

TOWN OF PLATTSBURGH TOWN BOARD
WORK SESSION AGENDA
January 14, 2021

In response to COVID19 the Town Board used a hybrid model for our Town Board meeting tonight. The adaptive practice came from the advice of the Association of the Town and conciliation with our town attorney. We did this in the interest of public health.

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road.

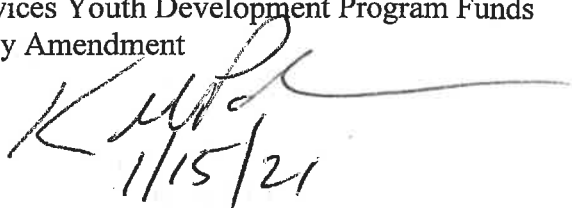
	<u>Present</u>	<u>Absent</u>
MEMBERS: Michael S. Cashman, Supervisor	x	
Thomas E. Wood, Councilor	x	
Meg E. Bobbin, Councilor	x	
Barbara E. Hebert, Councilor	x	
Charles A. Kostyk, Councilor	x	
Kevin M. Patnode, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Public Comments

Supervisor's Report

Draft Resolutions

021-xxx Minutes
021-xxx Monthly Reports
021-016 Town Audit
021-017 Reappointment of Herb Carpenter to the Finance Committee
021-018 Reappointment of Robert Miller to the Finance Committee
021-019 COE Engage to wait/Waiting to be engaged
021-xxx Annual Code Enforcement Training
021-xxx NYC Association of Town's Delegate for 2021
021-xxx Children and Family Services Youth Development Program Funds
021-xxx Finance Committee Policy Amendment


1/15/21

Committee Reports -

Town Board meeting be adjourned at 6:45 PM.

Executive Session – as needed

Motion to go into Executive Session
to discuss work history of three employees

Motion by: Thomas E. Wood

Seconded by: Charles A. Kostyk

Time: 6:29

Motion to come out of Executive session

Motion by: Thomas E. Wood

Seconded by: Barbara E. Hebert

Time: 6:45

Roll Call: **YES** **NO**

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

Roll Call: **YES** **NO** **ABSENT**

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

Kupda
11/15/21



TOWN OF PLATTSBURGH Supervisor's Office

151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307

(518) 562-6813

FAX # (518) 563-563-8396 or 562-6801

TDD (800) 662-1220

Townofplattsburgh.org

The Town is an equal opportunity provider and employer

Michael S. Cashman
Supervisor

Meg E. Bobbin
Deputy Supervisor/Councilor

James J. Coffey
Town Attorney

Thomas E. Wood
Councilor

Charles A. Kostyk
Councilor

Barbara E. Hebert
Councilor

Kevin M. Patnode
Town Clerk

Matthew Favro
Deputy Town Attorney

NOTICE

In response to the COVID-19 pandemic the Plattsburgh Town Board is using adaptive practices in the interest of public health. The Association of Towns has provided guidance along with our attorney. We will be using Zoom.us a remote meeting software to conduct our meetings. To allow folks ample time to login the software will be activated starting at 5:30 PM. The Town Board meeting will begin at 6:00 PM.

Topic: Town Board Meeting

Time: Jan 14, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83816769493?pwd=NkRwSFhUUTRvRzhPTFhEL0hVSEw0UT09>

Meeting ID: 838 1676 9493

Passcode: 730067

One tap mobile

+19294362866,,83816769493# US (New York)

+13126266799,,83816769493# US (Chicago)

Dial by your location

+1 929 436 2866 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington D.C)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 838 1676 9493

Find your local number: <https://us02web.zoom.us/j/83816769493?pwd=NkRwSFhUUTRvRzhPTFhEL0hVSEw0UT09>

TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION MEETING
January 14, 2021

Resolution NO.021-016

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 aspects of this responsibility is to provide a process to monitor and review, on a routine basis, the work performed by those who handle money as part of their town duties; and

WHEREAS, in an effort to improve accountability and controls over finances and records the Town of Plattsburgh Auditing Committee and Finance Manager has reviewed the 2020 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 have been provided to the full Board for their review; and

WHEREAS, a review of Town records has been prepared and is hereby 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: Barbara E. Hebert


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. Bobbin	x
Barbara H. Hebert	x
Charles A. Kostyk	x
Michael S. Cashman	x


1/15/21

Thomas E. Wood	X
Meg E. Bobbin	X
Barbara E. Hebert	X
Charles A. Kostyk	X
Michael S. Cashman	X

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION MEETING
January 14, 2021**

Resolution No. 021-018

**Reappointment of Robert Miller to the Finance
Committee**

WHEREAS, the Town Board passed Resolution 014-183 authorizing the formation of a Finance Committee to improve accountability and controls over finances and accounts and to play an advisory role to the Town Supervisor, Town Board and Finance Manager; and

WHEREAS, Mr. Robert Miller, a resident of the Town who possesses skills and experience with finance and financial systems, is willing to serve as a member of the Finance Committee; therefore, be it

RESOLVED, that the Town of Plattsburgh Town Board does hereby reappoint Mr. Miller to the Finance Committee for a four year term to expire 12/31/2024 effective immediately; and, be it further

RESOLVED, that a certified copy of this Resolution be given to Mr. Miller and the Finance Manager; and be it further

RESOLVED, that he take an oath of office within thirty days of this Resolution and the Supervisor send a letter of appointment and appreciation to Mr. Miller.


Motion: Thomas E. Wood

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/15/21

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION MEETING
January 14, 2020**

Resolution No. 021-019

CFO - Engage to wait/ Waiting to be engaged” model

WHEREAS, the Town Board seeks to formalize a “Engage to wait/ Waiting to be engaged” model for the Code Enforcement Officers (Non Union); and

WHEREAS, the Town has engaged Association of Towns and Ronni Travers of Public Sector HR Consultants LLC our HR Specialist during the development of this model; and

RESOLVED, a the attach Engage to wait/ Waiting to be engaged” model for the Code Enforcement Officers be approved for 2021 and the Finance Manager be authorized to execute the impacted areas effective January 18, 2021 and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager, a copy of this Resolution be put in his personnel file of Stephen Imhoff, Allen Reece and Drew Arthur.


Motion: Charles A. Kostyk

Seconded by: Meg E. Bobbin

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/15/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 21, 2021**

In response to COVID19 the Town Board used a hybrid model for our Town Board meeting tonight. The adaptive practice came from the advice of the Association of the Town and conciliation with our town attorney. We did this in the interest of public health.

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

MEMBERS:

PRESENT

ABSENT

Michael S. Cashman, Supervisor

X

Thomas E. Wood, Councilor

X

Meg E. Bobbin, Councilor

X

Barbara E. Hebert, Councilor

X

Charles A. Kostyk, Councilor

X

Kevin M. Patnode, Town Clerk

X

James J. Coffey, Town Attorney

X

Resolution No.021- 20

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of December 17, 2020 be approved and the reading of the minutes be dispensed with.

Motion: Barbara E. Hebert

Seconded by: Meg E. Bobbin

Discussion: none

Roll Call:

Yes

No

Absent

Carried

Tabled

X

Thomas E. Wood

X

Meg E. Bobbin

X

Barbara E. Hebert

X

Charles A. Kostyk

X

Michael S. Cashman

X

Public Comment- none

Luph
1/22/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 21, 2021**

Resolution No. 021-021

Abstract 1B- 2021

RESOLVED, that the abstract of audited claims **No.1B-21** for \$223,653.76, **Abstract 1B-21** prepays for the amount \$368,309.21 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. Bobbin

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk					x
Michael S. Cashman	x				


1/22/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETINGS
January 21, 2021**

Resolution No. 021-022

Monthly Department Reports

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

Building and Grounds –Dec.

Codes and Zoning- Dec.

Dog Control Officer - Dec.

Historian-

Highway Superintendent –Dec.

Justice Court-

Parks and Recreation- Dec.

Planning and Community Development – **Dec.**

Safety Committee –

Supervisors Financial Report- Dec.

Tax Receiver-

Town Clerk-Dec.

Water Wastewater – Dec.

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

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. Bobbin

x

Barbara E. Hebert


x

Charles A. Kostyk

x

Michael S. Cashman

x


1/22/21

**TOWN OF PLATTSBURGH
TOWN BOARD MEETING
January 21, 2021**

Resolution No. 021-023

Children and Family Services Program Funds

WHEREAS, State fund have been appropriated for services and expenses of the Office of Children and Family Services, counties and the Town of Plattsburgh for the operation of programs designed to promote positive youth development, and

WHEREAS, the Town of Plattsburgh agrees to preform or to be responsible for the performance of services to youth in the furtherance of these purposes and will implement services needed, as expressed in the professional services agreement for an amount not to exceed \$ 3,759.00; therefore, be it; and

RESOLVED, that after review and recommendation by the Town Attorney, the Supervisor be given authorization to enter into an Agreement with the County of Clinton to proceed with said proposal on behalf of the Town of Plattsburgh; and it is further

RESOLVED, that a copy of this resolutions be given to the Finance Manager and the Youth and Services Director.

Motion: Meg E. Bobbin

Seconded by: Thomas E. Wood

Discussion: Yes

Roll Call:


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

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

x
x
x

x
x

x


1/22/21

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
January 21, 2021**

Resolution NO. 021-024

**Request to Attend Annual Code Enforcement
Educational Conference**

WHEREAS, on March 7, 2020, the New York State Governor issued an Executive Order Number 202, declaring a State disaster emergency for the entire State of New York; and

WHEREAS, for the Town Code Enforcement Officers to remain current and informed concerning changes in regulation and participation in the Annual Conference will enable the codes Officers to earn 24 credits to maintain their license; therefore it is

RESOLVED, that Stephen Imhoff, Allen Reece and, Drew Arthur Code Enforcement Officers, be allowed to attend the Northern Adirondack Code Enforcement Officials Association's Annual Educational Conference offered in two sessions by webinar in 2021; and it is further

RESOLVED, that \$150.00 each session and \$75.00 for conference fees be charged to the Code/Zoning Budget account A8010.4410; and, be it further

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

Motion: Thomas E. Wood

Seconded by: Meg E. Bobbin

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk				x	
Michael S. Cashman	x				


1/22/21

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI MONTHLY MEETING
January 21 2021**

Resolution NO. 021-025

**Appointment of a Town of Plattsburgh Delegate
For the 2021 Association of Towns Meeting**

WHEREAS, Training for Municipal employees and officials is being held in New York City February 14-17, 2021 and as member of the Association of Towns the Town of Plattsburgh has certain privileges: therefore, be it

RESOLVED, that Michael 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 2021 Annual Meeting of the Association of Towns and Kevin Patnode be an alternate delegate if needed and, be it further

RESOLVED, that copies of this Resolution be given to Michael Cashman and Kevin Patnode, and that one placed in their personnel file and the Supervisor complete the certificate of designation noting himself as the Official Town Delegate.

Motion: Barbara E. Hebert

Seconded by: Thomas E. Wood

Discussion: none

Roll Call:

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


1/22/21



TOWN OF PLATTSBURGH

151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307
(518) 562-6813
FAX # (518) 563-8396 or 562-6801
TDD (800) 662-1220
Townofplattsburgh.org

The Town is an equal opportunity provider and employer

Michael S. Cashman
Supervisor

Meg E. Bobbin
Deputy Supervisor/Councilor

James J. Coffey
Town Attorney

Thomas E. Wood
Councilor

Charles A. Kostyk
Councilor

Barbara E. Hebert
Councilor

Kevin M. Patnode
Town Clerk

Matthew Favro
Deputy Town Attorney

NOTICE

In response to the COVID-19 pandemic the Plattsburgh Town Board is using adaptive practices in the interest of public health. The Association of Towns has provided guidance along with our attorney. We will be using Zoom.us a remote meeting software to conduct our meetings. To allow folks ample time to login the software will be activated starting at 5:30 PM. The Town Board meeting will begin at 6:00 PM.

Topic: Town Board Meeting

Time: Jan 21, 2021 05:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/89151426159?pwd=WUNrUWRwOWp1MjZpSXlUbGdWZ1dHUT09>

Meeting ID: 891 5142 6159

Passcode: 454254

One tap mobile

+19294362866,,89151426159# US (New York)

+13126266799,,89151426159# US (Chicago)

Dial by your location

+1 929 436 2866 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington D.C)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 891 5142 6159

Find your local number: <https://us02web.zoom.us/j/89151426159?pwd=WUNrUWRwOWp1MjZpSXlUbGdWZ1dHUT09>


1/22/21

**TOWN OF PLATTSBURG TOWN BOARD
WORK SESSION AGENDA
January 28, 2021**

In response to COVID19 the Town Board used a hybrid model for our Town Board meeting tonight. The adaptive practice came from the advice of the Association of the Town and conciliation with our town attorney. We did this in the interest of public health.

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road.

	<u>Present</u>	<u>Absent</u>
MEMBERS: Michael S. Cashman, Supervisor	x	
Thomas E. Wood, Councilor	x	
Meg E. Bobbin, Councilor	x	
Barbara E. Hebert, Councilor	x	
Charles A. Kostyk, Councilor	x	
Kevin M. Patnode, Town Clerk	x	
James J. Coffey, Town Attorney	x	

Public Comments – none Supervisor's Report- Committee Reports

Draft Resolution

021-xxx Minutes

021-xxx Finance Committee Policy Amendment

021-xxx NYSDOT Shared Services

021-026 Purchase of Laptops

Executive Session

Motion to go into Executive Session Motion to come out of Executive session
to discuss certiorari cases- Key Bank,
Consumer Square, Champlain North and
Champlain South

Motion by: Barbara E. Hebert
Seconded by: Meg E. Bobbin
Time: 6:12

Motion by: Charles A. Kostyk
Seconded by: Barbara E. Hebert
Time: 6:47

Roll Call: YES NO

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

Roll Call: YES NO ABSENT

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

Town Board meeting be adjourned at 6:47 PM.


1/29/21

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
January 28, 2021**

Resolution No. 021-026

Purchase of Laptops

WHEREAS, the Town of Plattsburgh Procurement Policy outlines the requirement for purchasing goods and services; and

WHEREAS, StoredTech a qualified IT/Computer Support Service Firm that currently provides services to the Town of Plattsburgh Office staff and general hardware and software needs can provide fifteen laptops needed for Town employees working remotely; therefore, be it

RESOLVED, that the Town Board does hereby authorizes the purchase of fifteen lap tops at an estimated cost of \$ 7,000.00 ; and, it is further

RESOLVED, that the Supervisor be and he hereby is authorized to sign all related documents relative to the purchase from Stored Tech at 543 Queensbury Ave., Suite 5, Queensbury, New York.

Motion: Thomas E Wood

Seconded by: Charles A. Kostyk

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. Bobbin	x				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Michael S. Cashman	x				


1/29/21