

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

*In response to COVID19 the Town Board used a hybrid model for our Town Board meeting tonight. The adaptive practice came from the advice of the Association of the Town and conciliation with our town attorney. We did this in the interest of public health.*

The meeting was called to order at 6:01 p.m. by the presiding officer at the Town Hall on the Banker Road. Pledge

<b>MEMBERS:</b>	<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.021-031

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of January 14, 21 and 28, 2021 be approved and the reading of the minutes be dispensed with.

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

Public Comment- none

*K. Wood*  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

**Resolution No. 021-032**

**Abstract 2B- 21**

**RESOLVED**, that the abstract of audited claims **No.2B-21** for \$409,146.06, **Abstract 2B-21** prepays for the amount \$1,190,739.10 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

**Motion: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: none**

**Roll Call:**

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

<b>Thomas E. Wood</b>	x
<b>Meg E. Bobbin</b>	x
<b>Barbara E. Hebert</b>	x
<b>Charles A. Kostyk</b>	x
<b>Michael S. Cashman</b>	x

  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETINGS  
February 18, 2021**

**Resolution No. 021-033**

**Monthly Department Reports**

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

Building and Grounds - January

Codes and Zoning- January

Dog Control Officer - January

Historian-

Highway Superintendent – January

Justice Court-

Parks and Recreation- January

Planning and Community  
Development –

Safety Committee –

Supervisors Financial Report- January

Tax Receiver-

Town Clerk-January

Water Wastewater – January

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call:**

**Yes   No   Absent   Carried   Tabled**  
x

**Thomas E. Wood**

x

**Meg E. Bobbin**

x

**Barbara E. Hebert**

x

**Charles A. Kostyk**

x

**Michael S. Cashman**

x

*[Handwritten Signature]*  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

**Resolution NO. 021-034**

**Revised Rules and Regulations for the Town of Plattsburgh  
Community Mausoleum**

**WHEREAS**, Rules and Regulations were adopted by the Town Board on August 15, 2016, to secure the peace and good order of the mausoleum and cemetery grounds, to preserve the beauty of the grounds, and to protect the interest of the lot and grave owners, as well as the taxpayers of the Town of Plattsburgh; and,

**WHEREAS**, the Rules and Regulations were reviewed and revised with the ownership transferred to the Town; and

**WHEREAS**, a copy of said proposed Rules and Regulations are attached hereto and made a party hereof; and be it

**RESOLVED**, the Rules and Regulations be adopted and all persons are required to observe these Rules and Regulations and are urged to report any infraction; and, be it further

**RESOLVED**, that a full copy of the Rules and Regulations be available in the office of the Town Clerk, the Mausoleum and the Town's website.

**Motion: Thomas E. Wood**

**Seconded by: Meg E. Bobbin**

**Discussion: Yes**

**Roll Call:**

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

*[Signature]*  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

**Resolution No. 021-035**

**Independent Contractors for Engineering  
Consulting Services -Two year 2021-2022**

**WHEREAS**, resolution 020-177 requesting proposals from qualified registered engineering firms in New York State to provide professional engineering, consulting, and related services for the Planning & Community Development and Codes Departments; and,

**WHEREAS**, RFP's have been received and six highly qualified firms with varied specialization have been identified that best suit the needs of Planning & Community Development and Codes Departments; and,

**WHEREAS**, The Town of Plattsburgh Town Board along with the Planning & Community Development and Codes Departments have reviewed the engineering firms, and wish to enter into an two year Agreement as needed with AES Northeast, AEDA, Behan Planning and Design, Chazen Companies, Elan, and Laberge Group, to provide services as noted in the RFP and scope of services; now, therefore be it

**RESOLVED**, that the Town Board hereby determines that the Supervisor be duly authorized and empowered to execute these Agreements on behalf of the Town of Plattsburgh and that a copy of this Resolution be given to the Planning & Community Development and Codes and Zoning Departments.

**Motion: Meg E. Bobbin**

**Seconded by: Barbara E. Hebert**

**Discussion: Yes**

**Roll Call:**

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

*Kub*  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2020**

**Resolution No. 020-036**

**Interim License Agreement with NYSEG  
For Trade Road**

**WHEREAS**, the Town desires to use a portion of the premises known as NYSEG Limestone Substation property on lands identified as Town of Plattsburgh tax map parcel no. 193.-2-20.3 located at 40 Trade Road to continue with the installation and maintenance of water lines in the Town; and

**WHEREAS**, New York State Electric & Gas has agreed to allow the Town to install and maintain a water main on said parcel and has submitted to the Town of Plattsburgh an interim license agreement to allow for the installation and construction of a water main; and,

**WHEREAS**, the interim license agreement will allow the water main construction to continue in an expeditious manner while a final permanent easement is prepared by New York State Electric & Gas for filing in the County Clerk's Office; and,

**WHEREAS**, due to procedures that New York State Electric & Gas is required to perform by law it is not expected that the permanent easement will be provided for 18 to 24 months; and'

**WHEREAS** the cost associated with the easement are outlined in the interim license agreement and are in the amount of \$5,925.00, and that payment is not due until such time as the permanent easement is provided; and,

**WHEREAS**, the Town Attorney has approved said proposed interim license agreement easement as to form; now, therefore it is

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to execute said interim license agreement; and,

**RESOLVED**, a copy of this be given to the Director of Water and Wastewater, Town Clerk, and Finance Manager and Cool Insurance Company.

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

x

  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

Resolution No. 021-037

Appointment of Designated Employee Representative  
(DER), Nikki Martin

**WHEREAS**, The Supervisor, on behalf of the Town Board, recommends the appointment of Nikki Martin, Senior Account Clerk for the Town of Plattsburgh to serve at the pleasure of the Supervisor and the Town Board as the Designated Employee Representative (DER); therefore be it

**RESOLVED**, that Nikki Martin be assigned to act as an point of contact for all related issues and oversee that regulations are followed; and be it further

**RESOLVED**, a copy of this Resolution be given to the Finance Manager, and a copy be placed in her personnel file.

**Motion: Thomas E. Wood**

**Seconded by: Meg E. Bobbin**

**Discussion: none**

**Roll Call:**

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

  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI MONTHLY MEETING  
February 18, 2021**

**Resolution No. 021-038**

**Appointment of Designated Employee Representative  
(DER), Karen Pepper**

**WHEREAS**, The Supervisor, on behalf of the Town Board, recommends the appointment of Karen Pepper, Account Clerk/ Typist for the Town of Plattsburgh to serve at the pleasure of the Supervisor and the Town Board as the Designated Employee Representative (DER); therefore be it

**RESOLVED**, that Karen Pepper be assigned to act as an point of contact for all related issues and oversee that regulations are followed; and be it further

**RESOLVED**, a copy of this Resolution be given to the Finance Manager, and a copy be placed in her personnel file.

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

  
2/19/21

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
February 18, 2021**

Resolution No. 021-039

2021 Twin State Updated Services Agreement

WHEREAS, the Town of Plattsburgh has identified a need to provide an updated telephone hardware, software and system support and has a contract with Twin State for services needed: and,

WHEREAS, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2021 Budget, for the contract with Twin State in the amount of \$ 5,550.41 and

WHEREAS, the Town attorney has approved as to form for the contract submitted by Twin State; now, therefore be it

RESOLVED, that the contract submitted by Twin State be approved and the Supervisor is authorized to execute the same for the Town of Plattsburgh and 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	
<b>Thomas E. Wood</b>	x				
<b>Meg E. Bobbin</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Michael S. Cashman</b>	x				

  
2/19/21



**TOWN OF PLATTSBURGH TOWN BOARD  
WORK SESSION AGENDA  
February 25, 2021**

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>
<b>MEMBERS:</b> 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	

Public Comments - none

Supervisor's Report

Draft Resolutions

021-xxx Minutes  
021-xxx Agreement with Eagle's Nest Veterinary Services  
021-xxx Purchase of Water Meters for 2021  
021-xxx Closure of Sewer Capitol Projects  
021-xxx Closure of Water Capitol Projects

Committee Reports -

Executive Session – as needed

  
2/24/21

**Motion to go into** Executive Session to discuss proposed, pending or current Litigation with Upstone, city of Plattsburgh medical, financial, credit or employment history of one specific employee or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion, or suspension

**Motion to come out of** Executive session to discuss

Motion by: Barbara E. Hebert

Motion by: Meg E. Bobbin

Seconded by: Charles A. Kostyk

Seconded by: Thomas E. Wood

**Time: 6:09**

**Time: 6:47**

**Roll Call:**            YES    NO

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

**Roll Call:**            YES NO    ABSENT

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

Town Board meeting be adjourned at 6:47 PM.



Handwritten signature and date: 2/26/21