

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI- MONTHLY MEETING
November 19, 2012**

The meeting was called to order at 6:30 p.m. by the presiding officer at the Town Hall on the Banker Road.

	<u>Present</u>	<u>Absent</u>
MEMBERS: Bernard C. Bassett, Supervisor	X	
Thomas E. Wood, Councilor	X	
Martin D. Mannix, Councilor	X	
Paul D. Lamoy, Councilor	X	
Gerard A. Renadette, Councilor	X	
Rickey J. Collins, Town Clerk		X
James J. Coffey, Town Attorney	X	
	X	

Resolution No.012-309

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of November 8 and 12, 2012 be approved and the reading of the minutes be dispensed with.

Motion by: Thomas E. Wood

Seconded by: Paul D. Lamoy

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					x	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette				x		
Bernard C. Bassett	x					

PUBLIC RECOGNITION

Recreation Awards

Erin Pangborn Recreation Program Coordinator

Jennifer Burdo, Austin Marsh, Aidan Varin, Zachary Dubray, Ethan Barnes, Matthew Faville, Aden Lavarney, Adam Judeau, Heather Dutko, James Conway, Gracie Walters, Mavrick Hack

Present: F. Bouchy-Picom, Debbie Blake, Dan Heath, Jackie Labarge, Jason Labarg, Holy Sims, Amy Burdo, Jeffery Burdo, Becky Dubray, Ron Dubray, Patrick Bowen, Chasity Walters, Eric Barnes, Karin Kingh, Gary Gudz, Adam

Juneau, Debra Jeneau, Derren Juneau, John St. Germain, Shelia Conway, James Conway, Michael Conway, Robert Cook, Charles Dutko, Shawna Dutko, Heather Dutko, David Hinsman, Dianne Cook, Ken Cook, Richard Mudd, Judy Mudd, A. Chandler Robinson, John Andrus, Jim Barcomb

Comments: Yes

Resolution No. 012-310

Abstract 11B

RESOLVED, that the abstract of audited claims **No.11B-12(2509-2617)** for \$360,706.36, **Abstract 11B-12 (471-491)** prepays for the amount \$500,538.48 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-311

Codes and Zoning Department Monthly Report

RESOLVED, to receive and place on file a report from Stephen Imhoff, Codes Enforcement Officer, for the month of October 2012

Motion: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-312

Highway Superintendent’s Monthly Report

RESOLVED, to receive and place on file a report from Jim Woods, Superintendent of Highways, for the month of October 2012.

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					x	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette				x		
Bernard C. Bassett	x					

Resolution No.012-313

SUPERVISOR’S MONTHLY FINANCIAL REPORT

RESOLVED, to receive and place on file the Supervisor’s Financial Report for the month of October 2012.

Motion: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					x	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette				x		
Bernard C. Bassett	x					

Resolution No. 012-314

Town Clerk’s Monthly Report

RESOLVED, to receive and place on file a report from Rickey J. Collins, Town Clerk, for the month of October 2012.

Motion: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette					X	
Bernard C. Bassett	x					

Resolution No. 012-315

Water Wastewater Department's Monthly Report

RESOLVED, to receive and place on file a report from Scott Stoddard, Water Wastewater Department Director, for October 2012.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette					X	
Bernard C. Bassett	x					

Resolution No. 012-316

Retirement of Dennis Seymour

WHEREAS, Dennis Seymour, Machine Equipment Operator II in the Highway Department, has announced his intent to retire effective June 1, 2013; therefore, be it

RESOLVED, that the Town Board accept and place on file Mr. Seymour's letter and notice of retirement; and be it further

RESOLVED, that at the point of his retirement on June 1, 2013, the Supervisor sends a letter of congratulations, on behalf of the Town Board, thanking Mr. Seymour for his dedication and service to the Town; and, be it further

RESOLVED, that a copy of this Resolution be given to the Highway Superintendent, a copy be place in Mr. Seymour's personnel file and one given to the Finance Manager to initiate the retirement process with the New York State Retirement System.

Motion: Thomas E. Wood

Seconded by: Paul D. Lamoy

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-317

**Planning Department Typist Position and
Planning Board Secretary Appointment
Recommendation**

WHEREAS, Tamber Shepard, Clerk Typist for the Town of Plattsburgh's Planning Department, resigned effective September 7, 2012 leaving a vacancy for typist in the Planning Department; and,

WHEREAS, Resolution 11-361 appointed Michele Buckminster to the position of typist for the Town of Plattsburgh; and

WHEREAS, a letter received from the Planning Department requesting Ms. Buckminster fill the position of Typist and Planning Board Secretary; and

WHEREAS, Ms. Buckminster has served in the Planning Department in the interim and has experience in that position; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does accept the recommendation that Michele Buckminster, be appointed to the position of Typist in accordance with the terms and conditions of the Clerical Agreement currently in force for a probationary period of 12 months effective immediately pending final Civil Service approval; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Civil Service Personnel Department and a copy in her Personnel file.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012- 318

**Appointment of Kyle Kourofsky as a
Laborer in the Water Wastewater Department**

WHEREAS, there is a vacancy in the Water & Wastewater Department for the position of Laborer; and

WHEREAS, Kyle Kourofsky has been working in the Water & Wastewater Department on a temporary work assignment since January 2012, and

WHEREAS, the Director and Supervisors of the Water & Wastewater Department have conducted interviews of eligible candidates and have recommend Kyle Kourofsky to fill the Laborer position vacancy; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby authorize the hiring and appointment of Kyle Kourofsky to the position of Laborer as recommended by the interview committee at a pay rate, as established by the negotiated Agreement, of \$15.13/hr. effective the first full pay period following approval accordance with the terms and conditions of the Teamsters Agreement currently in force with a probationary period of 12 months effective immediately pending final Civil Service approval; and, be it further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents for the full time appointment of Kyle Kourofsky to the position of Laborer; and, it is further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager, Water & Wastewater Department Director and a certified copy also be forwarded to the Clinton County Department of Personnel for final approval and filing.

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					x	
Thomas E. Wood	x					
Martin D. Mannix	x					
Paul D. Lamoy	x					
Gerard A. Renadette				x		
Bernard C. Bassett	x					

Resolution No.012-319

**NYSEG Street Light Agreement For The
Purchase of Street Lighting Poles,
Luminaires and Arms, Electircal
Connections and Wiring**

WHEREAS, the New York State Electric and Gas Corporation (NYSEG) owns and has for many years operated and maintained a system of street lighting poles, luminaries and lamps, mast arms, electrical connections and wiring for street lights installed throughout the Town; and,

WHEREAS, on January 1, 2013 The Town of Plattsburgh Lighting Districts will have been merged into a single Town Wide District; and

WHEREAS, it has been determined that it is in the best interest of all property owners in the Town that the municipality take ownership of all street lights facilities as noted in the Agreement from the New York State Electric and Gas Corporation (NYSEG); and

WHEREAS, Art Brault, Building and Grounds Maintenance Supervisor, as indicated in the Attached letter, has completed a review of the inventory of streetlights and finds the NYSEG report to be accurate; therefore, be it

RESOLVED, that the Town Board does hereby authorize purchase of the facilities as indicated by the attached Agreement; and, be it further

RESOLVED, that after final review and approval by the Town Attorney, the Supervisor is authorized to enter into the attached Agreement with NYSEG to purchase the inventory and the Finance Manager is authorize to seek a BAN for the purchase price of \$400,000.00; and, be it further

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

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-320

Narrow Banding Mandate from FCC and Standardizing Town Two-Way Radios

WHEREAS, to promote more efficient use of the VHF and UHF land mobile frequency bands the Federal Communications Commission (FCC) has passed a Narrow Banding Mandate, that goes into effect on January 1, 2013, requiring licensees operating on the 25.KHZ radio systems to operate using 12.KHZ; and

WHEREAS, the Town of Plattsburgh owns and maintains over 100 two-way radios, portable radios and its own repeater system that must be brought into compliance; and

WHEREAS, it is in the best interest of the Town to standardize its radios to minimize the cost of service, parts and inventory; and

WHEREAS, the majority of the Town's two-way radio equipment, including the repeater, is Motorola making it less expensive to continue to use Motorola equipment and bring the other radios into this standard; therefore, be it

RESOLVED, as recommended in the attached letter from Building Maintenance Supervisor Arthur Brault and the attached compliance documents that the Town standardize its two-way radios using Motorola Radios, parts and equipment with radios being reprogrammed where possible; and, be it further

RESOLVED, that a copy of this Resolution be given to the Building Maintenance Supervisor, and Finance Manager.

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-321

Request To Enter Into An Agreement To Purchase Photo Copiers And Enter Into A Lease and Service Agreement With Symquest

WHEREAS, certain Town of Plattsburgh photo copy equipment is in need of replacement and a new service agreements must be agreed on; and

WHEREAS, the New York State Energy Research and Development Authority (NYSERDA) has announced a \$1.1 Million Equipment Rebate Program to help small municipal governments reduce energy use that will pay 75% of the purchase price of eligible products; and

WHEREAS, the Supervisor, Budget Officer and IT Specialist have reviewed proposals to replace outdated equipment with new energy efficient equipment that will help reduce cost and better manage office needs; therefore, be it

RESOLVED, that upon review and approval by the Town Attorney, the Supervisor be authorized to enter into a purchase agreement for 3 copiers that are on State Contract and eligible for NYSERDA reimbursement for an amount not to exceed \$15,000 and enter into a 60 month lease agreement with Symquest Technology of 299 Arizona Avenue, Suite 201 Plattsburgh, NY 12901, to lease one copier at the rate of \$343.65 per month with a service contract for all four machines at the rate of \$233.00 per month for 60 months; and be it further

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

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No.012- 322

Completed Assessment Rolls for 2013

WHEREAS, the Town Board of the Town of Plattsburgh has met at the time and place specified in the notice of public hearing to review the completed Assessment Rolls for the water, sewer, storm water management ,highway districts, lighting and ambulance heard all persons desiring to be heard thereon; now, therefore, it is

RESOLVED, that the completed Assessment Rolls be and hereby are adopted as the Annual Assessment Roll for the Town of Plattsburgh; and be it further

RESOLVED, that the Supervisor shall prepare and certify in duplicate copies of the Assessment Rolls for benefit improvements, adopted pursuant to Sections 116 and 202A Subdivision 2 of the Town Law, and deliver one copy thereof to the Clinton County Board of Legislators; and, be it further

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

Motion: Paul D. Lamoy

Seconded by: Thomas E. Wood

Discussion: Yes as amended

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-323

Adoption of The 2013 Budget

WHEREAS, the of the Town of Plattsburgh Town Board has met at the time and place specified in the notice of public hearing to review the entire 2013 Preliminary Budget and heard all persons desiring to be heard thereon; now, therefore, it is

RESOLVED, that after the public hearing and meeting with Department Heads the preliminary budget was amended and hereby is adopted as the Final Budget for the Town of Plattsburgh for the fiscal year beginning the first day of January 2013 and that the Budget, as adopted, be entered in detail in the minutes of the proceedings of the Town Board; and, it is further

RESOLVED, that the Supervisor shall prepare and certify in duplicate, copies of said Annual Budget as adopted by this Town Board together with the Assessment Rolls for benefit improvements, adopted pursuant to Sections 116 and 202A Subdivision 2 of the Town Law, and deliver one copy thereof to the Clinton County Board of Legislators; and be it further

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

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 012-324

**Request To Relevy Delinquent Water
And Sewer Charges**

WHEREAS, the WWW Director has reviewed outstanding water and sewer bills to determine those that are delinquent with outstanding balances due to the Town of Plattsburgh and has recommended that a total relevy in the amount of \$210,798.17 be approved by the Town Board; therefore, be it

RESOLVED, that the delinquent water and sewer charges in the respective district for 2012, as recommended by the Water Wastewater Department, be accepted and placed on file and that a copy of the list of delinquent accounts be forwarded to the Clinton County Board of Legislators to be added to the 2013 tax roll and a copy be given to the Town Clerk pursuant to Section 198(3) of the Town Law; and, be it further

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

Motion: Thomas E. Wood

Seconded by: Martin D. Mannix

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

Resolution No. 12-325

**Access To Personnel Files Amendment
For Finance Manager- Patrick Bowen**

WHEREAS, the Town Board desires to maintain appropriate policy concerning access to personnel files, and

WHEREAS, the day to day work requirements and management of Town business often requires access to the files for information or to update file data, and

WHEREAS, Resolution 012-296 was passed making Patrick Bowen Finance Manager for the Town of Plattsburgh and as Finance Manager he will need access to files for his job; therefore, be it

RESOLVED, that the “Employee Personnel Files Access Policy” be amended from Resolution 08-102 to include position of Finance Manager assigned to the Budget Office; and be it further

RESOLVED, that the Bookkeeper also have a copy to be added to the Policy Books; and be it further

RESOLVED, that a copy be placed in Mr. Bowen’s Personnel file.

Motion: Paul D. Lamoy

Seconded by: Thomas E. Wood

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Abstained</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
					X	
Thomas E. Wood	X					
Martin D. Mannix	X					
Paul D. Lamoy	X					
Gerard A. Renadette				X		
Bernard C. Bassett	X					

RESOLVED, that this Town Board meeting be adjourned at 8:27 PM.

Motion by: Martin D. Mannix

Seconded by: Paul D. Lamoy

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Carried</u>
Thomas E. Wood	x		
Martin D. Mannix	x		
Paul D. Lamoy	x		
Gerard A. Renadette	Absent		
Bernard C. Bassett	x		

Motion to go into Executive Session to
To discuss the work history of a particular
employee in the Water Department

Motion to come out of Executive Session

Motion by: Paul D. Lamoy
Seconded by:
Time: 8:10

Motion by: Thomas E. Wood
Seconded by: Paul D. Lamoy
Time: 8:26

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Gerard A. Renadette	Absent	
Bernard C. Bassett	x	

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	x	
Martin D. Mannix	x	
Paul D. Lamoy	x	
Gerard A. Renadette	Absent	
Bernard C. Bassett	x	