

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
January 16, 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	
Daniel A. Bosely, Councilor	x	
Kathryn B. Kalluche, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Resolution No. 025-031

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **January 2, 2025** be accepted, and the reading of the minutes be dispensed with.

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				

Public Comment - None

Resolution No. 025-032

Abstract 1B-2025

RESOLVED, that the abstract of audited claims **No. 1B-2025** for 2024 in the amount of \$300,285.09, **Abstract 1B-2025** prepays for 2024 in the amount of \$172,737.60 and **No. 1B-2025** for 2025 in the amount of \$174,732.28, **Abstract 1B-2025** prepays for 2025 in the amount of \$333,933.27 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

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

Resolution No. 025-033

Replacement of Two Existing Fuel Dispensers RFP Proposal Awarded to RM Dalrymple Company, Inc

WHEREAS, the Town of Plattsburgh issued a request for proposals labor and materials to replace two (2) existing fuel dispensers, upgrade fuel delivery components, and upgrade fuel management system located at 151 Banker Road, Plattsburgh, NY 12901 on November 7th, 2024; and

WHEREAS, the Town of Plattsburgh received one sealed bid from a qualified firm in New York State to provide these professional services in connection with the needs of the Town; and

WHEREAS, it was determined that the proposal provided by RM Dalrymple Company, Inc. was of high quality and reasonable in the scope and cost of services provided and that it is in the best interest of the Town and the public, to hire said company; now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal as submitted by RM Dalrymple Company, Inc of 15 Grace Moore Road, Saratoga Springs, New York, 12866; and it is further

RESOLVED, that the Supervisor is hereby authorized and directed to sign any and all documents associated with this project, which includes replacing existing fuel dispensers, fuel lines, sumps, and monitoring system, total cost is not to exceed \$161,393.20; and be it further

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

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

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

Resolution No. 025-034

Regal Cinemas License Application

WHEREAS, to comply with the Town of Plattsburgh Codes and Zoning Laws, Regal Cinemas has applied for a license to conduct and operate a cinema, known as Regal Cinemas, located in Champlain Centre North in the Town of Plattsburgh; and

WHEREAS, said application was applied for and received with license fee of \$500.00; and

WHEREAS, the Codes Department has completed their inspection and has found Regal Cinemas to be in compliance with all Local Laws and New York State Regulations and Codes; therefore, be it

RESOLVED, to receive and place on file an application for a license to conduct and operate Regal Cinemas; and, it is further

RESOLVED, that the Town Clerk is hereby authorized to issue said license for the period from January 1, 2025 through December 31, 2025.

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

Resolution No. 025-035

Professional Planning & Codes Consulting Services Awards

WHEREAS, the Town of Plattsburgh issued a request for proposals from qualified registered engineering firms in New York State to provide professional engineering, consulting,

and related services for the Planning & Community Development and Codes Departments on October 17, 2024; and

WHEREAS, the Town of Plattsburgh did receive proposals from qualified registered engineering/consulting firms in New York State to provide professional Planning, Codes and consulting services in connection with the needs of the Planning & Codes Departments on an as-needed basis; and

WHEREAS, it was determined that most of the proposals were of high quality, and comparable in the scope and cost of services provided, though several aligned best with the needs of the Town; and

WHEREAS, it has been determined that it is in the best interest of the Planning & Community Development and Codes Departments and the public, to have multiple qualified consultants available, specializing in distinct service areas, to utilize on an as-needed basis; and

WHEREAS, *Laberge Group*, located at 4 Computer Drive, Albany, NY; *LaBella Associates*, located at 20 Elm Street Suite 110 Glens Falls, NY ; *AES Northeast*, located at 74 South Platt Street, Plattsburgh, NY; *AEDA*, located at 1246 State Rte. 3 Plattsburgh, NY; and *Behan Planning & Design*, located at 112 Spring Street Saratoga Springs, NY; *Suozzo, Doty & Associates*. Located at 4607 Lake Shore Drive, Bolton Landing, NY and *CRRC Consultants* located at 1485 Mecklenburg Road, Ithaca, NY, have provided proposals of high quality, and comparable in the scope and cost of services provided; now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposals as submitted by *Laberge Group*, located at 4 Computer Drive, Albany, NY; *LaBella Associates*, located at 20 Elm Street Suite 110 Glens Falls, NY ; *AES Northeast*, located at 74 South Platt Street, Plattsburgh, NY; *AEDA*, located at 1246 State Rte. 3 Plattsburgh, NY; and *Behan Planning & Design*, located at 112 Spring Street Saratoga Springs, NY; *Suozzo, Doty & Associates*. Located at 4607 Lake Shore Drive, Bolton Landing, NY and *CRRC Consultants* located at 1485 Mecklenburg Road, Ithaca, NY for a two year term; and it is further

RESOLVED, that the Supervisor is hereby authorized and directed to execute the Agreements for said professional Planning, Codes and consulting services; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, Planning Department Head, and the Codes Enforcement Officer.

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

Resolution No. 025-036

**Annual Examination of Town Fiscal Records
by Audit Committee**

WHEREAS, the Town Board is responsible for the general management and control of the Town finances (Town Law, Section 64(1)). An important aspect of this responsibility is to provide a process to monitor and review, on a routine basis, the work performed by those who manage money as part of their town duties; and

WHEREAS, to improve accountability and controls over finances and records the Town of Plattsburgh Auditing Committee and Finance Manager has reviewed the 2024 records of the Town Clerk, Town Justices’, recreation, and Town Tax Receiver as per regulation; and

WHEREAS, the Town Clerk’s, Town Justices,’ Recreation and Town Tax Receiver’s records were provided to the full Board for their review; and

WHEREAS, a review of Town records has been prepared and is presented to the Town Board for their review and approval; now, therefore be it

RESOLVED, that the Annual Audit as prepared and submitted by the Town of Plattsburgh Auditing Committee be accepted and placed on file as per regulation.

Motion: Daniel A. Bosley

Seconded by: Dana M. Isabella

Discussion: None

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

Resolution No. 025-037

**Request to Attend the 2025 New York State
Economic Development Conference**

WHEREAS, the Town of Plattsburgh Planning and Community Development Department staff are required to maintain professional training and development; and

WHEREAS, it is in the best interest of the Town Planning and Community Development Department to update technical knowledge and new regulation information regarding comprehensive planning, economic development, zoning, complete streets, solar energy, case law, subdivision and site plan reviews; now, therefore be it

RESOLVED, that Trevor Cole and Jessica Kogut be allowed to attend the 2025 New York State Economic Development Conference on February 11-12, 2025 in Albany, New York; and it is further

RESOLVED, that \$468.12 for lodging, \$72.00 for meals, and \$790.00 for registration be charged to the Planning & Community Development Budget, account number A-.8020.4410.0000; and, it is further

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

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. 025-038

**JCEO Service Agreement for
Dec. 1, 2024-Nov. 30, 2025**

WHEREAS, the Town of Plattsburgh Town Board is in receipt of the 2023-2024 annual Agreement between the Town of Plattsburgh and the Joint Council for Economic Opportunity of Plattsburgh and Clinton County, Inc., which states the services and financial assistance rendered by both parties for the operation of the Community Outreach Program in the Town of Plattsburgh for the period commencing December 1, 2024 and ending November 30, 2025; and,

WHEREAS, the Town Board has given consideration to the request of \$22,600. 00 for the contribution for the Outreach program and hereby does authorize the Supervisor to sign and execute said Agreement upon approval by the Town Attorney; therefore, be it

RESOLVED, that the Supervisor is hereby authorized to make payment in the net amount of twenty-two thousand six hundred dollars (\$22,600.00) to JCEO and that payment be made payable from the Town of Plattsburgh General Fund; and, it is further

RESOLVED, that an executed copy of this Agreement is returned to J.C.E.O for their files and that the Finance Manager be given a copy.

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. 025-039

Agreement with Troy & Banks, Inc.

WHEREAS, it is important to determine the accuracy of the franchise fees remitted to the Town of Plattsburgh; and

WHEREAS, the firm Troy & Banks, Inc. would like to enter into an agreement to examine the records of the Town of Plattsburgh television cable provider, in accordance with the applicable provision of the Franchise Ordinance; therefore, be it

RESOLVED, that the Town Board approve the retaining of the firm Troy & Banks, Inc. to examine said records and that the Supervisor is authorized to execute the attached agreement on behalf of the Town of Plattsburgh; and be it further

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

RESOLVED, that this Town Board meeting be adjourned at 6:09 PM.

Motion by: Charles A. Kostyk
Seconded by: Dana M. Isabella
Discussion: None

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk