

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Tuesday, November 6, 2023 at 6:00 p.m., in the Civic Center Board Room, Park Street, Potsdam, New York.

PRESENT: Mayor Tischler
Trustees Lee, Tirion, Jacobs-Wilke, Warr

ALSO PRESENT: Gregory Thompson, Village Administrator
Georgine Scott, Village Clerk/Registrar
Isabelle Gates-Schult, Treasurer
Michael Ames, Police Chief
Fred Hanss, Planning Director
Lisa Thompson, Code Enforcement Officer

Mayor Tischler opened the meeting at 6:00 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:

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

Motion was made by Trustee Lee and Seconded by Trustee Jacobs-Wilke to accept the minutes as submitted. All Were in Favor (5) – None (0) Opposed – Motion Carried.

Mayor's comments: Commented on the election and urged everyone to go out and vote.

Trustee's Comments:

Trustee Warr: Openly apologized for previous comments he made regarding Jim McGuire and Ann Carvil.

Trustee Tirion: Stated that she has comments on ClearGov but would wait until after the presentation to comment. Commented giving accolades to our local reporters.

Trustee Jacobs-Wilke: Commented giving well wishes to all involved in the election, thanked outgoing Trustee Lee and Mayor Tischler.

Trustee Lee: Commented on election and urging everyone to get out and vote, congratulated Potsdam Chamber of Commerce on the success of Fright Night, gave kudos to the St. Lawrence County Arts Council for the past weekend events.

Administrator's Comments: The Administrator did not have current report available but will provide to the Village Clerk after the meeting.

ClearGov Presentation: Vinnie Petracca gave a presentation on the ClearGov program that Treasurer Gates-Shult is recommending the Village to purchase.

After the presentation **Trustee Tirion** commented on speaking with the implementation manager with questions and if we could provide adequate information needed for ClearGov.

Planning Director's Report: The Planning Director provided a report which is on file with the Village Clerk. Trustee Jacobs-Wilke asked about an update on the Skate Park Status, Planning Director stated that it is out of the State Comptroller's hands and in the Department of State Contracting hands. He stated that he and the Village Administrator have a weekly meeting with Kylie Peck of the DRI and will get an update the next time they meet. Discussion was had on the deteriorating benches in the park and if they can be replaced/repared, including providing more moveable tables and benches in the Farmer's Market Pavilion.

Museum Director's Report: Museum Director was not in attendance. This will be rescheduled for the November 20, 2023 meeting.

Public Comment:

Erik Backus: Professor of Practice/Director of the Construction Engineering Management Program at Clarkson University gave a presentation on the proposed 2023-014 Potsdam Parking Occupancy and Option Study. Printouts are on file with the Village Clerk. Trustee Jacobs-Wilke is in favor of the proposed study. Trustee Warr had questions about 'booting' cars and it was mentioned that there were some legal ramifications of booting to consider.

Shirley Christman: Waverly Street resident commented on the traffic and parking on Waverly Street and how it is difficult to see to get out of her driveway. She questioned why the streets of Potsdam have to be parking lots, why there is parking allowed on both sides of the street and when the police department is called that there is nothing done.

New Business:

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to amend the previous resolution regarding the partial expenditures for the month of September 2023 in the amount of \$75,155.00 chargeable to the following funds: as noted in the above to reflect the correct Total of both amounts, written description and in the table, to be \$112,154.93.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the additional expenditures for the month of September 2023 in the amount of **\$325,769.91** 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 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to amend the previous resolution regarding the additional expenditures for the month of September 2023 in the amount of \$325,763.91 chargeable to the following funds: as noted in the above to reflect the correct Total of both amounts, written description and in the table, to be \$552,461.26.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 4

Nays 1

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke 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 5 Abstention 1 Nays 0

Trustee Lee moved and Trustee Jacobs-Wilke Seconded a resolution to adjourn the Regular Meeting of the Village of Potsdam Board of Trustees of November 6, 2023 at 7:22 p.m.

Ayes 5 Nays 0

Respectfully submitted,

Georgine Scott
Village Clerk