

**TOWN OF PLATTSBURGH**  
**TOWN BOARD ORGANIZATIONAL MEETING**  
**January 5, 2023**

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><b>PRESENT</b></u> | <u><b>ABSENT</b></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                     |                      |

**In attendance: Gabe Alexandrou**

**Resolution No.023-001**

**Approve Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of December 1, 2022 and December 8, 2022 be approved and the reading of the minutes be dispensed with.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

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

**Resolution No. 023-002**

**Abstract 1A-2023**

**RESOLVED**, that the abstract of audited claims **No. 1A-2023** for 2022 in the amount of \$161,600.06, **Abstract 1A-2023** prepays for 2022 in the amount of \$218,185.12 and **No. 1A-2023** for 2023 in the amount of \$52,975.67, **Abstract 1A-2023** prepays for 2023 in the amount of \$197,551.00 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

**Motion: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Thomas E. Wood**

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

**Resolution No. 023-003**

**Town Board Meetings  
For 2023**

**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 Thursday 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 23, 2023

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: Michael S. Cashman**

|            |            |           |               |                |               |
|------------|------------|-----------|---------------|----------------|---------------|
| 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 |

**Resolution No. 023-004**

**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 2023, 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 2023 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: Charles A. Kostyk**

**Seconded by: Thomas E. Wood**

**Discussion: None**

|  |            |           |               |                |               |
|--|------------|-----------|---------------|----------------|---------------|
|  | <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 |

**Resolution No. 023-005****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: Barbara E. Hebert**

**Discussion: None**

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

**Resolution No. 023-006****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**

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

**Resolution No. 023-007**

**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: Dana M. Isabella**

**Seconded by: Thomas E. Wood**

**Discussion: None**

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

**Resolution No. 023-008**

**Resolution authorizing  
Supervisor to Enter into  
Agreement with James J.  
Coffey, Esq. to provide legal  
services**

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

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

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

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

1. Authorize the Supervisor to execute the attached Agreement with James J. Coffey, Esq. to furnish and perform Legal Services for the Town which are the subject of the attached Agreement.

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

**Motion to waive the reading, straight to vote: Dana M. Isabella**

**Seconded by: Thomas E. Wood**

**Discussion: Michael S. Cashman**

| 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          |           |               |                |               |

**Resolution No. 023-009**

**Appointment of  
Court Clerk Pam St.  
John**

**RESOLVED**, to receive and place on file a letter dated December 15, 2022 from Town Justice James D. Joyce and Town Justice Kristofer Michaud appointing Pamela St. John as full time Court Clerk for the Town of Plattsburgh Town Justices for 2023; and, be it further

**RESOLVED**, that a copy of this Resolution be placed in Ms. St. John's personnel files; and, be it further

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

**Motion: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Thomas E. Wood**

|                    | <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         |               |                |               |

**Resolution No. 023-010**

**Appointment Of Court  
Clerk Justin Dunham**

**RESOLVED**, to receive and place on file a letter dated December 15, 2022 from Town Justice James D. Joyce and Town Justice Kristofer Michaud appointing Justin Dunham as full time Court Clerk for the Town of Plattsburgh Town Justices for 2023; and, be it further

**RESOLVED**, that a copy of this Resolution be placed in Mr. Dunham's personnel files; and, be it further

**RESOLVED**, that Mr. Dunham take an oath of office within thirty days of this Resolution

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-011**

**Committee Appointments For 2023**

**RESOLVED**, that Councilors Barbara Hebert and Dana Isabella be appointed to serve on the Assessing, Planning, and Zoning Committees for the year 2023. 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 2023. 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 2023 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 2023. 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 2023. 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 2023. 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 2023 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 2023. 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 2023. 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 2023. 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 2023. 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 2023. This Committee shall advise the Youth Services and Recreation Director and make a report of conditions and recommendations to the Town Board.

**Motion to waive the reading, straight to vote: Charles A. Kostyk**

**Seconded by: Thomas E. Wood**

**Discussion: Michael S. Cashman**

| <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>          |                  |                      |                       |                      |

**Resolution No. 023-012**

**Fire District Liaison for 2023**

**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 Departments.

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: Michael S. Cashman**

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

**Resolution No. 022-013**

**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: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

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

**Resolution No. 023-014**

**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 4, 2023 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 2023 and a copy of this Resolution be given to the Finance Manager.

**Motion: Charles A. Kostyk**

**Seconded by: Dana M. Isabella**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-015**

**Petty Cash for Town Officials**

**RESOLVED**, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2023 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: Thomas E. Wood**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-016**

**Drug and Alcohol Testing Program Agreement**

**WHEREAS**, the Town of Plattsburgh desires to implement a drug and alcohol program according to the U.S. Department of Transportation Highway Administration for current and prospective employees of the Town who are required to have a Commercial Driver's License (CDL) and operate a commercial vehicle as stated in Federal Regulations and all others as per NYS Law and Town Policy; and

**WHEREAS**, Industrial Med Testing located at 220 Tom Miller Road, Plattsburgh New York, operates an occupational medicine service for the performance of Drug and Alcohol Testing services to employers and other organizations; and

**WHEREAS**, the Town of Plattsburgh desires to contract with Industrial Med Testing to provide such services to the employees of the Town of Plattsburgh; and

**WHEREAS**, the term of this Agreement shall be for one year, commencing on January 1, 2023, and Industrial Med Testing shall provide the services set forth in the contract attached hereto and made a part hereof by reference; therefore, be it

**RESOLVED**, that the supervisor be approved to enter into the attached Agreement with Med Testing and a copy of this Resolution be given to the Finance Manager, Designated Employer Representatives (DER), Industrial Med and Gallagher Insurance.

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Michael S. Cashman, Thomas E. Wood**

| <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>          |                  |                      |                       |                      |

**Resolution No. 023-017**

**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 2023, 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 2023; and it is further

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

**Motion: Charles A. Kostyk**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-018**

**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: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Barbara E. Hebert**

|                    | <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          |           |               |                |               |

**Resolution No. 023-019**

**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, 2023 to January 10, 2024 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**

|                    | <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          |           |               |                |               |

**Resolution No. 023-020**

**JCEO Services Agreement 2023**

**WHEREAS**, the Town of Plattsburgh Town Board is in receipt of the 2022-2023 annual Agreement between the Town of Plattsburgh and the Joint Council for Economic Opportunity of Plattsburgh and Clinton County, Inc., which states the services and financial assistance rendered by both parties for the operation of the Community Outreach Program in the Town of Plattsburgh for the period commencing December 1, 2022 and ending November 30, 2023; and,

**WHEREAS**, the Town Board has given consideration to the request of \$21,757.00 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 seven hundred fifty-seven dollars (\$21,757.00) to JCEO and that payment be made payable from the Town of Plattsburgh General Fund; and, it is further

**RESOLVED**, that an executed copy of this Agreement is returned to J.C.E.O for their files and that the Finance Manager be given a copy.

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: Michael S. Cashman**

|                    | <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          |           |               |                |               |

**Resolution No. 023-021**

**2023 Justice Court Contract  
with the Clinton County  
Sheriff's Department**

**WHEREAS**, the Town of Plattsburgh Justice Court has requested authorization for the renewal of the annual contract with the Clinton County Sheriff's Department to provide court security services to the Town's Justice Courts; and

**WHEREAS**, said services are necessary due to the volume and nature of cases handled within the Court system; now, therefore it is

**RESOLVED**, that the Town Board of the Town of Plattsburgh, upon approval of the Town Attorney and insurance carrier, does hereby authorize the Supervisor to enter into a contract for services; and, it is further

**RESOLVED**, that compensation will be paid at an hourly rate of \$33.40 and a time and a half rate of \$50.10 to made payable from the 2023 Justice Court Budget; and be it further

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

**Motion to waive the reading, straight to vote: Dana M. Isabella**

**Seconded by: Barbara E. Hebert**

**Discussion: Michael S. Cashman**

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

**Resolution No. 023-022**

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

**WHEREAS**, the consulting firm Kimmel Services LLC located at 15 Duke Avenue, Cadyville, New York, has prepared and submitted a proposal between the Town of Plattsburgh and Kimmel Services to provide website development and management on a contractual basis for 2023; therefore, be it

**RESOLVED**, that the Town of Plattsburgh, a municipal corporation organized and existing under and by virtue of the laws of the State of New York with offices and principal place of business at 151 Banker Road, Plattsburgh, New York, party of the first part, and David Kimmel (the "Contractor"), now residing at 15 Duke Ave, Cadyville NY 12918, party of the second part, in consideration of the promises, mutual covenants and Agreement attached, do hereby mutually agree to the attached Agreement; and, be it further

**RESOLVED**, that Mr. Kimmel is an independent contractor and shall not be considered an employee or agent for the Town and as Contractor is hereby prohibited



from assigning, transferring, conveying, subletting or otherwise disposing of this Agreement or his right, title or interest herein; and, be it further

**RESOLVED**, that, after review by the Town Attorney, the Supervisor is duly authorized and empowered to execute the attached Agreement on behalf of the Town of Plattsburgh; and be it further

**RESOLVED**, a copy this Resolution and said Agreement be given to the Finance Manager and Mr. Kimmel.

**Motion: Dana M. Isabella**

**Seconded by: Thomas E. Wood**

**Discussion: None**

|                    | <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          |           |               |                |               |

Kimmel Services LLC  
d.b.a. Kimmel Web Services  
15 Duke Ave  
Cadyville, NY 12918

DEC 16 2022

#### INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

**AGREEMENT** made this 1<sup>st</sup> day of January, 2023, by and between the Town of Plattsburgh, with its principal place of business at 151 Banker Road, Plattsburgh, New York 12901 (hereinafter "Town") and Kimmel Services LLC d.b.a. Kimmel Web Services, with an office and place of business at 15 Duke Ave, Cadyville, NY.

**Purpose:** The Town wishes to retain the services of Kimmel Web Services to perform Web Site Management and upgrades relative to the Town's business, and Kimmel Web Services is willing to provide such services as well as desk-side/user support or PC/Server repair as requested.

**Scope of Services:** Kimmel Web Services will provide the services of Website Management and Updates from all departments and any other related tasks as requested and appropriate.

**Rates for Services:** Town agrees to pay Kimmel Web Services at an Hourly Rate of \$60 an Hour with a minimum rate of \$1.00 per occasion calculated in one-minute increments for actual time spent to provide the requested service.

**Methods of Contact:** Kimmel Web Services requires that only Town Designated Department Heads, the Town Supervisor or the Town Board contact and coordinate with Kimmel Web Services directly for support requests. Dan Kimmel can be contacted via the following methods:

Cell Phone: (810) 955-4476 Email: [dan@kimmelservices.com](mailto:dan@kimmelservices.com), [invoices@kimmelservices.com](mailto:invoices@kimmelservices.com)  
Office: (518) 293-5034

**Expectations of Service:** Kimmel Web Services will respond to requests for updates to the Town Website for minutes, meeting agendas, text changes, newsletter updates etc. These updates will be performed within 1-3 days of receiving new documents or as driven by Town needs or statutory requirements. These documents should be sent via email by Department Head or their designated representative indicating if the request is time sensitive, Agenda Items, Text Changes, Newsletter, etc. to help facilitate a timely response.

Any concerns or issues with the timeliness of services being performed should be referred to Kimmel Web Services through above mentioned methods of contact.

David J. Kimmel and Kimmel Web Services is qualified, certified and able to provide or render the SERVICES described above.

In consideration of the promises set forth herein, and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged by both parties, the parties hereto agree, by and between themselves as follows:

1. **RETAINER:** Kimmel Web Services is hereby retained by the TOWN as an independent contractor. The term of this AGREEMENT shall begin January 1, 2023 and continue through December 31, 2023.
2. Kimmel Web Services shall perform the SERVICES described above, and all such SERVICES shall be the responsibility of Kimmel Services.
3. David J. Kimmel warrants that he is under no obligation to any other entity that in any way conflicts with this Agreement, that he is free to enter into this Agreement and may be under

obligation to consult for others in fields covered by the Scope of Services. Kimmel Services may, during the term of this Agreement, perform consulting services for others inside or outside of the field of the Scope of Services.

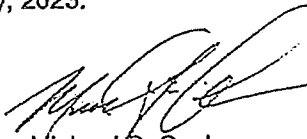
**4. INDEPENDENT CONTRACTOR:** Kimmel Web Services is an independent contractor, not an employee of the TOWN and is not entitled to: participation in any benefit plan provided to the employees of the TOWN; Worker's Compensation; unemployment insurance benefits; nor any other benefit, right, or privilege available to the employees of the TOWN.

**5. PAYMENT:** Kimmel Web Services agrees to submit an invoice describing the SERVICES performed for the Town on a monthly basis. Payment for said invoice is payable within 15 days of submission.

**6. TERMINATION:** This Agreement may be terminated by the Town or Kimmel Web Services on thirty (30) days advance written notice. The Town will be responsible for payment of services requested during the 30-day termination period. Final payment for all services rendered will be issued within 15 days of termination date:

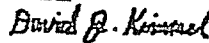
**IN WITNESS WHEREOF,** the parties hereto have executed this AGREEMENT on this 1st day of January, 2023.

By:



Michael S. Cashman  
Supervisor, Town of Plattsburgh

By:



David J. Kimmel  
President, Kimmel Services  
d.b.a. Kimmel Web Services

**Resolution No. 023-023**

**Monthly Department Reports**

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

|  |   |
|--|---|
| Building and Grounds – November/December 2022      | Codes & Zoning –<br>November 2022               |
| Dog Control Officer –                              | Historian –                                     |
| Highway Superintendent – November 2022             | Justice Court –                                 |
| Parks and Recreation – November/December 2022      | Planning and Community<br>Development –         |
| Safety Committee –                                 | Supervisors Financial<br>Report – November 2022 |
| Tax Receiver –                                     | Town Clerk – November<br>2022                   |
| Water Wastewater – September/October/November 2022 |   |

**Motion:** Charles A. Kostyk

**Seconded by:** Thomas E. Wood

**Discussion:** Barbara E. Hebert

|                    | <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          |           |               |                |               |

**Resolution No. 023-024**

**Elmore SPCA Agreement**

**WHEREAS**, on occasion it is necessary for the Dog Control Officers to Kennel stray dogs and provide other Kennel services as appropriate and approved by the Supervisor; therefore, be it

**RESOLVED** that, after the Town Attorney's review, the Supervisor be authorized to sign an Agreement between Elmore SPCA, Inc. and the Town of

Plattsburgh to follow the provision of Article 7 of the Agriculture and Markets Law and any rules and regulation promulgated pursuant thereto in relation to the seizure, holding, care, redemption and disposition of seized dogs, in The Town of Plattsburgh; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager, Dog Control Officer and Elmore's SPCA Peru, New York 12972.

**Motion: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-025**

**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, 2023 through December 31, 2023.

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-026**

**Cumberland 12 Cinemas  
License Application**

**WHEREAS**, to comply with the Town of Plattsburgh Codes and Zoning Laws, Cumberland 12 Cinemas has applied for a license to conduct and operate a cinema, known as Cumberland 12 Cinemas, located in the Town of Plattsburgh at 18 North Bowl Lane, Route 9; 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 Cumberland 12 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 Cumberland 12 Cinemas; and it is further

**RESOLVED**, that the Town Clerk is hereby authorized to issue said license for the period from January 1, 2023 through December 31, 2023.

**Motion to waive the reading, straight to vote: Barbara E. Hebert**

**Seconded by: Dana M. Isabella**

**Discussion: None**

|                    | <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          |           |               |                |               |

**WHEREAS**, Plattsburgh Holiday Inn, LLC and the Town of Plattsburgh are desirous of having certain assessment issues resolved as to properties owned by Plattsburgh Holiday inn, LLC in the Town of Plattsburgh; and

**WHEREAS**, a settlement proposal resolving pending tax certiorari litigation was recommended by the Vincelette Law Firm, special counsel to the Town of Plattsburgh, and reviewed by the Plattsburgh Town Board at its regular monthly meeting; and

**WHEREAS**, such a proposed settlement would present the parties with an expeditious and economic alternative to further litigation so as to resolve issues between the parties; and

**WHEREAS**, the Town Board has determined that the proposed settlement is in the best interests of the Town; now

**THEREFORE, BE IT RESOLVED**, that the Town Board does hereby accept a proposed settlement for the 2021 and 2022 tax certiorari proceedings filed by Plattsburgh Holiday Inn, LLC in which the 2021 proceeding shall be discontinued and the 2022 assessed values of the subject property shall be reduced as follows:

| <u>Year</u> | <u>Parcel No.</u> | <u>Prior Assessed Value</u> | <u>Revised Assessed Value</u> | <u>Reduction</u> |
|-------------|-------------------|-----------------------------|-------------------------------|------------------|
| 2022        | 206.4-3-14        | \$4,100,000                 | \$3,800,000                   | \$300,000        |

and it is further

**RESOLVED**, that RPTL 727 shall apply to the 2022 value of \$3,800,000 and will affect the 2023, 2024 and 2025 assessed values; and it is further

**RESOLVED**, that Plattsburgh Holiday Inn, LLC shall waive any refunds from the school district for the payment of taxes based on the 2022 assessment but will be entitled to a refund of excess taxes paid to the Town/County based upon the above revisions; and it is further

**RESOLVED**, that the Town Board does hereby adopt this resolution to end the litigation between Plattsburgh Holiday Inn, LLC and the Town of Plattsburgh as to the above referenced assessment.

**Motion: Barbara E. Hebert**

**Seconded by: Thomas E. Wood**

**Discussion: Charles A. Kostyk, James J. Coffey, Thomas E. Wood**

| 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          |           |               |                |               |

**Resolution No. 023-028**

**Publish a Request for  
Proposals (RFP) Intended  
for Professional Planning,  
Codes, Engineering and  
Consulting Services for  
the Planning & Codes  
Departments**

**WHEREAS**, the Town of Plattsburgh is seeking proposals from qualified registered engineering firms in New York State to provide professional engineering, consulting, and related services for the Planning & Community Development and Codes Departments; and

**WHEREAS**, bidders should be familiar with the programs and regulations relative to administration, financial management, code review, environmental review, and economic development surveys, studies, reports design, specifications and bid documents, construction inspection, grant applications and project administration on road projects, traffic analysis, water, wastewater, storm water and environmental projects, zoning analysis, and related engineering services; and

**WHEREAS**, The Town of Plattsburgh will rank the responses received on an evaluation of the firm's ability to provide services to municipal clients, technical skills, experience and reference information. The Town of Plattsburgh reserves the right to reject any or all proposals and to conduct interviews at its sole discretion. Responses must be sealed and marked Professional Planning, Codes, and Consulting Services and received at the Town of Plattsburgh by 2:00 pm, on February 8, 2023. Responses must also be submitted digitally to the Planning & Community Development Department at [trevorc@townofplattsburgh.org](mailto:trevorc@townofplattsburgh.org). Additional information regarding this Request for Proposals may be obtained by calling the Town Clerk at 562-6830 during business hours Monday – Friday or going to the Town of Plattsburgh website: now, therefore it is

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive informal bid proposals for professional planning, codes, engineering and consulting services to administer and deliver the scope of services, and that the Town Clerk post notice on the Town's Clerks bulletin board and post on the Town's Website; and, it is further



**RESOLVED**, that a copy of this Resolution be given to the Town Planning & Community Development and Codes Enforcement Office Department Heads, and the Town Clerk.

**Motion: Thomas E. Wood**

**Seconded by: Barbara E. Hebert**

**Discussion: None**

|                    | <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          |           |               |                |               |

**Resolution No. 023-029**

**Town of Plattsburgh Parks &  
Recreation Master Plan-Behan  
Planning and Design**

**WHEREAS**, the Town of Plattsburgh had adopted the 2011 Recreation Master Plan; and

**WHEREAS**, the Town of Plattsburgh has been experiencing significant growth and development requiring updated careful planning and management with guidance that is best served by an updated comprehensive Parks & Recreation Master Plan; and

**WHEREAS**, the Town of Plattsburgh Parks & Recreation Master Plan will provide clear conceptual designs with approximate costs for six parks in the Town of Plattsburgh based on key priorities: safety, accessibility/inclusivity, efficient use/re-use of space, field quality/drainage, identity/community character and adjacent natural resources, multi-generational, and financial feasibility; and

**WHEREAS**, the Town of Plattsburgh has a two-year term contract with Behan Planning and Design located at 112 Spring Street, Suite 305, Saratoga Springs, New York 12866; and

**WHEREAS**, Behan Planning and Design has provided an adequate scope of services and lump sum quote for \$50,000.00; now, therefore be it

**RESOLVED**, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal and scope of services as submitted by Behan Planning and Design in the letter dated December 14, 2022; and it is further

**RESOLVED**, that the Supervisor is hereby authorized and directed to execute the Agreements for said professional consulting services; and be it further

**RESOLVED**, that a copy of this Resolution be given to the Finance Manager and Parks & Recreation Department Head.

**Motion: Dana M. Isabella**

**Seconded by: Thomas E. Wood**

**Discussion: Michael S. Cashman**

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

**Resolution No. 023-030**

**Request to Purchase a 2022  
Morbark E Beaver 1415  
Chipper**

**WHEREAS**, the Town of Plattsburgh Highway Department Superintendent, Tim DuBrey, has submitted a request to purchase a 2022 Morbark E Beaver 1415 Chipper with a trade in of a 2000 Woodchuck WC-17; and

**WHEREAS**, Mr. DuBrey has received a quote from Beauregard Equipment using Sourcewell contract pricing (NYS OGS pricing), the total price would be \$61,300.86 which includes a one-year full machine warranty; and be it

**RESOLVED**, that the Town Board does hereby authorize Mr. DuBrey to order said piece of equipment and that payment for said purchase will be made payable from the 2023 Highway Budget Equipment & Capital Outlay Account #DAA.5130.2000.0000; and be it further

**RESOLVED**, that a copy of this Resolution be given to Mr. DuBrey, Highway Superintendent, and one to the Accounting Department.

**Motion: Barbara E. Hebert**

**Seconded by: Charles A. Kostyk**

**Discussion: None**

|                    | <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          |           |               |                |               |

**RESOLVED**, that this Town Board meeting be adjourned at 6:34 PM.

**Motion by:** Charles A. Kostyk

**Seconded by:** Barbara E. Hebert

**Discussion:** None

|                    | <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          |           |                |

---

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

