

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

The meeting was called to order at 6:03 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	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Resolution No.021-089

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of May 6, 2021 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. Bobbin			x		
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Public Comment- none

Kalluche
6/9/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution No. 021-090

Abstract 6A- 21

RESOLVED, that the abstract of audited claims **No.6A-21** for \$181,587.45 **Abstract 6A-21** prepays for the amount \$165,121.55 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				

Charles A. Kostyk
6/9/21

TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
June 3, 2021

Resolution NO. 21-091

**Rehabilitation of Sunset Drive & relocation and
improvement of railroad crossing # 249109H**

WHEREAS, the Town of Plattsburgh is a municipal corporation created and existing under and by virtue of the Laws of the State of New York and located in and forming a part of the county of Clinton in said State; and

WHEREAS, the Canadian Pacific Railway is a domestic railroad corporation organized and created by and under the Laws of the State of New York and operating surface railroad and tracks in said state and particularly through the said Town of Plattsburgh; and

WHEREAS, the said Canadian Pacific Railway has for many years owned and operated through the said town, its tracks and railroad and that its tracks extend in a general north direction in and through the said town and that the said tracks are laid and extend 100 feet wide generally throughout said town; and

WHEREAS, the said Town of Plattsburgh has a population in excess of 11,000 and is located [midway] between the Towns of Peru and Beekmantown, and is on the main line of the said railroad and that the traffic of said railroad in the said Town of Plattsburgh is moderate, consisting primarily of 1 north-bound & 1 south-bound Amtrak train per day and typically 1-2 north bound and southbound freight trains per day; and

WHEREAS, attached hereto and forming part of a proposed petition and application to the New York State Commissioner of Transportation, is a Schematic Design Project Summary including maps of a portion of said municipality wherein appears Sunset Drive, together with the railroad tracks owned and operated by the Canadian Pacific Railway in the vicinity of said street; that as appears by and from said map. The existing crossing shown on said map is currently considered to be inadequate and poorly situated due to the curve and steepness in the approach. Sunset Drive will be upgraded overall coinciding with the development of the surrounding Battlefield Memorial Gateway Park, and an improvement by relocation of the crossing should be made concurrently. The proposed relocation of the crossing would be accomplished by straightening the approach, perpendicular to the tracks and creating a new extension beyond the tracks approximately 180 feet north of the existing crossing. The objective of the project is to provide highly desirable waterfront access to the public through enhanced public safety improvements to the crossing; and

WHEREAS, modification of the existing crossing is not ideal as it runs parallel to the tracks then turns 90 degrees suddenly to cross the tracks. This limits the line of sight at the crossing, and due to limited available area, it is not feasible to improve the grading for an enhanced approach; and

WHEREAS, the existing crossing (#249109H) is a minimally improved timber crossing that provides access to waterfront property owned by the Town of Plattsburgh (former USAF fueling docks) as well as one additional private property to the south. The crossing is currently used multiple times a day by non-commercial visitors accessing the jetties for fishing, vistas, and recreation. It is also used periodically by the private landowner to the south as the only deeded access to said property. The existing crossing location and design offers only limited sight distance and no crossing protection in the form of fencing or

traffic control arms. The proposed relocation of the crossing for public use would employ all necessary safety measures as determined by NYSDOT and CP Rail standards. Not only would these improvements provide enhanced access by the public to a valuable waterfront asset, it would improve the access for an existing property owner; and

WHEREAS, said proposed improvements are detailed on the Battlefield Memorial Gateway Schematic Design Project Summary dated March 31, 2021; and

WHEREAS, A petition of the Town Board to the New York State Commissioner of Transportation is required under § 91 of the New York Railroad Law, for the relocation and alteration and improvement of the crossing of Sunset Drive and the railroad operated by Canadian Pacific Railway, and for the subsequent discontinuance of the existing crossing once improvements are completed; now, therefore be it

RESOLVED, that the Town Board does hereby authorize and direct the Town Planning & Community Development Department to prepare said petition; and, be it further

RESOLVED, the Town Board does hereby authorize the Town Supervisor to sign, execute, and transmit the documents necessary for said petition; and, it is further

RESOLVED, that copy of this resolution be provided to the Planning & Community Development & Highway Departments.

Motion to wave the reading go straight to vote: 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	x				
Meg E. Bobbin			x		
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Hebert
8/9/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution No. 21-092

**Amanda Brown, 1813 Military Turnpike,
Wastewater Utilities, Outside User
Agreement**

WHEREAS, the Town of Plattsburgh Water and Wastewater Department has received a request from Amanda Brown, 1813 Military Turnpike, Parcel No. 206.-1-42, Plattsburgh, NY 12901 to become an outside user of the Greater Plattsburgh Sewer Districts; now therefore it is

RESOLVED, that the Supervisor is hereby authorized to sign outside user agreements with the aforesaid individuals authorizing them to become outside users of the District providing each party pays all appropriate fees as set forth in the Agreements and relative permits; and it is further

RESOLVED, that Amanda Brown will be responsible for all installation and other piping; and, it is further

RESOLVED, that Amanda Brown be granted permission to become an outside user to the District as set forth in said Agreement; and be it further

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize and direct the Supervisor to sign such Agreements, on behalf of the District, upon acceptance and approval of the Town Attorney; and it is further

RESOLVED, that a copy of this Agreement be given to the Budget Officer, Water and Wastewater Department and the Town Clerk's Office.

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

*Kostyk
6/9/21*

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution NO. 021-093

**Resignation of Alison Lutz as
Account Clerk/Typist**

WHEREAS, Ms. Alison Lutz has submitted a letter of resignation from her position Account Clerk/Typist effective June 1, 2021; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board, with appreciation for her prior years of service in that position, accept Ms. Lutz's letter of resignation as Account Clerk/Typist; and be it further

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

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

Alison Lutz
6/9/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution No. 021-094

**Appointment of Karla Romeo as
Account Clerk/Typist in the Water Wastewater
Department**

WHEREAS, there is a vacancy for the position of Account Clerk/Typist in the Water & Wastewater Department due to retirement; and

WHEREAS, interviews for the aforementioned position were held by the Director, and Supervisors of the Water & Wastewater Department of eligible candidates provided by Clinton County Department of Personnel; and

WHEREAS, upon the completion of interviews it is the recommendation of the Director and the Water and Wastewater committee that Karla Romeo be appointed to the vacant Water & Wastewater Account Clerk/Typist position; and

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Karla Romeo to the vacant position of Account Clerk/Typist at a pay rate of \$19.98 per hour effective June 21, 2021; and be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for Karla Romeos appointment with a probation period of 12 months; and, it is further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager, the Director of Water & Wastewater Department and one be forwarded to the Clinton County Department of Personnel, and a copy be placed in Karla Romeo's personnel file.

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

Handwritten signature and date: 6/9/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution No. 021-095

**Appointment of Nieves Abad as
Account Clerk/Typist in the Water
Wastewater Department**

WHEREAS, there is a vacancy for the position of Account Clerk/Typist in the Water & Wastewater Department due to retirement; and

WHEREAS, interviews for the aforementioned position were held by the Director, and Supervisors of the Water & Wastewater Department of eligible candidates provided by Clinton County Department of Personnel; and

WHEREAS, upon the completion of interviews it is the recommendation of the Director and the Water and Wastewater committee that Nieves Abad be appointed to the vacant Water & Wastewater Account Clerk/Typist position; and

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Nieves Abad to the vacant position of Account Clerk/Typist at a pay rate of \$19.98 per hour effective June 23, 2021; and be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for Nieves Abad's appointment with a probation period of 12 months; and, it is further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager, the Director of Water & Wastewater Department and one be forwarded to the Clinton County Department of Personnel, and a copy be placed in Nieves Abad's personnel file.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

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				

Handwritten signature
6/9/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
June 3, 2021**

Resolution No. 021-096

**Contract with Elan Planning for Preparation of CFA
for Battlefields Memorial Gateway**

WHEREAS, the Town of Plattsburgh has a current and active 2-year term contract with Elan Planning located at 18 Division Street, Studio 304 Saratoga Springs, NY 12866; and

WHEREAS, Elan Planning has previously prepared a Schematic Design Project Summary for the Battlefields Memorial Gateway dated March 31, 2021 which includes project cost estimates for multiple phases (components); and

WHEREAS, grant funding for the project may be available through the New York State Consolidated Funding Application Process; and

WHEREAS, Elan Planning has provided a quote for \$6,500 to prepare and submit an application on behalf of the Town; and

WHEREAS, the Town Board finds it to be in the best interest of residents, to apply for grant funding through the NYS Consolidated Funding Application (CFA) Process in order to implement the proposed waterfront project; now, therefore it be

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to enter into an agreement with Elan Planning to prepare and submit a CFA on behalf of the Town; and, it is further

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Planning and Community Development Department to proceed with the CFA process and further authorize the Supervisor to execute the associated grant application documents and forms.

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				

*Handwritten signature: Kostyk
6/9/21*

**TOWN OF PLATTSBURGH
TOWN MONTHLY MEETING
June 3, 2021**

Motion to go into Executive Session **Motion to come out of Executive Session**
 Medical, financial, credit or employment history
 Of five persons or matters leading to said dismissal, removal,
 Promotion, appointment, employment discipline, demotion, or suspension

Motion by: Thomas E. Wood
 Seconded by: Charles A. Kostyk
 Time: 6:16

Motion by: Barbara E. Hebert
 Seconded by Thomas E. Wood
 Time: 6:30

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

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

RESOLVED, that this Town Board meeting be adjourned at 6:30 PM.

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion:

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

Kostyk
6/9/21

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
June 10, 2021**

The meeting was called to order at 6:01 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. Bobbin, Councilor	x	
Barbara E. Hebert, Councilor	x	
Charles A. Kostyk, Councilor	x	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Public Comments

Supervisor's Report

Draft Resolutions

021-xxx Minutes
021-xxx Monthly Reports
021-097 Request for New Vehicles: 3 – Highway, 2 – W/S
021-xxx Resignation of Patricia Baker as Account Clerk/Typist
021-xxx Reclassification: Nikki Martin Promotion Senior Payroll/Personnel Associate
021-xxx SEQRA Determination for 2021 Zoning Ordinance and Map Amendment
021-xxx Zoning Ordinance and Map Amendment for the Town of Plattsburgh 2021

Committee Reports -

Town Board meeting be adjourned at 6:25 PM.

Kathryn B. Kalluche
6/14/21

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 10, 2021**

Resolution No.021-097

Request for New Vehicles: 3 – Highway, 2 – W/S

WHEREAS, the Town Highway Department needs 3 new vehicles to replace current vehicles, the Water Department needs 2 new vehicles to replace current vehicles, and

WHEREAS, each Department has complied with the NYS, OGS procurement requirements for acquisition by the completion of the competitive mini-bid process executed via the NYS Vehicle Marketplace; therefore be it

RESOLVED, to accept the following bids:

Highway: Van Bortel – Quantity 2 – 2022 Ford F250 XL Reg. Cab 4WD 8' box 142 WB with Fisher Plow @ \$37,490.26 = \$74,980.52

NYE Automotive – Quantity 1 – 2022 Ford F350XL Super Cab 4WD 6.75' box with Fisher Plow @ \$42,467.00

Water: Van Bortel – Quantity 1 – 2022 Ford F250 XL Super Cab 4WD 6.75' box 148 WB with Fisher Plow @ \$40,826.63

TBD – Quantity 1 – 2022 Ford F350 XL Regular Cab 4WD with Knapheide Utility body with Fisher Plow @ approximately \$50,000.00

pursuant to the New York State Office through the General Services Standards and Purchase Group Contract; and it is further

RESOLVED, that the Town Board does hereby grant permission to purchase the above vehicles, and a copy of this resolution be given to the Highway Superintendent, Water/Waste Water Director, and Finance Manager.

Motion: Charles A. Kostyk

Seconded by: Barbara. Hebert

Discussion: Yes

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

Kostenko
6/10/21