

**TOWN OF POTSDAM REGULAR BOARD MEETING**

**April 12, 2016**

**6:30 PM**

Supervisor Beattie called the Regular Meeting of the Potsdam Town Board to order at 6:30 PM April 12, 2016. The meeting was held at the Town Office, 18 Elm Street, Potsdam, New York.

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

**ALSO PRESENT:** John Keleher, Highway Superintendent  
Peggy Brusso, Supervisor's Clerk  
Frank Cappello, Attorney  
Karen McAllister, Deputy Town Clerk

**OTHERS PRESENT:** Boy Scout Troop 95; Eleanor Hopke & Nick Sheehan - Village Trustees; Kevin Feuka - C2AE; Alan Rizzo-Courier-Observer.

The Boy Scout Troop 95, Church of Jesus Christ of Latter Day Saints, along with troop leader Larry Colbert was welcomed by the Town Board members.

**MINUTES**

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve the February 8, 2016 Regular Board Meeting minutes as presented.

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

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve the March 9, 2016 Regular Board Meeting minutes as presented.

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

**BILLS FOR AUDIT**

**GENERAL**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 4, Vouchers 116-164; totaling \$80,371.49, and a CLASS investment of \$653,001.75.

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

**TOWN OUTSIDE**

MOTION made by Councilperson Grant and second by Councilperson Rich to approve Abstract 4, Vouchers, 36-45; totaling \$4,768.86, and a CLASS investment of \$246,434.48.

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

**HIGHWAY DA**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 4, Vouchers 65-93; totaling \$67,808.98 and a CLASS investment of \$380,471.17.

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

**HIGHWAY DB**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 4, Voucher 8; totaling \$34.73 and a CLASS investment of \$566,111.26.

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

**SEWER**

MOTION made by Councilperson Grant and second by Councilperson Rich to approve Abstract 4, Vouchers 12-18; totaling \$2,209.26 and a CLASS investment of \$4,250.78.

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

**WATER**

MOTION made by Councilperson Rich and second by Councilperson Grant to approve Abstract 4, Vouchers 14-21; totaling \$2,546.56 and a CLASS investment of \$58,199.13.

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

|                             |                 |              |
|-----------------------------|-----------------|--------------|
| <b>SUPERVISOR'S REPORT:</b> | General Fund    | \$ 16,810.51 |
|                             | Town Outside    | 323.23       |
|                             | Highway DA Fund | 5,425.59     |
|                             | Highway DB Fund | 3,811.68     |
|                             | Sewer           | 13,612.80    |
|                             | Water           | 1,105.97     |

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

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

Supervisor Beattie reported that the board members had been given the Telecommunication Ceiling and the Community College Chargebacks correspondence.

**TOWN CLERK'S REPORT**

|                                    |             |
|------------------------------------|-------------|
| Revenue to Supervisor              | \$ 1,975.17 |
| Ag & Markets (spay/neuter program) | 158.00      |
| NYS DEC/Conservation Licenses      | 1,124.83    |
| NYS DOH/Marriage Licenses          | 67.50       |

**TOTAL DISBURSED** \$ 3,325.50

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, Carvill, Grant, Rich and Rivezzi voting aye.)

### HIGHWAY SUPERINTENDENT'S REPORT

John Keleher reported the following:

- Spring work and clean-up is nearing completion.
- We received word from PAVE NY that the town should receive approximately \$115,000 extra for paving.

### CEO REPORT

- 5 Permits were issued in March for a total of \$155.00.
- Code official attended NYS training in Lake Placid and the Tug Hill Conference.

### COURT REPORT

- \$15,321.74 in fines was collected by Justice Mason
- \$17,770.00 in fines was collected by Justice Charleson
- 386 cases were closed.
- 203 new cases were opened.
- Ms. Guyette's restitution check (#24779) for \$1,930.50 was applied to Judge mason's cases – 14-VTL cases which paid them in full and 1 VTL case as a partial payment in the amount of \$47.00. Receipts for these transactions are M560-M9570 and M9572-M9575.
- Village parking ticket money in the amount of \$2,388 was submitted on Judge Charleson's report.

### ASSESSOR'S REPORT

Mr. Snyder reported:

- Data collection is being conducted on new construction in preparation of the tentative assessment roll.
- That he has been elected to the NYSAA executive board or a two year position.
- That he will be attending several training classes over the next few months.

### RECREATION REPORT

Rose Rivezzi reported:

- The recreation committee will be meeting later this month and they will review the proposed kiosk letter and report back to the board.

### PUBLIC COMMENT

Village Trustees Eleanor Hopke and Nick Sheehan asked the Town Board members to consider funding a paid fire driver position. The village currently funds 4 paid fire drivers and is considering not replacing the fire driver who is going to retire. With family health costs and overtime pay it costs the village approximately \$99,500 to fund this position. (Base pay is \$43,851.20 + \$15,000 or more in overtime costs + health insurance.) Currently the paid drivers only drive village trucks within the village limits, unless they have permission due to a mutual aid call. Mr. Sheehan said that volunteers would become responsible for driving the village trucks during the unmanned shift.

Former Chief John Keleher said that they responded to 562 calls last year, with over 50% being at the universities. 96 calls were in the town, outside the village and 466 calls were within the village. He said that the drivers take care of the equipment and trucks and said that in the past the Town of Potsdam had given \$600,000 to purchase a truck.

The Town of Potsdam contracts with the Potsdam volunteers in the amount of \$108,000, as well as West Potsdam Fire, Hannawa Falls Fire, and Norwood Fire. The total fire protection budget is \$234,221.50.

Town board members agreed that there are no funds in the 2016 budget to fund a paid driver and would have to have more information before making any considerations.

**OLD BUSINESS**

**SH 56N WATER/SEWER RESOLUTION TO APPLY FOR GRANT FUNDING**

- Two separate funding applications will be submitted to USDA.
- Each \$20,000 application is reimbursable at 75% for a total of \$10,000 (\$5,000/each study)

Kevin Fueka told the board about the grant application. He said that two separate applications would be submitted to USDA to in the amount of \$20,000, of which 75% is reimbursable. If approved the town’s portion would be a total of \$10,000 (\$5,000/application.).

Board members confirmed that the funds could be taken from the BDZ since it was a capital improvement. There was a great deal of discussion regarding the project and Mr. Fueka said that this application would allow an engineering study to evaluate our current facilities to see if they can handle an expansion and help to determine a cost of expanding the water and sewer district. He said that there would be a preliminary engineering report and they would also conduct an environmental review (SEQR).

**BOARD DISCUSSION**

- Board members were assured that the firm C2AE (previously Burley Guminiak) had been vetted and they are working on the Louisville water expansion.
- Councilperson Rich is concerned that this expansion will be forced on property owners that don’t want or can’t afford municipal water.
- Councilperson Carvill shared her concerns about the burden of cost, but was interested in finding the benefits.
- Councilperson Rivezzi said that she is interested in finding out the cost per parcel and how the district would benefit owners. She expressed concerns about water contamination and septic failures.
- It was pointed out that by doing this study our facilities would be evaluated and costs would be determined.

**C2AE PROFESSIONAL SERVICES CONTRACTS**

WASTEWATER

MOTION made by Councilperson Carvill and second by Councilperson Grant to accept the Wastewater contract for professional services with C2AE.

ADOPTED:                    AYES 4                    NAYS 1  
   (Beattie, Carvill, Grant, and Rivezzi voting aye  
   Rich voted nay.)

WATER

MOTION made by Councilperson Carvill and second by Councilperson Grant to accept the Water contract for professional services with C2AE.

ADOPTED:                    AYES 4                    NAYS 1  
   (Beattie, Carvill, Grant, and Rivezzi voting aye  
   Rich voted nay.)

SH 56 WASTEWATER COLLECTION SYSTEM EXPANSION

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

WHEREAS, the Town desires to make application to the USDA Rural Development for a Pre-development Planning Grant for NYS Route 56 Wastewater System Extension;

NOW, THEREFORE, BE IT RESOLVED that the Town Board shall seek financial assistance from Rural Development for advancement of a Wastewater Collection System Expansion to serve the NYS Route 56 Corridor area; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the receipt, use and disbursement of these grant funds, and

BE IT FURTHER RESOLVED, that the Town Board shall authorize the Supervisor to make all necessary applications to Rural Development.

ADOPTED:                      AYES 4                      NAYS 1  
  (Beattie, Carvill, Grant, and Rivezzi voting aye  
  Rich voted nay.)

SH 56 WATER SYSTEM EXTENSION

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

WHEREAS, the Town desires to make application to the USDA Rural Development for a Pre-development Planning Grant for NYS Route 56 Water System Extension;

NOW, THEREFORE, BE IT RESOLVED that the Town Board shall seek financial assistance from Rural Development for advancement of a Water Distribution System Expansion to serve the NYS Route 56 Corridor area; and

BE IT FURTHER RESOLVED, that the Town Board authorizes the receipt, use and disbursement of these grant funds, and

BE IT FURTHER RESOLVED, that the Town Board shall authorize the Supervisor to make all necessary applications to Rural Development.

ADOPTED:                      AYES 4                      NAYS 1  
  (Beattie, Carvill, Grant, and Rivezzi voting aye  
  Rich voted nay.)

**DEPARTMENT OF TRANSPORTATION DETERMINATION – RIVER ROAD**

Supervisor Beattie reported that the NYSA DOT approved a speed reduction to 45 MPH on a portion of the River Road beginning approximately .2 of a mile from the Barker Road proceeding to the caution light in Norwood. Mr. Amberman, who initiated the request, was sent a copy of the determination.

**CASELLA SERVICE CONTRACT FOR WASTE**

Councilman Grant made a motion to sign a contract for waste removal and before the motion received a second, Highway Superintendent Keleher advised the board not to lock the town into a contract with Casella. The motion did not receive a second and no action was taken.

NO ACTION WAS TAKEN DUE TO FAILURE TO RECEIVE A SECOND

**NEW BUSINESS**

**DECLARE HIGHWAY EQUIPMENT UNNEEDED**

MOTION made by Councilperson Grant and second by Councilperson Rich to approve a resolution to declare the following highway equipment unnecessary and authorize the Highway Superintendent John Keleher to dispose of it: Hyster Roller Tires, Goodyear 10 ply Black top tire, 1975 Cub Cadet Mower, Heil Model 2824DA Twin Cylinder Scissor List, 2- 20,000 pound Winches, Jaeger Cement Mixer Tilter, 1976 Rogers Hydraulic Lift Trailer, specifications per the list on file.

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

**AUTHORIZATION TO DEMOLISH OLD TOWN BARN**

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to approve a resolution to declare the remaining structure of the old town barn unneeded due to its state of disrepair and to authorize it to be demolished.

ADOPTED:           AYES 5           NAYS 0

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

**SECOND NOTICE FEES FOR TAX COLLECTION**

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

WHEREAS, SECTION 987 of the Real Property Tax Law provides for the Tax Collector to mail a notice to each owner of real property upon which taxes remain unpaid on the current tax roll to which his or her warrant relates, and

WHEREAS, the governing body of the Town of Potsdam may adopt a resolution providing for the expense of mailing such notice with an additional penalty of not more than two dollars chargeable against the parcel,

NOW, THEREFORE BE IT RESOLVED that the Town of Potsdam does hereby approve the penalty of \$2.00 to be charged against each parcel requiring this second notice.

ADOPTED:           AYES 5           NAYS 0

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

**TISDEL STUDY OF UNIONVILLE SEWER PLANT**

Supervisor Beattie told the board that he would like to solicit a bid for engineering services from Tisdell Associates to see if the Unionville sewer plant could accept additional sewage. Beattie will speak to Tisdell and report back to the board.

**UNIONVILLE WATER TANK REPLACEMENT**

Steve Siddon, Valley Water Solutions has reported that there are leaks in the water holding tanks causing the pumps to run excessively. This could create problems with the pumps, which would prohibit residents from getting water. He recommended replacing the 16 year old holding tank, because replacing the bladder in the old tank has a high failure rate.

Bids follow:

\$6,000 to replace the rubber bladder with a high failure rate.

\$14,325 to purchase stainless steel with rubber bladder (same as current tank.)

\$6,500 to purchase a fiberglass tank with different bladder (recommended.)

MOTION made by Councilperson Grant and second by Councilperson Carvill to approve a resolution to purchase a Fiberglass Tank to replace the leaking tanks at a cost not to exceed \$6,500 from USDA Bluebook.

ADOPTED:           AYES 5           NAYS 0

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

**TOWN OWNED PROPERTY**

An adjoining property owner may be interested in purchasing an unused parcel of land from the Town. Highway Superintendent Keleher reported that the town abandoned the road to the property back in 1977. The parcel is approximately 1.5 miles back and there is a used gravel pit.

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to declare parcel # 52.002-2-30 surplus property and authorize the assessor to determine a fair market value for further review.

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

**BUDGET AMENDMENTS/TRANSFERS**

JUSTICE COURT

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to approve a resolution to amend the 2016 budget by adding a JUSTICE COURT GRANT revenue line item #A2610.4 in the amount of \$15,683.00 and adding a JUSTICE COURT GRANT expenditure line item # A1110.4 in the amount of \$15,683.00 to account for the Justice Court Grant awarded by the Office of Court Administration.

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

PART-TIME CLERK IN JUSTICE COURT

MOTION made by Councilperson Carvill and second by Councilperson Rich to amend the 2016 budget by establishing a PART-TIME CLERK line item #A1110.1 under Justice Court and to further authorize funds to cover this position to be taken from Attorney Personal Service #A1410.2.

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

**CEMETERY MOWING**

Bids have been solicited for mowing of the 8 town-owned cemeteries. Mowing and trimming is completed a week prior to Memorial Day, July 4, Labor Day and one additional mowing at the Bucks Bridge Cemetery in August. Bids will be available on Tuesday evening.

Chamberlain Landscaping – PO Box 162, Colton NY– \$2,160.00  
Seaway Valley Lawncare – 2318 SH 310, Madrid NY - \$2,700.00

MOTION made by Councilperson Rich and second by Councilperson Rivezzi to accept the bid from Chamberlain Landscaping in the amount of \$2,160.00 to mow the 8 town cemeteries, 3 times plus one additional mowing of Daily Ridge.

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

**BOARD OF ASSESSMENT REVIEW RESIGNATION**

BAR member Carl Gotsch submitted his resignation and an appointment will be needed to fill his unexpired term ends 9/30/2016. Supervisor Beattie recommended Patrick Gagnon, 44 Pine Street, Potsdam, NY.

MOTION made by Councilman Grant and second by Councilperson Carvill to appoint Patrick Gagnon to fill the unexpired term on the Board of Assessment Review, which will end on 9/30/2016.

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

**ZONING BOARD RESIGNATION**

ZBA member Joseph R. Goliber submitted his resignation, as he is no longer a resident of the Town of Potsdam. His unexpired term ends 12/31/2019. Supervisor Beattie is recommending Mark Tebo, 42 Prospect, Norwood, NY. Mr. Tebo is a former Mayor of Norwood.

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to appoint Mark Tebo to fill the unexpired term on the Zoning Board of Appeals, which will end on 12/31/2019.

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

**RESCEDULE MAY MEETING**

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve reschedule the May Board meeting to May 17, 2016 at 6:30 PM.

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

**ADJOURNMENT**

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to adjourn the meeting at 8:20 PM.

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

Respectfully submitted:

Cindy Goliber  
Town Clerk