

**TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 2, 2025**

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	
Charles A. Kostyk, Councilor	x	
Dana M. Isabella, Councilor	x	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Also in attendance: Honorable James Joyce, Colleen Jackson, Keagan Bond, Patrick Bond (among others that did not sign in)

Resolution No. 025-001

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **November 21, 2024, December 5, 2024, December 12, 2024, and December 19, 2024** be accepted, and the reading of the minutes be dispensed with.

Motion: Thomas E. Wood
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Public Comment –

Supervisor Cashman read a prepared statement about homelessness within the Town of Plattsburgh and region. (attached)

Resolution No. 025-002

Resolution to Fill Vacancy of Town Council

WHEREAS, a vacancy exists on the Town of Plattsburgh Town Board for the position of Councilperson; now, therefore be it

RESOLVED, in pursuance of the power vested in the Town Board, Daniel A. Bosley a duly qualified resident of said Town, and is hereby appointed Councilperson of the Town to fill the vacancy existing in such office. Said appointment shall be effective immediately and Mr. Bosley shall hold such office until December 31, 2025; and, be it further

RESOLVED, that Mr. Bosley takes an oath of office within thirty days of this Resolution; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, a copy be put in Mr. Bosley’s personnel file and a copy be sent to the State Retirement Board.

Motion: Charles A. Kostyk
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

Resolution No. 025-003

Abstract 1A-2025

RESOLVED, that the abstract of audited claims **No. 1A-2025** for 2024 in the amount of \$97,443.43, **Abstract 1A-2025** prepays for 2024 in the amount of \$4,045.26 and **No. 1A-2025** for 2025 in the amount of \$8,949.14 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-004

Monthly Department Reports

RESOLVED, to receive and place on file Monthly Department Head Reports.

Good evening:

Thank you for coming together tonight to address the critical issue of homelessness in the region. On a personal note my background is in counseling I look at this from multiple perspectives. The Town of Plattsburgh recognizes the challenges and urgency surrounding this situation.

It is important to lay out some facts about how the Town operates.. We do not have paid law enforcement; instead, we are served by the Clinton County Sheriff's Office and the New York State Police but with no governing authority. Similarly, fire protection is provided by five dedicated volunteer fire departments. Additionally like many other towns and villages in New York State, we do not offer direct social services. Instead, Clinton County manages essential services such as the Department of Social Services, Health Department, and public transportation.

It's important to clarify specifically the encampment many are concerned about exists on private property, which presents complex legal and logistical considerations. While the Town's authority in such matters is limited, our commitment to fostering solutions and partnerships remains steadfast.

Over the past decade, we have made substantial strides to combat housing insecurity, including seeing the development of affordable housing initiatives like **Atlas Heights**, **Northwoods**, and **Ampersand Apartments**. These developments have strengthened our housing capacity. However, we know the work is far from done. Last year we held a Housing Symposium with

120 people attending from 6 counties. We recognize there is a housing crisis in the Nation and the North Country.

Homelessness is not confined by municipal boundaries—it requires a regional approach and shared responsibility.

We take immense pride in the work of nonprofits such as **ETC Housing Corporation, BHSN, NAMI, MHAB Life Skills Campus, United Way**, and many others. These organizations provide vital services, including emergency and transitional housing, mental health counseling, addiction recovery support, and life skills development.

The MHAB Life Skills Campus, in particular, exemplifies innovation and compassion. It stands as a testament to how structure and support can help individuals rebuild their lives while addressing housing challenges with dignity.

This is one of the reasons I am pleased DSS will be operating the Warming Station on the MHAB Campus in partnership with agencies.

Dispelling Misconceptions About Homelessness Many individuals face systemic barriers such as unaffordable housing, health and or mental crises, domestic violence, and unforeseen financial hardships. By dispelling these harmful stigmas, we can cultivate empathy and create space for meaningful solutions.

The Town of Plattsburgh actively participates in regional programs to address homelessness. We recently my team attended a stakeholders conveying in December with the NYS

Office Temporary Disability. The hope is more projects can be on the horizon.

However, lasting change requires collective action at every level: local, county, state, and federal.

Homelessness is a humanitarian challenge that affects far too many. Together, we can continue to build a network of support that uplifts our neighbors and provides lasting, practical solutions for housing insecurity. Thank you for your compassion and commitment to being the change our community needs.

Let me be clear: we are not abdicating our responsibilities. Rather, we operate within the framework of jurisdiction, available resources and our governance structure to collaborate and address community needs.

How You Can Make a Difference

1. Volunteer Your Time

- Offer your skills to local organizations like **ETC Housing Corporation, St. Jo's Outreach** and local food pantries.
- Join initiatives like the annual **Point in Time (PIT) Count** on **January 22, 2025**, to assess homelessness in our region. Volunteers are always welcome.

2. Donate Goods or Funds

- Consider the specific needs of the homeless population before donating. A toaster, for example, isn't useful for someone living in a tent—it's merely passing on unwanted items. If in doubt, ask what's needed! Organizations like **ETC Housing Corporation** can provide lists of high-demand items and issue donation receipts for tax purposes.
- Contribute funds to nonprofits such as **United Way, BHSN**, to help expand their services.

4. Offer Your Expertise

- **Employers:** Create job opportunities for individuals in recovery or housing transitions.
- **Professionals:** Provide pro bono services such as counseling, legal advice, or job training to agencies supporting the homeless.

5. Explore Career Opportunities in Social Services

- Many organizations addressing homelessness are hiring. If you are looking for a meaningful career change, send your resume and inquiries to **Amanda Beaudette** at **ETC Housing Corporation**.

6. Use the United Way 2-1-1 System

- Share the **United Way 2-1-1** system with those in need to help connect them to critical resources and services.

Resources

For assistance or more information, contact the following organizations:

- **Clinton County DSS:** (518) 565-3300
- **ETC Housing Corporation:** (518) 563-2223
- **NAMI** (518) 561-2685
- **MHAB Life Skills Campus:** (518) 324-4688
- **BHSN:** (518) 563-8000
- **St. Joseph's Outreach Center:** (518) 561-5650

Building and Grounds – November 2024
 Codes and Zoning – November 2024
 Dog Control Officer – November 2024
 Historian –
 Highway Superintendent – November 2024
 Justice Court –
 Parks and Recreation – November 2024 and December 2024
 Planning and Community Development –
 Safety Committee –
 Supervisors Financial Report – November 2024
 Tax Receiver –
 Town Clerk – November 2024
 Water Wastewater –

Motion: Thomas E. Wood
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-005 **Supervisor to Retain the Original of all Correspondence**

RESOLVED, the Supervisor be authorized to retain the originals of correspondence he receives and file photocopies with the Town Clerk.

Motion: Thomas E. Wood
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-006

Supervisor Shall be in Charge of all Special Districts

RESOLVED, that the Supervisor, Michael S. Cashman, and in his absence the Deputy Supervisor shall be in charge of all special districts which includes water, sewer, ambulance, storm water management districts, consolidated highway district and lighting district pursuant to Section 29 of Town Law.

Motion: Thomas E. Wood

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-007

Supervisor Shall Act as Chief Fiscal Officer for the Town of Plattsburgh

RESOLVED, that Supervisor Michael S. Cashman, as the Chief Fiscal Officer for the year 2025, be authorized and directed to deposit idle monies into interest bearing accounts or to purchase Certificates of Deposit from any Town funds, including special districts, in the Adirondack Bank, Key Bank of New York, TD Bank, Glens Falls National Bank and Trust Company, Champlain National Bank, NBT Bank, NYCLASS, Jefferies LLC Harborside Financial, Piper Sandler & Co. or Community Bank pursuant to Section 64, Subdivision 1 of Town Law; and be it further

RESOLVED, that General Highway and Special District Funds be deposited in checking accounts with the aforementioned banks with offices located in the Town of Plattsburgh, for the year 2025 or any other bank that provides the necessary collateral as required by Audit and Control; and be it further

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

Motion: Thomas E. Wood

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-008

Authorization to Pay Public Utility Services Claims

RESOLVED, that pursuant to Section 118 of the Town Law the Supervisor be authorized to pay claims for public utility services (electric, gas, water, sewer, fuel oil and telephone), postage, freight and express charges before they are audited; and, be it further

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

Motion: Thomas E. Wood
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-009

Purchase Procedures for Goods and Services

RESOLVED, that the Town of Plattsburgh adopted procedure policies, as indicated in the Town’s Official Policy Book, shall be the procedures to be followed by all elected and appointed officials and Town employees for the year 2025, for the purchase of Commodities, Equipment or Goods for Public Works Projects/Contracts (Schedule-B), for Professional Services and Consultants for Purchase Order Policy and Cash Disbursements Procedures; and it is further

RESOLVED, that the Town Board does authorize and order that the Purchase Order Policies and Cash Disbursement Procedures, as outlined in Schedules A, B, C and D, shall become the policy and procedures to be followed by Town of Plattsburgh personnel for purchase orders and cash disbursements for the year 2025; and it is further

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

Motion: Charles A. Kostyk
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-010

Petty Cash for Town Officials

RESOLVED, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2025 as follows:

Finance Manager	\$100.00
Town Clerk	\$200.00
Receiver of Taxes and Assessments	\$400.00
Town Justices	\$100.00 each

; and, it is further

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

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>
				x	
Thomas E. Wood	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-011

Salaries & Payday for Elected and Appointed Officials

RESOLVED, that pursuant to Section 27 of the Town Law all elected and appointed officials shall be paid biweekly on Wednesdays, beginning January 2, 2025 with the exception of the Town Attorney, Councilors, Historian and Town Justices who will be paid on the last payroll of each month; and, be it further,

RESOLVED, that the salaries of all elected and appointed officials be fixed as indicated by the approved Budget for 2025 and a copy of this Resolution be given to the Finance Manager.

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				

Resolution No. 025-012

Town Board Meetings for 2025

RESOLVED, that the "REGULAR" Monthly and Semi-Monthly meetings of the Town Board be held on the first and third Thursday respectively of each month at 6:00 P.M. prevailing time in the Town Hall of the Town of Plattsburgh on 151 Banker Road, Plattsburgh, New York; and it is further

RESOLVED, that "INFORMAL" Work-session meetings of the Town Board shall be held on the second and fourth Thursday of each month at 6:00 P.M. prevailing time in the Town Hall of the Town of Plattsburgh on 151 Banker Road, Plattsburgh, New York, pursuant to Section 62 of Town Law; and it is further

RESOLVED, that on occasion the Town Board will meet fifteen minutes earlier to distribute material to councilors and prepare for the meeting; and, be it further

RESOLVED, in the event that there is a fifth Thursday in any month, meetings will be scheduled at the discretion of the supervisor and be it further

RESOLVED, that, due to holidays and conflicts the Town Board does hereby change the dates of its respective scheduled meetings as follows:

- No Meeting – Thursday, June 19, 2025 (Juneteenth)
- No Meeting – Thursday November 27, 2025 (Thanksgiving)
- No Meeting – Thursday, December 25, 2025 (Christmas Day)
- (Tentatively) No Meeting – Thursday, January 1, 2026 (New Year’s Day)

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: Thomas E. Wood, Michael S. Cashman

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

Resolution No. 025-013

Naming the Official Town Newspaper

RESOLVED, that pursuant to Section 64 of Town Law, the Press-Republican be named as the official newspaper for the Town of Plattsburgh.

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-014

Appointment of Fair Housing Officer

WHEREAS, The Office of Fair Housing and Equal Opportunity administers federal laws and establishes national policies to assure that all Americans have equal access to the housing of their choice; and

WHEREAS, the Town of Plattsburgh wishes to have an officer who will implement and enforce the Fair Housing Act; and

WHEREAS, The Supervisor, on behalf of the Town Board, recommends the appointment of Steve Imhoff as the Fair Housing Officer for the Town of Plattsburgh to serve at the pleasure of the Supervisor and the Town Board; therefore, be it

RESOLVED, that Steve Imhoff be assigned to oversee that fair housing regulations are followed and act as the primary point of contact for all fair housing related issues; and be it further

RESOLVED, that Mr. Imhoff take an oath of office within thirty days of his appointment and a copy of this Resolution be given to the Finance Manager, the LDC Board and a copy be placed in his personnel file.

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>
				x	
Thomas E. Wood	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-015

Fire District Liaison for 2025

WHEREAS, the Town Board of the Town of Plattsburgh desires to maintain effective communications with the various fire districts and volunteer fire departments situated within the Town of Plattsburgh and provide to each fire district and department a Town Board member as liaison; now, therefore be it

RESOLVED, that Councilor Daniel A. Bosley be appointed to serve as a Town liaison with the Fire District # 3 and District # 3 Fire Department; and it is further

RESOLVED, that Councilor Dana M. Isabella be appointed to serve as a Town liaison with the Cadyville Fire District and Cadyville Fire Department; and it is further

RESOLVED, that Councilor Thomas E. Wood be appointed to serve as a Town liaison with the Morrisonville Fire District and Morrisonville Fire Department; and it is further

RESOLVED, that Councilor Charles A. Kostyk be appointed to serve as a Town liaison with the South Plattsburgh Fire District and South Plattsburgh Fire Department; and it is further

RESOLVED, that Supervisor Michael S. Cashman be appointed to serve as a Town liaison with the Cumberland Head Fire District and Cumberland Head Fire Departments.

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>
				x	
Thomas E. Wood	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-016

Committee Appointments for 2025

RESOLVED, that Councilors **Daniel Bosley** and **Dana Isabella** be appointed to serve on the **Assessing, Planning, and Zoning Committee**. This Committee shall assist with rezoning, updating zoning, and matters concerning assessing; and, it is further

RESOLVED, that Councilors **Daniel Bosley** and **Dana Isabella** be appointed to serve on the **Auditing Committee**. This Committee shall examine all vouchers presented to the Town Board for payment; and, it is further

RESOLVED, that Councilor **Dana Isabella** be appointed to serve on the **Finance Committee** for the year and is to report to the Town Supervisor and Town Board its findings; and, it is further

RESOLVED, that Councilors **Charles Kostyk** and **Dana Isabella** be appointed to serve on the **Building and Grounds Committee**. This Committee shall make reports and recommendations on all Town buildings and properties, including special districts; and, it is further

RESOLVED, that Councilors **Thomas Wood** and **Daniel Bosley** be appointed to serve as liaison for the **Justice Court, Town Clerk, and Tax Receiver Committee**. This Committee shall advise and support the operations of the Town Court, Town Clerk, and Tax Receiver offices, and make reports of conditions and recommendations to the Town Board; and, it is further

RESOLVED, that Councilors **Charles Kostyk** and **Daniel Bosley** be appointed to serve on the **Community Services and Ambulance Committee** for the year 2024. This Committee shall concern itself with liaison and cooperation with municipalities and Ambulance Service providers in the matters of joint service issues that may be presented to the Town Board; and, it is further

RESOLVED, that Councilors **Thomas Wood** and **Dana Isabella** be appointed to serve on the **Highway Committee**. This Committee is to observe the conditions of all highway equipment, road signs, and Town highways and thereby report to the Town Superintendent of Highways and to the Town Board on said conditions and recommendations; and, it is further

RESOLVED, that Councilors **Charles Kostyk** and **Daniel Bosley** be appointed to serve on the **Safety and Personnel Committee**. This Committee shall review all reported employee accidents, advise the office staff, preside over employee safety meetings, and make reports and recommendations to the Town Board; and, it is further

RESOLVED, that Councilors **Thomas Wood** and **Charles Kostyk** be appointed to serve on the **Water and Wastewater Committee**. This Committee shall inspect the water and sewer facilities and make a report of conditions and recommendations to the Water and Wastewater Director and the Town Board; and, it is further

RESOLVED, that Councilors **Thomas Wood** and **Charles Kostyk** be appointed to serve on the **Youth Services and Recreation Committee**. This Committee shall advise the Youth Services and Recreation Director and make a report of conditions and recommendations to the Town Board.

Motion: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: Thomas E. Wood, Michael S. Cashman

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				X	
Thomas E. Wood	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				

Daniel A. Bosley x
Michael S. Cashman x

Resolution No. 025-017

**Appointment of a Town of Plattsburgh
Delegate for the 2025 Association of Towns
Annual Meeting and Training School**

WHEREAS, Training for Municipal employees and officials is being held in New York City February 16-19, 2025 and as member of the Association of Towns the Town of Plattsburgh has certain privileges: therefore, be it

RESOLVED, that Michael S. Cashman, be appointed the official representative of the Town of Plattsburgh and be allowed to cast their vote on behalf of the Town at the 2025 Annual Meeting and Training School of the Association of Towns and Charles A. Kostyk be the alternate delegate if needed; and, be it further

RESOLVED, that copies of this Resolution be given to Michael S. Cashman and Charles A. Kostyk, and that one be placed in each of their personnel files and that the Supervisor complete the certificate of designation noting himself as the Official Town Delegate.

Motion: Dana M. Isabella
Seconded by: Daniel A. Bosley
Discussion: None

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

Resolution No. 025-018

**Community Partnership Between Town of Plattsburgh
Recreation Program and Clinton County Youth Bureau**

WHEREAS, the Town of Plattsburgh Parks and Recreation Department would like to continue its community partnership with the Clinton County Youth Bureau in order to strengthen existing cooperation and further develop activities focused on recreational opportunities for the residents in the Town of Plattsburgh; and

WHEREAS, the Clinton County Youth Bureau has recently made changes to their fiscal year, and it is necessary to maintain authorization to allow the Supervisor to sign materials associated with continuing our community partnership throughout the year; therefore, be it

RESOLVED, that the Town Board, does hereby authorize the Supervisor to sign any materials associated with the community partnership agreement for Recreation Service Program on behalf of the Town of Plattsburgh and the Clinton County Youth Bureau for services throughout 2025; and, it is further

RESOLVED, that a copy of this Resolution be given to the Clinton County Youth Bureau, Finance Manager, and Parks and Recreation Department.

Motion: Thomas E. Wood
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-019

Town of Plattsburgh Web Site Management
Independent Contractor/Consultant Agreement

WHEREAS, the consulting firm Kimmel Services LLC located at 15 Duke Avenue, Cadyville, New York, has prepared and submitted a proposal between the Town of Plattsburgh and Kimmel Services to provide website development and management on a contractual basis for 2025; therefore, be it

RESOLVED, that the Town of Plattsburgh, a municipal corporation organized and existing under and by virtue of the laws of the State of New York with offices and principal place of business at 151 Banker Road, Plattsburgh, New York, party of the first part, and David Kimmel (the “Contractor”), now residing at 15 Duke Ave, Cadyville NY 12918, party of the second part, in consideration of the promises, mutual covenants and Agreement attached, do hereby mutually agree to the attached Agreement; and, be it further

RESOLVED, that Mr. Kimmel is an independent contractor and shall not be considered an employee or agent for the Town and as Contractor is hereby prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or his right, title or interest herein; and, be it further

RESOLVED, that, after review by the Town Attorney, the Supervisor is duly authorized and empowered to execute the attached Agreement on behalf of the Town of Plattsburgh; and be it further

RESOLVED, a copy this Resolution and said Agreement be given to the Finance Manager and Mr. Kimmel.

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-020

Drug and Alcohol Testing Program Agreement

WHEREAS, the Town of Plattsburgh desires to implement a drug and alcohol program according to the U.S. Department of Transportation Highway Administration for current and prospective employees of the Town who are required to have a Commercial Driver’s License (CDL) and operate a commercial vehicle as stated in Federal Regulations and all others as per NYS Law and Town Policy; and

WHEREAS, Industrial Med Testing located at 220 Tom Miller Road, Plattsburgh New York, operates an occupational medicine service for the performance of Drug and Alcohol Testing services to employers and other organizations; and

WHEREAS, the Town of Plattsburgh desires to contract with Industrial Med Testing to provide such services to the employees of the Town of Plattsburgh; and

WHEREAS, the term of this Agreement shall be for one year, commencing on January 1, 2025, and Industrial Med Testing shall provide the services set forth in the contract attached hereto and made a part hereof by reference; therefore, be it

RESOLVED, that the supervisor be approved to enter into the attached Agreement with Industrial Med Testing and a copy of this Resolution be given to the Finance Manager, Designated Employer Representatives (DER), Industrial Med and Gallagher Insurance.

Motion: Daniel A. Bosley
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-022

**2025 Justice Court Contract with the
Clinton County Sheriff's Department**

WHEREAS, the Town of Plattsburgh Justice Court has requested authorization for the renewal of the annual contract with the Clinton County Sheriff's Department to provide court security services to the Town's Justice Courts; and

WHEREAS, said services are necessary due to the volume and nature of cases handled within the Court system; now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh, upon approval of the Town Attorney and insurance carrier, does hereby authorize the Supervisor to enter into a contract for services; and, it is further

RESOLVED, that compensation will be paid at an hourly rate of \$36.67 and a time and a half rate of \$55.00 to made payable from the 2025 Justice Court Budget; and be it further

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

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-023

White Knight Kennels Agreement for 2025

WHEREAS, on occasion it is necessary for the Dog Control Officers to kennel stray dogs and provide other kennel services as appropriate and approved by the Supervisor; therefore, be it

RESOLVED that, after the Town Attorney's review, the Supervisor be authorized to sign an Agreement between White Knight Kennels, LLC and the Town of Plattsburgh to follow the provision of Article 7 of the Agriculture and Markets Law and any rules and regulation promulgated pursuant thereto in relation to the seizure, holding, care, redemption and disposition of seized dogs in The Town of Plattsburgh; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, the Town Clerk and the owner of White Knight Kennels, LCC, Jody Perrea.

Motion: Thomas E. Wood
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	
Thomas E. Wood	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-024

Agreement with Eagle’s Nest Veterinary Services for Dangerous Dogs in the Town of Plattsburgh

WHEREAS, on occasion it is necessary for the Dog Control Officer to kennel dangerous dogs and provide other kennel services as appropriate and approved by the Supervisor; and

WHEREAS, Eagle’s Nest Veterinary Hospital has submitted a renewal Agreement to the Town for Service from January 1, 2025 to June 30, 2025 with a retainer of \$500.00 as stated in the agreement; therefore be it

RESOLVED that, after the Town Attorney’s review, the Supervisor be authorized to sign an Agreement between Eagles Nest Veterinary Services. and the Town of Plattsburgh to meet the regulations from Agriculture and Markets concerning dangerous dogs and any rules and regulation promulgated pursuant thereto in relation to the seizure, holding, care, redemption and disposition of seized dogs in The Town of Plattsburgh; and be it further

RESOLVED, that a copy of this Resolution be given to the Dog Control Officer, the Town Clerk and Eagle’s Nest Veterinary 34 Skyway Plaza, Suite 2. Plattsburgh, New York 12901.

Motion: Dana M. Isabella
Seconded by: Daniel A. Bosely
Discussion: Michael S. Cashman

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

Resolution No. 025-025

Employee Assistance Services (EAS)

WHEREAS, the Town of Plattsburgh ("Town" herein) has had an annual contract with the Clinton County Mental Health Association, Inc., doing business as Employee Assistance Services ("Agency" herein), whereby Agency provides informational services to the Town as an employer and, among other services, provides counseling to employees of the Town; and

WHEREAS, the Agency will submit to the Town its Town of Plattsburgh Employee Assistance Services Annual Report from January 1, 2025 to December 31, 2025 upon completion in December 2025; and

WHEREAS, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2025 Budget, sufficient funds to pay for the renewal of a one-year contract with Agency: now, therefore, it is

RESOLVED, that the one-year renewal contract submitted by the Agency is approved and the Supervisor is authorized to execute the same for the Town for the year 2025; and, be it further

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

Motion: Charles A. Kostyk

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-026

Hometown Heroes 2025 Banner Award

WHEREAS, Resolution 024-254 authorized the Town of Plattsburgh to seek proposals from qualified vendors having experience in providing avenue banners for our Hometown Heroes Banner program; and

WHEREAS, the Town of Plattsburgh did receive proposals from 3 vendors however the proposals did not provide the required services in connection with the needs identified in the RFP; and

WHEREAS, it has been determined that it is in the best interest of the Town to reject all proposals; now therefore, be it

RESOLVED, that the Town Clerk is hereby authorized and directed to release another Request for Proposal with a deadline of two weeks from the published date, and, be it further

RESOLVED, that a copy of this Resolution be given to the Planning & Community Development Department and Finance Manager.

Motion: Daniel A. Bosley
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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosley	x				
Michael S. Cashman	x				

Resolution No. 025-027

Publish a Request for Proposals (RFP)
Intended for Vendors of Avenue Banners
for the Hometown Heroes Banner Program

WHEREAS, the Town of Plattsburgh is seeking proposals from qualified vendors having experience in providing avenue banners for our Hometown Heroes Banner program; and

WHEREAS, bidders should be familiar with the program and be able to supply 36” x 72” double sided vinyl avenue banners with individual pictures and information per banner including sign brackets (band and poles); and

WHEREAS, The Town of Plattsburgh will rank the responses received on an evaluation of experience and price with no minimum order quantities. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked Hometown Heroes Banner Vendor and received at the Town of Plattsburgh by January 17, 2025 at 2:00 pm. Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at 562-6830 during business hours Monday – Friday or going to the Town of Plattsburgh website: now, therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive informal bid proposals for qualified vendors having experience in providing Avenue Banners, and that the Town Clerk post notice on the Town’s Clerks 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: Daniel A. Bosley
Discussion: None

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

Resolution No. 025-028

Authorize Highway Superintendent to Enter a Shared Service Agreement between NYSDOT and the Town of Plattsburgh 2025 - 2029

WHEREAS, the attached agreement between the People of the State of New York hereinafter referred to as the “State” or NYSDOT and the Town of Plattsburgh referred to as “Municipality” wish to have the power and authority to contract for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators, with other governmental entity; and,

WHEREAS, it is the intent of the Town of Plattsburgh Town Board to give the Highway Superintendent the authority to enter into this agreement with the persons serving in similar capacities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangements; and,

WHEREAS, it is hereby determined that it will be in the best interest of the Town of Plattsburgh to be a party to such shared services arrangements thereby saving the taxpayers money; now therefore ,be it

RESOLVED, that the chief executive officer of the Town of Plattsburgh is hereby authorized to sign, on behalf of the Town of Plattsburgh, a shared services agreement with the New York State Department of Transportation upon the Town Attorney approving the said contract; and, be it further

RESOLVED, that this Resolution become effective immediately, a copy of this Resolution and final executed agreement be given to the Finance Manager, Highway Superintendent and for placement in the policy handbook and that the Town Clerk execute this agreement with New York State Department of Transportation.

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				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Daniel A. Bosely	x				
Michael S. Cashman	x				

Resolution No. 025-029

Typing SEQRA Action as 'Type I' For Environmental Review Purposes

WHEREAS, at its regularly scheduled meeting on August 15th, 2024, the Town of Plattsburgh Town Board, received a Planned Development District (PDD) application from ARKW LLC for parcel # 205.-3-2.1; and

WHEREAS, pursuant to Article IX of the Town of Plattsburgh Zoning Ordinance, all Planned Development District applications shall be referred to the Town of Plattsburgh Planning Board for a report and recommendation thereon; and

WHEREAS, on August 15th, 2024 the Town Board referred said PDD application to the Town of Plattsburgh Planning Board for a report and recommendation in accordance with Article IX of the Town of Plattsburgh Zoning Ordinance; and,

WHEREAS, on August 20th, 2024, the Planning Board by resolution #24-50 did receive the referred PDD application; and

WHEREAS, after review and consideration of the application, the draft report prepared by Staff, and the public comments received at the public hearing held on September 17th, 2024, the Planning Board resolved to transmit the report and meeting minutes to the Town Board; and

WHEREAS, the Town Board is now in receipt of said Planning Board Report Board; and

WHEREAS, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action;

WHEREAS, determination of the effect of said action on the environment will be necessary to determine whether a Draft Environmental Impact Statement (DEIS) is required; and

WHEREAS, the Town of Plattsburgh Town Board is identified as an involved agency in accordance with SEQRA for the purpose of assessing the effect of this Planned Development District on the environment and whether or not said effect is significant enough to warrant the preparation of a Draft Environmental Impact Statement (DEIS); and

WHEREAS, the Town Board has made the determination that they intend to act as Lead Agency under SEQRA for the purposes of the Planned Development District application and have received the required long Environmental Assessment Form (EAF); and

WHEREAS, the Town Board of Town of Plattsburgh, is required to review and use the EAF to determine the significance of said proposed Planned Development District; and

WHEREAS, on October 17, 2024 the Town Board did previously incorrectly identify the project to be an Unlisted Action; and

WHEREAS, after additional analysis of the application and project materials, the Town Board has identified the application to be a Type I Action under SEQRA because it is greater than 25 acres in area; and

WHEREAS, Type I actions require coordinated review with involved agencies; and

WHEREAS, the NYSDOT is the only involved agency identified by the Board and the Board has coordinated with the NYSDOT and received letters of comment on the project; now, therefore be it

RESOLVED, the Town Board hereby declares itself as Lead Agency for the Planned Development District application, and does hereby determine that the proposed Project is a TYPE I ACTION and a coordinated review under SEQRA has been conducted and, be it further

RESOLVED, that a copy of this resolution be provided to the Planning Department.

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood, Michael S. Cashman

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

Resolution No. 025-030

Update Fixed Asset Policy

WHEREAS, the Town of Plattsburgh ("Town" herein) is in need of updating its fixed asset policy; and

WHEREAS, the Finance Manager has reviewed and updated the Fixed Asset Policy to gain efficiencies and remain in compliance with NYS Town Law: now, therefore, it is

RESOLVED, that the Town Board approve the attached policy effective immediately and, be it further

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

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood, Michael S. Cashman

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

RESOLVED, that this Town Board meeting be adjourned at 6:50 PM.

Motion by: Thomas E. Wood

Seconded by: Daniel A. Bosley

Discussion: None

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

