

TOWN OF PLATTSBURGH TOWN BOARD

WORK SESSION AGENDA

December 28, 2011

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>
MEMBERS: Bernard C. Bassett, Supervisor	x	
Thomas E. Wood, Councilor		x
Martin D. Mannix, Councilor	x	
Paul D. Lamoy, Councilor	x	
Gerard A. Renadette, Councilor	x	
Rickey J. Collins, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Supervisor's Report

1. CCSA Meeting Invitations
2. Award NYS CDBG Grant Project
3. HOME Grant Application for 2011, Housing Rehab CDBG
4. Lighting Incentive Grant Payment
5. Hurricane Irene and Tropical Storm Lee Assessment Relief Act
6. Consulting Services
7. ZBA Chairperson Letter of Resignation
8. NYC Final Confirmation

Draft Resolutions

- 011-406 Request Authorization to Hire Jeff Sanger as MEO II
- 011-407 Deputy Highway Superintendent Appointment
- 011-408 CP Rail Lead Agency Determination
- 011-409 2011 Budget Amendments Year End General
- 011-410 Financial Management Consulting Services
- 011-411 2011 Year End Budget Amendments
- 011-412 Set a Public Hearing for Consolidation of Lighting Districts
- 011-413 Abstract 12C-11
- 012-XXX Hurricane and Storm Relief Act
- 011-XXX Meeting Minutes Of The Previous Meeting and Draft Resolutions for 1/3/12

Committee Reports –

None

Resolution No.011-406

Appointment of Jeff Sanger as MEO II In The Highway Department

WHEREAS, the recent election of Jim Woods to the position of Highway Superintendent and promotions in the Highway Department has created a vacancy for the position of MEO II; and

WHEREAS, the Supervisor has received a letter dated December 19, 2011, from Highway Superintendent Fred Lavene, requesting help with snowplowing and general work around the shop; and

WHEREAS, all applications for said position have been reviewed and interviews have been conducted, employment verification and eligibility has been satisfied and the Highway Superintendent recommends that Jeff Sanger, a former employee with nine years previous experience in the Town Highway Department, be appointed to said position; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board authorize the hiring and appointment of Jeff Sanger to the vacant position of MEO II at an hourly rate as indicated by the current Teamster’s Negotiated Agreement; and, be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents with Mr. Sanger’s employment becoming effective the first full pay period immediately following Civil Service approval, for a probationary period of twelve months; and, be it further

RESOLVED, that a certified copy of this Resolution be given to the Budget Officer, Highway Department Superintendent, Cool Insurance and the Clinton County Department of Personnel for their final approval and filing.

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion: Yes

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

Resolution No. 011-407

**Highway Deputy Superintendent’s Appointment
For 2012**

RESOLVED, to receive and place on file a letter dated December 13, 2011 from Highway Superintendent Elect James Woods appointing Thomas King as Deputy Highway Superintendent for a term to expire December 31, 2012; and, be it further

RESOLVED, that the Town of Plattsburgh Town Board authorize the appointment of Tom King to the vacant position of MEO IV at an hourly rate as indicated by the current Teamster’s Negotiated Agreement; and, be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents with Mr. King’s employment becoming effective the first full pay period immediately following Civil Service approval; and, be it further

RESOLVED, that Mr. King receive a stipend as Deputy Highway Superintendent, as has been pass practice, in the amount of \$2,500.00; and, be it further

RESOLVED, that Mr. King take the oath of office within thirty days of this Resolution; and, be it further

RESOLVED, that a certified copy of this Resolution be given to the Budget Officer, Highway Department Superintendent and the Clinton County Department of Personnel for their final approval and filing and a copy be placed in his personnel file

Motion: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: No

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

Resolution No. 11-408

**Lead Agent Determination for Adirondack Shredding/CP
Rail Pilot Demonstration Project Site Plan Amendment 2011**

WHEREAS, Part 617 “State Environmental Quality Review”, section 8-0113 of the Environmental Conservation Law provides for the review of projects which constitute an “action” with respect to the effect of such projects on the environment; and

WHEREAS, the Town Board of the Town of Plattsburgh (the “Town Board” and the “Town”, respectively) has adopted the provisions of Part 617 “State Environmental Quality Review”; and

WHEREAS, a determination of the effect of said project or action on the environment is necessary to determine whether a draft “Environmental Impact Statement” is required; and

WHEREAS, the Town Board has before it the project or action known as Adirondack Shredding / CP Rail Pilot Demonstration Project Site Plan Amendment 2011 in the Town of Plattsburgh; and

WHEREAS, the Project has been determined to be a type I action requiring an assessment of its potential effect upon the environment; and

WHEREAS, the Town Board has concluded that it is in the best interest of the Town to defer action to the Town of Plattsburgh Planning Board to be the “lead agency” for this project;” in accordance with Part 617 “State Environmental Quality Review” (SEQR) for purposes of assessing the potential effects of the Project on the environment and determining whether said effect is sufficiently significant to require the preparation of a draft “Environmental Impact Statement”; now, therefore be it

RESOLVED, that the Town of Plattsburgh Planning Board be lead agent for the aforementioned project and a copy of this Resolution be given to the Chairperson of the Planning Board.

Motion: Paul D. Lamoy

Seconded by: Gerard A. Renadette

Discussion: No

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

Resolution No. 011-409 2011 Year End General Fund Budget Amendments

WHEREAS, the General Fund had over expenditures in fiscal year 2011 for unexpected increases in various Departments; now, therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh authorize the following Budget amendments:

Increase appropriation A 8030.4100 Research	\$ 10,000.00
Increase appropriation A 1111.8500 Health Ins.	\$1,800.00
Increase appropriation A 1620.1200 Overtime	\$4,325.00
Increase appropriation A 3510.1000 Dog Officer	\$ 2,500.00
Increase appropriation A 7510.8300 Unemployment	\$ 745.00

Increase appropriation A 1330.2000 Capital Outlay	\$700.00
Increase appropriation A 9730.6000 Ban Principal	\$29,000.00
Decrease appropriation A1990.4000 Contingency	\$30,500.00
Decrease appropriation A 1330.4410 Travel	\$700.00
Decrease appropriation A 1910 4800 Insurance	\$17,870.00

Motion by: Martin D. Mannix

Seconded by: Gerard A. Renadette

Discussion: Yes

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

Resolution No. 11-410

Financial Management Consulting Services

WHEREAS, a number of new reporting requirements have been instituted and changes in the economic climate within the State and the Town of Plattsburgh has begun to change how fiscal issues are managed and responded to; and

WHEREAS, the Town Board has been charged by recent legislation to manage it's municipal Budget in a manner that complies with New York State's mandated 2% Tax Cap and relevant changes in audit and reporting requirements as well as the New York State Comptroller's recent reporting mandates; and

WHEREAS, the Town Board acknowledges the need to maintain skills and knowledge to manage the Town's multimillion dollar budget and to be compliant with regulatory requirements; and

WHEREAS, the Town Board of the Town of Plattsburgh retains professional consultant services for purposes of examining and reviewing Town books and financial reports to prepare Town audits and annual exit interviews that has provided data that enables the Board and Budget Officer to monitor asset management while making appropriate projections of expenses and revenue to secure the Town's future financial security; and

WHEREAS, said reports have provided data that supports the need for more routine review of Budget activity and improved reporting strategies and the Town's auditors have offered a proposal to work with the Town Board and Budget Officer to review financial information and provide quarterly reports and recommendations relative to the accounting system and current operations to improve how the Town records, processes and summarizes

accounting transactions to provide useful, accurate and timely financial information that will benefit the Town with compliance mandates and may also provide an opportunity to reduce management costs and improve investment strategies; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal as submitted by Abbott, Frenyea & Russell, CPA's, PC for management advisory services for 2012 at a rate of \$1,250 per quarter; and, it is further

RESOLVED, that the Supervisor be and hereby is authorized and directed to execute an Agreement for said consulting services as stated in the attached proposal with billing and payments made through the normal Purchase Order process; and, be it further

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

Motion: Gerard A. Renadette

Seconded by: Martin D. Mannix

Discussion: Yes

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

Resolution No. 011-411

2011 Year End Budget Amendments

WHEREAS, the Town of Plattsburgh Highway Department had excess expenditures in various Budget line items due to unexpected repairs, Spring flooding and Hurricane Irene repair and clean up expenses and fuel price increases; now, therefore be it

RESOLVED, that the Town of Plattsburgh Town Board authorize the following Budget amendments:

Increase Appropriation DA 5110.4500 Rd Materials	\$31,500.00
Increase Appropriation DA 5142.4101 Diesel fuel.	\$ 7,500.00
Increase Appropriation DA 5148.4101 Diesel Fuel	\$ 7,500.00
Decrease Appropriation DA 5112.4500 Paving	\$46,500.00

and as hereafter amended by the Town Board, and there being no existing indebtedness of the aforesaid existing Lighting Districts and all future debts, if any, shall be paid from taxes levied on an ad valorem basis on all property within the Consolidated District and such other revenue as shall be received from sources without the Consolidated District.

NOW, THEREFORE, it is ORDERED that the Town Board of the Town of Plattsburgh shall meet and hold a Public Hearing at the Town Hall, 151 Banker Road, Town of Plattsburgh, New York, at 6:35 o'clock P.M. on the 17th day of January 2012, to consider the consolidation of The Town of Plattsburgh Lighting Districts **Morrisonville LT #1 LT014; Morrisonville LT #2 LT015; Cadyville Light LT016; Champlain Park Light LT017; Cliff haven Light LT018; Halsey Corners Light LT019; Rocky Point Light LT 020; Treadwell Mill Light LT021; and Cumberland Corner LT LT022** into a single Consolidated Lighting District, known as The Town of Plattsburgh Consolidated Lighting District and to hear all persons interested in the subject thereof concerning the same and to take such action thereon as shall be required or authorized by law, and

The Joint Consolidation Agreement Proposed to consolidate the Town of Plattsburgh Lighting Districts **Morrisonville LT #1 LT014; Morrisonville LT #2 LT015; Cadyville Light LT016; Champlain Park Light LT017; Cliff haven Light LT018; Halsey Corners Light LT019; Rocky Point Light LT 020; Treadwell Mill Light LT021; and Cumberland Corner LT LT022** pursuant to the provisions of Article 17A Title 2 of the General Municipal Law.

It is proposed as of January 1, 2013, to consolidate the nine existing Lighting Districts within the Town of Plattsburgh pursuant to Article 17A Title 2 of the General Municipal Law of the State of New York.

The purpose of the consolidation is to combine the nine districts and all other areas within the Town of Plattsburgh to service the entire Town of Plattsburgh.

Consolidation of the nine Districts will also provide for uniform ad valorem tax rates and the charges for services uniform throughout the entire Town.

It is anticipated the nine districts will function as one, depending upon the administrative determinations, to be made and proposals received. The service shall also be available to service areas outside the Town of Plattsburgh.

The proposed Consolidation Agreement is on file in the Town of Plattsburgh, Town Clerk's Office at 151 Banker Road, Plattsburgh, New York. A copy of the proposed Joint Consolidation Agreement and this summary are displayed upon and available for public inspection at the Plattsburgh Town Clerk's Bulletin Board in the Plattsburgh Town Hall, 151 Banker Road, Plattsburgh, New York and upon the Town of Plattsburgh website; and

WHEREAS, the Town Clerk publish the notice of public hearing in the Press Republican; and,

IT IS FURTHER RESOLVED AND DETERMINED that the Town Board of the Town of Plattsburgh having been designated as lead agency, such designation shall continue hereafter

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

Motion: Gerard A. Renadette

Seconded by: Paul D. Lamoy

Discussion: yes

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

Resolution No. 011-413

Abstract 11-12C

RESOLVED, that the abstract of audited claims **No.12C-11 (2949-2981)** for \$69,028.44 **Abstract 121C-11 (473-489)** prepays for the amount \$518,836.27 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: No

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

Executive Session – as needed

Motion to go into Executive Session

Motion to come out of Executive Session

Motion by: Paul D. Lamoy

Motion by:

Seconded by: Gerard A. Renadette

Seconded by:

Time: 8:30 P.M.

Time:

