

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION AGENDA  
October 10, 2024**

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:</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

**Public Comments:** None

**Supervisor's Report:** celebration with community partners to dedicate road to Gary Douglas President of the Chamber of Commerce. Congratulations to Trevor and Jess – they are receiving planning award for Battlefield Memorial Gateway – acknowledgement of them and the project is nice to see.

**Resolutions:**

**Resolution No. 024-225**

**September 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:** Barbara E. Hebert

**Seconded by:** Charles A. Kostyk

**Discussion:** None

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
<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. 024-226**

**Return Deposit for Studley Site Plan 2021**

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Studley Site Plan 2021; and

WHEREAS, the Planning & Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; now, therefore be it

RESOLVED, that the Supervisor is hereby authorized and directed to release the said deposit in the amount of \$500 plus accrued interest to date; and it is further

RESOLVED, that a certified copy of this Resolution be forwarded to the Business Office and the Planning & Community Development Secretary, with the return of deposit to Studley Printing/Bill Studley.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
<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				

**Draft Resolutions:**

024-xxx Minutes

024-xxx Setting a Public Hearing for Certain Elected Officials Salaries and the 2025 Preliminary Budget

024-xxx Setting a Public Hearing for Consolidated Assessment Rolls

024-xxx Receiving Planning Board Report and Recommendations from Town Planning Board for ARKW LLC Planned Development District Application-Setting a Public Hearing

024-xxx Publish a Request for Qualifications (RFQ) Intended for Professional Consulting Services for the Planning & Codes Departments

024-xxx Clinton County Snow and Ice Agreement for the 2024-2025, 2025-2026, and 2026-2027 Snow Seasons



Plattsburgh, NY

# Budget Adjustment Register Adjustment Detail

Packet: GLPKT12473 - Budget Adjustment Sept. 2024

<b>Adjustment Number</b>	<b>Budget Code</b>	<b>Description</b>	<b>Adjustment Date</b>
BA0023033	Adopted 2024 Budget	Budget Adjustment Sept. 2024	9/30/2024

**Summary Description:**

<u>Account Number</u>	<u>Account Name</u>	<u>Adjustment Description</u>	<u>Before</u>	<u>Adjustment</u>	<u>After</u>
AAA.1220.4130.0000 September: 100.00	POSTAGE	Budget Adjustment Sept. 2024	150.00	100.00	250.00
AAA.1220.4900.0000 September: -100.00	DUES,SUB.,SUPL.,ETC.	Budget Adjustment Sept. 2024	750.00	-100.00	650.00
AAA.1320.4700.0000 September: 350.00	CONTRACTUAL	Budget Adjustment Sept. 2024	35,200.00	350.00	35,550.00
AAA.1355.4130.0000 September: 500.00	POSTAGE,PRINT.MAIL	Budget Adjustment Sept. 2024	4,500.00	500.00	5,000.00
AAA.1355.4700.0000 September: -500.00	CONTRACTUAL SERVICES	Budget Adjustment Sept. 2024	50,000.00	-500.00	49,500.00
AAA.1430.4410.0000 September: -350.00	CONFERENCES	Budget Adjustment Sept. 2024	3,000.00	-350.00	2,650.00
AAA.1610.4102.0000 September: 500.00	MISCELLANEOUS EXPENDITUR...	Budget Adjustment Sept. 2024	2,250.00	500.00	2,750.00
AAA.1610.4230.0000 September: -500.00	TELEPHONE	Budget Adjustment Sept. 2024	25,000.00	-500.00	24,500.00
AAA.1610.4720.0000 September: 10,000.00	IT CONSULTING SERVICES	Budget Adjustment Sept. 2024	35,000.00	10,000.00	45,000.00
AAA.1610.4721.0000 September: -10,000.00	COMPUTER SERVICES	Budget Adjustment Sept. 2024	21,000.00	-10,000.00	11,000.00
AAA.1620.2000.0000 September: 12,000.00	EQUIP.& CAP.OUTLAY	Budget Adjustment Sept. 2024	158,000.00	12,000.00	170,000.00
AAA.1620.2000.1000 September: -12,000.00	PARK EQUIPMENT & CAPITAL ...	Budget Adjustment Sept. 2024	235,000.00	-12,000.00	223,000.00
AAA.1620.4115.0000 September: 1,000.00	SAFETY SUPPLIES	Budget Adjustment Sept. 2024	3,500.00	1,000.00	4,500.00
AAA.1620.4200.0000 September: -1,000.00	ELEC.&HEAT, TN.HALL	Budget Adjustment Sept. 2024	30,000.00	-1,000.00	29,000.00
AAA.1620.4241.0000 September: -8,000.00	HEATING, HWY&WS DEPT	Budget Adjustment Sept. 2024	16,000.00	-8,000.00	8,000.00
AAA.1620.4510.0000 September: 8,000.00	BLDGS.REPAIRS&SERVICE	Budget Adjustment Sept. 2024	61,000.00	8,000.00	69,000.00
AAA.1620.4850.1000 September: 350.00	PARK INSURANCE	Budget Adjustment Sept. 2024	19,800.00	350.00	20,150.00
AAA.1620.8000.0000 September: -350.00	NYS RETIREMENT	Budget Adjustment Sept. 2024	54,500.00	-350.00	54,150.00
AAA.3310.2000.0000 September: -2,000.00	EQUIP. & CAP. OUTLAY	Budget Adjustment Sept. 2024	5,000.00	-2,000.00	3,000.00
AAA.3310.4000.0000 September: 2,000.00	CONTRACTUAL	Budget Adjustment Sept. 2024	0.00	2,000.00	2,000.00
AAA.8020.4717.0000 September: -15,000.00	BATTLEFIELD MEMORIAL IMPL...	Budget Adjustment Sept. 2024	162,450.00	-15,000.00	147,450.00
AAA.8020.4800.0000	COMMUNITY DEVELOPMENT I...	Budget Adjustment Sept. 2024	15,000.00	15,000.00	30,000.00

**Budget Adjustment Register**

**Packet: GLPKT12473 - Budget Adjustment Sept. 2024**

September: 15,000.00

AAA.8030.4000.0000

September: 600.00

AAA.8030.4100.0000

September: -600.00

DAA.5110.4000.0000

September: 2,000.00

DAA.5110.4100.0000

September: -2,000.00

DAA.5112.1100.0000

September: 750.00

DAA.5112.1100.0000

September: 1,000.00

DAA.5112.2000.0000

September: 90,000.00

DAA.5112.4000.0000

September: 3,000.00

DAA.5112.4101.0000

September: -1,000.00

DAA.5112.4300.0000

September: -3,000.00

DAA.5112.4600.0000

September: -750.00

SSC.8120.2000.0000

September: 150.00

SSC.8120.4000.0000

September: 7,000.00

SSC.8120.4230.0000

September: 300.00

SSC.8120.4560.0000

September: 7,000.00

SSC.9961.9000.0000

September: -150.00

SSC.9961.9000.0000

September: -14,300.00

SWC.8340.4170.0000

September: -3,000.00

SWC.8340.4200.0000

September: 3,000.00

WSA.1610.1100.0000

September: -1,000.00

WSA.1610.4000.0000

September: 1,000.00

WSA.1610.4130.0000

September: 750.00

WSA.1610.4500.0000

September: -750.00

WSA.1610.4720.0000

September: 2,500.00

WSA.1610.4810.0000

September: 150.00

WSA.1610.4900.0000

September: -150.00

GENERAL RESEARCH	Budget Adjustment Sept. 2024	86,000.00	600.00	86,600.00
TOWNWIDE RESEARCH	Budget Adjustment Sept. 2024	4,000.00	-600.00	3,400.00
MISCELLANEOUS/SAFETY	Budget Adjustment Sept. 2024	5,750.00	2,000.00	7,750.00
GAS FOR VEHICLES	Budget Adjustment Sept. 2024	7,100.00	-2,000.00	5,100.00
P.S. OVERTIME	Budget Adjustment Sept. 2024	10,000.00	750.00	10,750.00
P.S. OVERTIME	Budget Adjustment Sept. 2024	10,000.00	1,000.00	11,000.00
ROAD PAVING (CHIPS)	Budget Adjustment Sept. 2024	215,000.00	90,000.00	305,000.00
MISCELLANEOUS	Budget Adjustment Sept. 2024	5,500.00	3,000.00	8,500.00
DIESEL FOR VEHICLES	Budget Adjustment Sept. 2024	21,000.00	-1,000.00	20,000.00
DRAINAGE PIPE	Budget Adjustment Sept. 2024	13,000.00	-3,000.00	10,000.00
EQUIPMENT RENTAL	Budget Adjustment Sept. 2024	1,000.00	-750.00	250.00
EQUIP. & CAP. OUTLAY	Budget Adjustment Sept. 2024	25,000.00	150.00	25,150.00
MISC.	Budget Adjustment Sept. 2024	2,239.00	7,000.00	9,239.00
Telephone	Budget Adjustment Sept. 2024	500.00	300.00	800.00
REPAIR/MAINT	Budget Adjustment Sept. 2024	12,000.00	7,000.00	19,000.00
WS ADMIN INTERFUND TRANS...	Budget Adjustment Sept. 2024	535,477.00	-150.00	535,327.00
WS ADMIN INTERFUND TRANS...	Budget Adjustment Sept. 2024	535,477.00	-14,300.00	521,177.00
WATER METERS	Budget Adjustment Sept. 2024	62,000.00	-3,000.00	59,000.00
ELECTRICTY	Budget Adjustment Sept. 2024	10,000.00	3,000.00	13,000.00
OVERTIME CREWS	Budget Adjustment Sept. 2024	32,000.00	-1,000.00	31,000.00
MISCELLANEOUS	Budget Adjustment Sept. 2024	5,000.00	1,000.00	6,000.00
POSTAGE	Budget Adjustment Sept. 2024	2,500.00	750.00	3,250.00
EQUIP. REPAIRS&SERVICE	Budget Adjustment Sept. 2024	19,250.00	-750.00	18,500.00
COMPUTER SERVICES	Budget Adjustment Sept. 2024	40,750.00	2,500.00	43,250.00
GENERAL INSURANCE	Budget Adjustment Sept. 2024	35,300.00	150.00	35,450.00
SUBSCR.,DUES, ETC.	Budget Adjustment Sept. 2024	1,500.00	-150.00	1,350.00

**Budget Adjustment Register**

WSA.9000.8200.0000

September: -2,500.00

WORKERS COMPENSATION

Budget Adjustment Sept. 2024

**Packet: GLPKT12473 - Budget Adjustment Sept. 2024**

57,000.00

-2,500.00

54,500.00

**Budget Code Summary**

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2024	Adopted 2024 Budget	<u>AAA.1220.4130.0000</u>	POSTAGE	150.00	100.00	250.00
		<u>AAA.1220.4900.0000</u>	DUES,SUB.,SUPL.,ETC.	750.00	-100.00	650.00
		<u>AAA.1320.4700.0000</u>	CONTRACTUAL	35,200.00	350.00	35,550.00
		<u>AAA.1355.4130.0000</u>	POSTAGE,PRINT.MAIL	4,500.00	500.00	5,000.00
		<u>AAA.1355.4700.0000</u>	CONTRACTUAL SERVICES	50,000.00	-500.00	49,500.00
		<u>AAA.1430.4410.0000</u>	CONFERENCES	3,000.00	-350.00	2,650.00
		<u>AAA.1610.4102.0000</u>	MISCELLANEOUS EXPENDITURES	2,250.00	500.00	2,750.00
		<u>AAA.1610.4230.0000</u>	TELEPHONE	25,000.00	-500.00	24,500.00
		<u>AAA.1610.4720.0000</u>	IT CONSULTING SERVICES	35,000.00	10,000.00	45,000.00
		<u>AAA.1610.4721.0000</u>	COMPUTER SERVICES	21,000.00	-10,000.00	11,000.00
		<u>AAA.1620.2000.0000</u>	EQUIP.& CAP.OUTLAY	158,000.00	12,000.00	170,000.00
		<u>AAA.1620.2000.1000</u>	PARK EQUIPMENT & CAPITAL OUT...	235,000.00	-12,000.00	223,000.00
		<u>AAA.1620.4115.0000</u>	SAFETY SUPPLIES	3,500.00	1,000.00	4,500.00
		<u>AAA.1620.4200.0000</u>	ELEC.&HEAT, TN.HALL	30,000.00	-1,000.00	29,000.00
		<u>AAA.1620.4241.0000</u>	HEATING, HWY&WS DEPT	16,000.00	-8,000.00	8,000.00
		<u>AAA.1620.4510.0000</u>	BLDGS.REPAIRS&SERVICE	61,000.00	8,000.00	69,000.00
		<u>AAA.1620.4850.1000</u>	PARK INSURANCE	19,800.00	350.00	20,150.00
		<u>AAA.1620.8000.0000</u>	NYS RETIREMENT	54,500.00	-350.00	54,150.00
		<u>AAA.3310.2000.0000</u>	EQUIP. & CAP. OUTLAY	5,000.00	-2,000.00	3,000.00
		<u>AAA.3310.4000.0000</u>	CONTRACTUAL	0.00	2,000.00	2,000.00
		<u>AAA.8020.4717.0000</u>	BATTLEFIELD MEMORIAL IMPLEM...	162,450.00	-15,000.00	147,450.00
		<u>AAA.8020.4800.0000</u>	COMMUNITY DEVELOPMENT IMP...	15,000.00	15,000.00	30,000.00
		<u>AAA.8030.4000.0000</u>	GENERAL RESEARCH	86,000.00	600.00	86,600.00
		<u>AAA.8030.4100.0000</u>	TOWNWIDE RESEARCH	4,000.00	-600.00	3,400.00
		<u>DAA.5110.4000.0000</u>	MISCELLANEOUS/SAFETY	5,750.00	2,000.00	7,750.00
		<u>DAA.5110.4100.0000</u>	GAS FOR VEHICLES	7,100.00	-2,000.00	5,100.00
		<u>DAA.5112.1100.0000</u>	P.S. OVERTIME	10,000.00	1,750.00	11,750.00
		<u>DAA.5112.2000.0000</u>	ROAD PAVING (CHIPS)	215,000.00	90,000.00	305,000.00
		<u>DAA.5112.4000.0000</u>	MISCELLANEOUS	5,500.00	3,000.00	8,500.00
		<u>DAA.5112.4101.0000</u>	DIESEL FOR VEHICLES	21,000.00	-1,000.00	20,000.00
		<u>DAA.5112.4300.0000</u>	DRAINAGE PIPE	13,000.00	-3,000.00	10,000.00
		<u>DAA.5112.4600.0000</u>	EQUIPMENT RENTAL	1,000.00	-750.00	250.00
		<u>SSC.8120.2000.0000</u>	EQUIP. & CAP. OUTLAY	25,000.00	150.00	25,150.00
		<u>SSC.8120.4000.0000</u>	MISC.	2,239.00	7,000.00	9,239.00
		<u>SSC.8120.4230.0000</u>	Telephone	500.00	300.00	800.00
		<u>SSC.8120.4560.0000</u>	REPAIR/MAINT	12,000.00	7,000.00	19,000.00
		<u>SSC.9961.9000.0000</u>	WS ADMIN INTERFUND TRANSFER	535,477.00	-14,450.00	521,027.00
		<u>SWC.8340.4170.0000</u>	WATER METERS	62,000.00	-3,000.00	59,000.00
		<u>SWC.8340.4200.0000</u>	ELECTRICTY	10,000.00	3,000.00	13,000.00
		<u>WSA.1610.1100.0000</u>	OVERTIME CREWS	32,000.00	-1,000.00	31,000.00
		<u>WSA.1610.4000.0000</u>	MISCELLANEOUS	5,000.00	1,000.00	6,000.00
		<u>WSA.1610.4130.0000</u>	POSTAGE	2,500.00	750.00	3,250.00
		<u>WSA.1610.4500.0000</u>	EQUIP. REPAIRS&SERVICE	19,250.00	-750.00	18,500.00
		<u>WSA.1610.4720.0000</u>	COMPUTER SERVICES	40,750.00	2,500.00	43,250.00
		<u>WSA.1610.4810.0000</u>	GENERAL INSURANCE	35,300.00	150.00	35,450.00
		<u>WSA.1610.4900.0000</u>	SUBSCR.,DUES, ETC.	1,500.00	-150.00	1,350.00
		<u>WSA.9000.8200.0000</u>	WORKERS COMPENSATION	57,000.00	-2,500.00	54,500.00
			<b>2024 Total:</b>	<b>2,145,966.00</b>	<b>90,000.00</b>	<b>2,235,966.00</b>
			<b>Grand Total:</b>	<b>2,145,966.00</b>	<b>90,000.00</b>	<b>2,235,966.00</b>

**Fund Summary**

Fund	Before	Adjustment	After
Budget Code:2024 - Adopted 2024 Budget Fiscal: 2024			
AAA	1,027,100.00	0.00	1,027,100.00
DAA	278,350.00	90,000.00	368,350.00
SSC	575,216.00	0.00	575,216.00
SWC	72,000.00	0.00	72,000.00
WSA	193,300.00	0.00	193,300.00
<b>Budget Code 2024 Total:</b>	<b>2,145,966.00</b>	<b>90,000.00</b>	<b>2,235,966.00</b>
<b>Grand Total:</b>	<b>2,145,966.00</b>	<b>90,000.00</b>	<b>2,235,966.00</b>





024-xxx Authorizing the Purchase and Installation of a New Security System in the Town of  
Plattsburgh Town Building  
024-xxx Flooring Repairs for Mausoleum

**Committee Reports: None**

Town Board meeting be adjourned at 6:41 PM.

**Executive Session – as needed:**

**Motion to go into** Executive Session  
to discuss work history of two specific  
individuals and certiorari matters.

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

**Time: 6:04 PM**

**Motion to come out of** Executive session

Motion by: Barbara E. Hebert

Seconded by: Charles A. Kostyk

**Time: 6:41 PM**

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

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

