VILLAGE OF
POTSDAM
NEW YORK

Village of Potsdam Board of Trustees
Agenda – Regular Meeting
Monday, November 2, 2026, 5:30 pm

This meeting will stream live online and be recorded via Teams, the links to stream the meetings are posted on the Village website, villageofpotsdamny.gov, and the recording of the meeting link will be posted on the website following the meeting.

THE MAYOR WILL POINT OUT THE LOCATION OF THE EXITS ON THE NORTH AND EAST WALLS OF THE BOARD ROOM. THE MAYOR WILL ADVISE THAT THE BOARD ROOM HAS A CAPACITY FOR 109 PEOPLE.

OPEN THE MEETING AT _____ PM.

ROLL CALL:

PLEDGE OF ALLEGIANCE:

1. **ACCEPTANCE OF MINUTES:**

   October 19, 2026 Regular Board Meeting 5:30 pm

   Trustee _____ Moved and Trustee _____ Seconded a motion to approve the minutes listed above.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs-Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

2. **MAYOR JACOBS WILKE'S COMMENTS:**

3. **TRUSTEES' COMMENTS:**

   Trustee Carney:
   Trustee Schulte:
   Trustee Williams:
   Trustee Deuel:

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4. **ADMINISTRATOR GATES-SHULT'S REPORT:**

5. **PARKS & RECREATION DIRECTOR NORRIS' REPORT:**

6. **CODE ENFORCEMENT OFFICER THOMPSON'S REPORT:**

7. **PUBLIC COMMENT:**

8. **NEW BUSINESS:**

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the expenditures for the months of OCTOBER 2026 in the amount of **$ 274,675.70** chargeable to the following funds:

General Fund	$ 183,917.35
Water Fund	$ 19,582.67
Sewer Fund	$ 71,138.94
Trust & Agency Fund	$ 36.74
TOTALS	**$ 274,675.70**

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Village Board of Trustees and the Village Tax Collector to sign the Village of Potsdam Tax Roll of Unpaid Taxes for the 2026-2027 period, in the amount of $431,555.30, plus interest and penalties in the amount of $30,208.92, for a total of $461,764.22, as of 4:00 pm on October 7, 2026, to be turned over to the St. Lawrence County Treasurer, Canton, New York.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

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Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing the Treasurer to make the following FY 2026-27 budget modifications:

INCREASE	Description	DECREASE	Description	Amount
05-1410-480	Special Services	05-1990-479	Contingency	$ 16,000.00
05-1620-465	Equip. Maint.	05-1620-471	Civic Center Grounds	$ 600.00
05-1620-491	Chemicals	05-1620-480	Special Services	$ 200.00
05-1910-471	Chamber Contrib.	05-1910-470	Theater Contribution	$ 4,000.00
05-1910-480	Misc. Expense	05-1990-479	Contingency	$ 7,100.00
05-1910-477	Actuarial Serv.	05-1990-479	Contingency	$ 9,722.00
05-3410-490	Office Supplies	05-1410-490	Office Supplies	$ 91.25
05-3410-464	Vehicle Maint.	05-1990-479	Contingency	$ 13,123.00
05-1620-470	Building Maint.	05-5110-479	CHIPS	$ 20,000.00
05-5110-464	Vehicle Maint.	05-5110-479	CHIPS	$ 20,000.00
15-8130-465	Equip. Maint.	15-8130-491	Chemicals	$ 10,600.00

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Treasurer to create a Central Garage Travel and Training expense line 05-1640-424. Further increasing the budgeted amount by $2000.00 to cover training for DPW staff.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

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Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Treasurer to create a Capital revenue line, 25-5790-000. Further increasing the budgeted amount to $2.4M, to accept an EFC loan to cover the River Utility Crossing Project.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the Treasurer to create a Capital expense line, 25-5020-200. Further increasing the budgeted amount to $508,000.00, for engineering services related to the River Utility Crossing Project.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the purchase of a John Deere Backhoe Loader for the Department of Public Works in the amount of $165,174.75. DPW has received pre-approval for reimbursement for the full cost of the Backhoe Loader from the CHIPS Program (Consolidated Local Street Highway Program) and the EWR Program (Extreme Winter Recovery Program) after proof of purchase has been submitted.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

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Trustee _____ Moved and Trustee _____ Seconded a resolution approving the acceptance of a grant in the amount of $3,500.00 from Brookfield Renewable to be used for the 2nd Annual First Night celebration on December 31st, 2026 in Ives Park. The funds will applied to budget line 05-2705-000, gifts and donations, and will be used in the 2026-2027 fiscal year.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution approving the purchase and installation of keepers and wipers for the Wastewater Treatment Plant based on a submitted quote from BDP Industries in the amount of $10,673.20.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution authorizing Mayor Jacobs Wilke to execute an agreement between the Village of Potsdam and the Potsdam Volunteer Rescue Squad, Inc. for the period from June 1, 2026 to May 31, 2027; consideration of $35,000 to be paid to the Rescue Squad.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

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Trustee _____ Moved and Trustee _____ Seconded a resolution approving the acceptance of the resignation of DPW Motor Equipment Operator Dillon Smith. Dillon's last day of employment will be November 6, 2026. Good luck Dillon.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution to enter into Executive Session for the discussion of the employment history of a particular person, pursuant to Section 105(1)(f) of the New York Public Officers Law, on November 2, 2026, at ____ pm.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Executive Session of the Village of Potsdam Board of trustees on November 2, 2026, at _____ pm.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				

Trustee _____ Moved and Trustee _____ Seconded a resolution to adjourn the Regular meeting of the Village of Potsdam Board of Trustees on November 2, 2026, at _____ pm.

Board Member	Aye	Nay	Abstain	Absent
Mayor Jacobs Wilke				
Trustee Williams				
Trustee Schulte				
Trustee Deuel				
Trustee Carney				
TOTAL VOTES				