

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
December 15, 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	

Motion to appointment Michael S. Cashman as temporary secretary to Town Board in absence of Town Clerk: Barbara E. Hebert

Second: Charles A. Kostyk

Resolution No. 022-254

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of **November 10, 2022** and **November 17, 2022** be approved and the reading of the minutes be dispensed with.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: None

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
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
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Resolution No. 022-255

Abstract 12B - 22

RESOLVED, that the abstract of audited claims **No.12B-22** for \$486,148.18, **Abstract 12B-22** prepays for the amount \$ 149,345.23 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Barbara E. Hebert

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
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December 15, 2022**

Resolution No. 022-256

**Request to Purchase 2010 Trackless
MT-6 for Highway Department**

WHEREAS, the Town of Plattsburgh Highway Superintendent, Tim Dubrey, has submitted a request for permission to purchase a snowblower in order to replace our current, outdated Trackless snowblower; and

WHEREAS, the Village of Saranac Lake is looking to sell their 2010 Trackless MT-6, Serial #1281 with 3177 Hours and 38,720 miles, including one snowblower and truck loading chute; now, therefore, be it

RESOLVED, that the Town Board, of the Town of Plattsburgh, hereby approves and authorizes Tim Dubrey to proceed with the purchase of said snowblower in the amount of \$15,000.00; and, be it further

RESOLVED, that payment be made payable from the Highway Budget Equipment & Capital Outlay Account #DAA.5130.2000.0000 and that a copy of this Resolution be given to the Highway Superintendent and Finance Manager.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

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 SEMI-MONTHLY MEETING
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Resolution No. 022-257

**Publish a Request for Proposals (RFP) Intended
for Professional Legal Services for Planning,
Codes, Land Use Policy & Real Estate**

WHEREAS, from time to time the Planning & Community Development and Codes Enforcement Departments may require specialized legal advice or representation related to planning, codes, zoning & land use regulation and enforcement; and

WHEREAS, the Town of Plattsburgh is seeking proposals from qualified New York State Law Firms to provide professional legal services to the Planning & Community Development and Codes Enforcement Departments; and

WHEREAS, respondent should be familiar with the scope of services outlined in the Town of Plattsburgh's request for proposals for such services; and

WHEREAS, The Town of Plattsburgh will rank the responses received on an evaluation and certification that the firm 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 submitted electronically in PDF form and with the subject title "Professional Legal Services for Planning & Codes Enforcement" and received by the Town of Plattsburgh Town Clerk by 12:00 pm, January 20, 2023. Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at 562-6832 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 proposals for professional legal services for planning, codes, zoning & land use regulation and enforcement, and that the Town Clerk shall post notice on the Town Clerk's 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 Planning & Community Development and Codes Enforcement Office Department Heads, and the Town Clerk.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: None

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 SEMI-MONTHLY MEETING
December 15, 2022**

Resolution No. 022-258

**Water Rate Adjustment
Effective Jan 1, 2023**

WHEREAS, the Greater Town of Plattsburgh Consolidated Water District and the PARC District, are duly established water districts, and have appropriated expenditures for operation and maintenance of its water systems; and

WHEREAS, the Town Board recognizes that the responsibility of maintaining a safe and reliable water system requires increases in rates that will both sustain its systems as well as prepare for any future capital improvements; and

WHEREAS, the proposed rate adjustment shall become fully effective January 1, 2023 and be retroactive to the date of the previous billing period, including any and all outside users, excluding those who fall under an inter-municipal Agreement to be set as follows:

The metered rate shall be: \$3.77 per 1,000 gallons after the minimum, with a minimum per month of \$12.31 for 0-2,333 gallons or \$36.92 for 0-7,000 gallons per quarter based on customer's billing frequency; therefore, be it

RESOLVED, that these new rates shall be in place and effective the first full quarterly billing cycle retroactive as noted; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Tax Receiver and the Water and Wastewater Department.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

	<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
December 15, 2022**

Resolution No. 022-259

**Wastewater Rate Adjustment
Effective Jan 1, 2023**

WHEREAS, the Greater Town of Plattsburgh Consolidated Sewer District and the PARC Sewer District, are duly established wastewater districts, and have appropriated expenditures for operation and maintenance of its wastewater systems; and

WHEREAS, the Town Board recognizes that the responsibility of maintaining a safe and reliable wastewater system requires increases in rates that will both sustain its systems as well as prepare for any future capital improvements; and

WHEREAS, the proposed rate adjustment shall become fully effective January 1, 2023 and be retroactive to the date of the previous billing period, including any and all outside users to be set as follows:

The metered rate shall be: \$7.62 per 1,000 gallons, with a minimum per month of \$21.97 for 0-2,333 gallons or \$65.92 for 0-7,000 gallons per quarter based on customer's billing frequency; therefore, be it

RESOLVED, that these new rates shall be in place and effective the first full quarterly billing cycle retroactive as noted; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Tax Receiver and the Water and Wastewater Department.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: None

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

x

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
December 15, 2022**

Resolution No. 022-260

**Change Order No. 4 - Contract
No. 4 – Electrical, 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 – Electrical (Resolution No. 021-126) as part of an ongoing capital improvement plan; and

WHEREAS, the main 600A electrical panel is backordered with no delivery date; and

WHEREAS, Triangle Electrical Systems, Inc. has requested the contract completion date be extended to May 31, 2022; now, therefore be it

RESOLVED, that the Town Board does hereby authorize the Supervisor to execute said Change Order No. 4 Contract No. 4; and, be it further

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

Motion to Waive the Reading: Charles A. Kostyk

Seconded by: Barbara E. Hebert

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 SEMI-MONTHLY MEETING
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Resolution No. 022-261

**Purchase Wellmate Water
System Pressure Tank**

WHEREAS, the Water & Wastewater Department needs to replace the Wellmate Water System Pressure Tank at the Church Street Booster Pump Station; 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 solicited prices and is requesting permission to purchase a water system pressure tank; therefore be it

RESOLVED, the purchase of an enclosed water system pressure tank be awarded to Hulbert Supply in the amount of \$9453.64 be approved; and it is further

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

Motion to Waive the Reading: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

	<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
December 15, 2022**

Resolution No. 022-262

**Reappointments of the
Water Advisory Committee**

WHEREAS, the following members of our community possess skills and experience, and a willingness to serve as a member of the Water Advisory Committee; therefore, be it

Charles A. Kostyk (Deputy Town Supervisor)
Mike Zurlo (Clinton County Government)
Wayne Silver (Resident)
Scott Ewing (Assistant Fire Chief)
Eric Day (Emergency Services Management (Resident))

RESOLVED, that the Town of Plattsburgh Town Board does hereby reappoint them to the Water Advisory Committee, to serve a term until December 31, 2024; and, be it further

RESOLVED, that each committee member take the oath of office within thirty days of this Resolution.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

	<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 SEMI-MONTHLY MEETING
December 15, 2022**

Resolution No. 022-263

**Recreation Program
Contract of Services for
Bowling 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

Beth Christon \$400 – **Bowling** (January 8, 2023 – February 26, 2023)

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

Motion to Waive the Reading: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

	<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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Resolution No. 022-264

**Reappointments for Parks
and Recreation Advisory
Committee**

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

WHEREAS, committee members Ian Fleury and Betsy Metz are willing to serve the Parks and Recreation Advisory Committee as reappointments from January 1, 2023 to December 31, 2024; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint the aforementioned individuals to the Parks and Recreation Advisory Committee; and, be it further

RESOLVED, that each committee member take the oath of office within thirty days of this Resolution and a copy be given to the Parks and Recreation Department.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: Yes

	<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 SEMI-MONTHLY MEETING
December 15, 2022**

Resolution No. 022-265

**Reappointment of Herb Carpenter and
Kayla LaPorte to Finance Committee**

WHEREAS, the Town Board passed Resolution 014-183 authorizing the formation of a Finance Committee to improve accountability and controls over finances and accounts and to play an advisory role to the Town Supervisor, Town Board and Finance Manager; and

WHEREAS, Mr. Herb Carpenter and Ms. Kayla LaPorte are residents of the Town and possess skills and experience with finance and financial systems, are willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby reappoint to the Finance Committee Mr. Carpenter for a term to from January 1, 2023, to December 31, 2023, and Ms. LaPorte for a term from January 1, 2023, to December 31, 2026; and be it further

RESOLVED, that a certified copy of this Resolution be given to Mr. Carpenter, Ms. LaPorte, and the Finance Manager; and be it further

RESOLVED, that they take an oath of office within thirty days of this Resolution and the Supervisor sends a letter of appointment and appreciation to Mr. Carpenter and Ms. LaPorte.

Motion: Charles A. Kostyk

Seconded by: Barbara E. Hebert

Discussion: Yes

	<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
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Resolution No. 022-266

**Request to Purchase Fisher
1.8 cu yd Poly Caster Sander**

WHEREAS, the Town of Plattsburgh Buildings and Grounds Superintendent, Stephen Waldron, has submitted a request for permission to purchase a Fisher 1.8 cu yd Poly Caster Sander to add to our fleet for sanding/salting the buildings, mausoleum; and

WHEREAS, Frenchie’s Chevrolet has included the lowest of three bids for the Fisher 1.8 cu yd Poly caster sander of \$6653.15

RESOLVED, that the Town Board, of the Town of Plattsburgh, hereby approves and authorizes Stephen Waldron to proceed with the purchase of said sander in the amount of \$6653.15; and, be it further

RESOLVED, that payment be made payable from the Buildings and Grounds Budget Equipment & Capital Outlay Account #A.1620.2000.0000 and that a copy of this Resolution be given to the Buildings and Grounds Superintendent and Finance Manager.

Motion to Waive the Reading: Charles A. Kostyk

Seconded by: Barbara E. Hebert

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 SEMI-MONTHLY MEETING
December 15, 2022**

Resolution No. 022-267

**Town of Plattsburgh Subdivision
Regulations Update 2023-
LaBerge Group**

WHEREAS, the Town of Plattsburgh has adopted the 2019 Town Center Smart Growth Plan, 2021 Town Center Smart Growth Zoning Code, 2021 Former County Airport Smart Growth Report, and commenced with the Smart Growth rezoning of the Former Airport Property; and

WHEREAS, the Town of Plattsburgh has recognized the need for tools to further implement the goals and requirements of the aforementioned plans and regulations; and

WHEREAS, the Town of Plattsburgh has also recognized the need to proactively seek Smart Growth development in the Town Center in order to meet regional needs for housing, services, and other community amenities; and

WHEREAS, the Town's current subdivision regulations were last updated in 1978; and

WHEREAS, in order to best implement the Town's planning goals and be in conformance with the Town's comprehensive plans it has been determined that the subdivision regulations should be updated and amended; and

WHEREAS, the Town Planning & Community Development Department has budgeted under line item 8020.4710.0000 for such purposes; and

WHEREAS, the Town of Plattsburgh has a two-year term contract with LaBerge Group, located at 4 Computer Drive West, Albany, New York 12205; and

WHEREAS, LaBerge Group has provided an adequate scope of services and proposed fee range for \$15,000.00 to \$20,000.00; now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal and scope of services as submitted by LaBerge Group in the letter dated December, 14 2022; and it is further

RESOLVED, that the Supervisor is hereby authorized and directed to execute the Agreements for said professional consulting services; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Planning Department Head.

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

	<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				

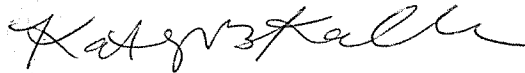
**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
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RESOLVED, that this Town Board meeting be adjourned at 6:20 PM.

**Motion by: Charles A. Kostyk
Seconded by: Barbara E. Hebert
Discussion: None**

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

Minutes Respectfully Submitted by:



Katie Kalluche, Town Clerk