

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

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:	<u>PRESENT</u>	<u>ABSENT</u>
Michael S. Cashman, Supervisor	x	
Thomas E. Wood, Councilor	x	
Meg E. Bobbin, 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.021-01

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of December 3 and 10, 2021 be approved and the reading of the minutes be dispensed with.


Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion:

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

Public Comment: none


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-002

Abstract 1A- 21

RESOLVED, that the abstract of audited claims **No.1A-21** for \$1,059,459.13, **Abstract 1A-21** prepays for the amount \$275,541.14 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.


Motion: Thomas E. Wood

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. Bobbin				x	
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-003

**Supervisor To Retain The Original Of All
Correspondence**

RESOLVED, the Supervisor be authorized to retain the original of correspondence he receives and file photo copies with the Town Clerk.

Motion: Thomas E. Wood

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. Bobbin					x
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-04

Supervisor Shall be in Charge of all Special Districts

RESOLVED, that the Supervisor, Michael S. Cashman, and in his absence the Deputy Supervisor shall be in charge of all special districts which includes water, sewer, ambulance, storm water management districts, consolidated highway district and lighting district pursuant to Section 29 of Town Law.

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	x				
Meg E. Bobbin			x		
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-05

Authorization To Pay Public Utility Services Claims

RESOLVED, that pursuant to Section 118 of the Town Law the Supervisor be authorized to pay claims for public utility services (electric, gas, water, sewer, fuel oil and telephone), postage, freight and express charges before they are audited; and, be it further

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


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	x				
Meg E. Bobbin				x	
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021

Resolution No.021-06

Purchase Procedures for Goods and Services

RESOLVED, that the Town of Plattsburgh adopted procedure policies, as indicated in the Town's Official Policy Book, shall be the procedures to be followed by all elected and appointed officials and Town employees for the year 2021, for the purchase of Commodities, Equipment or Goods for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants for Purchase Order Policy and Cash Disbursements Procedures; and it is further

RESOLVED, that the Town Board does authorize and order that the Purchase Order Policies and Cash Disbursement Procedures, as outlined in Schedules A, B, C and D, shall become the policy and procedures to be followed by Town of Plattsburgh personnel for purchase orders and cash disbursements for the year 2021 and; it is further

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

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

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. Bobbin	
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x

x


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-07

Salaries & Payday For Elected And Appointed Officials

RESOLVED, that pursuant to Section 27 of the Town Law all elected and appointed officials shall be paid biweekly on Wednesdays, beginning January 6, 2021 with the exception of the Town Attorney, Councilors, Historian and Town Justices who will be paid on the last payroll of each month; and, be it further,

RESOLVED, that the salaries of all elected and appointed officials be fixed as indicated by the approved Budget for 2021 and a copy of this Resolution be given to the Finance Manager.

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	x				
Meg E. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-08

Petty Cash For Town Officials

RESOLVED, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2021 as follows:

Finance Manager	\$100.00
Town Clerk	\$200.00
Receiver of Taxes and Assessments	\$400.00
Town Justices	\$100.00 each
Youth Services Director	\$60.00

; And, it is further

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

Motion: Charles A. Kostyk


Seconded by: Meg E. Bobbin

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. Bobbin	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No.021-09

Naming The Official Town Newspaper


RESOLVED, that pursuant to Section 64 of Town Law, the Press-Republican be named as the official newspaper for the Town of Plattsburgh.

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	x				
Meg E. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No.021-10

Investment Policy

RESOLVED, that the attached Town of Plattsburgh 2021 Investment Policy be and the same hereby is approved effective this date and the Supervisor is authorized and directed to implement the same for the Town and to schedule an annual review of said policy by the Town Board Audit Committee for the purpose of reviewing and recommending to the Town Board any amendments thereto; and, be it further

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

Motion: Meg E. Bobbin


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. Bobbin	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


1/14/21

**TOWN OF PLATTSBURGH
TOWN ORGANIZATIONAL MEETING
January 7, 2021**

Resolution 021-012

**Amendment Appointment of Alex Forster as
a Alternate Member Of the Zoning Board of
Appeals**

WHEREAS, Resolution 17-282 appointed Mr. Forster as Member on the Town Zoning Board of Appeals for a term to expire December 31, 2020 ; and

WHEREAS, the alternate appointment was to fill an unexpired term appointment to 2021; therefore, be it

RESOLVED, that, as per Local Law #1 of 1999, the Town Board does hereby correct the appointment of Alex Forster, to the Zoning Board of Appeals for a term to expire December 31, 2021; and, be it further

RESOLVED, that a copy of this Resolution be given to Mr. Hale, chairperson of the Zoning Board of Appeals and to Steve Imhoff Department Head.

Motion: Barbara E. Hebert

Seconded by: Meg E. Bobbin

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. Bobbin	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
January 7, 2021**

Resolution NO. 21-013

**3% Site Plan Return Deposit for South Junction
Road Transload Facility Site Plan 2018**

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the South Junction Road Transload Facility Site Plan 2018; 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 \$465.00, 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 South Junction Road Transload Facility.

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

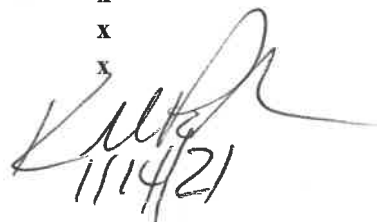
Discussion: none

Roll Call:

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

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

x
x
x
x
x


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021**

Resolution No. 021-014

**2021 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 as attached; 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 2021 Justice Court Budget; and be it further

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

Motion: Barbara E. Hebert

Seconded by: Meg E. Bobbin

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. Bobbin

x

Barbara E. Hebert

x

Charles A. Kostyk

x

Michael S. Cashman

x


1/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING**

January 7, 2021

Resolution No. 021-015

Cumberland 12 Cinemas License Application

WHEREAS, to comply with the Town of Plattsburgh Codes and Zoning Laws, Cumberland 12 Cinemas has applied for a license to conduct and operate a cinema, known as Cumberland 12 Cinemas, located in the Town of Plattsburgh at 18 North Bowl Lane, Route 9; and

WHEREAS, said application was applied for and received with license fee of \$500.00; and

WHEREAS, the Codes Department has completed their inspection and has found Cumberland 12 Cinemas to be in compliance with all Local Laws and New York State Regulations and Codes; therefore, be it

RESOLVED, to receive and place on file an application for a license to conduct and operate Cumberland 12 Cinemas; and it is further

RESOLVED, that the Town Clerk is hereby authorized to issue said license for the period from January 1, 2021 through December 31, 2021.

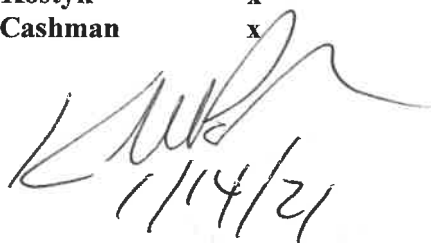
Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/14/21

TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 7, 2021

RESOLVED, that this Town Board meeting be adjourned at 6:16 PM.

Motion by: Barbara E. Hebert
Seconded by: Charles A. Kostyk
Discussion: none

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


1/14/21

TOWN OF PLATTSBURGH
Finance Committee
Adopted 5/19/2014
Revised 01/4/2021
021-

Purpose

The purpose of the Finance Committee (Committee) shall be to serve in an advisory role to the Town Supervisor and Town Council to ensure that the Town has in place strategies, budgets, financial plans and programs to enable the Town to meet its goals and objectives.

Committee

The Committee shall consist of six (6) members which includes the Town Finance Manager, Town Councilor (non-voting rights) and four (4) members each serving a four-year term. The term will commence on January 1st and expires December 31st of the fourth year. The Committee member shall be a resident of the Town or own/operate a business within the Town's boundaries. A member of the Town Council or the Town Supervisor may nominate a Committee member, but members must be approved by a Town Board resolution. The Committee will meet as necessary to fulfill its responsibilities and will provide, at a minimum, quarterly reports to the Town Board on the status of its progress and findings.

Qualifications of Members

The members of the Committee collectively shall possess expertise and experience in accounting, finance and financial reporting or the practical experience needed to understand and resolve issues raised in the review of financial matters.

Duties

The Committee is charged by the Town Board with the responsibility to:

- (1) Promote greater transparency and openness within the Town's financial reporting and budget process.
- (2) Develop and recommend a system to monitor progress, so as to achieve the Town's financial objectives and goals.
- (3) Access revenue and expenditure reports and other financial reports in order to make recommendations.
- (4) Assist in the developing, implementing and monitoring multi-year financial and capital plans.
- (5) Review annual audit reports and provide recommendations to the Town Board on action items.
- (6) In conjunction with the Town Supervisor, the Committee will provide oversight to the Accounting Office to ensure sound financial practices.
- (7) Provide reports as appropriate to the Town Board.

- 2.4 SECRETARY. The Finance Manager shall fill the role of secretary. The Secretary or his/her designee, subject to the direction of the Committee and the Chairperson, shall keep minutes of all Committee proceedings, showing the vote of each member upon every question, or if absent or failing to vote, indicating such fact, and shall also keep records of all Committee examinations and other official actions.
- 2.5 VACANCIES. Should a vacancy on the Committee occur for any reason, the Secretary shall give immediate notice thereof to the Town Supervisor for the Town Board. As practical as possible, it is requested that the Committee member provide a written resignation. Should a replacement be nominated and approved by the Town Board, the new committee member will serve the remainder of the unexpired term of the member who vacated the committee position.
- 2.6 Should the office of Chairperson become vacant, the Secretary shall add such fact to the notice required in Section 2.5 of these rules. The Acting Chairperson shall handle the duties of the Chairperson until such time as the Town Committee shall appoint a new Chairperson.

SECTION 3

MEETINGS

- 3.1 REGULAR MEETINGS. The regular meeting of the Committee shall be held quarterly in the months of January, April, July and October at the Town Hall.
- 3.2 ANNUAL MEETING. The annual organizational meeting of the Committee shall be the first regular meeting of the calendar year.
- 3.3 SPECIAL MEETINGS. Special meetings of the Committee may be called by the Chairperson. At least forty-eight (48) hours written notice of the time, place and business of the meeting shall be given to each member of the Committee and to the media, pursuant to Section 104 of the open meetings law.
- 3.4 The Chairperson shall call a special meeting within ten (10) days of receipt of a written request from any three (3) members of the Committee; such request shall specify the matters to be considered at the special meeting.
- 3.5 CANCELLATIONS OF MEETINGS. Whenever there is no business to transact at a regular meeting, the Chairperson may dispense with such meeting by notice to all members no less than forty-eight (48) hours prior to the time set for such meeting.
- 3.6 PROCEEDINGS. The order of business at regular meetings shall be as follows:
- (A) Roll Call (ascertainment of a quorum) and minutes read.
 - (B) Review and discuss financial information.
 - (C) Open discussion period.
 - (D) Other business.
 - (E) Adjournment.
- 3.7 CALLING A RECESS. Any member of the Finance Committee may call for a short recess during a meeting. The request must be supported by a second member of the Committee. Duration for the recess shall be set by the Chairperson.



**Department of
Transportation**

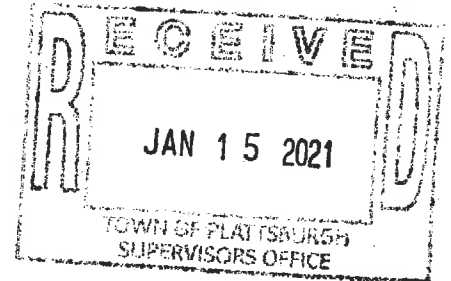
ANDREW M. CUOMO
Governor

MARIE THERESE DOMINGUEZ
Commissioner

KENNETH M. BIBBINS, P.E.
Acting Regional Director

January 12, 2021

Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901
Attn: Mr. Michael Cashman
Town Supervisor



Dear Mr. Cashman:

The New York State Department of Transportation is committed to assisting our Municipal partners in responding to emergencies that affect the transportation system. In the event that the local Highway System is impacted by an event, NYSDOT forces can normally only offer assistance when a Governor's Emergency Declaration has been made.

In the absence of a Governor's Emergency Declaration and/or suspension of Highway Law §55, NYSDOT forces can assist local Municipalities with issues on the local Highway System if a Shared Services Agreement has been entered into between the Municipality and New York State. By executing an Agreement beforehand, emergency needs on your Highway System can be addressed without having to wait for paperwork to be processed or an Emergency Declaration to be enacted.

You currently have an Emergency Shared Service Agreement which has expired, or will expire in 2021.

In order to have continued coverage of said agreement, we are inviting you to renew at this time. A new blank Shared Services Agreement form is attached. On page one under item #4, please check your preferred term of agreement (check box 2- or 4-year), the start & end dates, then sign and date under the "MUNICIPALITY" at the bottom of the page. Schedule A on Page 2 can be left blank, as the need will dictate what information is placed here.

Please return the signed Agreement to me at the following address:

New York State Department of Transportation
ATTN: Stephen Rajner, 9th Floor, Dulles State Office Building
317 Washington St.
Watertown, NY 13601

Once all signatures have been made a copy will be returned for your records.

If you have any questions on this matter, please feel free to can contact me at:

Phone: (315) 785-2316

Email: Stephen.Rajner@dot.ny.gov

Sincerely,

A handwritten signature in black ink, appearing to read 'Stephen Rajner', with a stylized flourish at the end.

Stephen Rajner, P.E.

Asst. Regional Director of Operations

SAR:sar

Enclosure: Shared Service Agreement

SHARED SERVICES AGREEMENT
Between
NYSDOT and the Town of Plattsburgh

THIS AGREEMENT, dated _____, 20__, is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Plattsburgh, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. Shared Services shall mean any service provided by one party (Provider) to another party (Recipient). The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed twenty-five thousand dollars (\$25,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to defend and indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The term of this Agreement shall be for two (2) ☐ or four (4) ☐ years from _____ to _____. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT – Region 07

MUNICIPALITY

By: _____ Date: _____
Resident Engineer Clinton County

By: _____ Date: _____
Title: _____

NYSDOT – Region 07

By: _____ Date: _____
Regional Director of Operations

SCHEDULE A

NYSDOT

Description of ☐ services, ☐ materials, or ☐ equipment (Check All that apply) to be shared:

Emergency Services for Undeclared Emergencies to be Determined

Estimated Cost/Value of ☐ services, ☐ materials, or ☐ equipment (Check All that apply):

To Be Determined

Total NYSDOT Cost/Value: _____

MUNICIPALITY

Description of ☐ services, ☐ materials, or ☐ equipment (Check All that apply) to be shared:

To be Determined

Estimated Cost/Value of ☐ services, ☐ materials, or ☐ equipment (Check All that apply):

To Be Determined

Total MUNICIPALITY Cost/Value: _____