

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
August 5, 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

<b>MEMBERS:</b>	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
<b>Michael S. Cashman, Supervisor</b>	<b>x</b>	
<b>Thomas E. Wood, Councilor</b>	<b>x</b>	
<b>Meg E. Bobbin, Councilor</b>	<b>x</b>	
<b>Barbara E. Hebert, Councilor</b>	<b>x</b>	
<b>Charles A. Kostyk, Councilor</b>	<b>x</b>	
<b>Kathryn B. Kalluche, Town Clerk</b>	<b>x</b>	
<b>James J. Coffey, Town Attorney</b>	<b>x</b>	

**Resolution No.021- 130**

**Approve Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of July 1 and July 8, 2021 be approved and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**

**Seconded by: Meg E. Bobbin**

**Discussion: none**

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

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

**Public Comment- none**

*Kathryn Kalluche*  
8/9/21

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
August 5, 2021**

**Resolution No. 021-131**

**Abstract 8A- 21**

**RESOLVED**, that the abstract of audited claims **No.8A-21** for \$2,538,692.70, **Abstract 8A-21A** prepays for the amount \$415,606.29 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>
			x	

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

*Kostykall*  
*8/9/21*

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
August 5, 2021**

**Resolution No. 021-132**

**Deputy Supervisor Appointment**

**RESOLVED**, pursuant to Section 42 of the Town Law that Councilor Charles A. Kostyk be appointed by the Supervisor to serve at his pleasure as Deputy Supervisor for the Town of Plattsburgh effective immediately; and, be it further

**RESOLVED**, that take an oath of office within thirty days of this Resolution and, in the absence of the Supervisor, that Charles A. Kostyk be given Signatory authority in the same capacity as the Town Supervisor currently is; and, be it further

**RESOLVED**, that copies of this Resolution be given to Mr. Kostyk, one be placed in his personnel file and one sent to the New York State Retirement Board.

**Motion: Barbara E. Hebert**

**Seconded by: Meg E. Bobbin**

**Discussion:**

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

*Charles A. Kostyk*  
8/7/21

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
August 5, 2021**

**Resolution NO. 21-133**

**3% Site Plan Return Deposit for Hutting Nissan  
Site Plan 2018**

**WHEREAS**, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Hutting Nissan 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 \$11,974.05 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 Hutting Nissan.

**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	

<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

*Kate B. Kalk*  
8/9/21

**TOWN OF PLATTSBURGH  
TOWN MONTHLY MEETING  
August 5, 2021**

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**RESOLVED**, that this Town Board meeting be adjourned at **6:20 PM**.

**Motion by: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion:**

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

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*Kate Hall*  
8/9/21

**TOWN OF PLATTSBURGH TOWN BOARD  
WORK SESSION AGENDA  
August 12, 2021**

**\*Town Board to meet at 5:30 for board photo's**

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	
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  
021-134 Contract of Services EFPR  
021-135 Treadwells and West Plattsburgh Parks Improvements  
021-136 Contract with AES Northeast /Ampersand Dr./Rugar St. Intersection  
021-137 Award Construction Contract for Rugar/Ampersand Intersection Improvements  
021-138 Updated Investment Policy  
021-xxx Two Brothers Recycling LLC Junkyard Permit at 28 Flanagan Drive  
021-xxx Non Compliance of Junk Yard at 55 Hammond Lane  
021-xxx 2021 Culvert Pipe Order  
021-xxx Ad for Budget Work Shops

**Committee Reports -**

Town Board meeting be adjourned at 6:38 PM.

*Kalluche*  
8/13/21

**TOWN OF PLATTSBURGH**  
**TOWN BOARD WORK SESSION**  
**August 12, 2021**

**Resolution NO. 021-134**

**EFPR Group**

**WHEREAS**, the Town Board of the Town of Plattsburgh has determined that it is in the best interest of the Town to obtain professional consultant services for purposes of examining and reviewing Town books and financial reports to prepare an audit for the year 2021; and

**WHEREAS**, the Town, in accordance with the Single Audit act of 1984 and the Single Audit Amendment of 1996 (Federal Public Law 98-502), contacted by mail several accounting firms and received proposals for review and then followed-up with formal interviews; and

**WHEREAS**, it was determined that the services offered by the firm of EFPR Group will best meet the auditing needs of the Town of Plattsburgh; and

**WHEREAS**, the firm of EFPR Group have agreed to perform the above service as indicated by the attached proposal letter; now, therefore be it

**RESOLVED**, the Town Board of the Town of Plattsburgh, upon approval and recommendation of the Town Attorney, does hereby accept the proposal as submitted by EFPR Group for auditing services for the year 2021; and it is further

**RESOLVED**, that the Supervisor be and hereby is authorized and directed to execute an Agreement for said consulting services as stated in the attached proposal with billing and payments made through the normal Purchase Order process; and be it further

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

**Motion: Barbara E. Hebert**

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

*Kelly Kella*  
8/13/21

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
August 12, 2021**

**Resolution No. 21-135**

**Treadwell's Mills and West Plattsburgh Park  
Improvements**

**WHEREAS**, Ms. Defayette has obtained formal written quotes for the purchase in Treadwell Mills Park of new pavement for basketball court, replacement of two basketball backboards, two sets of Corn hole boards and new lines for the court and in West Plattsburgh Park, a tennis court conversion to Pickle ball court's that were received and reviewed by Ms. Defayette; and be it

**WHEREAS**, the total quotes from Treadwell's Mill Park is \$16,300 and West Plattsburgh Park is \$19,200 and that Funds from the Parkland Trust accounts will be used to offset some of the cost Treadwell's Mills \$6,300.00 and West Plattsburgh Park \$6,200.00; therefore, be it

**RESOLVED**, that the Town Board does hereby authorize the purchases for the Treadwell Mill's and West Plattsburgh park improvements, and, it is further

**RESOLVED**, that the Supervisor be and he hereby is authorized to sign all related documents relative to the Treadwell Mills Park and West Plattsburgh Park to be made payable from the Field Maintenance Account A1620.4116.0000 for 2021; and, it is further

**RESOLVED**, that a copy of this Resolution be forwarded to the Finance Manager, Ms. Defayette, Youth Service and Recreation Director and Building and Grounds Department Head.

**Motion: Meg E. Bobbin**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

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

*Kate G. Kall*  
8/13/21

**TOWN OF PLATTSBURGH  
TOWN WORK SESSION  
August 12, 2021**

**Resolution No. 021-136**

**Contract with AES Northeast for supplemental task  
associated with bidding & construction management  
for Ampersand Dr. /Rugar St. intersection**

**WHEREAS**, the Town of Plattsburgh has a current and active 2-year term contract with AES Northeast, located at 10-12 City Hall Place Plattsburgh, NY 12901; and

**WHEREAS**, AES Northeast Planning has previously prepared the Rugar/Ampersand intersection improvements construction plans and bid documents; and

**WHEREAS**, the Town of Plattsburgh has issued requests for and accepted multiple bids for construction of said improvements; and

**WHEREAS**, the Town Board has determined that supplemental services included but not limited to, construction management and inspections will be required for the project; and

**WHEREAS**, AES Northeast has provided an authorization request letter dated July 26, 2021 detailing a scope of services to be provided and an estimated cost not anticipated to exceed \$86,200.00; 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 AES Northeast to provide supplemental services as outlined in the authorization request letter dated July 26, 2021.

**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>
				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				

*Kelly Hall*  
8/13/21

**TOWN OF PLATTSBURGH  
TOWN WORK SESSION  
August 12, 2021**

**Resolution No. 021-136**

**Contract with AES Northeast for supplemental task  
associated with bidding & construction management  
for Ampersand Dr. /Rugar St. intersection**

**WHEREAS**, the Town of Plattsburgh has a current and active 2-year term contract with AES Northeast, located at 10-12 City Hall Place Plattsburgh, NY 12901; and

**WHEREAS**, AES Northeast Planning has previously prepared the Rugar/Ampersand intersection improvements construction plans and bid documents; and

**WHEREAS**, the Town of Plattsburgh has issued requests for and accepted multiple bids for construction of said improvements; and

**WHEREAS**, the Town Board has determined that supplemental services included but not limited to, construction management and inspections will be required for the project; and

**WHEREAS**, AES Northeast has provided an authorization request letter dated July 26, 2021 detailing a scope of services to be provided and an estimated cost not anticipated to exceed \$86,200.00; 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 AES Northeast to provide supplemental services as outlined in the authorization request letter dated July 26, 2021.

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

*Katey Skell*  
8/13/21

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
AUGUST 12, 2021**

**Resolution No. 021 –137**

**Award Construction Contract for  
Rugar/Ampersand Intersection  
Improvements & Signalization 2021**

**WHEREAS**, The Town of Plattsburgh in 2021 did issue an invitation to bid, for construction of improvements at the Rugar Street/Ampersand Drive intersection; and

**WHEREAS**, A pre-bid conference was held on July 14, 2021 at 10:00am; and

**WHEREAS**, Bids were received until the deadline of 11:00am on August 4, 2021; and

**WHEREAS**, the Town did receive 3 responses from qualified contractors and the bids were opened and read publically at the Town hall on August 4, 2021 at 11:00am; and

**WHEREAS**, the bids have been reviewed by the Town Board, Planning & Community Development Department, and the Town's Engineering Consultant AES Northeast who has provided recommendations for consideration; now, therefore, be it

**RESOLVED**, that The Town Board has determined Luck Bros. Inc. to be fully qualified to execute the project and that they have also provided a bid of reasonable value; and, be it further

**RESOLVED**, That the bid price of \$ 695,840.00 with a contingency of \$70,000.00 is reasonable, comparable to the estimated cost provided in the construction bid documents prepared by AES Northeast for the Town, and consistent with current construction prices; and, be it further

**RESOLVED**, that after the Town Attorney has reviewed the contract Agreement and upon his approval, the Town Board hereby authorizes the Supervisor to enter into a contract for services as indicated; and, it is further

**RESOLVED**, that a copy of this Resolution be forwarded to Luck Bros. Inc., AES Northeast, the Planning & Community Development Department, Finance Manager and the Town Clerk.

**Motion: Charles A. Kostyk**

**Seconded by: Meg E. Bobbin**

**Discussion: Yes**

**Roll Call:**

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

*Kathy Hall*  
8/13/21

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION MEETING  
August 12, 2021**

**Resolution No.021-138**

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

*Kutyska*  
8/13/21

**Town of Plattsburgh**  
Investment Policy  
Revised 8.12.2021

**1) SCOPE**

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

**2) OBJECTIVES**

The primary objectives of the local government's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legality)
- To adequately safeguard principal (safety)
- To provide sufficient liquidity to meet all operating requirements (liquidity)
- To obtain a reasonable rate of return (yield).

**3) DELEGATION OF AUTHORITY**

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

**4) PRUDENCE**

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment



**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**

*The Town is an equal opportunity provider and employer.*

*Michael Cashman  
Supervisor*

*Chuck Kostyk  
Deputy Supervisor  
Councilperson*

August 24, 2021

TO: Honorable Michael Cashman and  
Members of the Town Board

RE: TDC Industrial Blvd Site Plan Modification 2020  
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 TDC Industrial Blvd Site Plan Modification 2020, to be released. The amount for the deposit placed on file is \$12,288.08. 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 \$12,288.08 plus accrued interest be refunded to The Development Corporation.

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