

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
December 1, 2022**

**Resolution No. 022-250**

**Grant Acceptance and Service  
Agreement with Gallego  
Information Services**

**WHEREAS**, earlier this year the Town of Plattsburgh Town Clerk applied for and has now been awarded said grant through the New York State Archives LGRMIF (Local Government Records Management Information Fund); and

**WHEREAS**, it is in the best interest of the Town to accept the Grant Award of \$43,800 plus \$900 for supporting materials to establish a new Policy and Procedure Manual regarding the Town of Plattsburgh's Inactive Records Storage, create additional needed space by completing a thorough inventory and create a database of the current inactive records stored at Town Hall; and

**WHEREAS**, the company that meets the qualifications and is available to complete the work outlined within the LGRMIF Grant Specifications is Gallego Information Services of PO Box 345, Buffalo, NY 14224-0345; and

**WHEREAS**, they have submitted an agreement attached hereto to be entered into between Gallego Information Services and the Town which the Town Attorney has approved; now, therefore be it

**RESOLVED**, that the Supervisor is hereby authorized and directed to sign the agreement and all relating documents, and it is further

**RESOLVED**, that a copy of this resolution be given to the Finance Manager, Gallego Information Services, and a certified copy be kept by the Town Clerk with all of the required Grant Implementation materials.

**Motion:**

**Seconded by:**

**Discussion:**

**Yes   No   Absent   Carried   Tabled**

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