

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 16, 2013**

The meeting was called to order at 7:00 p.m. by the presiding officer at the Town Hall on the Banker Road.

MEMBERS:	Present	Absent
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	

STAFF:

Patrick Bowen

Resolution No.013-264

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of September 3, 2013 be approved and the reading of the minutes be dispensed with.

Motion by: Martin D. Mannix

Seconded by: Gerard A. Renadette

Discussion:

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

x

Resolution No. 013-265

Abstract 9B

RESOLVED, that the abstract of audited claims **No.9B-13(1927-2053)** for \$361,101.98, **Abstract 9B-13 (338-353)** prepays for the amount \$665,412.07 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:

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. 013-266

Building Maintenance and Safety Committee Monthly Report

RESOLVED, to receive and place on file a report from Art Brault, Building Maintenance Supervisor, for the month of August 2013.

Motion: Gerard A. Renadette

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.013-267

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 August 2013.

Motion: Martin D. Mannix

Seconded by: Thomas E. Wood

Discussion:

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.013-268

Historian's Monthly Report

RESOLVED, to receive and place on file the Historian's Monthly Report for the month of August 2013.

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. 13-269

Parks and Recreation Department Monthly Report

RESOLVED, to receive and place on file a report from Melanie Defayette, Recreation and Youth Services Director, for the month of August 2013.

Motion: Paul D. Lamoy

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.013-270

Planning Department Monthly Report

RESOLVED, to receive and place on file a report from Trevor Cole, Planning Technician, for the month of September 2013.

Motion: Paul D. Lamoy

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.013-271

Supervisor's Monthly Financial Report

RESOLVED, to receive and place on file the Supervisor's Financial Report for the month of August 2013.

Motion: Thomas E. Wood

Seconded by: Gerard A. Renadette

Discussion:

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				

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. 013-274

Re-Appointment Wanda Rascoe To The Board of Assessment Review

WHEREAS, Wanda Rascoe's appointment to the Board of Assessment Review will expire on September 30, 2013 creating a vacancy on said Board; and

WHEREAS, Ms. Rascoe is willing to continue to serve on the Board of Assessment Review; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby re-appoint Wanda Rascoe, a resident of the Town of Plattsburgh, to the Board of Assessment Review for a term to expire on September 30, 2018; and, be it further

RESOLVED, that a copy of this Resolution be given to the Board of Assessment Review Chairperson and the Town Assessor.

Motion: Gerard A. Renadette

Seconded by: Martin D. Mannix

Discussion:

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. 013-275

**Heritage Heights Subdivision New Road Name of
Freedom Drive**

WHEREAS, Jim Woods, Highway Superintendent, has been working with the Clinton County Emergency Preparedness Office in naming a new road and has provided the Town of Plattsburgh Town Board with a letter outlining his support for the naming of a new road in the Heritage Heights Subdivision; and

WHEREAS, the name to be considered is Freedom Drive and must be accepted by the Town Board; therefore be it,

RESOLVED, that the Town of Plattsburgh Town Board hereby accepts and approves the recommendation of Freedom Drive as indicated by Mr. Woods letter; and, be it further

RESOLVED, that the Town of Plattsburgh Planning Office, the Finance Manager and Emergency Preparedness Office shall receive a certified Resolution indicating acceptance of Mr. Wood’s recommendation.

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. 0-13-276

**Bid Award for Water Well Exploration and
Testing**

WHEREAS, Resolution 013-235 authorized Advertisement for bids for Water Well Exploration and Testing and all bids received were opened on September 5, 2013; and

WHEREAS, Scott Stoddard, Director of Water & Wastewater, Ron Laberge P.E. of Laberge Engineering and Consulting Group, Deputy Supervisor and the Town Clerk have reviewed all bids received; and

WHEREAS, bids were received from Hanson Well Drilling and Frey Well Drilling; therefore, be it

RESOLVED, that the contract for Water Well Exploration be awarded to the low bidder Hanson Well Drilling 4159 US Route 20 PO Box 463, Nassau, New York 12123 in the amount not to exceed \$86,000.00; and, be it further

RESOLVED, the Town Board approve the contract as recommended and that the Water & Wastewater Director is hereby authorized to make said purchase; and be it further

RESOLVED, that payment be made payable from the 2013 Water & Wastewater Capital Project Budget Account #H1-8370-2000 and H1-8320-4000 and that a copy of this Resolution be given to the Director of the Water & Wastewater Department 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. 013-277

Local Law No.2 for 2013 “ A Local Law Using Best Value Criteria For Procuring Goods and Services”

WHEREAS, periodically it is necessary for the Town of Plattsburgh to make certain revisions to existing policies and to incorporate said revisions therein; and

WHEREAS, the Town of Plattsburgh Procedures for the Purchase of Commodities, Equipment, or Goods dated January 6, 1997 (Revised April 21, 1997, May

1, 2000, January 5, 2004, June 7, 2010 and February 7, 2011) are the procedures to be followed by all elected and appointed officials and Town employees, for the purchase of Commodities, Equipment or Goods (Schedule-A), for public works projects/contracts (Schedule-B), for professional services and consultants (Schedule-C), for Purchase Order Policy and Cash Disbursements Procedures (Schedule-D); and

WHEREAS, the Town Board seeks to exercise the local option set forth in §103, Subdivision 1, of the New York General Municipal Law, as amended by Chapter 608 of the Laws of 2011 and Chapter 2 of the Laws of 2012, which amendment authorized the Town to award purchase contracts and contracts of services subject to competitive bidding and/or competitive request for proposals under General Municipal Law §103 on the basis of either the lowest responsible bidder or "best value", as defined in §163 of the New York State Finance Law; and

WHEREAS, the "best value" option may be used if it is more cost efficient over time to award the good or service to other than the lowest responsible bidder if factors such as lower cost of maintenance, durability, higher quality and longer product life are taken into consideration; and be it further

RESOLVED, that the Town Board of the Town of Plattsburgh does authorize and order that the Procurement Policy, Purchase Order and Cash Disbursement Procedures as outlined in all Schedules as attached hereto, shall become the Policy and procedures to be followed by Town of Plattsburgh personnel for purchases, purchase orders and cash disbursements for the remainder of the year 2013 and in the future; and be it further

RESOLVED, said Policy be incorporated in the Town's respective Policy Hand Books and is hereby approved and shall be strictly adhered to by the Town and enforced as stated therein; and it is further

RESOLVED, that said Policy is to take effect upon filing with the Secretary of State and copies of said Policy be distributed accordingly; and it is further

RESOLVED, that the Town Attorney is directed to enter Local Law No. 2 for 2013 "A Local Law using Best Value Criteria For Procuring Goods and Services" into the Town local law book and to give due notice of the adoption of said Local Law to the Secretary of State ; and , be it further

RESOLVED, that a copy of this resolution be provided to the Budget Officer, Finance Manager and to the Bookkeeper.

Motion: Thomas E. Wood

Seconded by: Paul D. Lamoy

Discussion: Yes

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

Resolution No. 013-278

**Request to Advertise for Sealed
Bids for a New 60kw
Emergency Generator and 225
amp Automated Transfer
Switch**

WHEREAS, the Water and Wastewater Department has a need to purchase an Emergency Generator and 225 amp Automated Transfer Switch to replace the damaged unit at Route 9 north wastewater lift station, and

WHEREAS, Scott Stoddard, Water & Wastewater Director, has requested to solicit bids for said Generator and Transfer Switch; now, therefore, be it

RESOLVED, that the Town Clerk is hereby authorized and directed to advertise for sealed bids for the purchase and installation of a Generator and Transfer Switch, for which bid specifications and non-collusion documents will be available from the Town Clerk, and that said advertisement shall be placed in the Press Republican with bids to be opened on October 17, 2013 at 3:00 PM, at the Town of Plattsburgh Town Hall on 151 Banker Road, Plattsburgh, NY 12901; and, be it further

RESOLVED, that the Town of Plattsburgh Town Board reserves the right to reject any or all bids offered; and, be it further

RESOLVED, that a copy of this Resolution is to be given to the Town Clerk, the Director of the Water & Wastewater Department, and the Finance Manager.

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. 13-279

Moffitt Road Water District BAN Renewal

WHEREAS, on October 1, 2007 the Town Board approved Resolution No. 07-245 authorizing the issuance of a Bond Anticipation Note (BAN) in an amount not to exceed \$1,000,000.00 for water improvements; and

WHEREAS, said Resolution delegated the Supervisor with the authority to annually renew the BAN; and

WHEREAS, the current BAN matures on September 20, 2013 and interest rates have been sought for the renewal of the Moffitt Road Water District BAN in an amount not to exceed \$850,000.00; and

WHEREAS, the following interest rates and responses were submitted to the Finance Manager:

- Adirondack Bank - No submission
- Champlain Bank - 1.25%
- Community Bank - Pass
- Glens Falls National Bank - 1.29%
- KeyBank - 0.82%
- NBT- Pass
- TD Bank - Pass

With KeyBank submitting the lowest interest rate; now, therefore be it

RESOLVED, that the Board award the Moffitt Road Water District BAN Renewal to KeyBank, and the Supervisor is hereby authorized to sign all necessary documents pertaining to said BAN Renewal and a certified copy of this Resolution be

given to the Finance Manager, Budget Officer and Director of Water/Wastewater Utilities.

Motion: Martin D. Mannix

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. 013-280

Highway Superintendent's Monthly Report

RESOLVED, to receive and place on file a report from Jim Woods, Superintendent of Highways, for the month of August 2013.

Motion: Thomas E. Wood

Seconded by: Paul D. Lamoy

Discussion:

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				

RESOLVED, that this Town Board meeting be adjourned at 7:34 PM.

Motion by: Gerard A. Renadette

Seconded by: Martin D. Mannix

Discussion:

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

Motion to go into Executive Session to

Motion to come out of Executive Session

Motion by:
Seconded by:
Time:

Motion by:
Seconded by:
Time:

Roll Call: **YES** **NO**

Roll Call: **YES** **NO**

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

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

ADJOURNMENT

Respectfully Submitted,

Rickey J. Collins, Town Clerk

