

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
June 16, 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. 022-127

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **May 5, 2022** be accepted and the reading of the minutes be dispensed with.

Motion: Dana M. Isabella

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				

Public Comment-

**TOWN OF PLATTSBURGH
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June 16, 2022**

Resolution No. 022-128

Abstract 6B

RESOLVED, that the abstract of audited claims **No.6B-22** for \$867,961.45, **Abstract 6B-22** prepays for the amount \$ 305,937.59 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				

**TOWN OF PLATTSBURGH
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June 16, 2022**

Resolution No. 022-129

**Publish a Request for Proposals
(RFP) Intended for Professional IT
Services**

WHEREAS, the Town of Plattsburgh is seeking proposals from qualified Computer & Information Technology Firms to provide professional services for the Town of Plattsburgh; and

WHEREAS, firms offering proposals should be familiar with the infrastructure, hardware, software, programs and services utilized by the Town of Plattsburgh; and

WHEREAS, the Town of Plattsburgh will rank the responses received on an evaluation of certification that your firms provides services to municipal clients, technical skills, experience and reference information. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked "Proposal for Computer & Information Technology Services for Town Offices" and received at the Town of Plattsburgh by 12:00 pm, August 1, 2022. Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at 562-6830 during business hours Monday – Friday or going to the Town of Plattsburgh website; now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive informal bid proposals for Computer & Information Technology Services for Town Offices, to administer and deliver the scope of services, and that the Town Clerk post notice on the Town’s Clerks bulletin board and post on the Town’s Website; and, it is further

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

Motion: Dana M. Isabella

Seconded by: Barbara E. Hebert

Discussion: Yes. Supervisor 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				

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
JUNE 16, 2022**

Resolution NO. 022-130

**3% Site Plan Return Deposit for
Texas Roadhouse Site Plan 2021**

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Texas Roadhouse Site Plan 2021; and

WHEREAS, the Planning & Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; now, therefore be it

RESOLVED, that the Supervisor is hereby authorized and directed to release the said deposit in the amount of \$4,079.91 plus accrued interest to date; and it is further

RESOLVED, that a certified copy of this Resolution be forwarded by the Planning & Community Development Department Secretary, with the return of deposit to Texas Roadhouse.

Motion: Barbara E. Hebert

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				

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
June 16, 2022**

Resolution No. 022-131

**Site Lease Agreement between the
Town of Plattsburgh and T-Mobile
Northeast LLC at Hammond Lane**

WHEREAS, T-Mobile Northeast LLC [T-Mobile] has proposed the installation of a communication facility collocated on the Town water tank at 124 Hammond Lane and

WHEREAS, Richard Comi the consultant for the Town in these matters and the Town Attorney have carefully reviewed all the relevant documents including Site Lease Agreement, Memorandum of Lease, Certificate of Municipal Corporate Incumbency and Authority ,NYS Combined Real Estate Transfer Tax Return and IRS Form W-9 and approve them as to content and form, now therefore be it

RESOLVED, that the Supervisor, the Deputy Supervisor and the Town Clerk are hereby authorized to sign the above referenced documents where their signatures are required.

Motion: Thomas E. Wood

Seconded by: Dana M. Isabella

Discussion: Yes. James J. Coffey.

	<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				

**TOWN OF PLATTSBURGH
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June 16, 2022**

Resolution No. 022-132

**Purchase of Kennedy
Fire Hydrants**

WHEREAS, the Water & Wastewater Department has hydrants to be replaced to maintain the Town’s water system; and

WHEREAS, Kennedy Valve has submitted documentation stating VP Supply is the certified distributor for Kennedy Valve and is the exclusive supplier of Kennedy Valve products in the Upstate New York market area; and

WHEREAS, VP Supply as the authorized distributor for Kennedy Valve and the exclusive supplier of Kennedy Valve products in the Upstate New York market area has submitted a price quotation for 5 Kennedy Hydrants; therefore, be it

RESOLVED, the purchase of 5 Kennedy Hydrants be awarded to VP Supply, Plattsburgh, NY in the amount of \$17,425.00 be approved; and it is further

RESOLVED, that payment be made payable from the 2022 Water & Wastewater Budget Account # SW6.8340.2000 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

Motion: Thomas E. Wood

Seconded by: Barbara E. Hebert

Discussion: Yes. Barbara E. Hebert.

	<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				

**TOWN OF PLATTSBURGH
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June 16, 2022**

Resolution No. 022-133

**Senior Account Clerk/Typist
Position Promotion – Karen
Provost**

WHEREAS, in May 2019 Karen Provost was hired as an Account Clerk/ Typist in the Business Department; and

WHEREAS, Karen Provost’s work and abilities are outstanding allowing the Finance Manager to expand her duties; and

WHEREAS, Ms. Provost has passed the Senior Account Clerk/Typist Civil Service exam with a perfect score and is reachable from the current Civil Service listing; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby authorize the provisional promotion; and be it further

RESOLVED, this promotion will take effect on June 20, 2022 with a 12 week probationary period. This places Karen Provost at Grade 6, Step of 1 at an hourly rate of \$23.70; and it is further

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

Motion: Thomas E. Wood

Seconded by: Dana M. Isabella

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				

**TOWN OF PLATTSBURGH
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Resolution No. 022-134

**Change Order No.1 - Contract No. 1-
General Water Supply Improvements**

WHEREAS the Town of Plattsburgh's Water and Wastewater Department (WWW) went out to bid and awarded the Water Supply Improvements Contract No. 1 - General (Resolution No. 021-123) as part an ongoing capital improvement plan; and

WHEREAS, the 42 inch ductile iron piping required modification to include a hydrant and thrust block modifications; and

WHEREAS, based on the time to receive the generator, transfer switch and PLC the contract time for the completion of the project shall be extended to October 30, 2022; and

WHEREAS, Luck Brothers, Inc. has submitted a pricing adjustment in the amount of \$48,000.00; now, therefore be it

RESOLVED, that the Town Board does hereby authorize the Supervisor to execute said change order no. 1 contract no. 1; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Water Wastewater Director, Laberge Engineering and Luck Brothers, Inc..

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

**TOWN OF PLATTSBURGH
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Resolution NO. 022-135

**Temporary Seasonal Hire for the
Building and Grounds
Department – Jacob Pierce**

WHEREAS, the Supervisor has received a letter from Richard Rascoe, Building Maintenance Supervisor, requesting to hire a seasonal worker; and,

WHEREAS, Jacob Pierce (\$15.00/hour) be appointed to said position when all employment verification and eligibility provisions have been satisfied from 6/21/2022 to 9/2/2022; now, therefore be it

RESOLVED, that the Supervisor is authorized to sign all necessary documents to hire seasonal temporary help in the Building and Grounds Department and a certified copy of this Resolution be given to the Finance Manager, Cool Insurance and the Clinton County Civil Service Department of Personnel for their final approval and a copy be placed in Mr. Pierce’s personnel file.

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				

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Comments – Supervisor Cashman: Ampersand Drive Light Update
Barbara E. Hebert: Happy Father’s Day.

RESOLVED, that this Town Board meeting be adjourned at 6:13 PM.

Motion by: Barbara E. Hebert
Seconded by: Dana M. Isabella
Discussion: None

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

Minutes Respectfully Submitted by:



Katie Kalluche, Town Clerk