

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION AGENDA  
February 27, 2025**

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road. Pledge.

	<u>Present</u>	<u>Absent</u>
<b>MEMBERS: Michael S. Cashman, Supervisor</b>	x	
<b>Thomas E. Wood, Councilor</b>	x	
<b>Charles A. Kostyk, Councilor</b>	x	
<b>Dana M. Isabella, Councilor</b>	x	
<b>Daniel A. Bosley, Councilor</b>	x	
<b>Kathryn B. Kalluche, Town Clerk</b>	x	
<b>James J. Coffey, Town Attorney</b>		x

**Public Comments: None**

**Supervisor’s Report: NYSEG Communications with community, tariff issues likely coming, Day on the Hill in Albany coming up**

**Resolutions:**

- 025-074 Capital Project Closure
- 025-075 December 2024 Budget Amendment
- 025-076 Request to Attend New York Planning Federation Conference – Brianna Gravelle

**Draft Resolutions:**

- 025-xxx Minutes
- 025-xxx Monthly Reports
- 025-xxx Request to Attend PERMA Annual Member Conference
- 025-xxx Recreation Program Contract of Services
- 025-xxx 3% Site Plan Return Deposit for Maken Motel Site Plan 2022
- 025-xxx Appointment of Austin Devins as MEO II in the Highway Department
- 025-xxx Authorization to Advertise Bids for the Project Entitled “Town Hall Accessibility”
- 025-xxx Resolution to Hold a Public Hearing and Type SEQRA Action for Local Law No. 1 of 2025

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
February 27, 2025**

**Resolution No. 025-074**

**Capital Project Closure**

**WHEREAS**, the following Capital Projects outlined below are completed as of December 31, 2024, and need to be closed and;

Cliff Haven Sewer Capital Project (Consolidated Sewer District)  
Street Light LED Conversion (SLC Fund)  
BMG Phase Project 1 (General Fund)

**WHEREAS**, for the Cliff Haven Sewer Capital Projects, the remaining cash balances will be transferred to the Cadyville Wastewater Treatment Plant Capital Project; for the BMG Phase 1 Project, the remaining cash balances will be transferred to the BMG Phase 2A; for the Street Light LED Conversion 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: Dana M. Isabella**

**Seconded by: Charles A. Kostyk**

**Discussion: Thomas E. Wood**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
<b>Thomas E. Wood</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Daniel A. Bosley</b>	x				
<b>Michael S. Cashman</b>	x				

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
February 27, 2025**

**Resolution No. 025-075**

**December 2024 Budget Amendment**

**WHEREAS**, the Town may need to amend the 2024 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 the Finance Manager.

**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	
<b>Thomas E. Wood</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Daniel A. Bosley</b>	x				
<b>Michael S. Cashman</b>	x				



Plattsburgh, NY

# Budget Adjustment Register

## Adjustment Detail

Packet: GLPKT13544 - 2024 Year end Budget Adjustment

Adjustment Number	Budget Code	Description	Adjustment Date
BA0023047	Adopted 2024 Budget	2024 Budget Adjustment Year End	12/30/2024

**Summary Description:**

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>AAA.1610.4111.0000</u> December: 10.00	OFFICE SUPPLIES	2024 Budget Adjustment Year End	6,736.43	10.00	6,746.43
<u>AAA.1610.4115.0000</u> December: -10.00	SAFETY SUPPLIES	2024 Budget Adjustment Year End	3,763.57	-10.00	3,753.57
<u>AAA.1610.4720.0000</u> December: 400.00	IT CONSULTING SERVICES	2024 Budget Adjustment Year End	45,065.27	400.00	45,465.27
<u>AAA.1610.4721.0000</u> December: -400.00	COMPUTER SERVICES	2024 Budget Adjustment Year End	10,934.73	-400.00	10,534.73
<u>AAA.1620.4200.0000</u> December: 7,349.58	ELEC.&HEAT, TN.HALL	2024 Budget Adjustment Year End	29,000.00	7,349.58	36,349.58
<u>AAA.1620.4200.1000</u> December: -7,349.58	PARK ELECTRICITY	2024 Budget Adjustment Year End	18,491.82	-7,349.58	11,142.24
<u>AAA.1620.4210.0000</u> December: -300.00	WATER	2024 Budget Adjustment Year End	5,013.50	-300.00	4,713.50
<u>AAA.1620.4210.1000</u> December: 300.00	PARK WATER	2024 Budget Adjustment Year End	2,600.00	300.00	2,900.00
<u>AAA.1620.4510.0000</u> December: 50.56	BLDGS.REPAIRS&SERVICE	2024 Budget Adjustment Year End	77,552.02	50.56	77,602.58
<u>AAA.1620.4510.1000</u> December: -50.56	PARK BLDGS REPAIR & SERVICE	2024 Budget Adjustment Year End	13,000.00	-50.56	12,949.44
<u>AAA.8030.4000.0000</u> December: -3,000.00	GENERAL RESEARCH	2024 Budget Adjustment Year End	88,400.00	-3,000.00	85,400.00
<u>AAA.8810.4000.0000</u> December: 3,000.00	CONTRACTUAL EXPENDITURE	2024 Budget Adjustment Year End	26,384.33	3,000.00	29,384.33
<u>DAA.5110.4000.0000</u> December: 700.00	MISCELLANEOUS/SAFETY	2024 Budget Adjustment Year End	8,877.78	700.00	9,577.78
<u>DAA.5110.4100.0000</u> December: -700.00	GAS FOR VEHICLES	2024 Budget Adjustment Year End	3,800.00	-700.00	3,100.00
<u>DAA.5112.4700.0000</u> December: 150.00	SIGNS,POSTS,RAILS,ETC.	2024 Budget Adjustment Year End	7,486.00	150.00	7,636.00
<u>DAA.5112.4750.0000</u> December: -150.00	GUARDRAILS	2024 Budget Adjustment Year End	1,500.00	-150.00	1,350.00
<u>SSC.8120.4560.0000</u> December: -2,800.00	REPAIR/MAINT	2024 Budget Adjustment Year End	22,577.42	-2,800.00	19,777.42
<u>SSC.9961.9000.0000</u> December: 2,800.00	WS ADMIN INTERFUND TRANS...	2024 Budget Adjustment Year End	508,777.00	2,800.00	511,577.00
<u>WSA.1610.4110.0000</u> December: -300.00	SUPPLIES & MATERIALS	2024 Budget Adjustment Year End	26,300.00	-300.00	26,000.00
<u>WSA.1610.4112.0000</u> December: 300.00	Incode E-Check Fee	2024 Budget Adjustment Year End	100.00	300.00	400.00
<u>WSA.1610.4115.0000</u> December: -300.00	SAFETY SUPPLIES	2024 Budget Adjustment Year End	4,000.00	-300.00	3,700.00
<u>WSA.1610.4530.0000</u>	VEHICLES,REP.&SERV.	2024 Budget Adjustment Year End	11,362.82	400.00	11,762.82

**Budget Adjustment Register**

**Packet: GLPKT13544 - 2024 Year end Budget Adjustment**

December: 400.00

WSA.1610.4600.0000

December: -400.00

LEGAL NOTICES

2024 Budget Adjustment Year End

1,000.00

-400.00

600.00

**Budget Code Summary**

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2024	Adopted 2024 Budget	<u>AAA.1610.4111.0000</u>	OFFICE SUPPLIES	6,736.43	10.00	6,746.43
		<u>AAA.1610.4115.0000</u>	SAFETY SUPPLIES	3,763.57	-10.00	3,753.57
		<u>AAA.1610.4720.0000</u>	IT CONSULTING SERVICES	45,065.27	400.00	45,465.27
		<u>AAA.1610.4721.0000</u>	COMPUTER SERVICES	10,934.73	-400.00	10,534.73
		<u>AAA.1620.4200.0000</u>	ELEC.&HEAT, TN.HALL	29,000.00	7,349.58	36,349.58
		<u>AAA.1620.4200.1000</u>	PARK ELECTRICITY	18,491.82	-7,349.58	11,142.24
		<u>AAA.1620.4210.0000</u>	WATER	5,013.50	-300.00	4,713.50
		<u>AAA.1620.4210.1000</u>	PARK WATER	2,600.00	300.00	2,900.00
		<u>AAA.1620.4510.0000</u>	BLDGS.REPAIRS&SERVICE	77,552.02	50.56	77,602.58
		<u>AAA.1620.4510.1000</u>	PARK BLDGS REPAIR & SERVICE	13,000.00	-50.56	12,949.44
		<u>AAA.8030.4000.0000</u>	GENERAL RESEARCH	88,400.00	-3,000.00	85,400.00
		<u>AAA.8810.4000.0000</u>	CONTRACTUAL EXPENDITURE	26,384.33	3,000.00	29,384.33
		<u>DAA.5110.4000.0000</u>	MISCELLANEOUS/SAFETY	8,877.78	700.00	9,577.78
		<u>DAA.5110.4100.0000</u>	GAS FOR VEHICLES	3,800.00	-700.00	3,100.00
		<u>DAA.5112.4700.0000</u>	SIGNS,POSTS,RAILS,ETC.	7,486.00	150.00	7,636.00
		<u>DAA.5112.4750.0000</u>	GUARDRAILS	1,500.00	-150.00	1,350.00
		<u>SSC.8120.4560.0000</u>	REPAIR/MAINT	22,577.42	-2,800.00	19,777.42
		<u>SSC.9961.9000.0000</u>	WS ADMIN INTERFUND TRANSFER	508,777.00	2,800.00	511,577.00
		<u>WSA.1610.4110.0000</u>	SUPPLIES & MATERIALS	26,300.00	-300.00	26,000.00
		<u>WSA.1610.4112.0000</u>	Incode E-Check Fee	100.00	300.00	400.00
		<u>WSA.1610.4115.0000</u>	SAFETY SUPPLIES	4,000.00	-300.00	3,700.00
		<u>WSA.1610.4530.0000</u>	VEHICLES,REP.&SERV.	11,362.82	400.00	11,762.82
		<u>WSA.1610.4600.0000</u>	LEGAL NOTICES	1,000.00	-400.00	600.00
			<b>2024 Total:</b>	<b>922,722.69</b>	<b>-300.00</b>	<b>922,422.69</b>
			<b>Grand Total:</b>	<b>922,722.69</b>	<b>-300.00</b>	<b>922,422.69</b>

**Fund Summary**

Fund	Before	Adjustment	After
Budget Code:2024 - Adopted 2024 Budget Fiscal: 2024			
AAA	326,941.67	0.00	326,941.67
DAA	21,663.78	0.00	21,663.78
SSC	531,354.42	0.00	531,354.42
WSA	42,762.82	-300.00	42,462.82
<b>Budget Code 2024 Total:</b>	<b>922,722.69</b>	<b>-300.00</b>	<b>922,422.69</b>
<b>Grand Total:</b>	<b>922,722.69</b>	<b>-300.00</b>	<b>922,422.69</b>

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
February 27, 2025**

**Resolution No. 025-076**

**Request to Attend New York Planning  
Federation Conference – Brianna Gravelle**

**WHEREAS**, the Town of Plattsburgh Codes and Zoning Department is required to maintain professional training and development; and

**WHEREAS**, it is in the best interest of the Town of Plattsburgh Codes and Zoning Department to update technical knowledge and new regulation information regarding code enforcement, zoning board of appeals, case law, and SEQRA; now therefore be it

**RESOLVED**, that Brianna Gravelle be allowed to attend the New York Planning Federation Conference held on April 6-8, 2025, in Cooperstown, New York; and it is further

**RESOLVED**, that \$302.00 for lodging and meals and \$290.00 for registration be charged to the Codes and Zoning Department Budget, account number A-.8010.4410.0000; and, be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager and Codes and Zoning Department Head.

**Motion: Dana M. Isabella**

**Seconded by: Daniel A. Bosley**

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

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
<b>Thomas E. Wood</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Daniel A. Bosley</b>	x				
<b>Michael S. Cashman</b>	x				



## **Committee Reports:**

- Charles A. Kostyk and Dana M. Isabella:
  - o Fire and EMS Meeting
  - o Good job to Mike Drew for details during transitions
  - o Parks and Recreation – great events! Lots of Snow!
  - o
- Dana M. Isabella:
  - o Thank the town for Board to go to NYAOT – continual training is great opportunity. Much appreciated!

Town Board meeting be adjourned at 6:16 PM.

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk