

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

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

**Resolution No.022-001**

**Approve Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of December 2 and 9, 2021 be approved and the reading of the minutes be dispensed with.

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call:**

**Yes    No    Absent    Carried    Tabled**  
x

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

*Karyn Kall*  
1/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-002**

**Supervisor To Retain The Original Of All  
Correspondence**

**RESOLVED**, the Supervisor be authorized to retain the original of correspondence he receives and file photo copies with the Town Clerk.

**Motion: Charles A. Kostyk**

**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	
<b>Thomas E. Wood</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				

*Kelly Kall*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-03**

**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 2022, 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 2022 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: 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				
Barbara E. Hebert	x				
Charles A. Kostyk	x				
Dana M. Isabella	x				
Michael S. Cashman	x				

*Kutson Hall*  
1/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-04**

**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: Charles A. Kostyk**

**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	
<b>Thomas E. Wood</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				

*Kalyskall  
1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-05**

**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: 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>Absent</u></b>	<b><u>Carried</u></b>	<b><u>Tabled</u></b>
				x	
<b>Thomas E. Wood</b>	x				
<b>Barbara E. Hebert</b>	x				
<b>Charles A. Kostyk</b>	x				
<b>Dana M. Isabella</b>	x				
<b>Michael S. Cashman</b>	x				

*James Kullu*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-06**

**Town Board Meetings For 2022**

**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 Monday 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:

Cancel -Thursday November 24, 2022

**Motion by: 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	

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

*Handwritten signature*  
1/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2020**

**Resolution No. 022-07**

**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 5, 2022 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 2022 and a copy of this Resolution be given to the Finance Manager.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: none**

**Roll Call:**

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

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

*Kate Kelle*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-08**

**Petty Cash For Town Officials**

**RESOLVED**, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2022 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: Barbara E. Hebert**

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

*Kat G. Kall*  
*1/20/22*



**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022 -009**

**Travel Policy Revision**

**WHEREAS**, the Town of Plattsburgh had adopted a Travel Policy last updated on 2015 and wishes to update the current policy to comply with current law and regulation; and

**WHEREAS**, as indicated by the attached Draft Policy, the Town Board has reviewed the existing policy and recommends that revisions be made; therefore, be it

**RESOLVED**, that effective this date the Town of Plattsburgh's Travel Policy be revised effective immediately; and, be it further

**RESOLVED**, that a copy of this Resolution and the attached revised Policy be provided to update the official Town's Policy Books and a copy be given to all Department Heads and the Finance Manager.

**Motion: Charles A. Kostyk**

**Seconded by: Thomas E. Wood**

**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>
				x	

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

*Kostyk*  
*2/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No.022-010**

**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 2022, 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 2022 and; it is 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**

**Roll Call:**

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

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

*Katy Skell  
1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No.022-011**

**Investment Policy**

**RESOLVED**, that the attached Town of Plattsburgh 2022 Investment Policy be and the same hereby is approved effective this date and the Supervisor is authorized and directed to implement the same for the Town and to schedule an annual review of said policy by the Town Board Audit Committee for the purpose of reviewing and recommending to the Town Board any amendments thereto; and, be it further

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

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call:**

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

*Kostyk*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No.022-012**

**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: Thomas E. Wood**

**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>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Dana M. Isabella</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

*Handwritten signature and date:*  
2/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-013**

**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:** Barbara E. Hebert

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

*Kostyk*  
1/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-014**

**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 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**

**Roll Call:**

**Yes   No   Absent   Carried   Tabled**

x

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

*For your file  
2/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-015**

**Committee Appointments For 2022**

**RESOLVED**, that Councilors Barbara Hebert and Dana Isabella be appointed to serve on the Assessing, Planning, and Zoning Committees for the year 2022. This Committee shall assist with rezoning, updating zoning, and matters concerning assessing; and, it is further

**RESOLVED**, that Councilors, Barbara Hebert and Dana Isabella appointed to the Auditing Committees for the year 2022. This Committee shall examine all vouchers presented to the Town Board for payment; and, it is further

**RESOLVED**, that Councilor Barbara Hebert be appointed to serve on the Finance Committee for the year 2022 and is to report to the Town Supervisor and Town Board its findings, and, it is further

**RESOLVED**, that Councilors Chuck Kostyk and Dana Isabella be appointed to serve on the Building and Grounds Committee for the year 2022. This Committee shall make reports and recommendations on all Town buildings and properties including special districts; and, it is further

**RESOLVED**, that Councilors Chuck Kostyk and Barbara Hebert be appointed to serve on the Community Services and Ambulance Committees for the year 2022. 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 Tom Wood and Dana Isabella be appointed to serve on the Highway Committee for the year 2022. 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 Tom Wood and Dana Isabella be appointed to serve on the Justice Court Committee for the year 2022 This Committee shall advise the office staff and make report of conditions and recommendations to the Town Board; and, it is further

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**RESOLVED**, that Councilors Chuck Kostyk and Barbara Hebert be appointed to serve on the Personnel Committee for the year 2022. 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 Chuck Kostyk and Tom Wood be appointed to serve on the Safety Committee for the year 2022. 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 Barbara Hebert and Tom Wood be appointed to serve on the Tax Receiver, Town Clerk Committee for the year 2022. 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 Tom Wood and Chuck Kostyk be appointed to serve on the Water and Wastewater Committee for the year 2022. 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 Chuck Kostyk and Dana Isabella be appointed to serve on the Youth Services and Recreation Committee for the year 2022. 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: 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><u>Tabled</u></b>
				x	

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

*Kostyk*  
7/20/22



**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution NO. 022-017**

**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 **Gallagher 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, 2022 to January 10, 2023 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 Gallagher & Co. .

**Motion: Charles A. Kostyk**

**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	

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

*Kostyk*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution NO. 022-017**

**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 **Gallagher** 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, 2022 to January 10, 2023 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 Gallagher & Co. .

**Motion: Charles A. Kostyk**

**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	

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

*Thomas E. Wood*  
1/20/22

**TOWN OF PLATTSBURGH  
TOWN ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-018**

**Abstract 2022-1-A**

**RESOLVED**, that the abstract of audited claims **No.22A-2021** for \$605,594.02, **Abstract 22-1A** prepays for 2021 in the amount \$216,592.55 and **No.22-1A** for \$62,974.79 **Abstract 22-1A** prepays for the amount \$337,398.46 be received and reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

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

*K. J. Kostyk*  
7/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-019**

**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, 2022 through December 31, 2022.

**Motion: Dana M. Isabella**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call:**

**Yes   No   Absent   Carried   Tabled**

**x**

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

*Kathy Kane*  
2/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETINGS  
January 6, 2022**

**Resolution No. 022-020**

**JCEO Services Agreement 2022**

**WHEREAS**, the Town of Plattsburgh Town Board is in receipt of the 2022-2021 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 January 1, 2022 and ending December 31, 2022; and,

**WHEREAS**, the Town Board has given 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: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: Yes**

**Roll Call:**

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

*Michael S. Cashman*  
2/20/22

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution NO. 22-021**

**Former County Airport (3 Parcels)- Zoning  
Map & Ordinance Amendment & SEQRA  
Review 2022**

**WHEREAS**, after thorough consideration and deliberation, the Town Board proposes to make the following amendment to the Town Zoning Map & Ordinance:

1. That the Town Board act to amend the Town zoning map for portions of tax map parcel 220.-1-3.1-1 as shown on the Planning Board approved subdivision sketch plan on October 19, 2021. Specifically changing the area of proposed lots B, D, & G from AD-TB/AD-MU to SD, and as more clearly shown on the attached "Planning Board Map Amendment Recommendation"; and
2. The Town Board act to amend portions of the Zoning Ordinance relative to the Special District. Specifically, it is recommended that front yard parking be allowed at the discretion of the Planning Board upon the provision of adequate screening and landscaping by the applicant. It is further recommended that the landscaping requirement of the Special District be amended to allow uses (parking) other than greenspace and landscaping; and
3. The Special District be amended to allow site lighting with a maximum height of 35 feet, similar to that allowed in other districts of the Town; and
4. That the Town Board schedule a public hearing on the above *Zoning Ordinance and Zoning Map* amendments in accordance with *Zoning Ordinance* Article XVII Amendments Section 17.4A; and
5. That the Town Board refer this zoning map amendment petition to the Clinton County Planning Board in accordance with GML 239m and Town Zoning Ordinance Article XVII Section 17.4B; and
6. That the Town Board comply with the provisions of Article 8 of the Environmental Conservation Law Part 617 NYCRR (SEQRA) prior to rendering it's decision; and
7. ; and

**WHEREAS**, the Town Board previously adopted Resolution No. 021-56 at its regular meeting held September 2, 2021 and pursuant to Zoning Ordinance Article XVII §17.3 referred their Motion to the Planning Board of the Town of Plattsburgh for a report and recommendation in accordance with said section; and

**WHEREAS**, the Town Board is in receipt of the Planning Board Findings and Recommendations Report, adopted at a meeting held on November 16, 2021, in accordance with Zoning Ordinance Sections 17.2 & 17.3 and which said Resolution found, based on a Findings and Recommendations Report of the Planning Board, dated November 10, 2021, that the Town Board consider the following:

1. That the Town Board act to amend the Town zoning map for portions of tax map parcel 220.-1-3.1-1 as shown on the Planning Board approved subdivision sketch plan on October 19, 2021. Specifically changing the area of proposed lots B, D, & G from AD-TB/AD-MU to SD, and as more clearly shown on the attached "Planning Board Map Amendment Recommendation"; and
2. The Town Board act to amend portions of the Zoning Ordinance relative to the Special District. Specifically, it is recommended that front yard parking be allowed at the discretion of the Planning Board upon the provision of adequate screening and landscaping by the applicant. It is further recommended that the landscaping requirement of the Special District be amended to allow uses (parking) other than greenspace and landscaping; and
3. The Special District be amended to allow site lighting with a maximum height of 35 feet, similar to that allowed in other districts of the Town; and
4. The Town Board decline to amend the Special District to allow front yard loading docks/service areas; and
5. The Town Board decline to amend the Special District, increasing the maximum building height from 40 to 60ft; and
6. That the Town Board schedule a public hearing on the above ***Zoning Ordinance and Zoning Map*** amendments in accordance with ***Zoning Ordinance*** Article XVII Amendments Section 17.4A; and
7. That the Town Board refer this zoning map amendment petition to the Clinton County Planning Board in accordance with GML 239m and Town Zoning Ordinance Article XVII Section 17.4B; and
8. That the Town Board comply with the provisions of Article 8 of the Environmental Conservation Law Part 617 NYCRR (SEQRA) prior to rendering it's decision; and
9. ; and

**WHEREAS**, the Clinton County Planning Board was provided a copy of the proposed Zoning Map amendment and Findings and Recommendations Report of the Planning Board, dated November 10, 2021, and did, by a 7-0 vote on December 1, 2021, Approve the General Municipal Law Section 239-m referral with comments provided. Said comments were reviewed, considered and placed on file; and

**WHEREAS**, the Town Board duly called for a public hearing for the consideration of the aforesaid amendment and gave due notice thereof as required by law; and

**WHEREAS**, said public hearing was held by this Town Board at the Town Hall at 151 Banker Road, Plattsburgh, New York, on the 16<sup>th</sup> day of December, 2021 at 6:05 P.M. of said day; at which time the proposed Zoning Ordinance amendment, Findings and Recommendations Report of the Planning Board, dated November 10, 2021 and proposed SEQR materials were available; and

**WHEREAS**, said Part 617 of the Environmental Conservation Law provides for an involved agency to review any action for the purpose of determining the effect of said action on the environment; and

**WHEREAS**, said 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 Board is considered an involved agency in accordance with State Laws for the purpose of assessing the effect of these zoning ordinance and map amendments 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 previously declared the zoning map amendments to be a Type I Action and a coordinated review was conducted; and

**WHEREAS**, the Town Board has identified the relevant areas of environmental concern, has taken a hard look at these areas, and has made a reasoned elaboration of the basis for its determination; and

**WHEREAS**, after review and discussion of the Planning Board's Findings and Recommendations Report, it is the opinion of the members of the Town Board that the best interests of the Town of Plattsburgh will be served by the adoption of certain said amendments;

**NOW THEREFORE BE IT, RESOLVED**, that the Town Board, in consideration of the Planning Board report and recommendations, comments made at the public hearing on the Zoning Ordinance amendments, the review of part 1 and the completion of parts 2 and 3 of the EAF Long Form (herein SEQR documentation), and the review of related materials, accordingly issues a negative declaration under SEQRA for the proposed zoning ordinance and map amendments, determining that said amendments will NOT have a significant effect on the environment, and the preparation of a DEIS is NOT required; and said declaration is hereby referenced and incorporated herein and shown as the attached SEQR documentation; and, be it further

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize and direct the Supervisor to complete and have prepared and to execute a "Notice



of No Significant Environmental Impact” (NEGATIVE DECLARATION) for this zoning ordinance map amendment and, be it further

**RESOLVED**, that the “Notice of No Significant Environmental Impact” (NEGATIVE DECLARATION), and all related material shall be maintained on file at the Town Offices of the Town Board and available for Public Inspection, and, the reasons for the decision are stated in the attached negative declaration, and be it further

**RESOLVED**, that the Zoning Ordinance of the Town of Plattsburgh be amended as follows:

1. Within the Special District (SD), front yard parking shall be allowed at the discretion of the Planning Board upon the provision of adequate screening and landscaping by the applicant; and
2. The landscaping requirement of the Special District be amended to allow auxiliary uses (such as parking, but not structures) other than greenspace and landscaping in the front yard. These uses should be mitigated by additional landscaping; and
3. The Special District be amended to allow site lighting with a maximum height of 35 feet, similar to that allowed in other districts of the Town; and be it further

**RESOLVED**, that the Zoning Map of the Town of Plattsburgh be amended as follows:

1. Town zoning map for portions of tax map parcel 220.-1-3.1-1 as shown on the Planning Board approved subdivision sketch plan on October 19, 2021, specifically changing the area of proposed lots B, D, & G from AD-TB/AD-MU to SD, and as more clearly shown on the “Planning Board Map Amendment Recommendation” contained in the Report of the Planning Board dated November 10, 2021; and be it further

**RESOLVED**, that said amendments be entered in the minutes of the meeting of the Town Board of the Town of Plattsburgh, held on the 6th day of January, 2022; and be it further

**RESOLVED**, in accordance with section 264 and 265 of Town Law, a copy, summary or abstract of the amendments (exclusive of any map) shall be published in the PRESS REPUBLICAN, a newspaper published in the town and that affidavits of publication thereof shall be later filed with the Town Clerk; and be it further

**RESOLVED**, that the amendments shall be effective as provided by and in accordance with section 265 of the Town Law; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Town Clerk, Zoning Department and Planning Department.

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: Yes**

**Roll Call:**

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

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

*Katy Kostyk*  
*2/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022-022**

**Letter of Retirement from Youth and  
Recreation Director**

**WHEREAS**, Ms. Melanie Defayette has submitted a letter of retirement from her position of Youth and Recreation Director effective March 8, 2022; therefore be it

**RESOLVED**, that the Town of Plattsburgh Town Board, with appreciation for her prior years of service in that position, accept Ms. Defayette's letter of retirement as Youth and Recreation Director and wish her well with her future endeavors; and be it further

**RESOLVED**, that a copy of this resolution be given to the Finance Manager and be put in her personnel file.

**Motion: Charles A. Kostyk**

**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><u>Tabled</u></b>
				<b>x</b>	
<b>Thomas E. Wood</b>	<b>x</b>				
<b>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Dana M. Isabella</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

*Kostyk*  
*2/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD ORGANIZATIONAL MEETING  
January 6, 2022**

**Resolution No. 022 -023**

**Reappointment of Robert Miller to the  
Assessment Board of Review**

**WHEREAS**, Mr. Robert Miller, a resident of the Town of Plattsburgh, is willing to serve as a member of the Assessment Board of Review; therefore, be it

**RESOLVED**, that the Town Board, does hereby reappoint Mr. Miller to the Assessment Board of Review for a five year term to expire September 30, 2026; and, be it further

**RESOLVED**, that Mr. Miller take an oath of office within thirty days of this Resolution; and, be it further

**RESOLVED**, that a copy of this Resolution be given to Board Chairperson, and Brian Dowling, Town Assessor.

**Motion: 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>Barbara E. Hebert</b>	<b>x</b>
<b>Charles A. Kostyk</b>	<b>x</b>
<b>Dana M. Isabella</b>	<b>x</b>
<b>Michael S. Cashman</b>	<b>x</b>

*Kelly H. K...*  
7/20/22

**TOWN OF PLATTSBURGH  
TOWN MONTHLY MEETING  
January 6, 2022**

**Motion to go into Executive Session**

**Motion to come out of Executive Session**

to discuss certiorari matter- Champlain Centre Mall- Key Bank and the work history of four individuals

**Motion by: Charles A. Kostyk  
Seconded by: Barbara E. Hebert  
Time: 6:48**

**Motion by: Charles A. Kostyk  
Seconded by Thomas E. Wood  
Time: 7:00**

<b>Roll Call:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Thomas E. Wood	x	
Barbara E. Hebert	x	
Charles A. Kostyk	x	
Dana M. Isabella	x	
Michael S. Cashman	x	

<b>Roll Call:</b>	<b><u>YES</u></b>	<b><u>NO</u></b>
Thomas E. Wood	x	
Barbara E. Hebert	x	
Charles A. Kostyk	x	
Dana M. Isabella	x	
Michael S. Cashman	x	

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**RESOLVED**, that this Town Board meeting be adjourned at 7:00 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>
			x
Thomas E. Wood	x		
Barbara E. Hebert	x		
Charles A. Kostyk	x		
Dana M. Isabella	x		
Michael S. Cashman	x		

*2/28/22  
2/20/22*

**TOWN OF PLATTSBURGH TOWN BOARD  
WORK SESSION AGENDA  
January 13, 2022**

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>
<b>MEMBERS:</b> Michael S. Cashman, Supervisor	X	
Thomas E. Wood, Councilor	X	
Barbara E. Hebert, Councilor	X	
Charles A. Kostyk, Councilor	X	
Dana M. Isabella, Councilor	X	
Kathryn B. Kalluche, Town Clerk	X	
James J. Coffey, Town Attorney	X	

**Public Comments**

**Supervisor's Report**

**Draft Resolutions**

022-xxx Minutes

022-xxx Monthly Reports

022-xxx Saranac Power Partners One Year Extension

022-xxx Age Exempt for 2022

022-XXX Cumberland 12 Cinema License Renewal

022-xxx Promotion of Erin Pangborn as Youth Services and Recreation Director

022-xxx Annual Examination of Town Fiscal Records by Audit Committee

**Committee Reports -**

Town Board meeting be adjourned at 6:14 PM.

*Kelly*  
*1/20/22*

**TOWN OF PLATTSBURGH  
TOWN BOARD WORK SESSION  
January 13, 2022**

**Resolution No. 022-024**

**Tax Exemption renewal requirement in 2022**

**WHEREAS**, Senior Citizens with limited income and persons with disabilities are entitled to tax exemptions in 2022 on the real property which they own in the Town of Plattsburgh, and

**WHEREAS**, the Covid-19 pandemic has dramatically impacted both Senior Citizens and persons with disabilities, and

**WHEREAS**, Governor Hochul has issued Executive Order No. 11.1 which makes it possible for Senior Citizens and persons with disabilities to have their 2022 property tax exemptions renewed without filing renewal applications, and

**WHEREAS**, the option granted under the Executive Order rests solely with the assessing unit (the Town of Plattsburgh) providing the governing body of an assessing unit adopts a resolution pursuant to this Executive Order eliminating the renewal requirement for these two exemptions on the 2022 assessment roll, and

**WHEREAS**, the resolution will eliminate the renewal requirement for Senior Citizens and persons with disabilities for all jurisdictions that levy taxes on the 2022 assessment roll of the assessing unit, and

**WHEREAS**, the Town Board of the Town of Plattsburgh in consideration of the difficulties that often exist for Senior Citizens and persons with disabilities during this pandemic wish to assist them in obtaining the property tax exemptions to which they are entitled in the most convenient manner possible, now therefore be it,

**RESOLVED**, that the governing body of the Town of Plattsburgh shall exercise the option granted under the aforementioned Executive Order, eliminating a renewal requirement for Senior Citizens and persons with disabilities on the 2022 assessment roll. The resolution shall eliminate the renewal requirement for all purposes of all jurisdictions, including County, Town and School District purposes that levy taxes on the 2022 assessment roll of the Town's assessing unit.

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion:**

<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>Barbara E. Hebert</b>	<b>x</b>				
<b>Charles A. Kostyk</b>	<b>x</b>				
<b>Dana M. Isabella</b>	<b>x</b>				
<b>Michael S. Cashman</b>	<b>x</b>				

*Kate Hall*  
1/20/22

To whom it may concern,

I, Jayson Covey, am resigning from the Town of Plattsburgh as of 1/21/2022.

Signed,

A handwritten signature in cursive script that reads "Jayson Covey". To the right of the signature is a simple smiley face drawn with two dots for eyes and a curved line for a mouth.

Jayson Covey





# 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

*Charles Kostyk*  
Deputy Supervisor/Councilor

January 20, 2022

Honorable Michael S. Cashman and  
Town Board Members:

RE: Conference in Lake Placid

This letter is in regard to the Northern Adirondack Code Enforcement Officials Association 27<sup>th</sup> Annual Continuing Education Conference being held from February 28 - March 3, 2022 in Lake Placid at The High Peaks Resort.

Allen, Drew and I have taken part in this annual conference every year and I am requesting permission for the three of us to attend in 2022. The fees for us to attend are as follows: \$1,140.00 for the 4 day conference, \$1,233.00 for 3 nights of lodging and meals, and \$75.00 for annual dues; totaling \$2,448.00.

We are required by NYS Codes Division to have 24 credit hours each year to maintain our license. Attendance at this conference will provide us the 24 credit hours that are needed.

If there are any questions in regard to this matter, please contact me.

Respectfully Submitted,

  
Stephen M. Imhoff  
Code Enforcement Official

Codes\Conferences\Annual Conference Ltr to Tn Bd 2022



**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**

*The Town is an equal opportunity provider and employer.*

*Michael Cashman  
Supervisor*

*Chuck Kostyk  
Deputy Supervisor  
Councilperson*

January 21, 2022

TO: Honorable Michael Cashman and  
Members of the Town Board

RE: Wilson Holding Site Plan 2020  
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 Wilson Holding Site Plan 2020, to be released. The amount for the deposit placed on file is \$960.28. 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 \$960.28 plus accrued interest be refunded to N. Wilson Holdings LLC.

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

Sincerely yours,

Trevor Cole, AICP  
Senior Planner