

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
JANUARY 3, 2007**

The meeting was called to order at 7:04 p.m. by the presiding officer at the Town Hall on the Banker Road.

		<u>Present</u>	<u>Absent</u>
MEMBERS:	Bernard C. Bassett, Supervisor	X	
	John F. St.Germain, Councilperson	X	
	Thomas E. Wood, Councilperson	X	
	Sheila A. Brockway, Councilperson	X	
	Gerard A. Renadette, Councilperson	X	
	Amy L. Duquette, Town Clerk	X	
	James J. Coffey, Town Attorney	X	

RESOLUTION NO. 07-01**Receive minutes**

Motion by:	Thomas E. Wood	Seconded by:	Sheila A. Brockway
Carried by:	Ayes 5	Nays	0

RESOLVED, that the minutes of the previous meeting(s) be approved and the reading of the minutes be dispensed with.

Discussion: Yes

PUBLIC RECOGNITION

Present: See Attached

Comments: None

Committee Reports

See Attached

RESOLUTION NO. 07-02**Town Board Meetings For 2007**

Motion by:	Gerard A. Renadette	Seconded by:	Thomas E. Wood
Carried by:	Ayes 5	Nays	0

RESOLVED, that the meetings of the Town Board be held on the first and third Monday respectively of each month at 7:00 P.M. prevailing time in the Town Hall of the Town of Plattsburgh on 151 Banker Road, Plattsburgh, New York; and it is further

RESOLVED, that "INFORMAL" work shop meetings of the Town Board shall be held on the second and fourth Monday of each month at 7:00 P.M. prevailing time in the Town Hall of the Town of Plattsburgh on 151 Banker Road, Plattsburgh, New York, pursuant to Section 62 of Town Law.

RESOLVED, that, due to holidays and conflicts the Town Board does hereby change the dates of its respective scheduled meetings as follows:

Monday February 19, 2007 - cancel
 Monday May 28, 2007 to Tuesday May 29, 2007
 Monday September 3, 2007 to Tuesday September 4, 2007
 Monday October 8, 2007 - cancel
 Monday November 5, 2007 to Thursday November 8, 2007
 Monday November 12, 2007 - cancel
 Monday December 24, 2007 - cancel

Discussion: Yes

RESOLUTION NO. 07-03

Addressing The Town Board

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that at all public Town Board meetings any person present wishing to address the Town Board be so recognized by the presiding officer after the adoption of the resolution approving the minutes of the previous meeting pursuant to Section 63 of Town Law, and it is further

RESOLVED, that any person wishing to address the Board will state their name and address and be limited to five (5) minutes.

Discussion: Yes

RESOLUTION NO. 07-04

Retain Original Correspondence

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that the Supervisor be and he hereby is authorized to retain the original of correspondence he receives and file photo static copies with the Town Clerk.

Discussion: Councilor St Germain stated that he would like to see the town board receive copies of any correspondence that the Supervisor receives that is of any importance. Supervisor Bassett agreed.

RESOLUTION NO. 07-05

Supervisor/ Special Districts

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Thomas E. Wood
Nays 0

RESOLVED, that Bernard C. Bassett, Supervisor and in his absence the position of Deputy Supervisor, shall be in charge of all special districts which includes water, sewer, ambulance, storm water management districts, consolidated highway districts and lighting districts pursuant to Section 29 of Town Law.

RESOLUTION NO. 07-06

Supervisor As Chief Fiscal Officer

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Thomas E. Wood
Nays 0

RESOLVED, that Supervisor Bernard C. Bassett, as the Chief Fiscal Officer for the year 2007, be authorized and directed to deposit idle monies into interest bearing accounts or to purchase certificates of deposit from any Town funds, including special districts, in the Citizens Bank, Adirondack Bank, Key Bank of New York, HSBC, TD North Bank, First National Bank of Glens Falls, Champlain National Bank, NBT, or Tupper Lake National pursuant to Section 64, Subdivision 1 of Town Law; and be it further

RESOLVED, that the General, Highway and Special District Funds be deposited in checking accounts with the aforementioned banks with offices located in the Town of Plattsburgh, for the year 2007 or any bank that provides the necessary collateral as required by Audit and Control.

Discussion: Councilor Renadette would like to see if the town can add the Credit Unions that are located in the town, to the list of banks the town does business with.

RESOLUTION NO. 07-07

Pay Public Utility Services Claims

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that pursuant to Section 118 of the Town Law the Supervisor be and hereby is authorized to pay claims for public utility services (electric, gas, water, sewer, fuel oil and telephone services), postage, freight and express charges before they are audited.

Discussion: Councilor Wood brought up the current situation with streetlights that are not working throughout the town. Councilor Wood would like the decision to pay the bill be made by the town board. Councilor St Germain stated that it has been practice in the past to bring forth a resolution to the board to withhold payment.

RESOLUTION NO. 07-08

Payday & Salaries For Elected And Appointed Officials

Motion by: Gerard A. Renadette
Carried by: Ayes 4

Seconded by: John F. St Germain
Nays 0

RESOLVED, that pursuant to Section 27 of the Town Law all elected and appointed officials be paid on the last day of each month with the exception of the Town Supervisor, Superintendent of Highways, Water and Sewer Director, Youth Services Director, Assessor, Fire Code Inspector/Zoning Enforcement Officer, Secretary to the Supervisor, Budget Officer, Town Clerk, Court Clerk, Receiver of Taxes and Assessments and the Dog Control Officer, who shall be paid with all other Town employees biweekly with payday being Wednesday, beginning on January 10, 2007 and be it further,

RESOLVED that the salaries of all elective and appointed officials be fixed as indicated in the preliminary budget and noted below:

Councilperson/Deputy Supervisor	\$13,840
Councilpersons (3)	\$12,954 each
Supervisor	\$63,758
Town Clerk	\$25,032
Highway Superintendent	\$60,772
Justice of The Peace (2)	\$29,264 each
Receiver of Taxes and Assessments	\$25,000

Organizational Meeting

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Town Attorney

\$43,915

Planning & Zoning Board Attorney

\$29,218

RESOLUTION NO. 07-09

Deputy Supervisor 2007

Motion by: Gerard A. Renadette

Seconded by: John F. St Germain

Carried by: Ayes 4

Nays 0

RESOLVED, that pursuant to Section 42 of the Town Law Councilor Sheila A. Brockway is hereby appointed Deputy Supervisor for the Town of Plattsburgh for 2007.

RESOLUTION NO. 06-10

Appoint Registrar Of Vital Statistics

Motion by: Gerard A. Renadette

Seconded by: Sheila A. Brockway

Carried by: Ayes

Nays 0

RESOLVED, that pursuant to Section 20 of the Town Law, Amy L. Duquette and Rickey Collins are hereby appointed as Registrar of Vital Statistics for the Town of Plattsburgh for 2007.

Discussion: Yes

RESOLUTION NO. 07-11

Appoint Town Historian

Motion by: John F. St Germain

Seconded by: Sheila A. Brockway

Carried by: Ayes 5

Nays 0

RESOLVED, to re appoint Arnold (Red) Jubert as Town Historian for the Town of Plattsburgh for 2007.

RESOLUTION NO. 07-12

Appoint Bingo Inspector

Motion by: Gerard A. Renadette

Seconded by: Thomas E. Wood

Carried by: Ayes 5

Nays 0

RESOLVED, to re-appoint Arthur Maggy as Bingo Inspector for the Town of Plattsburgh for 2007 pursuant to Section 20 of Town Law.

RESOLUTION NO. 07-13

Appoint Budget Officer

Motion by: Thomas E. Wood

Seconded by: John F. St Germain

Carried by: Ayes 5

Nays 0

RESOLVED, to re-appoint Diane Miller as Budget Officer for the Town of Plattsburgh for 2007 pursuant to Section 20 of Town Law.

RESOLUTION NO. 07-14

Committee Appointments 2007

Motion by: John F. St Germain

Seconded by: Gerard A. Renadette

Carried by: Ayes 5

Nays 0

RESOLVED, that Councilor John F. St. Germain and Thomas E. Wood. be appointed to serve on the Assessing, Planning and Zoning Committee for the year 2007. This Committee shall assist with rezoning, updating zoning and matters concerning assessing; and, it is further

RESOLVED, that Councilor Sheila A. Brockway and John F. St Germain be appointed to the Auditing Committee for the year 2007. This Committee shall examine all vouchers presented to the Town Board for payment; and, it is further

RESOLVED, that Councilor John F. St Germain and Gerard A. Renadette be appointed to serve on the Building and Grounds Committee for the year 2007. This Committee shall make reports and recommendations on all Town buildings and properties including special districts; and, it is further

RESOLVED, that Councilor Sheila A. Brockway and Gerard A. Renadette be appointed to serve on the Community Services Committee for the year 2007. This Committee shall concern itself with liaison and cooperation with municipalities in the matters of joint service issues that may be presented to the Town Board; and, it is further
Andrew

RESOLVED, that Councilor Thomas E. Wood and Gerard A. Renadette be appointed to serve on the Highway Committee for the year 2007. This Committee is to observe the conditions of all highway equipment, road signs and Town highways and thereby report to the Town Superintendent of Highways and to the Town Board on said conditions and recommendations; and, it is further

RESOLVED, that Councilor Sheila A. Brockway and Gerard A. Renadette be appointed to serve on the Safety Committee for the year 2007. This Committee shall review all reported employee accidents, preside over employee safety meetings and make reports and recommendations to the Town Board; and, it is further

RESOLVED, that Councilor Sheila A. Brockway and Thomas E. Wood be appointed to serve on the Water and Sewer Committee for the year 2007. This Committee shall inspect the water and sewer facilities and make a report of conditions and recommendations to the Water and Sewer Superintendent and the Town Board; and, it is further

RESOLVED, that Councilor John St. Germain and Thomas E. Wood be appointed to serve on the Youth Services and Recreation Committee for the year 2007. This Committee shall advise the Youth Services and Recreation Director and make a report of conditions and recommendations to the Town Board. and it is further

RESOLVED, that Councilor Sheila A. Brockway and Thomas E. Wood be appointed to serve on the Personnel Committee for the year 2007. This Committee shall advise the office staff and make a report of conditions and recommendations to the Town Board.

RESOLUTION NO. 07-15

Mileage Reimbursement Rates

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that 48.5 cents per mile, the 2007 IRS mileage rate, is to be paid as compensation for mileage incurred when performing Town business to all elected or appointed Town Officials for the use of their own automobile in performance of their official duties and to any other Town employee so authorized by the Town Board for the year 2007.

Discussion: Yes

RESOLUTION NO. 07-16

Election Worker's Compensation

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that the compensation paid by the Town of Plattsburgh for election workers shall be as follows for 2007:

School	\$25.00
Primary Day	\$90.00
Registration Day	\$70.00
Election Day	\$120.00
Party Representatives	\$10.00 per machine
Chairman (supply custodian)	\$10.00
Per Custodian (voting machine general)	\$700.00
Per Custodian (voting machine primary)	\$500.00

Discussion: Councilor St Germain feels that it should be noted that the county sets the rates.

RESOLUTION NO. 07-17

Petty Cash For Town Officials

Motion by: Thomas E. Wood
Carried by: Ayes 5

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2007 as follows:

Supervisor	\$100.00
Town Clerk	\$200.00
Receiver of Taxes and Assessments	\$400.00
Youth Services Director	\$100.00
Town Justice	\$350.00 ea

Discussion: Yes

RESOLUTION NO. 07-18

Naming The Official Town Newspaper

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that, pursuant to Section 64 of Town Law, the Press-Republican be named as the official newspaper for the Town of Plattsburgh for 2007.

RESOLUTION NO. 07-19**Deputy Superintendent of Highway**

Motion by: Thomas E. Wood
Carried by: Ayes 5

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, to receive and place on file a letter dated January 2, 2007 from Wayne Gonyea, Highway Superintendent, appointing Fred Lavene as Deputy Highway Superintendent for the year 2007.

RESOLUTION NO. 07-20**Appointments For Rec Chairpersons**

Motion by: Thomas E. Wood
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, to receive and place on file a letter dated January 2, 2007 from Robert Robare, Youth Services Director, listing the names of the appointed recreational area chairpersons for the Town of Plattsburgh for 2007.

Discussion: Councilor Wood announced the names of all volunteers and commended them on their hard work. Supervisor Bassett asked the board members if they would like him to send a letter of appreciation, all councilors agreed.

RESOLUTION NO. 07-21**Planning & Zoning Board Attorney**

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby reappoint Carl J. Madonna as Planning Board/ and Zoning Board of Appeals Attorney to the Town of Plattsburgh with a term to expire December 31, 2007.

RESOLUTION NO. 07-22**Employee Assistance Service (EAS)**

Motion by: Gerard A. Renadette

Seconded by: John F. St Germain

WHEREAS, the Town of Plattsburgh ("Town" herein) has had an annual contract with the Clinton County Mental Health Association, Inc., doing business as Employee Assistance Services ("Agency" herein), whereby Agency provides informational services to the Town as an employer and, among other services, provides counseling to employees of the Town; and

WHEREAS, Agency will submit to the Town its Town of Plattsburgh Employee Assistance Services Annual Report from January 1, 2007 to December 31, 2007 upon completion in January 2008; and

WHEREAS, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2007 budget, the sum of \$24.00 per annum per covered employee for the renewal of its one-year contract with Agency; and

WHEREAS, Agency has submitted a proposed contract dated as of the first day of January 2007 for a one-year renewal of the annual contract between Agency and Town for the sum of \$1,440.00 per annum to be paid by Town to Agency upon execution of said contract by the Town; and

WHEREAS, the Town attorney has approved as to form the one-year contract submitted by the Agency; now, therefore, it is

RESOLVED, that the one-year renewal contract submitted by Agency be and the same hereby is approved and the Supervisor be and he hereby is authorized to execute the same for the Town for the year 2007.

Discussion: Yes

MOTION TO TABLE RESOLUTION 07-22

Motion by:	Thomas E. Wood	Seconded by:	John F. St Germain
Carried by:	Ayes 5	Nays 0	

RESOLUTION NO. 07-23

JCEO Agreement

Motion by:	John F. St Germain	Seconded by:	Thomas E. Wood
Carried by:	Ayes 5	Nays 0	

WHEREAS, the Town Board of the Town of Plattsburgh is in receipt of the 2006-2007 annual agreement between the Town of Plattsburgh and the Joint Council for Economic Opportunity of Plattsburgh and Clinton County, Inc., which states the services and financial assistance rendered by both parties for the operation of the Community Outreach Program in the Town of Plattsburgh for the period commencing December 1, 2006 and ending November 30, 2007; and it is further

RESOLVED that the Supervisor is hereby authorized to make payment in the net amount of twenty thousand two hundred and seventy five dollars (\$20,275) to JCEO and, it is further

RESOLVED that the payment is to be made payable from the Town of Plattsburgh General Fund.

RESOLVED, that the Town Board does hereby authorize the Supervisor to sign and execute said Agreement upon approval to form by the Town Attorney; and it is further

RESOLVED, that an executed copy be returned to J.C.E.O for their files.

Discussion: Yes

RESOLUTION NO. 07-24

Innerworks Computer Services

Motion by: Gerard A. Renadette

Seconded by: Thomas E. Wood

WHEREAS, the consulting firm of Innerworks Computer Services, 98 Akey Road, Morrisonville, NY 12962, has prepared and submitted a proposal between the Town of Plattsburgh and Innerworks Computer Services dated January 1, 2007 for professional services to provide Computer Hardware and Software Support for the Town of Plattsburgh office building on a contractual basis for the calendar year 2007; and

WHEREAS, the Town Board does hereby accept the proposal from Innerworks Computer Services; now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby award a professional consulting contract for services in accordance with the proposal dated January 1, 2007 for the period January 1, 2007 thru December 31, 2007, to Innerworks Computer Services to assist the Town in Computer Hardware and Software Support; and be it further

RESOLVED, that the Town Board does hereby authorize and direct the Supervisor to execute, on behalf of the Town of Plattsburgh, said contract at the rate of \$50.00 per hour in an amount not to exceed \$10,000.00 for the year 2007 to be allocated from the General Fund Budget A1620.4700 Contractual Services.

Discussion: Yes

MOTION TO TABLE RESOLUTION 07-24

Motion by: Thomas E. Wood
Carried by: Ayes 5

Seconded by: Gerard A. Renadette
Nays 0

RESOLUTION NO. 07-25

Fire District Liaison for 2007

Motion by: John F. St Germain
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, the Town Board of the Town of Plattsburgh desires to maintain effective communications with the various districts and volunteer fire departments situated within the Town of Plattsburgh and provide to each fire district and department a Town Board member as liaison; now, therefore it is

RESOLVED, that Councilor Thomas E. Wood be appointed to serve as a Town representative and serve, as liaison with the District and District # 3 Fire Department; and, it is further

RESOLVED, that Councilor John F. St. Germain be appointed to serve as a Town representative and serve, as liaison with the District and Cadyville Fire Department; and, it is further

RESOLVED, that Supervisor Bernard C. Bassett be appointed to serve as a Town representative and serve, as liaison with the District and Morrisonville Fire Department; and, it is further

RESOLVED, that Councilor Gerard A. Renadette be appointed to serve as a Town representative and serve, as liaison with the District and South Plattsburgh Fire Department; and, it is further

RESOLVED, that Sheila A. Brockway, be appointed to serve as a Town representative and serve, as liaison with the District and Cumberland Head Fire Department; and, it is further

RESOLVED, that the Supervisor write a letter to each district and department advising each of the liaison appointment and offering the assistance and communication of the Town Board member for the year 2007.

RESOLUTION NO. 07-26

Purchase Of Goods And Services

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Thomas E. Wood
Nays 0

RESOLVED, that the Town of Plattsburgh Procedures for the Purchase of Commodities, Equipment, or Goods dated January 6, 1997 (Revised April 21, 1997 and May 1, 2000) are the procedures to be followed by all elected and appointed officials and Town employees for the year 2007, for the purchase of Commodities, Equipment or Goods (Schedule-A), for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants (Schedule-C), for Purchase Order Policy and Cash Disbursements Procedures (Schedule-D); and it is further

RESOLVED, that the Town Board of the Town of Plattsburgh does authorize and order that the Purchase Order Policies and Cash Disbursement Procedures as outlined in Schedules A, B, C and D, dated January 6, 1997 (Revised April 21, 1997 and May 1, 2007) as attached hereto, shall become the policy and procedures to be followed by Town of Plattsburgh personnel for purchase orders and cash disbursements for the year 2007.

RESOLUTION NO. 07-27

Investment Policy

Motion by: Thomas E. Wood
Carried by: Ayes 5

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, that the attached Town of Plattsburgh 2007 Investment Policy be and the same hereby is approved effective this date and the Supervisor be and he hereby is authorized and directed to implement same for the Town and to schedule a review annually of said policy by the Audit Committee of the Town Board for the purpose of reviewing and recommending to the Town Board any amendments thereto.

Discussion: Yes

RESOLUTION NO. 07-28

Appoint Dog Control Officer

Motion by: Sheila A. Brockway
Carried by: Ayes 5

Seconded by: Thomas E. Wood
Nays 0

RESOLVED, to re-appoint David Duquette as Dog Control Officer for the Town of Plattsburgh for 2007 pursuant to Section 20 of Town Law.

RESOLUTION NO. 07-29

Appoint Court Clerks

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: John F. St Germain
Nays 0

RESOLVED, to receive and place on file a letter dated December 18, 2006 from Town Justices Patnode and Bezruczyk recommending the re-appointment of Pamela St. John and Pamela Esposito as full time court clerks for the Town of Plattsburgh Town Justices for 2007.

RESOLUTION NO. 07-30

Abstract 12D

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that the abstract of audited claims **N0 12D. (-)** In the amount of (\$) \$158,549.97, be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

ADJOURNMENT

Motion by: Gerard A. Renadette
Carried by: Ayes 5

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that this Town Board Meeting be adjourned at 8:26PM.

Respectfully Submitted,

Amy Duquette, Town Clerk