

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
February 7, 2011**

The meeting was called to order at 6:37 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	
Thomas E. Wood, Councilor	X	
Gerard A. Renadette, Councilor	X	
Martin D. Mannix , Councilor	X	
Paul D. Lamoy, Councilor	X	
Rickey J. Collins, Town Clerk	X	
James J. Coffey, Town Attorney	X	

Resolution No.011-060

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of January 10, 2011 and January 18, 2011 be approved and the reading of the minutes be dispensed with.

Motion by: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion:

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

Executive Session: 6:41 Employment history of particular individuals

Motion by: Paul D. Lamoy

Seconded by: Gerard A. Renadette

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

Motion to come out of Executive Session 7:00

Motion by: Paul D. Lamoy

Seconded by: Gerard A. Renadette

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

PUBLIC RECOGNITION

Present: Debbie Blake, Robin Van Weurt, Michael Conway, Sheila Conway, Dan Heath

Comments:

Resolution No. 011-061

Abstract 2A

RESOLVED, that the abstract of audited claims **No .2A-10/11 (3186-3230)** for \$214,873.23 **Abstract 2A-10/11 (567)** prepays for the amount \$112.39 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts and it further

RESOLVED, that the abstract of audited claims **No. 2A-11 (1-169)** for \$376,313.87 **Abstract 2A-11 (1-82)** prepays for the amount \$2,446,270.71 and be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion:

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

Carried:

Resolution No.011-062 **Codes and Zoning Department Monthly Report**

RESOLVED, to receive and place on file a report from Stephen Imhoff, Codes Enforcement Officer, for the month of January 2011.

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion:

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

Carried:

Resolution No. 011-063 **Dog Control Officer's Monthly Report**

RESOLVED, to receive and place on file a report from David Duquette, Dog Control Officer for the month of January 2011.

Motion: Gerard A. Renadette

Seconded by: Thomas E. Wood

Discussion:

Roll Call: YES NO

Thomas E. Wood	x
Gerard A. Renadette	x
Martin D. Mannix	x
Paul D. Lamoy	x
Bernard C. Bassett	x

Resolution No. 011-064

Dog Control Officer's Year End Report

RESOLVED, to receive and place on file a report from David Duquette, Dog Control Officer for the year 2010.

Motion: Thomas E. Wood

Seconded by: Gerard A. Renadette

Discussion: Mr. Duquette has the highest adoption rate of stray dogs in Clinton County—a statistic reflective of his consistent efforts.

Roll Call: YES NO

Thomas E. Wood	x
Gerard A. Renadette	x
Martin D. Mannix	x
Paul D. Lamoy	x
Bernard C. Bassett	x

Resolution No. 011-065

Highway Superintendent's Monthly Report

RESOLVED, to receive and place on file a report from Fred Lavene, Superintendent of Highways, for the month of January 2011.

Motion: Paul D. Lamoy

Seconded by: Thomas E. Wood

Discussion: Councilors Lamoy and Mannix commended the hardworking men of the Highway Department, especially during these recent snowstorms. Councilor Lamoy also noted that everyone needs to take extra care entering and exiting intersection and driveways with the huge snow banks blocking the view of oncoming traffic.

Roll Call:

YES

NO

Thomas E. Wood	Absent
Gerard A. Renadette	x
Martin D. Mannix	x
Paul D. Lamoy	x
Bernard C. Bassett	x

Resolution No.011-066

Historian's Monthly Report

RESOLVED, to receive and place on file the Historian's Monthly Report for the month of January 2011.

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion:

Roll Call:

YES

NO

Thomas E. Wood	Absent
Gerard A. Renadette	x
Martin D. Mannix	x
Paul D. Lamoy	x
Bernard C. Bassett	x

Resolution No.011-067

Parks And Recreation Department Monthly Report

RESOLVED, to receive and place on file a report from Melanie Defayette, Recreation and Youth Services Director, for the month of January 2011.

Motion: Paul D. Lamoy

Seconded by: Gerard A. Renadette

Discussion:

Roll Call:

YES

NO

Thomas E. Wood	x
Gerard A. Renadette	x
Martin D. Mannix	x
Paul D. Lamoy	x
Bernard C. Bassett	x

Carried:

Resolution No.011-068

**SUPERVISOR'S END OF THE YEAR
FINANCIAL REPORT**

RESOLVED, to receive and place on file the Supervisor's Financial Report for the year 2010.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion:

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

Resolution No. 011-069

**James Bosley, Resignation from the Town
of Plattsburgh Planning Department**

WHEREAS, James Bosley, Planning Technician for the Town of Plattsburgh's Planning Department, has announced his intent to resign effective February 25, 2011; therefore, be it

RESOLVED, that, with appreciation for his service to the Town of Plattsburgh, the Town Board accepts Mr. Bosley's letter of resignation; and be it further

RESOLVED, that the Supervisor, on behalf of the Town Board, send a letter of appreciation to Mr. Bosley thanking him for his service to the Town; and it is further.

RESOLVED, that a copy of this Resolution be given to the Phil VonBargen, Planning Department Manager, the Budget Officer and a copy also be put in Mr. Bosley's personnel file.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: Supervisor Bassett noted that the process of rehiring has begun.

Roll Call:

Yes

No

Thomas E. Wood	x	
Gerard A. Renadette	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Bernard C. Bassett	x	

Resolution No. 011-070

Disposal of Outdated Voting Machines

WHEREAS, the Help America Vote Act of 2002 (HAVA) required the replacement of punch card and/or lever voting machines that had been used for elections throughout the Town of Plattsburgh; and

WHEREAS, the Town has nine voting districts within the municipality with a number of mechanical voting machines stored throughout the Town; and

WHEREAS, in a letter dated January 18, 2011 the Town of Plattsburgh was notified by the Clinton County Board of Elections that, because the old machines are not to be used for voting purposes after 2012, municipalities are permitted to dispose of them as scrap metal and may retain the proceeds; therefore, be it

RESOLVED, that the Town Clerk is authorized to contact local scrap yards to identify the best price for the disposal of all the old voting machines and that the proceeds be given to the Budget Officer to be credited to Contractual Service for Elections; and, be it further

RESOLVED, that the Town's Budget Officer be given a copy of this Resolution and that the Supervisor complete the "Disposition of Lever Voting Machines 2011" and send it to the Election Commissioners with a copy of this Resolution.

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion: Councilor Wood disagrees with the decision to dispose of these machines. He is in favor of keeping the old machines because he believes they will come back into use again sometime in the near future.

Roll Call:

Yes

No

Thomas E. Wood		x
Gerard A. Renadette	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Bernard C. Bassett	x	

Resolution No. 011-071

Retiree Side Letter of Understanding

WHEREAS, the Teamsters Local 687, Administrative Employees, General Office Employees, Appointed Court Clerks and the Confidential Secretary To The Supervisor have entered into Collective Bargaining Agreements, dated January 1, 2011 through December 31, 2013; and

WHEREAS, said Agreements outline terms and conditions related to Hospitalization and Medical Coverage for active employees and retirees; and

WHEREAS, the Agreements clarified procedures for retirees who select optional health insurance plans but failed to clarify procedures related to the selection of a Town provided health insurance plan; and

WHEREAS, all parties wish to adopt detailed procedures to follow when choosing a Town sponsored insurance plan upon retirement; now, therefore be it

RESOLVED, the Supervisor be authorized to enter into Side Agreements, as defined by the attached Letters of Understanding, with the Teamsters Local 687, Administrative Employees, General Office Employees, Appointed Court Clerks and the Confidential Secretary To The Supervisor; and be it further

RESOLVED, that a copy of this Resolution and the Letters of Understanding be given to the Budget Officer, Town Clerk and each employee group as indicated by the attached Letters.

Motion: Martin D. Mannix

Seconded by: Gerard A. Renadette

Discussion:

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

Carried:

Resolution No. 011-072

Zoning Ordinance Update

WHEREAS, Resolution 09-133 authorized the Chazen Group of 110 Glen Street, Glens Falls, New York, 12801 to prepare and manage the development of a new Town of Plattsburgh Comprehensive Master Plan, as well as clearly defined Ordinances; and

WHEREAS, the Master Plan has been completed and it is now time to update the Town’s Zoning Ordinances and make them compatible with the new Master Plan; and

WHEREAS, the Chazen Group was to be given consideration to provide the necessary consulting services to review and develop new Zoning Ordinances for the Town for a lump sum professional fee of \$20,000.00, with expenses estimated at no more than 10%, or \$2,000.00, as described in the March 24, 2009 proposal and executed contract Agreement; now, therefore be it

RESOLVED, that the Town Board does hereby authorizes the Zoning Ordinance update process to begin as indicated; and it is further

RESOLVED, that Chazen Group be awarded the project to support the Town’s rezoning process for the sum of no more than \$22,000.00; and it is further

RESOLVED, that a copy of this Resolution be forwarded to the Chazen Group, the Budget Officer and the Town Zoning Department.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion:

Roll Call:

	<u>Yes</u>	<u>No</u>
Thomas E. Wood	x	
Gerard A. Renadette	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Bernard C. Bassett	x	

Resolution 011-073

Justice Court Contract With Clinton County Sheriff’s Department

WHEREAS, the volume and nature of cases handled within the Town of Plattsburgh Court system creates an environment that makes it necessary that an appropriate level of security and protection be provided; and

WHEREAS, the Town of Plattsburgh Justice Court has requested authorization for the renewal of the annual contract with the Clinton County Sheriff's Department to provide court security services to the Town Justice Court's; now therefore be it

RESOLVED, that the Town Board, upon approval by the Town Attorney and insurance carrier, does hereby authorize the Supervisor to enter into a contract for services as attached; and it is further

RESOLVED, that compensation will be paid at an hourly rate of **\$28.50** and a time and a half rate of **\$42.76** to be made payable from the Justice Court Budget for 2011; and be it further

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

Motion: Paul D. Lamoy

Seconded by: Gerard A. Renadette

Discussion:

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

Carried:

Resolution No. 011-74 **Amended Procedures for the Purchase of Commodities, Equipment or Goods and Contract Values**

WHEREAS, periodically it is necessary for the Town of Plattsburgh to make certain revisions to existing policies and to incorporate said revisions therein; and

WHEREAS, the Town of Plattsburgh Procedures for the Purchase of Commodities, Equipment, or Goods dated January 6, 1997 (Revised April 21, 1997, May 1, 200, January 5, 2004 and June 7, 2010) are the procedures to be followed by all elected and appointed officials and Town employees for the year 2011, 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

WHEREAS, effective June 22, 2010 the competitive bidding dollar threshold for purchase contracts was increased from \$10,000 to \$20,000 pursuant to Chapter 56 Part

FF and as per GML sec. 103, the contract value for public work projects requiring receipt of formal sealed bids, effective November 12, 2009, has been increased from \$20,000 to \$35,000 recognizing that there are several exceptions from competitive bidding requirements such as purchases made through the New York State Office of General Services, purchase made through county contract, emergency purchase, and purchase from a legitimate sole source; therefore be it

RESOLVED, that schedule "A" also be amended to increase Commodity Values in the second instance from \$501 - \$1,500 to \$501 - \$2,500, in the third instance from \$1,501- \$4,999 to \$2,501 – \$4,999 and in the fourth instance from \$5,000 - \$> \$9,999 to \$5,000 -> \$19,999 and Schedule "B" Contract Value in the first instance from \$1.00 - \$250 to \$1.00 - \$500, in the second instance from \$501 - \$1,500 to \$501 - \$2,500, in the third instance from \$1,501- \$3,000 to \$2,501 – \$3,000 and in the fourth instance from \$3,001 - \$> \$20,000 to \$5,000 -> \$34,999 as indicated by the attached documents, to reflect current economic values and meet the needs of departments and the Budgeting Office; and be it 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 all Schedules 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 remainder of the year 2011 and in the future; and be it further

RESOLVED, said Policy be incorporated in the Town's respective Policy Hand Books and is hereby approved and shall be strictly adhered to by the Town and enforced as stated therein; and it is further

RESOLVED, that said Policy is to take effect upon adoption of this Resolution and copies of said Policy be distributed accordingly.

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion:

Roll Call:

	<u>Yes</u>	<u>No</u>
Thomas E. Wood	x	
Gerard A. Renadette	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Bernard C. Bassett	x	

Resolution No. 011-075

**HOME Request # 21 as Payment
For DHCR Disbursement #25**

WHEREAS, all cost related to said project work has been inspected and approved by the designated Rehabilitation Specialist for said work, and recommends that funds be allocated from the Housing Trust per the approved quotations for completed work; therefore be it

RESOLVED, that the Town Board, of the Town of Plattsburgh, does hereby grant and approve payments (see attached) in the total amount of **\$200.00** as payment for DHCR Disbursement Request #25 for work related to the project listed as part of the Town of Plattsburgh's New York State HOME Program Grant Project No. 20083068; and, it is further

RESOLVED, that the Town Supervisor be hereby authorized to make said payment for the project in accordance with the Agreement; and be it further

RESOLVED, that a copy of this Resolution be given to the Budget Officer and Bookkeeper.

Motion: Gerard A. Renadette

Seconded by: Martin D. Mannix

Discussion:

Roll Call:

	<u>Yes</u>	<u>No</u>
Thomas E. Wood	x	
Gerard A. Renadette	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Bernard C. Bassett	x	

ADJOURNMENT

RESOLVED, that this Town Board meeting be adjourned at 8:12 PM.

Motion by: Thomas E. Wood

Seconded by: Paul D. Lamoy

Discussion:

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

Carried:

Motion to go into Executive Session **Motion to come out** of Executive Session
To Discuss the Employment history of particular individuals.

Motion by: Thomas E. Wood
Seconded by: Paul D. Lamoy
Time: 7:48

Motion by: Paul D. Lamoy
Seconded by: Gerard A. Renadette
Time 8:10:

Roll Call:	<u>YES</u>	<u>NO</u>	Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x		Thomas E. Wood	x	
Gerard A. Renadettex			Gerard A. Renadette	x	
Martin D. Mannix	x		Martin D. Mannix	x	
Paul D. Lamoy	x		Paul D. Lamoy	x	
Bernard C. Bassett	x		Bernard C. Bassett	x	

Respectfully Submitted,

Rickey J. Collins, Town Clerk