

**TOWN OF PLATTSBURGH  
END OF THE YEAR TOWN BOARD MEETING  
December 19, 2019**

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

<b>MEMBERS:</b>	<b><u>PRESENT</u></b>	<b><u>ABSENT</u></b>
<b>Michael S. Cashman, Supervisor</b>	<b>x</b>	
<b>Thomas E. Wood, Councilor</b>	<b>x</b>	
<b>Meg E. LeFevre, Councilor</b>	<b>x</b>	
<b>Barbara E. Hebert, Councilor</b>	<b>x</b>	
<b>Charles A. Kostyk, Councilor</b>	<b>x</b>	
<b>Rickey J. Collins, Town Clerk</b>	<b>x</b>	
<b>James J. Coffey, Town Attorney</b>	<b>x</b>	

**Resolution No.019-210**

**Approve Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of November 14 and 21, 2019 be approved and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	

<b>Thomas E. Wood</b>	<b>x</b>
<b>Meg E. LeFevre</b>	<b>x</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

**Public Comment- none**

**RESOLVED**, that the abstract of audited claims **No.12C-19 (2463-2522)** for \$158,926.66 **Abstract 12C-(383-398)** prepays for the amount \$235,998.34 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

**Motion: Thomas E. Wood**  
**Seconded by: Meg E. LeFevre**  
**Discussion: none**

**Roll Call:**

**Yes** **No** **Absent** **Carried** **Tabled**  
 x

<b>Thomas E. Wood</b>	<b>x</b>
<b>Meg E. LeFevre</b>	<b>x</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

**Resolution No. 019-212**  
**Reports**

**Monthly Department**

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

Building and Grounds –November  
 November

Codes and Zoning-

Dog Control Officer -

Historian-

Highway Superintendent – November

Justice Court-

Parks and Recreation- November

Planning and Community  
Development – December

Safety Committee –  
November

Supervisors Financial Report-

Tax Receiver-

Town Clerk- November

Water Wastewater – November

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call:**

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

Thomas E. Wood	x
Meg E. LeFevre	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x

**Resolution No. 019-213**

**Town Board Meetings for 2020**

**RESOLVED**, that the Town Board "REGULAR" Monthly and Semi-Monthly meetings be held on the first and third Thursday respectively of each month at 6:00 P.M. prevailing time at the Town Hall on 151 Banker Road, Plattsburgh, New York; 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**, that, as needed, Town Board "INFORMAL" Work-Session meetings shall be held on the second and fourth Thursday of each month at 6:00 P.M. prevailing time at the Town Hall on 151 Banker Road, Plattsburgh, New York, pursuant to Section 62 of Town Law; and, it is 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 observances the Town Board does hereby change the dates of its respective scheduled meetings as follows:

**Thursday -November 26, 2020 Cancelled**

**Thursday- December 24, 2020 Cancelled**

**RESOLVED**, that a copy of the date changes be posted on the Town's website a copy of this Resolution be given to the Finance Manager.

**Motion: Charles A. Kostyk**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call:**

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

<b>Thomas E. Wood</b>	<b>x</b>
<b>Meg E. LeFevre</b>	<b>x</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

**Resolution No. 019-214**

**Committee Appointments For 2020**

**RESOLVED**, that Councilors Thomas E. Wood and Barbara E. Hebert be appointed to serve on the Assessing, Planning, and Zoning Committees for the year 2020. This Committee shall assist with rezoning, updating zoning, and matters concerning assessing; and, it is further

**RESOLVED**, that Councilors, Charles A. Kostyk and Barbara E. Hebert be appointed to the Auditing Committees for the year 2020. This Committee shall examine all vouchers presented to the Town Board for payment; and, it is further

**RESOLVED**, that Councilors Charles A. Kostyk and Meg E. LeFevre be appointed to serve on the Building and Grounds Committee for the year 2020. This Committee shall make reports and recommendations on all Town buildings and properties including special districts; and, it is further

**RESOLVED**, that Councilors Meg E. LeFevre and Charles A. Kostyk be appointed to serve on the Community Services and Ambulance Committees for the year 2020. 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 Councilor Barbara E. Hebert be appointed to serve on the Finance Committee for the year 2020 and is to report to the Town Supervisor and Town Board its findings, and, it is further

**RESOLVED**, that Councilors Thomas E. Wood and Barbara E. Hebert be appointed to serve on the Highway Committee for the year 2020. 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 Thomas E. Wood and Barbara E. Hebert be appointed to serve on the Justice Court Committee for the year 2020 This Committee shall advise the office staff and make report of conditions and recommendations to the Town Board; and, it is further

**RESOLVED**, that Councilors Meg E. LeFevre and Charles A. Kostyk be appointed to serve on the Personnel Committee for the year 2020. This Committee shall advise the office staff and make a report of conditions and recommendations to the Town Board; and, it is further

**RESOLVED**, that Councilors Charles A. Kostyk and Thomas E. Wood be appointed to serve on the Safety Committee for the year 2020. This Committee shall review all reported employee accidents, preside over employee safety meetings, and make reports and recommendations to the Town Board; and, it is further

**RESOLVED**, that Councilors Meg E. LeFevre and Charles A. Kostyk be appointed to serve on the Water and Wastewater Committee for the year 2020 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 Charles A. Kostyk and Meg E. LeFevre be appointed to serve on the Youth Services and Recreation Committee for the year 2020. This Committee shall advise the Youth Services and Recreation Director and make a report of conditions and recommendations to the Town Board.

**Motion to wave reading proceed to vote: Barbara E. Hebert**

**Seconded by: Meg E. LeFevre**

**Discussion: yes**

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>	<u><b>Absent</b></u>	<u><b>Carried</b></u>	<u><b>Tabled</b></u>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution No.019-215**  
**2020**

**Fire District Liaison for**

**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 Barbara E. Hebert 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 Meg E. LeFevre 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 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 Department; and, it is further

**RESOLVED**, that the liaison write a letter to each District and Department advising each of their appointment and offering their assistance as Town Board member for the year 2020.

**Motion: Charles A. Kostyk**

**Seconded by: Thomas E. Wood**

**Discussion: none**

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>	<u><b>Absent</b></u>	<u><b>Carried</b></u>	<u><b>Tabled</b></u>
				<b>x</b>	

<b>Thomas E. Wood</b>	<b>x</b>
<b>Meg E. LeFevre</b>	<b>x</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

**Resolution No. 019-216**

**Deputy Supervisor Appointment For 2020**

**RESOLVED**, pursuant to Section 42 of the Town Law that Councilor Meg E. LeFevre be reappointed by the Supervisor to serve at his pleasure as Deputy Supervisor for the Town of Plattsburgh for 2020; and, be it further

**RESOLVED**, that take an oath of office within thirty days of this Resolution and, in the absence of the Supervisor, that Meg E. LeFevre be given Signatory authority in the same capacity as the Town Supervisor currently is; and, be it further

**RESOLVED**, that copies of this Resolution be given to Ms. LeFevre, one be placed in her personnel file and one sent to the New York State Retirement Board.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: Yes**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	

<b>Thomas E. Wood</b>	<b>x</b>
<b>Mcg E. LeFevre</b>	<b>Adstain</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

*Resolution No. 019-217*

*Appointment of A 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 relate 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 to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: none**



**Roll Call:**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

**Resolution NO. 19-218**

**Appointment Of Court Clerks**

**RESOLVED**, to receive and place on file a letter dated December 10, 2019 from Town Justice Joyce and Town Justice Mannix appointing Pamela St. John and Sandra Perry as full time Court Clerks for the Town of Plattsburgh Town Justices for 2020; and, be it further

**RESOLVED**, that a copy of this Resolution be placed in each of their personnel files and one sent to the State Retirement Board; and, be it further

**RESOLVED**, that Ms. St. John and Ms. Perry take an oath of office within thirty days of this Resolution

**Motion to wave the reading proceed to vote: Meg E. LeFevre**

**Seconded by: Charles A. Kostyk**

**Discussion: Yes**

**Roll Call:**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

**Resolution No.019-219**

**Appointment of Roger Black as a Member of the  
Zoning Board Of Appeals**

**WHEREAS**, Roger Black, a resident of the Town of Plattsburgh, is willing to continue to serve as a full time member of the Zoning Board of Appeals; therefore, be it

**RESOLVED**, that as per Local Law #1 of 1999 and with the attached letter of recommendation of Stephen M. Imhoff, Codes Enforcement Department Head, the Town Board does hereby reappoint Mr. Black to the Zoning Board of Appeals for a five (5) year term to expire December 31, 2025; and, be it further

**RESOLVED**, that Mr. Black take an oath of office within thirty days of this appointment and a copy of this Resolution be given to the ZBA Board Chairperson, Mr. Black and to Steve Imhoff, Department Head.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call:**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				<b>x</b>	
Thomas E. Wood	<b>x</b>				
Meg E. LeFevre	<b>x</b>				
Barbara E. Hebert	<b>x</b>				
Charles A. Kostyk	<b>x</b>				
Michael S. Cashman	<b>x</b>				

**Resolution No. 019-220**

**Planning Board Appointment**

**WHEREAS**, Jeff Wagner has been on the Planning Board and wishes to continue serving as a regular Planning Board member; therefore, be it

**RESOLVED**, that the Town of Plattsburgh Town Board does hereby reappoint Jeff Wagner to the Planning Board for a term to expire 12/31/2027; and be it further

**RESOLVED**, Mr. Wagner take his oath of office within thirty days of this resolution and that a copy of this Resolution be given to Trevor Cole, Planning Department Head, the Chairperson of the Planning Board, Tim Palmer and a certified copy also be given to Mr. Wagner.

**Motion to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Meg E. LeFevre**

**Discussion: Yes**

**Roll Call:**

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

Thomas E. Wood	x
Meg E. LeFevre	x
Barbara E. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x

**Resolution NO. 019-221**

**Planning Board Appointment**

**WHEREAS**, a vacancy exist on the Planning Board for a Board Member; and

**WHEREAS**, Debbie Blake has been an alternate on the Planning Board and is willing to serve as a regular Planning Board member; therefore, be it

**RESOLVED**, that the Town of Plattsburgh Town Board does hereby appoint Debbie Blake to the Planning Board for a term to expire 12/31/2027; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Planning Department Head, Trevor Cole, the Chairperson of the Planning Board, Tim Palmer and a certified copy also be given to Ms. Blake.

**Motion to wave the reading proceed to vote: Meg E. LeFevre**

**Seconded by: Barbara E. Hebert**

**Discussion: Yes**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b> <b>x</b>	<b><u>Tabled</u></b>
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

*Resolution No. 019-222      Resolution authorizing Supervisor to enter into Agreement with James J. Coffey, Esq. to provide legal services*

**WHEREAS, the Town Board of the Town of Plattsburgh wishes to retain the services of James J. Coffey, Esq. as an independent contractor that is an appointed official to provide legal services on behalf of the Town.**

**WHEREAS, James J. Coffey, Esq. has offered to provide legal services to the Town.**

**WHEREAS, the Town desires to retain James J. Coffey to perform legal services.**

**NOW THEREFORE, the Town Board of the Town of Plattsburgh in regular session duly convened does hereby:**

1. Authorize the Supervisor to execute the attached Agreement with James J. Coffey, Esq. to furnish and perform Legal Services for the Town which are the subject of the attached Agreement.
2. For the above services as outlined, the Attorney will submit an appropriate voucher to the Town for audit and payment of the Legal Services rendered during the prior month.
3. James J. Coffey, Esq. will be entitled to protection under the Public Officials Liability Policy of the Town.
4. This Resolution shall take effect immediately.

**Motion to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Meg E. LeFevre**

**Discussion: Yes**

<b>Roll Call:</b>	<u><b>Yes</b></u>	<u><b>No</b></u>	<u><b>Absent</b></u>	<u><b>Carried</b></u>	<u><b>Tabled</b></u>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution NO. 19-223**  
**Agreement**

**Drug and Alcohol Testing Program**

**WHEREAS**, the Town of Plattsburgh desires to continue implementing 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, 2020 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 Cool Insurance.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**  
**Seconded by: Charles A. Kostyk**  
**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution No. 019-224**

**JCEO Services Agreement 2020-2021**

**WHEREAS**, the Town of Plattsburgh Town Board is in receipt of the 2020-2021 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, 2019 and ending November 30, 2020; and,

**WHEREAS**, the Town Board has give consideration to the request of \$21,123.00 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 one thousand one hundred twenty three dollars (\$21,123.00) 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 to wave the reading proceed to vote: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution No. 019-225**  
**Management**  
**Agreement**

**Town of Plattsburgh Web Site**  
**Independent Contractor/Consultant**

**WHEREAS**, the consulting firm Kimmel Technology Integration Services 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 2020; 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 to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call:**

**Yes No Absent Carried Tabled**

**x**

<b>Thomas E. Wood</b>	<b>x</b>
<b>Meg E. LeFevre</b>	<b>x</b>
<b>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

**Resolution No.019-226**

**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, 2019 to December 31, 2019 upon completion in January 2020; and

**WHEREAS**, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2019 Budget, sufficient funds to pay for the renewal of a one-year contract with Agency; and

**WHEREAS**, the Agency has submitted a proposed contract dated as of the first day of January 2020 for a one-year renewal of the annual contract between Agency and Town at the rate of \$27.00 per person to be paid by Town to Agency upon execution of said contract by the Town; and

**WHEREAS**, the Town Attorney has approved as to form the one-year contract submitted by the 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 2020; and, be it further

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

**Motion to wave the reading proceed to vote: Meg E. LeFevre**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
Thomas E. Wood	<b>x</b>				
Meg E. LeFevre	<b>x</b>				
Barbara E. Hebert	<b>x</b>				
Charles A. Kostyk	<b>x</b>				
Michael S. Cashman	<b>x</b>				

**Resolution NO. 019-227**

**Municipal Property and Liability Insurance Renewal**

**WHEREAS**, it is necessary for the Town of Plattsburgh to provide risk management services and municipal property and liability insurance; therefore be it

**RESOLVED**, that the Supervisor is authorized to renew its Agreement with the Cool Insuring Agency Inc., principally located at 2 Country Club Rd, Ste 1 Queensbury, NY 12804 to provide Risk Management Services and as insurance broker for the Town to provide Municipal Insurance coverage; and be it further

**RESOLVED**, that, after careful review of the Town's needs and market options the Town Board wishes to renew property and liability insurance for the period January 10, 2020 to January 10, 2021 shall be provided by NYMIR Reciprocal, endorsements as warranted during said period; and, be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager and the Supervisor be authorized to sign all related documentation with NYMIR and Cool Inc.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call:**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				<b>x</b>	
Thomas E. Wood	<b>x</b>				
Meg E. LeFevre	<b>x</b>				
Barbara E. Hebert	<b>x</b>				
Charles A. Kostyk	<b>x</b>				
Michael S. Cashman	<b>x</b>				

**Resolution No. 19-228**

**Elmore SPCA Agreement**

**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 Elmore SPCA, Inc. 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, Dog Control Officer and Elmore's SPCA Peru, New York 12972 .

**Motion to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution No. 019 –229**

**CVPH Ambulance AND MVSFAS**  
**Service Agreement**

**RESOLVED**, after review and approval by the Town Attorney, the renewal Agreement, between the CVPH Ambulance Service, Inc. as well as Morrisonville/Schuyler Falls Volunteer Ambulance Service, and the Town of Plattsburgh are and the same hereby is approved for the period of January 1, 2020 through December 31, 2020; and it is further

**RESOLVED**, that the Supervisor be and he hereby is authorized to sign said Agreements for the Town; and be it further

**RESOLVED**, that a copy of this Resolution and contract Agreement be given to the Finance Manager and the CFO for EMT of CVPH Ambulance and Morrisonville/Schuyler Falls Volunteer Ambulance Service, respectively.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: Yes**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**Resolution No. 019-230**

**Replacement of Floor Grates In The Town  
Highway Garage**

**WHEREAS**, a letter was received from Rick Rascoe, Building Maintenance Supervisor, concerning the condition of the Town Highway Garage grates and drains; and

**WHEREAS**, Mr. Rascoe has received quotes from three companies; and

**WHEREAS**, H&M Steel, Inc. of 61 Trade Road, Plattsburgh, NY 12901 has submitted a bid in the amount of \$6,621.00 for the purchase of materials: therefore, be it

**RESOLVED**, that the Supervisor be and he hereby is authorized to sign all related documents relative to the purchase for repairs to be made, payable from the General Fund Budget Equipment & Capital Outlay Account # A1620.4100.0000 and that a copy of this Resolution be given to Mr. Rascoe, Building Maintenance Supervisor.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

<b>Roll Call:</b>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	

<b>Thomas E. Wood</b>	x
<b>Meg E. LeFevre</b>	x
<b>Barbara E. Hebert</b>	x
<b>Charles A. Kostyk</b>	x
<b>Michael S. Cashman</b>	x

**Resolution No. 019-231**

**Easement Authorization NYSEG**  
**Electric Service May Currier Well Site**

**WHEREAS**, a letter was received from New York State Electric and Gas (NYSEG) requesting a 30 foot easement to provide new 3 phase electrical service to May Currier Well Site from Tom Miller Road and;

**WHEREAS**, NYSEG will pay One Dollar (\$1.00) as consideration when signed easement is returned. A stamped, self-addressed envelope has been included to return the Easement; so therefore be it

**RESOLVED**, that the Town Supervisor be authorized to sign said Easement and that a certified copy of said resolution be returned to New York State Electric and Gas as requested.

**Motion to wave the reading proceed to vote: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

<b>Roll Call:</b>	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	

<b>Thomas E. Wood</b>	x
<b>Meg E. LeFevre</b>	x
<b>Barbara E. Hebert</b>	x
<b>Charles A. Kostyk</b>	x
<b>Michael S. Cashman</b>	x

**WHEREAS**, the necessity to continue maintenance and improvements of roadside drainage ditches and the storm water drainage systems within the Town requires the need for additional drainage pipes; and,

**WHEREAS**, Tim DuBrey, Highway Superintendent, has submitted a letter dated December 18, 2019, requesting permission to place an order for culvert pipes : and

**WHEREAS**, the total estimated cost of said pipes is \$8,197.45; therefore, be it

**RESOLVED**, that the Town Board hereby approve the purchase of culvert pipes and that the Highway Superintendent is hereby authorized to make said purchase; and, be it further

**RESOLVED**, that payment for said purchase will be made payable from the 2019 Drainage Pipe Account # DA-5112-4300 and that a copy of this Resolution be given to the Finance Manager and Highway Superintendent .

**Motion to wave the reading proceed to vote: Meg E. LeFevre**

**Seconded by: Charles A. Kostyk**

**Discussion: Yes**

**Roll Call:**

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u>	<u>Tabled</u>
				x	
Thomas E. Wood	x				
Meg E. LeFevre	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				

**Resolution No. 019-233**

**Non- Union Employee**

**WHEREAS**, the current Policy between the Town of Plattsburgh Board and Non-Union Employees will expire on December 31, 2019; and

**WHEREAS**, the Town of Plattsburgh Board does wish to continue the current Policy to such a time that any changes can be made in consultation with Public Sector HR Consultants LLC, and now, therefore be it

**RESOLVED**, the Town of Plattsburgh Board does hereby adopt a 2.8% wage increase as parity with the Union (Teamsters) Contract by way of this resolution **EFFECTIVE 1/1/2020**; and,

**RESOLVED**, that a copy of this resolution given to the Finance Manager and non-union employees.

**Motion to wave the reading proceed to vote: Barbara E. Hebert**

**Seconded by: Meg E. LeFevre**

**Discussion: Yes**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Meg E. LeFevre</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

**RESOLVED**, that this Town Board meeting be adjourned at 6:21 PM.

**Motion by: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: none**

<b>Roll Call:</b>	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Carried</u></b>
			<b>x</b>
Thomas E. Wood	x		
<b>Meg E. LeFevre</b>	x		
<b>Barbara E. Hebert</b>	x		
<b>Charles A. Kostyk</b>	x		
<b>Michael S. Cashman</b>	x		

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**Respectfully Submitted**



**Rickey Collins, Town Clerk**





# TOWN OF PLATTSBURGH

## DEPARTMENT OF CODES & ZONING

*Stephen M. Imhoff* | Code Enforcement Officer  
*Allen W. Reece* | Code Enforcement Officer  
*Drew Arthur* | Code Enforcement Officer  
*Donna Primiano-Masten* | Codes & Zoning Secretary

151 BANKER RD, PLATTSBURGH, NY 12901-7307  
PHONE: (518) 562-6840 | TDD: (800) 662-1220 | FAX: (518) 562-6844

*Michael Cashman*  
Supervisor

*Meg LeFevre*  
Deputy Supervisor/Councilor

*Thomas E. Wood*  
Councilor

*Charles A. Kostyk*  
Councilor

*Barbara E. Hebert*  
Councilor

*Rickey J. Collins*  
Town Clerk

*Matthew Favro*  
Deputy Town Attorney

To: Honorable Michael S. Cashman, Town Supervisor  
Members of the Town Board

From: Stephen M. Imhoff  
Code Enforcement Official

Re: December, 2019 Monthly Report

### THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 16 Building permits were requested this month.
- 15 Building Permits were issued this month.
  - Permit(s) issued current month, paid/requested in a prior month.
- 1 Permit(s) requested current month, not issued yet (under review/requires additional information).
- 1 Permit(s) requested previous month, requires additional information from applicant.
  - Permit(s) requested current month – still pending letter from Planning Board.
  - Permit(s) issued current month, no fee required.
- 2 Matter(s) before Zoning Board of Appeals
  - Permit(s) pending Town Board/Planning Board Action.
- 6 Inspection(s) (example: wood stove/fire/code violation/zoning compliance letters).
  - Temporary Certificate of Occupancy –
- 2 Burn Permits

<i>Residential:</i>	<i>10</i>	<i>\$50,700.00</i>
<i>Commercial &amp; Industrial:</i>	<i>13</i>	<i>\$400,000.00</i>
<i>Total:</i>	<i>23</i>	<i>\$450,700.00</i>

**RESIDENTIAL:**

**DOLLAR AMOUNT:**

-	Single Family Residence		\$
-	Multi-Family Residence – Duplex		\$
-	Garage, Attached		\$
-	Garage, Detached		\$
-	Erect Seasonal Camp		
-	Leanto/Carport		\$
-	Concrete Slab/Gravel Pad		\$
-	Bilco Door		
6	Addition and/or Renovation of Residence	\$	39,000.00
-	Repair Foundation –	\$	
-	Erect a Deck, Porch, or Gazebo	\$	
-	Erect Roof over Existing Deck	\$	
-	Erect a 3 Season Sun Room	\$	
-	Erect Handicap Ramp	\$	
1	Erect/extend a Utility/Machine Shed	\$	2,200.00
-	Installation of In-Ground Pool	\$	
-	Installation of Above-Ground Pool	\$	
-	Installation of Hot Tub	\$	
-	Demolition	\$	
-	Installation of Propane Fireplace/Wood Stove/Pellet Stove	\$	
-	Installation of Outdoor Wood Boiler		
1	Install/Upgrade Generator	\$	9,500.00
-	Electrical Upgrade	\$	
-	Solar Panel Array	\$	
-	Chimney Repair/Stone Veneer	\$	
-	Install Replacement Heating System	\$	
-	Erect a Pole Barn	\$	
-	Remove Manufactured Home	\$	
-	Park and occupy manufactured home in Mobile Home Park	\$	
-	Park and occupy manufactured home on private lot	\$	
3	Renewals		
1	Burn Permits		
1	Other – Day Care Inspection/Foster Care Inspection		

**COMMERCIAL AND INDUSTRIAL:**

**DOLLAR AMOUNT:**

1	Erect/Addition Commercial Building		
	Bluff Point Golf LLC – 76 Bluff Pt Rd (Seasonal Cottages)		
		\$	250,000.00
1	Repair and/or Alteration of commercial building	\$	50,000.00
-	Commercial roofing job	\$	
-	Alter tenant/commercial space	\$	
1	Storage Building – construct new storage building	\$	100,000.00
-	Public Utilities		
-	Wireless Telecommunications	\$	
-	HVAC Replacement		
-	Fire Suppression System	\$	
-	Seismic Engineered Pallet Rack Storage System	\$	
-	Solar System		
-	Charging Station	\$	
4	Erect/repair signage	\$	
-	Temporary Banners/Signs		
-	Installation of LPG tank		
-	Installation of gasoline tank		
-	Convert residential house to commercial use	\$	
-	Occupy Commercial Business		
-	Demolition		
1	Burn Permit		
5	Other – Zoning Compliance Letters		
	<i>Residential:</i>	<i>10</i>	<i>\$50,700.00</i>
	<i>Commercial &amp; Industrial:</i>	<i>13</i>	<i>\$400,000.00</i>
	<b><i>Total:</i></b>	<b><i>23</i></b>	<b><i>\$450,700.00</i></b>

# Permit Monthly Report

12/01/2019 - 12/31/2019

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
<b>December 2019</b>						
191201	12/02/2019	Bluff Point Golf LLC	Commercial New	76 Bluff Point Dr SBL#: 246.-1-9.1	\$250,000.00	\$1,102.40
<b>Description of Work:</b> ERECT 2 SINGLE UNIT and 1 FOUR UNIT ACCESSORY SEASONAL COTTAGES ON GOLF COURSE						
2019-47	12/02/2019	Whitney Bobbin	Foster Care Inspections	2195 Rt 3 SBL#: 203.4-4-20		\$25.00
<b>Description of Work:</b> FOSTER CARE HOME INSPECTION						
2019-48	12/03/2019	Executive Properties of Platts	Zoning Compliance Letter	7 Fay Ln SBL#: 205.1-1-18.23		\$50.00
<b>Description of Work:</b> ZONING COMPLIANCE LETTER						
2019-49	12/03/2019	Executive Properties of Platts	Zoning Compliance Letter	18 Fay Ln SBL#: 205.1-1-18.52		\$50.00
<b>Description of Work:</b> ZONING COMPLIANCE LETTER						
2019-50	12/03/2019	Lilsay Holding Company LLC	Zoning Compliance Letter	453 Rt 3 (Lilsay Holding Company LLC) SBL#: 206.4-4-3		\$50.00
<b>Description of Work:</b> ZONING COMPLIANCE LETTER						
19-45	12/03/2019	The Barracks Inc	Burn Permit	24 Golf Course Rd SBL#: 233.-1-20.14		
<b>Description of Work:</b> BURN PERMIT						
191202	12/04/2019	Robert Jewell	Generator	493 Rand Hill Rd SBL#: 191.-2-59.11	\$9,500.00	\$50.00
<b>Description of Work:</b> INSTALL GENERATOR						
191203	12/06/2019	Marion Norton	Sign	1645 Military Tpke SBL#: 206.3-1-10		\$100.00
<b>Description of Work:</b> PLACE A 49 SF FREE STANDING SIGN AT THE PROPERTY						
191204	12/06/2019	Nicole Hackett	Alteration	345 Rand Hill Rd SBL#: 190.-2-9	\$3,500.00	\$50.00
<b>Description of Work:</b> CONVERT SINGLE FAMILY DWELLING INTO A DUPLEX						

# Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
191205	12/11/2019	Wayne Gonyea	Alteration	2003 Rt 22B SBL#: 205.4-1-4	\$8,000.00	\$96.00
<b>Description of Work:</b> CONVERT EXISTING GARAGE INTO A ONE-BEDROOM APARTMENT						
191206	12/11/2019	Henry LaFountain	Commercial New	10 Big Hank Plz SBL#: 220.-1-16.43	\$100,000.00	\$1,600.00
<b>Description of Work:</b> CONSTRUCT NEW 40 X 100 BUILDING						
191207	12/16/2019	Adirondack Coast Vineyards	Garage Addition	7411 Rt 9 SBL#: 181.-3-8	\$2,200.00	\$50.00
<b>Description of Work:</b> CONSTRUCT 12 X 16 SHED IN REAR YARD						
191208	12/16/2019	Peggy Garrow	Alteration	404 Rand Hill Rd SBL#: 191.-2-52	\$15,000.00	\$150.00
<b>Description of Work:</b> DEMO AND RENOVATE INTERIOR OF HOME; REPLACE ELECTRICAL AS NEEDED.						
2019-52	12/16/2019	Westwood Apartments	Zoning Compliance Letter	1-40 Westwood Dr SBL#: 220.-8-26		\$50.00
<b>Description of Work:</b> ZONING COMPLIANCE LETTER REQUEST						
191209	12/19/2019	Apple Care, Inc.	Sign	7091 Rt 9 (Maken Motel) SBL#: 194.13-2-25		\$50.00
<b>Description of Work:</b> CHANGE WORDING ON EXISTING 7.5 SF FREE STANDING SIGN FROM "MAKEN MOTEL" TO "CITY MOTEL"						
191210	12/19/2019	JCEO of Clinton & Franklin	Commercial Remodel	4614 Rt 9 (Vacant) SBL#: 233.-1-41.2	\$50,000.00	\$1,702.00
<b>Description of Work:</b> COMPLETE INTERIOR RENOVATION OF EXISTING BUILDING FOR USES AS OFFICES.						
2019-53	12/19/2019	Courtney Downs	Zoning Compliance Letter	88 Banker Rd SBL#: 205.4-2-28		\$50.00
<b>Description of Work:</b> ZONING COMPLIANCE LETTER REQUEST						
19-46	12/19/2019	David Hinsman	Burn Permit	23 Bristol Rd SBL#: 194.2-2-36		
<b>Description of Work:</b> BURN PERMIT						

# Permit Monthly Report

Permit #	Issue Date	Owner	Permit Type	Property Location	Valuation	Amount
191211	12/20/2019	Sporn-Smithfield LLC	Sign	71-75 Smithfield Blvd (Elevate 518 Nutrition -Suite 102) SBL#: 206.4-2-1.52		\$50.00
<b>Description of Work:</b> PLACE A 9 SF SIGN ON BUILDING						
191212	12/20/2019	Emily Hoeh	Alteration	20 Genesee Ln SBL#: 208.8-1-24	\$7,000.00	\$70.00
<b>Description of Work:</b> REMOVE DAMAGED ROOF SHINGLES AND SHEATHING AND REPLACE WITH NEW, INCLUDING SOFFIT AND FASCIA						
191213	12/23/2019	Tom Miller Rd Properties LLC	Sign	240 Tom Miller Rd SBL#: 206.-2-1.2		\$150.00
<b>Description of Work:</b> PLACE A NEW 19.6 SF BUILDING SIGN AND ADD A 7.54 SF SIGN TO EXISTING FREE STANDING SIGN AT PROPERTY						
191214	12/31/2019	Thomas Vidulich	Alteration	7 Joshua Dr SBL#: 245.-10-11	\$4,500.00	\$50.00
<b>Description of Work:</b> INSTALLING TWO (2) WINDOWS IN HOME						
191215	12/31/2019	Heather O'Neill	Alteration	1924 Rt 3 SBL#: 204.-2-3.2	\$1,000.00	\$50.00
<b>Description of Work:</b> INSTALL AN ENTRANCE DOOR INTO APARTMENT						
<b>December 2019 Total:</b>					\$450,700.00	\$5,595.40
<b>Reporting Period Total:</b>					\$450,700.00	\$5,595.40

**TOWN BOARD LIAISON COMMITTEE  
MONTHLY REPORT  
PLANNING & COMMUNITY DEVELOPMENT  
JANUARY 3, 2019**

◆ **Planning Board Agenda:**

- November 19, 2019 & December 17, 2019 –see attached summary of Planning Board Actions
- January agenda attached - 3 Items

◆ **Town Board Items:**

- Annexation- Estoppel Notice for purchase of lands on Reeves lane
- CFA 2019- Funds available through Regional Waterfront Committee from 2016 Award. We have applied for BMG Phase I construction.
- Zoning Ordinance update 2020- TB resolved to hire Chazen. Kickoff in January
- MOA with City for trail connection (Terry Gordon to BMG)
- Requests for Quotes for Rugar/Ampersand & BMG Phase 1-1A coming soon.

◆ **Meetings attended by Planning staff:**



- December 3- Coordinated Transportation (Human Services)
- December 3 - Planning & Zoning Monthly meeting
- December 10 – Sub Safety Committee Meeting (with Scott & Alison)
- December 11- Cumberland Head Park Meeting
- December 11 – Meet with Joe T. SGP
- December 12 –Department Head Meeting
- December 12 –Luncheon at Legion for Senior Fitness Group (HTH & Battlefield presentation)
- December 17 – Planning Board Meeting
- December 18 –Phone conference with Peter Loyola (Upstone Mine)

◆ **Telecommunications Projects:** None

◆ **Freedom of Information (FOIL) Requests Completed:**

- Jeffrey Burns for Homesteads on Ampersand (12/19/2019)

◆ **Community Development**

- Smart Growth Plan complete! Proceed to implementation and zoning update
- CEC grant contract underway. Proceed with implementation of remaining item (VFDs), seek reimbursement.
- American Battlefields Protection Program funded interpretive plan - Complete
- Healthy Neighborhoods Grant for CH tiling – funds may transfer to Cadyville trails
- DASNY Grant- Battlefields Memorial Gateway- Elan engineered plans for Phase IA (multi-use path). Proceed with spring/summer

- Everest Rabideau Park Renovation Planning – Public input meeting at CH Fire Dept on Jan 8 @ 6:00. 1000- letters sent to residents within the district.
- Hometown Heroes- All banners are down and stored. 1 damaged beyond repair, 50/50 split on cost with Loreman's. Approximately 17 need minor repair. 4 new applications received for 2020.
- River Run mini-tri – Scheduled for August 8, 2020. Planning has begun, coordinating with Town of Saranac- first meeting January 14, 2020.

◆ **Local Waterfront Revitalization Program (LWRP) Grant (Comprehensive Plan Initiative):**

- DASNY Grant Application (Jetties) Phase I \$50k, Phase II \$200k. Phase I-IA design complete. Projected 2020 construction.
- Coordination with CP Rail essential for work beyond Phase IA. Planning will send CP materials for consideration and comment.
- 2016 CFA funding application to Regional Waterfront Committee for BMG. Very favorable response. Notification of awards in January.

◆ **Complete Streets/Trails:**

- Coordinated with NYSDOT & City to plan for connection of BMG path to the City's Terry Gordon path. NYSDOT very supportive of connection and inclusion into Empire State Trail with possible funding in 2020.
- MOA between City & Town for trail connection
- Possible new trails to be developed at Everest Rabideau Park
- Town wrote grant application on behalf of SRTG for trail improvements \$5000 Awarded! Next Steps: Find Matching funds for implementation.
- Rugar Street/Ampersand intersection improvements. AES Northeast 99% complete design. Project cost approximately ~~\$750k~~ \$634K.

◆ **Other**

- Planning & Community Development Department Intern- Rob Pollaro completed the internship. Street light data collected successfully. Potential for 2020 internship.
- Staff training – Trevor to attend AOT NY in February. Jessica to attend NYPF training, Bolton Landing in April.
- Mark Schachner review of SEQRA Resolutions (see attached memo)
- Next Town Board Liaison Committee Update Meetings: January 31, 2020, February 28, 2020, April 3, 2020, May 1, 2020, May 29, 2020.



♦ **Design Review/Subdivision and Site Plan Projects Approved and/or Under Construction:**

<b>Project Name</b>	<b>Status</b>	<b>Status Change</b>	<b>Date Updated</b>	<b>Notes</b>
Cadyville Fire Department Add. SP 2018	Signed DPP	N	5/2/19	
Trustworthy Site Plan 2019	Signed DPP	N	10/24/19	
SUNY POLY Norsk Site Plan Modification 2017	Signed DPP	N	4/27/18	
Town Fair Tire Site Plan 2019	Signed DPP	N	10/21/19	
NCC Systems Site Plan 2019	Signed DPP	N	10/31/19	
CVPH Health Plaza SP 2016	As-Built revisions requested	Y	12/26/19	
UMS Properties Parking Expansion SP 2018	AsBuilt Signed	Y	12/23/19	
Plattsburgh Community Housing Site Plan 2019	Signed DPP	N	10/8/19	
Running Site Plan 2019	AsBuilt Signed	Y	12/24/19	
UPS Facility Expansion Site Plan 2019	Signed DPP	N	9/17/19	

Project Name	Status	Status Change	Date Updated	Notes
Poirier True Value Site Plan 2019	Signed DPP	N	6/18/19	
Panera Bread Site Plan & SUP 2019	Signed DPP	N	6/25/19	
UMS Properties Temp. Office Site Plan 2019	AsBuilts Signed-Request for 3%	Y	12/23/19	
North County Veterans Site Plan 2019	Asbuilts Signed	Y	12/24/19	
South Junction Transload Facility	Signed DPP	N	8/2019	
Upstone Baker Pit/Mine SUP & SP 2019	Signed DPP	N	7/11/19	
Johns Manville SP Phase I	Signed DPP	N	7/19/19	
Monaghan Medical Site Plan 2018	Signed DPP	N	7/19/19	
Graystone Site Plan 2019	AsBuilts Signed-Request for 3%	Y	12/23/19	
Eastern Insuring Site Plan 2019	80% AsBuilt Memo Sent- Temp CofO	Y	12/9/19	
PMLD Site Plan 2019	AsBuilts Signed	Y	12/31/19	
Johns Manville Site Plan 2019	Signed DPP	N	9/4/19	

[illegible]

**TOWN OF PLATTSBURGH  
PLANNING BOARD MEETING  
AGENDA  
JANUARY 21, 2020**

- ITEM #1      KASPRZAK SUBDIVISION 2019-** Request for a 2 lot split/merge subdivision separating 1.72 acres of land from tax map parcel #206.-1-18.1 and merging with tax map parcel # 206.-1-18.4. Located on Tom Miller Rd. with public water and public sewer; Zoned C; Tax Map Parcel #206.-1-18.1; Owner: Donald & Susan Kasprzak; Applicant: PP Enterprises of Plattsburgh; Surveyor: Dean Lashway **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN REVIEW**
- ITEM #2      NORTHWOODS SUPPORTIVE HOUSING SUBDIVISION 2018-** Request for a 4 lot subdivision. Lot 6A will be 12.98 acres with an associated site plan, lot 6B will be 2.61 acre new buildable lot, lot 6 will be 44.63 acres of remaining lands, and a 2.24 acre right of way lot to be conveyed to the Town. Located at 285 Tom Miller Rd. with public water and public sewer; Zoned C; Tax Map Parcel #206.-6-4.1. Owner: McCarthy Brothers Real Estate; Applicant: Housing Visions Consultants; Engineer: AEDA **SEQRA RE-AFFIRMATION & DETAILED PRELIMINARY PLAN REVIEW RENEWAL**
- ITEM #3      SPORN SITE PLAN & SPECIAL USE PERMIT 2020 -** Request for a pick up window to an existing building for a proposed fast food franchise. Located at 71-75 Smithfield Blvd. with public water and public sewer; Zoned C; Tax Map Parcel 206.4-2-1.52. Owner/Applicant: Sporn-Smithfield LLC Engineer: RMS **SKETCH PLAN REVIEW**

**TOWN OF PLATTSBURGH  
PLANNING BOARD APPROVALS  
DECEMBER 17, 2019**

- ITEM #1      KASPRZAK SUBDIVISION 2019-** Request for a 2 lot split/merge subdivision separating 1.72 acres of land from tax map parcel #206.-1-18.1 and merging with tax map parcel # 206.-1-18.4. Located on Tom Miller Rd. with public water and public sewer; Zoned C; Tax Map Parcel #206.-1-18.1; Owner: Donald & Susan Kasprzak; Applicant: PP Enterprises of Plattsburgh; Surveyor: Dean Lashway  
**SKETCH PLAN APPROVAL**
- ITEM #2      MEDISCA SITE PLAN MODIFICATION 2019-** Request to modify a previously approved site plan and to construct a 100,000 sq. ft. manufacturing building with access drives, parking lots and related site improvements. Previous approval was for a 60,000 sq. ft. building. Located on Banker Rd. with public water and public sewer; Zoned IP; Tax Map Parcel #205.-2-5.2. Owner/Applicant: Medisca Properties; Engineer: AEDA **SEQRA DETERMINATION & SKETCH/DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #3      PLATTSBURGH QUARRY EXPANSION SITE PLAN & SPECIAL USE PERMIT 2019 -** Request for a 23 +/- acre life of mine expansion of a currently operating rock quarry. Located at 111 Quarry Rd. with public water and public sewer; Zoned I & R2; Tax Map Parcel 207.-1-4. Owner/Applicant: Upstone Materials, Inc. Engineer: CLA Site. **SKETCH PLAN INCOMPLETE**
- ITEM #4      TAMER SUBDIVISION 2019 -** Request to subdivide an 85 acre parcel into 2 parcels. Lot 1 being 11.4 acres of hay field and lot 2 being 73.6 acres of wooded land. Located on State Route 374 with public water and private sewer; Zoned R2; Tax Map Parcel #203.-1-20. Owner/Applicant: Marguerite & Julie Tamer; Surveyor: Mark Petrashune **SEQR DETERMINATION & SKETCH/DETAILED PLAN APPROVAL**

**TOWN OF PLATTSBURGH  
PLANNING BOARD APPROVALS  
NOVEMBER 19, 2019**

**ITEM #1    OLD BUSINESS-APPROVED**

**ITEM #2    DELLA TOYOTA INVENTORY PARKING LOT SITE PLAN 2019-** Request to construct a parking facility for 130-150 vehicles with associated stormwater management. Located at 32 Della Drive with public water and public sewer; Zoned C; Tax Map Parcel # 206.-1-26.114; Owner/Applicant: Familgia Della LLC; Engineer: AEDA **SEQR DETERMINATION & DETAILED PLAN APPROVAL**

**ITEM #3    DELLA KIA SITE PLAN 2019-** Request to construct a 13,500 +/- sq. ft. automobile dealership with parking for 150 +/- vehicles and associated site improvements. Located on Della Drive with public water and public sewer; Zoned C; Tax Map Parcel # 206.-1-26.113; Owner/Applicant: Familgia Della LLC; Engineer: AEDA **SEQR DETERMINATION & DETAILED PLAN APPROVAL**

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Certified Copies	Certified Copies	30	340.00	
	Misc. Fees	Photocopies	2	86.00	
	Sub-Total:			\$426.00	
A2001	Building Rentals	Building Rentals	10	840.00	
	Parks& Recreation	Activity Fees	1	140.00	
	Sub-Total:			\$980.00	
A2110	Board of Appeals	Board of Appeals	2	350.00	
Sub-Total:				\$350.00	
A2540	Games of Chance & Miscellaneous	Bingo Proceeds Fee	4	42.48	
Sub-Total:				\$42.48	
A2544	Dog Licensing	Exempt Dogs	1	0.00	
		Female, Spayed	28	392.00	
		Female, Unspayed	5	85.00	
		Male, Neutered	18	252.00	
		Male, Unneutered	7	119.00	
	Senior Discount	Senior Discount	21	-164.00	
	Sub-Total:			\$684.00	
A2555	Codes and Zones	Sign Permit	5	402.00	
	Permits	Building Permits	14	5,717.00	
	Zoning Comp Letters	Zoning Comp. Letters	3	150.00	
Sub-Total:				\$6,269.00	
A4710	Park & Recreation	Senior Trip	31	1,860.00	
Sub-Total:				\$1,860.00	
T8501	Misc. Fees	Misc. Fees	1	1.00	
Sub-Total:				\$1.00	
Total Local Shares Remitted:				\$10,612.48	
Amount paid to: NYS Ag. & Markets for spay/neuter program				82.00	
Total State, County & Local Revenues:		\$10,694.48	Total Non-Local Revenues:		\$82.00

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Rickey J Collins, Town Clerk, Town of Plattsburgh, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date



Town Clerk

Date

12/30/2019



# TOWN OF PLATTSBURGH

## PLANNING & COMMUNITY DEVELOPMENT

**TREVOR COLE, AICP, SENIOR PLANNER**

**JESSICA KOGUT, PLANNER**

**MICHELE BUCKMINSTER, SECRETARY**

**151 BANKER ROAD PLATTSBURGH, NEW YORK 12901-7307**

**(518) 562-6850**

**TDD (800) 662-1220**

*The Town is an equal opportunity provider and employer*

**Michael Cashman**  
*Supervisor*

**Meg LeFevre**  
*Deputy Supervisor*  
*Councilperson*

December 31, 2019

TO: Honorable Michael Cashman and  
Members of the Town Board

RE: UMS Properties LLC Parking Lot Expansion Site Plan 2018  
Request for Refund of 3% Construction Deposit

Dear Mr. Cashman and Town Board Members:

The Planning & Community Development Department is requesting the 3% construction deposit, which we are holding for the UMS Properties LLC Parking Lot Expansion Site Plan 2018, to be released. The amount for the deposit placed on file is \$3,356.85. All requirements for this project are complete therefore it is no longer necessary to hold the deposit. We recommend this deposit in the amount of \$3,356.85 plus accrued interest be refunded to UMS Properties LLC.

If you have any questions in regard to the above, please contact the Planning & Community Development Office at the Town of Plattsburgh.

Sincerely yours,

Trevor Cole, AICP  
Senior Planner