

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
May 17, 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.

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. 023-115

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **March 16, 2023** and **March 23, 2023** be accepted and the reading of the minutes be dispensed with.

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				

Public Comment – None

Resolution No. 023-116

Abstract 5B- 23

RESOLVED, that the abstract of audited claims **No. 5B-23** for \$132,377.55, **Abstract 5B-23** prepaids for the amount \$150,021.61 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				

Resolution No. 023-117

Emergency Action Plan

WHEREAS, the Town of Plattsburgh had adopted an Emergency Action and Fire Prevention Plan Policy last updated on June 16, 2014 and wishes to update the current policy to comply with current law and regulation; and

WHEREAS, as indicated by the attached Draft Policy, the Town Board has reviewed the existing policy and recommends that revisions be made; therefore, be it

RESOLVED, that effective this date the Town of Plattsburgh’s Emergency Action Plan policy be revised effective immediately; and, be it further

RESOLVED, that a copy of this Resolution and the attached revised Emergency Action Plan policy be given to all Department Heads and the Finance Manager.

Motion: Charles A. Kostyk
Seconded by: Barbara E. Hebert
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				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella			x		
Michael S. Cashman	x				

Resolution No. 023-118

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

Resolution No. 023-119

Request for Greg Burnell to Attend the 2023 Highway School

WHEREAS, it is in the best interest of the Town Highway Superintendent to remain current and informed concerning changes in regulations; therefore be it

RESOLVED, that Greg Burnell, Highway Superintendent, be allowed to attend The Annual School for Highway Superintendents, co-sponsored by the Town and County Officers Training School and The Association of Towns of the State of New York held from June 5-7, 2023 at Ithaca College in Ithaca, NY; and it is further

RESOLVED, that \$680.00 for conference fees, lodging, and meals be charged to the Highway Superintendent Account AAA.5010.4410; and, be it further

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

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				

Resolution No. 023-120

**Seasonal Hire for the Building
and Grounds Department –
Jacob Pierce**

WHEREAS, the Supervisor has received a letter from Steve Waldron, Superintendent of Buildings and Grounds, requesting to hire a seasonal worker; and,

WHEREAS, Jacob Pierce (\$18.00/hour) be appointed to said position when all employment verification and eligibility provisions have been satisfied starting on Monday, June 5, 2023; now, therefore be it

RESOLVED, that the Supervisor is authorized to sign all necessary documents to hire seasonal temporary help for the Building and Grounds Department and a certified copy of this Resolution be given to the Finance Manager, Cool Insurance and the Clinton County Civil Service Department of Personnel for their final approval and a copy be placed in Mr. Pierce’s personnel file.

Motion: Thomas E. Wood

Seconded by: Charles A. Kostyk

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				

Resolution No. 023-121

**Receive Draft Zoning Amendments, Type
the SEORA Action, Notice Public
Hearing, Refer Plan to Involved Agencies**

WHEREAS, the Town of Plattsburgh’s Zoning Ordinance provides that amendments to Ordinances may be initiated by the Town Board upon its own motion or through the appointment of a committee for the purpose of amending said ordinance, and

WHEREAS, a committee, duly authorized by the Town Board, comprised of one Town Councilor, one Planning Board Member, one Zoning Board of Appeals member, and Town staff (herein referred to as the “committee”) was established in July 2022 to make recommendations for changes, additions or modifications to the Town Zoning Ordinance and map; and

WHEREAS, after review and discussion of the Committee’s draft amendments, the Town Board desires to distribute the May 2023 draft amendments to the Town Zoning Ordinance

an map to the appropriate agencies in accordance with Article XIII, Section 13.3 and 13.4 of the Town Zoning Ordinance and Section 264 and 265 of New York Town Law as follows:

1. Town Planning Board and Zoning Board; and
2. Clinton County Planning Board; and
3. Adjacent municipalities
4. Regional State Park Commission; and,

WHEREAS, New York State Law and the Town's Zoning Ordinance requires that a public hearing on proposed amendments be held to consider the advisability of amendment to the Town of Plattsburgh Zoning Ordinance; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act", Section 8-0113 (SEQRA herein) provides for the review of any "ACTION" to determine the effect of said Action on the environment, along with any related administrative procedures for the implementation, authorization or approval of said Action; and

WHEREAS, Part 617.12 (b)-(2) of SEQRA, provides that "the adoption of changes in the allowable uses within any zoning districts affecting 25 or more acres," mandates the proposed amendments to said Zoning Ordinance and said Zone Map Amendment be defined as a TYPE I ACTION which requires specific acts by the Town of Plattsburgh prior to the adoption or rejection of said proposed amendments; and

WHEREAS, determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the Town of Plattsburgh Town Board is identified as an involved agency in accordance with SEQRA for the purpose of assessing the effect of this Zoning Ordinance Amendment on the environment and whether or not said effect is significant enough to warrant the preparation of a Draft Environmental Impact Statement (DEIS); and

WHEREAS, a coordinated review will be conducted, and the Town of Plattsburgh Planning Board shall request to be designated lead Agency; and

WHEREAS, the Town Board of Town of Plattsburgh, as the project sponsor, is required to review and use the EAF to determine the significance of said proposed amendments; now, therefore be it

RESOLVED, the Town Board does hereby determine that the proposed zoning changes, map amendments, highway specifications, and storm-water specifications are a TYPE I ACTION and a coordinated review under SEQRA will be conducted, and, be it further

RESOLVED, the Town of Plattsburgh Town Board shall notify all involved or interested agencies of the proposed zoning ordinance & map amendments, and request to be designated lead Agency; and be it further

RESOLVED, that the Town of Plattsburgh Town Board does hereby receive and place on file the Draft May 2023 amended Zoning Ordinance, Map, SEQRA Part I Long Form EAF and supplemental analysis report; and, it is further

RESOLVED, that the Town Board shall hold a public hearing in relation to the proposed amendment to the Zoning Ordinance at the Town Hall, at 151 Banker Road, Plattsburgh, New York 12901 on the June 1, 2023 at 6:05 o'clock P.M., [Eastern Daylight Savings Time]; and, be it further

RESOLVED, that pursuant to the provisions of Article XIII, Section 13.3 and 13.4 of the Town Zoning Ordinance, the Town Clerk shall cause a notice of the time and place of said public hearing to be published in The Press Republican, a paper of general circulation in the Town of Plattsburgh, at least once, 10 days before June 1, 2023 with such notice also being posted in the Town Hall and given to necessary adjoining municipalities and the Clinton County Planning Board and such other agencies and parties as required by law; and, be it further

RESOLVED, that notice of said Public Hearing and a copy of the draft June 2023 amendments to the Zoning Ordinance shall also be posted on the Town's Website; and, be it further

RESOLVED, the proposed zoning amendments, map amendments, and design specifications, if adopted shall be entered into the meeting minutes as per NY Town Law § 265; and, be it further

RESOLVED, that a copy of this Resolution and attachments be given to the Town Clerk, Planning and Zoning Departments the adjacent municipalities and Clinton County Planning Board and other interested agencies.

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

Resolution No. 023-122

Change Order No. 5 - 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. 4 – Electrical (Resolution No. 021-126) as part of an ongoing capital improvement plan; and

WHEREAS, the process chemical pump controls and SCADA need further integration requiring wiring and programming; and

WHEREAS, Triangle Electrical Systems, Inc. has submitted a pricing adjustment in the amount of \$7,054.00; 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: Charles A. Kostyk
Seconded by: Thomas E. Wood
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				

Resolution No. 023-123

2023 Highway Road Striping Program

WHEREAS, the Town of Plattsburgh and Clinton County participate in shared services to save cost and duplication of services; and

WHEREAS, Highway Superintendent, Greg Burnell, has recently been in contact with the Clinton County Highway Department Superintendent, Karl Weiss, regarding the highway striping program for the Town of Plattsburgh; and

WHEREAS, the Town of Plattsburgh has appropriated money in the 2023 Highway Budget for the 2023 Road Striping Program; and

WHEREAS, Mr. Burnell, Highway Superintendent, has submitted the 2023 Highway Road Striping Program in the amount of \$17,390.88; now, therefore be it

RESOLVED, that the Town Board does hereby authorize the Highway Superintendent to spend the 2023 budgeted funds from account DA-5110-4300 to execute the aforementioned 2023 Road Striping Program; and be it further

RESOLVED, that a copy of this Resolution be given to the Town of Plattsburgh Highway Superintendent and the Clinton County Highway Superintendent.

Motion: Thomas E. Wood
Seconded by: Barbara E. Hebert
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				

Motion to go into Executive Session
 To discuss ongoing pending litigation with the City of Plattsburgh (water/wastewater arbitration) and the work history of one specific individual.

Motion to come out of Executive Session

Motion by: Charles A. Kostyk
 Seconded by: Barbara E. Hebert
 Time: 6:18 PM

Motion by: Barbara E. Hebert
 Seconded by: Charles A. Kostyk
 Time: 6:28 PM

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

RESOLVED, that this Town Board meeting be adjourned at 6:28 PM.

Motion by: Thomas E. Wood
Seconded by: Charles A. Kostyk
Discussion: None

	<u>Yes</u>	<u>No</u>	<u>Carried</u>
Thomas E. Wood	x		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