargeable to the following funds:

General Fund	$ 253,879.33
Water Fund	215,273.29
Sewer Fund	21,842.93
Hydro Fund	707.09
Trash Fund	82.00
Trust & Agency Fund	3,760.10
Payroll Fund	120,757.91
Recreation Fund	13,018.58
Community Development Funds	102.36
TOTAL	$ 629,423.59

Ayes _____ Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of February 7, 2022 at _____ p.m.

Ayes _____ Nays _____

A Special Meeting of the Village of Potsdam Board of Trustees was held on Monday, January 24, 2022 at 3:00 p.m., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT:	Mayor Reinhold Tischler Trustees Warr, Tirion & Jacobs-Wilke
ALSO PRESENT:	Lori S. Queor, Village Clerk/Registrar Greg Thompson, Village Administrator

Mayor Tischler opened the meeting at 3:00 p.m., took the roll and stated that all members were present except for Trustee Lee. Trustee Lee joined the meeting by phone, but trustees cannot vote by phone, you have to be able to physically see the person. The Administrator could not get the ZOOM platform to work.

NEW BUSINESS:

Trustee Jacobs-Wilke Moved and Trustee Tirion Seconded a resolution to go into Executive Session for the discussion of the employment history of particular persons at 3:02 p.m.

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

Trustee Wilke Moved and Trustee Tirion Seconded a resolution to adjourn the Executive Session at 3:38 p.m.

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

The Board back in Regular Session considered the following:
Note: The Village Clerk was not present and this information is being provided to her by the Mayor. Resolutions were prepared by the Village Administrator.

Trustee Jacobs-Wilke Moved and Trustee Warr Seconded a resolution to promote Audie Jerome to the position of Public Works Crewleader 1 effective 01/24/2022 at an hourly rate of $30.65 as per CSEA Union Contract.

Yes 4	(Mayor Tischler) (Trustee Warr, Tirion & Jacobs-Wilke)	No 0

Trustee Jacobs-Wilke Moved and Trustee Warr Seconded a resolution to promote Ken Clemons to the position of Public Works Crewleader 1 effective 01/24/2022 at an hourly rate of $30.65 as per CSEA Union Contract.

Yes 4	(Mayor Tischler) (Trustee Warr, Tirion & Jacobs-Wilke)	No 0

Trustee Jacobs-Wilke Moved and Trustee Warr Seconded a resolution to stipend Gregory Thompson the amount of $12,000 for performing Administrative Duties at the Village of Potsdam DPW effective 1/24/2022.

Yes 4	(Mayor Tischler) (Trustee Warr, Tirion & Jacobs-Wilke)	No 0

Trustee Jacobs-Wilke Moved and Trustee Warr Seconded a resolution to extend the probationary period of Meter Reader Jerrid Lavoie by an additional 6 months based on recommendation of the DPW Administrative team. As allowable by CSEA contract this will extend Jerrid's probation to 1 full year from date of hire.

Yes 4	(Mayor Tischler) (Trustee Warr, Tirion & Jacobs-Wilke)	No 0

Trustee Warr Moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Special Meeting of January 24, 2022 at 3:47 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk

An Executive Session of the Village of Potsdam Board of Trustees was held on Monday, January 24, 2022 at 3:00 p.m., Civic Center, Park Street, Potsdam, New York.

PRESENT: Mayor Tischler
Trustees Warr, Tirion & Jacobs-Wilke
Administrator Thompson

The Board of Trustees, upon a resolution offered by Trustee Jacobs-Wilke and seconded by Trustee Tirion went into Executive Session for the discussion of the employment history of particular persons at 3:02 p.m.

Discussion of same was had; no formal vote or action was taken in Execution Session.

Upon a resolution offered by Trustee Jacobs-Wilke and seconded by Trustee Tirion the Executive Session was adjourned at 3:38 p.m.

The undersigned was not in attendance at the Executive Session. Information is provided by Mayor Tischler.

Respectfully submitted,

Lori S. Queor
Village Clerk

A Public Hearing of the Village of Potsdam Board of Trustees was held on Monday, January 31, 2022 at 5:45 P.M.

PRESENT:	Mayor Tischler Trustees Warr, Tirion, Jacobs-Wilke & Lee
ALSO PRESENT:	Greg Thompson, Administrator

Mayor Tischler opened the hearing at 5:47 p.m. He stated that this public hearing is to receive public comments on the East Dam Hydro Electric Generating Plant Renovation Project OCR Grant #947PR34-17. He took the roll stating that all members were present.

The Village Administrator then read the Legal Notice as published.

There were no public comments.

Hearing no public comments, the Mayor then closed the hearing at 5:50 P.M.

Respectfully submitted,

Lori S. Queor
Village Clerk

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Monday, January 31, 2022, at 6:00 P.M., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT:	Mayor Tischler Trustees Warr, Tirion, Jacobs-Wilke & Lee
ALSO PRESENT:	Greg Thompson, Administrator

Mayor Tischler opened the meeting at 6:51 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:

January 3, 2022	Regular Meeting	6:00 p.m.
January 3, 2022	Executive Session	6:22 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: Covid still with us so please social distance, wear a mask and get vaccinated.

Trustee's Comments:

Trustee Warr – None

Trustee Tirion – None

Trustee Jacobs-Wilke – Last call for Citizen Advisory Committee Members. If you are a resident or property owner in the Village of Potsdam you can be on this committee. Nomination forms are on the village's website. SUNY Potsdam is doing covid testing which is free and done with an oral swab.

Trustee Lee – Welcome back SUNY Potsdam students. Thank you to the DPW for their work on the water break near the school. Winter season, please check parking regulations and help your neighbors with snow if they need it.

Administrator's Comments: Administrator Thompson provided the Board with a written copy of his report which he went over 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 January 2022 in the amount of $84,525.09 chargeable to the following funds:

General Fund	$ 55,763.48
Water Fund	10,524.21
Sewer Fund	3,743.78
Hydro Fund	136.04
Recreation Fund	467.58
Trash Fund	13,890.00
TOTAL	$ 84,525.09

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 December 2021 in the amount of $1,006,301.54 chargeable to the following funds:

General Fund	$ 610,930.37
Water Fund	139,957.24
Sewer Fund	96,336.79
Hydro Fund	5,707.09
Trash Fund	15,084.32
Trust & Agency Fund	3,557.92
Capital Fund	132.00
Payroll Fund	96,799.49
Recreation Fund	13,101.62
Community Development Funds	24,694.70
TOTAL	$1,006,301.54

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

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 retainer for labor relations services for January 2022.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution as follows:

Whereas, the Village of Potsdam is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting and other routine maintenance activities to the village, and

Whereas, both the Village of Potsdam and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

Whereas, in this joint cooperative endeavor, the Village of Potsdam and the County of St. Lawrence desires to be reimbursed for their expenditures, and

Whereas, the village is aware that the county may incur liability in the providing of the services and wishes to indemnify the county in this regard,

Now, therefore, be it resolved that to the fullest extent permitted by law, the Village of Potsdam will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Village of Potsdam or any of it directors, officers, employees, contractors, representatives, or agents.

Be it further resolved, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance
On an "Occurrence" basis, with the following limits:

$1,000,000	Each Occurrence
3,000,000	General Aggregate
1,000,000	Products Aggregate
1,000,000	Personal Injury
50,000	Fire Damage Legal Liability
5,000	Medical Payment Expense

Be it further Resolved, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to make the following FY 21-22 budget modifications:

INCREASE	Description	DECREASE	Description	Amount
31-7140-491	Chemicals	31-7140-480	Spec. Serv.	$ 24.85
05-7450-490	Office Supplies	05-7480-462	Printing & Dup.	$ 150.00

ROLL CALL VOTE:

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 execute and affix the village seal to the contract between the Village of Potsdam and the Town of Potsdam whereby the Town of Potsdam agrees to pay the Village of Potsdam the sum of $18,000 for assisting the village in maintaining its museum and the Village of Potsdam hereby agrees to accept said sum and agrees that said facility shall be open to the residents of the Town of Potsdam during the calendar year 2022.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to designate the Mayor as the Village's certifying officer for the New York State Housing Trust Fund Corporation's environmental compliance review and SEQRA process for the Rebuild Downtown Potsdam Fund Project # 20210371 funded through the Downtown Revitalization Initiative grant program.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution as follows:

Resolved, that the Village of Potsdam applied for financial assistance from the NY State Office of Parks, Recreation and Historic Preservation (OPRHP) under the Environmental Protection Fund Grant Program for Parks, Preservation and Heritage for the purposes of funding the Potsdam Public Museum Window Renovation Project (OPRHP project #218144); and

Resolved, that the Village of Potsdam is authorized and directed to accept these grant funds in an amount not to exceed $127,500 for the project described in the grant application; and

Resolved, that the Village of Potsdam is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for the Potsdam Public Museum Window Renovation Project; and

Resolved, that the Village of Potsdam is authorized and directed to agree to the terms and conditions of any required deed of easement grant to OPRHP that affects the title to real property owned by the municipality or improved by the grant funds, which may be a duly recorded public access covenant, conservation easement and/or preservation covenant; and

Resolved that the Board of Trustees of the Village of Potsdam delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the Mayor and the Village Administrator.

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

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution awarding the bid for the 2013 Ford Explorer to Shawn Pulver in the amount of $500.

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

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 $792.00 for professional services rendered through December 2021 for the Crosstown Canal Project Phase II.

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

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

TO: Johnson & Laws, LLC in the amount of $3,356.68 for professional services rendered through December 2021 for JEDA Capital 56 LLC vs. Village of Potsdam.

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

Trustee Warr Moved and Trustee Lee Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of January 31, 2022, at 6:10 p.m.

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

Respectfully submitted,

Lori S. Queor
Village Clerk

Payable Summary

Type	Count	Gross	Tax	Shipping	Discount	Total	Manual Payment	Balance
Invoice	112	115,912.97	0.00	0.00	0.00	115,912.97	0.00	115,912.97
	Grand Total:	**115,912.97**	**0.00**	**0.00**	**0.00**	**115,912.97**	**0.00**	**115,912.97**

Account Summary

Account	Name	Amount
05-1230-426	Telephone Service	76.02
05-1410-426	Telephone	50.68
05-1410-461	Advertising	82.85
05-1620-428	Gas Service	1,999.04
05-1910-426	Telephone Service	456.55
05-1910-455	Uniform Rental	199.99
05-1910-465	Software/IT Services	2,490.00
05-1910-477	Actuarial Services	1,800.00
05-1910-486	Internet	399.95
05-3120-426	Telephone Service	202.72
05-3120-464	Vehicle Maintenance	4,878.60
05-3120-480	Special Services	941.85
05-3120-492	Gas, Oil And Lube	1,526.23
05-3120-493	Police Station Lease	7,069.95
05-3320-200	Equipment	625.44
05-3410-426	Telephone Service	76.02
05-3410-428	Gas Service	1,164.60
05-3620-426	Telephone Service	175.12
05-5010-200	Equipment	387.50
05-5010-426	Telephone Service	50.68
05-5110-464	Vehicle Maintenance	590.98
05-5110-465	Equipment Maintenance	424.99
05-5110-483	Paving Materials	821.95
05-5142-463	Comestibles	136.01
05-5142-492	Gas, Oil And Lube	188.61
05-5142-495	Salt	8,743.18
05-5610-200	Airport Equipment	2,743.07
05-5610-426	Airport Telephone	50.68
05-5610-480	Special Services	110.00
05-5610-492	Gas, Oil & Lube	46.81
05-6326-424	Travel & Training	12.88
05-6326-426	Telephone	76.02
05-6326-460	Dues & Memberships	250.00
05-7450-426	Telephone Service	25.34
05-9189-800	FSA Admin	257.76
	Total:	**39,132.07**

Account	Name	Amount
10-8330-200	Equipment	54.96
10-8330-413	Laboratory Services	435.00
10-8330-426	Telephone Service	50.68
10-8330-428	Gas Service	5,036.32
10-8330-487	Laboratory Supplies	216.84
10-8330-491	Chemicals	3,066.68
10-8330-492	Gas, Oil & Lube	24.66
10-8340-464	Vehicle Maintenance	1,682.14
10-8340-465	Equipment Maintenance	2,123.38
10-9189-800	FSA Administration	62.37
	Total:	**12,753.03**

Account	Name	Amount
15-8120-492	Gas, Oil & Lube	1,550.00
15-8130-409	Sludge Hauling Services	4,853.65
15-8130-410	Grit Hauling & Tipping	153.67
15-8130-413	Lab Services	1,410.00
15-8130-426	Telephone Service	50.68
15-8130-428	Gas Service	2,598.27

Account Summary

Account	Name		Amount
15-8130-465	Equipment Maintenance		46,623.14
15-8130-482	Lab Supplies		282.10
15-8130-492	Gas, Oil & Lube		109.61
15-9189-000	Excess Fringes		62.37
		Total:	**57,693.49**

Account	Name		Amount
18-8790-428	Gas Service		501.92
		Total:	**501.92**

Account	Name		Amount
30-0025-000	Towing Service Deposits		3,740.00
		Total:	**3,740.00**

Account	Name		Amount
31-7140-426	Telephone Service		49.33
31-7140-428	Gas Service		1,879.53
31-7140-465	Equipment Maintenance		110.00
31-7140-492	Gas, Oil And Lube		53.60
		Total:	**2,092.46**