

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
August 15, 2024**

The meeting was called to order at 6:00 p.m. by the presiding officer at the Town Hall on Banker Road. Pledge.

<b>MEMBERS:</b>	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
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	

**Additional Attendees: AEDA – Jim Abdullah, Chris Wylie**

**Resolution No. 024-182**

**Accept Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of **June 20, 2024** and **June 27, 2024** be accepted, and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				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. 024-183**

**Abstract 8B- 24**

**RESOLVED**, that the abstract of audited claims **No. 8B-24** for \$498,441.08, **Abstract 8B-24** prepays for the amount \$1,127,138.76 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. 024-184**

**Permanent Appointment of Richard Rascoe as Building Maintenance Supervisor**

**WHEREAS**, the New York State Civil Service Commission approved the title of Building Maintenance Supervisor to be included in the Non-Competitive Class under the NY Local HELPS Program, with an effective date of July 26, 2024; and

**WHEREAS**, current provisional and/or future employees holding the title classified as Building Maintenance Supervisor may be appointed permanent Non-Competitive through this program.; and

**WHEREAS**, at the conclusion of the NY Local HELPS Program, all program appointees will automatically gain Competitive status without having to test.; and

**WHEREAS**, Richard Rascoe, provisional Building Maintenance Supervisor, is eligible for permanent Non-Competitive appointment through the HELP Program: now, therefore be it

**RESOLVED**, that Mr. Rascoe’s appointment as Building Maintenance Supervisor for the Buildings and Grounds Department be made permanent and a copy of this Resolution be given to the Finance Manager, a copy to Civil Service and a copy be placed in his personnel file.

**Motion: Thomas E. Wood**  
**Seconded by: Charles A. Kostyk**  
**Discussion: None**

<b>Roll Call:</b>	<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. 024-185**

**Disposal of Obsolete Equipment**

**WHEREAS**, it has been has determined that the equipment listed below is obsolete and no longer needed; and

**WATER/WASTEWATER DEPARTMENT:**

- 1 – 2016 Ford F-250 with Fisher 8' HD2 Straight Blade Plow-VIN #1FT7X2B61GEC16816
- 2 – Cummins Stand-by Generator, natural gas
- 3 – North Star 5000w generator
- 4 – Road Boring Machine with trench box
- 5 – 3 used Mueller assorted tapping machines with assorted bits – unknow condition
- 6 - Various stainless steel wrap around repair clamps and transitional couplings – 3 or 4 pallets
- 7 – One pallet of 8" x 4" tees with assorted gland clamps – unknown quantities

**HIGHWAY DEPARTMENT:**

- 1 – 1990 Ford Tractor 7710 with flail mowers BC47482 #23
- 2 – 1994 Stewart Stevenson Truck NH00
- 3 – 2005 Brimar Trailer 9000 lb.
- 4 – Stow R-2000 Roller
- 5 – Honda Generator 1000watt
- 6 – Misc. DeWalt Tools 18 volt
- 7 – Misc. Chainsaws
- 8 – Misc. Water Pumps – 2 identical pumps – condition unknown
- 9 – Ditching bucket from an E55 Bobcat excavator
- 10 – power angle 4' blade for trackless
- 11 – drop in sander chain – unknown what it fits
- 12 – chain saw Husqvarna 462 XP fresh OEM rebuild
- 13 – pneumatic truck jack unknown capacity
- 14 – hydraulic wheel dolly

**BUILDING & GROUNDS DEPARTMENT:**

- 1 – Air Compressor Ingersoll-Rand commercial, 80 gal., 5HP vertical tank, Model #242 3PH 230V
- 2 – Wooden Oars, 6.5' with 5"wide blade
- 3 – Industrial Spill Kit, Like new, never used, industrial chemical spill kit, 32.5"Hx29"Wx43"L
- 4 – Fuel Oil Tank, 275 gal. steel fuel oil tank
- 5 – Children's Ride-On Playground Toys, Frog ride height 30", and Dog ride height 22"
- 6 – Bricks & Pavers, approx.. 200-2x4x8" bricks, and approx.. 20-2.5x8x13.75" pavers
- 7 – 2 Live Traps & 1 Snare Pole
- 8 – Looksha Sport LV 14' poly kayak
- 9 – Honda GX 200 Engine mounted on solid wheel cart
- 10 – Tuff Stuff 110 gallon poly tank
- 11 – Assorted Rope

- 12 – Honda GCV 160 Engine
- 13 – PLY GEM Cobblestone, 2 cases flats & 1.5 cases outside corners
- 14 – Singer 12” Pressure Reducing Valve – NEW

**WHEREAS**, the equipment will be put out for bid through Auctions International for the proper disposal; therefore, be it

**RESOLVED**, that the Town Board does hereby authorize the sale of said equipment; and, it is further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager, the Highway Superintendent, the Water/Wastewater Director and the Superintendent of Buildings and Grounds.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: Charles A. Kostyk, Barbara E. Hebert**

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

**Resolution No. 024-186**

**Services Agreement Between JC Memorials and the Town of Plattsburgh**

**WHEREAS**, the Town of Plattsburgh has the Plattsburgh Community Mausoleum in which engraving services for the granite crypts and niches is required; and

**WHEREAS**, Jared Trombley with JC Memorials has the necessary equipment and liability insurance and has agreed to perform engraving services on behalf of the Town; therefore be it

**RESOLVED**, that after the Town Attorney’s review, the Supervisor be authorized to sign said Agreement between Jared Trombley with JC Memorials and the Town of Plattsburgh which is the subject of the attached agreement.

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**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. 024-187**

**Town Board to Receive and File  
Planned Development District (PDD)  
Materials of ARKW LLC**

**WHEREAS**, the Town of Plattsburgh Town Board received a letter and accompanying exhibits as a formal request to establish a Planned Development District (PDD) for ARKW LLC, property owner of Tax Map ID 205.-3-2.1; and

**WHEREAS**, said materials were received by the Town Clerk on August 6, 2024; therefore, be it

**RESOLVED**, that the Town Board does hereby accept said letter and accompanying exhibits to be placed on file; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Planning Department.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discission: Guest Presentation by Jim Abdalah - AEDA**

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. 024-188**

**Appointment of Sarah Cayea to the Planning Board**

**WHEREAS**, a vacancy exists on the Town of Plattsburgh Planning Board for an Alternate Board Member; and

**WHEREAS**, Ms. Sarah Cayea, a resident of the Town, is willing to serve as an Alternate Board Member; therefore, be it

**RESOLVED**, that the Town of Plattsburgh Town Board does hereby appoint Ms. Cayea to the Planning Board for a term to expire 12/31/2027; and, be it further

**RESOLVED**, that Ms. Cayea take the oath of office within thirty days of this Resolution; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Planning & Community Department Head, and a certified copy also be given to Ms. Cayea.

**Motion: Barbara E. Hebert**  
**Seconded by: Dana M. Isabella**  
**Discussion: Thomas E. Wood**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				x	
Thomas E. Wood	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

**Resolution No. 024-189**

**Publish a Request for Proposals (RFP) Intended for Professional Website Development and Marketing Services for Special Project**

**WHEREAS**, the Town of Plattsburgh recently published the Developer’s Guide in 2023; and

**WHEREAS**, the Town is actively marketing itself as an ideal location to site commercial, residential, and industrial development; and

**WHEREAS**, the Town has been awarded a grant to expand upon this effort by digitizing our Developer’s Guide and creating a digital platform for developer’s to learn about the Town of Plattsburgh, our opportunities for development, local incentives, and our approval and permitting processes; and

**WHEREAS**, the Town of Plattsburgh is seeking proposals from qualified New York State Web Development and Marketing Firms to provide professional services to the Town of Plattsburgh; and

**WHEREAS**, respondents should be familiar with the scope of services outlined in the Town of Plattsburgh’s request for proposals for such services; and

**WHEREAS**, The Town of Plattsburgh will rank the responses received on an evaluation and certification that the firm provides services to municipal clients, technical skills, experience, and reference information. The Town of Plattsburgh reserves the right to reject any or all

proposals and to conduct interviews at its sole discretion. Responses must be submitted electronically in PDF form to the Planning & Community Development Department: [jessicak@townofplattsburgh.org](mailto:jessicak@townofplattsburgh.org) and Town Clerk: [katiek@townofplattsburgh.org](mailto:katiek@townofplattsburgh.org), with the subject title “Professional Web Development and Marketing Services” and received by 12:00 pm, September 4<sup>th</sup>, 2024. Additional information regarding this Request for Proposals may be obtained by contacting the Town of Plattsburgh Planning & Community Development Department at (518)-562-6850 during business hours Monday – Friday; now, therefore be it

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive proposals for professional web development and marketing services, and that the Town Clerk shall post notice on the Town Clerk’s bulletin board and post on the Town’s Website; and, it is further

**RESOLVED**, that a copy of this Resolution be given to the Town Planning & Community Development, and the Town Clerk.

**Motion: Charles A. Kostyk**  
**Seconded by: Dana M. Isabella**  
**Discussion: 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>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				

**Resolution No. 024-190**

**Contract with AES Northeast for Engineering/Design of BMG Phase 2A/2B**

**WHEREAS**, the Town of Plattsburgh has a current and active 2-year term contract with AES Northeast, PLLC located at 10-12 City Hall Place Plattsburgh, NY 12901; and

**WHEREAS**, in 2023 the Town of Plattsburgh completed Phase I of the Battlefield Memorial Gateway (BMG) Public Waterfront Project; and

**WHEREAS**, the Town has requested a quote and scope of services for design of phases 2A & 2B of the BMG; and

**WHEREAS**, AES Northeast, PLLC has provided a letter of Authorization which includes a scope of services and anticipated design cost of \$127,300.00; and

**WHEREAS**, the total anticipated construction cost for Phases 2A & 2B is \$2,859,000.00; and

**WHEREAS**, the Town Board intends to utilize the design and bid package to seek funding for the construction of said project, from the Northern Border Regional Commission (NBRC); now, therefore it be

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to enter into an agreement with AES Northeast to develop the engineered design and bid documents for BMG Phases 2A & 2B and as detailed in the work authorization letter dated August 8<sup>th</sup> 2024; and, it is further

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Planning and Community Development Department to proceed with the preparation and submittal of a grant application to the NBRC for construction of the project and does further authorize the Supervisor to execute the associated grant documents and forms.

**Motion: Barbara E. Hebert**  
**Seconded by: Dana M. Isabella**  
**Discussion: Michael S. Cashman**  
**Roll Call:**

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

**Motion to go** into Executive Session to discuss work history of three specific individuals.

**Motion to come out** of Executive Session

Motion by: **Thomas E. Wood**  
 Seconded by: **Barbara E. Hebert**  
 Time: 6:25 PM

Motion by: **Thomas E. Wood**  
 Seconded by: **Dana M. Isabella**  
 Time: 7:12 PM

	<u>YES</u>	<u>NO</u>		<u>YES</u>	<u>NO</u>
<b>Thomas E. Wood</b>	x		<b>Thomas E. Wood</b>	x	
<b>Barbara E. Hebert</b>	x		<b>Barbara E. Hebert</b>	x	
<b>Charles A. Kostyk</b>	x		<b>Charles A. Kostyk</b>	x	
<b>Dana M. Isabella</b>	x		<b>Dana M. Isabella</b>	x	
<b>Michael S. Cashman</b>	x		<b>Michael S. Cashman</b>	x	

**RESOLVED**, that this Town Board meeting be adjourned at 7:12 PM.

**Motion by: Barbara E. Hebert**  
**Seconded by: Charles A. Kostyk**  
**Discussion: None**

	<u>Yes</u>	<u>No</u>	<u>Carried</u>
			x
<b>Thomas E. Wood</b>	x		
<b>Barbara E. Hebert</b>	x		
<b>Charles A. Kostyk</b>	x		
<b>Dana M. Isabella</b>	x		
<b>Michael S. Cashman</b>	x		

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk