

**TOWN OF PLATTSBURGH TOWN BOARD  
WORK SESSION AGENDA  
December 14, 2009**

The meeting was called to order at 6:30 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road.

	<u>Present</u>	<u>Absent</u>
<b>MEMBERS:</b> Bernard C. Bassett, Supervisor	x	
Thomas E. Wood, Councilor	x	
Shelia A. Brockway, Councilor	x	
Gerard A. Renadette, Councilor	x	
Martin D. Mannix, Councilor	x	
Rickey J. Collins, Town Clerk	x	
James J. Coffey, Town Attorney	x	

**Supervisor's Report**

**09-378 Water Wastewater Utilities Department Purchase Request For Two New Trucks**

**09-381 Home Grant Request No. 6**

**09-382 To Advertise For Bids and Purchase New Trucks For The Water & Wastewater Department**

**09-383 Advertisement For Bids To Purchase New Water Reading Meters**

**09-384 Fund Transfer To The Water Wastewater Department**

**09-385 Authorizing Public Hearings To Consider New York State Community Development Block Grant OCR Program Economic Development Open Round Grant Applications**

**09-386 HOME Grant Request #7**

**1. Draft Resolutions**

**09-XXX** Codes and Zoning Monthly Report

**09-XXX** Water Wastewater Monthly Report

**09-XXX** Dog Control Officer's Monthly Report

**09-XXX** Sheriff - Justice Court Agreement

**09-XXX** Elmore SPCA Agreement

**09-XXX** Re-Appointment of Jim Coffey as Town Attorney

**09-XXX** Re-Appointment of CJ Madonna as Codes, Zoning & Planning Attorney

**09-XXX** Re-Appointment of Gerard Renadette to the Town of Plattsburgh Board of Ethics

**09-XXX** Re-Appointment of Sally Sears Mack Chairperson of the Town of Plattsburgh LDC

**09-XXX** Re-Appointment of Charlotte Mayhew to the Zoning Board of Appeals

**09-XXX** Re-Appointment of Diane Drollette as an Alternate to the Zoning Board of Appeals

**09-XXX** Appointment of Court Clerks

**09-XXX** Appointment of Meg Lefevre Deputy Town Clerk

**09-XXX** Appointment of Bonnie Fenwick Deputy Town Clerk

**09-XXX** Organizational Meeting For 2010  
**09-XXX** Request for Payment No. 4 for Moffit Road  
09-XXX Application of License for Cumberland 12 Cinemas

1. Wind Energy Local Law – CJ Madonna
2. Phil Vonbargen – CC Airport, Comp Board, Local Law Fees, Phil Green Turn Around
3. NYS Uniform Building Codes and Schedule Amendments pertaining to Planning
3. Use of Time – New Practice
4. Ambulance Service Update – Councilors Renadette & Mannix
5. Health Insurance Coverage – Eliminate the EPO Option
6. Human Resources Workshop – Burlington Vermont 2/17/10
7. Christmas Breakfast Update –
- 8 Negotiations
9. Board Appointments and Attendance Policy
10. New Board Photo for 2010 – Date??
11. Chamber Annual Dinner & Dance “Puttin On The Glitz” January 22, 2010

#### **Committee Reports**

1. Auditing – Brockway, Renadette
2. Building & Grounds – Mannix, Renadette
3. Community Service – Brockway, Mannix
4. Highway - Mannix, Renadette
5. Assessing, Planning & Zoning – Mannix, Wood
6. Personnel Committee – Brockway, Wood
7. Safety Committee – Brockway, Renadette
8. Water & Wastewater - Brockway, Wood
9. Youth Services & Recreation – Mannix, Wood

Town Board meeting be adjourned at 9:58 PM.

**Motion by: Sheila A. Brockway**

**Seconded by: Thomas E. Wood**

**Discussion:**

**Roll Call:**

**YES**

**NO**

<b>Thomas E. Wood</b>	x
<b>Sheila A. Brockway</b>	x
<b>Gerard A. Renadette</b>	x
<b>Martin D. Mannix</b>	x
<b>Bernard C. Bassett</b>	x

**Motion to go into Executive Session:** *to discuss the work history of a certain employees.*

**Motion to come out of Executive Session**

Motion by: Sheila A. Brockway  
Seconded by: Martin D. Mannix  
Time: 9:40

Motion by: Martin D. Mannix  
Seconded by: Sheila A. Brockway  
Time: 9:55

**Roll Call:**            **YES**    **NO**  
**NO**

**Roll Call:**            **YES**

<b>Thomas E. Wood</b>	x
<b>Sheila A. Brockway</b>	x
<b>Gerard A. Renadette</b>	x
<b>Martin D. Mannix</b>	x
<b>Bernard C. Bassett</b>	x

<b>Thomas E. Wood</b>	x
<b>Sheila A. Brockway</b>	x
<b>Gerard A. Renadette</b>	x
<b>Martin D. Mannix</b>	x
<b>Bernard C. Bassett</b>	x

**Carried:**

**Carried:**

**Resolution No.09-378**

**Water & Wastewater Utilities Dept.**  
**Purchase Request for Two New Trucks**

**RESOLVED**, to receive a letter dated December 4, 2009, from David E. Comfort, Director Water & Wastewater Utilities, requesting permission to solicit for bids and purchase of two (2) new 2009/2010 Trucks, one pickup and one cab and chassis for use by the Town of Plattsburgh Water & Wastewater Department. At this time no options exist from New York State Office through the General Services Standards and Purchase Group.

**RESOLVED**, that the Town Board does hereby grant permission to Mr. Comfort to solicit bids and pending acceptability of said bid prices, to order said trucks and the Supervisor is hereby authorized to sign any related documents required for their purchase; and it is further

**RESOLVED**, that payment for said purchase will be made partially payable from the 2009 Water & Wastewater Department Budget Equipment & Capital Outlay Account # WS-1610-2000 with additional offset in cost via utilization of proceeds from the sale of one surplus Camel vac-truck (to the City of Plattsburgh) and that a copy of this Resolution be given to the Budget Officer.

**Motion: Gerard A. Renadette**  
**Seconded by: Martin D. Mannix**

**Discussion: Resolution needs to be rewritten and submitted. (Complete 09-382)**

<b>Roll Call:</b>	<u>Yes</u>	<u>No</u>
<b>Thomas E. Wood</b>		x
<b>Sheila A. Brockway</b>		x
<b>Gerard A. Renadette</b>		x
<b>Martin D. Mannix</b>		x
<b>Bernard C. Bassett</b>		x

**Resolution No.09-381**

**HOME Grant Request # 6**

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby grant and approve 18 payments (see attached) in the estimated total amount of \$29,040.50 for work related to the project listed as part of the Town of Plattsburgh’s New York State HOME Program Grant Project No. 20083068 for the Home Rehabilitation upon receipt of funds from the New York State Housing Trust; and, it is further

**RESOLVED**, that all cost related to the said project work shall be approved by the designated Rehabilitation Specialist for the said work and the funds be allocated from the Housing Trust per the approved quotations provided to complete the said work; and, it is further

**RESOLVED**, that the Town Supervisor be hereby authorized to make said approved payments for the project in accordance with said agreement.

**Motion by: Sheila A. Brockway**  
**Seconded by: Martin D. Mannix**

**Discussion:**

<b>Roll Call:</b>		<u>YES</u>	<u>NO</u>
<b>Thomas E. Wood</b>	Absent		
<b>Sheila A. Brockway</b>		X	
<b>Gerard A. Renadette</b>		X	
<b>Martin D. Mannix</b>		X	
<b>Bernard C. Bassett</b>		X	

**Carried:**

**Resolution No.09-382**

**To Advertise For Bids and Purchase New Trucks  
For The Water & Wastewater Department**

**WHEREAS**, the Town Water & Wastewater Utilities Department has two pickup trucks, a 1997 Ranger and 1998 f150 with 126,228 and 124,511 miles respectively that have transmission and other maintenance needs which exceed their value and compromise the Department’s ability to safely operate said vehicles; and

**WHEREAS**, a letter dated December 4, 2009, received from David E. Comfort, Director Water & Wastewater Utilities, requesting permission to solicit for bids for purchase of two (2) new trucks, one pickup and one cab and chassis for use by the Town of Plattsburgh Water & Wastewater Department; and

**WHEREAS**, At this time, no options exist from New York State Office through the General Services Standard's and Purchase Group; therefore be it

**RESOLVED**, that the Town Clerk is hereby authorized and directed to advertise for sealed bids for One (1) mid size truck and One (1) cab and chassis, for which said bid specifications and required non-collusion documents will be available from the Town Clerk and said bids are returnable on or before December 23, 2009 at 10:00 AM prevailing time at the Town Hall, 151 Banker Road, at which time they will be publicly opened and read out loud; and it is further

**RESOLVED**, that a copy of this Resolution be given to the Town Clerk.

**Motion: Sheila A. Brockway**  
**Seconded by: Gerard A. Renadette**

**Discussion:**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>
<b>Thomas E. Wood</b>	x	
<b>Sheila A. Brockway</b>	x	
<b>Gerard A. Renadette</b>	x	
<b>Martin D. Mannix</b>	x	
<b>Bernard C. Bassett</b>	x	

**Resolution No. 09-383**

**Advertisement for Bid and Purchase of Water Reading Meters**

**WHEREAS**, Resolution #09-296 of the Town Board authorized the standardization of all water meters purchased by the Town of Plattsburgh and its water districts to be water meters manufactured by the Neptune Technology Group, Inc.; and

**WHEREAS**, the Water and Wastewater Department has a need to purchase a supply of said Neptune Water Meters; and

**WHEREAS**, the Water and Wastewater Department has remaining budgeted funds for the purchase of said meters; therefore be it

**RESOLVED**, that the Town Clerk is hereby authorized to advertise for bids for the project entitled Water Reading Meters, for which bid specifications and non-collusion documents will be available from the Town Clerk, and that said advertisement shall be placed in the Press Republican with bids to be opened on December 23, 2009 at 11:00 AM, at the Town of Plattsburgh Town Hall on 151 Banker Road, Plattsburgh, NY 12901; and be it further

**RESOLVED**, a copy of this Resolution be given to the Budget Officer

**Motion by: Sheila Brockway**  
**Seconded by: Thomas Wood**

**Discussion:**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>
<b>Thomas E. Wood</b>	x	
<b>Sheila A. Brockway</b>	x	
<b>Gerard A. Renadette</b>	x	
<b>Martin D. Mannix</b>	x	
<b>Bernard C. Bassett</b>	x	

**Resolution No. 09-384**

**Fund Transfer to the Water Wastewater Department**

**WHEREAS**, The Water and Wastewater Department disposed of one surplus Camel vac-truck via sale to the City of Plattsburgh and

**WHEREAS**, The proceeds from said sale reside in Water and Wastewater Department account #WS-0000-2650-0000 (Sale of Scrap and Excess Materials) and in order to be utilized in the purchase of two new work trucks for the Water and Wastewater Department must be transferred to Water and Wastewater Department account #WS-1610-2000-0000 (Equipment and Capital Outlay), therefore be it

**RESOLVED**, that the Town Board does hereby authorize the Supervisor to transfer said funds in the amount not to exceed a total of forty thousand dollars (\$40,000.00) to provide monies toward the purchase of two new work trucks for the Water and Wastewater Department; and be it further

**RESOLVED**, that a copy of the Resolution be given to Budget Officer.

**Motion: Gerard A. Renadette**  
**Seconded by: Martin D. Mannix**

**Discussion:**

<b>Roll Call:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
<b>Thomas E. Wood</b>	x	
<b>Sheila A. Brockway</b>	x	
<b>Gerard A. Renadette</b>	x	
<b>Martin D. Mannix</b>	x	
<b>Bernard C. Bassett</b>	x	

**Resolution No. 09-385**

**Authorizing Public Hearings To Consider New York State  
Community Development Block Grant OCR Program  
Economic Development Open Round Grant  
Applications**

**WHEREAS**, the Town of Plattsburgh is determined to continue pursuing economic development initiatives that will enhance job opportunities for its citizens; and

**WHEREAS**, the Town of Plattsburgh is an eligible applicant under the New York State Community Development Block Grant Office of Community Renewal Program and is thus eligible for financial assistance; and

**WHEREAS**, the Town of Plattsburgh is eligible to receive up to \$740,000 in grant funds from Community Development Block Grant Codes Department; and

**WHEREAS**, the applications for said grant assistance require the holdings of two public hearings to consider potential projects, now therefore be it

**RESOLVED**, by the Town of Plattsburgh Town Board, being the governing body thereof, will hold a series of two public hearings, at the Town Hall at 151 Banker Road to consider submission of a New York State Community Development Block Grant Office of Community Renewal Economic Development Open Round Grant. Public Hearing 1 will be held on January 4<sup>th</sup>, 2010 at 6:35pm and Public Hearings 2 will be held at 7:00 pm on January 4, 2010

**Motion: Martin D. Mannix**

**Seconded by: Sheila A. Brockway**

**Discussion:**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>NO</u></b>
<b>Thomas E. Wood</b>	x	
<b>Sheila A. Brockway</b>	x	
<b>Gerard A. Renadette</b>	x	
<b>Martin D. Mannix</b>	x	
<b>Bernard C. Bassett</b>	x	

**Resolution No.09-386**

**HOME Grant Request #7**

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby grant and approve 18 payments (see attached) in the estimated total amount of \$37,930.50 for work related to the project listed as part of the Town of Plattsburgh's New York State HOME Program Grant Project No. 20083068 for the Home Rehabilitation upon receipt of funds from the New York State Housing Trust; and, it is further

**RESOLVED**, that all cost related to the said project work shall be approved by the designated Rehabilitation Specialist for the said work and the funds be allocated from the Housing Trust per the approved quotations provided to complete the said work; and, it is further

**RESOLVED**, that the Town Supervisor be hereby authorized to make said approved payments for the project in accordance with said agreement; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Budget Officer

**Motion by: Sheila A. Brockway**

**Seconded by: Gerard A. Renadette**

**Discussion: Motion to Table from Martin D. Mannix 2<sup>nd</sup> Gerard A. Renadette because the Resolution was not clear and appeared to have elements of Resolution 09-381.**

		<u>YES</u>	<u>NO</u>
<b>Roll Call:</b>	<b>Gerard A. Renadette</b>	<b>X</b>	
	<b>Sheila A. Brockway</b>	<b>X</b>	
	<b>Martin D. Mannix</b>	<b>X</b>	
	<b>Thomas E. Wood</b>	<b>X</b>	
	<b>Bernard C. Bassett</b>	<b>X</b>	

**Carried:**