**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

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 Board Minutes for 2020**

# Thomas E. Wood, Councilor x

**Meg E. LeFevre, 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.020-01 Approve Minutes of the Previous Meeting**

**RESOLVED,** that the minutes of December 5 and 12, 2019 be approved and the reading of the minutes be dispensed with.

**Motion: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**Public Comment: none**

**TOWN OF PLATTSBURGH**

**TOWN ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-02 Abstract 1A- 2020**

**RESOLVED,** that the abstract of audited claims **No. 2019/2020 (2523-2587) $31,190.56**  **No.1A-2020 (1-10)** for $362,022.17, that the abstract of audited claims for **Abstract 1A-2019/2020 (399-412)** prepays for the amount $334,109.45 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-03 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: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-04 Supervisor Shall be in Charge of all Special Districts**

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

**Motion: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-05 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 2020, 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 ,Greene County Commercial Bank 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 2020 or any other bank that provides the necessary collateral as required by Audit and Control; and be it further

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

**Motion: Thomas. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 019-06 Authorization To Pay Public Utility Services Claims**

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

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

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-07 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 8, 2020 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 2020 and a copy of this Resolution be given to the

Finance Manager.

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No. 020-08 Petty Cash For Town Officials**

**RESOLVED,** that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2020 as follows:

Finance Manager $100.00

Town Clerk $200.00

Receiver of Taxes and Assessments $400.00

Town Justices $100.00 each

Youth Services Director $60.00

; And, it is further

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

**Motion: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No.020-009 Purchase Procedures for Goods and Services**

**RESOLVED**, that the Town of Plattsburgh adopted procedure policies, as indicated in the Town’s Official Policy Book, shall be the procedures to be followed by all elected and appointed officials and Town employees for the year 2020, 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 2020 and; it is further

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

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No.020-10 Investment Policy**

**RESOLVED,** that the attached Town of Plattsburgh 2020 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: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No.020-11 Mileage Reimbursement Rates For 2020**

**WHEREAS,** there are times when a Town vehicle is not available to staff and elected officials when performing Town business requiring the use of privately owned vehicles; now, therefore be it

**RESOLVED,** that elected or appointed Town Officials and all Town employees, when performing Town business and a Town vehicle is not available or when the use of a private vehicle is authorized by a Department Head or the Town Supervisor, will be compensated at the most current IRS mileage rate for mileage incurred for the year 2020; and, be it further

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

**Motion: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution No.020-12 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: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**Resolution NO. 20 -013 Appointment Deputy Town Clerk**

**and Registrar of Vital Statistics Bonnie Fenwick**

**WHEREAS**, Town Clerk Kevin Patnode has submitted a letter dated December 26, 2019

appointing Bonnie Fenwick as Deputy Town Clerk and Deputy Registrar of Vital Statistics for the

Town of Plattsburgh to serve at the pleasure of the Town Clerk; therefore, be it

**RESOLVED,** that the Town Board does herby accept the appointment of Ms. Fenwick

as Deputy Town Clerk and Deputy Registrar; and, be it further

**RESOLVED**, that Ms. Fenwick take an oath of office within thirty days of this Resolution

and that a copy be put in her personnel file and a one be sent to the State Retirement Board; and,

be it further

**RESOLVED,** that this take effect after a back ground check is completed the pay rate of $12.50 per houreffective January 3, 2020 ; and be it further

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

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: Yes**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGAINAZATIONAL MEETING**

**January 2, 2020**

**Resolution NO. 20-014 3% Site Plan Return Deposit For UMS Properties LLC Site Plan 2019**

**WHEREAS,** the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the UMS Properties LLC Site Plan 2019; and

**WHEREAS,** the Planning and Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; therefore, be it

**RESOLVED,** that the Supervisor is hereby authorized and directed to release the deposit in the amount of $ 500.00, plus accrued interest to date; and it is further

**RESOLVED,** that a certified copy of this Resolution be forwarded, by the Planning and Community Development Department Secretary, with the return of deposit to UMS Properties LLC.

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**Motion: Thomas E. Wood**

**Seconded by: Meg E. LeFevre**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGAINAZATIONAL MEETING**

**January 2, 2020**

**Resolution NO. 20-015 3% Site Plan Return Deposit For Graystone Site Plan 2019**

**WHEREAS,** the Town of Plattsburgh Planning Board has reviewed and approved all requirements of the Graystone Site Plan 2019; and

**WHEREAS,** the Planning and Community Development Department has coordinated inspection of said project and reports all requirements have been met and completed; therefore, be it

**RESOLVED,** that the Supervisor is hereby authorized and directed to release the deposit in the amount of $ 1,731.00, plus accrued interest to date; and it is further

**RESOLVED,** that a certified copy of this Resolution be forwarded, by the Planning and Community Development Department Secretary, with the return of deposit to Grennon Project Services LLC.

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: none**

**Roll Call: Yes No Absent Carried Tabled**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**TOWN OF PLATTSBURGH**

**TOWN BOARD ORGANIZATIONAL MEETING**

**January 2, 2020**

**RESOLVED,** that this Town Board meeting be adjourned at 6:16 PM.

**Motion by: Thomas E. Wood**

**Seconded by: Charles A. Kostyk**

**Discussion: none**

**Roll Call: Yes No Carried**

**x**

**Thomas E. Wood x**

**Meg E. LeFevre x**

**Barbara E. Hebert x**

**Charles A. Kostyk x**

**Michael S. Cashman x**

**Motion** to **go** into Executive Session **Motion** to **come out** of Executive Session

.

Motion by: Motion by:

Seconded by: Seconded by:

Time: Time:

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

**Thomas E. Wood Thomas E. Wood**

**Meg E. LeFevre Meg E. LeFevre**

**Barbara E. Hebert Barbara E. Hebert**

**Charles A. Kostyk Charles A. Kostyk**

**Michael S. Cashman Michael S. Cashman**

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