

**TOWN OF POTSDAM REGULAR BOARD MEETING
JANUARY 12, 2016**

Supervisor Rollin Beattie called the Regular Meeting of the Potsdam Town Board to order at 6:45 PM on 1/12/2016. The meeting was held at the Town Hall 18 Elm Street, Potsdam, New York.

PRESENT: Supervisor Rollin Beattie
Councilperson Judith Rich
Councilperson Rose Rivezzi
Councilperson James Grant
Councilperson Ann Carvill

ALSO PRESENT: John Keleher, Highway Superintendent
Peggy Brusso, Supervisor's Clerk
Frank Cappello, Attorney
Michael Boysuk, Code Enforcement Officer
Cindy Goliber, Town Clerk

ALSO PRESENT: Nick Sheehan and Eleanor Hopke – Village of Potsdam Trustees, Dean Laubscher.

MINUTES

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the Regular Board Meeting Minutes of 12/15/2015 as presented.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve the Special Board Meeting Minutes of 12/28/2015 as presented.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to approve the Organizational Meeting Minutes of 1/5/2016 as presented.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

BILLS FOR AUDIT

The bills were audited by Councilpersons Rivezzi and Carvill.

GENERAL

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Vouchers 1-20 bills totaling \$11,237.30 and a CLASS investment of \$252,718.87.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

TOWN OUTSIDE

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Vouchers 1-2; bills totaling \$3,965.47; and a CLASS investment of \$103,950.42.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

HIGHWAY DA

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Vouchers 1-13; bills totaling \$28,010.41; and a CLASS investment of \$2,822.16.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

HIGHWAY DB

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Vouchers 1-2; bills totaling \$20 381.24; and a CLASS investment of \$365,867.69.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

SEWER

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Voucher 1; bills totaling \$900.22; and a CLASS investment of \$947.69.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

WATER

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve Abstract 1, Vouchers 1-2; bills totaling \$133.30; and a CLASS investment of \$48,869.38.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

SUPERVISOR'S REPORT

General Fund	\$ 47,205.40
Town Outside	197.28
Highway DA Fund	464.89
Highway DB Fund	16,813.14
Sewer	2,811.76
Water	91.97

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to accept the Supervisor's Report.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

TOWN CLERK'S REPORT

Revenue to Supervisor	\$ 1,458.08
Ag & Markets (spay/neuter program)	73.00
NYS DEC/Conservation Licenses	228.66
NYS DOH Marriage	180.00
Comptroller for GOC	60.00
Comptroller for Bingo	562.50
<u>TOTAL DISBURSED</u>	\$ 2,562.24

MOTION made by Councilperson Rivezzi and second by Councilperson Rich to accept the Town Clerk's report as presented.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

HIGHWAY SUPERINTENDENT'S REPORT

Highway Superintendent Keleher reported that he had distributed a list of services and estimated costs provided to the Villages of Potsdam and Norwood. This is required to be filed each year with the Town Clerk.

ASSESSOR

In his written report James Snyder reported the following:

- Exemption notices were mailed the first week of January and are being returned.
- County is working on creating a fill-in form for towns to fill out for their budget/levy information for developing tax rates.
- He is requesting to attend training in Buffalo on valuing solar panels and Canton for assessing strip plazas.

COURT

- Total fees sent to the Comptroller - \$21,431.50
- Cases closed – 178
- Cases opened – 220

Guyette - restitution in the amount of \$1,930.50 was applied to 14 VTL cases (in full) and a partial payment to 1 VTL.

CEO

- 12 permits were issued in the amount of \$385.00. A total of 181 permits were issued in 2015.

RECREATION REPORT

Councilperson Rivezzi reported that she was notified by Clerk/Treasurer Queor that they received \$4,500 from the Town of Colton for the swim program. Their next meeting is scheduled for 2/23/2016.

PUBLIC COMMENT

There was no public comment.

EXECUTIVE SESSION

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to move into executive session at 7:05 PM to discuss a matter regarding a particular person.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to adjourn executive session at 7:15 PM and move back into regular session.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

RESOLUTION TO AMEND THE BUDGET

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to increase the Code Enforcement Officer Salary B8010.4 by \$780.00 and decrease Code Enforcement Contractual B5010.01 by \$780.00, to correct a clerical error in the 2016 Budget.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

OLD BUSINESS

JUSTICE COURT

RESOLUTION TO APPOINT BAILIFF

MOTION made by Councilperson Rivezzi and second by Councilperson Rich to appoint Tim Rivers as the bailiff to be paid \$12.00/hour per diem.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

RESOLUTION TO HIRE A PART-TIME CLERICAL POSITION FOR THE COURT

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve the court clerk to advertise to hire part-time clerical help at \$15.00/hour at a maximum of 15 hours per week.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

STATE HIGHWAY 56 WATER/SEWER

Supervisor Beattie reported that we did not receive grant funding to do a study on water/sewer for SH 56N. Mr. Feuka will report other options for funding at a later date.

TRANSFER OF FUNDS TO CLOSE OUT 2015 YEAR

MOTION made by Councilperson Grant and second by Councilperson Carvill to approve the following transfers in the General Fund

11/25/2015 – Debit Contingent #1990.4 in the amount of \$401.30 and Credit Court Contractual #1110.4 in the amount of \$401.30

12/28/2015 – Debit Contingent #1990.4 in the amount of \$958.64 and Credit Court Contractual #1110.4 in the amount of \$958.64

12/31/2015 - Debit Contingent #1990.4 in the amount of \$1565.16 and Credit Court Contractual #1110.4 in the amount of \$1565.14

12/31/2015 - Debit Attorney Contractual #1420.4 in the amount of \$243.28 and Credit Town Office 35 Market Street 1620.4 in the amount of \$243.28

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

MOTION made by Councilperson Carvill and second by Councilperson Rich to approve the following transfers in the Town Outside Fund 12/28/2015 - Debit Contingent #1990.4 in the amount of \$659.63 and Credit Hospitalization #9060.8 in the amount of \$659.63.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

Motion made by Councilperson Carvill and second by Councilperson Rivezzi to approve the following transfers in the Highway Appropriations Fund.

11/30/2015 – Debit General Repairs Contractual DB 5110.4 in the amount of \$20,431.28 and Credit General Repairs Personal Service DB 5110.1 in the amount of \$20,431.28

12/17/2015 – Debit Brush/Weeds Contractual DA 5140.4 in the amount of \$4,589.22 and Credit Hospitalization DA 9060.8 in the amount of \$4,589.22

12/17/2015 – Debit General Repairs Contractual DB 5110.4 in the amount of \$22,052.84 and Credit General Repairs Personal Service DB 5110.1 in the amount of \$22,050.84

12/17/2015 – Debit Compensated Absences DB 9089.8 in the amount of \$875.45 and Credit Social Security and Medicare DB9030.8 in the amount of \$875.45

12/31/2015 – Debit General Repairs Contractual DB 5110.4 in the amount of \$20,789.28 and Credit General Repairs Personal Service DB 5510.1 in the amount of \$20,789.28

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

Motion made by Councilperson Carvill and second by Councilperson Rivezzi to approve the following transfers in THE HIGHWAY REVENUES DA FUND

12/14/2015 – Debit Revenues DA 2770 in the amount of \$30,000 and Credit Machine Equipment DA 5130.2 in the amount of \$30,000.

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

Motion made by Councilperson Carvill and second by Councilperson Rich to approve the following transfers in the Sewer Fund.

12/22/2015 – Debit Personal Service S8130.1 in the amount of \$780.00 and credit Contractual S8130.4 in the amount of \$780.00

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

CLARKSON UNIVERSITY ANNEXATION

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the following resolution

WHEREAS, Clarkson University submitted an Annexation Petition with an attached annexation map dated November 18, 2015 to the Clerk of the Town of Potsdam and the Clerk of the Village of Potsdam each on November 30, 2015; and

WHEREAS, said application is for the annexation of 1 parcels of land owned by Clarkson University, identified by St. Lawrence County Tax identified as 152 Maple Street, Tax map Number 64.065-5-1 from the Town of Potsdam into the Village of Potsdam; and

WHEREAS, in conjunction with the submitted annexation petition, the petitioners submitted Part I of the New York State Environmental Assessment Form (SEAF) and the Village of Potsdam submitted Part 2 and Part 3 of the SEAF, and

WHEREAS, the Village of Potsdam Board of Trustees determined that there would be two involved agencies in this action, the Village of Potsdam and the Town of Potsdam; and

WHEREAS, the Potsdam Town Council has no objection to the Village of Potsdam Board of Trustees being lead agency in this action; and

WHEREAS, on January 12, 2016 the Town and Village of Potsdam held a Joint Public Hearing and took public testimony, comment or objections to the proposed annexation; and

WHEREAS, the Town Board having determined (a) the Petitioner is the sole owner of all of the real property described in the Petition according to the last preceding assessment role of the Town of Potsdam and the assessor's certification (b) the Petitioner is duly qualified to sign the Petition, (c) the Petition substantially complies in form and content with Article 17 of the General Municipal Law; and (d) the proposed annexation is in the overall public interest;

NOW, THEREFORE, upon the evidence given and upon all the prior proceedings and public hearing it is

RESOLVED AND DETERMINED, that the relief requested in the Petition is hereby granted in all respects and the real property, as described in the Petition, shall be hereby annexed from the Town of Potsdam into the Village of Potsdam; the relevant portion of the Official Map of the Town of Potsdam shall be so amended at no expense to the Town of Potsdam; the Map shall be filed in the Office of the Clerk of the Village of Potsdam and the Office of the Clerk of St. Lawrence County; and, it is further

RESOLVED AND DETERMINED that such annexation shall be as proposed by the Petition subject to the provisions, terms, and conditions of this Resolution and the Village of Potsdam Resolution; and it is further

RESOLVED AND DETERMINED, that at no expense to the Town of Potsdam, the Town Clerk shall comply with the provisions of §711 of the General Municipal law with respect to this Resolution and Order.

ADOPTED BY ROLL CALL VOTE: AYES 4 NAYS 1
Councilperson Carvill voting aye.
Councilwoman Rich voting nay.
Councilperson Grant voting aye.
Councilperson Rivezzi voting aye.
Supervisor Beattie voting aye.

POINTS OF DISCUSSION ON ANNEXATION

- Concerns expressed about the amount of untaxed parcels in the Town of Potsdam.
- Encouragement for Clarkson to utilize the properties in a manner that they could go back on the tax rolls.
- Suggestion that a PILOT could be achieved if Clarkson should purchase other properties.

ADJOURNMENT

MOTION made by Councilperson Rivezzi and second by Councilperson Rich to adjourn the meeting at 7:50 PM

ADOPTED: AYES 5 NAYS 0
(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

Respectfully submitted:

Cindy Goliber
Town Clerk