

Board of Cooperative
Educational Services
Sole Supervisory District
St. Lawrence-Lewis Counties
PO Box 231, 40 West Main Street
Canton, New York 13617

Not Board Approved

April 17, 2013

A Special Meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence-Lewis Counties was held on Wednesday, April 17, 2013, St. Lawrence-Lewis BOCES, Educational Services Center, 40 W. Main Street, Canton, New York. The President, Roger M. Bennett called the meeting to order at 10:00 a.m.

ROLL CALL

Present: Roger Bennett, Marjorie McCullough, Andrea Webb, Shelli Prespare-Weston, Patricia Gengo, James Young, Nancy Cappellino and Dana Smith

Absent: Jack Zeh

Others: Thomas R. Burns, Susan Collins-Rickett and Nicole Ashley

No. 2013-133
APPROVAL OF
RESOLUTION
APPOINTING THE
BOCES AS
LEAD AGENCY
SEQR

Motion made by McCullough, seconded by Webb. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following Resolution establishing the BOCES as Lead Agency under the State Environmental Quality Review Act for St. Lawrence-Lewis BOCES for transferring three parcels known as the Richville site, Village of Richville, Town of DeKalb, the Washington Education Center, City of Ogdensburg, and a parcel of vacant land, Town of Potsdam, St. Lawrence County, New York: (In accordance with Board Policy #4510)

Whereas, the St. Lawrence-Lewis Board of Cooperative Educational Services (BOCES) seeks to transfer three parcels known as the Richville site, a parcel of land consisting of 4.8 +/- acres, including a one story facility consisting of 11,786 +/- square feet, in the Village of Richville, Town of DeKalb; the Washington Education Center, a parcel of land consisting of 1.33 acres, including a two story facility consisting of 26,848 +/- square feet in the City of Ogdensburg, and a parcel of vacant land consisting of .21 acres located in the Town of Potsdam, St. Lawrence County, New York, which are no longer needed for BOCES purposes; and

WHEREAS, the Village of Richville seeks to acquire the Richville site for community uses; and

WHEREAS, the State Environmental Quality Review Act ("SEQRA") and the regulations thereunder require the BOCES to undertake a review of the potential environmental impacts, if any, associated with the transfer of the foregoing parcels before approving same; and

WHEREAS, the BOCES has received and carefully considered the Environmental Assessment Form, as well as the nature and scope of the action to assess the environmental impact of the same; and

WHEREAS, 6 NYCRR Section 617.7 requires a lead agency to issue a written determination of significance with respect to any proposed Unlisted Action; therefore, be it

RESOLVED, that the BOCES finds and concludes as follows:

RESOLVED that the BOCES hereby declares itself lead agency with respect to the environmental review of the proposed action; and be it further

RESOLVED that the proposed action involving the transfer of the sites in Richville, Ogdensburg and Potsdam is an Unlisted Action within the meaning of 6 NYCRR Part 617.7; and be it further

RESOLVED, that upon consideration of the foregoing, the BOCES finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and be it further

RESOLVED, that the BOCES hereby issues a Negative Declaration with respect to the proposed action.

Yeas: All members present
Nays: None

Yes No If No, describe briefly N/A

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture

Park/Forest/Open space Other Municipal/School

Describe:

10. DOES ACTION INVOLVE A PERMIT, APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE or LOCAL)

Yes No If yes, list agency(s) and permit/approvals

Board of Cooperative Educational Services, the Sole Supervisory District of St. Lawrence and Lewis Counties

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? N/A

Yes No If yes, list agency name and permit/approval

12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

Yes No N/A

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Board of Cooperative Educational Services, Sole Supervisory District of St. Lawrence and Lewis Counties

Signature: _____

Thomas R. Burns
District Superintendent/Executive Officer

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

PART II—ENVIRONMENTAL ASSESSMENT (To be completed by Lead Agency)

DOES ACTION EXCEED ANY TYPE 1 THRESHOLD IN 6 NYCRR PART 617.4? If Yes, coordinate the review process and use the FULL EAF.

Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If No, negative declaration may be superseded by another involved agency.

YES No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems, Explain briefly: **None**

C2. Aesthetic, agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly: **None**

C3. Vegetation or fauna, fish, shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly: **None**

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain Briefly. **None**

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly. **None**

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly. **None**

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly. **None**

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?

Yes No

IS THERE OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes No If Yes, explain briefly

PART III—DETERMINATION OF SIGNIFICANCE (To be Completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and

(f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed. If question D of Part II was checked yes, the determination and significance must evaluate the potential impact of the proposed action on the environmental characteristics of the CEA.

Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

St. Lawrence-Lewis Board of Cooperative Educational
Service

Name of Lead Agency

Date

Print or Type name of Responsible Officer in Lead Agency

Board President

Title of Responsible Officer

Signature of Responsible Office in Lead Agency
responsible

Signature of Preparer (If different from officer)

No. 2013-134
RESOLUTION
APPROVING
THE SALE
OF BOCES
PROPERTIES

Motion made by McCullough, seconded by Gengo. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following Resolution for the sale of the BOCES properties, Richville building and grounds, Washington Education Center building and grounds, and the parcel of vacant land at 24 Hillcrest Drive, Potsdam. (In accordance with Board Policy #4510)

WHEREAS, the Richville building and grounds consisting of 4.8 +/- acres located at 53 School Street, Richville, the Washington Education Center building and grounds, consisting of 1.33 +/- acres located at 616 Rensselaer Avenue, Ogdensburg, and the parcel of vacant land in the Town of Potsdam consisting of .21 +/- acres located at 24 Hillcrest Drive are no longer needed for BOCES purposes; and

WHEREAS, the cost of preserving and maintaining the above referenced properties is excessive and diverts funds which could otherwise be used for BOCES purposes; and

WHEREAS, the BOCES seeks to sell the Richville property and grounds to the Village of Richville at a price of \$1.00 to be used by the Village of Richville for Village purposes; and

WHEREAS, the BOCES seeks to sell the Washington Education Center and the vacant land upon terms to be approved by the BOCES Board; therefore, be it

RESOLVED, by the St. Lawrence-Lewis BOCES Board of Cooperative Education Services as follows:

Section 1. The Board hereby finds that the Richville building and grounds, the Washington Education Center building and grounds and the vacant land located in Potsdam are no longer needed for BOCES purposes and their transfer is in the best interest of the BOCES.

Section 2. The Board hereby approves the sale of the Richville building and grounds to the Village of Richville at the price of \$1.00 and approves the contract related to the sale.

Section 3. The Board hereby approves the transfer of the Washington Education Center and the vacant parcel in the Village of Potsdam, upon such terms and conditions as may be established by the Board of Education.

Section 4. The officers and employees of the BOCES are authorized and directed to take all other steps necessary or appropriate to complete the transactions contemplated herein.

Section 5. This resolution shall take effect immediately.

Yeas: All members present

Nays: None

No. 2013-135
RESOLUTION
NEGATIVE
DECLARATION
OF BOCES
PROPERTIES

Motion made by Webb, seconded by Weston. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the following Resolution to issue a Negative Declaration with respect to the proposed action. (In accordance with Board Policy #4510)

RESOLVED, that the proposed action involving the transfer of the sites in Richville, Ogdensburg, and Potsdam is an Unlisted Action within the meaning of 6 NYCRR Part 617.7; and be it further

RESOLVED, that upon consideration of the foregoing, the BOCES finds and concludes that the proposed action will not result in any significant adverse impacts to the environment; and be it further

RESOLVED, that the BOCES hereby issues a Negative Declaration with respect to the proposed action.

Yeas: All members present

Nays: None

No. 2013-136
RESOLUTION
SPECIAL
MEETING TO
HOLD
REFERENDUM

Motion made by Cappellino, seconded by McCullough. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby approve the Resolution calling for a special Meeting to hold a Referendum to authorize the sale of Richville building and grounds, Washington Education Center building and grounds, and the .21 +/- acres located at 24 Hillcrest Drive in the Town of Potsdam. (In accordance with Board Policy #4510)

At a special meeting of the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, held at the BOCES Educational Center, 40 West Main Street, in Canton, New York, within such Supervisory District, on the 17th day of April, 2013, at 10 o'clock A.M., Prevailing Time.

The meeting was called to order by Roger M. Bennett, President, and upon roll being called, the following were

PRESENT:

Roger M. Bennett	Nancy Cappellino
Dana Smith	Andrea Webb
Patricia Gengo	Shelli Prespare-Weston
James Young	Marjorie McCullough

ABSENT:

Jack Zeh

The following resolution was offered by Board Member Nancy Cappellino, who moved its adoption, seconded by Board Member Marjorie McCullough, to wit:

Shall the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties (the BOCES) be authorized to sell to the Village of Richville the Richville building and grounds consisting of 4.8 +/- acres located at 53 School Street for the sum of one dollar (\$1.00) and upon terms to be approved by the BOCES to be used by the Village of Richville for Village purposes and shall the BOCES be authorized to sell or transfer additional parcels of land no longer needed for BOCES purposes known as the Washington Education Center building and grounds consisting of 1.33 +/- acres located at 616 Rensselaer Avenue, Ogdensburg, New York, and a vacant parcel consisting of .21 +/- acres located at 24 Hillcrest Drive in the Town of Potsdam upon terms and conditions to be approved by the BOCES Board.

BE IT RESOLVED, by the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, as follows:

Section 1. That a Special Meeting of the qualified voters of the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York (the BOCES) shall be held at the polling place hereinafter set forth in the notice of said Special Meeting, on the 4th day of June, 2013, at 12:00 o'clock noon, P.M., Prevailing Time, for the purpose of voting by paper ballot upon the proposition hereinafter set forth in said notice. Polls for the purpose of voting will be kept open between the hours of 12:00 o'clock noon P.M. and 8:00 o'clock P.M.,

Prevailing Time. For purposes of the Special Meeting and vote, the entire BOCES shall constitute a single election district, and for the convenience of the voters, a single Board Minutes

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polling place shall be provided at the location of which is hereby designated as set forth in the notice provided in Section 3 hereof.

Section 2. That the Clerk of the Board of Cooperative Educational Services is hereby authorized to amend the notice of the Special Meeting hereinafter set forth from time to time as, in his or her discretion, such amendment may be required, consistent with the intent of the BOCES as evidenced by this resolution.

Section 3. That the notice of said Special Meeting, including the proposition to be voted upon, shall be in substantially the following form, to wit:

NOTICE OF SPECIAL MEETING AND VOTE
BOARD OF COOPERATIVE EDUCATIONAL SERVICES
FOR THE SOLE SUPERVISORY DISTRICT OF
ST. LAWRENCE AND LEWIS COUNTIES, CANTON, NEW YORK

The Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, Canton, New York, HEREBY GIVES NOTICE that a Special Meeting of the qualified voters of said Board of Cooperative Educational Services will be held at the polling place hereinafter set forth on the 4th day of June, 2013 at 12:00 o'clock noon, P.M., Prevailing Time, for the purpose of voting by paper ballot upon the proposition hereinafter set forth. Polls for the purpose of voting will be kept open between the hours of 12:00 o'clock noon, P.M. and 8:00 o'clock P.M., Prevailing Time. The proposition is as follows:

PROPOSITION

Shall the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties (the BOCES) be authorized to sell to the Village of Richville the Richville building and grounds consisting of 4.8 +/- acres located at 53 School Street for the sum of one dollar (\$1.00) and upon terms to be approved by the BOCES to be used by the Village of Richville for Village purposes and shall the BOCES be authorized to sell or transfer additional parcels of land no longer needed for BOCES purposes known as the Washington Education Center building and grounds consisting of 1.33 +/- acres located at 616 Rensselaer Avenue, Ogdensburg, New York, and a vacant parcel consisting of .21 +/- acres located at 24 Hillcrest Drive in the Town of Potsdam upon terms and conditions to be approved by the BOCES Board.

DETERMINATION OF STATUS OF PROJECT UNDER THE STATE ENVIRONMENTAL QUALITY REVIEW ACT: The BOCES, acting as Lead Agency under the regulations of the State of New York promulgated pursuant to the State Environmental Quality Review Act, has determined that the aforesaid action is an Unlisted Action which will not have any significant impact upon the environment.

NOTICE IS HEREBY FURTHER GIVEN that the aforesaid proposition will appear on the paper ballots used at such Special Meeting in the above stated form:

NOTICE IS ALSO HEREBY GIVEN that a person shall be entitled to vote at said Special Meeting of the voters of the Board of Cooperative Educational Services who is: (1) a citizen of the United States; (2) eighteen years of age or older on the date of said Special Meeting; and (3) a resident within the Board of Cooperative Educational Services for a period of at least thirty consecutive days next preceding the Special Meeting date.

NOTICE IS HEREBY FURTHER GIVEN that the entire BOCES shall be deemed a single election district, and that, for the convenience of voters, a single polling place shall be provided, the location of which is hereby designated as follows:

Polling Place BOCES Building Address

Building Name

40 West Main Street
Canton, New York 13617

St. Lawrence-Lewis BOCES
Educational Services Center

NOTICE IS ALSO HEREBY GIVEN that absentee ballots may be applied for at the office of the Clerk of the Board of Cooperative Educational Services. Any such application must be received by the Clerk of the Board of Cooperative Educational Services at least seven days before the date of the aforesaid Special Meeting if the ballot is to be mailed to the voter, or the day before such Special Meeting, if the ballot is to be delivered personally to the voter. A list of all persons to whom absentee voter's ballots shall have been issued shall be available for public inspection in the office of the Clerk of the Board of Cooperative Educational Services not less than five days prior to the date of the Special meeting (excluding Saturdays and Sundays) during regular office hours until the date of the aforesaid Special Meeting. In addition, such list shall also be posted conspicuously at the place of voting during the hours of such Special Meeting.

Dated: Canton, New York,

BY ORDER OF THE BOARD OF COOPERATIVE
EDUCATIONAL SERVICES FOR THE SOLE
SUPERVISORY DISTRICT OF ST. LAWRENCE AND LEWIS COUNTIES, NEW YORK

Section 4. That the Clerk of the Board of Cooperative Educational Services is hereby authorized and directed to cause notice to be given of said Special Meeting in substantially the form hereinbefore prescribed, with any insubstantial changes thereto as are deemed by the Clerk to be appropriate, consistent with the intent of the BOCES as evidenced by this resolution, By publishing the same four times, once within each of the four weeks next preceding such Special meeting, the first publication to be at least twenty-five days before said meeting, in the Watertown Daily Times and the Ogdensburg Journal, two newspapers have a general circulation in said Board of Cooperative Educational Services, and by giving such other notice as in his/her discretion may be deemed advisable.

Section 5. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call, which resulted as follows:

Roger M. Bennett	VOTING	YES	Nancy Cappellino	VOTING	YES
Andrea Webb	VOTING	YES	Marjorie McCullough	VOTING	YES
Shelli Prespare-Weston	VOTING	YES	James Young	VOTING	YES
Patricia Gengo	VOTING	YES	Dana Smith	VOTING	YES

This resolution was thereupon declared duly adopted.

Yeas: All members present
Nays: None

No. 2013-137 RESOLUTION APPOINTMENT OF ELECTION PERSONNEL FOR REFERENDUM	Motion made by Young, seconded by Gengo. Resolved, that the Board of Education of the St. Lawrence-Lewis BOCES, upon the recommendation of District Superintendent Burns, does hereby adopt the Resolution appointment Election Personnel for the Referendum. (In accordance with Board Policy #4510)
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At a special meeting of the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, held at the BOCES Education Center, 40 West Main Street, in Canton, New York, in said Supervisory District, on the 17th day of April, 2013, at 10 o'clock A.M., Prevailing Time.

The meeting was called to order by Roger M. Bennett, President, and upon roll being called, the following were

PRESENT:

Roger M. Bennett	Nancy Cappellino
Dana Smith	Andrea Webb
Patricia Gengo	Shelli Prespare-Weston
James Young	Marjorie McCullough

ABSENT:

Jack Zeh

The following resolution was offered by James Young, who moved its adoption, seconded by Patricia Gengo, to wit:

WHEREAS, the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, Canton, New York, has called a Special Meeting of the qualified voters of said Board of Cooperative Educational Services to be held on the 4th day of June, 2013; and

WHEREAS, it is now desired to provide for the appointment of a permanent chairman, inspectors of election, chief election inspectors, and assistant clerks for said Special Meeting at designated Election District; therefore, be it

RESOLVED, by the Board of Cooperative Educational Services for the Sole Supervisory District, St. Lawrence and Lewis Counties, New York, as follows:

Section 1. The following named duly qualified voter of said Board of Cooperative Educational Services is hereby appointed as the permanent chairman of the Special Meeting and vote referred to in the preambles hereof; Susan A. Collins-Rickett

Section 2. The following named qualified voters of said Board of Cooperative Educational Services are hereby appointed to act as inspectors of election for said Special Meeting and vote, so that there shall be at least two inspectors for each ballot box to be used thereat: Lee-ann Morgan and Peggy Hayes

Section 3. The following named qualified voters of said Board of Cooperative Educational Services are hereby appointed as chief election inspector: Patricia Rowan-Lalonde

Section 4. The following named qualified voters of said Board of Cooperative Educational Services is hereby appointed as the assistant clerk for said Special Meeting and vote: Sheila Sharp

Section 5. Each inspector of election, chief election inspector, and assistant clerk appointed for said Special Meeting, as herein provided, shall be entitled to compensation at the weighted hourly rate for Chief Election Inspection; each Inspector of Election; to Assistant Clerk; and to the Permanent Chairman for each day actually and necessarily spent on the duties of his/her office. The Clerk of said Board of Cooperative Educational Services is hereby authorized and directed to give written notice of appointment to the persons herein respectively appointed as permanent chairman, inspectors of election, chief election inspectors, and assistant clerks for said Special Meeting and vote. In accordance with the applicable provisions of the Education Law, the Clerk of the Board of Cooperative Educational Services shall serve as the Clerk for said Special Meeting and vote.

Section 6. This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to vote on roll call, which resulted as follows:

Roger M. Bennett	VOTING	YES	Nancy Cappellino	VOTING	YES
Andrea Webb	VOTING	YES	Marjorie McCullough	VOTING	YES
Shelli Prespare-Weston	VOTING	YES	James Young	VOTING	YES
Patricia Gengo	VOTING	YES	Dana Smith	VOTING	YES

The resolution was thereupon declared duly adopted.

Yeas: All members present

Nays: None

CERTIFICATION FORM)
STATE OF NEW YORK)
COUNTY OF ST. LAWRENCE) ss.:

I, the undersigned Clerk of the Board of Cooperative Educational Services for the Sole Supervisory District of St. Lawrence and Lewis Counties, Canton, New York (the "Issuer"), DO HEREBY CERTIFY:

That a meeting of the Issuer was duly called, held and conducted on the 17th day of April, 2013.

1. That such meeting was a special meeting.
2. That attached hereto is a proceeding of the Issuer which was duly adopted at such meeting by the Board of the Issuer.
3. That such attachment constitutes a true and correct copy of the entirety of such proceeding as so adopted by said Board.
4. That all members of the Board of the Issuer had due notice of said meeting.
5. That said meeting was open to the general public in accordance with Section 103 of the Public Officers Law, commonly referred to as the "Open Meetings Law".
6. That notice of said meeting (the meeting at which the proceeding was adopted) was caused to be given **PRIOR THERETO** IN THE FOLLOWING MANNER:

PUBLICATION: Watertown Daily Times, Daily Courier Observer, Northern New York Newspaper

POSTING: St. Lawrence-Lewis BOCES Webpage – April 12, 2013 through April 17, 2013

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Issuer this 17th day of April, 2013.

(CORPORATE SEAL)

Clerk of the BOCES
Susan A. Collins-Rickett

No. 2013-138 Motion made by Smith, seconded by Weston. Resolved,
RESOLUTION that the Board of Education of the St. Lawrence-Lewis BOCES,
ESTABLISHING upon the recommendation of District Superintendent Burns,
ABSENTEE does hereby approve the Resolution Establishing Absentee
VOTER Voter Procedures as follows: (In accordance with Board Policy
PROCEDURES #4510)

At a special meeting of the Board of Cooperative Educational Services of the Sole Supervisory District of St. Lawrence and Lewis Counties, New York, held at BOCES Educational Services Center, 40 West Main Street, in Canton, New York, within such Supervisory District, on the 17th day of April, 2013 at 10 o'clock a.m., Prevailing Time.

The meeting was called to order by Roger M. Bennett, President, and upon roll being called, the following were

PRESENT:

Roger M. Bennett	Nancy Cappellino
Dana Smith	Andrea Webb
Patricia Gengo	Shelli Prespare-Weston
James Young	Marjorie McCullough

ABSENT:

Jack Zeh

The following resolution was offered by Board Member Dana Smith, who moved its adoption, seconded by Board Member Shelli Prespare-Weston:

Yeas: All members present
Nays: None

RESOLUTION ESTABLISHING ABSENTEE VOTER PROCEDURES

RESOLVED pursuant to Education Law Section 1951(2)(s), and in the absence of regulations from the Commissioner of Education, the St. Lawrence and Lewis Counties Board of Cooperative Educational Services hereby authorizes the issuance of absentee ballots to eligible voters for the sale of BOCES properties at 53 School Street, Richville, New York; Washington Education Center, Ogdensburg, New York; and parcel of vacant land at 24 Hillcrest Drive, Potsdam, New York, in accordance with the following:

1. Forms and Procedures

All forms and procedures used will in general be in accordance with Education Law Section 2018-b, except as otherwise indicated with respect to permanently disabled voters. Absentee ballots will be, as nearly as practicable, in the same form as at a component school district election.

2. Eligibility

Absentee ballots are available to persons who are otherwise qualified voters but will be unable to vote in person for one of the following reasons:

- a. Because of hospitalization, illness, or physical disability;
- b. Because duties, occupation, business or studies require the person to be outside of the county or city of residence on the day of the referendum;
- c. Because the person will be on vacation outside of the county or city of residence on the day of the referendum;
- d. Because the person will be in jail, awaiting grand jury action or trial or confined in prison for other than a felony on the day of the referendum.

The resident spouse, parent, or child, who will accompany or be with a person who is (or would be if a qualified voter) eligible for an absentee ballot, is also entitled to apply for an absentee ballot, provided they are or will be a qualified voter on the date of the referendum.

3. Application Procedure

Applications for absentee ballots will be available in the office of the Clerk of the BOCES.

The completed application must be received by the BOCES Clerk at least seven (7) days before the referendum if the ballot is to be mailed to the voter or by the day before the referendum when the ballot will be picked up personally by or for the voter.

Qualified voters may also request an absentee ballot by a letter signed by the voter as long as the letter is received by the BOCES clerk between 30 and 7 days before the referendum. The letter must state the voter's residence address and the address to which the ballot is to be mailed. The BOCES Clerk will then provide an absentee ballot by first class mail, together with an application form. The absentee ballot will be counted as long as a completed, valid application form is received with the ballot.

The BOCES Clerk shall examine all applications for absentee ballots. If the BOCES Clerk is satisfied that the person is a qualified voter and entitled to an absentee ballot, the Clerk will issue or mail by first class mail an absentee ballot to the applicant. If the Clerk determines that the applicant is not entitled to an absentee ballot, she/he shall inform the application of such determination and the reasons therefore.

The BOCES Clerk will maintain a list of persons who have been provided with absentee ballots. This list will be available for inspection during regular office hours until the day of the referendum and posted at the polling place and provided to the clerks and inspections of election during voting hours.

4. Challenges

Before the day of the referendum, any qualified voter may file with the BOCES Clerk a written challenge of the qualifications as a voter of any person on the list, stating the reasons for the challenge. The BOCES Clerk shall deliver those challenges to the election inspectors at the appropriate polling place on the day of the referendum.

After the polls are closed, such election inspectors, by majority vote, shall make a determination concerning any challenges to an absentee ballot.

5. Casting Ballots

Absentee ballots must be received by the BOCES Clerk no later than 12:00 p.m. on the date of the referendum. The envelopes shall be delivered to the inspectors of election to be verified and included in the canvas of votes. The names of all persons who submitted absentee ballots shall be added to the poll list.

After the polls are closed, the inspectors of election shall examine the absentee ballot envelopes. An absentee ballot will be determined invalid for the following reasons and returned to the Clerk unopened:

- a. If a person whose name is on an envelope as an absentee voter shall have already voted in person;
- b. If there is no signature on the envelope.

If the inspectors of election open an envelope and there is no absentee ballot in the envelope, the inspectors will indicate on the envelope that the ballot is missing.

If the person has not voted in person on the day of the referendum, and if no objection is made or if made, is not sustained by the inspectors, the ballot shall be deposited unopened in a ballot box, and counted with the ballots therein

The number of absentee ballots shall determine by counting the number of envelopes opened and subtracting the number of missing ballots, if any. The return of the inspectors shall separately report the number of envelopes received and the number of missing ballots.

All of the ballots deposited in such ballot box shall be counted together and included in the results of the referendum.

The question of the adoption of the foregoing resolution was duly put to a vote which resulted as follows:

The resolution was thereupon declared duly ratified.

Yeas: All members present
Nays: None

Other:

No. 2013-139 Motion made by Young, seconded by Smith to enter
EXECUTIVE into Executive Session at 10:10 a.m., regarding the discussions
SESSION involving proposed, pending or current litigation. (In accordance
with Board Policy #1433)

Yeas: All members present

Nays: None

James Young left meeting at 10:25 a.m.

Reconvened to Regular Session at 10:35 a.m.

No. 2013-140 Motion made by Smith, seconded by McCullough to adjourn the
ADJOURNMENT meeting at 10:36 a.m.

Yeas: All Members Present

Nays: None

Susan A. Collins-Rickett, District Clerk