

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 19, 2023**

The meeting was called to order at 6:01 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. 023-031

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of December 15, 2022 be accepted and the reading of the minutes be dispensed with.

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				

Public Comment – None

Resolution No. 023-032

Abstract 1B- 23

RESOLVED, that the abstract of audited claims No. 1B-2023 for 2022 in the amount of \$389,427.46, **Abstract 1B-2023** prepays for 2022 in the amount of \$150,442.56 and No. 1B-2023 for 2023 in the amount of \$2,498,661.79, **Abstract 1B-2023** prepays for

2023 in the amount of \$186,317.37 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

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

Resolution No. 023-033

Publish a Request for Proposals (RFP) Intended for Vendors of Avenue Banners for the Hometown Heroes Banner Program

WHEREAS, the Town of Plattsburgh is seeking proposals from qualified vendors having experience in providing avenue banners for our Hometown Heroes Banner program; and

WHEREAS, bidders should be familiar with the program and be able to supply 36” x 72” double sided vinyl avenue banners with individual pictures and information per banner including sign brackets (band and poles); and

WHEREAS, The Town of Plattsburgh will rank the responses received on an evaluation of experience and price with no minimum order quantities. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked Hometown Heroes Banner Vendor and received at the Town of Plattsburgh by February 9, 2023 at 2:00 pm. Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at 562-6830 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 informal bid proposals for qualified vendors having experience in providing Avenue Banners, and that the Town Clerk post notice on the Town’s Clerks 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 the Town Clerk.

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

Resolution No. 023-034

**Request for a Road
Name Change from
Mobile Home Drive
to Kelshawn Way**

WHEREAS, the Town of Plattsburgh received a request from Tim DuBrey, Highway Superintendent, in regards to a request from the Clinton County Office of Emergency Services to make a road name change; and

WHEREAS, the current name is Mobile Home Drive and a request has been made to change the name to Kelshawn Way; therefore, be it

RESOLVED, that Mobile Home Drive be taken off the County list as a road name in the Town of Plattsburgh and that Kelshawn Way be added in its place; and be it further

RESOLVED, that the Town Board does hereby accept the name change request from the Highway Superintendent and a certified copy of this Resolution be given to the Clinton County Emergency Preparedness Office and Town of Plattsburgh Highway Superintendent.

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

Resolution No. 023-035

Investment Policy

RESOLVED, that the attached Town of Plattsburgh 2023 Investment Policy be and the same hereby is approved effective this date and the Supervisor is authorized and

directed to implement the same for the Town and to schedule an annual review of said policy by the Town Board Audit Committee for the purpose of reviewing and recommending to the Town Board any amendments thereto; and, be it further

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

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				

Resolution No. 023-036

**Annual Examination of
Town Fiscal Record by
Audit Committee**

WHEREAS, the Town Board is responsible for the general management and control of the Town finances (Town Law, Section 64(1). An important aspects of this responsibility is to provide a process to monitor and review, on a routine basis, the work performed by those who handle money as part of their town duties; and

WHEREAS, in an effort to improve accountability and controls over finances and records the Town of Plattsburgh Auditing Committee and Finance Manager has reviewed the 2022 records of the Town Clerk, Town Justices', recreation and Town Tax Receiver as per regulation; and

WHEREAS, the Town Clerk's, Town Justices', Recreation and Town Tax Receiver's records have been provided to the full Board for their review; and

WHEREAS, a review of Town records has been prepared and is hereby presented to the Town Board for their review and approval; now, therefore be it

RESOLVED, that the Annual Audit as prepared and submitted by the Town of Plattsburgh Auditing Committee be accepted and placed on file as per regulation.

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

Resolution No. 023-037

**Request to Attend Annual
Code Enforcement
Educational Conference**

WHEREAS, it is in the best interest of the Town Code Enforcement Officers to remain current and informed concerning changes in regulation and participation in the Annual Conference will enable the codes Officers to earn 24 credits to maintain their license; therefore it is

RESOLVED, that Stephen Imhoff and Allen Reece, Code Enforcement Officers, be allowed to attend the Northern Adirondack Code Enforcement Officials Association's 28th Annual Educational Conference held from February 27, 2023 through March 2, 2023, in Lake Placid, New York at The High Peaks Resort; and it is further

RESOLVED, that \$2,034.00 for dues, conference fees, lodging, and meals be charged to the Code/Zoning Budget account A8010.4410; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Codes Enforcement Officers.

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				

Resolution No. 023-038

**Addition of Online Dog
License Portal with
Edmunds GovTech**

WHEREAS, the Town of Plattsburgh continues to help make processes convenient for its residents where applicable. The Supervisor has a letter dated January

13, 2023, from Katie Kalluche, the Town Clerk, requesting to add a service to an existing contract with Edmunds GovTech; and

WHEREAS, said services would allow applicable residents the flexibility to renew their Dog's required license online with a credit or debit card for nominal surcharge; therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh, upon approval of the Town Attorney, does hereby authorize the Supervisor to enter into the additional contract for said services; and, it is further

RESOLVED, that a copy of this resolution be given to the Finance Manager and the Town Clerk.

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				

Resolution No. 023-039

Appointment of Gabriel Alexandrou to the Finance Committee

WHEREAS, a vacancy exists on the Finance Committee; and

WHEREAS, Mr. Gabriel Alexandrou, a resident of the Town who possesses skills and experience with finance and financial systems, is willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint Mr. Alexandrou to the Finance Committee for a term to expire 12/31/2024 effective January 19, 2023; and, be it further

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

RESOLVED, that he take the oath of office within thirty days of this Resolution and the Supervisor send a letter of appointment and appreciation to Mr. Alexandrou.

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

RESOLVED, that this Town Board meeting be adjourned at 6:12 PM.

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

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

