

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
December 9, 2021**

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

Present **Absent**

MEMBERS: Michael S. Cashman, Supervisor
Thomas E. Wood, Councilor
Meg E. Bobbin, Councilor
Barbara E. Hebert, Councilor
Charles A. Kostyk, Councilor
Kathryn B. Kalluche, Town Clerk
James J. Coffey, Town Attorney

Public Comments

Supervisor's Report

Draft Resolutions

021-xxx Minutes
021-xxx Monthly Reports
021-xxx Appointments to Park and Recreation Advisory Committee
021-xxx Reappointment of Elizabeth Duhaime to the Finance Committee
021-xxx Drug and Alcohol Testing
021-221 Appointment of Robin Burgess as Deputy Town Clerk
021-222 Local Law #1 of 2021 Annex Certain Property Located at 15/27 Lemay Drive in the City of Plattsburgh
021-xxx Appointment of Town of Plattsburgh Delegate for the 2022 Association of Towns Meeting

Committee Reports -

Town Board meeting be adjourned at _____ PM.

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 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	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Resolution No.021-184

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of October 7, 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-

Kathryn B. Kalluche
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No. 021-185

Abstract 11A- 21

RESOLVED, that the abstract of audited claims **No.11A-21** for \$1,217,708.19, **Abstract 11A-21A** prepays for the amount \$164,729.68 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:

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

Karyn Kalk
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No. 021-186

Adoption of The 2022 Budget

WHEREAS, the Town Board of the Town of Plattsburgh has met at the time and place specified in the notice of public hearing to review the entire 2022 Preliminary Budget and heard all persons desiring to be heard thereon; now, therefore, it is

RESOLVED, that after meeting with Department Heads and having the public hearing, the Preliminary Budget was amended and hereby is adopted as the Final Budget for the Town of Plattsburgh for the fiscal year beginning the first day of January 2022 and that the attached Budget, as adopted, be entered in detail in the minutes of the proceedings of the Town Board; and, it is further

RESOLVED, that the Supervisor shall prepare and certify in duplicate, copies of said Annual Budget as adopted by this Town Board, together with the Assessment Rolls for benefit improvements, adopted pursuant to Sections 116 and 202A, Subdivision 2 of the Town Law and deliver one copy thereof to the Clinton County Board of Legislators; 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				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Kay Zalkin
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No.021-187

Completed Assessment Rolls for 2022

WHEREAS, the Town Board of the Town of Plattsburgh has met at the time and place specified in the notice of public hearing to review the completed Assessment Rolls for the ambulance, water, sewer, storm water management, lighting and highway districts and heard all persons desiring to be heard thereon; now, therefore, it is

RESOLVED, that the completed Assessment Rolls be and hereby are adopted as the Annual Assessment Rolls for the Town of Plattsburgh; and, be it further

RESOLVED, that the Supervisor, shall prepare and certify in duplicate copies of the Assessment Rolls for benefit improvements, adopted pursuant to Sections 116 and 202A, Subdivision 2 of the Town Law and deliver one copy thereof to the Clinton County Board of Legislators; and, be it further

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

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			

Kelly Hall
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No. 021-188

North Country Life Flight

WHEREAS, North Country LIFE FLIGHT, Inc. is a not-for-profit, tax exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the medical portion utilizing the New York State Police helicopter based in Saranac Lake and private fixed-wing aviation resources; and

WHEREAS, the New York State Police and private fixed-wing aviation resources do not provide a medically trained team or medical equipment for patient transport; and

WHEREAS, the people of Clinton, Essex, Franklin, Hamilton and St. Lawrence Counties receive a vital emergency medical service which is free of charge to critically ill and seriously injured patients and therefore municipal governments are asked to pledge monies for this worthwhile program; now, therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh hereby authorizes the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc., for the purpose of operation the medical component of the medivac program which will serve its residents and visitors, for the amount of \$500.00, which represents the Town's share for 2022; and be it further

RESOLVED, that the sum of \$500.00 shall be charged to the Community Services Fund Account for the 2021 Budget; 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				

Karyn Kull
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No. 021-189

Transfer of Equipment to the Town of Dannemora

WHEREAS, the Town of Plattsburgh Parks and Recreation department has an agreement with Clinton County Health Department for storage of equipment; and,

WHEREAS, that equipment is stored on a trailer owned by the town of Plattsburgh that is only used for such purpose however, we are running out of storage space; and,

WHEREAS, and the Town of Dannemora has offered to store this equipment with the County's permission; therefore, be it

RESOLVED, that the Supervisor is hereby authorized to sign any and all related documents required for the transfer; and be it further

RESOLVED, that copy this resolution be given to the Town Clerk and Finance Manager and the Clinton County Health Department.

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

Kostyk
11/10/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
November 4, 2021**

Resolution No. 021-190

Delinquent Water and Sewer Relieve Charges

WHEREAS, certain water and wastewater bills have not been paid and are now delinquent; therefore, be it

RESOLVED, that the list of delinquent water and wastewater charges in the respective district for 2021, submitted by the Water and Wastewater Department, be accepted and placed on file and that a copy be forwarded to the Clinton County Board of Legislators to be added to the 2022 Tax Roll and a copy be given to the Town Clerk pursuant to Section 198(3) of the Town Law; 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

Katy Kauch
11/10/21

**TOWN OF PLATTSBURGH
TOWN MONTHLY MEETING
November 4, 2021**

RESOLVED, that this Town Board meeting be adjourned at 6:19 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	absent		
Meg E. Bobbin	absent		
Barbara E. Hebert	x		
Charles A. Kostyk	x		
Michael S. Cashman	x		

Katey Haller
11/10/21

**TOWN BOARD MEETING
PUBLIC HEARING
November 4, 2021**

NOTICE is hereby given that the Town of Plattsburgh Town Board will meet and hold public hearings thereon at the Town Hall located on the Banker Road, in the Town of Plattsburgh, Clinton County, New York on Thursday, November 4, 2021 at 6:10 p.m. prevailing time in relation to

Town of Plattsburgh Consolidated Water District
Town of Plattsburgh Consolidated Sewer District
Base Water District
Base Sewer District
Base Storm Water Management District
Base Highway Maintenance Improvement District
Highway (Town Wide)
Town of Plattsburgh Lighting Districts
Consolidated Ambulance and, it is further

1. Acceptance of Written Comments into the Record of the Hearing

2. Open Public Hearing to the Floor for Public Comment

Motion to OPEN Public Hearings

Motion by: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: none

Roll Call:

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

Time: 6:10 PM

Motion to CLOSE Public Hearings

Motion by: Charles A. Kostyk

Seconded by: Barbara E. Hebert

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

Time: 6:12 PM

Karyn Kaler
11/10/21

**TOWN BOARD MEETING
PUBLIC HEARING
November 4, 2021**

NOTICE is hereby given that the Town of Plattsburgh Town Board will meet and hold public hearings thereon at the Town Hall located on the Banker Road, in the Town of Plattsburgh, Clinton County, New York on Thursday, November 4, 2021 at 6:05 p.m. prevailing time in relation to

Preliminary Budget 2022 and Elected Official's Salaries

1. Acceptance of Written Comments into the Record of the Hearing

2. Open Public Hearing to the Floor for Public Comment

Motion to OPEN Public Hearings

Motion by: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Motion to CLOSE Public Hearings

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: none

Roll Call:

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

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

Time: 6:05 PM

Time: 6:11 PM

Handwritten signature and date:
11/11/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
November 18, 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:

PRESENT ABSENT

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.021-191

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of October 14, 2021 be approved and the reading of the minutes be dispensed with.

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				

Public Comment- none

Kathryn Kalluche
11/30/21

TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
November 18, 2021

Resolution No. 021-192

Abstract 11B- 21

RESOLVED, that the abstract of audited claims **No.11B-21** for \$709,817.16, **Abstract 11B-21** prepays for the amount \$1,003,786.53 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	

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

Kathy Kala
11/30/21

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

Resolution No. 021-193

Monthly Department Reports

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

Building and Grounds - October

Codes and Zoning- October

Dog Control Officer -

Historian-

Highway Superintendent – October

Justice Court-

Parks and Recreation- October

Planning and Community Development
November

Safety Committee –

Supervisors Financial Report- October

Tax Receiver-

Town Clerk- October

Water Wastewater – October

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

Katie Fulk
11/30/21

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

Resolution No. 21-194

**Water Rate Adjustment Effective
Jan 1, 2022**

WHEREAS, the Greater Town of Plattsburgh Consolidated Water District and the PARC District, are duly established water districts, and have appropriated expenditures for operation and maintenance of its water systems; and

WHEREAS, the Town Board recognizes that the responsibility of maintaining a safe and reliable water system requires increases in rates that will both sustain its systems as well as prepare for any future capital improvements; and

WHEREAS, the proposed rate adjustment shall become fully effective January 1, 2022 and be retroactive to the date of the previous billing period, including any and all outside users, excluding those who fall under an inter-municipal Agreement to be set as follows:

The metered rate shall be: \$3.27 per 1,000 gallons after the minimum, with a minimum per month of \$10.70 for 0-2,333 gallons or \$32.10 for 0-7,000 gallons per quarter based on customer's billing frequency; therefore, be it

RESOLVED, that these new rates shall be in place and effective the first full quarterly billing cycle retroactive as noted; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Tax Receiver and the Water and Wastewater Department.

Motion: Meg E. Bobbin

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				
Charles A. Kostyk	x				
Michael S. Cashman	x				

[Handwritten Signature]
11/30/21

**TOWN OF PLATTSBURGH
TOWN SEMI MONTHLY MEETING
November 18, 2021**

Resolution No. 021-196

**Highway Department Purchase
Request for New Plow Truck**

WHEREAS, the Town Highway Department truck has maintenance needs exceeding the value and the Department's ability to safely operate said vehicle; and

WHEREAS, Tim DuBrey, Highway Superintendent and Greg Burnell Deputy Highway Superintendent, have complied with the NYS, OGS procurement requirements for vehicle acquisition by the completion of the competitive mini-bid process executed via the NYS Vehicle Marketplace; therefore be it

RESOLVED, to receive a letter dated November 4, 2021 Tim DuBrey, Highway Supervisor, requesting permission to purchase one (1) 2023 Freightliner Plow truck with TENCO equipment in the amount of \$ 242,557.00 for use by the Town of Plattsburgh Highway Department 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 Mr. DuBrey to order said trucks and the Supervisor is hereby authorized to sign any related documents required for their purchase; and it is further

RESOLVED, that payment for said purchase will be made payable from the 2022 Highway Budget Equipment & Capital Outlay Account # DA-5130-2000 and that a copy of this Resolution be given to the Superintendent of the Highway Department, Town Clerk and the Finance Manager.

Motion: Thomas E. Wood

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				

K. A. Kostyk
11/30/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
November 18, 2021**

Resolution No. 21-197

October September Budget Amendment

WHEREAS, the Town may need to amend the 2021 budget to reflect changes in revenues and expenditures during the year;

WHEREAS, the budget amendments will be offset from existing fund balance or additional revenues; therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh authorize the following budget amendment as attached: and be it further

RESOLVED, that a copy of this Resolution be given to 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				

Kathy Kalle
11/30/21

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

Resolution No.021-198

Employee Assistance Services (EAS)

WHEREAS, the Town of Plattsburgh ("Town" herein) has had an annual contract with the Clinton County Mental Health Association, Inc., doing business as Employee Assistance Services ("Agency" herein), whereby Agency provides informational services to the Town as an employer and, among other services, provides counseling to employees of the Town; and

WHEREAS, the Agency will submit to the Town its Town of Plattsburgh Employee Assistance Services Annual Report from January 1, 2022 to December 31, 2022 upon completion in January 2023; and

WHEREAS, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2022 Budget, sufficient funds to pay for the renewal of a one-year contract with Agency: now, therefore, it is

RESOLVED, that the one-year renewal contract submitted by the Agency is approved and the Supervisor is authorized to execute the same for the Town for the year 2022; and, be it further

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

Motion waive the reading and go straight to vote: Thomas E. Wood

Seconded by: Meg E. Bobbin

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

Patrycja Kuller
11/30/21

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

Resolution NO.021-199

**Change Order #2 for Rugar Street and
Ampersand Drive Improvements Sidewalk Extension**

WHEREAS, Luck Brothers LLC have submitted a change order request for additional paving and sidewalks for Rugar Street and Ampersand Drive Improvements; and

WHEREAS, Trevor Cole, of Planning and Community Development, Kevin Farrington of AES, and Tim DuBrey, Highway Superintendent reviewed all materials received for the additional improvements of paving and sidewalk work; therefore, be it

RESOLVED, that the Supervisor is hereby authorized and directed to execute the Agreement for said services totaling \$69,515.00; and it is further

RESOLVED, that a copy of this Resolution be given to the Highway Superintendent and Planning and Community Development Department Head, Finance Manager and AES .

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				
Charles A. Kostyk	x				
Michael S. Cashman	x				

*For 3rd Karlin
11/30/21*

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

Resolution NO.021-200

**Appointment of Lynn Decker as Second
Deputy Town Clerk and Registrar of Vital Statistics**

WHEREAS, Town Clerk Katie Kalluche has submitted a letter dated November 12, 2021 appointing Lynn Decker as Deputy Town Clerk and Registrar of Vital Statistics for the Town of Plattsburgh to serve at the pleasure of the Town Clerk; therefore, be it

RESOLVED, that the Town Board does hereby accept the appointment of Ms. Decker as Deputy Town Clerk and Deputy Registrar and that this take effect after a back ground check is completed the pay rate of \$12.50 per hour; and be it further

RESOLVED, that Ms. Decker take an oath of office within thirty days of this Resolution and that a copy be put in her personnel file and a one be sent to the State Retirement Board; 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				
Charles A. Kostyk	x				
Michael S. Cashman	x				

Katie Kalluche
11/30/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
November 18, 2021**

Resolution NO. 021-201

**Request to Purchase Rubber Snow Blades for Highway
Department**

WHEREAS, it is necessity to maintain equipment for the continued maintenance and improvements of Town Highways within the Town of Plattsburgh; and

WHEREAS, Procedures for Purchase of Commodities, Equipment or Goods and Contract Values requires the Town to solicit price quotes for amounts in excess of \$5,000.00; and

WHEREAS, Tim DuBrey, Highway Superintendent has solicited prices and is requesting permission to place an order for rubber drilled snow blades; and

WHEREAS, quotes have been received and the lowest total estimated cost of the rubber blades for the snow plows is \$6,108.00.00; therefore be it

RESOLVED, that the Town Board approve the purchases as recommended and that the Highway Superintendent is hereby authorized to make said purchases; and be it further

RESOLVED, that payment be made payable from the 2021 Highway Budget Equipment & Capital Outlay Account # DA-5130-4200 and that a copy of this Resolution be given to the Finance Manager .

Motion by: Meg. E. Bobbin

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				

Handwritten signature: Thomas E. Wood
11/30/21

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

Resolution No. 021-202

Highway Garage Door Sensor Replacement

WHEREAS, the Buildings and Grounds Department obtained a quote for the replacement of 9 safety sensor's for the Highway Garage doors through North Country Door Systems at a cost of \$8,000.00; therefore, be it

RESOLVED, that the Town Board does hereby authorize the replacement of the Highway Garage Door Safety Sensors, and be it further

RESOLVED, that payment for the replacement will be made from the Building & Ground's Building Repairs and Maintenance Account A1620.4510.000; and that a copy of this Resolution be given to the Building & Grounds Department Head and Finance Manager.

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

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

Kathy Haller
11/30/21

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

Resolution No. 021-203

**Appointment of Brent Davis as
Water and Wastewater Maintenance
Worker I in the Water Wastewater
Department**

WHEREAS, there is a vacancy for the position of Water and Wastewater Maintenance Worker I in the Water & Wastewater Department due to transfer to Building and Grounds; and

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

WHEREAS, upon the completion of interviews it is the recommendation of the Director and the Water and Wastewater committee that Brent Davis be appointed to the vacant Water & Wastewater Maintenance Worker I position; and

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Brent Davis to the vacant position of Water and Wastewater Maintenance Worker I at a pay rate of \$21.85 per hour effective December 6, 2021; and be it further

RESOLVED, that this appointment become effective following Civil Service final approval and that the Supervisor is hereby authorized to sign all necessary documents for Brent Davis'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 Brent Davis's personnel file.

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

*Handwritten signature: Zayzay K...
11/30/21*

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

Resolution No. 021-204

**TOWN OF PLATTSBURGH
RESOLUTION CLASSIFYING A CERTAIN ACTION
AS AN UNLISTED ACTION PURSUANT TO THE
STATE ENVIRONMENTAL QUALITY REVIEW
ACT (SEQRA), DECLARING THE TOWN LEAD
AGENCY FOR PURPOSES OF AN
UNCOORDINATED REVIEW THEREUNDER AND
DETERMINING THAT THE ACTION WILL NOT
HAVE A SIGNIFICANT EFFECT ON THE
ENVIRONMENT**

WHEREAS, in furtherance of that certain Plattsburgh Compact between the City of Plattsburgh (the "City") and the Town of Plattsburgh (the "Town") and Settlement Agreement between the City and the Town, the City and Town have reviewed and considered the proposed annexation of certain lands owned by the County of Clinton, New York (the "County") located on LeMay Drive and situated within the City, into the Town (the "LeMay Avenue Annexation"); and

WHEREAS, via Resolution passed on September 8, 2021 (No. 622), the County expressed its approval of the LeMay Annexation and authorized to initiate such annexation via petition to the City and the Town; and

WHEREAS, on September 13, 2021, the Town received a Petition for Annexation, together with exhibits thereto (the "Petition"), proposing the annexation of approximately 18.05+/- acres of real property located at 15/27 LeMay Drive in the City, identified by County Tax Parcel No. 233.6-1-2.1 (the "Property") from the City to the Town; and

WHEREAS, as the Property is uninhabited and wholly owned by the County; and

WHEREAS, pursuant to SEQRA, the Town is required to make a determination with respect to the environmental impact of any "action" (as defined SEQRA) to be taken by the Town and the determination on the request for the LeMay Avenue Annexation constitutes such an action; and

WHEREAS, to aid the Town in determining whether the action described above may have a significant adverse impact upon the environment, Part I of a Full Environmental Assessment Form (the "*EAF*") was prepared by the County, a copy of which is on file at the office of the Town; and

WHEREAS, the Town has examined and reviewed the EAF in order to classify the action and make a determination as to the potential significance of the action pursuant to SEQRA; and

NOW THEREFORE BE IT RESOLVED THAT the Town adopts the following resolution with regard to consideration of the potential significant adverse environmental impacts of the LeMay Avenue Annexation pursuant to SEQRA:

(1) Based upon an examination of the materials provided by the County in furtherance of the LeMay Avenue Annexation, the representations of the County therein, the criteria contained in 6 NYCRR §617.7(c), the Town's knowledge of the area surrounding the area to be annexed and such further investigation of the LeMay Avenue Annexation and its environmental effects as the Town has deemed appropriate, the Town makes the following findings and determinations pursuant to SEQRA:

(a) The action constitutes an "Unlisted Action" (as said quoted term is defined in SEQRA);

(b) The Town declares itself "Lead Agency" (as said quoted term is defined in SEQRA) with respect to an uncoordinated review pursuant to SEQRA;

(c) The action will not have a significant adverse effect on the environment, and the Town and hereby issues a negative declaration pursuant to SEQRA, attached hereto as **Exhibit "A"**, which shall be filed in the office of the Town in a file that is readily accessible to the public.

(2) A copy of this Resolution, together with the attachments hereto, shall be placed on file in the office of the Town where the same shall be available for public inspection during business hours.

(3) This Resolution shall take effect immediately. The Town Clerk is hereby authorized and directed to distribute copies of this Resolution and do such further things or perform such acts as may be necessary or convenient to implement the provisions of this Resolution.

(4) The Town hereby authorizes Town representatives to take all further actions deemed necessary and appropriate to fulfill the Town's responsibilities under SEQRA.

Motion: Thomas E. Wood
Seconded by: Barbara E. Hebert

The question of the adoption of the foregoing Resolution was duly put to a vote on roll call, which resulted as follows:

	Yea	Nay	Absent	Abstain
Michael S. Cashman	[x]	[]	[]	[]
Barbara E. Hebert	[x]	[]	[]	[]
Charles A. Kostyk	[x]	[]	[]	[]
Meg LeFevre	[x]	[]	[]	[]
Tom Wood	[x]	[]	[]	[]

The Resolution was thereupon duly adopted this 18th day of November, 2021.

K. J. Hall
11/30/21

**TOWN OF PLATTSBURGH
TOWN SEMI MONTHLY MEETING
November 18, 2021**

Resolution No. 21-205

**Receiving Findings and Recommendations from
Town Planning Board for Clinton County Zoning
Amendment 2021**

WHEREAS, at its regularly scheduled meeting on September 2, 2021, the Town of Plattsburgh Town Board, received a Petition from the County of Clinton, New York, the duly authorized representatives and owners of tax parcel no. 220.-1-3.1-1 approximately 477 acres of vacant land, requesting an amendment to portions of the existing Airport Redevelopment District Zone classifications AD-TB & AD-MU to Special Development District (SD); and

WHEREAS, pursuant to Article XVII Section 17.3, all proposed amendments originating by Petition or by Motion shall be referred to the Town of Plattsburgh Planning Board for a report and recommendation thereon; now, therefore be it

WHEREAS, on September 2, 2021 the Town Board referred said Petition for a proposed amendment to the current Town of Plattsburgh Zoning Map to the Town of Plattsburgh Planning Board for a report and recommendation in accordance with Article XVII, Section 17.3 of the Town of Plattsburgh Zoning Ordinance; and,
;and

WHEREAS, on November 16, 2021, the Planning Board after review and consideration of the maps and draft report prepared by Staff, by Resolution 21-52, did find the same to accurately reflect the opinion of the Planning Board and accepted the recommendation as the final findings and recommendation of the Planning Board and resolved to transmit the report, findings, and meeting minutes to the Town Board; and

WHEREAS, the Town Board is now in receipt of the Planning Board Report and Resolution No. 21-52 adopted at a meeting held on November 16, 2021 and recommending the Town Board consider the following:

1. That the Town Board act to amend the Town zoning map for portions of tax map parcel 220.-1-3.1-1 as shown on the Planning Board approved subdivision sketch plan on October 19, 2021. Specifically changing the area of proposed lots B, D, & G from AD-TB/AD-MU to SD, and as more clearly shown on the attached "Planning Board Map Amendment Recommendation"; and
2. The Town Board act to amend portions of the Zoning Ordinance relative to the Special District. Specifically, it is recommended that front yard parking be allowed at the discretion of the Planning Board upon the provision of adequate screening and landscaping by the applicant. It is further recommended that the landscaping requirement of the Special District be amended to allow uses (parking) other than greenspace and landscaping; and

RESOLVED, that a copy of this resolution be provided to the Zoning and Planning Departments.

Motion: Barbara E. Hebert

Seconded by: Meg E. Bobbin

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				

Michael S. Cashman
11/30/21

**TOWN OF PLATTSBURGH
TOWN SEMI MONTHLY MEETING
November 18, 2021**

Resolution No. 21-206

**Setting A Public Hearing To Review Proposed
Amendments To The Town Zoning Ordinance
& Map**

WHEREAS, at its regularly scheduled meeting on September 2, 2021, the Town of Plattsburgh Town Board, received a Petition from the County of Clinton, New York, the duly authorized representatives and owners of tax parcel no. 220.-1-3.1-1 approximately 477 acres of vacant land, requesting an amendment to portions of the existing Airport Redevelopment District Zone classifications AD-TB & AD-MU to Special Development District (SD); and

WHEREAS, pursuant to Article XVII Section 17.3, all proposed amendments originating by Petition or by Motion shall be referred to the Town of Plattsburgh Planning Board for a report and recommendation thereon; and,

WHEREAS, on September 2, 2021 the Town Board referred said Petition for a proposed amendment to the current Town of Plattsburgh Zoning Map to the Town of Plattsburgh Planning Board for a report and recommendation in accordance with Article XVII, Section 17.3 of the Town of Plattsburgh Zoning Ordinance; and,

WHEREAS, on November 16, 2021, the Planning Board after review and consideration of the maps and draft report prepared by Staff, by Resolution 21-52, did find the same to accurately reflect the opinion of the Planning Board and accepted the recommendation as the final findings and recommendation of the Planning Board and resolved to transmit the report, findings, and meeting minutes to the Town Board; and

WHEREAS, the Town Board is now in receipt of the Planning Board Report and Resolution No. 21-52 adopted at a meeting held on November 16, 2021; and,

WHEREAS, after review and discussion of the proposed draft amendments the Town Board desires to distribute the proposed draft 2021 zoning ordinance amendment as described in Town Board Resolution 21-205 to the appropriate agencies in accordance with Article XVII, Section 17.3 and 17.4 of the Town Zoning Ordinance and Section 264 and 265 of New York Town Law as follows:

1. Clinton County Planning Board; and
2. Town of Schuyler Falls; and
3. Town of Beekmantown; and
4. Town of Peru; and
5. Town of Saranac; and

WHEREAS, New York State Law and the Town's Zoning Ordinance requires that a public hearing on proposed amendments be held to consider the advisability of amendment to the Town of Plattsburgh Zoning Ordinance; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act", Section 8-0113 (SEQRA herein) provides for the review of any "ACTION" to determine the effect of said Action on the environment, along with any related administrative procedures for the implementation, authorization or approval of said Action; and

WHEREAS, determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the Town of Plattsburgh Town Board is identified as an involved agency in accordance with SEQRA for the purpose of assessing the effect of this Zoning Ordinance Amendment on the environment and whether or not said effect is significant enough to warrant the preparation of a Draft Environmental Impact Statement (DEIS); and

WHEREAS, the Town Board has made a determination that they intend to act as Lead Agency and there are no other involved agencies under SEQRA for the purposes of the amendments to zoning ordinance and map and have prepared the required long Environmental Assessment Form (EAF); and

WHEREAS, the Town Board of Town of Plattsburgh, as the project sponsor, is required to review and use the EAF to determine the significance of said proposed amendments; now, therefore be it

RESOLVED, the Town Board hereby declares itself as Lead Agency for the Revisions and Amendment to Zoning Ordinance and Map, and does hereby determine that the proposed Project is a TYPE I ACTION and a coordinated review under SEQRA shall be conducted; now be it further

RESOLVED, pursuant to Article XVII, Section 17.4 of the Town Zoning Ordinance and Section 264 and 265 of New York Town Law the Town Clerk shall transmit a full statement of the proposed amendment and map to the Clinton County Planning Board prior to the December 1, 2021 County Planning Board meeting deadline; and be it further

RESOLVED that the Town Board shall hold a public hearing in relation to the proposed amendment to the Zoning Ordinance at the Town Hall, at 151 Banker Road, Plattsburgh, New York 12901 on the **December 16, 2021 at 6:05 o'clock P.M.**, [Eastern Daylight Savings Time]; and, be it further

RESOLVED that pursuant to the provisions of Article XVII, Section 17.4 of the Town Zoning Ordinance, the Town Clerk shall cause a notice of the time and place of said public hearing to be published in The Press Republican, a paper of general circulation in the Town of Plattsburgh, at least once, 10 days before the **December 16, 2021** with such notice also being posted in the Town Hall and given to necessary adjoining municipalities and the Clinton County Planning Board and such other agencies and parties as required by law; and, be it further

RESOLVED, that notice of said Public Hearing and a copy of full statement of the proposed zoning ordinance amendment shall also be posted on the Town's Website; and, be it further

RESOLVED, that a copy of this Resolution and attachments be given to the Town Clerk, Planning and Zoning Departments and the Clinton County Planning Board.

Motion to waive the reading and go straight to vote: 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>
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X

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

Michael S. Cashman
11/30/21

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

Resolution No. 021-207

Donation American Legion Group

WHEREAS, the American Legion Group is a charitable organization, and has a long history of giving back to its community and wishes to donate funds to the Town of Plattsburgh to be used specifically for the Battlefield Memorial Gateway Project; therefore, it is

RESOLVED, that the Town of Plattsburgh Town Board agrees to accept the generous donation totaling \$17,192.00 for the Battlefield Memorial Gateway and also wishes to thank the American Legion Group for donating the funds; and, be it further

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

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

Michael S. Cashman
11/30/21

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

RESOLVED, that this Town Board meeting be adjourned at 6:37 PM.

Motion by: Charles A. Kostyk

Seconded by: Meg E. Bobbin

Discussion: none

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		

Kostyk
11/30/21



TOWN OF PLATTSBURGH

BUILDING AND GROUNDS

DEPARTMENT

**151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307**

(518) 562-6863

FAX# (518) 563-8136

Email: rickr@townofplattsburgh.org

TDD (800) 662-1220

The Town is an equal opportunity provider and employer

Michael S. Cashman
Supervisor

Chuck Kostyk
*Councilor/Deputy
Supervisor*

Meg Bobbins
Councilor

Barbara E. Hebert
Councilor

Thomas E. Wood Jr.
Councilor
Kathryn Kalluche
Town Clerk

James J. Coffey
Town Attorney

Building and Grounds Monthly report for November 2021

Nov. 1st

- a. Toni, Brian and Kerry cleaned and disinfected office complex and Court Clerk's office
- b. Kerry performed trash run throughout the Parks
- c. Took tank and pump reads, recorded fuel reconciliations
- d. Cleared undergrounds as they were received
- e. Kerry swept court ramp area
- f. Toni continued on with cleaning and disinfecting of Park buildings and all exterior restrooms
- g. Gathered team together started install of new pole lights located on Wild Flower, excavated holes with bobcat auger bit and shovels installed sauna tubes, plumbed post, poured cement, excavated area for utility boxes installed chase conduit, tapped onto last streetlight in series to supply power to additional streetlights, installed LB unit to facilitate raceway for #6 wire to be fed to additional streetlight's.

Nov. 2nd. ELECTION DAY

Nov. 3rd.

- a. Rick took vacation day
- b. Took tank and pump reads, will record when Rick returns
- c. Cleared undergrounds as they were received
- d. Toni, Brian and Kerry cleaned and disinfected office complex and Court Clerk's area
- e. Toni continued on with cleaning and disinfecting of Park buildings and all exterior restrooms

- i. Gathered team together started excavation and burial of conduit for Wild Flower street lighting project, completed excavation of site, installed conduit and started running #6 2 wire will complete wiring on Monday the 8th Nov.

Nov.8th

- a. Toni, Brian and Kerry cleaned and disinfected office complex
- b. Brian and Kerry swept court ramp area
- c. Took tank and pump reads, recorded fuel reconciliations
- d. Cleared undergrounds received over the weekend
- e. Fueled up John Deere tractor, Brian and Kerry delivered tractor at Wild Flower location to be used in raking out work site
- f. Received phone call concerning street light outage located at intersection of Clay Dr. and Sears Blvd. Rick and Dick dispatched to make repairs, also report of street light outage on Ampersand Dr. will address issue when out on street light repairs
- g. Steve on vacation 11/8 thru 11/12 scheduled to return on the 15th
- h. Gathered team together tied in underground power supply to lights located on Wild Flower Dr. installed lantern style streetlights powered up and tested streetlights, Wild Flower Streetlight Project is completed.

Nov.9th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Kerry cleaned and disinfected office complex and Court Clerk's office
- d. Kerry left early due to illness
- e. Brian swept court ramp area
- f. Toni continued on with cleaning and disinfecting of Park buildings and all exterior restrooms
- g. Pursuant to the safety committee meetings Dick checked all fire extinguishers located in Town complex and Building and grounds vehicles and Park buildings. NOTE : Highway and W.W.W. will be responsible to check extinguishers in trucks, W.W.W will be responsible to check all W.W.W out buildings.

reflect Cadyville basketball court area, post will be cut down to specific size and prepped for install.

- i. Received several e-mails from N.Y.S.E.G. pertaining to re-installment of light arms and heads at specified locations will install when schedule allows
- j. Received request from Town Tax Receivers office, dispatched personal to pick up paper work from County Offices and drop off at Receiver's office
- k. Fabricated cylinder for W.W.W's man door as per Scott Stoddard's request.

Nov. 14th.

- a. Called in due to accident involving street light pole on entrance ramp to Rte.87 heading North by Five Guys, contained power service picked up debris and coned off base.

Nov.15th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Kerry called in sick, Dick used comp. time
- d. Brian and Toni cleaned and disinfected office complex and Court Clerk's area
- e. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms
- f. Brian performed trash run throughout the Parks
- g. Rick and Steve performed streetlight repairs located in Champlain Park intersection of Tioga Lane and Seneca Dr. Town #0748 replaced 100 watt H.P.S. bulb and photo control eye, 12 Alford Blvd. replaced 100 watt H.P.S. bulb and photo control eye, intersection of Daytona Dr. and Alford Blvd. replaced disconnect and 100 watt H.P.S. bulb. 4 Alford Blvd replaced 100 watt H.P.S. bulb, 38 Good Speed Rd. replaced 100 watt H.P.S. bulb and Rte. 22 across from South Junction Rd. replaced disconnect.
- h. Received notice from Highway Supervisor Jason Cook of street light hanging on Cumberland Head Rd. located by Crete Center, wasn't Town pole, but upon inspection was very unsafe for drivers and pedestrians disconnected power removed arm safely placed on ground next to pole base, will reach out to County to notify them.

Nov. 16th

- j. Received request from a Mr. Finkle residing on Brook Side Ave, request street light wattage to be lowered, reached out to Mr. Finkle stated current H.P.S. was not adjustable after brief conversation made suggestion to convert light head over to L.E.D. which was adjustable, had crew change out street light head, will contact Mr. Finkle
- k. Attended ANCA meeting.

Nov.18th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Toni and Brian cleaned and disinfected Town offices and Court Clerks offices
- c. Cleared undergrounds as they were received
- d. Dispatched Dick and Steve to mark out undergrounds located at 12 Valley Dr.
- e. Changed out light bulbs in Court hallway as per Court Clerk John Trombley's work order request
- f. Toni left early
- g. Brian continued on with cleaning and disinfecting of Park buildings and all exterior restrooms
- h. Received request from Mel to check lock at South Plattsburgh Park building, assigned Brian to check lock and key while he was cleaning Parks
- i. Received report of possible theft of Lake Champlain Champy Marked located on Cumberland Head Rd. dispatched staff to verify Marker was missing, staff confirmed it was missing, will touch base with Town Supervisor, reached out to N.Y.S.P. to file an incident report.
- j. Received report of street light outage located at 880 Rte. 3 dispatched Dick and Steve, disconnect found to be defective, Steve changed out disconnect reenergized light, tested fixture, streetlight back in service
- k. Started install of fabric for fencing at Tread Wells
- l. Received phone call pertaining to streetlight outage located at 65 Seneca Dr. staff changed out 100 watt H.P.S. bulb, tested light, back in service.

Nov.19th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni called out sick

- m. Performed annual energy cost savings per streetlight fixture as per requested

Nov. 23rd

- a. Took tank and pump reads, awaiting delivery slips to perform fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni cleaned and disinfected office complex and Court Clerk's office
- d. Steve and Dick dispatched to repair streetlight located in Cliff Haven area
- e. Gathered repurposed materials for Town of Plattsburgh Christmas Float
- f. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms
- g. Started working on Town float

Nov. 24th

- a. Took tank and pump reads, performed fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Dick and Steve marked out underground located on rte. 9 for N.Y.S.E.G. pole replacement
- d. Toni and Dick cleaned and disinfected office complex and Court Clerk's office
- e. Toni continued on with cleaning and disinfecting Park buildings and all exterior restrooms, also added extra supplies in Park buildings being rented over Thanksgiving Holiday as per Mel's work order.
- f. Staff continued working on float

Nov.25th thru Nov.28th Thanksgiving Holiday

Nov.29th

- a. Took tank and pump reads, recorded fuel reconciliations
- b. Cleared undergrounds as they were received
- c. Toni, Brian and Steve cleaned and disinfected office complex and Court Clerk's office
- d. Received notice of street light outage located at 285 Durand Rd. replaced 100watt H.P.S. bulb
- e. Marked out underground located on Sears Blvd
- f. Brian performed trash run throughout the Parks



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) 563-8396

Michael Cashman
Supervisor

Charles A. Kostyk
Deputy Supervisor/Councilor

James J. Coffey
Town Attorney

Thomas E. Wood
Councilor

Meg Bobbin
Councilor

Barbara E. Hebert
Councilor

Kathryn B. Kalluche
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: November, 2021 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 24 Building permits were requested this month.
- 27 Building Permits were issued this month.
- 3 Permit(s) issued current month, paid/requested in a prior month.
- 3 Permit(s) requested current month, not issued yet (under review/requires additional information).
- 3 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 (Dec.)
- Permit(s) pending Town Board/Planning Board Action.
- 3 Misc: zoning compliance letters.
- Temporary Certificate of Occupancy
- 1 Burn Permits
- 1 Renewals
- 4 Fire Calls

Residential:	13	\$584,500.00
Commercial & Industrial:	23	\$342,993.00
Total:	36	\$927,493.00

RESIDENTIAL:**DOLLAR AMOUNT:**

2	Single Family Residence		
	Richard Distefano, 45 Windswept Ln	\$300,000.00	
	RBK Burgh LLC, 41-51-57 Indian Bay Way	<u>\$225,000.00</u>	
			\$ 525,000.00
-	Multi-Family Residence – Duplex		\$
-	Garage, Attached		\$
2	Garage, Detached		\$ 24,000.00
-	Erect Seasonal Camp		
-	Concrete Slab/Gravel Pad / Retaining Wall		\$
-	Foundation Repair		\$
-	Bilco Door		
1	ADDITION, ALTERATION and/or Renovation of Residence		\$ 19,500.00
-	Roof over Existing Deck		\$
1	Erect a DECK/Porch , or Gazebo		\$ 3,500.00
-	Erect Roof over Existing Roof on Manufactured Home		\$
-	Erect a 3 Season Sun Room		\$
-	Erect Handicap Ramp		\$
2	Erect/extend a Utility/Machine SHED		\$ 11,500.00
-	Installation of In-Ground Pool		\$
-	Installation of Above-Ground Pool		\$
-	Installation of Hot Tub		\$
1	Demolition		\$ 1,000.00
-	Install of Prop Fireplace/Wood Stove/Pellet Stove/ HEATING SYSTEM		\$
-	Installation of Outdoor Wood Boiler		
-	Install/Upgrade Generator		\$
-	Electrical Upgrade		\$
-	Solar Panel Array		\$
-	Chimney Repair/Stone Veneer		\$
-	Leanto/Carport		\$
-	Erect a Pole Barn		\$
-	Remove Manufactured Home		\$
1	Park and occupy manufactured home in Mobile Home Park		\$ 1,000.00
-	Park and occupy manufactured home on private lot		\$
-	Renewals		
-	Burn Permits		
1	Other – Day Care/Home Inspection/FLOODPLAIN DEV.PERMIT		
-	Asbestos Abatement		
1	Fire Calls		

COMMERCIAL AND INDUSTRIAL:

DOLLAR AMOUNT:

-	ERECT/Addition Commercial Building		\$
5	Repair and/or ALTERATION of commercial building	\$	333,000.00
-	Commercial roofing job	\$	
-	Alter tenant/commercial space	\$	
	Storage Building	\$	
-	Public Utilities	\$	
-	Wireless Telecommunications	\$	
<u>4</u>	HVAC Replacement – Rooftop Units	\$	9,993.00
-	Fire Suppression System	\$	
-	Remove Underground Storage Tanks	\$	
-	Solar Array System	\$	
-	Charging Station	\$	
7	Erect/repair signage	\$	
-	Temporary Banners/Signs	\$	
-	Installation of LPG Tank /Gasoline Tank	\$	
-	Convert residential house to commercial use	\$	
3	Occupy Commercial Business		
1	Demolition		
-	Renewals		
3	Fire Calls		
3	Other – Zoning Compliance Letters		
<i>Residential:</i>		<i>13</i>	<i>\$585,500.00</i>
<i>Commercial & Industrial:</i>		<i>23</i>	<i>\$342,993.00</i>
<i>Total:</i>		<i>35</i>	<i>\$928,493.00</i>

Permit Monthly Report

11/01/2021 - 11/30/2021

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
November 2021						
2021-36	11/01/2021	Rosario Dutilly	FIRE CALLS	3884 Rt 22 SBL#: 245.-5-23.2		
Description of Work:						
FIRECALL - 10/31/2021 @ 2:00 PM. SURGE IN ELECTRICAL POWER AND NO WATER TO BUILDING. A BEES NEST WAS FOUND IN THE ELECTRICAL BOXES ABOVE THE METERS. NEED PROPER WAY FOR TENANTS TO CONTACT OWNER. SEE NOTES FOR DETAILS ON APARTMENTS						
211102	11/01/2021	ISR Tech Inc	HVAC	4 Northern Ave SBL#: 233.-5-19	\$9,993.00	\$100.00
Description of Work:						
REMOVAL AND REPLACEMENT OF HVAC UNIT ON NORTH LOWER ROOF						
211101	11/01/2021	JGD Development Co., LLC	Sign	16 DeGrandpre Way (Vacant Suite 500) SBL#: 206.-6-4.24		\$150.00
Description of Work:						
INSTALL 2 FREESTANDING SIGNS AND 1 BUILDING SIGN AT PROPERTY FOR LABCORP TENANT, SUITE 500						
211103	11/04/2021	Ethan Quantock	Shed	431 Stafford Rd SBL#: 192.-1-16.13	\$3,000.00	\$60.00
Description of Work:						
INSTALL A 12' X 20' PRE-FAB SHED IN BACK YARD						
211104	11/04/2021	Marianne Brouillard-Alexandrou	Alteration	1235 Rt 3 SBL#: 205.1-1-27	\$19,500.00	\$144.00
Description of Work:						
DETACH EXISTING 20' x 24' GARAGE FROM HOUSE AND RELOCATE TO SIDE YARD AND ENLARGE TO 24' x 24'						
211105	11/04/2021	Kim Bracey	Demolition	1999 Rt 22B SBL#: 205.4-1-2	\$1,000.00	\$50.00
Description of Work:						
DEMOLISH AND DISPOSE OF COLLAPSED DETACHED GARAGE						
211106	11/04/2021	Timothy McDaniel	Garage detached	1118 Cumberland Hd Rd SBL#: 195.3-4-16	\$14,000.00	\$150.00
Description of Work:						
DEMOLISH OLD 20' X 20' DETACHED GARAGE AND CONSTRUCT NEW GARAGE ON SAME FOOT PRINT						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
211107	11/04/2021	TDC NNY	Commercial Alteration	105-109 Industrial Blvd SBL#: 220.-2-2	\$167,000.00	\$1,670.00
Description of Work: INSTALLATION OF RACKING SYSTEM IN SUITES 100 & 200						
211108	11/05/2021	Richard Distefano	Single Family Resd	45 Windswept Ln SBL#: 246.-4-7	\$300,000.00	\$619.00
Description of Work: CONSTRUCT A SECOND 2,476 SF SINGLE FAMILY RESIDENCE WITH ATTACHED GARAGE ON MERGED LOT #8						
<i>floodplain dev permit #2021-37 issued</i>						
2021-37	11/05/2021	Richard Distefano	Floodplain Dev Permit	Windswept Ln SBL#: 246.-4-8		\$100.00
Description of Work: FLOODPLAIN DEVELOPMENT - THIS LOT MERGED WITH LOT 7 AND PERMIT NO. 211108 ISSUED FOR SECOND 2,476 SF RESIDENCE TO BE CONSTRUCTED						
<i>permit# 211108 associated with this permit</i>						
2021-38	11/08/2021	Champlain Centre North LLC	FIRE CALLS	60 Smithfield Blvd (OLLIE'S BARGAIN OUTLET) SBL#: 206.4-2-1.21		
Description of Work: FIRE CALL - 11-07-2021 CALLED TO OLLIE'S BARGAIN OUTLET INTERIOR HVAC UNIT MALFUNCTION CAUSED SMOKE TO FILL ENTIRE VESTIBULE - OTHER HVAC ISSUES INCLUDE 3 ROOFTOP UNITS NEED SERVICING AND/OR REPLACEMENT.						
<i>ISSUE OTR #2021-147 - WILL HAND DELIVER TO OWNER & TENANT.</i>						
211109	11/08/2021	TDC NNY	Commercial Alteration	14 Area Development Dr (Suite 300 - CAMSO MFG USA) SBL#: 220.-1-3.28	\$50,000.00	\$500.00
Description of Work: DEMOLISH EXISTING OFFICE SPACE AT SUITE 300 AND RETURN TO ORIGINAL USE AS WAREHOUSE SPACE.						
211110	11/10/2021	Momot Trailer Sales	Commercial Alteration	240 Tom Miller Rd (Spotless Auto Detailing) SBL#: 206.-2-1.2	\$10,000.00	\$100.00
Description of Work: CONSTRUCT PARTITION FOR OFFICE AND RESTROOM AREA TO ACCOMODATE AUTO DETAIL SHOP						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
211111	11/10/2021	Champlain Centre North LLC	Occupy Com. Business	60 Smithfield Blvd (C123)		\$100.00
Description of Work: THE WILLOWS TO OCCUPY SPACE FOR RETAIL SALE OF HOME DECOR ITEMS AND APPAREL						
SBL#: 206.4-2-1.2						
21-22	11/10/2021	Patrick Leclerc	Burn Permit	35 Seneca Dr		
Description of Work: BURN PERMIT						
SBL#: 194.20-1-2						
211112	11/16/2021	Champlain Centre North LLC	Occupy Com. Business	60 Smithfield Blvd (Christmas Ornaments (Kiosk - Location A))		\$100.00
Description of Work: OCCUPY KIOSK FOR SEASONAL SALE OF CHRISTMAS ORNAMENTS AND RELATED MERCHANDISE						
SBL#: 206.4-2-1.2						
211113	11/16/2021	Tracey Fountain & Matthew Golovach	Commercial Alteration	7146-7150 Rt 9	\$6,000.00	\$211.00
Description of Work: RENOVATE 22' X 24' BLDG FOR FUTURE OFFICE SPACE						
SBL#: 194.-2-37.4						
211114	11/16/2021	Pyramid Champlain	Sign	26 Centre Dr (Rent A Center)		\$50.00
Description of Work: REMOVE EXISTING SIGN AND INSTALL NEW PARTIAL SIGN						
SBL#: 206.4-4-1.1						
211115	11/16/2021	Geri Kaplan Downs	Deck	88 Banker Rd	\$3,500.00	\$50.00
Description of Work: REMOVED ROTTED FRONT PORCH AND ENTRY AND REPLACE WITH NEW 8' X 18' DECK						
SBL#: 205.4-2-28						
211116	11/16/2021	TDC NNY	Sign	14 Area Development Dr (Suite 300 - CAMSO MFG USA)		\$50.00
Description of Work: INSTALL NEW MICHELIN 24 SF LOGO ON BUILDING						
SBL#: 220.-1-3.28						
211117	11/16/2021	Realbat Inc	Sign	30 Martina Cir		\$50.00
Description of Work: INSTALL NEW 24 SF MICHELIN BLDG SIGN AT 44 MARTINA CIR						
SBL#: 220.-1-3.132						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
211118	11/16/2021	CM Development LLC	Sign	1 Martina Cir SBL#: 220.-1-3.11		\$154.00
Description of Work: INSTALL NEW MICHELIN SIGNS AT PROPERTY: 40 SF MONUMENT SIGN: 24 SF BLDG SIGN AND 61.9 SF BLDG						
211119	11/16/2021	Champlain Centre North LLC	Occupy Com. Business	60 Smithfield Blvd (Space 99X05A (Leftover Gander Mtn)) SBL#: 206.4-2-1.2		\$100.00
Description of Work: SEASONAL OCCUPANCY BY THE CHRISTMAS BUREAU FOR COLLECTION AND DISTRIBUTION OF TOYS						
211120	11/16/2021	Maple Pond LLC	Manufactured Home	Wallace Hill Rd SBL#: 193.3-3-3	\$1,000.00	\$138.60
Description of Work: INSTALL A 1994 14' X 33' TITAN PARK MODEL HOME AT 7 OVERLOOK CIRCLE						
211121	11/18/2021	Carol Warren	Shed	1 Peryea Dr SBL#: 220.4-2-1.1	\$8,500.00	\$70.00
Description of Work: INSTALL A 14' X 20' PRE-FAB SHED IN FRONT YARD						
2021-041	11/18/2021	Durocher Development LLC	Zoning Compliance Letter	21-47 Connecticut Rd SBL#: 233.-5-49		\$50.00
Description of Work: ZONING COMPLIANCE LETTER						
211122	11/19/2021	RBR4365, LLC	Sign	4365 Rt 22 SBL#: 232.-3-7.23		\$200.00
Description of Work: REMOVE EXISTING BUILDING SIGN AND REPLACE WITH NEW 100 SF SIGN						
211123	11/19/2021	Joseph Ormsby	Garage detached	1073 Rt 3 SBL#: 205.-2-4	\$10,000.00	\$144.00
Description of Work: CONSTRUCT NEW 24' X 24' DETACHED GARAGE						
211124	11/19/2021	Jeffords Properties LLC	Commercial Alteration	4398 Rt 22 SBL#: 232.-3-7.21	\$100,000.00	\$3,000.00
Description of Work: REMKOVE OLD SLAB AND POUR NEW 50' X 150' SLAB -- FOUNDATION ONLY -----						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
2021-042	11/22/2021	Constantin Kis	Zoning Compliance Letter	186 Goddeau Rd SBL#: 204.-2-1.1		\$50.00
Description of Work: ZONING COMPLIANCE LETTER						
211125	11/23/2021	Craig Russell	Demolition	2 Archie Bordeau Rd SBL#: 233.-1-12		\$100.00
Description of Work: DEMOLISH VACANT VETERINARIAN OFFICE BUILDING						
++++ SEE NOTES re: Firecall & DEC Remediation letter needed						
211126	11/23/2021	RBK Burgh LLC	Single Family Resd	41-51.-57 Indian Bay Way SBL#: 246.-1-10.2	\$225,000.00	\$448.00
Description of Work: CONSTRUCT A 28' X 32' 2-STORY DETACHED GARAGE WITH LIVING SPACE ON SECOND FLOOR +++ NO CO UNTIL PROPERTY IS BROUGHT INTO COMPLIANCE +++++						
2021-39	11/23/2021	Champlain Centre North LLC	FIRE CALLS	60 Smithfield Blvd (Champlain Centre) SBL#: 206.4-2-1.21		
Description of Work: FIRECALL - JC PENNEY - Multiple fire calls for faulty equipment. Inspection of fire panel and monitoring system needs to be addressed. Cleaning of HVAC duct work also needs to be completed. Rooftop units need to be serviced and/or repaired as needed.						
11/27/2021 - JC PENNEY - called out again for fire alarms. Parts are on order. Put the store on fire watch. DA						
2021-40	11/29/2021	Craig Russell	FIRE CALLS	2 Archie Bordeau Rd SBL#: 233.-1-12		
Description of Work: FIRECALL - Basement is filled with water and kerosene mixture. DEC Spills has been called. Will require a letter of clearance before closing the permit. Also, building is not secured, open windows and doors create a safety issued for general public. Letter to owner notifying them that a letter of remediation from DEC will be required and that the building needs to be secured.						

Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
211127	11/30/2021	JAN Properties LLC	Sign	7160 Rt 9		\$50.00
Description of Work:						
INSTALL 4 18 SF BUILDING SIGN AT PROPERTY						
SBL#: 194.-2-39						
November 2021 Total:						
Reporting Period Total:					\$928,493.00	\$8,758.60

Parks & Recreation Report – November

Submitted by Melanie Defayette

- Erin Pangborn successfully completed the National Recreation & Parks Association's Certified Playground Safety Inspection (CPSI) coursework and passed the exam.
- Continued Adult walks/hikes:
 - Silver Lake Mountain – 8
 - Taylor Pond – 19
 - Pt. Au Roche Park – 20
 - Cadyville Park – 11
- New playground equipment is installed at Everest Rabideau Park. Playground will need one more full load (100 cu. Feet) of mulch before we can open to public.
- Drainage tile project at Everest Rabideau Park has hit another speed bump. The Planning Office has encountered some difficulty getting the easement from the land owner. Hoping a resolution is found to enable project to move ahead.
- Moved the Fitness for Life classes back to May Currier Park inside the building. Attendance is limited due to smaller space. Erin has started doing videos for those who cannot attend in person.
- Finished registration for Youth Basketball program. Have received permissions from Cumberland Head and Morrisonville Elementary Schools to use the gyms. The season has been moved back a month to start in January instead of December. The CCHD is hoping to curb COVID spread during the holidays. The season will extend through March.
- Finished registration for the 2022 Titus Mountain Ski program:
 - Youth registrations – 35
 - Adult registrations – 10
- Erin met with ADKDGA members to discuss upgrades to the Disc Golf Course.
- Met with the City Mayor and staff to discuss possible collaborations for 2022.

Industrial Med Testing

Drug and Alcohol Testing Contract

This contract, entered into this 1st day of January, 2022, by and between Town of Plattsburgh, located at 151 Banker Rd. Plattsburgh, NY 12901 and INDUSTRIAL MED TESTING, INC. located at 220 Tom Miller Rd. Plattsburgh, NY 12901.

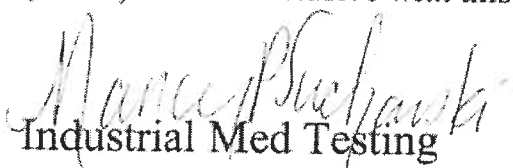
DESCRIPTION: Under this Agreement and Contract, Industrial Med Testing shall provide all drug and alcohol testing mandated by the Federal Motor Carrier Safety Regulations for the Town of Plattsburgh.

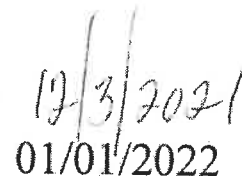
Industrial Med Testing shall perform the drug and alcohol testing in accordance with the Federal Highway Administration (FHWA) (49CFR Part 40). Industrial Med Testing certifies that a laboratory certified by the Department of Health and Human Services is used to process the specimens. The laboratory used is CRL Laboratory located at 8433 Quivira Rd. Lenexa, KS 66215. The fees for service in 2022 will be \$32.00 per collection at Industrial Med Testing, Inc.

The breath alcohol test will be conducted on an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration (NHTSA). The machine used is the Intoxilyzer 400. The fees for service in 2022 will be \$20.00 per collection at Industrial Med Testing, Inc.

The urine drug test will test for the following drugs: Amphetamines, Cocaine, Marijuana, PCP and Opiates (including Codeine, Morphine, Hydrocodone, Oxycodone, Hydromorphone, Oxymorphone) and MDA using the GC/MS confirmation and specimen validity testing.

Positive drug test results and alcohol test results with a BAC concentration of anything other than 0.00, Town of Plattsburgh's Designated Employer Representative (DER), (1) Nikki Martin or (2) Patrick Bowen will be notified immediately of the results. The Medical Review Officers' (MRO) work is inclusive with this contract.


Industrial Med Testing


01/01/2022

Town of Plattsburgh

01/01/2022



TOWN OF PLATTSBURGH

OFFICE OF THE TOWN CLERK

Katie Kalluche

151 Banker Road, Suite 202
Plattsburgh, New York 12901-7307
(518) 562-6830
Fax # (518) 563-8396
Email: katiek@townofplattsburgh.org

Michael S. Cashman

Supervisor

Charles A. Kostyk

Deputy Supervisor

December 8, 2021

Dear Michael and the Town Board,

Unfortunately, Lynn Decker informed me that she would be unable to continue to work here due to personal health reasons. Therefore, I reevaluated some of the applications I had received for the position and re-opened it to the public as well.

I am very pleased to announce a candidate for First Deputy Town Clerk. The woman's name is Robin Burgess and she has a stellar work history, retiring from the Hospital where she served for almost She is going to be a great addition to our Town of Plattsburgh team! Upon completion of the background check I would like to hire her as soon as possible. Thank you.

Sincerely,

Katie Kalluche
Town Clerk, Town of Plattsburgh

Deb Patnode

From: Melanie Defayette
Sent: Thursday, December 02, 2021 9:42 AM
To: Deb Patnode; Chuck Kostyk; Meg LeFevere
Cc: Erin Pangborn; Barbara Hebert
Subject: New committee members

Can we have a Board resolution appointing new and re-appointing returning Parks & Recreation Advisory Committee members? All will be from 1/1/22-12/31/23.

Re-appoint:
Elizabeth LePage
Kaleigh Raville

Appoint:
Sophie Miller
Paige Ubl

Thank you,

Melanie Defayette
Youth Services & Recreation Director
Town of Plattsburgh
Parks & Recreation Department

(518)562-6860 (o)
(518)569-1126 (c)

"Teamwork makes the dream work!"