

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
November 21, 2024**

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

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

Resolution No. 024-264

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **September 26, 2024** and **October 3, 2024** be accepted, and the reading of the minutes be dispensed with.

Motion: Dana M. Isabella
Seconded by: Charles A. Kostyk
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				

Public Comment - None

Resolution No. 024-265

Abstract 11B-24

RESOLVED, that the abstract of audited claims **No. 11B-24** for \$1,020,212.85, **Abstract 11B-24** prepays for the amount \$182,810.03 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. 024-266

Wastewater Rate Adjustment Effective Jan 1, 2025

WHEREAS, the Plattsburgh Consolidated Sewer District is a duly established wastewater district, and has appropriated expenditures for operation and maintenance of its wastewater system; and

WHEREAS, the Town Board recognizes that the responsibility of maintaining a safe and reliable wastewater system requires increases in rates that will both sustain its systems as well as prepare for any future capital improvements; and

WHEREAS, the proposed rate adjustment shall become fully effective January 1, 2025 and be retroactive to the date of the previous billing period, including any and all outside users to be set as follows:

The metered rate shall be: \$8.09 per 1,000 gallons, with a minimum per month of \$22.30 for 0-2,333 gallons or \$66.91 for 0-7,000 gallons per quarter based on customer's billing frequency; therefore, be it

RESOLVED, that these new rates shall be in place and effective the first full quarterly billing cycle retroactive as noted; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Tax Receiver and the Water and Wastewater Department.

Motion: Charles A. Kostyk

Seconded by: Thomas E. Wood

Discussion: None

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. 024-267

Water Rate Adjustment Effective Jan 1, 2025

WHEREAS, the Plattsburgh Consolidated Water District is a duly established water district, and has appropriated expenditures for operation and maintenance of its water system; and

WHEREAS, the Town Board recognizes that the responsibility of maintaining a safe and reliable water system requires increases in rates that will both sustain its systems as well as prepare for any future capital improvements; and

WHEREAS, the proposed rate adjustment shall become fully effective January 1, 2025 and be retroactive to the date of the previous billing period, including any and all outside users, excluding those who fall under an inter-municipal Agreement to be set as follows:

The metered rate shall be: \$4.00 per 1,000 gallons after the minimum, with a minimum per month of \$12.49 for 0-2,333 gallons or \$37.47 for 0-7,000 gallons per quarter based on customer’s billing frequency; therefore, be it

RESOLVED, that these new rates shall be in place and effective the first full quarterly billing cycle retroactive as noted; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Tax Receiver and the Water and Wastewater Department.

Motion: Charles A. Kostyk
Seconded by: Thomas E. Wood
Discussion: Charles A. Kostyk

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. 024-268

Disposal of Obsolete Items

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

Building & Grounds Department:

- 1 – 2017 Dodge ProMaster City Van – VIN #ZFBERFAB0H6E02906
- Steel Trash Cans – quantity 17

Highway Department:
Tire Machine

Water/Wastewater Department:
2016 Ford F150 XL Super Cab 5L 4x4 – VIN #1FTFX1EF9GFB03417

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.

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>
				X	
Thomas E. Wood	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Resolution No. 024-269

Sick Leave Donation Program Policy Revision

WHEREAS, the during a review it was identified that the Town of Plattsburgh’s Sick Leave Donation Policy needed to be updated; and

WHEREAS, the Business Office completed the review and noted that the works hours, sick incentive and accounting office language needed to be updated; therefore be it

RESOLVED, that the Town of Plattsburgh officially adopts the attached updated Sick Leave Donation Program Policy and a copy of the Policy be given to each Department; and be it further

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

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

Town of Plattsburgh Sick Leave Donation Program Policy

Purpose

It is the understanding and policy of the Town of Plattsburgh to encourage every full-time employee to recognize leave time as a benefit (per the requirements of the Agreement between the Town Board of the Town of Plattsburgh and the Salaried and Hourly Employees and the Teamsters Local 687). It is the further understanding that there may be circumstances in which a full-time employee would require additional leave time to accommodate a serious non-work related illness or temporary disability after the exhaustion of all accumulated leave benefits. It is on this basis, that agreement is reached to establish a Town of Plattsburgh Sick Leave Donation Program.

Sick Leave Donation Program

Once a participating employee has exhausted his/her accumulated leave benefits, the donation of sick leave days may be established on an individual or ad hoc basis for use by the sick leave donation member who has been on approved continued absence due to a serious non-work related illness or temporary disability and who has exhausted all accumulated leave benefits.

Eligibility to Donate

In order to donate sick leave credits, the participating member must meet the following eligibility criteria:

- Must have a minimum sick leave balance of at least 5 days after making the donation.
- Donations must be made in full day increments (8 hours).
- *Donated leave is taken from the donor's balance at the time it is needed by the recipient, not necessarily at the time of donation.
- *Any unused donated sick leave will be returned to the donor based on a percentage of donated time versus total donated time.

Eligibility to Receive Donated Leave

In order to receive donated sick leave credits, a participating employee must meet the following eligibility criteria:

- Must be a full-time employee.
- Be absent due to a serious non-work related illness or temporary disability and a certified attending physician statement satisfactory to management is submitted.
- Must have exhausted all leave credits.

Sick Leave Donation Program Implementation

- Request to implement the sick leave donation program will be made by the recipient to the Town of Plattsburgh Supervisor or in his/her absence, the Deputy Town Supervisor and Department Head.
- If the Town of Plattsburgh Supervisor or in his/her absence, the Deputy Town Supervisor in their sole and non-reviewable judgment agree that the circumstances warrant the creation of the individual sick leave donation, the recipient and Department Head will be notified and the request for the donation of sick leave will be formally communicated to participating members.

*The identity of the sick leave donor will be anonymous. With regards to the sick leave recipient, this is optional.

*In no event, shall the Town of Plattsburgh administration or regulation of the sick leave donation program, including the decision to establish such program on an individual or adhoc basis be subject to the grievance procedure under the collective bargaining agreement between the Town of Plattsburgh and the Teamsters Local 687.

	<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. 024-270

**Recreation Program Contract of Services
for Bowling Program**

WHEREAS, Parks and Recreation utilizes instructional services for programs in the Town of Plattsburgh; and

WHEREAS, the Youth Services and Recreation Director recommends contract services for program and said person get a W9; now, therefore be it

Beth Christon \$440 – **Bowling** (January 5, 2025 – February 23, 2025)

RESOLVED, that the Supervisor is authorized to sign all necessary documents necessary for these short-term contract services.

Motion: Dana M. Isabella
Seconded by: Thomas E. Wood
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				

RESOLVED, that this Town Board meeting be adjourned at 6:07 PM.

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

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

