

POTSDAM TOWN BOARD MEETING AGENDA

JUNE 14,2022

6:30 PM

**1. CALL TO ORDER**

**2. ATTENDANCE**

**3. APPROVAL OF AGENDA**

MOTION by

To approve the agenda as submitted.

SECOND by

DISCUSSION

VOTE                      AYES                      NAYS

**4. APPROVAL OF MINUTES**

MOTION by

To accept the Regular Meeting Minutes dated 5/17/2022 as submitted.

SECOND by

DISCUSSION

VOTE                      AYES                      NAYS

**5. APPROVAL OF BILLS**

MOTION by

The bills were found to be in order and make a motion to pay.

SECOND by

DISCUSSION

VOTE                      AYES                      NAYS

**REPORTS**

**6. SUPERVISOR’S REPORTS**

- a. Monthly Financial Report
- b. Cash-on-Hand
- c. Route 56 Projects: Jay Berkman
- d. CCA Committee
- e. Court Roof (Aaron Jarvis from Tisdell)
- f. 5G Wireless Facilities
- g. Board Comment Time
- h. Other (as needed)

MOTION by

To approve the Supervisor’s reports.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**7. CLERK’S REPORT**

MOTION by

To approve the Town Clerk’s reports.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**8. HIGHWAY SUPERINTENDENT’S REPORT**

**9. CEO/ASSESSOR/COURT REPORTS**

**10. RECREATION REPORT**

- a. **REPORT**
- b. **PETTY CASH RESOLUTION**

MOTION by

To authorize payment of \$100 in petty cash to Recreation Specialist Michelle Garrow for Postwood Park.

SECOND by

DISCUSSION

VOTE

**c. RECREATION STAFF RESOLUTION**

MOTION by

To appoint the following recreation staff and wages effective 5/25/2022 as listed:

<u>Name</u>	<u>Position</u>	<u>Hourly</u>	<u>Pay Rate</u>	<u>DOH Approval</u>
Michelle Garrow	Recreation Specialist		\$25	5/25/22
Katelyn Clemons	Head Lifeguard		\$15	5/25/22
Abigail Sabre	Head Lifeguard		\$15	5/25/22
Molly Pickering	Lifeguard		\$14	5/25/22
Trevor Bates	Lifeguard		\$14	5/31/22
Olivia Russell	Lifeguard		\$14	5/25/22
Katelyn Davis	Lifeguard		\$14	5/25/22
Braden Garrow	Lifeguard		\$14	5/25/22
Mackenzie Sagriff	Lifeguard		\$14	5/25/22
Julian Wenzel	Lifeguard		\$14	5/25/22
Johannes Richter	Lifeguard		\$14	5/25/22
Ana-Maria Gagliano	Lifeguard		\$14	5/25/22
Jasmine Nezezon-Sanders	Lifeguard		\$14	5/25/22
Quinn Sabre	Substitute Lifeguard		\$13	5/25/22
Gabrielle Hartigan	Substitute Lifeguard		\$13	5/25/22
Stephanie Andreescu	Substitute Lifeguard		\$13	5/25/22
Aradia Bigelow	Substitute Lifeguard		\$13	5/25/22
Lindy Betrus	Substitute Lifeguard		\$13	5/25/22
Axel Garland	Substitute Lifeguard		\$13	5/25/22
Emily Pribble	Substitute Lifeguard		\$13	5/25/22
Breanna Cardinal	Substitute Lifeguard		\$13	5/25/22

SECOND by

DISCUSSION

VOTE

AYES

NAYS

**d. PURCHASE OF A STORAGE SHED**

MOTION by

To authorize the purchase of a storage shed from North Country Storage Sheds in the amount of \$5,800 to be paid from A7140.4.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**11. INFRASTRUCTURE**

**12. CLIMATE SMART COMMITTEE REPORT**

**13. AD HOC COMMITTEE (Will discuss under # 15)**

**PUBLIC COMMENT**

**ACTION ITEMS**

**14. COURT ROOF**

Two bids were received as follows:

- a. RSI Roofing, Inc. 44 County Route 9, Gouverneur, NY 13642 - \$89,290.00 w/bid security of 5%
- b. Titan Roofing, Inc. 200 Tapley St. Springfield, MA 01104 - \$107,300.00 w/ bid security of 5%

MOTION by

To award the bid to RSI Roofing, 44 County Route 9, Gouverneur, NY 13642 in the amount of \$89,290.00 for repairs/replacement of the Town of Potsdam Court roof, 35 Market Street, Potsdam, NY.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**15. AD HOC COMMITTEE RECOMMENDATIONS**

MOTION by

To adopt the Ad Hoc Committee recommendations on contracts as presented.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**Town of Potsdam Board**  
**AD HOC COMMITTEE REPORT 5/17/22**

**Requirements for Organizations to Receive Funding**

**(To be updated each fiscal year)**

The Town of Potsdam supports some twenty organizations, ranging from senior citizens clubs, volunteer firefighters and EMS workers, veterans, humane shelters, and cultural and recreational organizations. In the 2022 budget year the Town allocated \$488,475.00 to these organizations. As a committee, our hope is that updating the procedure by which clubs and organizations apply for funds will maintain transparency between the Board, the organizations, and the taxpayers of Potsdam.

Our formal recommendations are as follows:

All clubs must respond to the “budget letter” sent out by the Supervisor’s office each year in August. If there is no response, no money will be issued.

- Response to the Supervisor’s letter must include:
  - Names and contact information for organizations’ leaders, officers, or “point person”, with updated contact information for each officer.
  - A copy of organization’s code or bylaws, if applicable.
  - A “mission statement”; a brief explanation of goals or purpose of the organization
  - Brief description of prior year’s activities (receipts/bank statement not necessary)
  - Amount of Town funds requested for the upcoming budget year
  - If an increase in funds from the previous year is requested, please provide justification for the increase (e.g., increased number of members, a new piece of equipment needed, etc.).
  - List of other funding sources

Additionally, it is our recommendation that each organization be invited to attend a Town Board meeting to present any changes being made to their funding request, or to inform the Board of their needs. We would like the Board to decide whether the organizations will be invited to one, single special session meeting, or if they will be invited to separate, regularly scheduled meetings during the budgeting season.

If the Board approves of these recommendations, we ask that they be implemented in the budgeting process for the 2023 Fiscal Year budget.

**16. PROPOSED LOCAL LAW 2022-3 AUTHORIZING THE TOWN BOARD OR PUBLIC BODIES OF THE TOWN TO USE VIDEOCONFERENCING TECHNOLOGY TO PARTICIPATE IN PUBLIC MEETINGS**

MOTION by

To introduce proposed Local Law 2022-3 authorizing the Town Board or Public Bodies of the Town to use videoconferencing technology to participate in public meetings and to set a public hearing on July 12, 2022 at 6:30 PM to take comment on said law.

SECOND by

DISCUSSION

VOTE

AYES

NAYS

**Local Law No 2 of the year 2022**

**Town of Potsdam, NY County of St. Lawrence a local law authorizing the Town Board (\*or public bodies of the town) to use videoconferencing technology to participate in public meetings.**

**Section 1. Legislative Intent**

It is the intent of this local law to give the town board (\*the town’s public bodies as that term is defined in Public Officers Law § 102) the authority to participate in meetings via videoconference in a manner consistent with the town’s videoconferencing policy and the authority granted in Public Officers Law § 103-a.

**Section 2. Authority**

This local law is adopted pursuant to Public Officers Law § 103-a which expressly authorizes the town board to adopt a local law giving the town board (\*public bodies) the authority to participate in meetings via videoconference from locations not accessible to the public so long as a quorum of the board/body participates from locations where the public may be physically present and other conditions are met.

**Section 3. Videoconferencing for Public Meetings**

The Town Board of the Town of Potsdam hereby authorizes members of the town board (\*all members of the town’s public bodies) to participate in meetings using videoconferencing technology in a manner consistent with Public Officers Law § 103-a and the town’s videoconferencing policy adopted by the town board.

**Section 4. Severability.**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**Section 5. Effective date.**

This local law shall take effect immediately upon filing with the Secretary of State.

**17. HIGHWAY**

**a. APPOINTMENT OF HIGHWAY PERSONNEL**

MOTION by

To accept the appointment of Highway Superintendent Keleher of Devin Crary to the position of laborer (summer help) effective 5/26/2022 at a rate of \$15.00/hour per the provisions in the Truck Drivers and Workers Collective Bargaining Agreement.

SECOND by

DISCUSSION

VOTE

AYES

NAYS

**b. PURCHASE OF JOHN DEERE FC10R FLEX WING ROTARY CUTTER**

MOTION by

To authorize the purchase of a John Deere fc10R Flex Wing Rotary Cutter off of NYS Contract Ag Tractors and Implements PC69378 in the amount of \$20,833.88 to be paid from Board Designated Zone Funds.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**18. RESIGNATION OF P/T COURT CLERK**

MOTION by

To accept the resignation of Chastity Baxter from her position of parttime Court Clerk effective June 10, 2022.

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**19. EXECUTIVE SESSION**

**a. MOTION TO MOVE INTO EXECUTIVE SESSION**

MOTION by

To move into Executive Session at \_\_\_\_\_ PM to discuss the following:

- Collective negotiations with the Town Hall Workers
- Employment History of Particular Employees

SECOND by

DISCUSSION

VOTE                    AYES                    NAYS

**b. MOTION TO ADJOURN EXECUTIVE SESSION**

MOTION by

To adjourn Executive Session at \_\_\_\_\_ PM.

SECOND by

DISCUSSION

VOTE            AYES                            NAYS

**20. APPOINTMENT OF CONFIDENTIAL SECRETARY TO THE SUPERVISOR (see page 10)**

**21. APPOINTMENT OF REAL PROPERTY TAX AIDE (see page 10)**

**22. RESOLUTION TO AMEND ROUTE 56 SEWER BOND ANTICIPATION NOTE**

MOTION by

BE IT RESOLVED that the Town Board of the Town of Potsdam does hereby authorize and direct the Town Supervisor, as Chief Fiscal Officer of the Town of Potsdam, and the Town Clerk of the Town of Potsdam to execute and deliver the amended Bond Anticipation Note pertaining and relating to the Town’s Route 56 Sewer District, a true copy of which is herto annexed.

SECOND by

DISCUSSION

VOTE            AYES                            NAYS

**23. RESOLUTION TO AMEND ROUTE 56 WATER BOND ANTICIPATION NOTE**

MOTION by

BE IT RESOLVED that the Town Board of the Town of Potsdam does hereby authorize and direct the Town Supervisor, as Chief Fiscal Officer of the Town of Potsdam, and the Town Clerk of the Town of Potsdam to execute and deliver the amended Bond Anticipation Note pertaining and relating to the Town’s Route 56 Water District, a true copy of which is herto annexed.

SECOND by

DISCUSSION

VOTE            AYES                            NAYS



**24. ADJOURNMENT**

MOTION by

To adjourn at \_\_\_\_\_ PM.

SECOND by

DISCUSSION

VOTE

AYES

NAYS

NEXT MEETING IS JULY 12, 2022