

AGENDA – ANNUAL MEETING
VILLAGE OF POTSDAM BOARD OF TRUSTEES
DECEMBER 4, 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:

November 20, 2023	Public Hearing	5:50 p.m.
November 20, 2023	Regular Meeting	6:01 p.m.

2. MAYOR'S COMMENTS:

3. TRUSTEE'S COMMENTS:

4. ADMINISTRATOR'S COMMENTS:

5. PRESENTATION: Final Report of the Town and Village of Potsdam US Route 11 Study, presented by representatives of the Clarkson Construction Engineering Management Group (C3G) and Dr. Erik C. Backus, Clarkson University Professor

6. PUBLIC COMMENTS:

7. NEW BUSINESS:

Mayor’s appointment of Stephen Warr as Deputy Mayor commencing December 4, 2023.

Mayor’s appointment of the Village Administrator, Village Clerk, and Deputy Clerk as compliance officers for the Village of Potsdam’s Policy Against Discrimination and Harassment for one (1) official year, commencing December 4, 2023 and ending December 2, 2024.

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Mayor’s appointment of Georgine Scott as Village Clerk/Registrar for two (2) official years commencing December 4, 2023 and ending December 1, 2025.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Mayor’s appointment of Johanna Kastner as Deputy Village Clerk/Registrar commencing December 4, 2023.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Mayor’s appointment of Isabelle Gates-Shult as Village Treasurer for two (2) official years commencing December 4, 2023 and ending December 1, 2025.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ seconded a resolution approving the Mayor’s appointment of Elise Deno as Deputy Village Treasurer commencing December 4, 2023.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution setting the business hours of the Village Offices, in the Civic Center, as 8:00a.m. to 4:00 p.m., Monday through Friday, except for official village holidays.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution designating the Watertown Daily Times and North Country This Week as the official newspapers for the Village of Potsdam, for one (1) official year, commencing December 4, 2023 and ending December 2, 2024.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution setting forth the regular meeting dates of the Village Board of Trustees for 2024:

January	2	May	20	September	3
January	16			September	16
February	5	June	17	October	7
February	20			October	21
March	4	July	15	November	4
March	18			November	18
April	1	August	19	December	2 (Annual)
April	15			December	16

Regular meetings except for May, June, July and August are scheduled to begin at 6:00 p.m. unless there is a public hearing 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 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 4, 2023 and ending December 2, 2024.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing Village of Potsdam employees including but not limited to: Village Clerk/Registrar, Village Treasurer, Deputy Treasurer, Deputy Clerk/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 2023 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 _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the partial expenditures for the month of December 2023 in the amount of **\$ 75,908.60** chargeable to the following funds:

General Fund	\$ 60,183.72
Water Fund	\$ 401.10
Sewer Fund	\$ 265.74
Recreation Fund	\$ 15,058.04
TOTAL	\$ 75,908.60

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the additional expenditures for month of November 2023 in the amount of **\$ 495,275.11** chargeable to the following funds:

General Fund	\$ 265,915.73
Water Fund	\$ 39,450.14
Sewer Fund	\$ 17,281.49
Hydro Fund	\$ 907.47
Trash Fund	\$ 82.45
Trust & Agency	\$ 4,409.30
Payroll Fund	\$ 119,238.18
Recreation Fund	\$ 47,990.35
TOTAL	\$ 495,275.11

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ 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>
05-3120-111	Spec. Resource Officer	05-3120-101	Salaries	\$11,689.66

ROLL CALL VOTE:

Ayes:

Nays:

Trustee _____ Moved and Trustee _____ Seconded a resolution as follows:

LOCAL LAW #7-2023

Section 1. Purpose.

The Purpose of this Local Law is to Amend Chapter 168, Vehicles and Traffic, Article X, Schedules, Section 168-66, Schedule VIII, Stop Intersections of the Village of Potsdam Municipal Code.

Section 2. Amendment.

The Schedule VIII, Stop Intersections of the Village of Potsdam Municipal Code will reflect the addition of the following:

Stop Sign on	Direction of Travel	At Intersection of
Grove Street	Both Directions	Waverly Street
Leroy Street	Both Directions	Grove Street

Section 3. Enactment.

This Local Law shall become effective immediately upon the notification of the filing of same with the Secretary of State.

ROLL CALL VOTE:

Ayes:

Nays:

Trustee _____ Moved and Trustee _____ Seconded a resolution to negotiate an agreement with Barton and Loguidice, D.P.C. to provide professional services to include the evaluation, identification and potential replacement of lead service laterals throughout the Village of Potsdam’s water distribution system; and, the preparation of an Environmental Facilities Corporation engineering report for an Intended Use Plan Listing and potential financing through the NYS Drinking Water State Revolving Fund.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution that all Water and Sewer accounts with EDU valuations “Based on Prior Year Consumption” have those EDUs re-evaluated and adjusted appropriately by March 1st every fiscal year.

Ayes _____

Nays _____

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Annual Meeting of the Village of Potsdam Board of Trustees of December 4, 2023 at _____ p.m.

Ayes _____

Nays _____