

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
October 19, 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. 023-228

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **August 17, 2023** and **August 24, 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. 023-229

Abstract 10B- 23

RESOLVED, that the abstract of audited claims **No. 10B-23** for \$533,782.78, **Abstract 10B-23** prepays for the amount \$220,887.99 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. 023-230

Setting a Public Hearing for Certain Elected Officials Salaries and the 2024 Preliminary Budget

WHEREAS, a public notice of the Preliminary Budget and certain Elected Official Salaries must be shared; therefore be it

RESOLVED, notice of hearing entitled, "Setting a Public Hearing for Elected Officials' Salaries and the 2023 Preliminary Budget," shall be published once in the local newspaper and posted at the Town Hall as indicated:

NOTICE IS HEREBY GIVEN that the Preliminary Budget for the Town of Plattsburgh, for the year beginning January 1, 2024, will be compiled and filed in the office of the Town Clerk on or before October 31, 2023.

FURTHER NOTICE, is hereby given that the Town Board of the Town of Plattsburgh will meet and review said Preliminary Budget and hold a public hearing thereon at the Town Hall located on the Banker Road, in the Town of Plattsburgh, Clinton County, New York on Thursday, November 2, 2023 at 6: 05 p.m. prevailing time. At such hearing, any person may be heard in favor or against the Preliminary Budget as compiled or for or against any item or items therein contained.

Councilpersons (4)	\$13,000 each
Supervisor	\$87,000
Town Clerk	\$36,532
Highway Superintendent	\$87,357

A copy of the Preliminary Budget will be available for inspection by all interested persons at the Town Hall on the Banker Road between the hours of 9:00 a.m. and 4:00 p.m.; and be it further

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

Motion: Thomas E. Wood
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. 023-231

Setting a Public Hearing Notice for Consolidated Assessment Rolls

RESOLVED, that public hearings be held by the Town Board at the Town Hall on the Banker Road on Thursday, November 2, 2023 at 6:05 PM prevailing time, for the purpose of hearing and considering any comments which may be made to the completed consolidated Assessment Rolls that are on file with the Town Clerk pursuant to Town Law, Section 239 as follows:

- Town of Plattsburgh Consolidated Water District
- Town of Plattsburgh Consolidated Sewer District
- Base Water District
- Base Sewer District
- Base Storm Water Management District
- Base Highway Maintenance Improvement District
- Highway (Town Wide)
- Town of Plattsburgh Lighting District
- Consolidated Ambulance District;

and, it is further

RESOLVED, that the Town Clerk is hereby directed to have published in the Press Republican notice of said public hearings to be held at the Town Hall, 151 Banker Road and also posted on the Town Clerk's board.

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. 023-232

Records Management Policies and Procedures Manual Including the Inactive Records Procedures

WHEREAS, the Town of Plattsburgh (“Town”) was awarded a grant through the Local Government Records Management Improvement Fund (“LGRMIF”) through the New York State Education Department; and

WHEREAS, in order to best serve the Town residents and employees, the Town wishes to adopt a Records Management Policies and Procedures Manual with a current Inactive Records Procedure to guide employees; and

WHEREAS, these documents were created with input from multiple departments in conjunction with the Records Management Officer and the vendor who was hired to complete the LGRMIF work; and

WHEREAS, this Policies and Procedures Manual applies the record retention and storage recommendations made by the New York State Archives Department utilizing the previously adopted by the Town Retention and Disposition Schedule for New York Local Government Records (LGS-1); therefore be it

RESOLVED, that the attached Town of Plattsburgh Records Management Policies and Procedures Manual which includes the Inactive Records Procedure be approved and effective immediately; and, be it further

RESOLVED, that a copy of this Resolution and the attached Records Management Policies and Procedures Manual be given to all Department Heads and added to the Town’s Policy Handbooks.

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

	<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. 023-233

Reappointment of Lorraine Streeter to the Assessment Board of Review

WHEREAS, Ms. Lorraine Streeter is willing to continue to serve as a member on the Board of Assessment Board of Review for an additional term; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby reappoint Lorraine

Streeter, a resident of the Town of Plattsburgh, to the Board of Assessment Review for a term to expire on September 30, 2027; and be it further

RESOLVED, that Ms. Streeter take an oath of office within thirty days of this Resolution; and, be it further

RESOLVED, that a copy of this Resolution be given to the Board of Assessment Review Chairperson and the Town Assessor.

Motion: Barbara E. Hebert
Seconded by: Thomas E. Wood
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. 023-234 **September 2023 Budget Amendment**

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: 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				

Budget Adjustment Register Adjustment Detail

Plattsburgh, NY

Packet: GLPKT10338 - Budget Adjustments for September 2023

Adjustment Number	Budget Code	Description	Adjustment Date		
BA0023009	2023 Adopted Budget	Budget adjustemnts for September 2023	9/30/2023		
Summary Description:					
Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>AAA.1220.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	500.00	-100.00	400.00
September:	-100.00				
<u>AAA.1220.4130.0000</u>	POSTAGE	Budget adjustemnts for September 2023	50.00	100.00	150.00
September:	100.00				
<u>AAA.1330.4320.0000</u>	COPIER RENTAL AND SUPPLIES	Budget adjustemnts for September 2023	0.00	100.00	100.00
September:	100.00				
<u>AAA.1330.4410.0000</u>	CONF. CONV. SCHOOL	Budget adjustemnts for September 2023	1,000.00	-100.00	900.00
September:	-100.00				
<u>AAA.1410.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	1,300.00	-200.00	1,100.00
September:	-200.00				
<u>AAA.1410.4730.0000</u>	COMPUTER SERVICES BAS	Budget adjustemnts for September 2023	2,400.00	200.00	2,600.00
September:	200.00				
<u>AAA.1610.4230.0000</u>	TELEPHONE	Budget adjustemnts for September 2023	26,000.00	-7,000.00	19,000.00
September:	-7,000.00				
<u>AAA.1610.4721.0000</u>	COMPUTER SERVICES	Budget adjustemnts for September 2023	19,000.00	7,000.00	26,000.00
September:	7,000.00				
<u>AAA.1620.4401.0000</u>	VEHICLE FUEL	Budget adjustemnts for September 2023	9,000.00	3,000.00	12,000.00
September:	3,000.00				
<u>AAA.1620.8200.0000</u>	WORKERS COMPENSATION	Budget adjustemnts for September 2023	31,900.00	-3,000.00	28,900.00
September:	-3,000.00				
<u>AAA.7310.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	2,000.00	-200.00	1,800.00
September:	-200.00				
<u>AAA.7310.4000.0000</u>	CONTR. EXPENSES,	Budget adjustemnts for September 2023	67,600.00	-50.00	67,550.00
September:	-50.00				
<u>AAA.7310.4130.0000</u>	POSTAGE	Budget adjustemnts for September 2023	50.00	50.00	100.00
September:	50.00				
<u>AAA.7310.4151.0000</u>	FUEL, DIRECTOR VEHICLE	Budget adjustemnts for September 2023	800.00	200.00	1,000.00
September:	200.00				
<u>AAA.8010.1100.0000</u>	OVERTIME	Budget adjustemnts for September 2023	0.00	1,000.00	1,000.00
September:	1,000.00				
<u>AAA.8010.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	2,000.00	-1,000.00	1,000.00
September:	-1,000.00				
<u>DAA.5110.1000.0000</u>	REPAIRS, PERS.SERV.	Budget adjustemnts for September 2023	234,050.00	-200.00	233,850.00
September:	-200.00				
<u>DAA.5110.1090.0000</u>	REPAIRS, PERS.SERV.	Budget adjustemnts for September 2023	234,050.00	-1,600.00	232,450.00
September:	-1,600.00				
<u>DAA.5110.4101.0000</u>	DIESEL FOR VEHICLES	Budget adjustemnts for September 2023	18,000.00	-16,500.00	1,500.00
September:	-16,500.00				
<u>DAA.5110.4200.0000</u>	PAVING MATLS/PATCHING	Budget adjustemnts for September 2023	47,332.00	-20,000.00	27,332.00
September:	-20,000.00				
<u>DAA.5112.1100.0000</u>	P.S. OVERTIME	Budget adjustemnts for September 2023	4,000.00	1,800.00	5,800.00
September:	1,800.00				
<u>DAA.5112.4100.0000</u>	GAS FOR VEHICLES	Budget adjustemnts for September 2023	7,500.00	1,000.00	8,500.00

Budget Adjustment Register

Packet: GLPKT10338 - Budget Adjustments for September 2023

September: 1,000.00					
<u>DAA.5112.4102.0000</u>	TOPSOIL/SEED/MULCH	Budget adjustemnts for September 2023	4,000.00	-1,000.00	3,000.00
September: -1,000.00					
<u>DAA.5112.4200.0000</u>	PAVING MATERIALS	Budget adjustemnts for September 2023	75,000.00	-19,600.00	55,400.00
September: -19,600.00					
<u>DAA.5112.4300.0000</u>	DRAINAGE PIPE	Budget adjustemnts for September 2023	12,000.00	1,500.00	13,500.00
September: 1,500.00					
<u>DAA.5112.4500.0000</u>	ROAD MATERIALS	Budget adjustemnts for September 2023	10,000.00	1,500.00	11,500.00
September: 1,500.00					
<u>DAA.5130.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	300,000.00	132,000.00	432,000.00
September: 132,000.00					
<u>DAA.5142.4200.0000</u>	SALT	Budget adjustemnts for September 2023	225,000.00	-43,000.00	182,000.00
September: -43,000.00					
<u>DAA.9000.8000.0000</u>	NYS RETIREMENT	Budget adjustemnts for September 2023	128,000.00	-23,000.00	105,000.00
September: -23,000.00					
<u>DAA.9000.8200.0000</u>	WORKERS COMPENSATION	Budget adjustemnts for September 2023	110,000.00	-9,000.00	101,000.00
September: -9,000.00					
<u>SLC.5182.4200.0000</u>	ELECTRICITY	Budget adjustemnts for September 2023	75,000.00	17,000.00	92,000.00
September: 17,000.00					
<u>SLC.5182.4400.0000</u>	NYPA Maintenance program	Budget adjustemnts for September 2023	49,000.00	-17,000.00	32,000.00
September: -17,000.00					
<u>SSC.8120.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	15,000.00	-800.00	14,200.00
September: -800.00					
<u>SSC.8130.4550.0000</u>	REPAIRS	Budget adjustemnts for September 2023	2,000.00	800.00	2,800.00
September: 800.00					
<u>SWC.8340.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	45,000.00	-2,000.00	43,000.00
September: -2,000.00					
<u>SWC.8340.4590.0000</u>	REPAIRS	Budget adjustemnts for September 2023	16,500.00	2,000.00	18,500.00
September: 2,000.00					
<u>WSA.1610.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustemnts for September 2023	247,000.00	-5,000.00	242,000.00
September: -5,000.00					
<u>WSA.1610.4720.0000</u>	COMPUTER SERVICES	Budget adjustemnts for September 2023	30,000.00	5,000.00	35,000.00
September: 5,000.00					

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2023	2023 Adopted Budget	<u>AAA.1220.2000.0000</u>	EQUIP. & CAP. OUTLAY	500.00	-100.00	400.00
		<u>AAA.1220.4130.0000</u>	POSTAGE	50.00	100.00	150.00
		<u>AAA.1330.4320.0000</u>	COPIER RENTAL AND SUPPLIES	0.00	100.00	100.00
		<u>AAA.1330.4410.0000</u>	CONF. CONV. SCHOOL	1,000.00	-100.00	900.00
		<u>AAA.1410.2000.0000</u>	EQUIP. & CAP. OUTLAY	1,300.00	-200.00	1,100.00
		<u>AAA.1410.4730.0000</u>	COMPUTER SERVICES BAS	2,400.00	200.00	2,600.00
		<u>AAA.1610.4230.0000</u>	TELEPHONE	26,000.00	-7,000.00	19,000.00
		<u>AAA.1610.4721.0000</u>	COMPUTER SERVICES	19,000.00	7,000.00	26,000.00
		<u>AAA.1620.4401.0000</u>	VEHICLE FUEL	9,000.00	3,000.00	12,000.00
		<u>AAA.1620.8200.0000</u>	WORKERS COMPENSATION	31,900.00	-3,000.00	28,900.00
		<u>AAA.7310.2000.0000</u>	EQUIP. & CAP. OUTLAY	2,000.00	-200.00	1,800.00
		<u>AAA.7310.4000.0000</u>	CONTR. EXPENSES,	67,600.00	-50.00	67,550.00
		<u>AAA.7310.4130.0000</u>	POSTAGE	50.00	50.00	100.00
		<u>AAA.7310.4151.0000</u>	FUEL, DIRECTOR VEHICLE	800.00	200.00	1,000.00
		<u>AAA.8010.1100.0000</u>	OVERTIME	0.00	1,000.00	1,000.00
		<u>AAA.8010.2000.0000</u>	EQUIP. & CAP. OUTLAY	2,000.00	-1,000.00	1,000.00
		<u>DAA.5110.1000.0000</u>	REPAIRS, PERS.SERV.	234,050.00	-1,800.00	232,250.00
		<u>DAA.5110.4101.0000</u>	DIESEL FOR VEHICLES	18,000.00	-16,500.00	1,500.00
		<u>DAA.5110.4200.0000</u>	PAVING MATLS/PATCHING	47,332.00	-20,000.00	27,332.00
		<u>DAA.5112.1100.0000</u>	P.S. OVERTIME	4,000.00	1,800.00	5,800.00
		<u>DAA.5112.4100.0000</u>	GAS FOR VEHICLES	7,500.00	1,000.00	8,500.00
		<u>DAA.5112.4102.0000</u>	TOPSOIL/SEED/MULCH	4,000.00	-1,000.00	3,000.00
		<u>DAA.5112.4200.0000</u>	PAVING MATERIALS	75,000.00	-19,600.00	55,400.00
		<u>DAA.5112.4300.0000</u>	DRAINAGE PIPE	12,000.00	1,500.00	13,500.00
		<u>DAA.5112.4500.0000</u>	ROAD MATERIALS	10,000.00	1,500.00	11,500.00
		<u>DAA.5130.2000.0000</u>	EQUIP. & CAP. OUTLAY	300,000.00	132,000.00	432,000.00
		<u>DAA.5142.4200.0000</u>	SALT	225,000.00	-43,000.00	182,000.00
		<u>DAA.9000.8000.0000</u>	NYS RETIREMENT	128,000.00	-23,000.00	105,000.00
		<u>DAA.9000.8200.0000</u>	WORKERS COMPENSATION	110,000.00	-9,000.00	101,000.00
		<u>SLC.5182.4200.0000</u>	ELECTRICITY	75,000.00	17,000.00	92,000.00
		<u>SLC.5182.4400.0000</u>	NYPA Maintenance program	49,000.00	-17,000.00	32,000.00
		<u>SSC.8120.2000.0000</u>	EQUIP. & CAP. OUTLAY	15,000.00	-800.00	14,200.00
		<u>SSC.8130.4550.0000</u>	REPAIRS	2,000.00	800.00	2,800.00
		<u>SWC.8340.2000.0000</u>	EQUIP. & CAP. OUTLAY	45,000.00	-2,000.00	43,000.00
		<u>SWC.8340.4590.0000</u>	REPAIRS	16,500.00	2,000.00	18,500.00
		<u>WSA.1610.2000.0000</u>	EQUIP. & CAP. OUTLAY	247,000.00	-5,000.00	242,000.00
		<u>WSA.1610.4720.0000</u>	COMPUTER SERVICES	30,000.00	5,000.00	35,000.00
			2023 Total:	1,817,982.00	3,900.00	1,821,882.00
			Grand Total:	1,817,982.00	3,900.00	1,821,882.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 - 2023 Adopted Bidget Fiscal: 2023			
AAA	163,600.00	0.00	163,600.00
DAA	1,174,882.00	3,900.00	1,178,782.00
SLC	124,000.00	0.00	124,000.00
SSC	17,000.00	0.00	17,000.00
SWC	61,500.00	0.00	61,500.00
WSA	277,000.00	0.00	277,000.00
Budget Code 2023 Total:	1,817,982.00	3,900.00	1,821,882.00
Grand Total:	1,817,982.00	3,900.00	1,821,882.00

Resolution No. 023-235

**3% Site Plan Return Deposit for
Y Knot Storage Site Plan 2020**

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Y Knot Storage Site Plan 2020; and

WHEREAS, the Planning & Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; now, therefore be it

RESOLVED, that the Supervisor is hereby authorized and directed to release the said deposit in the amount of \$2,673.61 plus accrued interest to date; and it is further

RESOLVED, that a certified copy of this Resolution be forwarded by the Planning & Community Development Department Secretary, with the return of deposit to Christopher LeFevre.

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. 023-236

Request to Fix Sinkhole on Trudeau Road

WHEREAS, during the floods of July 2023, the Trudeau Road incurred damage resulting in a sinkhole; and

WHEREAS, Greg Burnell, Highway Superintendent, contacted three vendors for written quotes to fix the sinkhole as soon as possible, due to safety concerns; therefore be it

RESOLVED, to award the project to the lowest quote received from R. Tripp Trucking and Excavating, in the amount of \$21,600; and it is further

RESOLVED, that payment for said purchase will be made payable from the 2023 Equipment Capital Outlay Account DAA.5130.2000 and that a copy of this Resolution be given to the Highway Superintendent, Town Clerk, and Finance Manager.

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

	<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 6:13 PM.

Motion by: Barbara E. Hebert
Seconded by: Dana M. Isabella
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

