

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 20, 2022**

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

Resolution No. 022 -025

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of December 16, 2021 be approved and the reading of the minutes be dispensed with.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: none

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

Public Comment- none

K. Kostyk
1/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 20, 2022**

Resolution No. 022-026

Abstract 1B- 22

RESOLVED, that the abstract of audited claims **No.1B-22** for \$182,352.14, **Abstract 1B-22A** prepays for the amount \$166,042.10 and audited claims **No.1B-22 for 2021** for 155,691.77.10 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Barbara E. Hebert

Seconded by: Dana M. Isabella

Discussion: none

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

Thomas E. Wood	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Dana M. Isabella	x
Michael S. Cashman	x

Kostyk
1/29/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETINGS
January 20, 2020**

Resolution No. 020-027

Monthly Department Reports

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

Building and Grounds –Dec..	Codes and Zoning- Dec. and Year End Summary
Dog Control Officer -	Historian-
Highway Superintendent –Dec..	Justice Court-
Parks and Recreation- Dec.	Planning and Community Development –
Safety Committee –	Supervisors Financial Report-
Tax Receiver-	Town Clerk-Dec.
Water Wastewater –Dec.	

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

Discussion: none

Yes No Absent Carried Tabled
x

Thomas E. Wood	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Dana M. Isabella	x
Michael S. Cashman	x

Kostyk
1/24/20

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 20, 2022**

Resolution No. 022 -028

**Amendment of Host Community Agreement
Between Town of Plattsburgh and Saranac
Power Partners. L.P**

WHEREAS, the Town of Plattsburgh and Saranac Power Partners, LP entered into a Host Community Agreement which was fully executed by the parties on January 11, 2018, said document is attached hereto and made part hereof; and,

WHEREAS, the parties to said Agreement desire to amend the Agreement to extend its term; and,

WHEREAS, attached is a letter dated January 3, 2022, from John Gokey, Saranac General Manager, providing the rationale for the extension, as well as a copy of the First Amendment to the Host Community Agreement; and

WHEREAS, the Town Attorney, James Coffey, has carefully reviewed the document entitled First Amendment to Host Community Agreement; and,

WHEREAS, said Amendment is in the best interests of the Town of Plattsburgh; now therefore be it

RESOLVED, that Michael Cashman, Supervisor of the Town of Plattsburgh, is hereby authorized to execute said First Amendment to Host Community Agreement

Motion: Thomas E. Wood

Seconded by: Barbara E. Hebert

Discussion: none

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

*Handwritten signature: Kostyk
7/29/22*

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 20, 2022**

Resolution NO. 22-029

**Annual Examination of Town Fiscal Records by
Audit Committee**

WHEREAS, the Town Board is responsible for the general management and control of the Town finances (Town Law, Section 64(1)). An important aspects of this responsibility is to provide a process to monitor and review, on a routine basis, the work performed by those who handle money as part of their town duties; and

WHEREAS, in an effort to improve accountability and controls over finances and records the Town of Plattsburgh Auditing Committee and Finance Manager has reviewed the 2020 records of the Town Clerk, Town Justices', recreation and Town Tax Receiver as per regulation; and

WHEREAS, the Town Clerk's, Town Justices', Recreation and Town Tax Receiver's records have been provided to the full Board for their review; and

WHEREAS, a review of Town records has been prepared and is hereby presented to the Town Board for their review and approval; now, therefore be it

RESOLVED, that the Annual Audit as prepared and submitted by the Town of Plattsburgh Auditing Committee be accepted and placed on file as per regulation.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: none

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
Thomas E. Wood	x				
Barbara H. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

*Handwritten signature: K. Kostyk
1/24/22*

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 20, 2022**

Resolution No. 022 030

**Youth Services & Recreation Director
Promotion for Erin Pangborn**

WHEREAS, a vacancy exists in the Town of Plattsburgh Recreation Department for a Youth Services and Recreation Director; and

WHEREAS, Ms. Erin Pangborn has been recommended for the promotion to fill the vacant position in the Recreation Department; and

WHEREAS, her qualifications have been reviewed by the County Department of Personnel it has been determined appropriate; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby authorize the provisional promotion, pending successful completion of Youth Services & Recreation Director examination; and be it further

RESOLVED, this promotion will take effect on January 30, 2022 with a 12 week probationary period. This places Ms. Erin Pangborn at the step of 1 and salary of \$63,772.80; and it is further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents to promote Ms. Pangborn to the position of Youth Services and Recreation Director; and be it further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager and be placed in Ms. Pangborn's personnel file.

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood.

Discussion: Cashman, Kostyk, Wood , Hebert

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				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Kostyk
1/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
JANUARY 20, 2022**

Resolution No. 022-031

Cumberland 12 Cinemas License Application

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

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

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

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

RESOLVED, that the Town Clerk is hereby authorized to issue said license for the period from January 1, 2022 through December 31, 2022.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: none

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

Thomas E. Wood	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Dana M. Isabella	x
Michael S. Cashman	x

Kostyk
1/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 20, 2022**

Resolution No. 22-032

Budget Amendment

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

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: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: none

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

Kostyk
2/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD MEETING
JANUARY 20, 2022**

Resolution NO. 22-033

**Professional Railroad
Consulting Services**

WHEREAS, The Town of Plattsburgh, in Partnership with American Legion Post 1619 is pursuing the development of a public waterfront area known as the Battlefields Memorial Gateway located on NYS Route 9 South; and

WHEREAS, the Town has developed maps, plans, and schematic designs for the property, including the realignment and improvement of the existing crossing over the Delaware Hudson Rail line; and

WHEREAS, the Town has petitioned the Commissioner of the New York State Department of Transportation for authorization to improve said crossing; and

WHEREAS, the Town requires specialized technical assistance for the negotiation, planning, and engineering of the new crossing; and

WHEREAS, Saratoga Railroad Engineering, P.C. with an address of 11 Rose Terrace, Saratoga Springs, NY 12866 has been identified as a qualified consultant; and

WHEREAS, Saratoga Railroad Engineering, P.C. has provided a short form agreement and scope of services; and

WHEREAS, the agreement and scope of services has been reviewed by the Town Attorney and determined to be valid and adequate; now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board does hereby accept the agreement and scope of services provided by Saratoga Railroad Engineering, P.C. with an address of 11 Rose Terrace, Saratoga Springs, NY 12866; and it is further

RESOLVED, that the Supervisor is hereby authorized and directed to execute the Agreements for said professional Rail Road Engineering consulting services; and be it further

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

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Cashman

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Barbara E. Hebert	x				
Chuck A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Kostyk
7/29/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 20, 2022**

Resolution No. 022- 34

**Services Agreement Between Mitchell Maggy and
the Town of Plattsburgh**

WHEREAS, the Town of Plattsburgh has entered into an agreement with the Town of Ellenburg to provide entombment or internment services for the sum of \$400 per entombment or internment; and

WHEREAS, temporarily representatives of the Town of Ellenburg are unable to perform such services; and

WHEREAS, Mitchell Maggy has agreed to perform entombment services on behalf of the Town for the sum of \$400 for each internment; therefore be it

RESOLVED, that after the Town Attorney's review, the Supervisor be authorized to sign said Agreement between Mitchell Maggy and the Town, to furnish and perform Services which are the subject of the attached Agreement.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: Cashman

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

*Katya Isabella
1/24/22*

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 20, 2022**

Resolution No. 022-035

**Lead Agent and SEQRA Review for 2022
Former County Airport Smart Growth
Plan (Comprehensive Plan Amendment)**

WHEREAS, the Town's existing Comprehensive Land Use Plan was authorized in 2010 and updated with the Town Center Smart Growth Plan in 2021; and

WHEREAS, it was determined that an update of the comprehensive plan, specifically focused on the vacant, approximately 500 acre Former Clinton County Airport was necessary for the purposes of reducing sprawl, creating a unified development strategy, reducing energy consumption, providing for multimodal transportation, improving design guidelines, creating an authentic sense of place, and reducing greenhouse gas emissions; and

WHEREAS, a public advisory committee (PAC) composed of residents, landowners, Planning & Zoning staff, and Board members was instituted by the Supervisor to assist in the planning update process; and

WHEREAS, the Public Advisory Committee has successfully developed a Former Clinton County Airport Smart Growth Plan (update to the Town Comprehensive Plan); and

WHEREAS, The Public Advisory Committee has provided a final draft of the Plan recommended for adoption by the Town Board of the Town of Plattsburgh; and

WHEREAS, after review and discussion of the proposed draft amendments the Town Board desires to distribute the proposed document 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
6. City of Plattsburgh; and

WHEREAS, New York Town Law requires that a public hearing on proposed amendments be held to consider the advisability of amendment to the Town of Plattsburgh Comprehensive Plan; 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, Part 617.12 (b)-(2) of SEQRA, provides that the adoption of a municipalities comprehensive land use plan is a TYPE I 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 will coordinate review with any other involved agencies with jurisdiction under SEQRA and have prepared the required long Environmental Assessment Form (EAF); now, therefore be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby receive and place on file the Draft Former Clinton County Smart Growth Plan; and, it is 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 February 3, 2022 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 10 days before the **February 3, 2022** 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 the draft Former Clinton County Airport Smart Growth Plan 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 Department, Zoning Department, the adjacent municipalities and Clinton County Planning Board and other interested agencies.

Motion: Barbara E. Hebert

Seconded by: Dana M. Isabella

Discussion: none

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

Paulyn Hall
2/24/22

**TOWN OF PLATTSBURGH
TOWN MONTHLY MEETING
January 20, 2022**

Motion to go into Executive Session to discuss the work history of one individual.

Motion to come out of Executive Session.

Motion by: Charles A. Kostyk
Seconded by: Thomas E. Wood
Time: 6:20

Motion by: Barbara E/ Hebert
Seconded by Thomas E. Wood
Time: 6:43

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Barbara E. Hebert	x	
Charles A. Kostyk	x	
Dana M. Isabella	x	
Michael S. Cashman	x	

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Barbara E. Hebert	x	
Charles A. Kostyk	x	
Dana M. Isabella	x	
Michael S. Cashman	x	

RESOLVED, that this Town Board meeting be adjourned at 6:43 PM.

Motion by: Charles A. Kostyk
Seconded by: Dana M. Isabella

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

Kostyk
7/24/22

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
January 27, 2022**

The meeting was called to order at 6:05 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	
Barbara E. Hebert, Councilor		x
Charles A. Kostyk, Councilor	x	
Dana M. Isabella, Councilor	x	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney		x

Public Comments

Supervisor's Report

Draft Resolutions

022-xxx Minutes

022-036 Resignation(retirement) of Jayson Covey from WWW Department

022-xxx Code Enforcement Training in Lake Placid

022-xxx 3% Site Plan Refund Deposit for N. Wilson Holding LLC

022-xxx Renewal Agreement Between Town of Ellenburg and Town of Plattsburgh-Mausoleum

022-xxx Change Order No.1 - Contract No. 4 – Electrical, Water Supply Improvements

022-xxx Senior Account Clerk/Typist Position Promotion – Barbara Miner

Committee Reports -

Town Board meeting be adjourned at 6:39 PM.

Executive Session – as needed

Motion to go into Executive Session
to discuss the work history medical, financial,
credit or employment history or matters leading
to said dismissal, removal, promotion, appointment,
employment of four individuals

Motion by: Charles A. Kostyk

Seconded by: Dana M. Isabella

Time: 6:10

Motion to come out of Executive session

Motion by: Thomas E. Wood

Seconded by: Charles A. Kostyk

Time: 6:39

	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Barbara E. Hebert	absent	
Charles A. Kostyk	x	
Dana M. Isabella	x	
Michael S. Cashman	x	

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>
Thomas E. Wood	x		
Barbara E. Hebert			x
Charles A. Kostyk	x		
Dana M. Isabella	x		
Michael S. Cashman	x		

Katzenfaller
1/28/22

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION MEETING
January 27, 2022**

Resolution NO. 22-036

**Retirement of Jayson Covey as Water Waste Water
Supervisor in the Water Wastewater Department**

WHEREAS, Jayson Covey has submitted a letter of resignation (retirement) from the Water and Wastewater position as WWW Supervisor effective January 21, 2022; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board, with appreciation for Jayson Covey prior years of service in that position, accept Mr. Covey's letter of resignation as Water and Wastewater Supervisor ; and be it further

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

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Cashman

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

Kalish Kull
1/28/22