

**TOWN OF POTSDAM REGULAR BOARD MEETING
MAY 17, 2016
6:30 PM**

Supervisor Beattie called the Regular Meeting of the Potsdam Town Board to order at 6:30 PM on May 17, 2016. The meeting was held at the Town Office, 18 Elm Street, Potsdam, New York.

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

ABSENT: Councilperson Judy Rich

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

OTHERS PRESENT: Eleanor Hopke - Village Trustee.

DANC REPORT ON GIS GRANT

Christina Illingworth gave a brief presentation to the Town Board on the GIS project, which was funded through the New York State Archives. The Town of Potsdam participated in the Village of Potsdam's cooperative grant application, along with 5 other municipalities. DANC mapped the Unionville water and sewer hook-ups, along with the man-holes. The town highway department has the town's road signs in a GPS format and Ms. Illingworth said that she would add that information into the project format at no cost. As a participant the town receives one free year of services, till June 30, 2017. Six months of services at \$350 until Dec. 31, 2017 and then \$700 for the next year. The town is under no obligation to continue. The town board was given a contract that outlines the services and will act on it in June.

MINUTES

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the Town of Potsdam Regular Meeting minutes of April 12, 2016 as submitted.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

BILLS FOR AUDIT

The audit committee of Councilpersons Rivezzi and Carvill found the bills to be in order.

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve the bills listed on Abstract 4 as follows:

	<u>Voucher #</u>	<u>Claim Total</u>	<u>Class Investment</u>
GENERAL	165-211	\$50,666.57	\$557,637.84
TOWN OUTSIDE	46-54	5,646.87	238,489.44
HIGHWAY DA	94-97	34,692.89	294,543.44
HIGHWAY DB	9-47	33,509.96	533,237.39
SEWER	19-22	1,048.42	19,151.87
WATER	22-27	6,752.02	56,712.18
BDZ	2	5,000.00	

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

SUPERVISOR'S REPORT:	General Fund	\$	596.63
	Town Outside		406.71
	Highway DA Fund		3,031.93
	Highway DB Fund		965.47
	Sewer		954.71
	Water		224.48

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

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

TOWN CLERK'S REPORT

Revenue to Supervisor	\$3,278.96
Ag & Markets (spay/neuter program)	89.00
NYS DEC/Conservation Licenses	1,025.11
NYS DOH/Marriage Licenses	90.00

TOTAL DISBURSED \$ **4,483.07**

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

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

HIGHWAY SUPERINTENDENT'S REPORT

John Keleher reported the following:

- Paving will begin next week on Bagdad, Old Potsdam Parishville Road and South Canton Road.
- We expect to receive word on the PAVE NY funds in June. We will pave the Heath Road if they come in.
- We were not able to purchase the trailer that was approved at the last board meeting, because it was sold the next day. Keleher attended an auction in Syracuse, but was outbid on another trailer. Until we purchase a trailer, we will have to hire someone to move their equipment. (Board approved a purchase up to \$15,000).

CEO REPORT

17 permits was issued in the amount of \$1,522.50

COURT REPORT

- \$33,752.00 in fines was collected.
- 386 cases were closed.
- 314 new cases were opened.
- Ms. Guyette's restitution check (#24863) for \$1,930.50 was applied to Judge Charleson's cases-12 VTL were paid in full. The receipts for these transactions are #C7439-C7450. Village parking money in the amount of \$395 (CK #10497) was submitted on Judge Charleson's report.

Councilperson Rivezzi asked why the court fees have not increased over the past few months. Supervisor's Clerk Peggy said that she has been in contact with the Comptroller's office and is still waiting to hear from them on how to distribute the court funds.

Supervisor Beattie said that Court Clerk Hayes will give the board a detailed report regarding the consolidation in July.

ASSESSOR'S REPORT

Mr. Snyder reported:

- New STAR exemptions will be received by homeowners as an income tax credit and property owners will be notified within the next month or two.
- Tentative roll was filed on May 1st and 533 notices of change were mailed out to homeowners.

RECREATION REPORT

Rose Rivezzi reported:

- Recreation committee met on April 26th.
- She thanked John and the highway department for help with clean-up.
- The summer brochure is at the publisher and a pdf version will be made available for the website.
- Lawn Mower races will be held on July 16th at Sandstone Park to fundraise for the recreation program.
- Bid to repaint the blocks at the arena was too high, so they will reach out to some local contractors.
- Administrator Basford is working to have the recreation budget be separate from the Village Budget. This will help to show the true revenues and expenses of recreation and make it easier to carry-over any remaining balances.
- Carryover will be spent on new Zamboni tires, a new sled for the Zamboni, replacing the cooling tower and new goal frames and nets.
- The next meeting will be held on June 15th at the Village Community Room

POLICY COMMITTEE REPORT

Councilpersons Carvill and Rivezzi have been meeting to review the town policies. They are looking at those mandated by the State and other policies of importance in the Town of Potsdam. They are making updates and will email them to Attorney Cappello for review before submitting them to the board for consideration.

PUBLIC COMMENT

Village Trustee Eleanor Hopke asked the town board members to consider if residents outside the villages would like to have a quicker response time by having paid fire drivers respond to town outside fires. If so, then she requested that the board discuss this possibility with the Village Board of Trustees.

OLD BUSINESS

SH 56N WATER/SEWER FOR GRANT FUNDING APPLICATION

It was reported that Town Clerk Goliber has been working with representatives from C2ae on the funding application.

HIGHWAY EQUIPMENT FOR SALE – BIDS

One bid was received for the trailer from Charles Rutley in the amount of \$3,219.00. Highway Superintendent Keleher said that this was acceptable.

MOTION made by Councilwoman Rivezzi and second by Councilperson Grant to accept the bid from Charles Rutley in the amount of \$3,219.00 for purchase of 1975 Hydraulic Lift Trailer Model THPG-D S/N17859.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

TWINSTATE PHONE BIDS

Supervisor Beattie and Town Clerk Goliber met with a representative from Twinstates regarding the Town Office and Court phone replacement. They are awaiting updated bids from Twinstates and will be soliciting bids from other companies.

RAQUETTE RIVER BLUEWAY TOURIST INFORMATION KIOSK

Councilperson Rivezzi recommended that the town board consider installing a kiosk with a funds reimbursement through the NYS Department of State’s Local Waterfront Revitalization Program/Title 11 of the Environmental Protection Fund. The town would receive a kit, to be installed by the Highway Department. One panel will be furnished to the town and the town would be responsible for working with a graphic artist to design three other panels. Funds would be paid up front with reimbursement through the Village of Potsdam’s Grant Fund. Highway Superintendent Keleher said they would have time to install the kiosk in late June or early July.

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to sponsor a Kiosk at Postwood Park.

ADOPTED: AYES 4 NAYS 0
 (Beattie, Rivezzi, Grant and Carvill voting yes.)

NEW BUSINESS

HIGHWAY CELL PHONE PLAN UPDATE

Highway Superintendent Keleher reported that the town currently pays for his pre-paid cell phone plan, which is now costing approximately \$1,200/year. After researching with Verizon, he is recommending to change to a 700 minute/month phone plan at a cost of approximately \$25/month. This will save the town approximately \$500/year and he can keep the same number.

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to approve a resolution authorizing Highway Superintendent John Keleher to switch from a prepaid cell phone play to a 700 minutes plan at a cost of approximately \$25/month thereby saving approximately \$500 per year.

ADOPTED: AYES 4 NAYS 0
 (Beattie, Rivezzi, Grant and Carvill voting yes.)

SERVICE CONTRACT FOR RENEWAL FOR HEATING AND AIR CONDITIONING

MOTION made by Councilperson Grant and second by Councilperson Carvill to approve a resolution to authorize Supervisor Beattie to sign the contract renewal with Empire Northeast in the amount of \$975.00 for service and inspection of heating and air conditioning at 18 Elm Street.

ADOPTED: AYES 4 NAYS 0
 (Beattie, Rivezzi, Grant and Carvill voting yes.)

BUDGET AMENDMENTS

RESOLUTION

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

	<u>DEBIT</u>	<u>AMOUNT</u>	<u>CREDIT</u>	<u>AMOUNT</u>
3/23/2016	#1420.4	\$811.20	#1110.4	\$811.20
4/27/2016	#1420.4	\$468.00	#1110.4	\$468.00

ADOPTED: AYES 4 NAYS 0
 (Beattie, Rivezzi, Grant and Carvill voting yes.)

RESOLUTION

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the following the following resolution to amend the Water Fund as follows

	<u>DEBIT</u>	<u>AMOUNT</u>	<u>CREDIT</u>	<u>AMOUNT</u>
5/17/2016	FUND BALANCE	\$5200.00	#8320.4	\$5200.00

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

NOTE: Highway Superintendent John Keleher reported that his department helped to install the new tank in the UNIONVILLE WATER PLANT. He said that the other tank is leaking and needs replacement. He said the pump kicked on several times while they were there and this only increases electricity costs, as well as wear on the pump. Supervisor Beattie said that we will make sure to include this cost in next year's budget.

CDBG RESOLUTION

MOTION made by Councilperson Grant and second by Councilperson Carvill to approve a resolution to allocate a total of \$7,550.00 in grant funding from the Town's 2013 Community Development Block Grant Project # 946HR57-13 to Housing Rehabilitation Project #T13-09.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

CGI COMMUNICATIONS

Supervisor's Clerk Peggy Brusso reported that she and Supervisor Beattie had met with CGI representatives who want to update our promotional video that is on our website. There is no cost to the town and funds are received through advertisements sold by CGI to sponsor the video. This will be the third update. Supervisor Beattie asked Councilpersons Carvill and Rivezzi to work on this project, which will be scheduled September/October.

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to approve a resolution to enter into a contract with CGI Communications to update the website video.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

EXECUTIVE SESSION

MOTION made by Councilperson Carvill and second by Councilperson Grant to move into Executive Session at 7:45 PM, as requested by Attorney Cappello, to discuss a contract/litigation matter and update the board on the status of a litigation issue.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to adjourn Executive Session at 7:54 PM.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

ARTICLE 7 CONTRACT FOR APPRAISAL SERVICES

Attorney Cappello reported that he updated the Town Board members regarding the Article 7 filed by Affinity, LLC. He recommended that the board contract with Francis and Company for an appraisal and to provide a preliminary

report, to aid in negotiating a settlement with Affinity at a fee of \$4,500. They will also produce a fully trial –ready report for a fee of \$4,350, which Cappello recommended. (\$8,850.00) The attorney said we are not in a bad position and this report might show that our assessment is on target or we could have under assessed the property.

MOTION made by Councilperson Carvill and second by Councilperson Rivezzi to authorize Supervisor Beattie to sign the contract in the amount of \$8,850 for appraisal and consulting services with Francis & Company Real Estate Appraisers and Consultants regarding the Affinity, LLC Article 7.

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

ADJOURNMENT

Motion made by Councilperson Rivezzi and second by Councilperson Grant to adjourn the meeting at 7:59 PM

ADOPTED: AYES 4 NAYS 0
(Beattie, Rivezzi, Grant and Carvill voting yes.)

Respectfully submitted:

Cindy Goliber
Town Clerk