

TOWN OF POTSDAM REGULAR BOARD MEETING

June 14, 2016

6:30 PM

Supervisor Beattie called the Regular Meeting of the Potsdam Town Board to order at 6:30 PM on June 14, 2016. The meeting was held at the Town Office, 18 Elm Street, Potsdam, New York.

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

ALSO PRESENT: Peggy Brusso, Supervisor’s Clerk
Frank Cappello, Attorney
Cindy Goliber, Town Clerk

ALSO PRESENT: Lorraine Njoki and Tom Graser – Watertown Times.

MINUTES

MOTION made by Councilperson Rivezzi and second by Councilperson Grant to approve the Town of Potsdam Regular Meeting minutes of May 17, 2016 as submitted.

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

BILLS FOR AUDIT

The audit committee of Councilpersons Rich and Grant found the bills to be in order.

MOTION made by Councilperson Grant and second by Councilperson Rich to approve the bills listed on Abstract 6 as follows:

	<u>Voucher #</u>	<u>Claim Total</u>	<u>Class Investment</u>
GENERAL	212-268	\$ 41,325.30	\$516,768.30
TOWN OUTSIDE	55-70	77,384.20	459,563.60
HIGHWAY DB	48-83	190,736.52	439,359.20
SEWER	23-28	1,421.89	19,156.67
WATER	28-33	1,426.82	49,725.65

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

SUPERVISOR’S REPORT: General Fund \$ 3,158.08
Town Outside 2,150.91
Highway DB Fund 965.47
Sewer 397.50
Water 472.46

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

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

- Supervisor Beattie reported that the NYS Tentative Equalization rate has been set at 100%.
- Councilperson Rivezzi noted that we have finally started receiving court funds from the Comptroller.

- Councilperson Rivezzi said that she spent \$100 of the \$200 earmarked for planting at 18 Elm Street and 35 Market Street. She suggested that the remaining funds could be used for future plantings.

TOWN CLERK’S REPORT

Revenue to Supervisor	\$6,497.73
Ag & Markets (spay/neuter program)	178.00
NYS DEC/Conservation Licenses	1,197.02
NYS DOH/Marriage Licenses	180.00
<u>TOTAL DISBURSED</u>	\$ 8,052.75

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

- Goliber also reported that she had distributed the balancing report for tax collection and they balanced to the penny. She said they have one outstanding bad check to collect and then she will pay the penalties and additional fees to the supervisor.

HIGHWAY SUPERINTENDENT’S REPORT

John Keleher was excused from this meeting but reported to the Supervisor the following:

- Paving in the town is completed.
- They will pave in the Village of Norwood June 20-21.
- We should hear about the PAVE NY funds by the end of June.

CEO REPORT

- 19 permits were issued in the amount of \$1,186.25.

COURT REPORT

- \$35,855.50 in fines was collected.
- 307 cases were closed.
- 319 new cases were opened.
- The May restitution check from Ms. Guyette was not received, but St. Lawrence County has both May and June, which is being forwarded to the court. Village parking money in the amount of \$101 (CK #10540) was submitted on Judge Charleson’s report.
- Councilwoman Rivezzi confirmed that Court Clerk Hayes will give the board a detailed report regarding the consolidation in July.

ASSESSOR’S REPORT

Mr. Snyder reported:

- Eight people contested 10 assessments in person on Grievance Day and 9 grievances were sent by mail. A total of 533 change notices were mailed this year.
- Exemption letters were mailed to everyone who had applied to receive a STAR exemption this year, explaining changes made by New York State and giving them information on how to apply for their STAR rebate checks.
- Final assessment roll is ready for printing and will be ready by July 1st.

RECREATION REPORT

Rose Rivezzi reported that the Rec Committee will be meeting on June 15th. They will be reviewing the local bids they received for repointing the arena. She said bids included classic repointing vs. repointing with the exterior surface to be covered. She reminded everyone about the lawn mower races.

ECONOMIC DEVELOPMENT COMMITTEE

At a recent business symposium, Councilperson Rivezzi, Chamber Director Marylee Ballou and Planning Director Fred Hanss discussed the possibility of forming an Economic Development Committee to be comprised of the Potsdam Chamber Director, the Planning and Development Director, two village board members, two town board members, and two community members. The focus of this committee would be to help facilitate and assist new and existing businesses with their questions regarding loans, helping those in need, and generally help to facilitate and keep businesses strong in the our community. Rivezzi said that she discussed this idea with Mayor Tischler and the Village Board will discuss this in the near future. Supervisor Beattie said that he would wait until the Village makes their decision before moving forward with any appointments. Any board member interested in serving should contact Supervisor Beattie.

POLICY COMMITTEE REPORT

Councilperson Carvill reported that the Sexual Harassment and the Workplace Violence policies had been updated and they are meeting with Attorney Cappello to review. They are now working on the internet usage and procurement policies. Attorney Cappello reminded the board members that once they accept the draft policies, they will need approval from the collective bargaining units. He said that procurement thresholds are set by New York State. Councilperson Rivezzi said they will meet with the employees to discuss the policies and recommended yearly staff meetings as a reminder. The draft policies should be ready for the July meeting.

PUBLIC COMMENT

There was no public comment.

OLD BUSINESS

SH 56N WATER/SEWER FOR GRANT FUNDING APPLICATION UPDATE

Clerk Goliber reported that she successfully completed registering the town in SAM, which is required to receive any type of federal funding.

RAQUETTE RIVER BLUEWAY TOURIST INFORMATION KIOSK

The letter was sent to Fred Hanss regarding the town’s interest in hosting a kiosk at Postwood Park. Mr. Hanss is waiting for notification from another municipality regarding their participation. He will update us once the project received the go-ahead from the grant’s unit.

DANC CONTRACT FOR GIS SERVICES

MOTION made by Councilperson Carvill and second by Councilperson Rich to approve a resolution to sign the contract with DANC for GIS services in completion of the 2015 NYS Archives Shared Services Grant.

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

NEW BUSINESS

UNIONVILLE SEWER BLOWER MOTOR

MOTION made by Councilperson Grant and second by Councilperson Rich to approve a resolution to purchase a new blower motor in the amount of \$1,800 with funds to be spent from Sewer Contractual SS8130.4.

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

CDBG RESOLUTION

MOTION made by Councilperson Rich and second by Councilperson Carvill to approve a resolution to allocate up to \$25,000 in grant funding from the Town's 2013 Community Development Block Grant Project # 946HR57-13 to Housing Rehabilitation Project #T13-09.

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

EXECUTIVE SESSION

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to move into Executive Session at 7:10 PM, as requested by Attorney Cappello, to discuss an Article 7 litigation and Human Rights litigation.

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

MOTION made by Councilperson Rivezzi and second by Councilperson Carvill to adjourn Executive Session at 7:19 PM.

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

It was reported that no action was taken.

ADJOURNMENT

Motion made by Councilperson Rivezzi and second by Councilperson Carvill to adjourn the meeting at 7:20 PM

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

Respectfully submitted:

Cindy Goliber
Town Clerk