

**TOWN OF PLATTSBURGH  
TOWN BOARD MONTHLY MEETING  
June 1, 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	

**Also in attendance: Wendell Hughes, Dave Bezio, Trevor Cole, Jessica Kogut,  
Angela Boyd, Evan Boyd, and Andrew Clark**

**Resolution No. 023-129**

**Accept Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of **April 6, 2023** and **April 13, 2023** be accepted and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**  
**Seconded by: Dana M. Isabella**  
**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. 023-130**

**Abstract 6A- 23**

**RESOLVED**, that the abstract of audited claims **No. 6A-23** for \$ 169,983.86, **Abstract 6A-23** prepays for the amount \$472,479.55 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				

**Resolution No. 023-131**

**Monthly Department Reports**

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

- Building and Grounds – **April 2023**
- Codes and Zoning – **April 2023**
- Dog Control Officer – **April 2023**
- Historian –
- Highway Superintendent – **April 2023**
- Justice Court –
- Parks and Recreation – **April 2023**
- Planning and Community Development – **April/May 2023**
- Safety Committee –
- Supervisors Financial Report – **April 2023**
- Tax Receiver –
- Town Clerk – **April 2023**
- Water Wastewater – **April 2023**

**Motion: Dana M. Isabella**  
**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. 023-132**

**Cadyville Volunteer Fire Department**  
**Application to Conduct and Operate**  
**a Place of Public Amusement and**  
**Permit for Public Fireworks**

**WHEREAS**, Cadyville Volunteer Fire Department has duly submitted to the Town of Plattsburgh Town Board an application to conduct and operate a place of public amusement on Saturday, June 10, 2023 and Sunday, June 11, 2023 and an application for a permit for public display of fireworks to be held at the field space on Church Street in the Town of Plattsburgh; and

**WHEREAS**, the Cadyville Field Day is a deeply rooted tradition in the Town of Plattsburgh that serves as our version of Old Homes Day includes the only parade in the town, field day activities for all generations, and acts as an annual reunion of family and friends both near and far; and

**WHEREAS**, the Town of Plattsburgh wishes to support our partnering municipal entity the Cadyville Volunteer Fire Department with their annual Field Day festivities and fireworks, which are underwritten by local donations, to help celebrate the return of the much beloved town tradition; and

**WHEREAS**, the Town Clerk has verified that all required documentation has been received and the Town Attorney approving the application and liability insurance coverage as to form, and the Cadyville Volunteer Fire Department as the controlling agency of the land on which the public display of fireworks is to be held having also approved the granting of said application by the Town; now, therefore it is

**RESOLVED**, that the Town Board of the Town of Plattsburgh does waive all of the related license and permit fees associated with this public event and does hereby authorize and direct the Town Clerk to issue the required license to conduct and operate a place of public amusement within the Town of Plattsburgh and the permit for public display of fireworks by the applicant for said event on Saturday, June 10, 2023 and Sunday, June 11, 2023; and, be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager, Codes Officer, Town Clerk, Cool Insurance and the Cadyville Fire Department, Inc.

**Motion: Barbara E. Hebert**  
**Seconded by: Thomas E. Wood**  
**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>
				x	
<b>Thomas E. Wood</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>			Abstain		
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				

**Resolution No. 023-133**

**Annual Audit Report**

**WHEREAS**, the Town has engaged the firm of EFPR Group, CPA’s, PC to perform an audit of the Town’s financial statements for the year ended December 31, 2022; and

**WHEREAS**, EFPR Group, CPA’s, PC performed the audit and has provided the

Town with Independent Auditor's Report, Financial Statements and Required Supplementary Information; therefore be, it

**RESOLVED**, that the Town Board accepts the audit report prepared by EFPR Group, CPA's, PC for the year ended December 31, 2022; and be, it further

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

**Motion to waive the reading: Dana M. Isabella**

**Seconded by: Barbara E. Hebert**

**Discussion: Barbara E. Hebert, Thomas E. Wood, Michael S. Cashman**

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>	<u><b>Absent</b></u>	<u><b>Carried</b></u>	<u><b>Tabled</b></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. 023-134**

**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: Barbara E. Hebert**

**Discussion: None**

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>	<u><b>Absent</b></u>	<u><b>Carried</b></u>	<u><b>Tabled</b></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. 023-135**  
**Equipment**

**Disposal of Obsolete**

**WHEREAS**, it has been has determined that the computers/equipment listed below is obsolete and no longer needed; and

- Compaq Monitor S5500 #224BM76WB571
- Dell Optiplex 3020 Service Tag# 6PYCQD2
- Fellows Shredder F57C060927EA0069644
- HP LaserJet 4200 #USDNN24871
- Kyocera Ecosys FS-C5020N (fax machine) tag#14316 serial #APD5300633
- Smith Corona Typewriter #Y103100611
- Universal Shredder 4287348 #UNV48025
- HP Laserjet 4200 – serial # USGNS00364
- HP Laserjet – Serial # CNGY304014
- Dell Monitor Model #: E207WFPc – DP/N 0G263H
- Dell Monitor Model #: SE198WFP – REV A01

**WHEREAS**, the computer/equipment will be turned over to the Building and Grounds Department for the proper disposal; therefore, be it

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

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

**Motion: Dana M. Isabella**  
**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. 023-136**

**Disposal of Obsolete**  
**Equipment Through**  
**International Auction**

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

- PS Mailers Folder/Sealer (S/N PSM3000C00194)
- Kyocera 3050 ci Taskalfa Photocopier (S/N N2P2908249)
- Kyocera 3500i (Tag #20518)

Kyocera Ecosys FS-6525MFP (Tag #206504)  
 Konica Minolta Bizhub808 Copier with Finisher (S/N A8KN011004457)  
 Miscellaneous Cell Phones, Accessories  
 Digital Camera  
 Kyocera Copystar 300i (S/N Q2Z9Z00I62)

**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.

**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	
<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 023-137**

**One-Year Road Warranty**  
**Refund for Northwoods**  
**Supportive Housing**  
**Subdivision 2018**

**WHEREAS**, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Northwoods Supportive Housing Subdivision 2018; and

**WHEREAS**, the Northwoods Supportive Housing Subdivision 2018 has on file with the Town of Plattsburgh a one-year road warranty for their project in the original amount of \$7,800.00 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 \$7,800.00 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 Housing Visions Consultants.

**Motion: Barbara E. Hebert**  
**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. 023-138**

**Zoning Map &  
Ordinance Amendment  
& SEQRA Review 2023**

**WHEREAS**, after thorough consideration and deliberation, the Town Board proposes to make the following amendment to the Town Zoning Map & Ordinance:

**Re-zoning of the former Clinton County Airport and adjacent properties in conformance with the Smart Growth Plan for the Former Clinton County Airport Site, dated October 28, 2021, being a part of the Town’s cumulative Comprehensive Plan. Together with other minor map & text amendments to the zoning ordinance, for the purposes of correcting omissions, errors, and oversights of the previous amendment. The proposed amendments are further and more specifically detailed by tax parcel, acreage, zone and description in the exhibits titled Town of Plattsburgh Proposed Zoning Ordinance and Map Amendments, May 25, 2023.**

**WHEREAS**, in October 2021 the Town of Plattsburgh completed a Smart Growth Plan for the former Clinton County Airport which included recommendations for land use practices and development strategies; and

**WHEREAS**, the Town zoning ordinance and map must be revised from time to time to be in conformance with the Town’s comprehensive planning initiatives and to correct errors and omissions; and

**WHEREAS**, a committee consisting of Town codes and Planning staff has been directed by the Town Board to make recommendations and proposed map amendments that will bring the ordinance and map into conformance with the Town’s comprehensive planning objectives; and

**WHEREAS**, the committee has prepared a draft of recommended map amendments for the Former Clinton County Airport Property and adjoining lands; and

**WHEREAS**, the committee has also prepared a list of proposed minor zoning map amendments and zoning ordinance text and use table amendments to address errors, omissions, and to improve document functionality; and

**WHEREAS**, the Town Board is now in receipt of the committee's recommended zoning map and ordinance amendments; and

**WHEREAS**, the Clinton County Planning Board was provided a copy of the proposed Zoning Map amendment and Findings and Recommendations Report of the Planning Board, and did, by a 7-0 vote on May 3, 2023, Approve the General Municipal Law Section 239-m referral without comment; and

**WHEREAS**, the Town Board duly called for a public hearing for the consideration of the aforesaid amendment and gave due notice thereof as required by law; and

**WHEREAS**, said public hearing was held by this Town Board at the Town Hall at 151 Banker Road, Plattsburgh, New York, on the 1<sup>st</sup> day of June, 2023 at 6:05 P.M. of said day; at which time the proposed Zoning Ordinance amendment and SEQRA materials were available; and

**WHEREAS**, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

**WHEREAS**, said 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 Board is considered an involved agency in accordance with State Laws for the purpose of assessing the effect of these zoning ordinance and map amendments 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**, the Town Board has previously declared the zoning map amendments to be a Type I Action and a coordinated review was conducted; and

**WHEREAS**, the Town Board has identified the relevant areas of environmental concern, has taken a hard look at these areas, and has made a reasoned elaboration of the basis for its determination; and

**WHEREAS**, after review and discussion of the Planning Board's Findings and Recommendations Report, it is the opinion of the members of the Town Board that the best interests of the Town of Plattsburgh will be served by the adoption of certain said amendments;

**NOW THEREFORE BE IT, RESOLVED**, that the Town Board, in consideration of the Planning Board report and recommendations, comments made at the public hearing on the Zoning Ordinance amendments, the review of part 1 and the completion of parts 2 and 3 of the EAF Long Form (herein SEQRA documentation), and the review of related



materials, accordingly issues a negative declaration under SEQRA for the proposed zoning ordinance and map amendments, determining that said amendments will NOT have a significant effect on the environment, and the preparation of a DEIS is NOT required; and said declaration is hereby referenced and incorporated herein and shown as the attached SEQRA documentation; and, be it further

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize and direct the Supervisor to complete and have prepared and to execute a “Notice of No Significant Environmental Impact” (NEGATIVE DECLARATION) for this zoning ordinance map amendment and, be it further

**RESOLVED**, that the “Notice of No Significant Environmental Impact” (NEGATIVE DECLARATION), and all related material shall be maintained on file at the Town Offices of the Town Board and available for Public Inspection, and, the reasons for the decision are stated in the attached negative declaration, and be it further

**RESOLVED**, that the Zoning Ordinance and Zoning Map of the Town of Plattsburgh be amended as follows:

**Re-zoning of the former Clinton County Airport and adjacent properties in conformance with the Smart Growth Plan for the Former Clinton County Airport Site, dated October 28, 2021, being a part of the Town’s cumulative Comprehensive Plan. Together with other minor map & text amendments to the zoning ordinance, for the purposes of correcting omissions, errors, and oversights of the previous amendment. The proposed amendments are further and more specifically detailed by tax parcel, acreage, zone and description in the exhibits titled Town of Plattsburgh Proposed Zoning Ordinance and Map Amendments, May 25, 2023.**

**RESOLVED**, that said amendments be entered in the minutes of the meeting of the Town Board of the Town of Plattsburgh, held on the 1st day of June, 2023; and be it further

**RESOLVED**, in accordance with section 264 and 265 of Town Law, a copy, summary or abstract of the amendments (exclusive of any map) shall be published in the PRESS REPUBLICAN, a newspaper published in the town and that affidavits of publication thereof shall be later filed with the Town Clerk; and be it further

**RESOLVED**, that the amendments shall be effective as provided by and in accordance with section 265 of the Town Law; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Town Clerk, Zoning Department and Planning Department.

**Motion: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

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

**Resolution No. 023-139**

**Temporary Seasonal Hire  
for the Building and  
Grounds Department –  
Dennis Dukett**

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

**WHEREAS**, Dennis Dukett (\$15.00/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 in 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. Dukett’s personnel file.

**Motion: Charles A. Kostyk**  
**Seconded by: Thomas E. Wood**  
**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>
				x	
Thomas E. Wood	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 6:24 PM.

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

		<u>Yes</u>	<u>No</u>	<u>Carried</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			

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Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk