

**TOWN OF PLATTSBURGH
TOWN BOARD YEAR END MEETING
DECEMBER 27, 2007**

The meeting was called to order at 7:00 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. 07-313**Approve Minutes of the Previous Meeting**

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

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

PUBLIC RECOGNITION

Present: See Attached
Comments: None

Committee Reports
See Attached

RESOLUTION NO. 07-314

Amend Resolution 07-312 Correcting
Amount of Champlain Valley Christian
Center Site Plan 3% Return

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, the Town of Plattsburgh Planning Board had reviewed and approved all requirements of Champlain Valley Christian Center Site Plan 2007 located on Tom Miller Road, Plattsburgh, NY; and

WHEREAS, Champlain Valley Christian Center Site Plan 2007 has on file with the Town of Plattsburgh, 3% construction deposit for construction improvements in the original amount of \$4,236.41 plus accrued interest; and

WHEREAS, the Planning Department has coordinated inspection of said project and reports all requirements have been met and completed; and

WHEREAS, 3% construction deposit in the amount of \$4,236.41 plus accrued interest be returned and resolution 07-312, authorized the amount of \$4,236.31 a ten cent difference, therefore be it,

RESOLVED, that the Supervisor is hereby authorized and directed to release the 3% construction deposit in the amount of \$4,236.41 plus accrued interest to date be returned; and it is further

RESOLVED, that a certified copy of this resolution be forwarded, by the Planning Department Secretary, with the return of deposit to Champlain Valley Christian Center, Bentley A. Sargeant, 263 Tom Miller Road, Plattsburgh, NY 12901.

Discussion: Yes

RESOLUTION NO. 07-315

Zoning Board Of Appeals Member to be Re-appointed to Seven Year Term

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

WHEREAS, the term of Hobbie Hyatt Planning Board Member will expire on December 31. 2007 for the Town Zoning Board of Appeals,

WHEREAS, Mr. Hyatt is willing to serve seven years, and Mr. Robert Pearl Chairman of the Zoning Board concurs with this action and it is recommended that the Town Board consider re-appointing Mr. Hyatt therefore be it,

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby appoint Hobbie Hyatt residing in the Town of Plattsburgh, to the Town of Plattsburgh Zoning Board of Appeals, as an Regular Member of said board with a term to expire December 31, 2014.

Discussion: Supervisor Bassett mentioned that Mr. Hyatt has completed the required hours needed as stated in the letter recommending his re-appointment.

RESOLUTION NO.07-316

Alternate Planning Board Member Appointments Year Ending April 2010 /September 2010

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

WHEREAS, the Town Board of the Town of Plattsburgh adopted Local Law #1 of the year 1999 entitled: "Alternate Planning Board & ZBA Members Act. This Local Law shall apply to the appointment, terms, functions and powers of alternate members appointment to serve on the Planning Board and Zoning Board of Appeals in the Town of Plattsburgh.

WHEREAS, while researching the status of Planning Board member's term of appointments, Mr. Thomas Latinville and Mr. David Kimmel were given four-year terms of office in April and September of 2004 However, Local Law No. 1 of the year 1999 only authorized alternate members for a term of three years and,

WHEREAS, it is recommended that the Town Board move to re-appoint Mr. Latinville and Mr. Kimmel retroactive to the expiration of each original appointment and that they remain as alternate members of the Planning Board for a three-year terms of office therefore be it,

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby appoint Mr. Thomas Latinville and Mr. David Kimmel both residing in the Town of Plattsburgh as alternate members to the Town of Plattsburgh Planning Board with terms to expire April 30, 2010 and September 30, 2010 respectively

Discussion: Yes

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, the Town Board encourages employees to take advantage of opportunities to advance their position of employment with the Town of Plattsburgh, and

WHEREAS, Melanie Defayette, Youth Services & Recreation Director, in a letter dated December 10, 2007 has acknowledged transitions in job requirements within her Department, and

WHEREAS, Tyson Drown, Laborer, has achieved the “knowledge and skills” required to meet the current needs of the Department, therefore be it

RESOLVED, that Tyson Drown’s Civil Service appointment be changed from Laborer to Building Maintenance Worker effective January 1, 2008, and be it further

RESOLVED, that Mr. Drown be placed on the salary schedule for Building Maintenance worker at step three, year 2008 with compensation to be \$16,249 for 2008 and the Budget Officer is authorized to adjust compensation for 2008 and personnel records accordingly.

Discussion: Yes

RESOLUTION NO. 07-318

Saranac Bus Lease Agreement for 2008
For the Town of Plattsburgh

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, that the Town Board does hereby receive the school bus lease agreement dated January 1, 2008 between the Saranac Central School District, Town of Saranac, County of Clinton, hereinafter called the Lesser, and the Town Of Plattsburgh as the lessee for leasing school bus(s) for recreation purposes commencing on the 1st day on January 2008 and ending the 31st day of December 2008 for the sum of one dollar and eighty six cents (\$1.86) per mile plus the cost of a driver, if provided, and subject to the terms and conditions set fourth in said lease agreement and , it is further

RESOLVED, that upon approval of said lease agreement by the Town Attorney, the Supervisor be and he is hereby authorized to execute said leased agreement for the Town of Plattsburgh and is directed to obtain and initiate thorough the Town Of Plattsburgh compliance with all other terms and provisions of said lease agreement. And be it further

RESOLVED, that a copy of this resolution be forwarded to Cool Insurance, also given to the Recreation Department and one kept on file in the Town Clerk’s Office

Discussion: Yes

RESOLUTION NO.07-319

State Archives and Record Administration
(SARA) Grant

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

T/B YEAR END

DECEMBER 27, 2007

WHEREAS, the Town of Plattsburgh is in need of guidance in preparing an application To the State Archives Records Administration for a 2008 Local Government Records Management Improvement Fund Grant: and

WHEREAS, the consulting firm of Laberge Engineering and Consulting Group Ltd. 4 Computer Drive West, Albany, NY 12205, has prepared an Agreement for Professional Services representing the Town in the submission of the 2008 SARA grant application: and

WHEREAS, said agreement includes the cost to prepare and submit the 2008 SARA Grant Application for the amount of \$3,500.00 including expenses: now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize and direct Laberge Engineering and Consulting Group, Ltd. 4 Computer Drive West, Albany, NY 12205 to provide services as requested by the Town of Plattsburgh in an amount not to exceed \$3,500.00; and it is further

RESOLVED, that the expenses incurred for these services are to be made payable from the General Fund as appropriated in the 2008 budget.

Discussion: Supervisor Bassett added that the amount was discussed with Mr. Laberge; it is less than his fee for last time due to some of the existing narrative. Supervisor also explained that the grant would be used to help with the storage issue by installing track shelving.

RESOLUTION NO.07-320

Letter of Resignation Deputy Highway Superintendent /MEO 4

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

RESOLVED, to receive and place on file a letter of resignation from Fred Lavene regarding his position as an MEO 4 and Deputy Highway Superintendent effective December 31st, 2007 and it is further

Discussion: Supervisor Bassett will send him a letter of appreciation for the job he has done.

RESOLUTION NO. 07-321

Administrative Contract Amendment

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

WHEREAS, The Town of Plattsburgh negotiates Contracts and Agreements with its employees to define terms and conditions of employment, and

WHEREAS, the Town recognizes that there are necessary and unique differences in Agreements, job descriptions and titles but desires to keep certain employee benefits consistent and fair between various employee groups, therefore be it

RESOLVED, that the Town Board wishes to amend section 4 of the negotiated Agreement with its Administrative group of employees to include the following:

Personal time cannot be used for leave already authorized in Section 5 of this agreement.

And be it further,

RESOLVED, that section 5 of the Administrative Agreement be amended as indicated:

INCENTIVE FOR PERFECT YEARLY ATTENDANCE

Employees will be paid in the following manner for non-use of sick leave:

- \$500.00 if no sick time is used.*
- \$350.00 if one day of sick time is used.*
- \$200.00 if two days of sick time are used*

Zero monies will be paid for use of three + sick days.

The amounts paid will double if the employee, at the end of the calendar year for which the incentive is paid, has accumulated 165 days of sick leave.

And be it further,

RESOLVED, that section 3 titled Vacation shall be amended as indicated:

3. Vacation. *Employees shall be entitled to paid vacations according to length of service as follows:*

- A. After one year completed service, one week vacation;*
- B. After two through four years' completed service, two weeks vacation;*
- C. After five years completed service, 3 weeks vacation*
- D. After six years completed, 3 weeks vacation and one-day vacation.*
- E. After seven years completed service, three weeks and two days vacation.*
- F. After eight years completed service, three weeks and three days vacation.*
- G. After nine years completed service, three weeks and four days vacation*
- H. After Ten years of completed service, four weeks vacation*
- I. After eleven years of completed service, four weeks and one day vacation*
- J. After Twelve years of completed service four weeks and two days vacations*
- K. After Thirteen years of completed service, four weeks and three days*
- L. After Fourteen years of completed service, four weeks and four days vacation*
- M. After Fifteen years of completed service five weeks vacation.*

Vacation time shall be credited to the employee's record on January 1st unless the next length of service vacation step is reached in progression at which time will be recorded on his/her tenure or anniversary date.

Discussion: Supervisor Bassett talked about the ongoing amendments and feels that this will be the final amendment.

RESOLUTION NO. 07-322

End of The Year Budget Amendments

Motion by: Sheila A. Brockway
Carried by: Ayes 3

Seconded by: Gerard A. Renadette
Nays 0

WHEREAS, the three employee bargaining units in the Town of Plattsburgh have recently successfully negotiated new contracts effective January 1, 2007 to December 31, 2010: and

WHEREAS, monies were allocated in the 2007 budget in a contingency account in the General, Highway and Water/Sewer Admin Funds for the purpose of paying retroactive wages and fringes upon completion of the contracts; now therefore be it

RESOLVED, that the following budget amendments are authorized by the Town Board:

RESOLUTION NO. 07-325

Abstract 12-C 07

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that the abstract of audited claims **No. 11-B 07. (73094-73211)** in the amount of (\$824,964.90), be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Discussion: Supervisor Bassett pointed out that this is the final bill paying.

ADJOURNMENT

Motion by: Gerard A. Renadette
Carried by: Ayes 3

Seconded by: Sheila A. Brockway
Nays 0

RESOLVED, that this Town Board Meeting be adjourned at 6:12 PM.

Respectfully Submitted,

Amy Duquette, Town Clerk