

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
May 4, 2023**

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>
<b>Michael S. Cashman, Supervisor</b>	x	
<b>Thomas E. Wood, Councilor</b>	x	
<b>Barbara E. Hebert, Councilor</b>	x	
<b>Charles A. Kostyk, Councilor</b>	x	
<b>Dana M. Isabella, Councilor</b>		x
<b>Kathryn B. Kalluche, Town Clerk</b>	x	
<b>James J. Coffey, Town Attorney</b>	x	

**Resolution No. 023-104**

**Accept Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of **March 2, 2023** and **March 9, 2023** be accepted and the reading of the minutes be dispensed with.

**Motion: Thomas E. Wood**  
**Seconded by: Charles A. Kostyk**  
**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	
<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				

**Public Comment – None**

**Resolution No. 023-105**

**Abstract 5A- 23**

**RESOLVED**, that the abstract of audited claims **No. 5A-23** for \$472,307.35, **Abstract 5A-23** prepays for the amount \$201,656.86 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	
<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				

**Resolution No. 023-106**

**Monthly Department Reports**

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

Building and Grounds – **March 2023**

Codes and Zoning – **March 2023**

Dog Control Officer –

Historian –

Highway Superintendent – **March 2023**

Justice Court –

Parks and Recreation – **March 2023**

Planning and Community Development – **February, March and April 2023**

Safety Committee –

Supervisors Financial Report – **March 2023**

Tax Receiver –

Town Clerk – **March 2023**

Water Wastewater – **March 2023**

**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	
<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				

**Resolution No. 023-107**

**2023 Budget Amendment**

**WHEREAS**, the Town may need to amend the 2023 budget to reflect changes in revenues and expenditures during the year; therefore be it

**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: 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 Kostyk	x				
Dana M. Isabella			x		
Michael S. Cashman	x				

**Resolution No. 023-108**

**One-Day Marriage Officiant Licenses**

**WHEREAS**, as of March 28, 2023, Town Clerks in the State of New York are now required to issue one-day marriage officiant licenses in accordance with Domestic Relations Law Sec. 11/D and;

**WHEREAS**, the authority is limited to applicants who want to marry a couple to whom the Town Clerk issued a marriage license and New York State residency is not required;

**WHEREAS**, applicants must be at least 18 years old with valid identification, complete the application and pay the fee of \$25.00; and

**WHEREAS**, the Town Clerk is familiar with the requirements of this new responsibility; now therefore be it

**RESOLVED**, that the Town recognizes this additional responsibility of the Town Clerk.

**Motion: Thomas E. Wood**  
**Seconded By: Charles A. Kostyk**  
**Discussion: Barbara E. Hebert**

	<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. 023-109**

**Professional Services Contract  
Addendum for Cadyville  
Wastewater Treatment Plant  
Capital Improvement**

**WHEREAS**, the Town of Plattsburgh continues to implement the Water and Wastewater Capital Plan approved by Resolution 17-037 and Professional Services Agreement by Resolution 17-105; and

**WHEREAS**, the Town is preparing to implement the Cadyville wastewater treatment facility project under the Water and Wastewater Capital Improvement plan; therefore, be it

**RESOLVED**, the Town Board does hereby authorize the Supervisor to execute an addendum to the Professional Services Agreement for Laberge to prepare an engineering report for the Cadyville Wastewater Treatment Plant to determine cost and alternatives for replacement; and, it is also

**RESOLVED**, that the Supervisor is hereby authorized to sign the professional services contract addendum with Laberge Group not to exceed \$18,000.00; and, it is further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager and Water and Wastewater Director.

**Motion: Thomas E. Wood**  
**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>				

**Resolution No. 023-110**

**New York Road Green Infrastructure  
Project**

**WHEREAS**, the Town of Plattsburgh, after due consideration, has determined that it is desirable and in the public interest to undertake the necessary planning, design, and funding activities for the reconstruction of New York Road including pedestrian walkways, bike-lanes and associated stormwater improvements; and

**WHEREAS**, these road and stormwater improvements have been identified in a feasibility study prepared by Laberge Group, dated June 2021; and

**WHEREAS**, the Town applied for, and received grant funding in the amount of \$388,874.00 from the NYSDEC Climate Smart Communities Project; and

**WHEREAS**, the Town of Plattsburgh has a current and active 2-year term contract with Laberge Group located at 4 Computer Drive West Albany, New York 12205 ; and

**WHEREAS**, Laberge Group is qualified to prepare maps, plans, surveys, investigations, environmental reviews, final designs, bid documents and conduct construction observation as necessary to complete the reconstruction of New York Road; and

**WHEREAS**, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; now therefore be it

**RESOLVED**, the Town of Plattsburgh shall undertake the reconstruction of New York Road including pedestrian walkways, bike-lanes and associated stormwater improvements; and, be it further

**RESOLVED**, that the Town of Plattsburgh's Town Board does hereby determine that the proposed project is an Unlisted Action which does not require a coordinated review however; the Town will communicate and coordinate with interested agencies as appropriate and necessary to conduct a complete environmental review of the project; and, be it further

**RESOLVED**, Laberge Group will be engaged by the Town to prepare maps, plans, surveys, investigations, environmental reviews, final designs, bid documents and conduct construction observation as necessary to complete the reconstruction of New York Road.

**Motion: Charles A. Kostyk**  
**Seconded by: Thomas E. Wood**  
**Discussion: Thomas E. Wood**

<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>				

**Resolution No. 023-111**

**Setting a Public Hearing for  
Reconstruction of New  
York Road**

**WHEREAS**, the Town of Plattsburgh, after due consideration, has determined that it is desirable and in the public interest to undertake the necessary planning, design, and funding activities for the reconstruction of New York Road including pedestrian walkways, bike-lanes and associated stormwater improvements; and

**WHEREAS**, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 17th day of May 2023 at 6:05 P.M., at the Plattsburgh Town Hall, 151 Banker Road, Plattsburgh, New York, to consider the reconstruction of New York Road;

**NOW**, on motion duly made and seconded, it was

**RESOLVED**, that a public hearing be held on the 17th day of May 2023 at 6:05 P.M., at the Plattsburgh Town Hall, 151 Banker Road, Plattsburgh, New York, on the consideration of the reconstruction of New York Road; and be it further

**RESOLVED**, that a Notice of Hearing on the reconstruction of New York Road shall be published in the Press Republican not less than five (5) days prior to that hearing; and be it further

**RESOLVED**, pursuant to Part 617 of the implementing regulations to Article 8 (State Environmental Quality Review Act) (“SEQRA”), the Town of Plattsburgh Town Board shall determine whether said project would have a significant effect upon the environment; and be it

**RESOLVED**, that the Town Clerk shall post that Notice on the bulletin board maintained by the Town Clerk pursuant to Town Law 30(6), and on the Town of Plattsburgh web site, for a period of not less than five (5) days prior to that public hearing.

**Motion: Barbara E. Hebert  
Seconded by: Charles A. Kostyk  
Discussion: Michael S. 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>
				<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>				

**Resolution No. 023-112**

**One Year Road  
Warranty Refund for  
11 Plattsburgh LLC  
Subdivision Phase  
2020**

**WHEREAS**, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the 11 Plattsburgh LLC Subdivision Phase 2020; and

**WHEREAS**, the 11 Plattsburgh LLC Subdivision Phase 2020 has on file with the Town of Plattsburgh, a one year road warranty for their project in the original amount of \$8,900.00 plus accrued interest; and

**WHEREAS**, the project has satisfied all requirements of the Town of Plattsburgh and it is no longer necessary to hold said deposit; now, therefore be it

**RESOLVED**, that the Supervisor is hereby authorized and directed to release the said deposit in the amount of \$8,900.00 plus accrued interest to date; and, it is further

**RESOLVED**, that a certified copy of this Resolution be forwarded, by the Planning Department Secretary, with the return of deposit to 11 Plattsburgh LLC.

**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. 023-113**

**Highway Department  
Purchase Request for  
New Plow Truck**

**WHEREAS**, normal use requires that the Town must periodically update vehicles used to maintain the roads in the Town of Plattsburgh; and

**WHEREAS**, Greg Burnell, Highway Superintendent and Mike Provost, Deputy Highway Superintendent, have complied with the New York State OGS procurement requirements for vehicle acquisition by the completion of the competitive mini-bid process executed via the New York State Vehicle Marketplace; therefore be it

**RESOLVED**, to receive a letter dated May 3, 2023 from Mr. Burnell requesting permission to purchase one (1) 2024 Western Star Tandem Axle Plow Truck with TENCO equipment in the amount of \$305,688.00 for use by the Town of Plattsburgh Highway Department pursuant to the New York State Office through the General Services Standards and Purchase Group Contract; and it is further

**RESOLVED**, that the Town Board does hereby grant permission to Mr. Burnell to order said plow truck and the Supervisor is hereby authorized to sign any related documents required for the purchase; and it is further

**RESOLVED**, that payment for said purchase will be made payable from the 2024 Equipment Capital Outlay Account DAA.5130.2000 Budget and that a copy of this Resolution be given to the Highway Superintendent, Town Clerk and Finance Manager.

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: Michael S. Cashman, Charles A. Kostyk**

<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				

---

**RESOLVED**, that this Town Board meeting be adjourned at 6:13 PM.

**Motion by: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Carried</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>	Absent		
<b>Michael S. Cashman</b>	x		

Minutes Respectfully Submitted by:  <div style="text-align: right;">Katie Kalluche, Town Clerk</div>
--