

**TOWN OF POTSDAM REGULAR BOARD MEETING  
FEBRUARY 10, 2016**

Supervisor Rollin Beattie called the Regular Meeting of the Potsdam Town Board to order at 6:30 PM on 2/10/2016. 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:** Eleanor Hopke – Village of Potsdam Trustee AND Alan Rizzo – Watertown Daily Times.

**MINUTES**

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the Regular Board Meeting Minutes of 1/12/2016 as presented.

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

**BILLS FOR AUDIT**

The bills were audited by Councilpersons Grant and Rich.

**GENERAL**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Vouchers 14-68 bills totaling \$126,942.36 and a CLASS investment of \$252,760.93.

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

**TOWN OUTSIDE**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Vouchers 3-19; bills totaling \$5,934.53; and a CLASS investment of \$92,366.68.

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

**HIGHWAY DA**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Vouchers 14-38; bills totaling \$84,790.80; and a CLASS investment of \$2,822.62.

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

**HIGHWAY DB**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Vouchers 3-6; bills totaling \$45,024.58; and a CLASS investment of \$315,926.59.

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

**SEWER**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Voucher 2-5; bills totaling \$1,472.62; and a CLASS investment of \$947.85.

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

**WATER**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 2, Vouchers 3-7; bills totaling \$1,509.45; and a CLASS investment of \$48,777.51.

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

**SUPERVISOR'S REPORT**

General Fund	\$ 532,680.93
Town Outside	331.53
Highway DA Fund	688,843.95
Highway DB Fund	1,440.16
Sewer	21,325.84
Water	11,889.45

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	\$ 5,163.96
Ag & Markets (spay/neuter program)	111.00
NYS DEC/Conservation Licenses	102.09
<u>TOTAL DISBURSED</u>	\$ 5,377.05

MOTION made by Councilperson Grant 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 Grant to move into executive session to discuss a particular person and litigation at 7:03 PM.

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

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to adjourn executive session and move back into regular session at 7:30 PM.

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

**OLD BUSINESS**

**JUSTICE COURT**

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to appoint Elaine Charleson as part-time clerks to the Justice Court effective immediately at a salary of \$15.60/hour as stated in the Teamster's Contract.

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

**OFFICE PHONE EQUIPMENT**

Town Clerk Goliber reported that our phone system is 20 years old. It does not have caller ID, voice mail, and our lines ring busy. She requested authorization to obtain quotes to replace our phone system. Funds could be obtained from the Board Designated Zone Fund, since this would be a capital improvement. Both the court and town offices would benefit.

MOTION made by Councilperson Rich and second by Councilperson Grant to authorize Town Clerk Cindy Goliber to solicit bids for a new phone system for the court and town offices.

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

**NEW BUSINESS**

**HIGHWAY RESOLUTIONS**

SHARED SERVICES AGREEMENT BETWEEN THE NEW YORK STATE DEPARTMENT OF TRANSPORTATION (NYDOT)

Highway Superintendent John Keleher recommended that the board not pass the proposed Shared Service Agreement with New York State, since the Town of Potsdam has a Shared Service and Hazard Plan with St. Lawrence County.

RESOLUTION/UNDERTAKING FOR HIGHWAY PERMITS BETWEEN TOWN OF POTSDAM & ST. LAWRENCE COUNTY

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

WHEREAS, the Town of Potsdam is desirous of St. Lawrence County Department of Highways providing shared services such as paving, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Potsdam and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, the joint cooperative endeavor, the Town of Potsdam and the County of St. Lawrence desires to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

NOW THEREFORE BE IT RESOLVED that to the fullest extent permitted by law, the Town of Potsdam will indemnify and hold harmless the County, their officers, directors, partners, representatives, agents and employees from and against any and all claims, suits, liens, judgments, damages, losses and expenses, including legal fees and all court costs and liability (including statutory liability) arising in whole or in part and in any manner from injury and/or death of person or damage to or loss of any property relating to or arising out of any negligent or intentional acts and/or omissions of the Town of Potsdam or any of its directors, officers, employees, contractors, representatives, or agents.

BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis with the following limits:

- \$1,000,000 Each Occurrence
- \$3,000,000 General Aggregate
- \$1,000,000 Products Aggregate
- \$ 50,000 Fire damage Legal Liability
- \$ 5,000 Medical Payment Expense

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

ADOPTED:

AYES 5

NAYS 0

(Beattie, Rich, Rivezzi, Grant, and Carvill voting yes.)

**HIGHWAY AUTHORIZATION TO SPEND MONEY – CHIPS**

MOTION made by Councilperson Carvill and second by Councilperson Grant BE IT RESOLVED pursuant to the provisions of Section 284 of the Highway Law, the Town of Potsdam agrees that moneys levied and collected for the repair and improvements of highways, and received from the State of New York for repair and improvement of 124.00 miles of highways in the amount of \$290,524.49 shall be expended as follows:

- On the road commencing at Bagdad Road starting Miller Road and leading West toward County Route 35 a distance of 1.01 miles there shall be expended not over the sum of \$87,560.00
- On the road commencing at South Canton Road starting at County Route 59 and leading West toward County Route 35 a distance of 1.01 miles there shall be expended not over the sum of \$101,664.49.
- On the road commencing at Old Potsdam-Parishville Road starting at Perrin Road and leading East toward Parishville a distance of 1.00 miles there shall be expended not over the sum of \$101,300.00.

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

**POSTING OF ROADS**

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

PLEASE TAKE NOTICE that pursuant to section 1660 of the Vehicle & Traffic Law, all paved highways in the Town of Potsdam will be temporarily closed to all vehicles having a gross weight in excess of five tons total, upon posting of the signs and remain closed until removal of the signs.

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

**WAIVER & CONSENT REQUEST – NYPA ARTICLE VII**

MOTION made by Councilperson Grant and second by Councilperson Rich to approve the Waiver and Consent Request – NYPA Article VII Project extending through the Town of Potsdam and authorize Supervisor Beattie to sign it.

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

**HEWITVILLE LIGHTING DISTRICT**

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

WHEREAS, the Hewittville Lighting District was established by resolution in February 1963 and a map and list of parcels are on file with the town of Potsdam, and

WHEREAS, the St. Lawrence County Real Property implemented a GIS mapping system and during the transition added parcels 53.003-2-46, 53.003-2-45, and 53.003-2-44 to the lighting district, which was brought to our attention by the property owners, and

WHEREAS, a review of the map and landowner list, assessment files and tax rolls show that these parcels had never been included in the Hewittville Lighting District since its formation. NOW THEREFORE BE IT

RESOLVED that the Potsdam Town Board approves the removal of parcels 53.003-2-46, 53.003-2-45, and 53.003-2-44 from the Hewittville Lighting District to be affective on the 2016 tax roll.

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

**265 HATCH ROAD APPLICATION IN A CD ZONE**

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to approve the application BP 2016-1 to construct a single family dwelling at 265 Hatch Road, Potsdam , NY Parcel ID # 65.001-1-111, which is located in the CD zone, pursuant to §110-7(b)[2] of the Potsdam Town Code.

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

**TOWN POLICIES REVIEW**

Town Clerk Goliber gave each member of the Board a packet of Town Policies. These policies have not been reviewed for many years. Supervisor Beattie appointed Councilpersons Carvill and Rivezzi to a committee to review the policies and make recommendations to the board.

**ADJOURNMENT**

MOTION made by Councilperson Grant 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

