

AGENDA – REGULAR MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
NOVEMBER 6, 2023 – 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:

October 16, 2023	Regular Meeting	6:00 p.m.
October 16, 2023	Executive Session	7:38 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. CLEARGOV PRESENTATION BY VINNIE PETRACCA ON BEHALF OF VILLAGE TREASURER:

6. PLANNING DIRECTOR'S REPORT:

7. MUSEUM DIRECTOR'S REPORT:

8. PUBLIC COMMENTS:

9. NEW BUSINESS:

AGENDA – REGULAR MEETING
 VILLAGE OF POTSDAM BOARD OF TRUSTEES
 NOVEMBER 6, 2023 – 6:00 P.M.

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of September 2023 in the amount of \$ **75,155.00** chargeable to the following funds:

General Fund	\$ 96,651.07
Water Fund	\$ 11,903.83
Sewer Fund	\$ 3,410.03
Recreation Fund	\$ 190.00
TOTAL	\$ 112,154.93

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for the month of September 2023 in the amount of \$ **325,763.91** chargeable to the following funds:

General Fund	\$ 150,433.59
Water Fund	\$ 48,063.78
Sewer Fund	\$ 54,855.95
Hydro Fund	\$ 133,553.74
Trash Fund	\$ 104.55
Trust & Agency Fund	\$ 4,232.84
Payroll Fund	\$ 155,385.63
Recreation Fund	\$ 5,831.18
TOTAL	\$ 552,461.26

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the purchase of budgeting software through ClearGov which will create a more efficient budget process and provide transparency across the board to the Village of Potsdam. There is a one-time setup fee of \$4,320.00 which will include all onboarding and training for the respective staff on the software as well as the migration of data to the new system. The subscription fee has been prorated to a 7-month period to fulfill the current fiscal year for a total of \$9,986.67. The annual subscription fee beginning June 1, 2024, will total \$17,120.00.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution for the Village of Potsdam to serve as SEQR Lead Agency for the DRI – Downtown Streetscape Renovation and Riverwalk Trail Project Environmental (SEQRQ) Review

THE VILLAGE OF POTSDAM

NOTICE OF INTENT TO SERVE AS SEQR LEAD AGENCY

DRI – DOWNTOWN STREETSCAPE RENOVATION AND RIVERWALK TRAIL PROJECT ENVIRONMENTAL (SEQRA) REVIEW

WHEREAS, the Village Board of Trustees proposes the Downtown Streetscape Enhancement Project and the Downtown Riverwalk Trail, a public improvement project, funded through a DRI grant provided by the NYS Department of State (DOS) - project #C1001883, and

WHEREAS, the Downtown Streetscape Enhancement Project area includes: Market Street from its intersection with Depot Street to the intersection with Maple and Main Streets, and Raymond Street from the intersection with Market Street to its terminus at Garner Park, and

WHEREAS, the Downtown Riverwalk Trail Project area includes: the section of Maple Street between Market Street and Clarkson Ave., Maple Street Park at the intersection of Maple Street, Clarkson Ave., and Sandstone Drive, and a connection between Sandstone Drive and Garner Park, and

WHEREAS, the Downtown Streetscape Enhancement Project includes new sidewalks, pedestrian safety features, decorative crosswalks, pedestrian-scaled LED street lighting, stormwater management facilities, new street trees, way-finding signage, and street furnishings, and

WHEREAS, the Downtown Riverwalk Trail Project area will be enhanced with bicycle lanes, new sidewalks, pedestrian safety features, a pocket park, pedestrian-scaled LED street lighting, new street trees, and way-finding signage, and

WHEREAS, the Village Board of Trustees is considering an alternative project for the Downtown Riverwalk Trail Project area, which includes the construction of a pedestrian walkway and bridge adjacent to the Village's hydroelectric facility, and

WHEREAS, the project requires the following approvals and consultations:

1. Village of Potsdam – Decision to fund
2. NYS Department of Environmental Conservation (NYSDEC) General Permit for Stormwater Discharges during Construction
3. NYS Office of Parks, Recreation, and Historic Preservation (NYSOPRHP) – Consultation on Historic and Archaeological Resources
4. NYS Department of Transportation (NYSDOT) – Highway Work Permit (Perm 33)
5. NYS Department of State (NYSDOS) – Funding through DRI grant #C1001883

WHEREAS, a Full Environmental Assessment Form (FEAF) Part 1 has been prepared as required by 6 NYCRR §617.6 to aid in the environmental review prescribed by the State Environmental Review Act (SEQRA) for the proposed project; and

WHEREAS, this resolution will initiate the SEQRA process for the Action contemplated by the Village as set above; and

WHEREAS, the Village of Potsdam Board of Trustees has undertaken an initial review of the Action as required by 6 NYCRR §617.6 of the SEQRA; and

WHEREAS, the Village of Potsdam Board of Trustees has reviewed the SEQRA list of Type I actions and is of the opinion that the project is a Type I action as identified in 6 NYCRR §617.4; and

WHEREAS, the Village of Potsdam Board of Trustees desires to act as Lead Agency for the purpose of conducting the SEQR review;

NOW THEREFORE, IT IS RESOLVED, that the Village of Potsdam Board of Trustees hereby makes a preliminary classification of the Action as a “Type I Action” as such term is defined in 6 NYCRR §617.4; and it is

FURTHER RESOLVED, that the Village of Potsdam Board of Trustees hereby declares its intention to be Lead Agency for the purpose of conducting the SEQR review of the Action; and it is

FURTHER RESOLVED, that the Village Board of Trustees authorizes and directs the prompt transmission of Part 1 of the Full EAF with respect to the Action to all involved agencies, together with a Lead Agency Intent Notice for the purpose of conducting a coordinated SEQR review with respect to the Action and notifying such involved agencies that a lead agency must be agreed upon within 30 calendar days of the date the Full EAF is transmitted to them.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to pay the sum of \$33,222.10 for Payment Requisition # 1 to Continental Construction, LLC for work-in-place and accepted by the project architect for the Potsdam Public Museum Window Renovation Project, EPF Grant # 218144 from the General Fund Contingency account # A1990.479.

Note: NYS Parks, Recreation and Historic Preservation will reimburse up to 75 percent of Requisition #1, the remainder is the Village of Potsdam share of project costs.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ a resolution to introduce an actual expenditure column for previous fiscal years in all upcoming budget preparation documents in accordance with NYS Village Law Chapter 64, Article 5, Section 506.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of November 6, 2023 at ____ p.m.

Ayes _____

Nays _____