

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
December 1, 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. 022-240

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of **October 27, 2022** and **November 3, 2022** be approved and the reading of the minutes be dispensed with.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

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				

Public Comment: None

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

Resolution No. 022-241

Abstract 12A- 22

RESOLVED, that the abstract of audited claims **No.12A-22** for \$768,302.73, **Abstract 12A-22** prepays for the amount \$160,182.29 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
TOWN BOARD MONTHLY MEETING
December 1, 2022**

Resolution No. 022-242

Monthly Department Reports

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

Building and Grounds – October	Codes and Zoning – October
Dog Control Officer – July, August, September, October	Historian –
Highway Superintendent – October	Justice Court –
Parks and Recreation – October	Planning and Community Development –
Safety Committee –	Supervisors Financial Report – October
Tax Receiver –	Town Clerk – October
Water Wastewater – April, May, June, July, August	

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				

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

Resolution No. 022-243

**Appointment of Brett Baker as a
Codes Enforcement Officer in the
Codes and Zoning Department**

WHEREAS, there is a need for the position of Codes Enforcement Officer in the Codes and Zoning Department; and

WHEREAS, interviews for the aforementioned position were held by the Codes and Zoning Department Head; and

WHEREAS, upon the completion of interviews, it is the recommendation of the Codes and Zoning Department Head and the committee that Brett Baker be appointed to the position of Codes Enforcement officer; and

WHEREAS, Brett Baker's qualifications have been reviewed and approved by Civil Service and that the appointment of Brett Baker is provisional, pending successful completion of the Code Enforcement Officer Exam; and

WHEREAS, the position is subject to the successful completion of the Code Enforcement Officer Civil Service Exam; now therefore be it

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Brett Baker to the vacant position of Code Enforcement Officer at a pay rate of \$23.70 per hour effective December 5, 2022, contingent on the background check; and be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for Brett Baker'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, the Codes and Zoning Department Head, and one be forwarded to the Clinton County Department of Personnel, and a copy of this Resolution be put in his personnel file.

Motion: Dana M. Isabella

Seconded by: Barbara E. Hebert

Discussion: Michael S. Cashman

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				

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
PUBLIC HEARING
December 1, 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. 3 of 2022 a Local Law providing for the administration and enforcement of the New York State uniform fire prevention and building code.

1. Acceptance of Written Comments into the Record of the Hearing:

2. Open Public Hearing to the Floor for Public Comment:

Motion to OPEN Public Hearings

Motion to CLOSE Public Hearings

Motion by: Thomas E. Wood

Motion by: Charles A. Kostyk

Seconded by: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: None

Time: 6:06 PM

Time: 6:21 PM

Roll Call:	<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		

Roll Call:	<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
December 1, 2022**

Resolution No. 022-244

**Change Order No.3 – Trade Road
Pump Station Improvements**

WHEREAS the Town of Plattsburgh’s Water and Wastewater Department (WWW) went out to bid and awarded the Trade Road Pump Station Improvement (Resolution No. 021-022) as part of an ongoing capital improvement plan; and

WHEREAS, additional effort is needed to install natural gas line from meter to generator; and

WHEREAS, J. E. Sheehan Contracting Corp. has submitted a pricing adjustment resulting in an increase of \$2,140.00; now, therefore be it

RESOLVED, that the Town Board does hereby authorize the Supervisor to execute said Change Order no. 3; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Water Wastewater Director, Laberge Engineering and J. E. Sheehan Contracting Corp.

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>
				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
December 1, 2022**

Resolution No. 022-245

**Request to Purchase a
CASE 721G Wheel Loader**

WHEREAS, the Town of Plattsburgh provides service and maintenance along Town streets, roads, highways and other public places in the Town; and

WHEREAS, the Department's 2008 John Deere 624K Serial #dw624kzpde663210 can be traded in towards the purchase of a CASE 721G Wheel Loader and Tim Dubrey Highway Superintendent, request authorization to purchase one; and

WHEREAS, Mr. Dubrey has received a CNH Sourcewell contract pricing quote, Contract 032119, for the purchase of a CASE 721G Wheel Loader at a total estimated cost with trade in of \$168,990.00; therefore, be it

RESOLVED that the Town Board approve the purchase as recommended by the Highway Superintendent and the Supervisor is authorized to sign any and all related documents required for the purchase of said equipment; and, be it further

RESOLVED, that payment be made payable from the 2023 Highway Budget Equipment & Capital Outlay Account # DAA.5130.2000.0000 account; and, be it further

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

Motion: Charles A. Kostyk

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
December 1, 2022**

Resolution No. 022-246

Disposal of Obsolete Equipment

WHEREAS, it has been has determined that the equipment listed below are obsolete and no longer needed; and

2011 Ford F-250 IFT7X2B66BEB66827
2003 Chevy Malibu IGIN52J13M628118
2009 Ford F-150 1FTVF14V99V955033
Job box 2' x 6'
Aluminum Truck Toolbox (3)
35 Gallon Portable Fuel Tank
7 ½ foot Fisher Minute Mount Plow
Bobcat 14" Planer Head 231200305
Sweepster 5' broom 0106115
Fifth wheel Plate for tractor
14' Sander Chains (3)
Used tires
Headache Rack for Road Tractor

WHEREAS, the equipment will be put out for bid through International Auction for the proper disposal; therefore, be it

RESOLVED, that the Town Board does hereby authorize the sale of said equipment; and, it is further

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

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion: Charles A. Kostyk, Barbara E. Hebert, Michael S. Cashman

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

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
December 1, 2023**

Resolution No. 022-247

**NYC Association of Towns
Annual Meeting of 2023**

WHEREAS, it is in the best interest of the Town that Employees and their Respective Board Members remain current and informed concerning changes in regulation; and

WHEREAS, training is being offered in New York City through the Association of Towns from February 19, 2023 to February 22, 2023; therefore, be it

RESOLVED, that Supervisor Michael S. Cashman, Deputy Town Supervisor Charles A. Kostyk, Town Board Members: Thomas E. Wood, Barbara E. Hebert and Dana M. Isabella be approved to attend the training; and, be it further

RESOLVED, that the afore mention individuals receive training for the year 2023 and the expense of their training be paid from each Department's Budget; and, be it further

RESOLVED, that the Supervisor be authorized to submit a receipt for payment for said yearly training and a copy of this Resolution be given to the Finance Manager and a copy be placed in their respective personnel files.

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood, Michael S. 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 MONTHLY MEETING
December 1, 2022**

Resolution No. 022-248

**Appointment of a Town of Plattsburgh Delegate
For the 2023 Association of Towns Meeting**

WHEREAS, Training for Municipal employees and officials is being held in New York City February 19-22, 2023 and as member of the Association of Towns the Town of Plattsburgh has certain privileges: therefore, be it

RESOLVED, that Michael S. Cashman, be appointed the official representative of the Town of Plattsburgh and be allowed to cast their vote on behalf of the Town at the 2023 Annual Meeting of the Association of Towns and Charles Kostyk be an alternate delegate if needed and, be it further

RESOLVED, that copies of this Resolution be given to Michael S. Cashman and Charles A. Kostyk, and that one is placed in their personnel file and the Supervisor complete the certificate of designation noting himself as the Official Town Delegate.

Motion: Barbara E. Hebert

Seconded by: Dana M. Isabella

Discussion: Michael S. 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 MONTHLY MEETING
December 1, 2022**

Resolution No. 022-249

ARC 421 Tom Miller Road

WHEREAS, by letter dated November 15, 2022, Supervisor Cashman received correspondence from Robin Pierce, Executive Director of the Advocacy and Resource Center, notifying Supervisor Cashman of the interest and intent of the Advocacy and Resource Center to establish a residence for eight to nine individuals with intellectual and development disabilities in the Town of Plattsburgh; and

WHEREAS, the Advocacy and Resource Center has built a new home on 421 Tom Miller Road; and

WHEREAS, the Advocacy and Resource center presently has four homes in the Town of Plattsburgh; and

WHEREAS, under Section 41.34 of the NYS Mental Health Hygiene Law the Town of Plattsburgh has forty (40) days after the receipt of this notification to respond; and

WHEREAS, the Board has determined that it is in the best interests of the citizens of the Town of Plattsburgh to approve the use of the facility located at 421 Tom Miller Road under Section 41.34 of the NYS Mental Hygiene Law; now therefore, be it

RESOLVED, that the Supervisor is hereby authorized to take any and all action necessary to approve the use of the aforementioned facility.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood

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				

**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: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion: Thomas E. Wood, Barbara E. Hebert

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				

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

Resolution No. 022-251

**Resolution Authorizing Adoption by the
Town Board of the Town of Plattsburgh of
Local Law No. 3 of 2022 – a Local Law
Providing for the Administration and
Enforcement of the New York State
Uniform Fire Prevention and Building Code**

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 December 1, 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. 3 of 2022 – Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code; and

WHEREAS, notice of said public hearing was duly advertised in the Press Republican, the official newspaper of said Town, on November 22, 2022; and

WHEREAS, said public hearing was duly held on December 1, 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. 3 of 2022 entitled a Local Law Providing for the Administration and Enforcement of the New York State Uniform Fire Prevention and Building Code, 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: Charles A. Kostyk

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
December 1, 2022**

Resolution No. 022-252

**Re-Appointment of Vasso
LaForest as a Member of the
Zoning Board of Appeals**

WHEREAS, Vasso LaForest, a resident of the Town of Plattsburgh, is willing to continue to serve as a full time member of the Zoning Board of Appeals; therefore, be it

RESOLVED, that as per Local Law #1 of 1999, and with the attached letter of recommendation of Stephen M. Imhoff, Codes Enforcement Department Head, the Town Board does hereby appoint Mr. LaForest to the Zoning Board of Appeals for a five (5) year term to expire December 31, 2027; and, be it further

RESOLVED, that Mr. LaForest take an oath of office within thirty days of this appointment and a copy of this Resolution be given to the ZBA Board Chairperson, Mr. LaForest, and to Stephen Imhoff, Department Head.

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion: Michael S. Cashman, Thomas E. 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
TOWN BOARD MONTHLY MEETING
December 1, 2022**

Resolution No. 022-253

**Change Order No. 2 - Contract
No. 2 – Plumbing, 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. 2 – Plumbing (Resolution No. 021-124) as part an ongoing capital improvement plan; and

WHEREAS, changes are required for the final natural gas installation of the generator and building gas regulators and associated piping. In addition to extending contract project completion to December 30, 2022; and

WHEREAS, L.H. LaPlante Company, Inc. has submitted a pricing adjustment in the amount of \$9,531.91; now, therefore be it

RESOLVED, that the Town Board does hereby authorize the Supervisor to execute said Change Order No. 2 Contract No. 2; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Water Wastewater Director, Laberge Engineering and L.H. LaPlante Company, Inc..

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

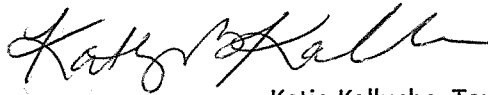
**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
December 1, 2022**

RESOLVED, that this Town Board meeting be adjourned at 6:26 P.M.

**Motion by: Dana M. Isabella
Seconded by: Thomas E. Wood
Discussion: None**

	<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	x		
Michael S. Cashman	x		

Minutes Respectfully Submitted by:



Katie Kalluche, Town Clerk