

TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
January 28, 2013

The meeting was called to order at 7:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 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	
Danielle Scholl , Deputy Town Clerk	x	
James J. Coffey, Town Attorney	x	

Public Comment:

None

Supervisor's Report

1. Peru School District
2. Salary Adjustment for Gene Guynup
3. After Hours
4. Display Ad New Business
5. Public Comments Policy- Resolution

Resolutions

- 013-49 Purchase of Water Meters (Tabled resolution from 1/14/13)
- 013-51 Abstract
- 013-52 Dog Control Officer's Report
- 013-53 Historians' Monthly Report
- 013-54 Fountain Brothers Application for Permit Public Fireworks
- 013-55 Purchase of Water Meters
- 013-56 Alternate for the Planning Board
- 013-57 Contracted #2 Master Meters for Morrisonville Consolidated Water District
Periodic Estimate #6

Resolution No. 013-49

Purchase of Water Meters

WHEREAS, Resolution 09-296 authorized the standardization of water reading meters to be Neptune Water Meters, and

WHEREAS, Neptune Technology Group has submitted documentation stating Ti Sales Inc. is the authorized Level I certified distributor for Neptune and is the exclusive supplier of Neptune products in the Upstate New York market area; therefore, be it

RESOLVED, the Town Board approve the purchase of Water Meters as attached and that the Water & Wastewater Director is hereby authorized to make said purchase in the amount of \$16, 604.50: and, be it further

RESOLVED, that payment be made payable from the 2013 Water & Wastewater Budget Account #SW6.8340.4170 and that a copy of this Resolution be given to the Water & Wastewater Department and Finance Manager.

Motion: No Motion Made

Seconded by:

Discussion:

Roll Call: Yes No Absent Carried Tabled

**Thomas E. Wood
Martin D. Mannix
Paul D. Lamoy
Gerard A. Renadette
Bernard C. Bassett**

**Board fails to act on
resolution so
resolution is no longer
valid.**

Resolution No. 013-51

Abstracts 1B13 and 1C13

RESOLVED, that the abstract of audited claims **No.1B-13(552)** prepays for the amount for \$10,000.00, Abstract**1B-13 No.(2916--2944)** for the amount of \$111,859.82, **No.1B-13(1-15)** prepays for the amount of \$122,434.23,**No. 1B-13 (17-35)** in the amount of \$182,204.47,**No.1C-13(2945-3021)** for the amount of \$767,307.07 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Paul D. Lamoy

Seconded by: Gerard A. Renadette

Discussion: No

Roll Call: Yes No Absent Carried Tabled

Thomas E. Wood x
Martin D. Mannix x
Paul D. Lamoy x
Gerard A. Renadette x

x

Resolution No. 013-52

Dog Control Officer's Monthly Report

RESOLVED, to receive and place on file a report from David Duquette, Dog Control Officer for the month of December 2012.

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</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.013-53

Historian's Monthly Report

RESOLVED, to receive and place on file the Historian's Monthly Report for the month of December 2012.

Motion: Thomas E. Wood

Seconded by: Gerard A. Renadette

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</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. 13-54

**Fountain Brothers American Legion Post1619
Application for Permit for Public Fireworks**

WHEREAS, Fountain Brothers Post 1619 has duly submitted to the Town Board of the Town of Plattsburgh (Town herein) an application for a permit for the public display of fireworks on February 1, 2013 to take place at American Legion 1619 situated along Rand Hill Road in the Town of Plattsburgh; and

WHEREAS, the Town is not required to collect a fee for the granting of such permit; and

WHEREAS, the Town Board has determined that in lieu of an adequate bond in the amount of one million dollars being provided by the applicant, a commercial general liability insurance policy in the minimum amount of one million dollars for each occurrence and general aggregate coverage in the minimum amount of one million dollars, with the Town being named as insured's on said policy, be accepted and also be submitted to the Town Attorney for his review, and upon the Town Attorney approving the application and liability insurance coverage as to form, and the Fountain Brothers Post 1619 as the controlling agency of the land on which the public display of fireworks is to be held having also approved the granting of said application by the Town; now, therefore it is

RESOLVED, that the Town Clerk be and he hereby is authorized and directed to issue the required permit for the public display of fireworks by the applicant on Friday, February 1st at American Legion 1619; and be it further

RESOLVED, that a copy of this Resolution be given to the Budget Officer, Codes Officer, Town Clerk and Cool Insurance.

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</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. 013-55

Purchase of Water Meters

WHEREAS, Resolution 09-296 authorized the standardization of water reading meters to be Neptune Water Meters, and

WHEREAS, Neptune Technology Group has submitted documentation stating Ti Sales Inc. is the authorized Level I certified distributor for Neptune and is the exclusive supplier of Neptune products in the Upstate New York market area; therefore, be it

RESOLVED, the Town Board approve the purchase of seventy five (75) Water Meters 50 at \$210.00 and 25 at \$244.18 as attached and that the Water & Wastewater Director is hereby authorized to make said purchase in the amount of \$16, 604.50: and, be it further

RESOLVED, the Supervisor is authorized to sign any and all related documents required for the purchase of said meters; and, be it further

RESOLVED, that payment be made payable from the 2013 Water & Wastewater Budget Account #SW6.8340.4170 and that a copy of this Resolution be given to the Water & Wastewater Department , Budget Officer and Finance Manager.

Motion: Gerard A. Renadette

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</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. 013-56

Alternate Planning Board Appointment

WHEREAS, a vacancy exist on the Planning Board for an Alternate Board Member; and

WHEREAS, Tim Palmer is willing to serve as an Alternate Planning Board member; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby appoint Tim Palmer to the Planning Board for a term to expire 12/31/2015; and be it further

RESOLVED, that a copy of this Resolution be given to the Planning Department Head, the Chairperson of the Planning Board and a certified copy also be given to Mr. Palmer and be it further

RESOLVED, that he take the oath of office within thirty days of this Resolution.

Motion: Paul D. Lamoy

Seconded by: Martin D. Mannix

Discussion: Yes

Roll Call:	<u>Yes</u>	<u>No</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. 13-57

Contract #2 Master Meters for Morrisonville Consolidated Water District Periodic Estimate #6

WHEREAS, the Water and Waste Water Department, and the Town Board, previously identified the need to standardize water meters and the LGE Grant awarded its purchase contract to East National Water LLC. for Master Meters for the Plattsburgh/Morrisonville Consolidated Water District; and,

WHEREAS, Laberge Engineering and Consulting Group and Scott Stoddard, Director of the Water Wastewater Department, have reviewed proposed changes to the contract and recommend them as indicated covering the period from October 1, 2012 to November 30, 2012; therefore, be it

RESOLVED, that the Supervisor is hereby authorized to make payment for Periodic Estimate No. 6, dated December 15, 2012 in the amount of \$35,587.15 as payment to East National Water LLC, PO Box 991 Palmer, Ma, 01069; and, it is further

RESOLVED, a copy of this Resolution be given to the LaBerge Group, Water Wastewater Department, Finance Manager and Budget Officer.

Motion: Gerard A. Renadette

Seconded by: Thomas E. Wood

Discussion: No

Roll Call:	<u>Yes</u>	<u>No</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				

Draft Resolutions

013-XXX Minutes
013-XXX Bookkeepers Salary Adjustment
013-XXX 2012 General Fund Budget Amendments
013-XXX Proclamation for Grace Jabaut
013-XXX Municipal Property and Liability Insurance Renewal
013-XXX NYS Retirement System Amendment of Standard Work Hours

Resolution No. 013-XXX

Bookkeeper Salary Adjustment

WHEREAS, on December 31, 2012 the portion of the Town of Plattsburgh Bookkeeper's salary compensated by the LDC ended but the duties and responsibilities of the position have become more extensive than they were in 2008; now, therefore be it

RESOLVED, that effective January 1, 2013 the Bookkeeper's salary of \$20.89 per hour shall be paid from the General Fund; and, be it further

RESOLVED, that this Resolution supersede any previous Resolution concerning the rate of pay for the Bookkeeper and a copy be given to the Finance Manager and Bookkeeper.

Motion:
Seconded by:

Discussion:

Roll Call: Yes No Absent Carried Tabled
Thomas E. Wood
Martin D. Mannix
Paul D. Lamoy
Gerard A. Renadette
Bernard C. Bassett

Resolution No. 13-xxx

**2012 General Fund Budget
Amendments**

WHEREAS, the General Fund had over expenditures in fiscal year 2012 for increases in various Departments; and

WHEREAS, the various expenditures were not anticipated when the budget was developed (unemployment claims, extra work on the audit, court settlement); now, therefore be it,

RESOLVED, that the Town Board authorize the following Budget Amendments:

Increase appropriation A 8030.4100 research	\$ 16,000.00
Increase appropriation A 7110.8300 unemployment	\$ 700.00
Increase appropriation A 1320.4700 Contractual Serv.	\$10,000.00
Increase appropriation a 1930.4000 Fines/Penalties	\$4,800.00
Decrease appropriation A1990.4000 Contingency	\$21,500.00
Decrease appropriation A 1620.4700 Contr. Services	\$10,000.00

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

Motion:

Seconded by:

Discussion:

Roll Call: Yes No Absent Carried Tabled
Thomas E. Wood
Martin D. Mannix
Paul D. Lamoy
Gerard A. Renadette
Bernard C. Bassett

PROCLAMATION OF RECOGNITION

WHEREAS, the Town of Plattsburgh Town Board periodically recognizes individuals who have demonstrated leadership and commitment to our community; and,

WHEREAS, on August 27, 1979 Grace (Gracie) Jabaut began her employment with the Joint Council for Economic Opportunity (JCEO) as a Community Outreach Worker and was assigned to provide services to residents of the Town of Plattsburgh; and

WHEREAS, over the years she has demonstrated a high level of service and commitment when working with co-workers and others to provide services to residents of the Town of Plattsburgh by linking them to individuals and agencies including the TEFAP (commodities distribution) that is remembered by most as “cheese day”, the Christmas Bureau, Holiday Food Baskets, the Food Pantry, The Food Cooperative, HEAP, Medical Transportation, the Summer Lunch Program for children, and resources for emergency fuel and clothing; and

WHEREAS, Grace’s knowledge of the available community resources combined with her personal effort to provide support for many families who benefited by her unwavering dedication and commitment to make a difference; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board, on behalf of all residents of the Town of Plattsburgh, wishes to express to Mrs. Jabaut appreciation for all of her years of service to residents of the Town of Plattsburgh; and, be it further

RESOLVED, that henceforth Gracie should spent her time and energies enjoying bingo, doing crafts, traveling and sharing time with friends at the Senior Citizens Center and with her 5 children, 17 grandchildren and 36 great grandchildren.

By Messrs:

Bernard C. Bassett _____

Thomas E. Wood _____

Martin D. Mannix _____

Paul D. Lamoy _____

Gerard A. Renadette _____

Resolution No. 13-xxx

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 Cool Insuring Agency Inc., principally located at PO Box 2153, Glens Falls, NY 12801-2153 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 and as recommended in a letter dated January 18, 2012 from Peter R. Prescott, Vice President of the Cool Insuring Agency, recommending property and liability insurance for the period January 20, 2013 to January 20, 2014 shall be provided by NYMIR Reciprocal, for a premium of \$118,564.00, +/- endorsements as warranted during said period; and, be it further

RESOLVED, the Supervisor be authorized to sign all related documentation with NYMIR and Cool Inc. and that a copy of this Resolution be given to the Budget Officer Finance Manager and Cool Inc.

Motion:

Seconded by:

Discussion:

Roll Call:

Thomas E. Wood
Martin D. Mannix
Paul D. Lamoy
Gerard A. Renadette
Bernard C. Bassett

Yes No Absent Carried Tabled

Resolution No. 013-XXX

NYS Retirement System Amendment
of Standard Workday Hours

WHEREAS, Resolution 09-270 was passed on August 17, 2009 to establish standard workday hours for elected and appointed officials as well as all Civil Service, who are members of the New York State Retirement System; and

WHEREAS, when resolution 09-270 was passed, a standard work day was not established for the position of Deputy Receiver of Taxes and the Deputy Town Clerk as these individuals were not members of the retirement system; and

WHEREAS, the New York State Retirement System requires the Town to establish a standard workday for all elected and appointed officials as well as Civil Service; now therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby set the following standard work day for elected and officials as well as Civil Service employees as follows:

Elected Officials
Supervisor

Standard Workday Hours
8 hours

Councilperson	6 hours
Town Clerk	6 hours
Receiver of Taxes and Assessments	6 hours
Highway Superintendent	8 hours
Town Justice	6 hours

Appointed Officials	
Town Attorney	6 hours
Town Planning & Zoning Attorney	6 hours
Justice Court Clerks	8 hours
Budget Officer	7 hours
Secretary to the Supervisor	8 hours
Director of Water & Wastewater Utilities	8 hours
Water & Sewer Assistant Superintendent	8 hours
Youth Recreation Director	8 hours
Zoning Enforcement Officer	8 hours
Assessor	8 hours
Dog Control Officer	6 hours
Building Maintenance Supervisor	8 hours
Bus Drivers	6 hours
Deputy Receiver of Taxes	6 hours
Deputy Town Clerk	6 hours

An be it further

RESOLVED, that this Resolution become effective immediately and a copy of this Resolution be given to the Finance Manager.

Motion:

Seconded by:

Discussion:

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

Committee Reports -

None

Executive Session – as needed

Motion to go into Executive Session

Motion to come out of Executive Session

Motion by:

Motion by:

