

TOWN OF POTSDAM REGULAR MEETING MINUTES

JUNE 14, 2022

6:30 PM

Supervisor Carvill opened the Regular Meeting at 6:30 PM on June 14, 2022. This Meeting was held in person and via ZOOM VIDEOCONFERENCING as adopted by the New York State Legislature and signed into law by Governor Hochul in a special session on September 1, 2021. Due to COVID 19 public health and safety concerns, Part E of Chapter 417 of this legislation, allows the public and board members to attend meetings via videoconferencing. The public had an opportunity to see and hear the meeting live via ZOOM videoconferencing.

PRESENT

Supervisor Ann Carvill
Councilperson Marty Miller
Councilperson Toni Kennedy
Councilperson Lynn Hall
Councilperson Allyssa Hardiman

ALSO, PRESENT

John Keleher, Highway Superintendent
Peggy Brusso, Supervisor's Clerk
Cindy Goliber, Town Clerk
Frank Cappello, Attorney
Jay Burkman, c2ae
Aaron Jarvis, Tisdell Associates

APPROVAL OF AGENDA

MOTION by Councilperson Hardiman SECOND by Councilperson Hall to approve the agenda as presented.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

APPROVAL OF MINUTES

MOTION by Councilperson Kenney SECOND by Councilperson Hardiman to approve the Regular Meeting dated 5/17/2022 minutes as submitted.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

APPROVAL OF BILLS

<u>FUNDS</u>	<u>Vouchers</u>	<u>Total Bills</u>	<u>Class Investment</u>
GENERAL	235-279	\$ 33,957.50	\$ 957,003.29
TOWN OUTSIDE	45-61	\$ 103,947.65	\$ 975,112.97
HIGHWAY DB	48-74	\$ 134,100.13	\$1,100,125.10
SEWER	22-24	\$ 1,038.17	\$ 24,611.61
WATER	24-28	\$ 1,470.54	\$ 38,020.75

ROUTE 56 SEWER	6	\$ 16,994.26	\$ 936,902.49
ROUTE 56 WATER	9-10	\$ 15,431.46	\$ 840,807.05
AMERICAN RESCUE	11-17	\$ 23,979.52	

MOTION by Councilperson Miller SECOND by Councilperson Kennedy that the bills were found to be in order and authorize payment.

ADOPTED: AYES 5 NAYS 0
 (Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

REPORTS

SUPERVISOR’S REPORTS

FINANCIAL REPORT

Supervisor Carvill reported the following cash balances:

- GENERAL FUND - \$911.38
- TOWN OUTSIDE - \$8,710.79
- HIGHWAY DA - \$5,498.57
- HIGHWAY DB - \$849.76
- SEWER - \$1,820.10
- WATER- \$397.87

JAY BERKMAN, c2ae ROUTE 56 WATER/SEWER UPDATE

- Design has started on the upgrades to the existing wastewater treatment plant in Unionville. We have been in contact with the NYS DEC and USDA Rural Development. We will be submitting a modification to your existing State Pollution Discharge Elimination System Permit (SPDES) to allow for the additional flows from the new sewer district. This permit modification will also set the discharge limits for treatment at the upgraded plant.
- We have requested additional water samples on the two existing wells now that the redevelopment is complete in Unionville to assess the treatment levels required.
- We continue to work through the process of transferring the information gathered from the water service and sanitary lateral maps to the drawing set, verifying the depths and locations of the services and mains that we were able to obtain to date. We would like to send out a reminder letter to those that have not returned their forms yet. Even if there are no plans to connect to the new system, the information that can be provided is helpful in our design of the new system in the event any connection will be made in the future.
- Moving forward we will look to have the subsurface investigation work done on the sewer collection system and the water distribution system. We will also be working to finish up the archaeological work on the project and continue the easement and permit process, as well as working to complete designs on the tank site, well building, and wastewater treatment plant.
- We continue to look for more funding for the sewer district.

Town Clerk Goliber reported:

- 141 animals were vaccinated at the clinic and they received \$370.15 in donations. She thanked Deputy Clerk Karen McAllister, who ran the clinic, her two nieces and St. Lawrence County Legislator Margaret Haggard for their assistance.
- The Annual Water Quality Report was mailed to all Unionville Water residents and owners as required by law.

MOTION by Councilperson Hardiman SECOND by Councilperson Kennedy to approve the Town Clerk's reports.

ADOPTED:

AYES 5

NAYS 0

(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

HIGHWAY SUPERINTENDENT'S REPORT

John Keleher reported:

- The pad is finished for the salt storage shed. They drilled 41 holes and poured the foundation. The building is expected to be delivered in July and 50% of the cost must be paid upon delivery.
- Paving is ahead of schedule. Asphalt costs rose from \$52/ton to \$68/ton, so the final project has been delayed to see how much money we have left.

CEO/ASSESSOR/COURT REPORTS

- Are on file.

RECREATION REPORT

Councilperson Miller presented the following written report.

- The Postwood Park received clearance to open up on June 4th. Thank you to the Highway crew and Michelle Garrow for all their hard work.
- I was able to get Life Science Labs out of Waddington to take our water sample and get tested for the Department of Health. There is still daily monitoring that has to go on while park is in operation and a monthly report that has to be turned into the health department.
- Michelle has been having meetings with the group for the Dragon Boat Races to be held in July.
- At this time improvements are at a stand-still.
- I found a storage building for \$5,800.00. This will include the exterior double door unit, not barn doors as that will make the building more secure.
- I have reached out to a surveyor to get pricing on property line establishments at the Unionville playground. We need to install fencing to prevent parking on the playground.
- We intend to hold a zoom meeting for recreation on June 22nd.

Michelle Garrow, Recreation Specialist reported:

- Several school groups have visited Postwood Park.

- Swim lesson sign-ups will be held on June 27th. We will offer old style group lessons and family lessons.
- The Dragon Boat Races are slated to be a huge event. To date we have 10 teams signed up. Another band has signed up to play and we continue to solicit food trucks and vendors for the event.
- We are working with school officials to see if we can offer some transportation for students to Postwood.
- We have a partnership with the Potsdam Library for a Pop-up Storytime.

INFRASTRUCTURE

- There was nothing to report.

CLIMATE SMART COMMITTEE REPORT

Councilperson Hardiman presented the following:

- A new member came to the group as a representative from CPH, in a hope to take actions to make the hospital more environmentally-friendly.
- Members of the CSC will start tabling at the Farmer's Market throughout the summer.
- A sub-committee met to discuss the Food Waste Grant in conjunction with the Whitton Family Farm compost project. The Village may step up as the municipality to administer the grant.
- A Pollinator Subgroup is underway.
- I reminded everyone to direct any ideas or comments regarding the CCA to the Board or the Supervisor.

AD HOC COMMITTEE (CONTRACTS) – Discussion under Action Items

PUBLIC COMMENT

There was no comment from the public.

ACTION ITEMS

COURT ROOF

Two bids were received as follows:

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

MOTION by Councilperson Hall SECOND by Councilperson Hardiman 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 to be paid from Board Designated Zone Funds.

ADOPTED:

AYES 5

NAYS 0

(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

AD HOC COMMITTEE RECOMMENDATIONS

MOTION by Councilperson Hall and SECOND by Councilperson Hardiman to adopt the Ad Hoc Committee recommendations on contracts as presented.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

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.

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 Councilperson Hardiman SECOND by Councilperson Kennedy 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.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

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.

APPOINTMENT OF HIGHWAY PERSONNEL

MOTION by Councilperson Kennedy SECOND by Councilperson Miller to accept the appointment by 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.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

PURCHASE OF JOHN DEERE FC10R FLEX WING ROTARY CUTTER

MOTION by Councilperson Miller SECOND by Councilperson Hall 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.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

RESIGNATION OF P/T COURT CLERK

MOTION by Councilperson Hall SECOND by Councilperson Kennedy to accept the resignation of Chastity Baxter from her position of parttime Court Clerk effective June 10, 2022.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

EXECUTIVE SESSION

MOTION TO MOVE INTO EXECUTIVE SESSION

MOTION by Councilperson Miller SECOND by Councilperson Hall to move into Executive Session at 7:32 PM to discuss collective negotiations with the Town Hall Workers and employment history of particular employees.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

MOTION TO ADJOURN EXECUTIVE SESSION

MOTION by Councilperson Miller SECOND by Councilperson Hardiman to adjourn Executive Session at 7:58 PM.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

CONFIDENTIAL SECRETARY TO THE SUPERVISOR APPOINTMENT

MOTION by Councilperson Miller SECOND by Councilperson Hardiman to appoint Chastity Baxter to the position of Confidential Secretary to the Supervisor effective June 13, 2022 at a salary of \$42,000 with benefits that are on file with the Supervisor.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

REAL PROPERTY TAX AID APPOINTMENT

MOTION by Councilperson Kennedy SECOND by Councilperson Hardiman to appoint Danielle Mitchell to the position of Real Property Tax Aid, effective June 13, 2022 at a salary of \$41,000 with benefits as defined in the Teamsters Contract.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

RESOLUTION TO AMEND ROUTE 56 SEWER BOND ANTICIPATION NOTE

MOTION by Councilperson Hall SECOND by Councilperson Kennedy to approve the following

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.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

RESOLUTION TO AMEND ROUTE 56 WATER BOND ANTICIPATION NOTE

MOTION by Councilperson Hardiman SECOND by Councilperson Kennedy to approve the following

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.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

ADJOURNMENT

MOTION by Councilperson Kennedy SECOND by Councilperson Miller to adjourn at 8:03 PM.

ADOPTED: AYES 5 NAYS 0
(Carvill, Miller, Kennedy, Hall and Hardiman voting aye.)

Respectfully submitted:

Cindy Goliber
Town Clerk