

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
JUNE 4, 2007**

The meeting was called to order at 7:00 p.m. by the presiding officer at the Town Hall on the Banker Road.

MEMBERS:	<u>Present</u>	<u>Absent</u>
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. 07-138

Approve Minutes of the Previous Meeting

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

Seconded by: Thomas E. Wood
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. 07-139

Abstract 6A

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

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that the abstract of audited claims **No.6A. (71199-71300)** in the amount of (\$461,655.01), be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

RESOLUTION NO. 07-140

Receive Report from Codes and Zoning

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

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, to receive and place on file a report from Don Lee of the Codes and Zoning Department for April 2007.

Discussion: Yes

RESOLUTION NO. 07-141

Receive Report from W/W

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

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, to receive and place on file a report from David Comfort of the Water and Wastewater Department for, May 2007.

Discussion: There was a lengthy discussion focused on the term “ Greater Plattsburgh Water District and Greater Plattsburgh Sewer District”. There was discussion regarding whether the consolidated districts should be changed to The Greater Plattsburgh District’s. Supervisor Bassett said due to their being the City of Plattsburgh and the Town of Plattsburgh if we do use the term Greater Plattsburgh District it may cause some confusion. Councilor St Germain said the Greater Plattsburgh District could even mean Beekmantown . Dave Comfort said they are separate districts with separate titles and numbers. Dave Comfort will check with the regulatory agency to verify what they have as far as documentation and see if they have any listings that differ. There was also discussion on the rates for PARC.

RESOLUTION NO. 07-142

Determination Adding The Moffitt Extension To The TOP Consolidated Water District

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

Seconded by: John F. St Germain
Nays 0

WHEREAS, a map, plan and report relating to the establishment of Moffitt Road Extension to the Town of Plattsburgh Consolidated Water District, prepared by LaBerge Group, competent engineers, duly licensed by the State of New York in manner and detail as determined by the Town Board of Plattsburgh, has been filed with the Town Clerk of Plattsburgh, in accordance with the requirements of the Town Law; and.

WHEREAS, an order was adopted by the Town Board of the Town of Plattsburgh on April 2, 2007, reciting the filing of the map, plan and report, the boundaries of the proposed extension, the improvements proposed, the estimated expense thereof the proposed method of financing, the fact that the map, plan and report are on file in the Town Clerk’s office in said Town; for public inspection, and all other matters required by law to be stated; and

WHEREAS, the order set April 23, 2007 at 6:55 p.m. at the Town Hall, 151 Banker Road Plattsburgh, New York as the date, time and place of the public meeting to consider the map, plan and report, and to hear all person interested in the subject, and to take action as required and authorized by law; and

WHEREAS, such order was published and posted as required by law; and

WHEREAS, a hearing on the matter was held by the Town Board on the 23rd day of April, 2007, beginning at 6:55 p.m. and the matter being fully discussed and all interested persons having been duly heard, and

WHEREAS, it having been duly resolved and determined following such hearing, that the Notice of Public Hearing was published and posted as required by law and is otherwise sufficient, that all property and property owners within the limits of the proposed extension are benefited thereby, that all property and property owners benefited are included within the limits of the proposed extension, and that it was in the public interest to establish said MOFFIT ROAD EXTENSION TO THE TOWN OF PLATTSBURGH CONSOLIDATED WATER DISTRICT and to grant, in whole, the relief sought, and it having been then and there duly resolved that establishment of said extension be approved, and the permission of the Department of Audit and Control not being required for the extension, and the aforesaid Town Board resolution of April 23, 2007, having been adopted subject to permissive referendum, and no petition for a referendum having been filed.

NOW, THEREFORE, IT IS ORDERED, RESOLVED AND DETERMINED that the TOWN OF PLATTSBURGH CONSOLIDATED WATER DISTRICT be extended so as to include therein the following lands which are hereby established as Moffitt Road Extension to the Town of Plattsburgh Consolidated Water District and which lies wholly within the Town of Plattsburgh, County of Clinton, State of New York, and is bounded and described in Schedule "A", attached hereto; and it is further

ORDERED, RESOLVED AND DETERMINED that the Town Clerk is directed to cause a certified copy of this Order, Resolution and Determination to be recorded in the Office of the Clerk of the County of Clinton within ten (10) days after the adoption thereof; and a certified copy thereof to be submitted to the Department of Audit and Control at Albany, New York as provided by §209(f) of the Town Law

FURTHER RESOLVED AND DETERMINED, that the establishment of the water district extension, as set forth in the map, plan and report be approved, and

FURTHER RESOLVED AND DETERMINED, the requested improvement shall be constructed, and the necessary easements and lands be acquired, upon the required funds being made available and provided for, and such extension shall be known and designated as Moffitt Road Extension to the Town of Plattsburgh Consolidated Water District in the Town of Plattsburgh, and shall be bounded and described as set forth in Schedule "A" annexed hereto,

Discussion: Supervisor Bassett said this is the next step that officially orders the extension into the Consolidated District as result of their having been no requests for permissive referendum. Councilor Wood asked if this would require going under the thru way and if that is the case are there going to be two separate pipes for sewer and water. Supervisor Bassett confirmed that they would be going under the thru way. Dave Comfort added that there will be a second pipe and the bulk of the cost at the time is the mobilization of that type of equipment. Dave also stated there is a cost but much less than the town would pay at a later date if done separately as well as getting all of the required permits.

Consolidated Water District

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

Seconded by: Gerard A. Renadette
Nays 0

WHEREAS, the Town Board of the Town of Plattsburgh has heretofore and on the 23rd day of April, 2007 adopted a Resolution consolidating the Town of Plattsburgh Consolidated Water District and Pleasant Ridge Water District and extensions thereof, into a Single Consolidated Water District, pursuant to the provisions of Section 206 of the Town Law of the State of New York and said Resolution was adopted subject to a Permissive Referendum; and

WHEREAS, no Petition for Permissive Referendum has been received within thirty (30) days after adoption of the aforesaid Resolution and after the posting and publication thereof as required by Section 206 of the Town law of the State of New York; and

WHEREAS, the action undertaken herein is a TYPE II ACTION, requiring no review under 6 NYCRR 617.5; and

NOW THEREFORE, IT IS ORDERED, RESOLVED AND DETERMINED, the Town of Plattsburgh Consolidated Water District and Pleasant Ridge Water District and extensions thereof, are consolidated into a Single Consolidated Water District, pursuant to the provisions of Section 206 of the Town Law of the State of New York, said consolidation shall be effective as of December 31, 2007, pursuant to the provisions and determinations as made by this Town Board in its Resolution dated April 23, 2007; and it is further

RESOLVED, that the Town Clerk is directed to cause a certified copy of this Resolution to be recorded in the Office of the Clerk of the County of Clinton within **ten** (10) days after the adoption there of

Discussion: yes

RESOLUTION NO. 07-144

ADDING THE PLEASANT RIDGE EAST WATER DISTRICT EXTENTION TO THE TOWN OF PLATTSBURGH

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

Seconded by: Gerard A. Renadette
Nays 0

WHEREAS, a map, plan relating to the establishment of Pleasant Ridge East Water District Extension to the Town of Plattsburgh Consolidated Water District, prepared by LaBerge Group, competent engineers, duly licensed by the State of New York in manner and detail as determined by the Town Board of Plattsburgh, has been filed with the Town Clerk of Plattsburgh, in accordance with the requirements of the Town Law; and

WHEREAS, an order was adopted by the Town Board of the Town of Plattsburgh on April 2, 2007, reciting the filing of the map, plan and report, the boundaries of the proposed extension, the improvements proposed, the estimated expense thereof the proposed method of financing, the fact that the map, plan and report are on file in the Town Clerk's office in said Town; for public inspection, and all other matters required by law to be stated; and

WHEREAS, the order set April 23, 2007 at 7:20 p.m. at the Town Hall, 151 Banker Road Plattsburgh, New York as the date, time and place of the public meeting to consider the map, plan and report, and to hear all person interested in the subject, and to take action as required and authorized by law; and

WHEREAS, such order was published and posted as required by law; and

WHEREAS, a hearing on the matter was held by the Town Board on the 23 day of April, 2007, beginning at 7:20 p.m. And the matter being fully discussed and all interested persons having been duly heard.

WHEREAS, it having been duly resolved and determined following such hearing, that the Notice of Public Hearing was published and posted as required by law and is otherwise sufficient, that all property and property owners within the limits of the proposed extension are benefited thereby, that all Property and property owners benefited are included within the limits of the proposed extension, and that it was in the public interest to establish said PLEASANT RIDGE EAST WATER DISTRICT EXTENSION TO THE TOWN OF PLATTSBURGH CONSOLIDATED WATER DISTRICT and to grant, in whole, the relief sought, and it having been then and there duly resolved that establishment of said extension be approved, and the permission of the Department of Audit and Control not being required for the extension, and the aforesaid Town Board resolution of April 23, 2007, having been adopted subject to permissive referendum, and no petition for a referendum having been filed.

NOW, THEREFORE, IT IS ORDERED, RESOLVED AND DETERMINED that the TOWN OF PLATTSBURGH CONSOLIDATED WATER DISTRICT be extended so as to include therein the following lands which are hereby established as Pleasant Ridge East Water District Extension to the Town of Plattsburgh Consolidated Water District and which lies wholly within the Town of Plattsburgh, County of Clinton, State of New York, and is bounded and described in Schedule "A", attached hereto; and it is further

ORDERED, RESOLVED AND DETERMINED that the Town Clerk is directed to cause a certified copy of this Order, Resolution and Determination to be recorded in the Office of the Clerk of the County of Clinton within ten (10) days after the adoption thereof, and a certified copy thereof to be submitted to the Department of Audit and Control at Albany, New York as provided by §209(f) of the Town Law

FURTHER RESOLVED AND DETERMINED, that the establishment of the water district extension, as set forth in the map, plan and report be approved, and

FURTHER RESOLVED AND DETERMINED, the requested improvement shall be constructed, and the necessary easements and lands be acquired, upon the required funds being made available and provided for, and such extension shall be known and designated as Pleasant Ridge East Water District Extension to the Town of Plattsburgh Consolidated Water District in the Town of Plattsburgh, and shall be bounded and described as set forth in Schedule "A" annexed hereto,

Discussion: Councilor St Germain asked if this will be effective at the beginning of the year Dave Comfort confirmed. Councilor Renadette said this resolution reads similar to the

Moffitt Rd resolution and there approved boundaries already. All of the property owners in that district can start paying general tax. Dave Comfort agreed and said that the town is able to charge increased rates for out of district users and what the town has done is charge the basic usage rate and a rate to match what the other tax payers are paying.

RESOLUTION NO. 07-145

**TO PURCHASE NEW TRUCKS
FOR THE W/WW DEPARTMENT**

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

**Seconded by: Thomas E. Wood
Nays 0**

RESOLVED, to receive a letter dated May 21, 2007 from David E. Comfort, Director of W/WW Utilities requesting permission to purchase two (2) new 2007 Ford F150 Extended Cab 4x4 for use by the Town of Plattsburgh Water and Sewer Department pursuant to the New York State Office of General Services Standards and Purchase Group Contract No. 40560, award 20339 – PICKUP TRUCK in an amount not to exceed \$36,000.00; and it is further

RESOLVED, that the Town Board does hereby grant permission to David E. Comfort to order said trucks and the Supervisor is hereby authorized to sign any related documents required for its purchase; and it is further

RESOLVED, that the payment for said purchase will be made payable from the 2007 Water and Sewer Budget Equipment & Capital Outlay Account.

Discussion: Supervisor Bassett clarified that the \$36,000.00 is for both vehicles. Councilor Wood asked if the money for the trucks is coming out of last years budget. Dave Comfort said the money was encumbered last year. Dave said there are a total of eight trucks plus a semi retired ford bronco that is used for chasing parts for the office, this vehicle is used on a limited basis. Three of the trucks the department has now have over 100,000 miles on them and another truck has between 90,000-100,000 miles on it. Dave explained that the two new vehicles would be replacing the two that were taken off the road.

RESOLUTION NO. 07-146

**Explore NY Hudson Fulton
Champlain Qadricentennial
Community**

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

**Seconded by: Gerard A. Renadette
Nays 0**

WHEREAS, the New York State- Hudson-Fulton-Champlain Quadrcentennial Commission was established under Chapter 590 of the Laws of 2002, to plan, develop, and coordinate the 400th anniversary, in 2009, of the voyages of exploration made by Henry Hudson and Samuel de Champlain as well as the 200th anniversary of Robert Fulton’s steamship voyage up the Hudson River~ and

WHEREAS, these historic voyages of exploration in 1609 would change the world forever and lead to the European settlement of the New World and the innovation of steam travel and commerce in 1807, establishing the Hudson River and Lake Champlain as a corridor of trade, communication, politics and ideas, and that further,

this vital north-south corridor of water created other water links such as the Champlain and Erie Canals, which provided opportunities inland and encouraged the westward movement through these water routes; and

WHEREAS, the State and the Federal governments recognize the voyages of exploration and invention to be of historical importance and significance to New York State and the nation and recognize the tradition to observe these contributions made by Hudson, Fulton, and Champlain, by commemorating these events in 2009,

WHEREAS, as an Explore NY 400 Community, the community may use the Explore NY 400 logo, link to the 'Explore NY 400 website, and may be eligible for either state or federal grant money to assist in Quadricentennial planning, events, and legacy projects; and

BE IT FURTHER RESOLVED the Town of Plattsburgh supports the mission of the Hudson-Fulton-Champlain Quadricentennial Commission, and requests designation as an Explore NY 400 Community, and will be an active partner by establishing an Explore NY 400 Committee, and will cooperate to its fullest with the Commission in making the 400th anniversary a successful historic New York State event.

Discussion: Supervisor Bassett believes that this is a great project that is about to unfold. Councilor Renadette thanked Bill Glidden for the presentation he gave at the work session. Supervisor Bassett said a letter would be sent to Mr. Glidden thanking him. All members of the board agree that this is something that the Town Of Plattsburgh should be part of.

RESOLUTION NO. 07-147

Letter of Resignation

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

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, to receive and place on file a letter of resignation from George Clifford Town of Plattsburgh Zoning Board Of Appeals member effective immediately; and, it is further

RESOLVED, to appoint Mr. Clifford as Alternate Member to the Zoning Board Of Appeals for a term to expire 12/31/08, and be it further

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby wish to thank him for his years of service as Board member and for continuing his service as Alternate Board Member.

Discussion: Councilor Wood said it was gracious of Mr. Clifford to step down to allow the board to have the required members, and to continue serving as an alternate. Councilor St Germain added Mr. Clifford has been a key member of the board for many years and feels a plaque would be a nice symbol of thanks.

RESOLUTION NO. 07-148

Temporary Town Recreation Assistant Appointment

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

Seconded by: John F. St Germain
Nays 0

WHEREAS, the Town of Plattsburgh has created a position, Temporary Recreation Assistant, and

WHEREAS, Melanie Defayette has recommended the position be temporarily filled to enable the Youth Service and Recreation Department to continue to provide necessary services to the community, and

WHEREAS, this position is temporary and will end when the former Youth Service and Recreation Director is officially retired in February of 2008 and a formal search process will then take place, be it

RESOLVED, that the Town Board of the Town of Plattsburgh appoint Ms. Jamie Trudeau as Temporary Recreation Assistant effective May 23, 2007.

Discussion: Yes

RESOLUTION NO. 07-149

Request To Purchase Summer Recreation Clothing

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

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, the Town Of Plattsburgh Youth Service & Recreation Director is interested in providing appropriate identification for summer lifeguards and summer park program staff to enable easy identification by residents, and

WHEREAS, Department Heads are allowed to request clothing items be purchased for identification purposes, therefore be it

RESOLVED that the Youth Service & Recreation Director purchase 16 long sleeve t-shirts for summer lifeguards and polo tops for the park program staff, Assistant and Director as noted by the Director's memo dated June 1, 2007.

Discussion: Supervisor Bassett said it should be noted that there are five polo shirts.

RESOLUTION NO. 07-150

Policy Revisions

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

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, it is necessary to periodically review policy and make revision to meet the needs of the Town and Town employees, and

WHEREAS, existing policy concerning Mileage Rates, Smoking, Telephone Calls, Travel Guidelines and Authorization To Travel have been discussed and reviewed, therefore be it

RESOLVED to amend the current policy handbook according to the attached revisions and to distribute the revisions to all Department Heads.

Discussion: Supervisor Bassett thanked Councilor Brockway and Councilor St Germain for the hard work they did to get all of the revisions together.

RESOLUTION NO. 07-151

Access To Personnel Files Amendment

Motion by: Sheila A. Brockway
Carried by: Ayes 4

Seconded by: Gerard A. Renadette
Nays 1 John F. St Germain

WHEREAS, the Town Board desires to maintain appropriate policy concerning access to personnel files, and

WHEREAS, the day to day work requirements and management of Town business often requires access to the files for information or to update file data, therefore be it

RESOLVED that the “Employee Personnel Files Access Policy” is amended to include the Book Keeper and Secretary to the Supervisor as authorized personnel allowed to access Personnel Files and that Clerk to the Supervisor be removed from the list of authorized personnel.

Discussion: Councilor St Germain does not like the fact that there is going to be an Elected Official and two Appointed Clerks accessing the files. Councilor St Germain feels the two Account Clerks, Bookkeeper and the Supervisor should be the ones accessing files. Councilor Brockway feels the Secretary to the Supervisor should have access. Councilor Renadette said he could see why there is a need for the Supervisor’s Secretary to be able to access the files. A lot of the information that comes across the Supervisors Secretary’s desk will end up in the personnel file anyway. Councilor Renadette does not have a problem with it.

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 8:25 PM.

Respectfully Submitted,

Amy Duquette, Town Clerk