

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION AGENDA
December 12, 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>
MEMBERS: 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	

Moment of silence for John Zurlo, County Clerk

Public Comments: None

Supervisor's Report: wrapping up end of year, water/wastewater Director was contacted due to his level of expertise to assist in crisis management for another municipality within the state.

Resolutions:

Resolution No. 024-288

Transition of Assessing Services to Clinton County

WHEREAS, the Town Board of the Town of Plattsburgh has carefully examined the needs of the township and has reviewed various service options and alternatives, including budgetary considerations at both the Town and County levels; and

WHEREAS, the Town Board has determined that the recalibration of future assessing services will provide efficiency, customer services and fiscal responsibility; and

WHEREAS, the Town Board, subject to permissive referendum, wishes to transition the Town of Plattsburgh's assessing services to Clinton county Government on contractual basis and notices the transition to become effective October 1, 2025; and

WHEREAS, RPTL 1537 of the Real Property Tax Law ("RPTL") authorizes municipalities with the power to assess real property ("Assessing Unit") to enter into an agreement with a county for appraisal services, assessment services and exemption services, provided that the Assessing United has adopted a resolution subject to permissive referendum to

enter such agreement; and

WHEREAS, the town is an Assessing Unit as defined the RPTL, and a municipal corporation defined in Article 5G of the General Municipal Law; and

WHEREAS, the Clinton County Real Property Tax Service Office has the ability to perform assessment service to the Town; now, therefore

BE IT RESOLVED, by the Town Board that providing the forty-five (45) day permissive period following the adoption of the resolution has expired without the submission of a petition for referendum that the Supervisor is authorized to negotiate and sign an agreement with Clinton County and any related documents necessary to carry out the terms and conditions of the agreement; and

BE IT FURTHER RESOLVED, that the town Clerk is hereby authorized to place a notice in the Press-Republican regarding this resolution and that is subject to permissive referendum; and

BE IT FURTHER RESOLVED, that as a result of this transition, the Town Assessor position will be vacated on October 1, 2025, and no reappointment will be made; and

BE IT FURTHER RESOLVED, that the Assessment Control Examiner position will be eliminated, with the last day of employment being September 30, 2025, coinciding with the transition to contractual services with Clinton County; and

BE IT FURTHER RESOLVED, that a copy of the resolution be provided to the County Administrator and Town of Plattsburgh Business Office, and a copy placed files of respective personnel.

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

Resolution No. 024-289

**Resignation of Town Councilor Barbara E. Hebert
from Town of Plattsburgh Town Board**

RESOLVED, to receive and place on file a letter of resignation from Barbara E. Hebert, Town of Plattsburgh Town Board Councilor, effective December 31, 2024; and, it is further

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby wish to thank Ms. Hebert for her service to the Town of Plattsburgh and wish her well in her future endeavors; and be it further

RESOLVED, that a copy of this Resolution be forwarded to the Finance Manager and Civil Service.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: Thomas E. Wood, Dana M. Isabella, James J. Coffey, 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		Abstain			
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Resolution No. 024-290

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

Resolution No. 024-291

Douglas Boulevard Dedication of Road and Utilities

WHEREAS, the Town of Plattsburgh Planning Board has reviewed and approved the Former Clinton County Airport Subdivision 2021; and

WHEREAS, the Former Clinton County Airport Subdivision 2021 has submitted a deed for conveyance of improvements to the Town representing approximately 2500 feet of new public road right-of-way, +road improvements and related water, sanitary sewer, street lighting, and storm drainage; and

WHEREAS, the Town Superintendent of Highways and Building and Grounds Director and have conducted and/or supervised on-site inspection of the constructed improvements and submitted letters recommending the acceptance and dedication of said improvements and new road extension; and

WHEREAS, the Applicant is required to prepare a final warranty deed to the Town of Plattsburgh for the new road and other improvements constructed in the subdivision conveying approximately 2500 feet of new road and associated utilities as identified on the map titled Former Clinton County Airport Subdivision 2021 and identified as Douglas Boulevard; and

WHEREAS, the subdivider shall be required to place with the Town a One-year Warranty Deposit for the road and sewer utilities dedication in the amount of \$25,000.00 (2500 ft @ \$10.00 per ft. = \$25,000.00); and

WHEREAS, the Applicant is required to provide a check to the Town of Plattsburgh in the amount of \$70,000.00 for the cost of Type 6 topcoat asphalt to be installed by the Town Highway Department within one year following acceptance of said road or by a date mutually agreed upon by the developer and the Town Highway Superintendent; and

WHEREAS, there is construction “punch-list” of certain water and wastewater infrastructure improvements that remain to be finalized by the subdivider (Clinton County) and their contractors; and

WHEREAS, the Town of Plattsburgh has agreed to dedicate Douglas Boulevard as a public highway, and to provide additional time for Clinton County to complete said punch-list of improvements pursuant to the Agreement To Complete Post-Road Dedication Conditions Between The County Of Clinton and Town of Plattsburgh; now therefore be it

RESOLVED, that the Town Board hereby receives and places on file the Town Superintendent of Highways, Water and Wastewater Director, Building and Grounds Director letters recommending the acceptance and dedication of said improvements and new road extension; and it is further

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby, upon the final warranty deed being found acceptable to the Town Planning Attorney, accept and dedicate 2500



Plattsburgh, NY

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT13000 - Budget Adjustment December 2024

Adjustment Number	Budget Code	Description	Adjustment Date
BA0023036	Adopted 2024 Budget	Budget Adjustment December 2024	12/9/2024

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
<u>AAA.1220.8000.0000</u>	NYS RETIREMENT	Budget Adjustment December 2024	15,500.00	-300.00	15,200.00
December:	-300.00				
<u>AAA.1220.8500.0000</u>	HOSP MED INS	Budget Adjustment December 2024	20,600.00	300.00	20,900.00
December:	300.00				
<u>AAA.1620.4116.0000</u>	PARK FIELD MAINTENANCE	Budget Adjustment December 2024	32,500.00	-6,000.00	26,500.00
December:	-6,000.00				
<u>AAA.1620.4200.1000</u>	PARK ELECTRICITY	Budget Adjustment December 2024	11,000.00	6,000.00	17,000.00
December:	6,000.00				
<u>AAA.1620.4500.2000</u>	BEAUTIFICATION EQUIPMENT ...	Budget Adjustment December 2024	1,500.00	-500.00	1,000.00
December:	-500.00				
<u>AAA.1620.4510.0000</u>	BLDGS.REPAIRS&SERVICE	Budget Adjustment December 2024	77,000.00	500.00	77,500.00
December:	500.00				
<u>AAA.1910.4800.0000</u>	UNALLOCATED INS.	Budget Adjustment December 2024	66,000.00	-300.00	65,700.00
December:	-300.00				
<u>AAA.1910.4801.0000</u>	HIGHWAY DEPT. INS.	Budget Adjustment December 2024	10,800.00	300.00	11,100.00
December:	300.00				
<u>AAA.7310.8200.0000</u>	WORKERS COMPENSATION	Budget Adjustment December 2024	2,100.00	-20.00	2,080.00
December:	-20.00				
<u>AAA.7310.8500.0000</u>	HOSP MED INS	Budget Adjustment December 2024	8,800.00	20.00	8,820.00
December:	20.00				
<u>AAA.8010.1000.0000</u>	PERSONNEL SERVICES, CODES &..	Budget Adjustment December 2024	281,400.00	20,000.00	301,400.00
December:	20,000.00				
<u>AAA.8010.4110.0000</u>	SUPPLIES, OFFICE	Budget Adjustment December 2024	1,500.00	500.00	2,000.00
December:	500.00				
<u>AAA.8010.4151.0000</u>	FIRE SAFETY SUPPLIES	Budget Adjustment December 2024	500.00	-500.00	0.00
December:	-500.00				
<u>AAA.8010.4700.0000</u>	CONTRACTUAL SERVICES	Budget Adjustment December 2024	17,600.00	-10,000.00	7,600.00
December:	-10,000.00				
<u>AAA.8010.8500.0000</u>	HOSP MED INS	Budget Adjustment December 2024	53,200.00	-10,000.00	43,200.00
December:	-10,000.00				
<u>AAA.8020.4717.0000</u>	BATTLEFIELD MEMORIAL IMPL...	Budget Adjustment December 2024	135,950.00	-10,000.00	125,950.00
December:	-10,000.00				
<u>AAA.8020.4850.0000</u>	PLANNNG & IMPLENTATION S...	Budget Adjustment December 2024	25,000.00	10,000.00	35,000.00
December:	10,000.00				
<u>AAA.8030.4000.0000</u>	GENERAL RESEARCH	Budget Adjustment December 2024	87,900.00	500.00	88,400.00
December:	500.00				
<u>AAA.8030.4100.0000</u>	TOWNWIDE RESEARCH	Budget Adjustment December 2024	2,100.00	-500.00	1,600.00
December:	-500.00				
<u>DAA.5110.4200.0000</u>	PAVING MATLS/PATCHING	Budget Adjustment December 2024	50,000.00	-13,000.00	37,000.00
December:	-13,000.00				
<u>DAA.5110.4300.0000</u>	ROAD STRIPING	Budget Adjustment December 2024	28,000.00	13,000.00	41,000.00
December:	13,000.00				
<u>SSC.8120.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget Adjustment December 2024	25,150.00	1,000.00	26,150.00

Budget Adjustment Register

Packet: GLPKT13000 - Budget Adjustment December 2024

December: 1,000.00

SSC.8120.4000.0000

December: -1,000.00

SSC.8120.4200.0000

December: 2,000.00

SSC.8120.4560.0000

December: -2,000.00

SWC.8320.4200.0000

December: 10,000.00

SWC.8320.4590.0000

December: -10,000.00

WSA.1610.4000.0000

December: 1,000.00

WSA.1610.4110.0000

December: -1,000.00

WSA.1610.4110.0000

December: -700.00

WSA.1610.4111.0000

December: 700.00

WSA.1610.4700.0000

December: -1,500.00

WSA.1610.4720.0000

December: 1,500.00

MISC.	Budget Adjustment December 2024	9,239.00	-1,000.00	8,239.00
ELECTRICITY	Budget Adjustment December 2024	35,500.00	2,000.00	37,500.00
REPAIR/MAINT	Budget Adjustment December 2024	19,000.00	-2,000.00	17,000.00
ELECTRICITY	Budget Adjustment December 2024	150,000.00	10,000.00	160,000.00
REPAIRS	Budget Adjustment December 2024	23,000.00	-10,000.00	13,000.00
MISCELLANEOUS	Budget Adjustment December 2024	12,000.00	1,000.00	13,000.00
SUPPLIES & MATERIALS	Budget Adjustment December 2024	28,000.00	-1,000.00	27,000.00
SUPPLIES & MATERIALS	Budget Adjustment December 2024	28,000.00	-700.00	27,300.00
OFFICE SUPPLIES	Budget Adjustment December 2024	4,000.00	700.00	4,700.00
WATER TESTING	Budget Adjustment December 2024	7,000.00	-1,500.00	5,500.00
COMPUTER SERVICES	Budget Adjustment December 2024	43,250.00	1,500.00	44,750.00

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2024	Adopted 2024 Budget	<u>AAA.1220.8000.0000</u>	NYS RETIREMENT	15,500.00	-300.00	15,200.00
		<u>AAA.1220.8500.0000</u>	HOSP MED INS	20,600.00	300.00	20,900.00
		<u>AAA.1620.4116.0000</u>	PARK FIELD MAINTENANCE	32,500.00	-6,000.00	26,500.00
		<u>AAA.1620.4200.1000</u>	PARK ELECTRICITY	11,000.00	6,000.00	17,000.00
		<u>AAA.1620.4500.2000</u>	BEAUTIFICATION EQUIPMENT REP...	1,500.00	-500.00	1,000.00
		<u>AAA.1620.4510.0000</u>	BLDGS.REPAIRS&SERVICE	77,000.00	500.00	77,500.00
		<u>AAA.1910.4800.0000</u>	UNALLOCATED INS.	66,000.00	-300.00	65,700.00
		<u>AAA.1910.4801.0000</u>	HIGHWAY DEPT. INS.	10,800.00	300.00	11,100.00
		<u>AAA.7310.8200.0000</u>	WORKERS COMPENSATION	2,100.00	-20.00	2,080.00
		<u>AAA.7310.8500.0000</u>	HOSP MED INS	8,800.00	20.00	8,820.00
		<u>AAA.8010.1000.0000</u>	PERSONNEL SERVICES, CODES & Z...	281,400.00	20,000.00	301,400.00
		<u>AAA.8010.4110.0000</u>	SUPPLIES, OFFICE	1,500.00	500.00	2,000.00
		<u>AAA.8010.4151.0000</u>	FIRE SAFETY SUPPLIES	500.00	-500.00	0.00
		<u>AAA.8010.4700.0000</u>	CONTRACTUAL SERVICES	17,600.00	-10,000.00	7,600.00
		<u>AAA.8010.8500.0000</u>	HOSP MED INS	53,200.00	-10,000.00	43,200.00
		<u>AAA.8020.4717.0000</u>	BATTLEFIELD MEMORIAL IMPLEM...	135,950.00	-10,000.00	125,950.00
		<u>AAA.8020.4850.0000</u>	PLANNNG & IMPLEMENTATION STUD...	25,000.00	10,000.00	35,000.00
		<u>AAA.8030.4000.0000</u>	GENERAL RESEARCH	87,900.00	500.00	88,400.00
		<u>AAA.8030.4100.0000</u>	TOWNWIDE RESEARCH	2,100.00	-500.00	1,600.00
		<u>DAA.5110.4200.0000</u>	PAVING MATLS/PATCHING	50,000.00	-13,000.00	37,000.00
		<u>DAA.5110.4300.0000</u>	ROAD STRIPING	28,000.00	13,000.00	41,000.00
		<u>SSC.8120.2000.0000</u>	EQUIP. & CAP. OUTLAY	25,150.00	1,000.00	26,150.00
		<u>SSC.8120.4000.0000</u>	MISC.	9,239.00	-1,000.00	8,239.00
		<u>SSC.8120.4200.0000</u>	ELECTRICITY	35,500.00	2,000.00	37,500.00
		<u>SSC.8120.4560.0000</u>	REPAIR/MAINT	19,000.00	-2,000.00	17,000.00
		<u>SWC.8320.4200.0000</u>	ELECTRICITY	150,000.00	10,000.00	160,000.00
		<u>SWC.8320.4590.0000</u>	REPAIRS	23,000.00	-10,000.00	13,000.00
		<u>WSA.1610.4000.0000</u>	MISCELLANEOUS	12,000.00	1,000.00	13,000.00
		<u>WSA.1610.4110.0000</u>	SUPPLIES & MATERIALS	28,000.00	-1,700.00	26,300.00
		<u>WSA.1610.4111.0000</u>	OFFICE SUPPLIES	4,000.00	700.00	4,700.00
		<u>WSA.1610.4700.0000</u>	WATER TESTING	7,000.00	-1,500.00	5,500.00
		<u>WSA.1610.4720.0000</u>	COMPUTER SERVICES	43,250.00	1,500.00	44,750.00
			2024 Total:	1,285,089.00	0.00	1,285,089.00
			Grand Total:	1,285,089.00	0.00	1,285,089.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2024 - Adopted 2024 Budget Fiscal: 2024			
AAA	850,950.00	0.00	850,950.00
DAA	78,000.00	0.00	78,000.00
SSC	88,889.00	0.00	88,889.00
SWC	173,000.00	0.00	173,000.00
WSA	94,250.00	0.00	94,250.00
Budget Code 2024 Total:	1,285,089.00	0.00	1,285,089.00
Grand Total:	1,285,089.00	0.00	1,285,089.00

feet of binder-topped road identified as Douglas Boulevard as a Public Town Road along with the associated water, wastewater, lighting, and stormwater infrastructure; and be it further

RESOLVED, that the Town Board of the Town of Plattsburgh does authorize the Town Planning Attorney to review the said deed and upon his review and acceptance, authorize the recording of the final warranty deed in the Clinton County Clerk’s Office which conveys approximately 2500 feet of new road with public water line, sanitary sewer, street lights, storm drainage, and other related improvements as shown on the subdivision final plans of the Former Clinton County Airport Subdivision 2021; and be it further

RESOLVED, that the Town Board does hereby authorize the energizing of the said streetlights, which are located in the General Lighting District; and be it further

RESOLVED, that the developer be required to place with the Town a one-year Utilities Warranty deposit for the road and water/wastewater utilities dedication in the amount of \$25,000 (2500 ft @ \$10.00 per ft. = \$25,000); and be it further

RESOLVED, that said one-year wastewater Utilities Warranty Deposit shall be refunded to the Applicant upon inspection and approval by the Town Highway & Water and Wastewater Departments after one year from the date of dedication; and be it further

RESOLVED, that the subdivider shall provide a check to the Town of Plattsburgh in the amount of \$70,000.00 for the cost of Type 6 topcoat asphalt to be installed by the Town Highway Department within one year following acceptance of said road or by a date mutually agreed upon by the developer and the Town Highway Superintendent; and be it further

RESOLVED, that the final subdivision plat shall be filed with the Clinton County Clerk and a copy of the certified plat and filed deeds shall be provided to the Town Planning and Community Development Department.

Motion by: Dana M. Isabella
Seconded by: Thomas E. Wood
Discussion: Michael S. Cashman

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				

Draft Resolution:

