

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
JANUARY 5, 2009**

The meeting was called to order at 6:30 p.m. by the presiding officer at the Town Hall on the Banker Road.

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

**RESOLUTION NO. 09-01****MINUTES OF PREVIOUS MEETING**Motion by: **Thomas E. Wood**Seconded by: **Sheila A. Brockway**Carried by: **Ayes 4**Nays **0**

**RESOLVED**, that the minutes of December 22, 2008 Year End be approved and the reading of the minutes be dispensed with.

**PUBLIC RECOGNITION**Present: **See Attached**

**Comments:** Deborah Blake asked what revisions were made and asked how violations were proven and asked who enforced the law. , Mr. Imhoff addressed her questions and explained the revisions that were made to the law.

Lynda Lamountian from Peru questioned what the process was to get EPA approval if the unit is homemade. Steve Imhoff discussed the process and steps that would need to be taken.

Steve Miller, Cadyville Fire Chief expressed his concerns with CVPH Ambulance service including response times. Councilors Mannix and Renadette discussed attending the meetings the Codes Enforcement Officer is arranging with the Fire Chiefs.

**Committee Reports****See Attached****RESOLUTION NO.09-392****MOTION TO RETURN TABLED  
RESOLUTION**Motion by: **Thomas E. Wood**Seconded by: **Gerard A. Renadette**Motion by: **Sheila A. Brockway**Seconded by: **Thomas E. Wood**Carried by: **Ayes 4**Nays **0**

**RESOLVED**, that the minutes of December 15, 2008 the previous meeting be approved and the reading of the minutes be dispensed with.

**RESOLUTION NO. 09-02****Town Board Meetings For 2009**

**Motion by:** Gerard A. Renadette                      **Seconded by:** Thomas E. Wood  
**Carried by:** Ayes 4                                      **Nays** 0

**RESOLVED**, that the "REGULAR" Monthly and Semi-Monthly meetings of the Town Board be held on the first and third Monday respectively of each month at 6:30 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-session meetings of the Town Board shall be held on the second and fourth Monday of each month at 6:30 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; and it is further

**RESOLVED**, in the event that there is a fifth Monday in any month, meetings will be scheduled at the discretion of the supervisor and be it further

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

Monday January 19, 2009 to Tuesday January 20, 2009  
Monday February 16, 2009- canceled  
Monday May 25, 2009 to Tuesday May 26, 2009  
Monday September 7, 2009 to Tuesday September 8, 2009  
Monday October 12, 2009 to Tuesday October 13, 2009  
Monday November 2, 2009 to Monday November 9, 2009  
Monday December 28, 2009 Year End Meeting

**Discussion: Yes**

**RESOLUTION NO. 09-03****Addressing the Town Board**

**Motion by:** Thomas E. Wood                      **Seconded by:** Sheila A. Brockway  
**Carried by:** Ayes 4                                      **Nays** 0

**WHEREAS**, the Town Board supports open communication, and wishes to hear from individuals who are interested in formally addressing the board; and

**WHEREAS**, an orderly process to conduct the Town Business and governance is necessary; therefore be it

**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, address and be limited to five (5) minutes.

**RESOLUTION NO. 09-04****Supervisor to Retain the Original Of All Correspondence**

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

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLVED**, 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.

**RESOLUTION NO. 09-05****Supervisor to be in Charge of all Special Districts**

Motion by: Thomas E. Wood  
Carried by: Ayes 4

Seconded by: Gerard A. Renadette  
Nays 0

**RESOLVED**, that the Supervisor ,Bernard C. Bassett, and in his absence the 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. 09-06****Supervisor as Chief Fiscal Officer**

Motion by: Thomas E. Wood  
Carried by: Ayes 4

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLVED**, that Supervisor Bernard C. Bassett, as the Chief Fiscal Officer for the year 2009, 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, Adirondack Bank, Key Bank of New York, HSBC, TD Bank North, Glens Falls National Bank and Trust, Company, Champlain National Bank, NBT Bank , or Community Bank 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 2009 or any bank that provides the necessary collateral as required by Audit and Control.

**RESOLUTION NO. 09-07****Authorization to Pay Public Utility Services Claims**

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

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.

**RESOLUTION NO.09-08**

**Payday & Salaries for Elected and Appointed Officials**

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

Seconded by: Thomas E. Wood  
 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 7, 2009 and be it further,

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

<b>Councilperson/Deputy Supervisor</b>	<b>\$14,540</b>
<b>Councilpersons (3)</b>	<b>\$13,609 each</b>
<b>Supervisor</b>	<b>\$66,984</b>
<b>Town Clerk</b>	<b>\$26,299</b>
<b>Highway Superintendent</b>	<b>\$63,846</b>
<b>Justice of The Peace (2)</b>	<b>\$30,744 each</b>
<b>Receiver of Taxes and Assessments</b>	<b>\$26,265</b>
<b>Town Attorney</b>	<b>\$46,589</b>
<b>Planning &amp; Zoning Board Attorney</b>	<b>\$30,998</b>

**RESOLUTION NO.09-09**

**Deputy Supervisor For 2009**

Motion by: Thomas E. Wood  
 Carried by: Ayes 4

Seconded by: Gerard A. Renadette  
 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 2009.

**Discussion: Councilor Renadette noted this is a recommendation made by the supervisor.**

**RESOLUTION NO. 09-10**

**Bonnie Fenwick Appointment to Zoning Board of Appeals Amendment**

Motion by: Thomas E. Wood  
 Carried by: Ayes 4

Seconded by: Sheila A. Brockway  
 Nays 0

**WHEREAS**, resolution 08-407 was incorrect in the reappointed term date for Bonnie Fenwick; therefore be it

**RESOLVED**, that Bonnie Fenwick is reappointed to the Zoning Board of Appeals for a term to expire December 31, 2013.

**RESOLUTION NO. 09-11****Appointment of Town Historian**

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

Seconded by: Sheila A. Brockway  
 Nays 0

**RESOLVED**, that pursuant to Section 148 of the Education Law, Arnold (Red) Jubert is hereby re-appointed Town Historian for the Town of Plattsburgh for 2009.

**Discussion: Councilor Brockway commented on the superb job Red has done. All board members agreed.**

**RESOLUTION NO. 09-12****Re-Appointment of Bingo Inspector**

Motion by: Thomas E. Wood  
 Carried by: Ayes 4

Seconded by: Sheila A. Brockway  
 Nays 0

**RESOLVED**, to re-appoint Arthur Maggy as Bingo Inspector for the Town of Plattsburgh for 2009 pursuant to Section 20 of Town Law.

**RESOLUTION NO. 09-13****Appointment of the Budget Officer**

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

Seconded by: Gerard A. Renadette  
 Nays 0

**RESOLVED**, to re-appoint Diane Miller as Budget Officer for the Town of Plattsburgh for 2009 pursuant to Section 20 of Town Law.

**RESOLUTION NO. 09-14****Committee Appointment's for 2009**

Motion by: Thomas E. Wood  
 Carried by: Ayes 4

Seconded by: Gerard A. Renadette  
 Nays 0

**RESOLVED**, that Councilor Thomas E. Wood and Martin D. Mannix. Be appointed to serve on the Assessing, Planning and Zoning Committee for the year 2009. This Committee shall assist with rezoning, updating zoning and matters concerning assessing; and, it is further

**RESOLVED**, that Councilor Sheila A. Brockway and Gerard A. Renadette be appointed to the Auditing Committee for the year 2009. This Committee shall examine all vouchers presented to the Town Board for payment; and, it is further

**RESOLVED**, that Councilor Gerard A. Renadette and Martin D. Mannix be appointed to serve on the Building and Grounds Committee for the year 2009. 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 Martin D. Mannix be appointed to serve on the Community Services Committee for the year 2009. 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



**RESOLVED**, that Charlotte Mayhew is reappointed to the Zoning Board for a term to expire December 31, 2009.

**Discussion:** Supervisor Bassett noted that the terms will now stagger.

**RESOLUTION NO.09-17**

**Appointments for Recreational Area  
Chairpersons For 2009**

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

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

**RESOLVED**, to receive and place on file a letter dated January 2, 2009 from Melanie Defayette, Youth Services Director, listing the names of the appointed recreational area chairpersons for the Town of Plattsburgh for 2009.

**RESOLUTION NO. 09-18**

**Appointment Dog Control Officer**

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

**Seconded by:** Sheila A. Brockway  
**Nays** 0

**RESOLVED**, to re-appoint David Duquette as Dog Control Officer for the Town of Plattsburgh for 2009 pursuant to Section 20 of Town Law.

**Discussion:** Supervisor Bassett commented on the volume of work David has done in the past year.

**RESOLUTION NO. 09-19**

**Fire District Liaison for 2009**

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

**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, as indicated:

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

**RESOLVED**, that Councilor Martin D. Mannix be appointed to serve as a Town representative 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 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 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 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 2009.

Supervisor Bassett will send letters to the various Fire Departments, Councilor Renadette said he would not be opposed to including his phone number in the letter.

**RESOLUTION NO. 09-20****Mileage Reimbursement Rates For 2009**

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

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLVED**, that 55 cents per mile, the 2009 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 2009.

**RESOLUTION NO. 09-21****Election Workers ' Compensation**

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

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 2009:

School	\$25.00
Primary Day	\$110.00
Registration Day	\$90.00
Election Day	\$150.00
County Party Representatives price to be divided equally between all towns and city	
Chairman (supply custodian)	\$15.00
Per Custodian (voting machine general)	\$700.00
Per Custodian (voting machine primary)	\$500.00
Bag Carrier	\$ 12.50 each way

**Discussion:** Supervisor Bassett said the numbers originate from the county. Councilor Wood added the town is mandated by the county, Councilor Renadette said it is another unfunded mandate.

**RESOLUTION NO. 09-22****Naming the Official Town Newspaper**

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

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 2009.

ORGANIZATIONAL MEETING  
RESOLUTION NO. 09-23

1/5/09

Petty Cash for Town Officials

Motion by: Thomas E. Wood  
Carried by: Ayes 4

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 2009 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

RESOLUTION NO. 09-24

Purchase of Goods and Services

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

Seconded by: Gerard A. Renadette  
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 2009, for the purchase of Commodities, Equipment or Goods for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants for Purchase Order Policy and Cash Disbursements Procedures 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 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 2009.

RESOLUTION NO. 09-25

Investment Policy

Motion by: Thomas E. Wood  
Carried by: Ayes 4

Seconded by: Gerard A. Renadette  
Nays 0

**RESOLVED**, that the attached Town of Plattsburgh 2009 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.

**MOTION TO TABLE RESOLUTION 09-25**

Motion by: Thomas E. Wood  
Carried by: Ayes 4

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLUTION NO. 09-26****Budget Amendments for Audits**

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

Seconded by: Sheila A. Brockway  
 Nays 0

**Whereas**, the audits for 2005 and 2006 required additional work: and

**Whereas**, the Town's share for elected workers exceeded the 2008 budgeted amount; therefore be it

**Resolved**, that the Town Board of the Town of Plattsburgh authorize the following budget amendments:

Increase appropriation A 1450.4780 Elect Wkr.	\$ 8,000.00
Increase Appropriation A 1320.4700 Audits	\$42,000.00
Increase Appropriated Fund Balance from cash surplus	\$10,000.00
Decrease appropriation A 8030.4100 Research	\$32,000.00
Decrease appropriation A 5410.4110 Sidewalks	\$ 8,000.00

And be it further

**RESOLVED**, that this Resolution replace Resolution No 08-403.

**Discussion:** Supervisor Bassett said the prior resolution reflecting a decrease of \$10,000.00 should have reflected an increase.

**RESOLUTION NO. 09-27****Innerworks Computer Services**

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

Seconded by: Sheila A. Brockway  
 Nays 0

**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, 2009 for professional services to provide computer hardware and software support for the Town of Plattsburgh on a contractual basis for the calendar year 2009; and

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

**RESOLVED**, that the Town Board does hereby award a professional consulting contract for services in accordance with the proposal dated January 1, 2009 for the period January 1, 2009 thru December 31, 2009, to Innerworks Computer Services to assist 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 yearly, and it be further

**RESOLVED**, that the Supervisor is hereby authorized to execute said Agreement upon review and approval of same by the town attorney.

**RESOLUTION NO.09-28****JCEO Services and Financial Assistance Agreement**

Motion by: Thomas E. Wood  
Carried by: Ayes 4

Seconded by: Gerard A. Renadette  
Nays 0

**WHEREAS**, the Town Board of the Town of Plattsburgh is in receipt of the 2008-2009 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, 2008 and ending November 30, 2009; and it is further

**RESOLVED** that the Supervisor is hereby authorized to make payment in the net amount of twenty one thousand four hundred and seventy six dollars (\$21,476) to JCEO and, it is further

**RESOLVED** that the payment is to be made payable from the Town of Plattsburgh General Fund; and it is further

**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: Councilor Renadette had concerns regarding item #2 in the agreement, Supervisor Bassett said he had some conversation today with the Governors Regional Representative and thinks there might be more clues after the State of the State.**

**RESOLUTION NO. 09-29****Abstract 12D**

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

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLVED**, that the abstract of audited claims **No12D. (83324-83349)** In the amount of (\$768,381.56), be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

**RESOLUTION NO. 09-30****Dog Control Officer's Year End Report**

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

Seconded by: Thomas E. Wood  
Nays 0

**RESOLVED**, to receive the Dog Control Officer's year-end report for the year 2008.

**RESOLUTION NO. 09-31****Justice Court's Year End Report**

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

Seconded by: Gerard A. Renadette  
Nays 0

**RESOLVED**, to receive Town of Plattsburgh Justice Court report for the year- end 2008.

RESOLUTION NO. 09-32

**SETTING A PUBLIC HEARING FOR  
PROPOSED LOCAL LAW NO. 1 OF  
THE YEAR 2009  
OUTDOOR WOOD BOILERS**

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

**Seconded by: Sheila A. Brockway**  
**Nays 0**

**WHEREAS**, the TOWN has been studying the impacts of outdoor wood boilers has declared its intent to act as lead agency their being other agencies involved; and

**WHEREAS**, the Town has received a report form the Codes Enforcement Officer recommending the adoption of a local law regulating the siting, construction and operation of outdoor wood boilers; and

**WHEREAS**, Local Law Introductory No. 1 of 2009, a local law regulating Outdoor wood boilers, has been prepared; and

**WHEREAS**, the same has been placed on the desk of the all the members of the Town Board, together with a Full Environmental Assessment Form (“EAF”) having been prepared for such; and

**WHEREAS**, a public hearing on such proposed local law has been held and the Town Board would like to afford a second opportunity to hear comments from concerned individuals now therefore be it.

**RESOLVED**, the Town Clerk is hereby authorized and directed to cause notice of the public hearing and a meeting to be published in Press Republican, in accordance with the Town Law, and it is further

**RESOLVED**, that a public hearing be held on **January 20TH** at 6:35 **p.m.** for the purpose of hearing all persons for and against this proposed local law to be held at Town of Plattsburgh Town Hall Offices, 151 Banker Road, Plattsburgh, New York 12901; and

**RESOLVED**, that the Town Clerk is hereby directed to post, publish and mail notice of the public hearing as required, to adjoin municipalities and Clinton County planning board. Written comments must be received before 2:00 PM the day of the meeting.

**Discussion: Supervisor Bassett said after speaking with CJ Madonna today he would like to offer the residents one more oppportunity to make public comment.**

ADJOURNMENT

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

Seconded by: Sheila A. Brockway  
Nays 0

**RESOLVED**, that this Town Board Meeting be adjourned at 8:30 PM.

**Respectfully Submitted,**

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**Amy Duquette, Town Clerk**