

A Regular Meeting of the Village of Potsdam Board of Trustees was held on Tuesday, October 16, 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

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:

September 5, 2023	Public Hearing	5:50 p.m.
September 5, 2023	Regular Meeting	5:55 p.m.
September 5, 2023	Executive Session	6:40 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 that DPW salt barn was up, thanked the local Police and Fire department and also thanked DPW for the brush pick up, sidewalk and street work, welcome to students.

### **Trustee's Comments:**

**Trustee Warr:** No comment.

**Trustee Tirion:** Thanks the Police Chief for policy on use of force posting on website. Suggested that everyone read our Code of Conduct. Spoke on salary requests made and how they related to property tax revenue and our budget.

**Trustee Jacobs-Wilke:** Thanks Eric York for his work on our new website as it should launch tonight potentially, thanks to everyone involved who provided information to get it launched, she stated that she is continuing to work with Fred and Abby on the Project Advisory Committee on the DRI and reiterated the importance of having a Comprehensive Plan.

**Trustee Lee:** No Comment.

**Administrator's Comments:** The Administrator provided a report which is on file with the Village Clerk and reviewed with the Board.

**Police Chief Report:** The Police Chief provided a report which is on file with the Village Clerk.

**Fire Chief's Report:** Fire Chief was not in attendance

**Public Comment:**

**Larissa Fawkner:** 30 Elderkin Street, spoke about issues concerning community members such as health insurance for small businesses, hot and cold patches on roads volunteer driver situations as well as a barn fire in January 2023 on SH 345. She provided a written report of what she spoke about which is on file with the Village Clerk.

**Shirley Christman:** 31 Waverly Street, commented on the street parking issues/dangers and speeding on Market Street, she asked if the Village could put up a mobile radar on Waverly Street.

**Fred Hanss:** Planning and Development Director spoke about Downtown Revitalization Initiative and has been asked to submit a written report to the Village Clerk.

**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	\$ 24,638.64
Water Fund	\$ 6,924.31
Sewer Fund	\$ 26,211.75
Hydro Fund	\$ 38.00
Recreation Fund	\$ 683.42
Trash Fund	\$ 16,658.88
<b>TOTAL</b>	<b>\$ 75,155.00</b>

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of October 2023 in the amount of **\$ 53,249.06** chargeable to the following funds:

General Fund	\$ 48,712.23
Water Fund	\$ 594.32
Sewer Fund	\$ 1,265.66
Trust & Agency Fund	\$ 85.00
Recreation Fund	\$ 2,591.85
<b>TOTAL</b>	<b>\$ 53,249.06</b>

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the partial expenditures for the month of October 2023 in the amount of **\$ 111,470.88** chargeable to the following funds:

General Fund	\$ 71,284.20
Water Fund	\$ 18,728.38
Sewer Fund	\$ 3,665.54
Hydro Fund	\$ 38.00
Rec Fund	\$ 1,095.88
Trash Fund	\$ 16,658.88
<b>TOTAL</b>	<b>\$ 111,470.88</b>

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 **\$ 325,763.91** chargeable to the following funds:

General Fund	\$ 166,014.81
Water Fund	\$ 13,676.73
Sewer Fund	\$ 24,846.60
Hydro Fund	\$ 864.39
Trash Fund	\$ 92.48
Trust & Agency Fund	\$ 4,331.25
Payroll Fund	\$ 110,677.09
Recreation Fund	\$ 5,260.56
<b>TOTAL</b>	<b>\$ 325,763.91</b>

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Treasurer to make the following FY 23-24 budget modifications:

<u>INCREASE</u>	<u>Description</u>	<u>DECREASE</u>	<u>Description</u>	<u>Amount</u>
05-1910-500	ARPA Expense	05-3120-200	PD Equipment	\$ 1,019.18
05-3120-109	Sick Time Incentive	05-1990-479	Contingency	\$ 3,889.80
05-3120-101	Salaries-Full Time	05-3120-107	Salaries-Comp	\$ 2,630.18
05-3120-101	Salaries-Full Time	05-3120-105	Salar-Holiday Comp	\$ 4,065.50
05-3120-103	Salaries-Overtime	05-3120-106	Salary-Training Pay	\$ 1,000.00
05-6326-102	Salaries-Part Time	05-6326-200	Equipment	\$ 2,000.00
05-9060-800	Health Insurance	05-9060-801	Dental	\$ 86,536.86

ROLL CALL VOTE:

Ayes:

Mayor Tischler

Trustee Lee, Jacobs-Wilke, Warr

Nays:

Trustee Tirion

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to support the Raquette River Marathon on March 30, 2024 which would include use of Pine Street Arena and utilize the Potsdam Police Department to facilitate traffic direction at crucial intersections of the race. The 2023 Raquette River Marathon welcomed almost 200 entrants to Potsdam with more than 50% being from out of the area and raised more than \$1000 to donate to charity.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to hold a public hearing on Monday, November 20, 2023 at 5:50 pm in the Civic Center board room, 2 Park Street, Potsdam, New York. The purpose of the public hearing is to receive public comment regarding a proposed local law to amend Chapter 168, Vehicles and Traffic, Article X, Schedules, Section 168-66, Schedule VIII: Stop Intersections of the Village of Potsdam Municipal Code. The proposed addition to Schedule VIII: Stop Intersections is to include:

**Schedule VIII: Stop Intersections.**

In accordance with the provisions of § 168-12, the following described intersections are hereby designated as stop intersections, and stop signs shall be installed as follows:

<b>Stop Sign on</b>	<b>Direction of Travel</b>	<b>At Intersection of</b>
Grove Street	Both directions	Waverly Street
Leroy Street	Both Directions	Grove Street

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution approving the membership of Cameron Cunningham, 22 Market Street, Potsdam into the Potsdam Fire Department. A favorable vote of the department and satisfactory physical exam have been achieved.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to accept, with regret, the retirement of Victor J. Cota as Motor Equipment Operator for the Village of Potsdam Department of Public Works effective November 30, 2023. Further thanking Victor for nearly 34 years of service to the Village of Potsdam DPW. Congratulations Victor.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution accepting the resignation of Adam Light from the position of Police Dispatcher for the Village of Potsdam Police Department effective October 23, 2023, having tendered his resignation on October 4, 2023.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to hir a Police Dispatcher for the Village of Potsdam Police Department, at a base salary of \$48,285.00, effective October 30, 2023.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Village of Potsdam Police Chief to utilize the current part time Village of Potsdam staff for the position of Parking Enforcement Officer at a rate of \$ 21.85 per hour.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Village of Potsdam Police Chief to utilize the current part time Village of Potsdam staff for the position of Crossing Guard at a rate of \$ 15.00 per hour.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution authorizing the Village Board of Trustees and the Village Tax Collector to sign the Village of Potsdam Tax Roll of Unpaid Taxes for the 2023-2024 period, in the amount of \$ 227,148.54, plus interest and penalties in the amount of \$ 15,900.39, for a total of \$ 243,049.03, as of 4 o'clock p.m., Monday, October 2, 2023, to be turned over to the St. Lawrence County Treasurer, Canton, New York.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to enter into Executive Session to discuss the employment history of particular persons at 7:38 p.m.

Ayes 5

Nays 0

Trustee Warr Moved and Trustee Lee Seconded a resolution to adjourn the executive session at 8:35 p.m.

Ayes 4

Nays 0

The board back in regular session considered the following:

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to hire a Robin Schneider to the position of Police Dispatcher for the Village of Potsdam Police Department, at a base salary of \$ 48,285.00 effective October 30, 2023. Having been previously employed by the Village of Potsdam, Mrs. Schneider will be credited with 11 years of service for consideration in the rate of accruals and longevity bonuses. October 30, 2023 will be considered her date of hire when calculating seniority and insurance contributions. November 6, 2023 will be her start date.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to increase the payrate of Isabelle Gates-Shult, Village Treasurer, from her present salary of \$63,000 to \$66,000 effective immediately. Salary adjustment following successful completion of probationary period.

Ayes 5

Nays 0

Trustee Lee Moved and Trustee Jacobs-Wilke Seconded a resolution to increase the payrate of Georgine Scott, Village Clerk/Registrar, from her present salary of \$53,500 to \$56,000 effective immediately. Salary adjustment following successful completion of probationary period.

Ayes 5

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 September 5, 2023 at 8:37 p.m.

Ayes 4

Nays 0

Respectfully submitted,

Georgine Scott  
Village Clerk