

**TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
July 28, 2022**

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road. Pledge.

	<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	

Other Attendees: County Legislators Wendell Hughes & David Bezio

Public Comments – None

Supervisor’s Report –

Draft Resolutions –

- 022-152 Publish a Request for Proposals (RFP) Intended for Assessment Vendor
- 022-153 Recreation Program Contract of Service for Summer Tennis Program
- 022-154 Audit Services of EFPRGroup for 2022, 2023 and 2024
- 022-155 Purchase of John Deere 60G Compact Excavator
- 022-xxx Minutes
- 022-xxx Monthly Reports
- 022-xxx Twinstate Maintenance Renewal Agreement
- 022-xxx Water Capital Project Closure
- 022-xxx RFP for Uniform Rental Service
- 022-xxx Request to Attend New York Upstate Chapter APA Conference

Committee Reports – None

Town Board meeting be adjourned at 6:10 PM.

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
July 28, 2022**

Resolution No. 022-152

**Publish a Request for Proposals (RFP)
Intended for Assessment Vendor**

WHEREAS, the Town of Plattsburgh Assessment Department is seeking a qualified vendor to support collection and verify physical real property improvements, residential and/or commercial and/or industrial, in accordance with Volume 6 of the Assessor’s Manual published by the New York State Office of Real Property Tax Services; and

WHEREAS, contractors interested in providing the services described with the scope of work are invited to deliver three sealed copies of the proposal to the Town Clerk’s Office, 151 Banker Road, Plattsburgh, NY 12901 no later than August 25, 2022 at 2pm, at which time and place the proposals will be opened; and

WHEREAS, the Town of Plattsburgh reserves the right to reject any or all proposals. Companies, that have submitted acceptable responses, will be notified of contractor selection by letter after the final determination has been made. The Town of Plattsburgh intends that, if a contractor is chosen, an instrument of contract will be signed no later than December 15, 2022. Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at (518) 562-6830 during business hours Monday – Friday; now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive proposals as outlined in the scope of work attached for a vendor to the Office of the Assessor, and that the Town Clerk post notice on the Town’s Clerks bulletin board and also post on the Town’s Website; and, it is further

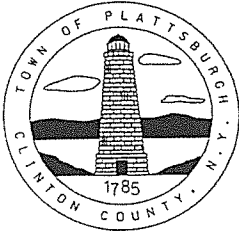
RESOLVED, that a copy of this Resolution be given to the Town of Plattsburgh Finance Manager and Town Assessor.

Motion: Thomas E. Wood

Seconded by: Dana M. Isabella

Discussion: Yes, Wood and 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 ASSESSMENT

151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307
(518) 562-6820
FAX # (518) 563-8396
TDD # (800) 662-1220

Michael S. Cashman
Supervisor

Charles A. Kostyk
Deputy Supervisor/Councilor

James J. Coffey
Town Attorney

Thomas E. Wood
Councilor

Barbara E. Hebert
Councilor

Dana M. Isabella
Councilor

Kathryn B. Kalluche
Town Clerk

Matthew G. Favro
Deputy Town Attorney

The Town of Plattsburgh Assessment Department is seeking a qualified vendor to collect and verify physical real property improvements, residential and/or commercial and/or industrial, in accordance to Volume 6 of the Assessor's Manual published by the NYS Office of Real Property Tax Services. Contractors interested in providing the services described with the scope of work are invited to deliver (3) sealed copies of the proposal to the Town Clerk's Office, 151 Banker Road, Plattsburgh, NY 12901 no later than August 25, 2022 at 2pm, at which time and place the proposals will be opened.

- The contractor shall demonstrate an ability to work with the NYS RPSv4 system currently in use the Assessor's Office.
- The contractor shall provide 5 years of experience in physical data collection and inventory of real property.
- The contractor shall provide list of clients where physical data collection is included in the assignment or scope of work.

Scope of work to include:

The Contractor:

- Shall verify or correct the complete listing of physical details for residential, commercial and industrial buildings and structural improvements for parcels examined as part of a regular real property physical inspection maintenance schedule.
- Shall verify and correct or create the property record card for Building Permits as needed.
- Shall create new Property Record Card(s) for new construction parcels in preparation for valuation.
- Shall collect information needed for income capitalization valuation during commercial/industrial inspections.
- Will review the property record card information with front and rear on-site physical inspection as defined by the Rules for Real Property Tax Administration and Guidelines for Cyclical Reassessment for all parcels.
- Will secure the signatures of the owner or occupant of each property inspected on the Property Record Card.
- Measure and make corrections for each property as needed.
- Sketch or re-sketch inventory on card or new card as needed.
- Enter initials and date of site visit on the front of the Property Record Card in the Audit Control section.
- Take front photo, 2 sides if possible, rear photo if possible and a photo of any unusual characteristics of the property and maintain a reference for the photos.

BrianD@townofplattsburgh.org

RachelL@townofplattsburgh.org

The Town of Plattsburgh is an equal opportunity provider and employer.

- Provide the Town of Plattsburgh with media device of all photos with cross reference.
- Return the Property Record Card with changes noted by an "x" next to the field that was amended.
- Provide the Town of Plattsburgh with a signed tally of the sites inspected on a monthly basis.
- Shall maintain positive public relations with property owners.

The municipality and the contractor must mutually understand and agree that their respective liability hereunder for damages, regardless of the form of proceeding or action, shall be such as is defined by applicable statutes and common law of the State of New York.

The contractor will serve in the capacity of an independent contractor in this collection project and will maintain insurance at least as hereinafter set forth so as to protect it and the municipality from any and all claims under the Workers' Compensation Law, and such other employee benefits law, and from claims for damage to person or property arising out of and during its operation pursuant to this agreement, for the entire pendency of this data collection project.

Please include per parcel price for review of residential, commercial and industrial parcels and an hourly charge rate for data collecting, sketching and verifying new commercial and/or newly created residential properties. **Three (3) copies of the proposals are due Friday August 25, 2022 by 2pm.**

The Town of Plattsburgh assumes no liability for the costs incurred by a company in preparing its proposal for professional services in response to this RFP. The Town of Plattsburgh reserves the right to reject any or all proposals. Companies, that have submitted acceptable responses, will be notified of contractor selection by letter after the final determination has been made. The Town of Plattsburgh intends that, if a contractor is chosen, an instrument of contract will be signed no later than December 15, 2022.

Brian M. Dowling
Assessor
Town of Plattsburgh

BrianD@townofplattsburgh.org
RachelL@townofplattsburgh.org

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**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
July 28, 2022**

Resolution No. 022-153

**Recreation Program
Contract of Services for
Summer Tennis Program**

WHEREAS, Parks and Recreation utilizes instructional services for programs in the Town of Plattsburgh; and

WHEREAS, the Youth Services and Recreation Director recommends contract services for program and said person get a W9; now, therefore be it

Stephanie Davis

\$800 – Tennis (July 25, 2022 – July 29, 2022)

RESOLVED, that the Supervisor is authorized to sign all documents necessary for these short term contract services.

Motion: Thomas 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
TOWN BOARD WORK SESSION
July 28, 2022**

Resolution No. 022-154

Professional Auditing Services

WHEREAS, the Town Board of the Town of Plattsburgh has determined that it is in the best interest of the Town to obtain professional consultant services for purposes of examining and reviewing Town books and financial reports to prepare an audit for the years 2022, 2023 and 2024; and

WHEREAS, it was determined that the EFPR Group was the lowest bidder; and

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

RESOLVED, the Town Board of the Town of Plattsburgh, upon review approval and recommendation of the Town Attorney, does hereby accept the proposal as submitted by EFPRGroup for auditing services for the years 2022, 2023 and 2024; and it is further

RESOLVED, that the Supervisor be and hereby is authorized and directed to execute an Agreement for said consulting services as stated in the attached proposal; and be it further

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

Motion: Thomas E. Wood

Seconded by: Dana M. Isabella

Discussion: Yes. Wood

	<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				

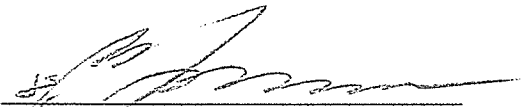
Town of Plattsburgh

COST PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

- a. Name of Firm: EFPR Group, CPAs, PLLC
- b. The person signing the proposal indicated below is entitled to represent the EFPR Group, CPAs, PLLC, empowered to submit the bid and authorized to sign a contract with the Town of Plattsburgh.
- c. The total all-inclusive maximum price for the years ending December 31, 2022, 2023 and 2024 to be as follows:

	<u>2022</u>	<u>2023</u>	<u>2024</u>
Town of Plattsburgh	\$ <u>30,325</u>	<u>31,200</u>	<u>32,200</u>
Single audit, if required	\$ <u>3,200</u>	<u>3,300</u>	<u>3,400</u>
Town Clerk, Tax Receiver and Town Justices AUPs	\$ <u> -</u>	<u> -</u>	<u>6,500</u>

These are the ALL-INCLUSIVE FEES to be charged to the Town and includes all costs, including report reproduction and similar expense (travel, phone, clerical, postage, etc.).



Authorized Signature
Douglas E. Zimmerman, CPA
Partner

June 24, 2022

Date

Town of Plattsburgh

COST PROPOSAL FOR PROFESSIONAL AUDITING SERVICES

Rates by Partner, Specialist, Supervisory and Staff Level, Times Hours Anticipated for Each

The following table illustrates the estimated number of hours and the discounted hourly billing rates by staff classification for the year ending December 31, 2022:

	<u>Estimated number of hours</u>	<u>Discounted hourly billing rates</u>	<u>Total</u>
Partner	75	\$ 220	\$ 16,500
Senior accountant	95	95	9,025
Staff accountant	<u>60</u>	<u>80</u>	<u>4,800</u>
Total	<u>230</u>		\$ <u>30,325</u>

Rates for Additional Professional Services

In the event additional services, outside of the scope of services listed in our proposal, are requested by the Town of Plattsburgh, the discounted hourly rates to be billed for these services for the year ending December 31, 2022 will be as follows:

Partner	\$ 220
Senior accountant	95
Staff accountant	<u>80</u>

Any such additional work shall be performed only if set forth in an addendum to the contract between the Town of Plattsburgh and the EFPR Group, CPAs, PLLC.

Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement. Interim billing shall cover a period of not less than a calendar month.

APPENDIX E

SCHEDULE OF AUDIT QUOTATIONS

	AS PROPOSED		
	<u>2022</u>	<u>2023</u>	<u>2024</u>
Audit of general-purpose financial statements, and All other services not separately listed below.	<u>30,325</u>	<u>31,200</u>	<u>32,200</u>
Audit of the financial records of the Town Clerk, Tax Receiver, and Town Justices (2)			<u>6,500</u>
Single Audit (If Applicable)	<u>3,200</u>	<u>3,300</u>	<u>3,400</u>
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	<u>\$ 33,525</u>	<u>\$ 34,500</u>	<u>\$ 42,100</u>

APPENDIX F

SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS
IF REQUESTED BY TOWN OF PLATTSBURGH

	<u>HOURLY RATE</u>
PARTNERS	<u>\$ 220</u>
MANAGERS	<u>N/A</u>
SUPERVISORY STAFF	<u>95</u>
STAFF	<u>80</u>
OTHER (SPECIFY)	<u>N/A</u>

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
July 28, 2022**

Resolution No. 022-155

Purchase of John Deere 60G
Compact Excavator

WHEREAS, the Town of Plattsburgh Water and Wastewater department utilizes a compact excavator to maintain the Town's water and wastewater system; and

WHEREAS, the Water & Wastewater Department has obtained and reviewed contract pricing quotes, under NYS OGS Contract ULNB0018; therefore, be it

RESOLVED, that the Town Board does hereby authorizes the purchase of a John Deere 60G Compact Excavator for \$97,000.00; and, it is further

RESOLVED, that the Supervisor is authorized to sign any and all related documents required to purchase from the water and wastewater budget account # WS-1610-2000; and, it is further

RESOLVED, that a copy of this Resolution be given to Mr. Stoddard, Water & Wastewater Director.

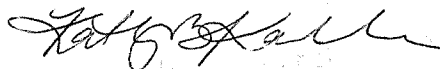
Motion: Dana M. Isabella

Seconded by: Thomas E. Wood

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				

Minutes Respectfully Submitted by:



Katie Kalluche, Town Clerk