

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
August 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. 023-183

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **June 15, 2023** and **June 22, 2023** be accepted and the reading of the minutes be dispensed with.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

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				

Public Comment - None

Resolution No. 023-184

Abstract 8B- 23

RESOLVED, that the abstract of audited claims **No. 8B-23** for \$624,172.57, **Abstract 8B-23** prepays for the amount \$674,469.50 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. 023-185

Zoning Map Amendment 2023

TOWN ZONING MAP AMENDMENT- Consideration of a zoning amendment for parcels 245.-4-22.11, 245.-4-40.1, 245.-4-41, and 245.-4-16.2 located on Route 22, Salmon River Road, and Superior Drive, changing the existing zone classification of said parcels from Residential (R2) to Industrial (I); and

WHEREAS, at its regularly scheduled meeting on March 16, 2023 the Town Board of the Town of Plattsburgh (the “Town Board”) received and placed on file a zoning map amendment petition from Schluter Systems Inc. requesting an amendment of the existing zone classification of the previously said parcels from Residential (R2) to Industrial (I) (the “Zoning Amendment”); and

WHEREAS, pursuant to Article XIII, Section 13.3, all proposed zoning amendments originating by petition or by motion shall be referred to the Town of Plattsburgh Planning Board (the “Planning Board”) for a report and recommendation thereon; and

WHEREAS, the Planning Board did submit its report to the Town Board within forty five (45) days of receipt of such referral in accordance with the provisions of said Zoning Ordinance; and

WHEREAS, the Town board has considered the Zoning Amendment and the recommendations contained in the report of the Planning Board; and

WHEREAS, the Town Board finds merit in the consideration of a zoning map amendment; and

WHEREAS, pursuant to the New York State Environmental Quality Review Act, Article 8 of the Environmental Conservation Law and the regulations promulgated thereto at 6 NYCRR Part 617 (collectively referred to as “SEQRA”), the Town Board is required to conduct a review of the Zoning Amendment in order to determine if it presents a potential significant adverse environmental impact; and

WHEREAS, the Town Board has received a Part 1 of a Full Environmental Assessment Form (“EAF”) for the Zoning Amendment as required by SEQRA; and

WHEREAS, the Town Board, upon receipt of the EAF, desires to act as Lead Agency for the purpose of conducting a review of the Zoning Amendment pursuant to SEQRA; and

WHEREAS, the Zoning Amendment proposes to affect more than 25 acres of land and is therefore considered a Type I action pursuant to Section 617.4 of the SEQRA regulations requiring that a coordinated review with all involved agencies be conducted; and

WHEREAS, the Town Board will coordinate with involved and interested agencies as appropriate and necessary for the review of potential adverse environmental impacts posed by the Zoning Amendment.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board declares its intent to act as Lead Agency for purposes of conducting a coordinated review of the Zoning Amendment pursuant to SEQRA and authorizes all steps necessary to distribute the Part 1 of the EAF to all involved and interested agencies commencing the requisite thirty (30) day time period set forth in Section 617.6(b)(3)(i) of the SEQRA regulations during which any such agencies may object to the Town Board acting as Lead Agency; and be it further

RESOLVED, that upon the conclusion of research satisfactory to the Town Board, the Town Board shall, pursuant to Article XVII, Section 17.4 of the Town Zoning Ordinance and Section 264 and 265 of New York Town Law shall refer a full statement of the Zoning Amendment and map to the Clinton County Planning Board; and be it further

RESOLVED that pursuant to the provisions of Article XVII, Section 17.4 of the Town Zoning Ordinance, the Town Clerk shall cause a notice of the time and place of a 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 the hearing date 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 full statement of the Zoning Amendment shall also be posted on the Town's Website; and, be it further

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

Motion: Barbara E. Hebert

Seconded by: Charles A. Kostyk

Discussion: Yes

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				

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

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: Dana M. Isabella

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				

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT09864 - Budget Adjustments July 2023

Adjustment Number	Budget Code	Description	Adjustment Date
BA0023005	2023 Adopted Budget	Budget Adjustments July 2023	7/28/2023

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>AAA.1111.4120.0000</u> July: 500.00	ENVELOPES, STAMPED	Budget Adjustments July 2023	3,000.00	500.00	3,500.00
<u>AAA.1111.4410.0000</u> July: -500.00	CONF. CONV. SCHOOL	Budget Adjustments July 2023	3,000.00	-500.00	2,500.00
<u>AAA.1610.4720.0000</u> July: 10,000.00	IT CONSULTING SERVICES	Budget Adjustments July 2023	25,000.00	10,000.00	35,000.00
<u>AAA.5010.2000.0000</u> July: -200.00	EQUIP.& CAP. OUTLAY	Budget Adjustments July 2023	1,000.00	-200.00	800.00
<u>AAA.5010.4410.0000</u> July: 200.00	CONF.,CONV.,MTGS.ETC.	Budget Adjustments July 2023	500.00	200.00	700.00
<u>AAA.8020.4717.0000</u> July: -15,000.00	BATTLEFIELD MEMORIAL IMPL	Budget Adjustments July 2023	185,000.00	-15,000.00	170,000.00
<u>AAA.8020.4800.0000</u> July: 15,000.00	COMMUNITY DEVELOPMENT I	Budget Adjustments July 2023	25,000.00	15,000.00	40,000.00
<u>DAA.5110.1000.0000</u> July: 29,050.00	REPAIRS, PERS.SERV.	Budget Adjustments July 2023	205,000.00	29,050.00	234,050.00
<u>DAA.5112.1000.0000</u> July: -29,050.00	IMPRVMTS,PERS.SERV.	Budget Adjustments July 2023	305,500.00	-29,050.00	276,450.00
<u>SLC.5182.4530.0000</u> July: -360.00	VEHICLE REPAIR/TESTING	Budget Adjustments July 2023	1,700.00	-360.00	1,340.00
<u>SLC.5182.4800.0000</u> July: 360.00	INSURANCE	Budget Adjustments July 2023	6,160.00	360.00	6,520.00
<u>WSA.1610.4000.0000</u> July: 1,500.00	MISCELLANEOUS	Budget Adjustments July 2023	3,000.00	1,500.00	4,500.00
<u>WSA.1610.4110.0000</u> July: -1,500.00	SUPPLIES & MATERIALS	Budget Adjustments July 2023	30,000.00	-1,500.00	28,500.00
<u>WSA.1610.4750.0000</u> July: -6,000.00	RESEARCH/CONSULTANT FE	Budget Adjustments July 2023	49,000.00	-6,000.00	43,000.00
<u>WSA.1610.4810.0000</u> July: 6,000.00	GENERAL INSURANCE	Budget Adjustments July 2023	31,000.00	6,000.00	37,000.00

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2023	2023 Adopted Bidget	<u>AAA.1111.4120.0000</u>	ENVELOPES, STAMPED	3,000.00	500.00	3,500.00
		<u>AAA.1111.4410.0000</u>	CONF. CONV. SCHOOL	3,000.00	-500.00	2,500.00
		<u>AAA.1610.4720.0000</u>	IT CONSULTING SERVICES	25,000.00	10,000.00	35,000.00
		<u>AAA.5010.2000.0000</u>	EQUIP. & CAP. OUTLAY	1,000.00	-200.00	800.00
		<u>AAA.5010.4410.0000</u>	CONF., CONV., MTGS. ETC.	500.00	200.00	700.00
		<u>AAA.8020.4717.0000</u>	BATTLEFIELD MEMORIAL IMPLEM.	185,000.00	-15,000.00	170,000.00
		<u>AAA.8020.4800.0000</u>	COMMUNITY DEVELOPMENT IMP	25,000.00	15,000.00	40,000.00
		<u>DAA.5110.1000.0000</u>	REPAIRS, PERS.SERV.	205,000.00	29,050.00	234,050.00
		<u>DAA.5112.1000.0000</u>	IMPRVMTS,PERS.SERV.	305,500.00	-29,050.00	276,450.00
		<u>SLC.5182.4530.0000</u>	VEHICLE REPAIR/TESTING	1,700.00	-360.00	1,340.00
		<u>SLC.5182.4800.0000</u>	INSURANCE	6,160.00	360.00	6,520.00
		<u>WSA.1610.4000.0000</u>	MISCELLANEOUS	3,000.00	1,500.00	4,500.00
		<u>WSA.1610.4110.0000</u>	SUPPLIES & MATERIALS	30,000.00	-1,500.00	28,500.00
		<u>WSA.1610.4750.0000</u>	RESEARCH/CONSULTANT FE	49,000.00	-6,000.00	43,000.00
		<u>WSA.1610.4810.0000</u>	GENERAL INSURANCE	31,000.00	6,000.00	37,000.00
			2023 Total:	873,860.00	10,000.00	883,860.00
			Grand Total:	873,860.00	10,000.00	883,860.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 - 2023 Adopted Budget Fiscal: 2023			
AAA	242,500.00	10,000.00	252,500.00
DAA	510,500.00	0.00	510,500.00
SLC	7,860.00	0.00	7,860.00
WSA	113,000.00	0.00	113,000.00
Budget Code 2023 Total:	873,860.00	10,000.00	883,860.00
Grand Total:	873,860.00	10,000.00	883,860.00

Resolution No. 023-187

**Proclamation in Recognition of the National
Adult Education & Family Literacy Week
(September 18-22, 2023)**

WHEREAS, more than 43 million Americans can't read or write at the most basic level while 62.7 million lack basic math skills, as well as the credentials and skill necessary to succeed in post-secondary education; and

WHEREAS, every year, one out of every three young adults drops out of high school; and

WHEREAS, American Action Forum estimates that America is short an estimated 7.5 million private sector workers across all skill levels; and

WHEREAS, Adult Education programs contribute to solving these challenges by helping Americans move along the continuum in their educational journey to achieve basic skills and get prepared for career and college; and

WHEREAS, Adult Education programs in high schools and adult schools, community colleges and community centers offer low cost, high value programs that upgrade the skill set of our citizens; and

WHEREAS, our Town celebrates Adult Education and Family Literacy Week as a proud participant in the national Educate & Elevate Campaign which helps our citizens learn about all of their Adult Education options to attain their professional and personal goals.

NOW, THEREFORE, WE, THE TOWN OF PLATTSBURGH TOWN BOARD,
proclaim September 18-22, 2023, as:

ADULT LITERACY WEEK

in the Town of Plattsburgh, New York.

Motion: Charles A. Kostyk
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. 023-188

**Appointment of Jamie Wright as
Account Clerk/Typist in the Water
Wastewater Department**

WHEREAS, there is a vacancy for the position of Account Clerk/Typist in the Water & Wastewater Department due to a transfer; and

WHEREAS, interviews for the aforementioned position were held by the Director, and Supervisors of the Water & Wastewater Department of eligible candidates provided by Clinton County Department of Personnel; and

WHEREAS, upon the completion of interviews it is the recommendation of the Director and the Water and Wastewater committee that Jamie Wright be appointed to the vacant Water & Wastewater Account Clerk/Typist position; and

RESOLVED, that the Town Board does hereby authorize the hiring and appointment of Jamie Wright to the vacant position of Account Clerk/Typist at a pay rate of \$21.40 per hour effective August 21, 2023; and be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for Jamie Wright's appointment with a probation period of 12 months; and, it is further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager, the Director of Water & Wastewater Department and one be forwarded to the Clinton County Department of Personnel, and a copy be placed in Jamie Wright's file.

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				

RESOLVED, that this Town Board meeting be adjourned at 6:10 PM.

Motion by: Thomas E. Wood
Seconded by: Barbara E. Hebert
Discussion: None

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk