

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 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

<b>MEMBERS:</b>	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
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	

Also in attendance: Robin Burgess, Deputy Town Clerk

**Resolution No. 022-194**

**Approve Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of **September 1, 2022 and September 8, 2022** be approved and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

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

**Public Comment: None**

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
PUBLIC HEARING  
October 6, 2022**

The meeting was called to order at 6:00 p.m. by the presiding officer at the Town Hall on the Banker Road.

**FURTHER NOTICE** is hereby given that the Town Board of the Town of Plattsburgh 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 at 6:05 p.m. prevailing time in relation to Proposed Local Law No. 1 of 2022 a Local Law authorizing public bodies of the Town to use video conferencing technology to participate in public meetings.

**1. Acceptance of Written Comments into the Record of the Hearing: None**

**2. Open Public Hearing to the Floor for Public Comment: None**

**Motion to OPEN Public Hearings**

**Motion by: Dana M. Isabella**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

**Time: 6:06 PM**

**Motion to CLOSE Public Hearings**

**Motion by: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Time: 6:11 PM**

	<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		

	<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		

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-195**

**Abstract 10A- 22**

**RESOLVED**, that the abstract of audited claims **No. 10A-22** for \$389,874.06, **Abstract 10A-22** prepays for the amount \$176,042.69 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> x	<u>Tabled</u>
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 MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-196**

**Monthly Department Reports**

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

Building and Grounds – **August 2022**

Codes and Zoning – **August 2022**

Dog Control Officer –

Historian –

Highway Superintendent – **August 2022**

Justice Court –

Parks and Recreation – **August 2022**

Planning and Community  
Development –

Safety Committee –

Supervisors Financial  
Report – **August 2022**

Tax Receiver –

Town Clerk – **August 2022**

Water Wastewater –

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

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

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-197**

**Salt Purchase Order for 2022-2023**

**RESOLVED**, to receive and place on file a letter dated September 20, 2022 from Tim DuBrey, Highway Superintendent, requesting permission to purchase 2800 tons of highway road salt for use by the Town of Plattsburgh Highway Department thru Clinton County in the amount of \$242,452.00; and, it is further

**RESOLVED**, that the Town Board does hereby grant permission to Tim DuBrey to order said salt and the Supervisor is hereby authorized to sign any related documents required for said purchase; and, it is further

**RESOLVED**, that payment for said purchase be made payable from the 2022-2023 Highway Budget accounts DA 5142-4200 and DA 5148-4200; and, be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager and Highway Superintendent.

**Motion: Thomas E. Wood**

**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  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-198**

**Appointment of Jessica Judd for Parks  
and Recreation Advisory Committee**

**WHEREAS**, the Town Board passed resolution 020-117 establishing a Parks and Recreation Advisory Committee; and,

**WHEREAS**, Jessica Judd possess skills and experience and the willingness and enthusiasm to serve as a member of the Parks and Recreation Advisory Committee; therefore be it

**RESOLVED**, that the Town of Plattsburgh Town Board does hereby appoint Mrs. Judd to the Parks and Recreation Advisory Committee, a two-year term to serve until December 31, 2023 and, be it further

**RESOLVED**, that Mrs. Judd take the oath of office within thirty days of this Resolution.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: Hebert**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> x	<u>Tabled</u>
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 MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-199**

**Purchase Trailer for John Deere  
Compact Excavator**

**WHEREAS**, the Water & Wastewater Department needs an equipment trailer for transporting the John Deere Compact Excavator to job sites; 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**, the Water & Wastewater Department requested 4 prices and is requesting permission to purchase an equipment trailer; therefore be it

**RESOLVED**, the purchase of a Sure Trac pro series equipment trailer be awarded to A Plus Auto Care, Inc. Gouverneur, New York in the amount of \$13,900.00 be approved; and it is further

**RESOLVED**, that payment be made payable from the 2022 Water & Wastewater Budget Account # WSA.1610.2000 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

**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				

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-200**

**Champlain Center South  
Associates, LLC**

**WHEREAS**, Champlain Center South Associates, LLC and the Town of Plattsburgh are desirous of having certain assessment issues resolved as to properties owned by Champlain Center South Associates, LLC in the Town of Plattsburgh, and

**WHEREAS**, a settlement proposal resolving pending tax certiorari litigation was recommended by the Vincelette Law Firm, special counsel to the Town of Plattsburgh, and reviewed by the Plattsburgh Town Board at its regular monthly meeting, and

**WHEREAS**, such a proposed settlement would present the parties with an expeditious and economic alternative to further litigation so as to resolve issues between the parties, and

**WHEREAS**, the Town Board has determined that the proposed settlement is in the best interests of the Town; now

**THEREFORE BE IT RESOLVED**, that the Town Board does hereby accept a proposed settlement for the 2019, 2020, 2021 and 2022 tax certiorari proceedings filed by Champlain Center South Associates, LLC in which the 2019, 2020, 2021 proceedings shall be discontinued and the 2022 assessed values of the subject property shall be reduced as follows:

<u>Year</u>	<u>Parcel No.</u>	<u>Prior Assessed Value</u>	<u>Revised Assessed Value</u>	<u>Reduction</u>
2022	206.4-4-1.1	\$16,500,000	\$14,000,000	\$2,500,000

and it is further

**RESOLVED** that RPTL 727 shall apply to the 2022 value of \$14,000,000 and will affect the 2023, 2024 and 2025 assessed values; and it is further

**RESOLVED** that Champlain Center South Associates, LLC shall be entitled to a refund of excess taxes paid based upon the above revisions; and it is further



**RESOLVED**, that the Town Board does hereby adopt this resolution to end the litigation between Champlain Center South Associates, LLC and the Town of Plattsburgh as to the above referenced assessment.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: None**

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

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-201**

**Resolution Authorizing  
Adoption by the Town  
Board of the Town of  
Plattsburgh of Local Law #1**

**WHEREAS**, a resolution was duly adopted by the Town Board of the Town of Plattsburgh for a public hearing to be held by said Governing Body on October 6, 2022 at 6:05pm at the Town of Plattsburgh, 151 Banker Road, Plattsburgh New York to hear all interested parties on a proposed Local Law entitled Local Law No. 1 – authorizing public bodies of the Town to use video conferencing technology to participate in public meetings; and

**WHEREAS**, notice of said public hearing was duly advertised in the Press Republican, the official newspaper of said Town, on September 28, 2022; and

**WHEREAS**, said public hearing was duly held on October 6, 2022 at 6:05pm at 151 Banker Road, Plattsburgh, New York and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof; and

**WHEREAS**, pursuant to part 617 of the implementing regulations pertaining to article 8 State Environmental Quality Review Act (SEQRA) it has been determined by the Town Board of the Town of Plattsburgh that this is a Type II action and no further review will be and could be processed by other applicable governmental agencies without further regard to SEQRA; and

**WHEREAS**, the Town Board of the Town of Plattsburgh, after due deliberation, finds it in the best interest of said Town to adopt said Local Law; therefore, be it

**RESOLVED**, that the Town Board of the Town of Plattsburgh hereby adopts said Local Law No. 1 entitled a Local Law authorizing public bodies of the Town to use video conferencing technology to participate in public meetings, a copy of which is attached hereto and made a part of this resolution; and be it further

**RESOLVED**, that the Town Clerk be and she hereby is directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Plattsburgh, and to give due notice of the adoption of said Local Law to the Secretary of State of New York.

**Motion: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Wood**

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

## **TOWN OF PLATTSBURGH**

### **Local Law No.   1   for the Year 2022 Adopted October 6, 2022**

A local law authorizing the public bodies of the Town to use videoconferencing technology to participate in public meetings.

#### **Section 1. Legislative Intent.**

It is the intent of this local law to give the Town's public bodies as that term is defined in Public Officers Law § 102 the authority to participate in meetings via videoconference in a manner consistent with the Town's videoconferencing policy and the authority granted in Public Officers Law § 103-a.

#### **Section 2. Authority.**

This local law is adopted pursuant to Public Officers Law § 103-a which expressly authorizes the Town board to adopt a local law giving public bodies the authority to participate in meetings via videoconference from locations not accessible to the public so long as a quorum of the body participates from locations where the public may be physically present and other conditions are met.

#### **Section 3. Videoconferencing for Public Meetings.**

The Town Board of the Town of Plattsburgh hereby authorizes members of all the Town's public bodies to participate in meetings using videoconferencing technology in a manner consistent with Public Officers Law § 103-a and the Town's videoconferencing policy adopted by the Town board.

#### **Section 4. Severability.**

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this Local Law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

#### **Section 5. Effective date.**

This local law shall take effect immediately upon filing with the Secretary of State.

Dated: October 7, 2022

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-202**

**Video Conferencing Policy**

**WHEREAS**, the last two years have informed the Town of the necessity of allowing members of public bodies to participate in meetings via video conferencing from locations that are not accessible to the public; and

**WHEREAS**, a copy of the proposed policy is attached hereto and made a part hereof; now thereby be it

**RESOLVED**, by the Town Board that the Video Conferencing Policy attached hereto is hereby adopted.

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: Cashman**

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

**TOWN BOARD OF THE  
TOWN OF PLATTSBURGH**

**VIDEO CONFERENCING POLICY**

**Adopted October 6, 2022**

**A. Introduction**

1. The Town of Plattsburgh recognizes the benefits of allowing members of the Town's local public bodies to attend meetings using videoconferencing technology. On October 6, 2022, the Town Board adopted a local law to authorize the use of videoconferencing for itself and all boards and committees of the Town which are subject to the New York State Open Meetings Law, Public Officers Law, Article 7.
2. This Videoconferencing Policy shall govern member and public attendance and participation where board members choose to attend the public meeting via videoconferencing pursuant to Section 103-a of the Open Meetings Law.
3. This Videoconferencing Policy shall be posted on the Town website.

**B. Remote Meeting Attendance by Board and Committee Members**

1. Members of a public body shall be physically present at all meetings of such public body unless such member is unable to be physically present at any such meeting location due to but not limited to the following extraordinary circumstances:
  - a. Disability;
  - b. Illness;
  - c. Health Concerns;
  - d. Caregiving responsibilities; or
  - e. Other significant or unexpected factor or event which precludes the member's physical attendance at such meeting.
2. The majority of the public body must conduct the public meeting from a physical location or locations where the public can attend. A physical location is any location identified in the meeting notice that is open to in-person public attendance.
  - a. For example, no less than three members of the Board or Committee must conduct the meeting in the same physical location or locations where the public can attend the meeting. If two Board or Committee members are sick and two Board or Committee members are on vacation, the public meeting must be cancelled because only one Board or Committee member is available

to meet in-person (or in any physical location open to the public). All four members cannot participate in the public meeting using video-conferencing from a location that is not open to in-person public attendance.

- b. A Board or Committee may conduct a meeting where two members attend the meeting from Town Hall, two members attend using videoconferencing where their physical locations are open to the public and such locations have been identified in the meeting notice, and one member attends using videoconferencing where their location is not open to the public.
3. Board or Committee members wishing to attend a public meeting using videoconferencing technology from a location not open to the public, must advise the chair of said public body as early as possible before the scheduled meeting that they are unable to be physically present at the meeting. The public notice for such meeting shall inform the public that videoconferencing will be used, where the public can view and/or participate in such meeting, where required documents and records will be posted or available and identify the physical location or locations for the meeting where the public can attend.
  - a. If a member of the public body plans to attend a meeting using videoconferencing technology from a location open to the public pursuant to Public Officers Law § 104(4), such member must advise the chair of such public body at least 72 hours before the meeting to ensure that the public body has enough time to post the required public meeting notice. The public notice for such meeting shall inform the public that videoconferencing will be used and shall identify the location for the meeting, and state that the public has the right to attend the meeting at any of the locations.
4. Except in the case of executive sessions conducted pursuant to Public Officers Law § 105, the chair shall ensure that all members of the public body, including those attending via videoconferencing, can be heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. Any board member attending a public meeting via videoconferencing technology must have their video turned on for the duration of the meeting
5. During the meeting, the chair shall announce the name or names of those members participating remotely. This information shall be included in the minutes.
6. Each meeting conducted using videoconferencing shall be recorded and such recordings posted or linked on the public website of the public body within five business days following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.

7. If videoconferencing is used to conduct a meeting from locations not open to the public pursuant to Public Officers Law § 103-a, the public body shall provide the opportunity for members of the public to view such meeting via video, and to participate in proceedings via videoconferencing in real time where public comment or participation is authorized and shall ensure that videoconferencing authorizes the same public participation or testimony as in-person participation or testimony.
8. If a vote takes place during the meeting, the remote attendee will be entitled to participate in the vote as usual.
9. Meetings that use videoconferencing shall utilize technology to permit access by members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines.

### **C. Exemptions**

1. The provisions of this Policy and Public Officers Law § 103-a do not limit the existing authority set forth in the Public Officers Law § 104(4) which allows all public bodies to remotely connect multiple public locations from which members and the public may attend. The Town's public bodies may continue to hold proper open meetings by videoconferencing from multiple physical locations which are identified in the meeting notice, open to the public and connected remotely together by videoconferencing.
2. The in person participation requirements set forth in this Policy and Public Officers Law § 103-a(2)(c) shall not apply during a state disaster emergency declared by the Governor pursuant to Executive law § 28, or a local state of emergency proclaimed by the Supervisor pursuant to Executive Law § 24, if the Governor or the Supervisor determines that the circumstances necessitating the emergency declaration would affect or impair the ability of the public body to hold an in person meeting.

### **D. Remote Meeting Etiquette for Board and Committee Members**

1. Board members that attend a public meeting via videoconferencing technology are expected to comply with the following rules:
  - a. Be on time.
  - b. Keep your camera on at all times.
  - c. Ensure your technology works correctly.
  - d. Wear appropriate clothing.
  - e. Frame the camera correctly.
  - f. Have the right light.



- g. Pay attention.
- h. Mute yourself when not speaking.
- i. Minimize distractions in the room.
- j. Maintain appropriate backgrounds.
- k. Silence all background noises.
- l. Ensure your displayed participant name is correct.
- m. Be mindful to look into the camera as much as possible.

#### **E. Public Participation via Videoconferencing Technology**

1. Questions will be answered in the order they are received. Participants attending a meeting via videoconferencing technology shall be called upon to speak following in-person speakers.
2. Participants must use the “Raise Hand” function to verbally ask a question. To raise one’s hand, click the “Participants” button in the bottom toolbar, then click the “Raise Hand” button at the bottom of the “Participants” dialogue box. Participants who have joined the meeting solely via phone can dial \*9 to raise their hand.
3. Remote meeting participants must wait until authorized to speak by the chair. Only remote speakers with a digital hand raised shall be called upon to speak.
4. Participants shall not type any questions or comments in the chat box. Please note, chats sent privately through a private chat box will show up on the administrator’s downloaded transcript.
5. Participants must mute themselves when not speaking to cut down on background noise.

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-203**

**Purchase of Water Meter  
Reading Software Subscription**

**WHEREAS**, Resolution 09-296 authorized the standardization of water reading meters to be Neptune Water Meters, and

**WHEREAS**, Neptune Technology Group has submitted documentation stating Ti Sales Inc. is the authorized Level I certified distributor for Neptune and is the exclusive supplier of Neptune products in the Upstate New York market area; and

**WHEREAS**, Ti Sales Inc. as the authorized Level I certified distributor for Neptune and the exclusive supplier of Neptune products in the Upstate New York market area has submitted price quotation for the subscription of meter reading software including training ; therefore, be it

**RESOLVED**, the purchase for the subscription of meter reading software including training be awarded to TI Sales Inc., in the amount of \$11,870.60 be approved; and, be it further

**RESOLVED**, that payment be made payable from the 2022 Water & Wastewater Budget Account # SWC.8340.4170 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

**Motion: Charles A. Kostyk**

**Seconded by: Thomas E. Wood**

**Discussion: None**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> x	<u>Tabled</u>
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 MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-204**

**Appointment of Jodie Seymour as  
an Account Clerk/Typist in the  
Business Department**

**WHEREAS**, there is a vacancy for the position of Account Clerk/Typist in the Business Department; and

**WHEREAS**, interviews for the aforementioned position were conducted of the eligible candidates provided by Clinton County Department of Personnel; and

**WHEREAS**, upon the completion of interviews it is the recommendation of the Finance Manager, that Jodie Seymour be appointed to the vacant Business Department Account Clerk/Typist position; and therefore be it

**RESOLVED**, that the Town Board does hereby authorize the hiring and appointment of Jodie Seymour to the vacant position of Account Clerk/Typist, Grade 3, Step 1 at a pay rate of \$20.48 per hour effective October 24, 2022; and be it further

**RESOLVED**, that the Supervisor is hereby authorized to sign all necessary documents for Jodie Seymour'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 and a copy be placed in Ms. Seymour's personnel file.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: None**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				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 MONTHLY MEETING  
October 6, 2022**

**Resolution No. 022-205**

**2022 Budget Amendment**

**WHEREAS**, the Town may need to amend the 2022 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> x	<u>Tabled</u>
Thomas E. Wood	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Plattsburgh, NY

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT07853 - September 2022 Budget Adjustments

Adjustment Number	Budget Code	Description	Adjustment Date
PA0000049	2022 Adopted	September 2022 Budget Adjustments	9/30/2022

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>AA 1610.2000.0000</u>	EQUIP & CAPITAL OUTLAY	September 2022 Budget Adjustments	6,622.28	14,000.00	20,622.28
January: 1,166.67	April: 1,166.67	July: 1,166.67	October: 1,166.67		
February: 1,166.67	May: 1,166.67	August: 1,166.67	November: 1,166.67		
March: 1,166.67	June: 1,166.67	September: 1,166.67	December: 1,166.63		
<u>AA 1610.4111.0000</u>	OFFICE SUPPLIES	September 2022 Budget Adjustments	5,700.00	-500.00	5,200.00
January: -41.67	April: -41.67	July: -41.67	October: -41.67		
February: -41.67	May: -41.67	August: -41.67	November: -41.67		
March: -41.67	June: -41.67	September: -41.67	December: -41.63		
<u>AA 1610.4115.0000</u>	SAFETY SUPPLIES	September 2022 Budget Adjustments	2,500.00	500.00	3,000.00
January: 41.67	April: 41.67	July: 41.67	October: 41.67		
February: 41.67	May: 41.67	August: 41.67	November: 41.67		
March: 41.67	June: 41.67	September: 41.67	December: 41.63		
<u>AA 1620.0000.0000</u>	EQUIP. & CAP. OUTLAY	September 2022 Budget Adjustments	4,000.00	500.00	4,500.00
January: 41.67	April: 41.67	July: 41.67	October: 41.67		
February: 41.67	May: 41.67	August: 41.67	November: 41.67		
March: 41.67	June: 41.67	September: 41.67	December: 41.63		
<u>AA 1620.2000.0000</u>	BEAUTIFICATION EQUIPMENT	September 2022 Budget Adjustments	1,000.00	-500.00	500.00
January: -41.67	April: -41.67	July: -41.67	October: -41.67		
February: -41.67	May: -41.67	August: -41.67	November: -41.67		
March: -41.67	June: -41.67	September: -41.67	December: -41.63		
<u>AA 1620.4100.0000</u>	PARK IMPROVEMENTS	September 2022 Budget Adjustments	4,500.00	11,000.00	15,500.00
January: 916.67	April: 916.67	July: 916.67	October: 916.67		
February: 916.67	May: 916.67	August: 916.67	November: 916.67		
March: 916.67	June: 916.67	September: 916.67	December: 916.63		
<u>AA 1620.4112.0000</u>	PARK CLEANING SUPPLIES	September 2022 Budget Adjustments	2,000.00	700.00	2,700.00
January: 58.33	April: 58.33	July: 58.33	October: 58.33		
February: 58.33	May: 58.33	August: 58.33	November: 58.33		
March: 58.33	June: 58.33	September: 58.33	December: 58.37		
<u>AA 1620.4116.0000</u>	PARK FIELD MAINTENANCE	September 2022 Budget Adjustments	39,750.00	1,500.00	41,250.00
January: 125.00	April: 125.00	July: 125.00	October: 125.00		
February: 125.00	May: 125.00	August: 125.00	November: 125.00		
March: 125.00	June: 125.00	September: 125.00	December: 125.00		
<u>AA 1620.4200.0000</u>	ELEC.&HEAT, TN.HALL	September 2022 Budget Adjustments	26,850.00	-700.00	26,150.00
January: -58.33	April: -58.33	July: -58.33	October: -58.33		
February: -58.33	May: -58.33	August: -58.33	November: -58.33		
March: -58.33	June: -58.33	September: -58.33	December: -58.37		
<u>AA 1620.4200.0000</u>	ELEC.&HEAT, TN.HALL	September 2022 Budget Adjustments	26,850.00	-1,500.00	25,350.00
January: -125.00	April: -125.00	July: -125.00	October: -125.00		
February: -125.00	May: -125.00	August: -125.00	November: -125.00		
March: -125.00	June: -125.00	September: -125.00	December: -125.00		
<u>AA 1620.4402.0000</u>	DIESEL FUEL	September 2022 Budget Adjustments	250.00	3,000.00	3,250.00
January: 250.00	April: 250.00	July: 250.00	October: 250.00		
February: 250.00	May: 250.00	August: 250.00	November: 250.00		
March: 250.00	June: 250.00	September: 250.00	December: 250.00		
<u>AA 1620.4500.0000</u>	EQUIP.REPAIRS&SERVICE	September 2022 Budget Adjustments	2,000.00	3,000.00	5,000.00
January: 250.00	March: 250.00	May: 250.00	July: 250.00		
February: 250.00	April: 250.00	June: 250.00	August: 250.00		

## Budget Adjustment Register

## Packet: GLPKT07853 - September 2022 Budget Adjustments

September: 250.00	October: 250.00	November: 250.00	December: 250.00
<u>11A.1620.8000.0000</u>	NYS RETIREMENT	September 2022 Budget Adjustments	52,090.00 -3,000.00 49,090.00
January: -250.00	April: -250.00	July: -250.00	October: -250.00
February: -250.00	May: -250.00	August: -250.00	November: -250.00
March: -250.00	June: -250.00	September: -250.00	December: -250.00
<u>11A.1620.9000.0000</u>	NYS RETIREMENT	September 2022 Budget Adjustments	52,090.00 -3,000.00 49,090.00
January: -250.00	April: -250.00	July: -250.00	October: -250.00
February: -250.00	May: -250.00	August: -250.00	November: -250.00
March: -250.00	June: -250.00	September: -250.00	December: -250.00
<u>11A.1650.4000.0000</u>	CONTINGENT ACCT.	September 2022 Budget Adjustments	31,500.00 -11,000.00 20,500.00
January: -916.67	April: -916.67	July: -916.67	October: -916.67
February: -916.67	May: -916.67	August: -916.67	November: -916.67
March: -916.67	June: -916.67	September: -916.67	December: -916.67
<u>11A.1650.4003.0000</u>	CONTINGENT ACCT.	September 2022 Budget Adjustments	31,500.00 -14,000.00 17,500.00
January: -1,166.67	April: -1,166.67	July: -1,166.67	October: -1,166.67
February: -1,166.67	May: -1,166.67	August: -1,166.67	November: -1,166.67
March: -1,166.67	June: -1,166.67	September: -1,166.67	December: -1,166.67
<u>11A.5010.1000.0000</u>	PERSONNEL SERVICES, HIGHW	Adjust to new code account	83,596.00 -83,596.00 0.00
January: -6,966.33	April: -6,966.33	July: -6,966.33	October: -6,966.33
February: -6,966.33	May: -6,966.33	August: -6,966.33	November: -6,966.33
March: -6,966.33	June: -6,966.33	September: -6,966.33	December: -6,966.33
<u>11A.5010.1010.0000</u>	HIGHWAY SUPERINTENDENT	Adjust to new code account	0.00 83,596.00 83,596.00
January: 6,966.33	April: 6,966.33	July: 6,966.33	October: 6,966.33
February: 6,966.33	May: 6,966.33	August: 6,966.33	November: 6,966.33
March: 6,966.33	June: 6,966.33	September: 6,966.33	December: 6,966.33
<u>11A.5010.0415.0000</u>	FUEL, DIRECTOR VEHICLE	September 2022 Budget Adjustments	1,000.00 300.00 1,300.00
January: 25.00	April: 25.00	July: 25.00	October: 25.00
February: 25.00	May: 25.00	August: 25.00	November: 25.00
March: 25.00	June: 25.00	September: 25.00	December: 25.00
<u>11A.5010.4412.0000</u>	CONF.CONV.MEETING	September 2022 Budget Adjustments	1,000.00 -300.00 700.00
January: -25.00	April: -25.00	July: -25.00	October: -25.00
February: -25.00	May: -25.00	August: -25.00	November: -25.00
March: -25.00	June: -25.00	September: -25.00	December: -25.00
<u>11A.8010.2000.0000</u>	EQUIPMENT	September 2022 Budget Adjustments	72,000.00 350.00 72,350.00
January: 29.17	April: 29.17	July: 29.17	October: 29.17
February: 29.17	May: 29.17	August: 29.17	November: 29.17
March: 29.17	June: 29.17	September: 29.17	December: 29.17
<u>11A.8010.4401.0000</u>	VEHICLE, FUEL	September 2022 Budget Adjustments	3,400.00 1,500.00 4,900.00
January: 125.00	April: 125.00	July: 125.00	October: 125.00
February: 125.00	May: 125.00	August: 125.00	November: 125.00
March: 125.00	June: 125.00	September: 125.00	December: 125.00
<u>11A.8010.4410.0000</u>	CONF.CONV.SCHOOLS	September 2022 Budget Adjustments	2,000.00 -350.00 1,650.00
January: -29.17	April: -29.17	July: -29.17	October: -29.17
February: -29.17	May: -29.17	August: -29.17	November: -29.17
March: -29.17	June: -29.17	September: -29.17	December: -29.17
<u>11A.8010.4530.0000</u>	VEHICLE REPAIR & SERVICE	September 2022 Budget Adjustments	2,000.00 -1,500.00 500.00
January: -125.00	April: -125.00	July: -125.00	October: -125.00
February: -125.00	May: -125.00	August: -125.00	November: -125.00
March: -125.00	June: -125.00	September: -125.00	December: -125.00
<u>11A.8010.4600.0000</u>	LEGAL NOTICES	September 2022 Budget Adjustments	0.00 500.00 500.00
January: 41.67	April: 41.67	July: 41.67	October: 41.67
February: 41.67	May: 41.67	August: 41.67	November: 41.67
March: 41.67	June: 41.67	September: 41.67	December: 41.67
<u>11A.8010.4601.0000</u>	LEG.NOTICES BD.APPLS.S	September 2022 Budget Adjustments	1,000.00 -500.00 500.00
January: -41.67	April: -41.67	July: -41.67	October: -41.67
February: -41.67	May: -41.67	August: -41.67	November: -41.67
March: -41.67	June: -41.67	September: -41.67	December: -41.67

## Budget Adjustment Register

## Packet: GLPKT07853 - September 2022 Budget Adjustments

<u>BAA 5110.1100.0000</u>	P.S. OVERTIME	September 2022 Budget Adjustments	3,000.00	-1,400.00	1,600.00
January: -116.67	April: -116.67	July: -116.67	October: -116.67		
February: -116.67	May: -116.67	August: -116.67	November: -116.67		
March: -116.67	June: -116.67	September: -116.67	December: -116.63		
<u>BAA 5110.4300.0000</u>	ROAD STRIPING	September 2022 Budget Adjustments	22,000.00	-10,000.00	12,000.00
January: -833.33	April: -833.33	July: -833.33	October: -833.33		
February: -833.33	May: -833.33	August: -833.33	November: -833.33		
March: -833.33	June: -833.33	September: -833.33	December: -833.37		
<u>BAA 5112.1100.0000</u>	P.S. OVERTIME	September 2022 Budget Adjustments	3,000.00	1,400.00	4,400.00
January: 116.67	April: 116.67	July: 116.67	October: 116.67		
February: 116.67	May: 116.67	August: 116.67	November: 116.67		
March: 116.67	June: 116.67	September: 116.67	December: 116.63		
<u>BAA 5112.2000.0000</u>	ROAD PAVING (CHIPS)	September 2022 Budget Adjustments	150,000.00	88,000.00	238,000.00
January: 7,333.33	April: 7,333.33	July: 7,333.33	October: 7,333.33		
February: 7,333.33	May: 7,333.33	August: 7,333.33	November: 7,333.33		
March: 7,333.33	June: 7,333.33	September: 7,333.33	December: 7,333.37		
<u>BAA 5112.4200.0000</u>	PAVING MATERIALS	September 2022 Budget Adjustments	65,475.00	-13,000.00	52,475.00
January: -1,083.33	April: -1,083.33	July: -1,083.33	October: -1,083.33		
February: -1,083.33	May: -1,083.33	August: -1,083.33	November: -1,083.33		
March: -1,083.33	June: -1,083.33	September: -1,083.33	December: -1,083.37		
<u>BAA 5112.4300.0000</u>	PAVING MATERIALS	September 2022 Budget Adjustments	65,475.00	-65,000.00	475.00
January: -5,416.67	April: -5,416.67	July: -5,416.67	October: -5,416.67		
February: -5,416.67	May: -5,416.67	August: -5,416.67	November: -5,416.67		
March: -5,416.67	June: -5,416.67	September: -5,416.67	December: -5,416.63		
<u>BAA 5122.2000.0000</u>	EQUIP. & CAP. OUTLAY	September 2022 Budget Adjustments	204,890.00	2,300.00	207,190.00
January: 191.67	April: 191.67	July: 191.67	October: 191.67		
February: 191.67	May: 191.67	August: 191.67	November: 191.67		
March: 191.67	June: 191.67	September: 191.67	December: 191.63		
<u>BAA 5132.4110.0000</u>	SUPPLIES	September 2022 Budget Adjustments	8,000.00	-2,300.00	5,700.00
January: -191.67	April: -191.67	July: -191.67	October: -191.67		
February: -191.67	May: -191.67	August: -191.67	November: -191.67		
March: -191.67	June: -191.67	September: -191.67	December: -191.63		
<u>BAA 5132.4150.0000</u>	FUEL	September 2022 Budget Adjustments	1,100.00	400.00	1,500.00
January: 33.33	April: 33.33	July: 33.33	October: 33.33		
February: 33.33	May: 33.33	August: 33.33	November: 33.33		
March: 33.33	June: 33.33	September: 33.33	December: 33.37		
<u>BAA 5132.4500.0000</u>	EQUIPMENT REPAIRS	September 2022 Budget Adjustments	2,000.00	-400.00	1,600.00
January: -33.33	April: -33.33	July: -33.33	October: -33.33		
February: -33.33	May: -33.33	August: -33.33	November: -33.33		
March: -33.33	June: -33.33	September: -33.33	December: -33.37		
<u>BAA 5132.4550.0000</u>	EQUIPMENT CAPITAL OUTLAY	September 2022 Budget Adjustments	43,700.00	14,000.00	57,700.00
January: 1,166.67	April: 1,166.67	July: 1,166.67	October: 1,166.67		
February: 1,166.67	May: 1,166.67	August: 1,166.67	November: 1,166.67		
March: 1,166.67	June: 1,166.67	September: 1,166.67	December: 1,166.63		
<u>BAA 5142.4120.0000</u>	WATER METERS	September 2022 Budget Adjustments	97,500.00	-14,000.00	83,500.00
January: -1,166.67	April: -1,166.67	July: -1,166.67	October: -1,166.67		
February: -1,166.67	May: -1,166.67	August: -1,166.67	November: -1,166.67		
March: -1,166.67	June: -1,166.67	September: -1,166.67	December: -1,166.63		
<u>BAA 5142.4170.0000</u>	WATER METERS	September 2022 Budget Adjustments	97,500.00	-2,500.00	95,000.00
January: -208.33	April: -208.33	July: -208.33	October: -208.33		
February: -208.33	May: -208.33	August: -208.33	November: -208.33		
March: -208.33	June: -208.33	September: -208.33	December: -208.37		
<u>BAA 5150.4500.0000</u>	REPAIRS	September 2022 Budget Adjustments	17,500.00	2,500.00	20,000.00
January: 208.33	April: 208.33	July: 208.33	October: 208.33		
February: 208.33	May: 208.33	August: 208.33	November: 208.33		
March: 208.33	June: 208.33	September: 208.33	December: 208.37		
<u>BAA 5150.2000.0000</u>	EQUIP. & CAP. OUTLAY	September 2022 Budget Adjustments	341,811.19	-750.00	341,061.19

Budget Adjustment Register

Packet: GLPKT07853 - September 2022 Budget Adjustments

January: -62.50	April: -62.50	July: -62.50	October: -62.50
February: -62.50	May: -62.50	August: -62.50	November: -62.50
March: -62.50	June: -62.50	September: -62.50	December: -62.50
<u>107A 1610 4200.0000</u>	MISCELLANEOUS	September 2022 Budget Adjustments	3,500.00 750.00 4,250.00
January: 62.50	April: 62.50	July: 62.50	October: 62.50
February: 62.50	May: 62.50	August: 62.50	November: 62.50
March: 62.50	June: 62.50	September: 62.50	December: 62.50
<u>107A 1610 4810.0000</u>	GENERAL INSURANCE	September 2022 Budget Adjustments	29,000.00 100.00 29,100.00
January: 8.33	April: 8.33	July: 8.33	October: 8.33
February: 8.33	May: 8.33	August: 8.33	November: 8.33
March: 8.33	June: 8.33	September: 8.33	December: 8.37
<u>107A 9000 8000.0000</u>	NYS RETIREMENT	September 2022 Budget Adjustments	150,100.00 -100.00 150,000.00
January: -8.33	April: -8.33	July: -8.33	October: -8.33
February: -8.33	May: -8.33	August: -8.33	November: -8.33
March: -8.33	June: -8.33	September: -8.33	December: -8.37



## Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2022 Adopted	2022 Adopted	<u>AAA.1610.2000.0000</u>	EQUIP & CAPITAL OUTLAY	6,622.28	14,000.00	20,622.28
		<u>AAA.1610.4111.0000</u>	OFFICE SUPPLIES	5,700.00	-500.00	5,200.00
		<u>AAA.1610.4115.0000</u>	SAFETY SUPPLIES	2,500.00	500.00	3,000.00
		<u>AAA.1620.2000.0000</u>	EQUIP.& CAP.OUTLAY	4,000.00	500.00	4,500.00
		<u>AAA.1620.2000.2000</u>	BEAUTIFICATION EQUIPMENT CAP	1,000.00	-500.00	500.00
		<u>AAA.1620.4100.1000</u>	PARK IMPROVEMENTS	4,500.00	11,000.00	15,500.00
		<u>AAA.1620.4112.1000</u>	PARK CLEANING SUPPLIES	2,000.00	700.00	2,700.00
		<u>AAA.1620.4116.0000</u>	PARK FIELD MAINTENANCE	39,750.00	1,500.00	41,250.00
		<u>AAA.1620.4200.0000</u>	ELEC.&HEAT, TN.HALL	26,850.00	-2,200.00	24,650.00
		<u>AAA.1620.4402.0000</u>	DIESEL FUEL	250.00	3,000.00	3,250.00
		<u>AAA.1620.4500.0000</u>	EQUIP.REPAIRS&SERVICE	2,000.00	3,000.00	5,000.00
		<u>AAA.1620.8000.0000</u>	NYS RETIREMENT	52,090.00	-6,000.00	46,090.00
		<u>AAA.1990.4000.0000</u>	CONTINGENT ACCT.	31,500.00	-25,000.00	6,500.00
		<u>AAA.5010.1000.0000</u>	PERSONNEL SERVICES, HIGHWAY S	83,596.00	-83,596.00	0.00
		<u>AAA.5010.1010.0000</u>	HIGHWAY SUPERINTENDENT	0.00	83,596.00	83,596.00
		<u>AAA.7310.4151.0000</u>	FUEL, DIRECTOR VEHICLE	1,000.00	300.00	1,300.00
		<u>AAA.7310.4410.0000</u>	CONF.CONV.MEETING	1,000.00	-300.00	700.00
		<u>AAA.8010.2000.0000</u>	EQUIPMENT	72,000.00	350.00	72,350.00
		<u>AAA.8010.4401.0000</u>	VEHICLE, FUEL	3,400.00	1,500.00	4,900.00
		<u>AAA.8010.4410.0000</u>	CONF.CONV.SCHOOLS	2,000.00	-350.00	1,650.00
		<u>AAA.8010.4530.0000</u>	VEHICLE REPAIR & SERVICE	2,000.00	-1,500.00	500.00
		<u>AAA.8010.4600.0000</u>	LEGAL NOTICES	0.00	500.00	500.00
		<u>AAA.8010.4601.0000</u>	LEG.NOTICES BD.APPLS.S	1,000.00	-500.00	500.00
		<u>DAA.5110.1100.0000</u>	P.S. OVERTIME	3,000.00	-1,400.00	1,600.00
		<u>DAA.5110.4300.0000</u>	ROAD STRIPING	22,000.00	-10,000.00	12,000.00
		<u>DAA.5112.1100.0000</u>	P.S. OVERTIME	3,000.00	1,400.00	4,400.00
		<u>DAA.5112.2000.0000</u>	ROAD PAVING (CHIPS)	150,000.00	88,000.00	238,000.00
		<u>DAA.5112.4200.0000</u>	PAVING MATERIALS	65,475.00	-78,000.00	-12,525.00
		<u>SLC.5182.2000.0000</u>	EQUIP. & CAP. OUTLAY	204,890.00	2,300.00	207,190.00
		<u>SLC.5182.4110.0000</u>	SUPPLIES	8,000.00	-2,300.00	5,700.00
		<u>SLC.5182.4150.0000</u>	FUEL	1,100.00	400.00	1,500.00
		<u>SLC.5182.4500.0000</u>	EQUIPMENT REPAIRS	2,000.00	-400.00	1,600.00
		<u>SWC.8340.2000.0000</u>	EQUIPMENT CAPITAL OUTLAY	43,700.00	14,000.00	57,700.00
		<u>SWC.8340.4170.0000</u>	WATER METERS	97,500.00	-16,500.00	81,000.00
		<u>SWC.8340.4590.0000</u>	REPAIRS	17,500.00	2,500.00	20,000.00
		<u>WSA.1610.2000.0000</u>	EQUIP. & CAP. OUTLAY	341,811.19	-750.00	341,061.19
		<u>WSA.1610.4000.0000</u>	MISCELLANEOUS	3,500.00	750.00	4,250.00
		<u>WSA.1610.4810.0000</u>	GENERAL INSURANCE	29,000.00	100.00	29,100.00
		<u>WSA.9000.8000.0000</u>	NYS RETIREMENT	150,100.00	-100.00	150,000.00
2022 Adopted Total:				1,487,334.47	0.00	1,487,334.47
Grand Total:				1,487,334.47	0.00	1,487,334.47

## Fund Summary

Fund	Before	Adjustment	After
Budget Code:2022 Adopted - 2022 Adopted Fiscal: 2022			
AAA	344,758.28	0.00	344,758.28
DAA	243,475.00	0.00	243,475.00
SLC	215,990.00	0.00	215,990.00
SWC	158,700.00	0.00	158,700.00
WSA	524,411.19	0.00	524,411.19
Budget Code 2022 Adopted Total:	1,487,334.47	0.00	1,487,334.47
Grand Total:	1,487,334.47	0.00	1,487,334.47

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
October 6, 2022**

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**RESOLVED**, that this Town Board meeting be adjourned at 6:21 P.M.

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

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

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Minutes Respectfully Submitted by:



Katie Kalluche, Town Clerk