

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022**

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	
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. 022-066

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of February 3, 10 and 17, 2022 be approved and the reading of the minutes be dispensed with.

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

Public Comment- moment of silence for ZBA member Sherman Rebideau

Kate B. Kalluche
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022**

Resolution No. 022-067

Abstract 3B- 22

RESOLVED, that the abstract of audited claims **No.3B-22** for \$314,774.43, **Abstract 3B-22** prepays for the amount \$458,606.68 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

<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
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETINGS
March 17, 2022**

Resolution No. 022-068

Monthly Department Reports

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

Building and Grounds – Feb.

Codes and Zoning- Feb.

Dog Control Officer -

Historian-

Highway Superintendent –Feb.

Justice Court-

Parks and Recreation- Feb.

Planning and Community
Development – March

Safety Committee –

Supervisors Financial Report- Feb.

Tax Receiver-

Town Clerk-Feb.

Water Wastewater – Feb.

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

Discussion: none

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

Kostyk
3/17/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
March 17, 2022**

Resolution No. 22-069

**SEQRA Determination for 2022 Former Clinton County
Airport Smart Growth Plan & Comprehensive Land
Use Plan Amendment**

WHEREAS, Environmental Conservation Law 6NYCRR Part 617 “State Environmental Quality Review” provides for the review of projects which constitute an “action” with respect to the effect of such projects on the environment; and

WHEREAS, a determination of the effect of said project or action on the environment is necessary to determine whether a draft “Environmental Impact Statement” is required; and

WHEREAS, the effects of the project or action on the environment are to be examined by all “involved agencies”; and

WHEREAS, the Town Board has before it the project or action known as the Former Clinton County Airport Smart Growth Plan, a comprehensive land use plan amendment; and

WHEREAS, the Project has been determined to be a Type I action requiring the assessment of its effect upon the environment; and

WHEREAS, a public hearing was held on February 3, 2022 to hear from members of the public, comments in response to the Draft for consideration prior to approval; and

WHEREAS, the Town Board did authorize and direct copies of the Draft Town Center Smart Growth Plan to be forwarded and referred to involved agencies as required; and

WHEREAS, the Town Board was determined to be a “lead agency” and, if no objection is made from any other “involved agency”, the “lead agency” in accordance with Part 617 “State Environmental Quality Review” (SEQR) for purposes of assessing the effect of the Project on the environment;

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Plattsburgh, New York, as follows:

1. The Town Board acting as the “lead agency” has received a completed Full Environmental Assessment Form (Parts 1 and 2) a true copy which is attached hereto, map, plan and related materials giving information about the Project and its potential effects on the environment, together with all written comments and written evidence of oral comments provided by “involved agencies” (collectively, the “environmental compliance file”).
2. The Town Board does hereby determine, after careful review and consideration of the environmental compliance file, that (I) the Town Board has taken a “hard look” at all

environmental aspects of the Project, (ii) the environment review of the Project is not subject to segmentation, (iii) a public hearing on the Smart Growth Plan was held for the adoption process, and (iv) the Project will not have a significant effect on the environment pursuant to the information presented in Part 1 - PROJECT INFORMATION and Part 2 - PROJECT IMPACTS AND THEIR MAGNITUDE and the environmental compliance file, and that, therefore, the preparation of a draft "Environmental Impact Statement" is not required.

3. The Town Board of the Town does hereby authorize and direct the Supervisor or Town Planning Department to have prepared a "notice of no significant environmental impact" (NEGATIVE DECLARATION) for the project.
4. The "notice of no significant environmental impact" (NEGATIVE DECLARATION) shall be disseminated to those "involved agencies" and governmental units as required by the Environmental Conservation Law and any local law of the Town, and the environmental compliance file as aforesaid shall be maintained on file at the Town Hall Offices of the Town Board and made available for public inspection at regular business hours of the Town.
5. This Resolution shall become effective immediately upon its adoption by the Town Board of the Town.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Yes

Roll Call:

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

Kostyk
3/24/22

TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022

Resolution No. 022-070

**Adopt the Former Clinton County Airport Smart
Growth Plan Updates**

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, the Town Board scheduled and held a public hearing on February 3, 2022 at the Town Hall meeting room as part of the Town Board's consideration of 1.) The environmental impact of, and 2.) The adoption of the Town Center Smart Growth Plan, a comprehensive plan update; and

WHEREAS, the Clinton County Planning Board was provided a copy of the Town Center Smart Growth Plan, for their review in accordance with General Municipal Law 239m and has responded with their approval of the action by resolution 19-22 on March 2, 2022; now, therefore be it

RESOLVED, Town Board does hereby adopt the *Former Clinton County Airport Smart Growth Plan* with supporting maps, plans, and reports as an official amendment and update of the Town Comprehensive Plan; and it is further

RESOLVED, that the Town Board does hereby direct the Town Planning Department to make arrangements to have the *Former Clinton County Airport Smart Growth Plan* duplicated and made accessible on the Town Website; and be it further

RESOLVED, that the Town Board does hereby direct the Town Supervisor to forward to each member of the Town Board, Town Planning Board, and Town Zoning Board a copy of the Town Center Smart Growth Plan; and be it further

RESOLVED, that the Town Board does hereby direct the Town Supervisor to forward to each member of the Public Advisory Committee a copy of the Town Center Smart Growth Plan with a letter of appreciation for the work and effort in the preparation of the document; and it is further

RESOLVED, that a copy of this Resolution be given to the Town Clerk, Planning & Community Development Department, and Codes Enforcement Office.

Motion: Thomas E. Wood

Seconded by: Barbara E. Hebert

Discussion: Yes

	<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				

Thomas E. Wood
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022**

Resolution No. 022-071

**Agreement with Eagle's Nest Veterinary Services
for Dangerous Dogs in the Town of Plattsburgh**

WHEREAS, on occasion it is necessary for the Dog Control Officers to Kennel dangerous dogs and provide other kennel services as appropriate and approved by the Supervisor, and

WHEREAS, Eagle's Nest Veterinary Hospital has submitted a Renewal Agreement to the Town for Service from March 24, 2022 to March 23, 2023 with a retainer of \$500.00 as stated in the agreement; therefore be it

RESOLVED that, after the Town Attorney's review, the Supervisor be authorized to sign an Agreement between Eagles Nest Veterinary Services. and the Town of Plattsburgh to meet the regulations from Agriculture and Markets concerning dangerous dogs and any rules and regulation promulgated pursuant thereto in relation to the seizure, holding, care, redemption and disposition of seized dogs in The Town of Plattsburgh; and be it further

RESOLVED, that a copy of this Resolution be given to the temporary Dog Control Officer, the Town Clerk and Eagle's Nest Veterinary 34 Skyway Plaza, Suite 2. Plattsburgh, New York 12901.

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				

Kurt G. Kull
3/29/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
March 17, 2022**

Resolution No. 022-072

Zoning Fee Schedule 2022

WHEREAS, the Town of Plattsburgh June 2021 Zoning Ordinance, as amended, provides for in Article XII, that fees to be charged shall be as set forth by the Town Board, and from time to time may be amended after a public hearing thereon to be held at least ten (10) days after publication of the notice of the time and place of such respective hearing; and

WHEREAS, the Codes and Zoning Department has proposed changes to the Zoning Fee Schedule in the past and it is necessary to review and update them again; and

WHEREAS, the Town Board duly called for a public hearing for the consideration of the aforesaid Zoning Fee Schedule update and gave due notice thereof, as required by law; and

WHEREAS, said public hearing was held by this Town Board at the Town Hall at 151 Banker Road, Plattsburgh, New York, on the 10th day of March, 2022, at 6:05 P.M. of said day, at which time the proposed Zoning Fee Schedule change was made available; now, therefore be it

RESOLVED, that the Town Board, of the Town of Plattsburgh, after review and discussion of said proposed change to the Zoning Fee Schedule duly authorized by Article XII, does hereby receive and place on file the proposed change, which change is as set forth in the attached Zoning Fee Schedule 2022; and, it is further

RESOLVED, that the Town of Plattsburgh Town Board, after review and discussion of said proposed changes to the Zoning Fee Schedule, does hereby adopt the attached amended Zoning Fee Schedule dated 2022 and, be it further

RESOLVED, this Resolution shall be effective immediately; and, be it further

RESOLVED, that a copy of this Resolution be given to the Codes and Zoning Department and a copy be updated to the Codes and Zoning Department Website.

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

Handwritten signature
3/29/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022**

Resolution NO. 022-073

Active Community Plan Funding

WHEREAS, the Town of Plattsburgh has several projects identified in the Clinton County Health Department Active Community Concept Plan that qualify for grant funding under the same program; and

WHEREAS, in coordination with The Clinton County Health Department, a budget for the purchase of bicycle & pedestrian-related amenities and signs has been prepared; and

WHEREAS, as Grantor, Clinton County will reimburse the Town for the purchase of the items listed therein; now, therefore be it

RESOLVED, that the Town of Plattsburgh Board does hereby agree to utilize Clinton County grant funding (on a reimbursable basis) for the purchase of equipment and signs listed on the CHSC Complete Streets Concept Plan Budget; and be it further

RESOLVED, that the Town of Plattsburgh Board does hereby authorize the Supervisor to sign and execute any documentation, agreements, and invoices associated with this grant opportunity.

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

Kostyk & Hebert
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
March 17, 2022**

Resolution NO. 022-074

MOU with the Clinton County Health Department

WHEREAS, a MOU is necessary to establish a framework of collaboration between the Town and County; and,

WHEREAS, the Town of Plattsburgh will receive a \$7,880.00- Creating Healthy Schools and Community Grant award; now therefore be it

RESOLVED, that the Town Board does hereby authorize the Town Supervisor to sign the Memorandum of Understanding with the Clinton County Health Department to utilize the \$7,880.00 CHS&C grant award; and be it further

RESOLVED, that the Town Board does hereby authorize the Town in the amount of \$7,880.00 to be used to purchase materials or supplies that are linked to the adoption and or implementation of Complete Street polices, plans and practices; and be it further

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

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 and date:
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI- MONTHLY MEETING
March 17, 2022**

Resolution No. 022-075

Letter of Retirement from the Position of
Secretary to the Supervisor

WHEREAS, Ms. Deborah Patnode has submitted a letter of retirement from her position of Secretary to the Supervisor effective April 1, 2022; therefore be it

RESOLVED, that the Town Board accept and place on file Ms. Patnode' s letter of retirement from the Town of Plattsburgh; and, be it further

RESOLVED, that the Town Board, with appreciation for her service during her tenure to the Town of Plattsburgh; accept and, be it further

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

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>
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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				

Patnode
3/24/22

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETINGS
March 17, 2022**

Resolution No. 022-076

Appointment of Heather(or-nee) Courneene to
the Assessment Board of Review

WHEREAS, a vacancy exists for a member on the Board of Assessment Review; and,

WHEREAS, Ms. Heather Courneene, a resident of the Town of Plattsburgh, is willing to serve as a member of the Assessment Board of Review; therefore, be it

RESOLVED, that the Town Board, does hereby appoint Ms. Courneene to the Assessment Board of Review for a term to expire September 30, 2025; and, be it further

RESOLVED, that Ms. Courneene take an oath of office within thirty days of this Resolution; and, be it further

RESOLVED, that a copy of this Resolution be given to Board Chairperson, and the Town Assessor.

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion: Yes

	<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 and date:
3/24/22

**TOWN OF PLATTSBURGH
TOWN SEMI MONTHLY MEETING
March 17, 2022**

Motion to go into Executive Session
Collective bargaining negotiations per
Article 14 of Civil Services Law.

Motion to come out of Executive Session

Motion by: Charles A. Kostyk
Seconded by: Barbara E. Hebert
Time: 6:21 P.M.

Motion by: Barbara E. Hebert
Seconded by: Thomas E. Wood
Time: 6:37 P.M.

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

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

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

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

	<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	absent		
Michael S. Cashman	x		

Kostyk/Hebert
3/29/22

ZONING FEES

A. RESIDENTIAL Zoning Board of Appeals

Board of Appeals Area Variance	\$75.00
Board of Appeals Use Variance	\$125.00
Board of Appeals Interpretation	\$50.00

B. COMMERCIAL Zoning Board of Appeals

Board of Appeals Area Variance	\$150.00
Board of Appeals Use Variance	\$200.00
Board of Appeals Interpretation	\$150.00

C. Fee for appeal to Board of Appeals in any instance not covered by the foregoing \$100.00

D. MANUFACTURED HOME PARK PERMIT TO OPERATE (Three-year Permit Term)

1 – 25 Lots	\$300.00
26 – 50 Lots	\$400.00
Over 51 Lots	\$500.00