

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:

| | <u>PRESENT</u> | <u>ABSENT</u> |
|---------------------------------|----------------|---------------|
| 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:

| | <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 | | | | |

For Staff
2/8/22

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

Kostyk
2/8/22

**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 | | | | |

Kelly Hall
2/8/22

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

July 25/22
2/8/22

**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

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
2/8/22

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

Kostyk
2/8/22

**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 | | | | |

*Katey Hall
2/8/22*

**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 | | | | |

Kostyk
2/8/22

**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

| 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 |

Kelly Kunkin
2/8/22

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

Kostyk
2/8/22

**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 |

K. Kostyk
2/8/22

**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

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 | | | | |

Kurt S. Paul
2/8/22

**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
2/8/22

**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 |

*Roll Call
2/8/22*

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

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

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 B. K...
2/8/22

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

Resolution No.022-016

Fire District Liaison for 2022

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 Dana M. Isabella 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 A. 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.

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 | | | | |

For the Board
2/8/22

TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 6 2022

Resolution No.022-016

Fire District Liaison for 2022

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 Dana M. Isabella 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 A. 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.

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 | | | | |

Kostyk
2/8/22

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

Kostyk
2/8/22

**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 | | | | |

2/8/22

**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:

| | <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
2/8/22

**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 | | | |

Handwritten signature and date:
2/8/22

**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 its 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 16th 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 | | | | |

John Hall
2/8/22

**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

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 Kaul
2/8/22

**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

| 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 | | | | |

Kathy Kaul
2/5/22

**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**

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

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

RESOLVED, that this Town Board meeting be adjourned at 7:00 PM.

**Motion by: Barbara E. Hebert
Seconded by: Thomas E. Wood
Discussion: none**

| Roll Call: | <u>Yes</u> | <u>No</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 | | |

Kathy Kalk
2/8/22

**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> |
|--|----------------|---------------|
| MEMBERS: 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.

Kathy Kalluche
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:

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 | | | | |

Handwritten signature: Kostyk
1/20/22

INTERMUNICIPAL AGREEMENT

This Agreement is made as of the 4th of January, 2022 by and between the TOWN OF PLATTSBURGH, Clinton County, New York ("Plattsburgh"), acting through its elected Town Board, and the TOWN OF ELLENBURG, Clinton County, New York ("Ellenburg"), acting through its elected Town Board, and

WHEREAS, Plattsburgh and Ellenburg are neighboring municipalities desirous of sharing specific mausoleum and cemetery services which will benefit residents of both municipalities and improve fiscal outlook and the environment shared by these communities; and

WHEREAS, the Towns of Plattsburgh and Ellenburg are desirous of sharing services they had previously not provided and that have now been thrust on them by the actions of the State of New York; and

WHEREAS, the Plattsburgh and Ellenburg were contacted by representatives of the State of New York's Division of Cemeteries in 2015, indicating that following a multitude of financial and management issues, Whispering Maples Memorial Gardens, Inc. ("Whispering Maples") had been declared abandoned by the State of New York; and

WHEREAS, Whispering Maples includes a crematory and stand-alone mausoleum in the Town of Ellenburg and a stand-alone Mausoleum in the Town of Plattsburgh; and

WHEREAS, under New York State Town Law §291, abandoned cemeteries become the wards of the municipalities in which they are located providing the towns with no choice in this matter; and

WHEREAS, in July 2015 the New York State Division of Cemeteries indicated that Whispering Maples was immediately being turned over to the Towns of Plattsburgh and Ellenburg; and

WHEREAS, Plattsburgh and Ellenburg began to immediately work together to protect the taxpayers of their communities and the families of those interred at Whispering Maples; and

WHEREAS, Ellenburg has existing staff facilities under their control at the Ellenburg Mausoleum and Crematory to provide entombment and interment services for the benefit of residents of Ellenburg; and

WHEREAS, Ellenburg will have sufficient staff and resources to provide the same services for the Town of Plattsburgh Community Mausoleum and the Town of Plattsburgh's residents which share a municipal boundary line between the two towns; and

WHEREAS, Plattsburgh and Ellenburg have collaborated on and cooperated in this effort to best meet the needs of their respective communities; and

WHEREAS, Plattsburgh and Ellenburg wish to enter into this Agreement to formalize the terms, conditions and obligations of each Town with respect to above-described mausoleum and interment services;

NOW, THEREFORE, the parties hereby agree as follows:

Section 1. The intent and purpose of this Agreement is to set forth the basic terms of the arrangement between the Towns of Plattsburgh and Ellenburg so that Ellenburg Mausoleum and Crematory and the Town of Plattsburgh Community Mausoleum can effectively serve the residents of both Towns. This Agreement is necessary to provide for the entombment and interment of remains in the Town of Plattsburgh Community Mausoleum by the Town of Ellenburg without the need of duplicating staff in both municipalities. As the towns continue in this shared services arrangement and the reconstruction of the mausoleum facilities, the terms of this Agreement may be modified or supplemented as necessary or appropriate.

Section 2. Ellenburg hereby grants consent and authorization to provide Plattsburgh with Ellenburg Mausoleum and Crematory staff or agents of the Town of Ellenburg to provide entombment and interment services at the Town of Plattsburgh Community Mausoleum as such services are necessary to inter or remove the human remains of crypt and niche owners of the Town of Plattsburgh Community Mausoleum. This section shall be subject to the rules and regulations of the facility as provided to the Town of Ellenburg by the Town of Plattsburgh pursuant to the terms of this Agreement and all applicable state laws, rules and regulations.

Section 3. Plattsburgh shall have the responsibility and obligation to pay Ellenburg for each entombment or interment within sixty days of the presentation of voucher for such services from Ellenburg in the amount of \$400 per entombment or interment.

Section 4. Plattsburgh shall have the responsibility and obligation to pay Ellenburg for each removal of a decedent's entombed remains from the Town of Plattsburgh Community Mausoleum within sixty days of the presentation of voucher for such services from Ellenburg in the amount of \$400 per removal. Plattsburgh will charge each consumer the full charge for any other funeral or product services related to the removal and may reimburse Ellenburg for those charges contracted for on behalf of Plattsburgh provided such authorization is provided in writing by the Town of Plattsburgh in advance of need.

Section 5. Plattsburgh shall provide a casket lift for the use of the designated agents of the Town of Ellenburg for the entombment and interment of remains at Town of Plattsburgh Community Mausoleum. Should such lift be inoperable or unavailable, the Town of Ellenburg or their agents shall utilize their lift at the Town of Plattsburgh Community Mausoleum. The cost for transport and usage by the Town of Ellenburg in such circumstances shall be \$100 which shall be paid directly by the parties contracting use of the crypt or niche space at the Town of Plattsburgh Community Mausoleum. The Town of Ellenburg or their agents shall notify in writing, the Town Clerk of the Town of Plattsburgh, in the event that such substitution and transportation is necessary.

Section 6. Ellenburg hereby agrees to notify Plattsburgh within twenty-four hours of any conditions occurring during an entombment or interment that will require repair or notification to crypt or niche owners and may impact further entombments or interments at the mausoleum facility.

Section 7. Ellenburg hereby agrees to provide a safe and clean work space during any entombment and interment and will clean and restore the areas utilized for such activities.

Section 8. This Agreement shall terminate December 31, 2023 and may be renewed or extended by the parties.

Section 9. Both parties to this agreement understand that the fees set forth above may be modified to account for tasks that have unanticipated requirements.

Section 10. This Agreement represents the entire agreement between the parties and may only be changed, modified or supplemented by a writing executed by the parties.

IN WITNESS WHEREOF, the parties have executed this instrument by their Supervisors and caused their official seals to be affixed pursuant to resolutions adopted by their Town Boards, copies of which are annexed hereto.

TOWN OF PLATTSBURGH

Date _____, 2022

By: _____
Michael S. Cashman, Supervisor

Date: Jan 4, 2022

TOWN OF ELLENBURG

By: _____
Jason Dezan, Supervisor



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 12, 2022

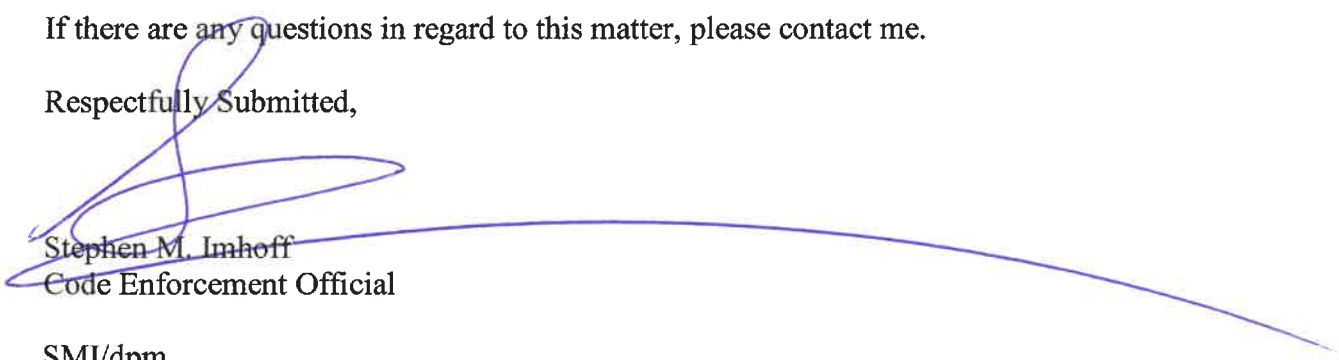
Honorable Michael S. Cashman and
Town Board Members:

RE: Purchase of two (2) New Ford F-150 Pickup Trucks

In an effort to promote fleet management, I am requesting the Town Board's permission to begin the Mini-Bid Process of purchasing two (2) new 2022 Ford F-150 Pickup Trucks for use by the Codes and Zoning Department. Our Department currently has a 2016 and 2017 Ford F-150 Pickup Truck which will be sold.

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

Respectfully Submitted,


Stephen M. Imhoff
Code Enforcement Officer

SMI/dpm

Codes/Truck Mini Bid/2022/Ltr to Tn Brd - req to purch new truck

9038 (2) Ford F-150 XLT Super Cab 4x4 - Town of Plattsburgh

Riley Ford Inc

Vehicles Built to Specifications Pricing Sheet

| # | Model Year | Make | Model & Trim Level | Model Code | Drive Type | Fuel Type | NYS Base MSRP | NYS Discount (%) | NYS Base Price | NYS Aftermarket Components Price | NYS Price for Vehicle | Total Number of Vehicles | Total Price for Mini-Bid |
|--------------|------------|------|--------------------|------------|------------|-----------|---------------|------------------|----------------|----------------------------------|-----------------------|--------------------------|--------------------------|
| 1 | 2022 | ford | f-150 | xlt | 300a | gas | \$49,860 | 27.85% | \$35,973.99 | \$0 | \$35,973.99 | 2 | \$71,947.98 |
| Total | | | | | | | | | | | | | \$71,947.98 |

Comment:

- Do not enter dollar signs (\$) or percentage signs (%) in the above fields.
- The Total Number of Vehicles entered must match the Number of Vehicles requested in the Mini-Bid.