

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 18, 2024**

The meeting was called to order at 6:00 p.m. by the presiding officer at the Town Hall on 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 | |

Also, in attendance: Wendell Hughes and Kevin Randall

Resolution No. 024-025

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of **December 14, 2023** be approved, 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> |
|--------------------|-------------------|------------------|----------------------|-----------------------|----------------------|
| | | | | 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. 024-026

Abstract 1B-2024

RESOLVED, that the abstract of audited claims **No. 1B-2024** for 2023 in the amount of \$110,773.40, **Abstract 1B-2024** prepays for 2023 in the amount of \$500.00 and **No. 1B-2024** for 2024 in the amount of \$129,335.99, **Abstract 1B-2024** prepays for 2024 in the amount of

\$187,820.86 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Barbara E. Hebert
Seconded by: 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. 024-027

Professional Services Contract Addendum for Water & Wastewater District Consolidation

WHEREAS, the Town of Plattsburgh is planning to consolidate the Base water and sewer districts with the Consolidated water and sewer districts; and

WHEREAS, the Town needs to prepare Map, Plan and Reports to consolidate districts; therefore, be it

RESOLVED, the Town Board does hereby authorize the Supervisor to execute an addendum to the Professional Services Agreement; and, it is further

RESOLVED, that the Supervisor is hereby authorized to sign the professional services contract addendum with Laberge Group to be compensated \$3,500.00 plus typical expenses; and, it is further

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

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. 024-028

Contract services with The Tabner, Ryan & Keniry, LLP Law Firm to Represent the Town of Plattsburgh Regarding District Consolidation

WHEREAS, the Town of Plattsburgh Water and Wastewater Department is planning to consolidate the Base water and sewer districts with the Consolidated water and sewer districts; and

WHEREAS, the Town Attorney has advised the Town Board that it would be advantageous to the Town to hire a law firm to assist in the process of district consolidation for Base water district and Base sewer district; therefore be it

RESOLVED that Supervisor Michael S. Cashman, after full review and recommendation by the Town Attorney, is hereby authorized and directed to enter into an Agreement with the law firm of Tabner, Ryan and Keniry, LLP, a qualified and reputable firm located at 18 Corporate Woods Boulevard, Suite 8, Albany, New York 12211 to provide legal service for the Town of Plattsburgh in the matter of district consolidation; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and the Law firm of Tabner, Ryan and Keniry, LLP, Water and Wastewater Director and the Town Clerk.

Motion: Thomas E. Wood

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. 024-029

Purchase Enclosed Goulds Pump for Well 6

WHEREAS, the Water & Wastewater Department needs a Goulds Pump as an emergency backup for Well 6; and

WHEREAS, Procedures for Purchase of Commodities, Equipment or Goods and Contract Values requires the Town to solicit price quotes for amounts in excess of \$5,000.00; and

WHEREAS, the Water & Wastewater Department requested 4 solicited prices and is requesting permission to purchase a Goulds pump; therefore be it

RESOLVED, the purchase of a Goulds pump be awarded to Emerick Associates the lowest bid in the amount of \$6,375.00 be approved; and it is further

RESOLVED, that payment be made payable from the 2024 Water & Wastewater Budget Account # SWC.8320.2000 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

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

Resolution No. 024-031

Annual Examination of Town Fiscal Records by Audit Committee

WHEREAS, the Town Board is responsible for the general management and control of the Town finances (Town Law, Section 64(1)). An important aspect of this responsibility is to provide a process to monitor and review, on a routine basis, the work performed by those who manage money as part of their town duties; and

WHEREAS, to improve accountability and controls over finances and records the Town of Plattsburgh Auditing Committee and Finance Manager has reviewed the 2023 records of the Town Clerk, Town Justices’, recreation, and Town Tax Receiver as per regulation; and

WHEREAS, the Town Clerk’s, Town Justices,’ Recreation and Town Tax Receiver’s records were provided to the full Board for their review; and

WHEREAS, a review of Town records has been prepared and is presented to the Town Board for their review and approval; now, therefore be it

RESOLVED, that the Annual Audit as prepared and submitted by the Town of Plattsburgh Auditing Committee be accepted and placed on file as per regulation.

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 H. Hebert | x | | | | |
| Charles E. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Michael S. Cashman | x | | | | |

Resolution No. 024-032

Municipal Property and Liability Insurance Renewal

WHEREAS, it is necessary for the Town of Plattsburgh to provide risk management services and municipal property and liability insurance; therefore be it

RESOLVED, that the Supervisor is authorized to renew its Agreement with the Gallagher Insuring Agency Inc., principally located at 2 Country Club Rd, Ste 1 Queensbury, NY 12804 to provide Risk Management Services and as insurance broker for the Town to provide Municipal Insurance coverage; and be it further

RESOLVED, that, after careful review of the Town’s needs and market options the Town Board wishes to renew property and liability insurance for the period January 10, 2024 to January 10, 2025 shall be provided by NYMIR Reciprocal, endorsements as warranted during said period; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and the Supervisor be authorized to sign all related documentation with NYMIR and Gallagher & Co..

Motion: Barbara E. Hebert
Seconded by: Charles A. Kostyk
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. 024-033

Purchase of AED Units for Parks and Recreation Department

WHEREAS, on November 24, 2023 New York State passed legislation S.7424/A.366A which requires camps and youth programs to establish an AED implementation plan; and

WHEREAS, as part of this plan, it requires every youth sports and youth activity have access to an AED on site; and

WHEREAS, the Parks and Recreations Department would like to purchase eight more AED units to ensure each park building will have a unit and allow all coaches and instructors to have access to AED units during practices, games and programs; and

WHEREAS, the Parks and Recreation Department, after obtaining three quotes, has determined that AED USA is the lowest price at \$8,246.00 for eight AEDs, seven alarmed cabinets, and proper AED signage; now, be it

RESOLVED, that the Town Board does hereby grant permission to the Parks and Recreation Department to order said AED units and the Supervisor is hereby authorized to sign any related documents required for the purchase; and it is further

RESOLVED, that payment for this purchase be made payable from the 2024 Safety Supplies Budget Account No. AAA. 7310.4115.0000 and that a copy of this Resolution be given to the Parks and Recreation Department and the Finance Manager.

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood, Charles A. Kostyk, 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 | | | | |

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