

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

Resolution No. 024-035

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of **January 4, 2024** 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. 024-036

Abstract 2A-2024

RESOLVED, that the abstract of audited claims **No. 2A-2024** for 2023 in the amount of \$33,256.32, and **No. 2A-2024** for 2024 in the amount of \$3,032,007.29, **Abstract 2A-2024** prepays for 2024 in the amount of \$444,271.52 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. 024-037

Monthly Department Reports

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

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

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. 024-038

Appointment of Scott Hite to the Finance Committee

WHEREAS, a vacancy exists on the Finance Committee; and

WHEREAS, Mr. Scott Hite, a resident of the Town who possesses skills and experience with finance and financial systems, is willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint Mr. Hite to the Finance Committee for a term to expire 12/31/2027 effective February 1, 2024; and, be it further

RESOLVED, that a certified copy of this Resolution be given to Mr. Hite and the Finance Manager; and be it further

RESOLVED, that he take the oath of office within thirty days of this Resolution and the Supervisor sends a letter of appointment and appreciation to Mr. Hite.

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. 024-039

Adoption of the Park Improvement Plan for 2024

WHEREAS, the Town of Plattsburgh has been experiencing significant growth and development requiring updated careful planning and management with guidance that is best served by the addition of a Park Improvement Plan for 2024; and

WHEREAS, the Town of Plattsburgh Park Improvement Plan for 2024 will provide clear conceptual designs with appropriate costs for six parks in the Town of Plattsburgh based on key priorities: safety, accessibility/inclusivity, efficient use/re-use of space, field quality/drainage, identity/community character and adjacent natural resources, multi-generational, and financial feasibility; and

WHEREAS, along with Behan Planning and Design, with which the Town of Plattsburgh currently holds a two-year term contract, the Planning Department and Parks and Recreation Department has developed a plan that supports the priorities of the Town; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board accept and place on file the new Park Improvement Plan for 2024, as submitted, and that this plan be used as a benchmark for future development and use in the Town of Plattsburgh; and be it further

RESOLVED, that a copy of this Resolution be given to the Parks and Recreation Department and Planning Department.

Motion: Charles A. Kostyk
Seconded by: Dana M. Isabella
Discussion: Charles A. Kostyk

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. 024-040

Request to Purchase Four (4) New Flammable Liquids Storage Cabinets

WHEREAS, it is necessary to continue maintenance and improvements of buildings and grounds within the Town of Plattsburgh; 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, Mike Drew, Superintendent of Building and Grounds, has solicited prices and is requesting permission to place an order for four (4) New Flammable Liquids Storage Cabinets (60 gallons, paint safety cabinet); and

WHEREAS, quotes have been received and the lowest total estimated cost of the cabinet is from Justrite Safety Group for \$6,273.34 (which includes a \$221.06 shipping charge); therefore, be it

RESOLVED, that the Town Board approve the purchase as recommended and that the Superintendent of Building and Grounds is hereby authorized to make said purchase; and be it further

RESOLVED, that payment be made payable from the following 2024 Equipment and Capital Outlay Accounts: #AAA.1620.2000 (50%), DAA.5130.2000 (25%), and WSA.1610.2000 (25%); be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and the Superintendent of Building and Grounds, Mike Drew.

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. 024-041

December 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				

Resolution No. 024-042

Capital Project Closure

WHEREAS, the following Capital Projects outlined below are completed as of December 31, 2023, and need to be closed:

- Bluff Point Conn Lift Station Capital Project (Consolidated Sewer District)
- Trade Road Lift Station Capital Project (Consolidated Sewer District)
- Ampersand Rugar Traffic Control (General Fund)

WHEREAS, for the remaining cash balances in Bluff Point/Trade Road Lift Stations be transferred to the Cadyville Wastewater Treatment Plant Capital Project; for the Ampersand Rugar Traffic Control Capital Project there are no remaining cash balances, therefore, be it

RESOLVED, that the Town Board does hereby authorize the closure of the Capital Projects as outlined, and be it further

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

Motion: Thomas E. Wood

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. 024-043

Purchase E1 Pump, Parts, and Panels for Honey Drive

WHEREAS, the Water & Wastewater Department needs E1 Pumps, Parts and Panels as an emergency backup for Honey Dr; 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 3 solicited prices and is requesting permission to purchase a E1 Pumps, Parts and Panels; therefore be it

RESOLVED, the purchase of a E1 Pumps, Parts and Panels be awarded to Siewert Equipment the lowest bid in the amount of \$11,015.44 be approved; and it is further

RESOLVED, that payment be made payable from the 2024 Water & Wastewater Budget Account # SSC.8120.2000 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

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. 024-044

Authorize Bidding for Demolition of Water Storage Tanks

WHEREAS, the Town of Plattsburgh has constructed a 2M Gallon water storage tank at the Kimberly Road Tank Farm to add additional storage to the system and to replace the existing 350,000 and 750,000 water storage tanks; and

WHEREAS, Laberge Group, a duly licensed Engineering firm permitted to practice in the State of New York had previously been retained to prepare Contract Documents for KIMBERLY LANE WATER TANK DEMOLITION (Project) which will remove the existing 350,000 and 750,000 water storage tanks; and

WHEREAS, The Town Board does hereby accept and approve the Contract Documents for bidding, therefore, be it

RESOLVED, that the Town Clerk is authorized to advertise for bids for the Project using the Contract Documents approved by the Board with a bid opening date and time of May 3rd, 2024 at 11:00 A.M.; and 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: 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. 024-045

3% Site Plan Return Deposit for 11 Plattsburgh LLC Phase III Lots 17-22 Subdivision 2023

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and granted detailed preliminary plan approval, but the Planning Department never received signed plans, of the 11 Plattsburgh LLC Phase III Lots 17-22 Subdivision 2023; and

WHEREAS, the project applicant, Tom Latinville has informed the Planning Department that he is unsure when he will proceed with this project and are requesting the 3% deposit (\$3,503.60) and recreation fee (\$1,500.00) be refunded; and

WHEREAS, the project owes stormwater review fees (\$2,242.83) for the August 31, 2023, Stormwater review from Laberge Group; and

WHEREAS, the project acknowledges that the Town will cease further review or consideration of the project until such time the applicant re-establishes the construction deposit in escrow and the recreation fee with the Town; now, therefore be it

RESOLVED, that the Supervisor is hereby authorized and directed to release the said deposit in the amount of \$2,760.77 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 11 Plattsburgh LLC.

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. 024-046

Request to Purchase One – New Screw Drive Air Compressor with Dryer Unit

WHEREAS, it is necessary to continue maintenance and improvements of buildings and grounds within the Town of Plattsburgh; 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, Mike Drew, Superintendent of Buildings and Grounds, has solicited prices and is requesting permission to place an order for one (1) – New Screw Drive Air Compressor with Dryer Unit, with the lowest quote being \$15,821.67 from Pittsburgh Spray Equipment Company; therefore, be it

RESOLVED, that the Town Board approve said purchase and that the Superintendent of Buildings and Grounds is hereby authorized to purchase the Screw Drive Air Compressor with Dryer Unit; and, be it further

RESOLVED, that payment for said purchase be allocated from the following 2024 Equipment and Capital Outlay Accounts: #AAA.1620.2000, DAA.5130.2000, WSA.1610.2000; it is further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and the Superintendent of Buildings and Grounds, Mike Drew.

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				

Motion to go into Executive Session to discuss the work history of one specific individual.

Motion to come out of Executive Session

Motion by: Thomas E. Wood
 Seconded by: Charles A. Kostyk
 Time: 6:14 PM

Motion by: Charles A. Kostyk
 Seconded by: Dana M. Isabella
 Time: 6:21 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	x		Dana M. Isabella	x	
Michael S. Cashman	x		Michael S. Cashman	x	

RESOLVED, that this Town Board meeting be adjourned at 6:21 PM.

Motion by: Barbara E. Hebert
Seconded by: Charles A. Kostyk
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