

TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
October 22, 2012

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. Jackie Murray Esq. –NYSEG Project
2. Board of Ethics Appointment
3. Assessor's Board Appointment
4. New Town Representative for ETC
5. Lighting District - Equipment Purchases
6. Lighting District - Two Tier System
7. Ambulance RFP - Mannix, Renadette
8. Sam's Club Celebration
9. Contract Extension for Assessor's Office - Data Collector
10. Request from Highway Superintendent for Purchase of a Used Sander
11. Request from Highway Superintendent for Purchase of an Equipment Trailer
12. Request to Fill a Full Time Position in Highway Department
13. Water Wastewater Department Mainline Sewer Camera System
14. 012-295 Independent Contractor Extension

Resolution No. 12-295

Independent Contractor for Assessor's Office
Data Collector - Appraisal Services

WHEREAS, The Town of Plattsburgh has a need for real property data collection services and after requesting services from qualified contractors, the Town had entered into an Agreement with Appraisal Services to provide services to meet the Town's Assessment needs and as an Independent Contractor with a fee total not to exceed \$30,000.00; and

WHEREAS, Resolution 012-122 was approved and a contract was executed for Appraisal Services data collection; and

WHEREAS, the contract date has passed and the Assessor and the Data Collector wish to extend the dead line for services and amend the contract date to December 31, 2012; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board extend the Data Collection services contract to December 31, 2012 with the understanding that payment for services will not change; and, it is further

RESOLVED, that after review by the Town Attorney, the Supervisor is duly authorized and empowered to execute an Agreement on behalf of the Town of Plattsburgh, that a copy of this Resolution be given to the Budget Officer and Town Assessor.

Motion: Paul D. Lamoy

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	Yes	No	Abstained	Absent	Carried	Tabled
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 12-296

Appointment of Patrick Bowen To The Position Of Finance Manager for the Town of Plattsburgh

WHEREAS, the Town Budget Office is responsible for a variety of complex accounting and fiscal management functions including the collection, receipt, and processing of revenue, installation and maintenance of accounting systems, managing cash flow, monitoring of departmental budgets, recommendations concerning the issue of debt instruments and processes necessary documents as well as managing recent changes in reporting, auditing and administering municipal budgets; and

WHEREAS, to best address current and future needs of the Town of Plattsburgh, discussion of the various Budget responsibilities with the Clinton County Civil Service Personal Department resulted in a job description identified as that of Finance Manager; and

WHEREAS, specific qualifications including graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, or Economics are required; and

WHEREAS, after due notice was given to solicit qualified candidates, interviews for the aforementioned position were held by the Supervisor and members of the Town Board; and

WHEREAS, upon the completion of said interviews the committee has made recommendation as to the selection of an appointee to said position; now, therefore be it

RESOLVED, that the Town Board does hereby appoint Patrick J. Bowen, a resident of the Town of Plattsburgh, to the position of Finance Manager to commence immediately following final Civil Service approval and release from his current position with an annual salary of \$65,000.00 with benefits and terms and conditions of employment as per the attached Finance Manager Agreement; and, be it further

RESOLVED, that after final review and concurrence, the Supervisor is hereby authorized to sign all necessary documents for the provisional appointment of Mr. Bowen with a probation period not to exceed six months pending his successful completion of the appropriate Civil Service Exam as required for permanent appointment; and, it is further

RESOLVED, that a copy of this Resolution be given to the Budget Officer, the Clinton County Department of Personnel and a copy be placed in Mr. Bowen’s personnel file.

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: No

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

Resolution No. 012-297

Request to Advertise for New Mainline Sewer Camera System for the Water & Wastewater Department

WHEREAS, Scott Stoddard, Water & Wastewater Director has requested to solicit bids for a New Mainline Sewer Camera System; therefore, be it

RESOLVED, that the Town Clerk is hereby authorized and directed to have an advertisement published in the Press Republican for sealed bids with a non-collusive bid form entitled “New Mainline Sewer Camera System,” returnable on or before November 7, 2012, at 3:00 PM, prevailing time, at the Town Hall, Office Complex, 151 Banker Road, Plattsburgh, NY 12901 at which time the Town Clerk will publicly open the bids; and, be it further

RESOLVED, Specification forms for this Contract may be obtained at the Town Clerk’s Office during regular business hours; and it is further

RESOLVED, that the Town of Plattsburgh Town Board reserves the right to reject any or all bids offered; and, be it further

RESOLVED, that a copy of this Resolution to be given to the Town Clerk and the Director Water & Wastewater Department.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: Yes

Roll Call:	Yes	No	Abstained	Absent	Carried	Tabled
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy		X				
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-298

**Highway Department Purchase Request For
A New Trailer and Used Sander**

WHEREAS, the Town Board has received requests from Highway Superintendent James Woods asking to purchase a new 18 foot equipment trailer in the amount of \$3,995.00 and a used sander for the purchase amount of \$2,000.00; and

WHEREAS, the Superintendent and Town Board Highway Committee have met and reviewed said requests, and all other options to address the Department’s needs to maintain good working and safe equipment, and are in agreement with the requests; therefore, be it

RESOLVED, that the Town Board does agree with Mr. Woods requests to order said equipment made payable from the 2012 Equipment & Capital Outlay Account # DA-5130-2000; and, be it further

RESOLVED, that the Supervisor is hereby authorized to sign any and all related documents required for said purchase and a copy of this Resolution be given to the Budget Officer and Highway Superintendent.

Motion: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: Yes

Roll Call:	Yes	No	Abstained	Absent	Carried	Tabled
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Draft Resolutions

012- XXX Minutes

012-XXX Request to Hire Alex Provost as Full Time in the Highway Department

012-XXX Parks and Recreation Monthly Report

012-XXX Board of Ethics Dr. Moran

Resolution No. 012-XXX

**A Recommendation to Hire Alex Provost
Full Time in the Highway Department**

WHEREAS, Resolution 012-130 as approved to hire Alex Provost on a temporary basis; and

WHEREAS, in the attached letter of October 19, 2012, Jim Woods, Highway Superintendent, made a request to upgrade Alex Provost from a temporary position to full time MEO 11 position; therefore, be it

RESOLVED, that after due consideration and discussion with the Budget Officer, Highway Committee and Highway Superintendent it is the recommendation of the Supervisor that the Highway Superintendent’s request for a appointment be approved and the Budget Officer be authorized to hire Mr. Provost on a full time basis in the next full pay period with hourly wages as indicated by the current Teamster Agreement; and, be it further

RESOLVED, that a copy of this Resolution be given to the Budget Officer, Highway Superintendent and Civil Service Department for final approval; and, it is further

RESOLVED, that a copy of this Resolution be put in Mr. Provost’s personnel file.

Motion:

Seconded by:

Discussion:

Roll Call:

Yes No Absent Carried Tabled

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

Resolution No. 012-xxx

**Board of Ethics Committee Member
Dr. Thomas Moran**

WHEREAS, the Town Board passed Local Law #2 of 2009 reauthorizing the Town of Plattsburgh Board of Ethics; and

WHEREAS, Town of Plattsburgh Board of Ethics committee member Dr. Thomas Moran’s term expired December 31, 2011; and

WHEREAS, Dr. Moran is willing to continue serving as an member of the Board of Ethics; therefore, be it

RESOLVED, that the Town Board does hereby reappoint Dr. Moran as an member of the Board of Ethics for a term to expire December 31, 2015; and, be it further

RESOLVED, that Dr. Moran take an oath of office within 30 days of this Resolution; and, it is further

RESOLVED, that a copy of this Resolution be given to Gerard Renadette Chair Person of the Board of Ethics, and a copy be given to Dr. Moran.

Motion:

Seconded by:

Discussion:

Roll Call: Yes No Absent Carried Tabled

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

Committee Reports -

None

Executive Session – as needed

Motion to go into Executive Session **Motion to come out** of Executive Session
to discuss a personnel issue - Finance Manager Interviews

Motion by: Martin D. Mannix Motion by: Paul D. Lamoy

Seconded by: Thomas E. Wood Seconded by: Thomas E. Wood

Time: 8:35

Time: 9:15

Roll Call:	<u>Yes</u>	<u>NO</u>	<u>Absent</u>
Thomas E. Wood	X		
Martin D. Mannix	X		
Paul D. Lamoy	X		
Gerard A. Renadette			X

Bernard C. Bassett X

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

MOTION TO ADJOURN

Motion by:

Seconded by:

Discussion:

Roll Call:	Yes	No	Abstained	Absent	Carried
					X
Thomas E. Wood	x				
Martin D. Mannix	x				
Paul D. Lamoy	x				
Gerard A. Renadette				x	
Bernard C. Bassett	x				

Town Board meeting be adjourned at 9:20 PM.

ADJOURNMENT

Respectfully Submitted,

Rickey J. Collins, Town Clerk

