

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
February 13, 2019**

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road.

	<u>Present</u>	<u>Absent</u>
MEMBERS: Michael S. Cashman, Supervisor	x	
Thomas E. Wood, Councilor	x	
Meg E. LeFevre, Councilor	x	
Barbara E. Hebert, Councilor	x	
Charles A. Kostyk, Councilor	x	
Kevin M. Patnode, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Public Comments -yes

Supervisor's Report

Draft Resolutions

020xxx Minutes
020-xxx Monthly Reports
020-031 Reschedule Fireworks at American Legion Post 1619
020-032 Request to Advertise for a 2021 Tandem axle plow truck with trade
020-033 Shared Services Between Town of Plattsburgh and Town of Ellenburg
020-xxx Dog Control Officer
020-xxx Request to Attend Town Clerk Training
020-xxx Request for Refund of 3% Construction for CVPH Health Plaza 2016
020xxx Request to Hire Jim Woods as an on call temporary MEO II

Committee Reports -

Town Board meeting be adjourned at 7:25 PM.


2/28/2020

Executive Session – as needed

Motion to go into Executive Session

To discuss proposed, pending or current litigation
with Key Bank, Walmart, Pyramid South,
Telecommunications, Light Pole

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Time:

Motion to come out of Executive session

Motion by: Barbara E. Hebert

Seconded by Thomas E. Wood

Time:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Meg E. LeFevre	x	
Barbara E. Hebert	x	
Charles A. Kostyk	x	
Michael S. Cashman	x	

Roll Call:	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Thomas E. Wood	x		
Meg E. LeFevre	x		
Barbara E. Hebert	x		
Charles A. Kostyk	x		
Michael S. Cashman	x		

K. Wood
2/28/2020

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
February 6/13, 2020**

Resolution NO.2020-031

**Reschedule Fountain Brothers American Legion
Post 1619 Public Fireworks Application Permit**

WHEREAS, Fountain Brothers Post 1619 has duly submitted to the Town of Plattsburgh Town Board (Town) an application for a permit for the public display of fireworks to be held on February 14, 2020 to take place at American Legion Post 1619 situated along the Rand Hill Road in the Town of Plattsburgh; and

WHEREAS, the Town Clerk has verified that all required documentation and fees have been received and the Town Attorney approving the application and liability insurance coverage as to form, and the Fountain Brothers Post 1619 as the controlling agency of the land on which the public display of fireworks is to be held having also approved the granting of said application by the Town; now, therefore it is

RESOLVED, that the Town Clerk be and he hereby is authorized and directed to issue the required permit for the public display of fireworks by the applicant on Friday, February 14, 2020 at American Legion 1619; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Codes Officer, Town Clerk and Cool Insurance.

Motion: Charles A. Kostyk

Seconded by: Meg E. LeFevre

Discussion: none

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


2/28/2020

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION MEETINGS
February 13, 2020**

Resolution NO. 20-032

**Request to Advertise For a New 2021 Tandem Axle
Plow Truck With Trade for The Highway Department**

WHEREAS, Tim Dubrey, Highway Superintendent, has met with the Highway Committee to discuss his request to solicit bids for a 2021 tandem axle plow truck with trade of an 2011 International Work Star Plow truck; and

WHEREAS, the Highway Committee has reviewed the Department's needs and the proposed specifications and it is their recommendation that the request be approved; therefore, be it

RESOLVED, that the Town Clerk is hereby authorized and directed to have an advertisement published for five consecutive days in the Press Republican for sealed bids, with a non-collusive bid form, entitled "New Tandem Axle Plow Truck 2021 with trade," returnable on or before February 24, 2020 at 2:00 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 from the Town Clerk's Office during regular business hours; and, it is further

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

RESOLVED, that a copy of this Resolution be given to the Town Clerk, and Highway Superintendent.

Motion: Barbara E. Hebert

Seconded by: Meg E. LeFevre

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

[Handwritten Signature]
2/28/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

The meeting was called to order at 6:00 p.m. by the presiding officer at the Town Hall on the Banker Road. Pledge

MEMBERS:

PRESENT ABSENT

Michael S. Cashman, Supervisor	x
Thomas E. Wood, Councilor	x
Meg E. LeFevre, Councilor	x
Barbara E. Hebert, Councilor	x
Charles A. Kostyk, Councilor	x
Kevin M. Patnode, Town Clerk	x
James J. Coffey, Town Attorney	x

Resolution No.020-34

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of January 16 and 23, 2020 be approved and the reading of the minutes be dispensed with.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: none

Roll Call:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Public Comment- none


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 020- 035

Abstract 2B- 20

RESOLVED, that the abstract of audited claims **No.2B-20 (133-241)** for \$ 741,299.89 **Abstract 2B-20 (21-40)** prepays for the amount \$1,913,662.26 be received that the abstract of audited claims **No.2B-19/20 (2704-2716)** for \$83,013.82, **Abstract 2B-19/20(429-431)** prepays for the amount \$2,031.00 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: none

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
			x	

Thomas E. Wood
Meg E. LeFevre
Barbara E. Hebert
Charles A. Kostyk
Michael S. Cashman

x
x
x
x
x


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETINGS
February 20, 2020**

Resolution No. 020-036

Monthly Department Reports

RESOLVED, to receive and place on file Monthly Department Head Reports.

Building and Grounds – Jan.

Codes and Zoning- Jan.

Dog Control Officer - Jan.

Historian-

Highway Superintendent –

Justice Court-

Parks and Recreation- .Jan.

Planning & Community
Development –February

Safety Committee –

Supervisors Financial Report- Jan.

Tax Receiver-

Town Clerk-Jan.

Water Wastewater – Jan.

Motion: Meg E. LeFevre

Seconded by: Charles A. Kostyk

Discussion: Yes

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
			x	

Thomas E. Wood

x

Meg E. LeFevre

x

Barbara E. Hebert

x

Charles A. Kostyk

x

Michael S. Cashman

x

L. L. L.
2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 020-46

Imperial Dam on the Saranac River

WHEREAS, the Imperial Dam is located on the Saranac River in Plattsburgh, New York and is a Class "C" High Hazard dam, its failure may result in serious damage to residences and infrastructure such as the loss of human life, and or/ widespread economic loss is likely; and

WHEREAS, Imperial Dam has a long history of serious uncorrected safety and habitat deficiencies; and

WHEREAS, the impoundment allows thick ice to develop, which exacerbates ice jams downstream-most notably the recent Underwood Mobile Home flooding which cost NYS taxpayers 7 million dollars; and

WHEREAS, the impounded water behind the dam is not being used to produce electricity or for industrial use; and

WHEREAS, passage would be improved by the removal and restoration of the Saranac River to geomorphic conditions; and

WHEREAS, the restored Saranac River would be an economic and recreational benefit to both the City and Town of Plattsburgh, and neighboring Towns such as Schuyler Falls; now therefore be it

RESOLVED, that the Town of Plattsburgh supports the removal of the Imperial Dam and the full restoration of the Saranac River to reduce any threats to the City of Plattsburgh, improve the recreational benefits to nearby communities, and allow full access of native Atlantic Salmon to historic native spawning waters.

Motion: Charles A. Kostyk

Motion to Table for revision: Charles A. Kostyk

Seconded by: Thomas E. Wood

Seconded by: Barbara E. Hebert

Discussion:

Roll Call	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
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x

Thomas E. Wood	x
Meg E. LeFevre	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x

Kaup
2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2019**

Resolution NO. 20-037

3% Site Plan Return Deposit Site Plan CVPH-2016

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the CVPH Health Plaza Site Plan 2016; and

WHEREAS, the Planning and Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; therefore, be it

RESOLVED, that the Supervisor is hereby authorized and directed to release the deposit in the amount of \$25,055.00-, plus accrued interest to date; and it is further

RESOLVED, that a certified copy of this Resolution be forwarded, by the Planning and Community Development Department Secretary, with the return of deposit to Champlain Valley Physicians Hospital.

Motion: Meg E. LeFevre

Seconded by: Charles A. Kostyk

Discussion: none

Roll Call:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Kupak
2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
February 20, 2020**

Resolution No.020-038

**Request To Attend Town Clerk NYSTCA
Conference**

WHEREAS, it is in the best interest of the Town that the Town Clerk remain current and informed concerning changes in regulation; and

WHEREAS, training is being offered in Albany, New York at the Desmond through the New York State Town Clerks Association from April 26-29, 2020; therefore, be it

RESOLVED, that Kevin Patnode, Town Clerk, be approved to attend the training; and, be it further

RESOLVED, that \$902.00 for lodging, meals, notary class and registration intended for training, for Kevin Patnode be charged to the Town Clerk's budget therefore, be it

RESOLVED that copies of this Resolution be given to the Town Clerk and one put in his personnel file.

Motion: Meg E. LeFevre

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	

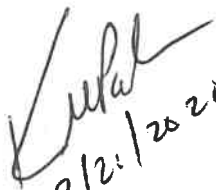
Thomas E. Wood **x**

Meg E. LeFevre **x**

Barbara E. Hebert **x**

Charles A. Kostyk **x**

Michael S. Cashman **x**


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 20-039

Request To Attend Annual GFOA Conference

WHEREAS, it is in the best interest of the Town Accounting Department to update technical knowledge and new regulation information regarding government finance; now therefore be it

RESOLVED, that Patrick Bowen of the Accounting Department, be allowed to attend the NYS GFOA Conference held on April 1, 2020-April 3, 2020 in Albany, New York; and, it is further

RESOLVED, that \$300.00 for lodging, \$230.00 for registration (meals Included) be charged to the Accounting Department Budget, account number A-.1430.4410.000; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager.

Motion: Barbara E. Hebert

Seconded by: Meg E. LeFevre

Discussion: none

Roll Call:

Yes No Absent Carried Tabled

x

Thomas E. Wood	x
Meg E. LeFevre	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETINGS
February 20 , 2020**

Resolution No. 020-040

**On-Call MEO II Temporary Positions In The
Highway Department**

RESOLVED, that Mr. Jim Woods an on-call temporary MEO II position rate of pay in 2020 is \$24.23; and it is further

RESOLVED, a certified copy of this Resolution be given to the Highway Superintendent, Finance Manager, and be place in Mr. Woods personnel file.

Motion: Meg E. LeFevre

Seconded by: Charles A. Kostyk

Discussion: Yes

Roll Call:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution NO. -020-041

Resignation of David Duquette as Dog Control Officer

WHEREAS, David Duquette has submitted a letter of resignation from his position as Dog Control Officer effective March 31, 2020; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board, with appreciation for his prior years of service in that position, accept Mr. Duquette's letter of resignation as Dog Control Officers; and be it further

RESOLVED, that a copy of this resolution be given to the Finance Manager and be put in Mr. Duquette's personnel file.

Motion: Meg E. LeFevre

Seconded by: Barbara E Hebert

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 20-042

**AUTHORIZING HIRING OF REAL ESTATE
APPRAISER**

WHEREAS, National Commercial Bank (Key Bank) is contesting their real property assessment on real property which they own in the Town of Plattsburgh (hereinafter, "the plaintiffs"); and

WHEREAS, the plaintiffs have filed a Request for Judicial Intervention and are proceeding as a tax certiorari matter; and

WHEREAS, all efforts to resolve this matter without resorting to litigation have not been successful; and

WHEREAS, tax certiorari litigation is specialized and will require the Town to retain a real property appraiser that specializes in matters of this nature; and

WHEREAS, the Town will retain the services of Schechter Valuation Services, LLC for purposes of completing a trial ready appraisal on 380 Route 3, Plattsburgh, NY:

RESOLVED, that the Supervisor be authorized, subject to review by the Town Attorney, to enter into a retainer agreement with Schechter Valuation Services, LLC and possibly other experts and, be it further.

RESOLVED, that a copy of this Resolution and attachments be given to the Assessor and the finance manager.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: none

Roll Call:

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				X	
Thomas E. Wood	X				
Meg E. LeFevre	X				
Barbara E. Hebert	X				
Charles A. Kostyk	X				
Michael S. Cashman	X				

[Handwritten Signature]
2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 020-043

**Appointment of Kayla LaPorte to the
Finance Committee Board**

WHEREAS, a vacancy exist on the Finance Committee; and

WHEREAS, Ms. Kayla LaPorte, a resident of the Town who possess skills and experience with finance and financial systems, is willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint Ms. LaPorte to the Finance Committee for a term to expire 12/31/2022 effective February 20, 2020; and, be it further

RESOLVED, that a certified copy of this Resolution be given to Ms. LaPorte and the Finance Manager; and be it further

RESOLVED, that she take the oath of office within thirty days of this Resolution and the Supervisor send a letter of appointment and appreciation to Ms. LaPorte.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
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x

Thomas E. Wood	x
Meg E. LeFevre	x
Barbara E Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 020-044

**2020 Justice Court Contract With The Clinton
County Sheriff's Department**

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's Justice Courts; and

WHEREAS, said services are necessary due to the volume and nature of cases handled within the Court system; now, therefore it is

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

RESOLVED, that compensation will be paid at an hourly rate of \$33.40 and a time and a half rate of \$50.10 to made payable from the 2020 Justice Court Budget; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Town Justices.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: Yes

Roll Call:

<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
			x	

**Thomas E. Wood
Meg E. LeFevre
Barbara E. Hebert
Charles A. Kostyk
Michael S. Cashman**

	x
x	
x	
x	
x	

[Handwritten signature]
2/21/2020

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
February 20, 2020**

Resolution No. 020-045

Re Appointment of Herb Carpenter to the Finance Committee

WHEREAS, the Town Board passed Resolution 014-183 authorizing the formation of a Finance Committee to improve accountability and controls over finances and accounts and to play an advisory role to the Town Supervisor, Town Board and Finance Manager; and

WHEREAS, Mr. Herb Carpenter, a resident of the Town who possess skills and experience with finance and financial systems, is willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint Mr. Carpenter to the Finance Committee for a term to expire 12/31/2020 effective immediately; and, be it further

RESOLVED, that a certified copy of this Resolution be given to Mr. Carpenter and the Finance Manager; and be it further

RESOLVED, that he take an oath of office within thirty days of this Resolution and the Supervisor send a letter of appointment and appreciation to Mr. Carpenter.

Motion: Meg E. LeFevre

Seconded by: Barbara E. Hebert

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				X	
Thomas E. Wood	X				
Meg E. LeFevre	X				
Barbara E. Hebert	X				
Charles A. Kostyk	X				
Michael S. Cashman	X				

K. Wood
2/24/2020

**TOWN OF PLATTSBURGH
TOWN SEMI MONTHLY MEETING
February 20, 2020**

RESOLVED, that this Town Board meeting be adjourned at 6:54 PM.

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Carried</u>
			x
Thomas E. Wood	x		
Meg E. LeFevre	x		
Barbara E. Hebert	x		
Charles A. Kostyk	x		
Michael S. Cashman	x		

K. Hebert
2/21/2020

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
February 27, 2020**

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road.

	<u>Present</u>	<u>Absent</u>
MEMBERS: Michael S. Cashman, Supervisor	x	
Thomas E. Wood, Councilor	x	
Meg E. LeFevre, Councilor	x	
Barbara E. Hebert, Councilor	x	
Charles A. Kostyk, Councilor	x	
Kevin M. Patnode, Town Clerk	x	
James J. Coffey, Town Attorney		x

Public Comments - none

Supervisor's Report

Draft Resolutions

020-xxx Minutes

020-046 Imperial Dam on the Saranac River

020-xxx Request to Attend Activated Sludge WWW Treatment Process for Mathew Rabideau and Stephen Waldron

020-xxx Travel Request for Assessor to attend Certification Conference

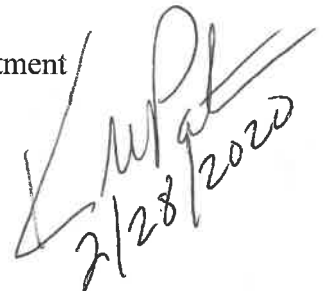
020-xxx Battlefields SEQRA Part 1 and Part 2

020-xxx Dog Control Officers Position

020-xxx Request to Purchase Vehicle for Parks and Recreation Department

Committee Reports -

Town Board meeting be adjourned at 6:21 PM



Handwritten signature and date: 2/28/2020



TOWN OF PLATTSBURGH

DEPARTMENT OF CODES & ZONING

Stephen M. Imhoff | Code Enforcement Officer
Allen W. Reece | Code Enforcement Officer
Drew Arthur | Code Enforcement Officer
Donna Primiano-Masten | Codes & Zoning Secretary

151 BANKER RD, PLATTSBURGH, NY 12901-7307
PHONE: (518) 562-6840 | TDD: (800) 662-1220 | FAX: (518) 562-6844

Michael Cashman
Supervisor

Meg LeFevre
Deputy Supervisor/Councilor

Thomas E. Wood
Councilor

Charles A. Kostyk
Councilor

Barbara E. Hebert
Councilor

Kevin Patnode
Town Clerk

Matthew Favro
Deputy Town Attorney

To: Honorable Michael S. Cashman, Town Supervisor
Members of the Town Board

From: Stephen M. Imhoff
Code Enforcement Official

Re: February, 2020 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 18 Building permits were requested this month.
- 12 Building Permits were issued this month.
- 2 Permit(s) issued current month, paid/requested in a prior month.
- 6 Permit(s) requested current month, not issued yet (under review/requires additional information).
- 2 Permit(s) requested previous month, requires additional information from applicant.
- Permit(s) requested current month – still pending letter from Planning Board.
- Permit(s) issued current month, no fee required.
- 5 Matter(s) before Zoning Board of Appeals
- Permit(s) pending Town Board/Planning Board Action.
- 4 Inspection(s) (example: wood stove/fire/code violation/zoning compliance letters).
- Temporary Certificate of Occupancy
- 2 Burn Permits
- 1 Floodplain Development Permit Application

<i>Residential:</i>	<i>12</i>	<i>\$102,987.96</i>
<i>Commercial & Industrial:</i>	<i>13</i>	<i>\$21,000.00</i>
<i>Total:</i>	<i>25</i>	<i>\$123,987.96</i>

RESIDENTIAL:**DOLLAR AMOUNT:**

1	Single Family Residence LaBounty, Jeffery – 108 Colligan Point Road	\$ 50,000.00
-	Multi-Family Residence – Duplex	\$
-	Garage, Attached	\$
-	Garage, Detached	\$
-	Erect Seasonal Camp	
-	Leanto/Carport	\$
1	Repair/Replace Stairway for Lake Front Access	\$ 49,687.96
-	Concrete Slab/Gravel Pad	\$
-	Bilco Door	
-	Addition and/or Renovation of Residence	\$
-	Repair Foundation –	\$
-	Erect a Deck, Porch, or Gazebo	\$
-	Erect Roof over Existing Roof on Manufactured Home	\$
-	Erect a 3 Season Sun Room	\$
-	Erect Handicap Ramp	\$
1	Erect/extend a Utility/Machine Shed	\$ 3,300.00
-	Installation of In-Ground Pool	\$
-	Installation of Above-Ground Pool	\$
-	Installation of Hot Tub	\$
-	Demolition	\$
-	Installation of Propane Fireplace/Wood Stove/Pellet Stove	\$
-	Installation of Outdoor Wood Boiler	
-	Install/Upgrade Generator	\$
-	Electrical Upgrade	\$
-	Solar Panel Array	\$
-	Chimney Repair/Stone Veneer	\$
-	Install Replacement Heating System	\$
-	Erect a Pole Barn	\$
-	Remove Manufactured Home	\$
-	Park and occupy manufactured home in Mobile Home Park	\$
-	Park and occupy manufactured home on private lot	\$
7	Renewals	
1	Burn Permits	
1	Other – Day Care Inspection/Foster Care Inspection/ <u>Floodplain Dev Permit</u>	

COMMERCIAL AND INDUSTRIAL:

DOLLAR AMOUNT:

-	Erect/Addition Commercial Building	\$	
-	Repair and/or Alteration of commercial building	\$	
-	Commercial roofing job	\$	
2	Alter tenant/commercial space	\$	21,000.00
-	Storage Building – construct new storage building	\$	
-	Public Utilities		
-	Wireless Telecommunications	\$	
-	HVAC Replacement – New furnace	\$	
-	Fire Suppression System	\$	
-	Seismic Engineered Pallet Rack Storage System	\$	
-	Solar System		
-	Charging Station	\$	
3	Erect/repair signage	\$	
1	Temporary Banners/Signs		
-	Installation of LPG tank		
-	Installation of gasoline tank		
-	Convert residential house to commercial use	\$	
2	Occupy Commercial Business		
-	Demolition		
1	Burn Permit		
4	Other – Zoning Compliance Letters		

Residential: 12 \$102,987.96

Commercial & Industrial: 13 \$21,000.00

Total: 25 **\$123,987.96**

Permit Monthly Report

02/01/2020 - 02/29/2020

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
February 2020						
2020-01	02/04/2020	Gerald Macner	Floodplain Dev Permit	244 Smith Dr SBL#: 209.1-1-12		\$100.00
Description of Work:						
STAIR REPAIR AND REPLACEMENT. EXISTING CONCRETE LANDING ELEVATION IS 101.25' ASL; THE STAIR REPLACEMENT WILL USE THE SAME ELEVATION.						
2020-01	02/04/2020	Gerald Macner	Accessory Bldg/Addition	244 Smith Dr SBL#: 209.1-1-12	\$49,687.96	\$496.88
Description of Work:						
REPAIR BY REPLACEMENT OF EXISTING STAIRS FOR LAKE FRONT ACCESS.						
+++ FLOODPLAIN DEVELOPMENT PERMIT ON FILE (#2020-01) +++						
2020-57	02/04/2020	Aden Brook Holdings, LLC	Zoning Compliance Letter	7143 Rt 9 SBL#: 194.-1-23		\$50.00
Description of Work:						
ZONING COMPLIANCE LETTER						
2020-03	02/07/2020	Chad Poirier	Sign	7327 Rt 9 SBL#: 181.-3-9		\$50.00
Description of Work:						
PLACE A 24.7 SF SIGN ON BUILDING						
2020-04	02/11/2020	Jeffrey Labounty	Single Family Resd	108 Colligan Pt Rd SBL#: 181.4-1-1	\$50,000.00	\$300.00
Description of Work:						
CONSTRUCT NEW 1200 SF HOME ON SLAB.						
2020-05	02/14/2020	Trustworthy LLC	Sign	8 Everleth Dr SBL#: 206.4-4-8		\$373.06
Description of Work:						
REPLACE OLD SIGNAGE WITH NEW, SAME SIZE SIGNAGE; 106.42 SF BUILDING SIGN - 52.10 SF FREESTANDING SIGN - 19.34 SF INFORMATIONAL SIGN						
20-01	02/19/2020	Bluff Point Golf LLC	Burn Permit	76 Bluff Point Dr SBL#: 246.-1-9.1		
Description of Work:						
BURN PERMIT						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
2020-58	02/20/2020	BRE/LQ Properties LLC	Zoning Compliance Letter	16 Plaza Blvd (La Quinta Inn & Suites) SBL#: 206.4-2-30.22		\$50.00
Description of Work: ZONING COMPLIANCE LETTER						
20-02	02/21/2020	Gerald & Dianna Seymour	Burn Permit	1796 Military Tpke SBL#: 206.-1-12		
Description of Work: BURN PERMIT						
2020-59	02/24/2020	Cadyville PO LLC	Zoning Compliance Letter	2106 Rt 3 SBL#: 203.4-2-2.3		\$50.00
Description of Work: ZONING COMPLIANCE REQUEST						
200206	02/24/2020	Plattcon A LLC	Demolition	100 Consumer Sq (Panera Bread) SBL#: 220.-8-24	\$20,000.00	\$100.00
Description of Work: DEMOLITION OF INTERIOR OF FORMER PANERA BREAD SPACE FOR NEW TENANT - SPECTRUM						
200207	02/25/2020	Phillip Green	Shed	23 Otter Creek Dr SBL#: 220.4-3-22.10	\$3,300.00	\$50.00
Description of Work: PLACE A 10 X 16 FOOT PRE-FAB UTILITY/STORAGE SHED AT THE PROPERTY						
200208	02/25/2020	Weebee Properties, LLC	Temporary Signs	557-559 Rt 3 SBL#: 206.4-4-20		\$50.00
Description of Work: PLACE A 20 SF TEMPORARY SIGN AT THE PROPERTY						
+++ LIMITED TO 60 DAYS IN A CALENDAR YEAR +++++						
2020-60	02/25/2020	George Huttig	Zoning Compliance Letter	Rt 3 SBL#: 206.3-1-24		\$50.00
Description of Work: ZONING COMPLIANCE REQUEST						
200209	02/25/2020	BAP Holdings Plattsburgh LLC	Sign	17 Smithfield Blvd (AutoZone) SBL#: 206.4-2-1.42		\$248.00
Description of Work: REPLACE EXISTING 74 SF BUILDING SIGN AND 50 SF FREE STANDING SIGN AT PROPERTY.						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
200210	02/27/2020	Champlain Centre North LLC	Occupy Com. Business	60 Smithfield Blvd (NY Green Health (Kiosk - Location B)) SBL#: 206.4-2-1.2		\$100.00
Description of Work: OCCUPY COMMERCIAL SPACE FOR RETAIL SALE OF CBD PRODUCTS						
200211	02/27/2020	The Development Corp Cl Co NY	Occupy Com. Business	1483 Military Tpke SBL#: 220.-1-19.2		\$100.00
Description of Work: STERRX LLC TO OCCUPY THIS COMMERCIAL SPACE FOR WAREHOUSE PURPOSES						
200212	02/27/2020	Sporn-Smithfield LLC	Demolition	71 Unit B1 Smithfield Blvd (Little Caesar's Pizza,) SBL#: 206.4-2-1.52	\$1,000.00	\$100.00
Description of Work: DEMO SPACE IN PREPARATION FOR ALTERATION						
February 2020 Total:					\$123,987.96	\$2,267.94
Reporting Period Total:					\$123,987.96	\$2,267.94

**TOWN BOARD LIAISON COMMITTEE
MONTHLY REPORT
PLANNING & COMMUNITY DEVELOPMENT
February 28, 2020**

◆ **Planning Board Agenda:**

- February 18, 2020 –see attached summary of Planning Board Actions
- March agenda attached - 4 Items

◆ **Town Board Items:**

- CFA 2019- Funds available through Regional Waterfront Committee from 2016 Award. We have applied for BMG Phase I construction.*County to pass MWBE Waiver*
- Requests for Quotes for Rugar/Ampersand & BMG Phase 1-1A coming soon.
- NYSERDA Rebate Program proposal for dual port electric vehicle charging station- Through Apex Solar

◆ **Meetings attended by Planning staff:**

- February 3-Sexual Harassment/Violence Training
- February 4- Pre-meeting for Steering Committee
- February 4- Planning & Zoning Monthly meeting
- February 5- Cumberland Head Steering Committee Meeting
- February 5- Meeting with City- BMG
- February 10- Meeting with Sub Committee for Quarry
- February 11- Safety Committee Meeting
- February 12- Meeting with RMS & TDC on Site Plan Modification
- February 13- Department Head Meeting
- February 13- County Utilities Meeting
- February 18- Planning Board Meeting
- February 20- Meeting with Troy Baraby (South Junction)
- February 21- Meeting with Mike Coon (Tom Miller Road)
- February 26- Meeting with Chazen
- February 28- Liaison Committee Meeting
- February 28- Planning & Zoning Monthly meeting

◆ **Telecommunications Projects:** None

◆ **Freedom of Information (FOIL) Requests Completed:**

- Glens Falls National Bank –Info for a parcel that did not exist in Town

◆ **Community Development**

- Zoning Ordinance Update Kick-off meeting held Wed Feb, 26 with Chazen
- CEC grant contract underway. Proceed with implementation of remaining item (VFDs), seek reimbursement.
- Healthy Neighborhoods Grant for CH tiling – Mel working with Giroux
- DASNY Grant- Battlefields Memorial Gateway- Elan engineered plans for Phase IA (multi-use path). Elan now developing cost estimate to construct. Proceed with spring/summer

Design Review/Subdivision and Site Plan Projects Approved and/or Under Construction:

Project Name	Status	Status Change	Date Updated	Notes
Cadyville Fire Department Add. SP 2018	Signed DPP	N	5/2/19	
Trustworthy Site Plan 2019	Signed DPP	N	10/24/19	
Town Fair Tire Site Plan 2019	Signed DPP	N	10/21/19	
NCC Systems Site Plan 2019	Signed DPP	N	10/31/19	
Plattsburgh Community Housing Site Plan 2019	Signed DPP	N	10/8/19	
UPS Facility Expansion Site Plan 2019	Signed DPP	N	9/17/19	
Poirier True Value Site Plan 2019	As Builts Submitted for Signature	Y	02/20/20	
Panera Bread Site Plan & SUP 2019	Signed DPP	N	6/25/19	
South Junction Transload Facility	Signed DPP	N	8/2019	
Johns Manville SP Phase I	Signed DPP	N	7/19/19	
Monaghan Medical Site Plan 2018	Signed DPP	N	7/19/19	
Eastern Insuring Site Plan 2019	80% As Built Memo Sent- Temp CofO	N	12/9/19	
Johns Manville Site Plan 2019	Signed DPP	N	9/4/19	

**TOWN OF PLATTSBURGH
PLANNING BOARD ACTIONS
FEBRUARY 18, 2020**

- ITEM #1 PLATTSBURGH QUARRY EXPANSION SITE PLAN & SPECIAL USE PERMIT 2019** - Request for a 23 +/- acre life of mine expansion of a currently operating rock quarry. Located at 111 Quarry Rd. with public water and public sewer; Zoned I & R2; Tax Map Parcel 207.-1-4. Owner/Applicant: Upstone Materials, Inc. Engineer: CLA Site. **PUBLIC HEARING ONLY**
- ITEM #2 FB DEYO SITE PLAN 2019-** Request for a change in use of an existing vacant building and lot to a trucking company and management office with minor site and access improvements. **USE VARIANCE REQUIRED.** Located at 7146-7150 Route 9 with public water and public sewer; Zoned C; Tax Map Parcel # 194.-2-37.4; Owner: Oil Supply Corporation; Applicant: Ian Kalvaitis; Engineer: Upstate Design Associates, LLC **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #3 POIRIER MULTI-FAMILY HOUSING SITE PLAN 2020** - Request to construct a five-unit apartment building with a small laundromat and related site improvements. Located at 7303 Route 9 with public water and private sewer; Zoned C; Tax Map Parcel 194.-1-9.2. Owner/Applicant: Chad Poirier; Engineer: James Moser. **SKETCH PLAN APPROVAL**
- ITEM #4 BERTRAND MULTI-FAMILY HOUSING SITE PLAN & SPECIAL USE PERMIT 2020-** Request to construct a ten-unit apartment building with related site improvements. Located on Rand Hill Rd. with public water and private sewer; Zoned R2; Tax Map Parcel # 205.3-2-4; Owner/Applicant: Gary Bertrand; Engineer: James Moser **SKETCH PLAN APPROVAL**
- ITEM #5 TDC INDUSTRIAL BLVD SITE PLAN MODIFICATION 2020** – Request to construct a 5,000 +/- sq. ft. office building in the northwest corner of the same parcel as the new 60,000 sq. ft. facility currently awaiting revised detailed preliminary plan approval. Located on Industrial Blvd. with public water and public sewer; Zoned AD TB; Tax Map Parcel 220.-2-2. Owner/Applicant: The Development Corporation; Engineer: RMS **SKETCH PLAN APPROVAL**
- ITEM #6 SPORN SITE PLAN & SPECIAL USE PERMIT 2020** - Request for a pickup window to an existing building for a proposed fast food franchise. Located at 71-75 Smithfield Blvd. with public water and public sewer; Zoned C; Tax Map Parcel 206.4-2-1.52. Owner/Applicant: Sporn-Smithfield LLC Engineer: RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**

Account#	Account Description	Fee Description	Qty	Local Share
A01255	Vital Records	Marriage License Fee	1	17.50
		Sub-Total:		\$17.50
A1255	Certified Copies	Certified Copies	26	316.00
		Sub-Total:		\$316.00
A2001	Building Rentals	Building Rentals	21	1,550.00
		Sub-Total:		\$1,550.00
A20011	Parks & Recreation	Activity Fees	3	130.00
		Sub-Total:		\$130.00
A2110	Board of Appeals	Board of Appeals	4	405.00
		Sub-Total:		\$405.00
A2501	Licenses	Peddler's License	2	500.00
	Ordinance Permits	Buying & Selling Gold And Silver	1	25.00
		Sub-Total:		\$525.00
A2540	Games of Chance & Miscellaneous	Bingo Proceeds Fee	2	19.82
		Sub-Total:		\$19.82
A2544	Dog Licensing	Female, Spayed	23	322.00
		Female, Unspayed	2	34.00
		Male, Neutered	21	294.00
		Male, Unneutered	2	34.00
	Senior Discount	Senior Discount	13	-104.00
		Sub-Total:		\$580.00
A2555	Codes and Zones	Sign Permit	6	836.06
	Permits	Building Permits	16	4,323.00
	Zoning Comp Letters	Zoning Comp. Letters	4	200.00
		Sub-Total:		\$5,359.06
T8501	Misc. Fees	Misc. Fees	1	50.00
		Sub-Total:		\$50.00
Total Local Shares Remitted:				\$8,952.38
Amount paid to: NYS Ag. & Markets for spay/neuter program				56.00
Amount paid to: State Health Dept. for Marriage Licenses				22.50
Total State, County & Local Revenues:		\$9,030.88		
		Total Non-Local Revenues:		\$78.50

To the Supervisor:

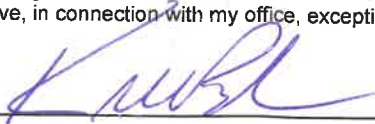
Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Kevin Patnode, Town Clerk, Town of Plattsburgh, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date


 3/10/2020

[DIGITAL COLLECTIONS \(http://digitalcollections.archives.nysed.gov/\)](http://digitalcollections.archives.nysed.gov/) [EDUCATION \(/education\)](#)
[GRANTS & AWARDS \(/grants/grants-overview\)](#)
[MANAGING RECORDS \(/records/managing-records-overview\)](#)
[RESEARCH \(/research/researcher-services-overview\)](#) [WORKSHOPS \(/workshops\)](#)

Grants & Awards

[Local Government Records Management Improvement Fund \(LGRMIF\) \(/grants/lgrmif-grants\)](#)

[Eligibility Requirements \(/grants/lgrmif-eligibility\)](#)

[eGrants - Apply for a Grant \(/grants/lgrmif-about-egrants-system\)](#)

[Application Types \(/grants/lgrmif-application-types\)](#)

[Application Review Process \(/grants/lgrmif-application-review-awards\)](#)

[Deadlines \(/grants/lgrmif-deadlines\)](#)

[M/WBE Compliance \(/grants/lgrmif-mwbe-compliance\)](#)

[Previous Awards \(/grants/lgrmif-awards-2018-2019\)](#)

[FAQs \(/grants/local-government-records-management-improvement-fund\)](#)

[LGRMIF History \(/grants/lgrmif-history\)](#)

Appendix A: Standard Clauses for New York State Contracts

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, "the contract" or "this contract") agree to be bound by the following clauses which are hereby made a part of the contract (the word "Contractor" herein refers to any party other than the State, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. EXECUTORY CLAUSE. In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.
2. NON-ASSIGNMENT CLAUSE. In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State's previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller's approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor's business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may,

however, assign its right to receive payments without the State's prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

3. **COMPTROLLER'S APPROVAL.** In accordance with Section 112 of the State Finance Law (or, if this contract is with the State University or City University of New York, Section 355 or Section 6218 of the Education Law), if this contract exceeds \$50,000 (or the minimum thresholds agreed to by the Office of the State Comptroller for certain S.U.N.Y. and C.U.N.Y. contracts), or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller's approval of contracts let by the Office of General Services is required when such contracts exceed \$85,000 (State Finance Law § 163.6-a). However, such pre-approval shall not be required for any contract established as a centralized contract through the Office of General Services or for a purchase order or other transaction issued under such centralized contract.
4. **WORKERS' COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers' Compensation Law.
5. **NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

6. **WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.
7. **NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.
8. **INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).
9. **SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.
10. **RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records must be kept for the balance of the calendar

year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.

- (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.
- (b) Privacy Notification.
 - (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.
 - (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN. In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or

rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

- (a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;
- (b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and
- (c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "a," "b," and "c" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

13. **CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.
14. **GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.
15. **LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.
16. **NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.
17. **SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.
18. **PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.
19. **MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.
20. **OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development
Division for Small Business
Albany, New York 12245
Fax: 518-292-5884
email: opa@esd.ny.gov (<mailto:opa@esd.ny.gov>)

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development
Division of Minority and Women's Business Development
633 Third Avenue
New York, NY 10017
212-803-2414
email: mwbecertification@esd.ny.gov (<mailto:mwbecertification@esd.ny.gov>)
<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>
(<https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>)

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

- (a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;
- (b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;
- (c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and
- (d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

21. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000

amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5))) require that they be denied contracts which they would otherwise obtain. NOTE: As of October 2019, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS. Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law § 899-aa and State Technology Law § 208) and commencing March 21, 2020 shall also comply with General Business Law § 899-bb.
23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW. If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.
24. PROCUREMENT LOBBYING. To the extent this agreement is a "procurement contract" as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.
25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.
To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.
26. IRAN DIVESTMENT ACT. By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the "Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012" ("Prohibited Entities List") posted at: <https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersoff...> (<https://ogs.ny.gov/list-entities-determined-be-non-responsive-biddersofferers-pursuant-nys-iran-divestment-act-2012>)
Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that

it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

27. **ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

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Appendix A-1 G

General

- A. In the event that the Contractor shall receive, from any source whatsoever, sums the payment of which is in consideration for the same costs and services provided to the State, the monetary obligation of the State hereunder shall be reduced by an equivalent amount provided, however, that nothing contained herein shall require such reimbursement where additional similar services are provided and no duplicative payments are received.
- B. This agreement is subject to applicable Federal and State Laws and regulations and the policies and procedures stipulated in the NYS Education Department Fiscal Guidelines found at <http://www.nysed.gov/cafe/> (<http://www.nysed.gov/cafe/>).
- C. Variations in each budget category not exceeding ten percent (10%) or One Thousand Dollars (\$1,000.00) of such category, whichever is greater, may be approved by the Commissioner of Education. Any such variations shall be reflected in the final expenditure report and filed in the Office of the State Comptroller.
- D. Continuation of this contract beyond June 30, 2010 and beyond June 30th of each succeeding year, is contingent upon appropriation and availability of funds and approval by Division of the Budget and subject to approval by the Office of the State Comptroller in accordance with paragraph 3 of Appendix "A".

Terminations

- A. The State may terminate this Agreement without cause by thirty (30) days prior written notice. In the event of such termination, the parties will adjust the accounts due and the Contractor will undertake no additional expenditures not already required. Upon any such termination, the parties shall endeavor in an orderly manner to wind down activities hereunder.

Safeguards for Services and Confidentiality

- A. Any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department. The material prepared under the terms of this agreement by the Contractor shall be prepared by the Contractor in a form so that it will be ready for copyright in the name of the New York State Education Department. Should the Contractor use the services of consultants or other organizations or individuals who are not regular employees of the Contractor, the Contractor and such organization or individual shall, prior to the performance of any work pursuant to this agreement, enter into a written agreement, duly executed, which shall set forth the services to be provided by such organization or individual and the consideration therefor. Such agreement shall provide that any copyrightable work produced pursuant to said agreement shall be the sole and exclusive property of the New York State Education Department and that such work shall be prepared in a form ready for copyright by the New York State Education Department. A copy of such agreement shall be provided to the State.
- B. All reports of research, studies, publications, workshops, announcements, and other activities funded as a result of this proposal will acknowledge the support provided by the State of New York.
- C. This agreement cannot be modified, amended, or otherwise changed except by a written agreement signed by all parties to this contract.
- D. No failure to assert any rights or remedies available to the State under this agreement shall be considered a waiver of such right or remedy or any other right or remedy unless such waiver is contained in a writing signed by the party alleged to have waived its right or remedy.
- E. Expenses for travel, lodging, and subsistence shall be reimbursed in accordance with the policies stipulated in the aforementioned Fiscal guidelines.
- F. No fees shall be charged by the Contractor for training provided under this agreement.
- G. Nothing herein shall require the State to adopt the curriculum developed pursuant to this agreement.
- H. All inquiries, requests, and notifications regarding this agreement shall be directed to the Program Contact or Fiscal Contact shown on the Grant Award included as part of this agreement.
- I. This agreement, including all appendices, is, upon signature of the parties and the approval of the Attorney General and the State Comptroller, a legally enforceable contract. Therefore, a signature on behalf of the Contractor will bind the Contractor to all the terms and conditions stated therein.
- J. The parties to this agreement intend the foregoing writing to be the final, complete, and exclusive expression of all the terms of their agreement.

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**TOWN OF PLATTSBURGH
HIGHWAY DEPARTMENT**

**151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307
(518) 562-6882**

FAX # (518) 563-8136

**Email: timd@townofplattsburgh.org
gregb@townofplattsburgh.org**

Timmy DuBrey
Highway Superintendent

Greg Burnell
Deputy Superintendent

Jason Cook
Crew Supervisor

Karen Pepper
Secretary

To: Michael S. Cashman & Town Board Members
From: Tim DuBrey, Highway Superintendent
Date: March 9, 2020
Re: resolution

I am requesting a Town Board Resolution to accept the non-collusive bid entitled "new tandem axle plow truck 2021 with trade" from Charlebois Inc. for \$221,820.00 with a trade in value of \$35,000.00 for the 2011 International for a final price of \$177,820.00. I am also requesting that the order be placed as soon as possible. Amendment to equipment capital outlay budget will be made for the cost of this new equipment.

Thank you for your help in this matter.

Sincerely,

Tim DuBrey
Highway Superintendent



**Town of Plattsburgh
Department of Parks & Recreation**

151 Banker Road
Plattsburgh, NY 12901-7307
(518) 562-6860
Fax # (518) 562-6859

Michael S. Cashman
Supervisor
Meg E. Lefevre
Deputy Supervisor Councilor

Melanie Defayette
Recreation & Youth Service Director
Email: meld@townofplattsburgh.org

Erin Pangborn
Program Coordinator
Email: erinp@townofplattsburgh.org

February 26, 2020

Dear Town Council Members and Town Supervisor,

As the Director of the Parks & Recreation Department, I am requesting permission to purchase a 2020 Chrysler Pacifica Touring model. We have entered the request for bids on the NYS OGS website and received quotes from 4 businesses in New York. The lowest appropriate bid was from Nye Automotive Group in Oneida at \$31,679.00. Planning ahead, the 2020 budget for our department includes funding to purchase this vehicle and the price is within our budget.

As we have expanded programming over the last decade, it has become apparent that another vehicle that can tow trailers safely and move equipment is needed to continue this level of service to the public. I am asking for consideration of this request from you, the Town Board and the Supervisor and approval to proceed with the purchase of this vehicle.

Thank you for your consideration,

Melanie Defayette

3570 (1) Chrysler Pacifica Touring FWD - TOWN OF PLATTSBURGH

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Buyer



New York State Office of General Services
Lead buyer

Contact person:
Sarah Rose
00
sarah.rose@ogs.ny.gov

Information

Description: This solicitation is a Mini-Bid under the NYS Vehicle Marketplace and must be responded to using this eProcurement Platform.

[Generate hyperlink](#)

Type: Price request

Published on: Feb 3 2020 11:45 AM

Offer phase: Feb 3 2020 5:00 PM — Feb 10 2020 5:00 PM

Specification details

Specification Details

Offers/Applications



Melanie Defayette
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Company administrator:

PATRICIA BAKER
5185626894
PATB@TOWNOFPLATTSBURGH.C

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Combined

Vehicles Built to Specifications Pricing Sheet

Pre-Existing Vehicles Pricing Sheet

Rank	Name	Model Year	Make	Model & Trim Level	NYS Price for Vehicle	Total Number of Vehicles	Total Price for Mini-Bid
1	Beyer of Morristown LLC	2020	Chrysler	Voyager	\$31,507.13	1	\$31,507.13
2	Mye Automotive Group	2020	Chrysler	Pacifica Touring	\$31,679.00	1	\$31,679.00
3	Central Dodge Inc	2020	Chrysler	Pacifica Touring	\$31,874.81	1	\$31,874.81
4	Main Motorcar	2020	CHRYSLER	PACIFICA TOURING	\$31,999.98	1	\$31,999.98



**TOWN OF PLATTSBURGH
PLANNING & COMMUNITY
DEVELOPMENT**

TREVOR COLE, AICP, SENIOR PLANNER

JESSICA KOGUT, PLANNER

MICHELE BUCKMINSTER, SECRETARY

151 BANKER ROAD PLATTSBURGH, NEW YORK 12901-7307

(518) 562-6850

TDD (800) 662-1220

The Town is an equal opportunity provider and employer

*Michael Cashman
Supervisor*

*Meg LeFevre
Deputy Supervisor
Councilperson*

March 2, 2020

TO: Honorable Michael Cashman and
Members of the Town Board

RE: Poirier's True Value and Rene's Repair Site Plan 2019
Request for Refund of 3% Construction Deposit

Dear Mr. Cashman and Town Board Members:

The Planning & Community Development Department is requesting the 3% construction deposit, which we are holding for the Poirier's True Value and Rene's Repair Site Plan 2019, to be released. The amount for the deposit placed on file is \$500.00. All requirements for this project are complete therefore it is no longer necessary to hold the deposit. We recommend this deposit in the amount of \$500.00 plus accrued interest be refunded to Chad Poirier.

If you have any questions regarding the above, please contact the Planning & Community Development Office at the Town of Plattsburgh.

Sincerely yours,

Trevor Cole, AICP
Senior Planner



TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

TREVOR COLE, AICP, SENIOR PLANNER

JESSICA KOGUT, PLANNER

MICHELE BUCKMINSTER, SECRETARY

151 BANKER ROAD PLATTSBURGH, NEW YORK 12901-7307

(518) 562-6850

TDD (800) 662-1220

The Town is an equal opportunity provider and employer

*Michael Cashman
Supervisor*

*Meg LeFevre
Deputy Supervisor
Councilperson*

March 9, 2020

To: Michael Cashman, Town Supervisor

Re: NY Planning Federation Conference Training

The Planning & Community Development Department respectfully requests authorization for Jessica Kogut, Terry Besaw, Maureen Faucher, James Sherman and Tim Palmer to attend the NY Planning Federation Conference during April 20-21, 2020 in Bolton Landing, NY. The conference is sponsored by NY Planning Federation and attendance will provide for mandated training for Planning Board members and professional development for Planning & Community Development Staff.

The conference consists of many excellent and relevant courses and presenters of interest to the Planning & Community Development Department and Planning Board Members. Funds for training were established by the Town Board in the Planning & Community Development Department Conferences and Meetings 2020 budget to cover these expenses.

Please see attached memo for additional information. Should you have any questions please contact me.

Sincerely yours,

Trevor Cole, AICP
Senior Planner