

TOWN OF PLATTSBURGH
TOWN BOARD ORGANIZATIONAL MEETING
January 4, 2024

The meeting was called to order at 6:00 p.m. by the presiding officer at the Town Hall on 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. 024-001

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of **October 19, 2023, October 26, 2023, November 2, 2023, November 9, 2023, November 16, 2023, and December 7, 2023** be approved, and the reading of the minutes be dispensed with.

Motion: Thomas E. Wood

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				

Resolution No. 024-002

Abstract 1A-2024

RESOLVED, that the abstract of audited claims **No. 1A-2024** for 2023 in the amount of \$216,099.95, **Abstract 1A-2024** prepays for 2023 in the amount of \$590,451.79 and **No. 1A-2024** for 2024 in the amount of \$114,098.02 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

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				

Resolution No. 024-003

Monthly Department Reports

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

Building and Grounds –
Codes and Zoning –
Dog Control Officer –
Historian –
Highway Superintendent – **November 2023**
Justice Court –
Parks and Recreation – **December 2023**
Planning and Community Development –
Safety Committee –
Supervisors Financial Report –
Tax Receiver –
Town Clerk – **November 2023**
Water Wastewater –

Motion: Thomas E. Wood
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				

Resolution No. 024-004

Supervisor to Retain the
Original of all Correspondence.

RESOLVED, the Supervisor be authorized to retain the originals of correspondence he receives and file photocopies with the Town Clerk.

Motion: Dana M. Isabella

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				

Resolution No. 024-005

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: 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. 024-006

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 2024, 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 2024 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: Dana M. Isabella

Discussion: Thomas E. Wood, 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. 024-007

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: Dana M. Isabella

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				

Resolution No. 024-008

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 2024, 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 2024; and it is 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. 024-009

Petty Cash for Town Officials

RESOLVED, that, pursuant to Section 64 of Town Law, Petty Cash Funds be established for Town Officials for 2024 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: Thomas E. Wood
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				

Resolution No. 024-010**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 3, 2024 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 2024 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. 024-011**Town Board Meetings for 2024**

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:

No Meeting – Thursday, July 4, 2024

No Meeting – Thursday November 28, 2024

Motion: Charles A. Kostyk
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. 024-012

Investment Policy

RESOLVED, that the attached Town of Plattsburgh 2024 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: Dana M. Isabella
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				

Resolution No.024-013

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

	<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. 024-014

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: Thomas E. Wood

Seconded by: Charles A. Kostyk

Discussion: Thomas E. Wood, 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. 024-015

**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 2024; 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: Charles A. Kostyk

Seconded by: Dana M. Isabella

Discussion: None

	- <u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> 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. 024-016

Appointment of 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: Dana M. Isabella

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				

Resolution No. 024-017

Fire District Liaison for 2024

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: Dana M. Isabella
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				

Resolution No. 024-018

Committee Appointments for 2024

RESOLVED, that Councilors Barbara Hebert and Dana Isabella be appointed to serve on the Assessing, Planning, and Zoning Committees for the year 2024. 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 2024. 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 2024 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 2024. 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 2024. 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 2024. 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 2024 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 2024. 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 2024. 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 2024. 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 2024. 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 2024. This Committee shall advise the Youth Services and Recreation Director and make a report of conditions and recommendations to the Town Board.

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

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. 024-019

Appointment of a Town of Plattsburgh
Delegate for the 2024 Association of Towns
Annual Meeting and Training School

WHEREAS, Training for Municipal employees and officials is being held in New York City February 18-21, 2024 and as member of the Association of Towns the Town of Plattsburgh has certain privileges: therefore, be it

RESOLVED, that Michael S. Cashman, be appointed the official representative of the Town of Plattsburgh and be allowed to cast their vote on behalf of the Town at the 2024 Annual

Meeting and Training School of the Association of Towns and Charles A. Kostyk be the alternate delegate if needed; and, be it further

RESOLVED, that copies of this Resolution be given to Michael S. Cashman and Charles A. Kostyk, and that one be placed in each of their personnel files and that the Supervisor complete the certificate of designation noting himself as the Official Town Delegate.

Motion: Thomas E. Wood

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. 024-020

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, 2024, 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: 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. 024-021

Senior Planner Promotion for Jessica Kogut

WHEREAS, after deliberations with the Planning and Community Development Department Head, members of the Personnel Committee, and counsel of the Public Sector HR Consultants LLC; and

WHEREAS, Ms. Jessica Kogut has been recommended for the promotion of the title Senior Planner; and

WHEREAS, her qualifications have been reviewed by the County Department of Personnel and it has been determined appropriate; therefore, be it

RESOLVED, that this promotion will take effect on January 1, 2024, with a 12-week probationary period. This places Ms. Kogut in Grade 10, step 1, with an annual salary of \$76,939.20; and it is further

RESOLVED, that the Supervisor is hereby authorized to sign all necessary documents to promote Ms. Kogut to the position of Senior Planner; and be it further

RESOLVED, that a certified copy of this Resolution be given to the Finance Manager and be placed in Ms. Kogut's personnel file.

Motion: Thomas E. Wood

Seconded by: Dana M. Isabella

Discussion: Dana M. Isabella, Charles A. Kostyk, Thomas E. Wood, 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. 024-022

Agreement with Eagle's Nest Veterinary Services for Dangerous Dogs in the Town of Plattsburgh

WHEREAS, on occasion it is necessary for the Dog Control Officers to kennel dangerous dogs and provide other kennel services as appropriate and approved by the Supervisor; and

WHEREAS, Eagle’s Nest Veterinary Hospital has submitted a Renewal Agreement to the Town for Service from January 1, 2024 to December 31, 2024 with a retainer of \$500.00 as stated in the agreement; therefore be it

RESOLVED that, after the Town Attorney’s review, the Supervisor be authorized to sign an Agreement between Eagles Nest Veterinary Services. and the Town of Plattsburgh to meet the regulations from Agriculture and Markets concerning dangerous dogs 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 temporary Dog Control Officer, the Town Clerk and Eagle’s Nest Veterinary 34 Skyway Plaza, Suite 2. Plattsburgh, New York 12901.

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. 024-023

November 2023 Budget Amendment

WHEREAS, the Town may need to amend the 2023 budget to reflect changes in revenues and expenditures during the year; and

WHEREAS, the budget amendments will be offset from existing fund balance or additional revenues; therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh authorize the following budget amendment as attached; and be it further

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

Motion: Dana M. Isabella
Seconded by: Charles A. Kostyk
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. 024-024

Deputy Highway Superintendent Appointment

RESOLVED, to receive and place on file a letter from Highway Superintendent Greg Burnell appointing Jason Cook as Deputy Highway Superintendent effective January 1, 2024; and, be it further

RESOLVED, that it has been past practice, Mr. Cook shall receive a stipend as Deputy Highway Superintendent in the amount of \$2,500.00; and it is further

RESOLVED, that Mr. Cook take the oath of office within thirty days of this Resolution and a certified copy of the Resolution be given to the Finance Manager, Highway Department Superintendent and the Clinton County Department of Personnel for tier final approval and filing and a copy be placed in Mr. Cook's personnel file.

Motion: Dana M. Isabella

Seconded by: Thomas E. Wood

Discussion: Michael S. Cashman, Dana M. Isabella

	<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: Dana M. Isabella

Discussion: None

Town of Plattsburgh
Investment Policy
Revised 8.12.2021

1) SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

2) OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,

- To conform with all applicable federal, state and other legal requirements (legality)
- To adequately safeguard principal (safety)
- To provide sufficient liquidity to meet all operating requirements (liquidity)
- To obtain a reasonable rate of return (yield).

3) DELEGATION OF AUTHORITY

The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

4) PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town to govern effectively.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment

program, or which could impair their ability to make impartial investment decisions.

5) DIVERSIFICATION

It is the policy of the Town to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

6) INTERNAL CONTROLS

It is the policy of the Town for all moneys collected by any officer or employee of the government to transfer those funds to the Town Supervisor within 30 days of deposit, or within the time period specified in law, whichever is shorter. The Town Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

7) DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

<u>Name of Banking Institution</u>	<u>Maximum Deposit</u>
KeyBank of NY	\$10,000,000
TDBank	\$12,000,000
Champlain National Bank	\$10,000,000
Adirondack Bank	\$10,000,000
Community Bank	\$10,000,000
NBT Bank	\$10,000,000
Glen Falls National Bank	\$10,000,000
NYCLASS	\$15,000,000
Jefferies LLC Harborside Financial	\$10,000,000
Piper Sandler & Co.	\$10,000,000

COLLATERALIZING OF DEPOSITS

All deposits and investments at a bank or trust company, including all demand deposits, certificates of deposit and special time deposits (hereinafter, collectively, "deposits") made by officers of Town that are in excess of the amount insured under the provisions of the Federal Deposit Insurance Act, including pursuant to a Deposit Placement Program in accordance with law, shall be secured by:

a) A pledge of "eligible securities" with an aggregate "market value" (as provided by the GML Section 10) that is at least equal to the aggregate amount of deposits by the officers. See Schedule A of this policy for a listing of "eligible securities."

b) A pledge of a pro rata portion of a pool of eligible securities, having in the aggregate a market value at least equal to the aggregate amount of deposits from all such officers within the State at the bank or trust company.

C. An "eligible surety bond" payable to the government for an amount at least equal to 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations. The governing board shall approve the terms and conditions of the surety bond.

D. An "eligible letter of credit," payable to the (unit of government) as security for the payment of 140 percent of the aggregate amount of deposits and the agreed-upon interest, if any. An "eligible letter of credit" shall be an irrevocable letter of credit issued in favor of the (unit of government), for a term not to exceed 90 days, by a qualified bank (other than the bank where the secured money is deposited). A qualified bank is either one whose commercial paper and other unsecured short-term debt obligations (or, in the case of a bank which is the principal subsidiary of a holding company, whose holding company's commercial paper and other unsecured short-term debt obligations) are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization, or one that is in compliance with applicable federal minimum risk-based capital requirements.

E. An "irrevocable letter of credit" issued in favor of the (unit of government) by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, as security for the payment of 100 percent of the aggregate amount of deposits and the agreed-upon interest, if any.

SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by bank subject to security and custodial agreements.

The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Tioga State Bank or its custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate

and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

8) PERMITTED INVESTMENTS

As authorized by General Municipal Law, Section 11, the Town authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

- Special time deposit accounts;
- Certificates of deposit;
- Obligations of the United States of America;
- Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America;
- Obligations of the State of New York;
- Through a Deposit Placement Program, certificates of deposit in one or more "banking institutions", as defined in Banking Law Section 9-r;
- Obligations issued pursuant to LFL Section 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town;

All investment obligations shall be payable or redeemable at the option of the Town within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town within two years of the date of purchase.

9) AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town shall maintain a list of financial institutions and dealers for investment purposes and establish appropriate limits to the amount of investments, which can

be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidation Report of Condition (Cal Report) at the request of the Town. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Town will maintain a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

10) PURCHASE OF INVESTMENTS

The Town Supervisor is authorized to contract for the purchase of investments:

- a) Directly, including through a repurchase agreement, from an authorized trading partner.
- b) By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
- c) By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the (unit of government) by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement in General Municipal Law, Section 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

- America where principal and interest are guaranteed by the United States of America.
- No substitution of securities will be allowed.
- The custodian shall be a party other than the trading partner.

Schedule of Eligible Securities

- a) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- b) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development Bank, the Inter-American Development Bank, the Asian Development Bank and the African Development Bank.
- c) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- d) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- e) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- f) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- g) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- h) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- i) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- j) Commercial paper and bankers' acceptances issued by a bank, (other than the Bank with which the money is being deposited or invested), rated in the highest short term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

- k) Zero coupon obligations of the United States government marketed as "Treasury strips".

13) COURIER SERVICE

The Town Supervisor may, subject to the approval of the governing board by resolution, enter into a contract with a courier service for the purpose of causing the deposit of public funds with a bank or trust company. The courier service shall be required to obtain a surety bond for the full amount entrusted to the courier, payable to the Town of Plattsburgh and executed by an insurance company authorized to do business in the State of New York, with a claims-paying ability that is rated in the highest rating category by at least two nationally recognized statistical rating organizations, to insure against any loss of public deposits entrusted to the courier service for deposit or failure to deposit the full amount entrusted to the courier service.

The Town of Plattsburgh may agree with the depository bank or trust company that the bank or trust company will reimburse all or part of, but not more than, the actual cost incurred by the Town of Plattsburgh in transporting items for deposit through a courier service. Any such reimbursement agreement shall apply only to a specified deposit transaction, and may be subject to such terms, conditions and limitations as the bank or trust company deems necessary to ensure sound banking practices, including, but not limited to, any terms, conditions or limitations that may be required by the banking department or other federal or State authority.

14) ANNUAL REVIEW AND AMENDMENTS

The Town of Plattsburgh shall review this investment policy annually, and it shall have the power to amend this policy at any time.

15) DEFINITIONS

The terms "public funds," "public deposits," "bank," "trust company," "eligible securities," "eligible surety bond," and "eligible letter of credit" shall have the same meanings as set forth in General Municipal Law Section 10.

AGREEMENT

THIS AGREEMENT made this 1st day of January 2024 between the **TOWN OF PLATTSBURGH**, a municipal corporation with its principal place of business located at 151 Banker Road, Plattsburgh, New York 12901, party of the first part, and **JAMES J. COFFEY, ESQ.**, residing at 42 Lake Breeze Drive, Plattsburgh, New York 12901, and having a place of business located at 39 Broad Street, Plattsburgh, New York 12901, party of the second part.

WITNESSETH:

WHEREAS, on January ____, 2024, the party of the first part duly adopted a resolution at a meeting of its Town Board retaining the party of the second part on a contract basis as attorney for the Town of Plattsburgh during the calendar year **2024**; and

WHEREAS, the party of the second part, after conferring with the Supervisor of the party of the first part, has agreed to render the requested legal services for the party of the first part, including attending Town Board meetings, preparing resolutions, preparing legal documents, counseling the Supervisor, the Town Board, and the heads of other departments of the party of the first part;

NOW, THEREFORE, it is hereby mutually agreed by and between the parties hereto as follows:

1. **Duties:** The party of the first part hereby retains the party of the second part to render legal services on matters referred to him by the Supervisor and/or the Town Board of the Town of Plattsburgh and the party of the second part agrees to render such services to the party of the first part. The services required of the party of the second part shall be attendance at all meetings of the Town Board of the Town of Plattsburgh, unless excused from a particular meeting by the Supervisor of the party of the first part by reason of illness or a conflict with an overriding commitment; counseling the Supervisor and members of the Town Board of the party of the first part and department heads of the party of the first part with reference to municipal matters pertaining to the party of the first part; assisting in the preparation of required resolutions for consideration by the Town Board of the party of the first part; and performing such other legal services for the party of the first part as may be agreed upon by the parties hereto.

2. **Term:** The term of this Agreement shall be for the period commencing January 1, 2024 and ending December 31, 2024.

3. **Additional Duties:** Appearances for the party of the first part in a court of record shall not be covered by this agreement unless the party of the second part agrees to render such services as part of this Agreement. In addition, the parties may from time to time agree that certain matters fall outside the normal duties as contemplated by this agreement, and in such cases, the parties may mutually agree on the additional compensation that would be appropriate in such cases.

4. **Consideration:** The parties hereto agree that the total amount to be paid by the party of the first part to the party of the second part during the term of this Agreement shall be the sum of **FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00)**, plus necessary authorized disbursements. The party of the second part shall submit to the party of the first part at the monthly meeting in January and at the monthly meeting thereafter during the term of this Agreement, a monthly voucher statement for one-twelfth of **FIFTY THOUSAND AND 00/100 DOLLARS (\$50,000.00)**, or **FOUR THOUSAND ONE HUNDRED SIXTY-SIX AND 67/100 DOLLARS (\$4,166.66)**, due and payable for legal services rendered. The party of the second part shall not be entitled to mileage for attending Town Board meetings and other necessary trips to the Town Hall in Plattsburgh, New York.

5. **Independent Contractor:** Party of the second part is an independent contractor and shall not be considered an employee of the party of the first part and shall not be entitled to any benefits under this Agreement, except that party of the second part will be entitled to protection under the Public Officials Liability Policy of the party of the first part.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first above written.

TOWN OF PLATTSBURGH

By: Michael Cashman, Supervisor

JAMES J. COFFEY, Attorney

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

INDEPENDENT CONTRACTOR/CONSULTANT AGREEMENT

AGREEMENT made this 1st day of January, 2024, 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, 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, 2024 and continue through December 31, 2024.
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, 2024.

By:

Michael S. Cashman
Supervisor, Town of Plattsburgh

By:

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

Industrial Med Testing

Drug and Alcohol Testing Contract

This contract, entered into this 1st day of January, 2024, by and between Town of Plattsburgh, located at 151 Banker Rd. Plattsburgh, NY 12901 and INDUSTRIAL MED TESTING, INC. located at 220 Tom Miller Rd. Plattsburgh, NY 12901.

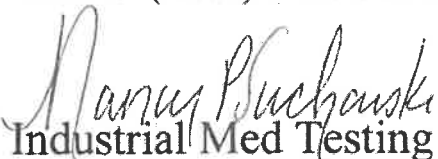
DESCRIPTION: Under this Agreement and Contract, Industrial Med Testing shall provide all drug and alcohol testing mandated by the Federal Motor Carrier Safety Regulations for the Town of Plattsburgh.

Industrial Med Testing shall perform the drug and alcohol testing in accordance with the Federal Highway Administration (FHWA) (49CFR Part 40). Industrial Med Testing certifies that a laboratory certified by the Department of Health and Human Services is used to process the specimens. The laboratory used is CRL Laboratory located at 8433 Quivira Rd. Lenexa, KS 66215. The fees for service in 2024 will be \$35.00 per collection at Industrial Med Testing, Inc.

The breath alcohol test will be conducted on an evidential breath testing (EBT) device approved by the National Highway Traffic Safety Administration (NHTSA). The machine used is the Intoxilyzer 400. The fees for service in 2024 will be \$25.00 per collection at Industrial Med Testing, Inc.

The urine drug test will test for the following drugs: Amphetamines, Cocaine, Marijuana, PCP and Opiates (including Codeine, Morphine, Hydrocodone, Oxycodone, Hydromorphone, Oxymorphone) and MDA using the GC/MS confirmation and specimen validity testing.

Positive drug test results and alcohol test results with a BAC concentration of anything other than 0.00, Town of Plattsburgh's Designated Employer Representative (DER), (1) Karen Provost or (2) Patrick Bowen will be notified immediately of the results. The Medical Review Officers' (MRO) work is inclusive with this contract.


Nancy Suchanski
Industrial Med Testing

12/5/2023
01/01/2024

Town of Plattsburgh

01/01/2024

**2024 ANIMAL SHELTER AGREEMENT
BETWEEN
EAGLE'S NEST VETERINARY HOSPITAL
AND THE
TOWN OF TOWN OF PLATTSBURGH**

THIS AGREEMENT, (hereinafter, "AGREEMENT") made this ____ day of _____, 20__, and effective _____, 20__ to DECEMBER 31, 2024 between the Town of Plattsburgh, a municipal corporation in the County of Clinton, State of New York, hereinafter "MUNICIPALITY" and Eagle's Nest Veterinary Hospital, a domestic for-profit corporation, with its principal place of business at 34 Skyway Plaza, #2, Plattsburgh, County of Clinton and State of New York, hereinafter "EAGLE'S NEST".

WITNESSETH

WHEREAS, the MUNICIPALITY has the obligation to seize dangerous dogs pursuant to Agriculture and Markets Law (hereinafter LAW), and to assure that these dogs are properly sheltered, fed and watered and the MUNICIPALITY desires to obtain the services of the EAGLE'S NEST to perform such services as required in the LAW for the redemption periods specified; and

WHEREAS, EAGLE'S NEST maintains a medical/boarding facility for dogs, brought to it from animal control officers working for the TOWN OF PLATTSBURGH.

NOW THEREFORE, IT IS AGREED between the parties hereto as follows:

ARTICLE I

1. EAGLE'S NEST will board and treat all dangerous dogs seized under Section 117 of the LAW, and will properly care for all dogs in its care, and will humanely euthanize, or transfer seized dogs not redeemed back to their owners or other designated agency as provided in the LAW and the rules and regulations promulgated by the New York State Department of Agriculture and Markets pursuant thereto.

2. EAGLE'S NEST will accept only dangerous dogs, or dogs thought to be dangerous, from the MUNICIPALITY under the terms of this AGREEMENT. The MUNICIPALITY must secure prior authorization from EAGLE'S NEST management prior to bringing any animal to EAGLE'S NEST.

3. All impoundment fees imposed by the municipality will be paid and licenses issued by the MUNICIPALITY to the dog's owner at the Municipal Clerk's office. All impoundment and license fees shall be the property of the MUNICIPALITY. Animals may be redeemed at EAGLE'S NEST during normal business hours. The operating hours of EAGLE'S NEST will be provided to the Municipal Clerk's office at the beginning of the year, and will be updated if changed. EAGLE'S NEST will permit

redemption by the lawful owners of seized animals during its posted hours for redemptions, directly from EAGLE'S NEST'S location in Plattsburgh, New York. Dogs must be properly licensed by the MUNICIPALITY. All redemption fees must be paid to the MUNICIPALITY. The MUNICIPALITY shall provide the owner with proof of compliance of licensure and payment of redemption fees, and the owner of the animal shall present said proof to EAGLE'S NEST.

4. EAGLE'S NEST will operate a boarding facility as required in the LAW and will make itself accessible daily to the MUNICIPALITY for the acceptance of Dangerous Dogs only brought to EAGLE'S NEST by the MUNICIPALITY and its officers. For any dog brought to EAGLE'S NEST by the MUNICIPALITY under the LAW, the expenses and care of the dog will be the sole responsibility of MUNICIPALITY at the conclusion of the redemption period. EAGLE'S NEST will file and maintain a complete record of any seizure and subsequent disposition of any dog in the manner described by the Commissioner of Agriculture & Markets, as well as any record required by the LAW and the rules and regulations promulgated pursuant thereto.

5. The MUNICIPALITY agrees that all animals suffering from illness or injury will be treated by a licensed veterinarian at the MUNICIPALITY'S expense either before being brought to EAGLE'S NEST for holding, or at the time of admission, if injuries are life threatening. If veterinary care is required during the redemption period or during the court mandated holding period, EAGLE'S NEST will bill the MUNICIPALITY for the cost of the service. EAGLE'S NEST professional staff will determine the need for veterinary care.

6. EAGLE'S NEST'S records relative to the dispositions of any dogs seized by the MUNICIPALITY shall be available for inspection by the MUNICIPALITY at the times at which EAGLE'S NEST'S offices are open to the public, preferably by appointment to meet the MUNICIPALITY'S representative from having to wait.

7. The MUNICIPALITY will complete intake forms provided by EAGLE'S NEST at the time the animals are brought to EAGLE'S NEST for each animal, including desired holding time, seizure reason and release date as well as any notes regarding medical conditions (24 hours) and the incident that is the cause for this pet being labeled a dangerous dog.

8. The redemption period for all dangerous dogs will be determined by the MUNICIPALITY based on the individual situation. The MUNICIPALITY will notify EAGLE'S NEST of the final date of the redemption period at the time the animal is brought to EAGLE'S NEST, or as soon as it is known.

ARTLCLE II

1. The MUNICIPALITY agrees to pay EAGLE'S NEST for service rendered under this AGREEMENT. The following are the fees that will be charged to the MUNICIPALITY:

- Upon signing the contract, a \$500 Retainer fee shall be paid by the MUNICIPALITY to EAGLE'S NEST. This will be applied to the first \$500 in charges that the municipality is billed for dangerous dog services. If no services are rendered during the contract period, the fee will be non-refundable.
- Dogs seized under Article 7 of the LAW and brought to EAGLE'S NEST by the MUNICIPALITY to be held will then at the conclusion of the redemption period be made available for transfer to another agency or euthanized per the sole discretion of EAGLE'S NEST and court mandate.
- \$100 per dog up to 150lbs per day/\$150 per dog per day for dogs over 150 lbs commencing on the day the dog is brought to EAGLE'S NEST (Base Fee). The base fee includes health and temperament assessment and the administration of any medications or treatments deemed necessary. Any additional tests, treatment or medications will be billed at regular EAGLE'S NEST rates in addition to the base rate. Additionally, \$75 after-hour drop off fee if dog delivered between 5 p.m. and midnight or \$100 after-hour drop off fee if dog delivered after midnight.
- If the MUNICIPALITY requests, or per court order, directs that a dog be held for a period greater than the statutory redemption period in the LAW, the MUNICIPALITY will be charged the above referenced rate, until provided written request regarding the dog.

2. All fees due under this AGREEMENT shall be paid within thirty (30) days of a monthly invoice being sent by EAGLE'S NEST to the MUNICIPALITY. In the event monthly fees are not paid in full, EAGLE'S NEST may assess a late payment charge equivalent to ten (10%) percent per year of the unpaid balance, or the maximum amount permitted by law, whichever is less. Failure of the MUNICIPALITY to make such payment in full within thirty (30) days of the due date shall constitute grounds for termination of the AGREEMENT, and notification to the Commissioner of Agriculture and Markets of the MUNICIPALITY'S violation of Article 7 of the Agriculture and Markets Law.

ARTICLE III

1. This AGREEMENT shall become effective on _____, 20__, and shall continue in effect until DECEMBER 31, 2024. Notwithstanding the foregoing, either party shall have the right to terminate this contract with or without cause upon thirty (30) days written notice of such termination. In the event EAGLE'S NEST terminates this agreement without cause, the unused portion of the \$500.00 retainer fee will be returned to the MUNICIPALITY. Similarly, if the MUNICIPALITY terminates this agreement without cause, the \$500.00 retainer fee shall be kept by EAGLE'S NEST.

2. Notwithstanding the prior terms hereof, EAGLE'S NEST by its Board of Directors reserves the right, on thirty (30) days' written notice, to terminate this

AGREEMENT without further responsibility on its part in the event that the MUNICIPALITY adopts any local law or ordinance which requires EAGLE'S NEST to perform any act inconsistent with its humane principals.

3. If any terms or provision of the AGREEMENT or the application thereof to any person, firm or corporation or circumstance shall, to any extent be determined to be invalid or unenforceable, the remainder of the AGREEMENT, or the application of such terms or provisions to persons, firms, or corporations or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each term or provision of the AGREEMENT shall be valid and be enforced to the fullest extent permitted by law.

IN WITNESS WHEREOF, the parties by their duly authorized representatives have signed as of the date indicated on the first page of this AGREEMENT.

BY:

TOWN OF PLATTSBURGH

Erik Eaglefeather
EAGLE'S NEST VETERINARY HOSPITAL

Plattsburgh, NY

Budget Adjustment Register

Adjustment Detail

Packet: GLPKT10698 - Budget Adjustment November 2023

Adjustment Number	Budget Code	Description	Adjustment Date
BA0023012	2023 Adopted Budget	Budget adjustments November 2023	12/15/2023

Summary Description:

Account Number	Account Name	Adjustment Description	Before	Adjustment	After
AAA.1110.4110.0000	GEN. SUPPLIES	Budget adjustments November 2023	4,000.00	1,600.00	5,600.00
January: 133.33	April: 133.33	July: 133.33	October: 133.33		
February: 133.33	May: 133.33	August: 133.33	November: 133.33		
March: 133.33	June: 133.33	September: 133.33	December: 133.37		
AAA.1110.4120.0000	ENVELOPES, STAMPED	Budget adjustments November 2023	3,000.00	-1,600.00	1,400.00
January: -133.33	April: -133.33	July: -133.33	October: -133.33		
February: -133.33	May: -133.33	August: -133.33	November: -133.33		
March: -133.33	June: -133.33	September: -133.33	December: -133.37		
AAA.1111.2000.0000	EQUIP. & CAP. OUTLAY	Budget adjustments November 2023	4,500.00	100.00	4,600.00
January: 8.33	April: 8.33	July: 8.33	October: 8.33		
February: 8.33	May: 8.33	August: 8.33	November: 8.33		
March: 8.33	June: 8.33	September: 8.33	December: 8.37		
AAA.1111.4110.0000	GEN. SUPPLIES	Budget adjustments November 2023	3,400.00	1,900.00	5,300.00
January: 158.33	April: 158.33	July: 158.33	October: 158.33		
February: 158.33	May: 158.33	August: 158.33	November: 158.33		
March: 158.33	June: 158.33	September: 158.33	December: 158.37		
AAA.1111.4120.0000	ENVELOPES, STAMPED	Budget adjustments November 2023	3,500.00	-2,000.00	1,500.00
January: -166.67	April: -166.67	July: -166.67	October: -166.67		
February: -166.67	May: -166.67	August: -166.67	November: -166.67		
March: -166.67	June: -166.67	September: -166.67	December: -166.63		
AAA.1355.4720.0000	COMPUTER SERVICES	Budget adjustments November 2023	5,000.00	-700.00	4,300.00
January: -58.33	April: -58.33	July: -58.33	October: -58.33		
February: -58.33	May: -58.33	August: -58.33	November: -58.33		
March: -58.33	June: -58.33	September: -58.33	December: -58.37		
AAA.1355.4900.0000	DUES,SUB,SUPP.ETC.	Budget adjustments November 2023	3,700.00	700.00	4,400.00
January: 58.33	April: 58.33	July: 58.33	October: 58.33		
February: 58.33	May: 58.33	August: 58.33	November: 58.33		
March: 58.33	June: 58.33	September: 58.33	December: 58.37		
AAA.1410.2000.0000	EQUIP. & CAP. OUTLAY	Budget adjustments November 2023	1,100.00	250.00	1,350.00
January: 20.83	April: 20.83	July: 20.83	October: 20.83		
February: 20.83	May: 20.83	August: 20.83	November: 20.83		
March: 20.83	June: 20.83	September: 20.83	December: 20.87		
AAA.1410.4300.0000	Record Retention	Budget adjustments November 2023	45,000.00	-250.00	44,750.00
January: -20.83	April: -20.83	July: -20.83	October: -20.83		
February: -20.83	May: -20.83	August: -20.83	November: -20.83		
March: -20.83	June: -20.83	September: -20.83	December: -20.87		
AAA.1610.4115.0000	SAFETY SUPPLIES	Budget adjustments November 2023	2,500.00	-1,000.00	1,500.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33		
February: -83.33	May: -83.33	August: -83.33	November: -83.33		
March: -83.33	June: -83.33	September: -83.33	December: -83.37		
AAA.1610.4230.0000	TELEPHONE	Budget adjustments November 2023	21,500.00	1,000.00	22,500.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33		
February: 83.33	May: 83.33	August: 83.33	November: 83.33		
March: 83.33	June: 83.33	September: 83.33	December: 83.37		
AAA.1610.4720.0000	IT CONSULTING SERVICES	Budget adjustments November 2023	47,500.00	3,000.00	50,500.00
January: 250.00	March: 250.00	May: 250.00	July: 250.00		
February: 250.00	April: 250.00	June: 250.00	August: 250.00		

Budget Adjustment Register
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September: 250.00	October: 250.00	November: 250.00	December: 250.00
AAA.1610.4721.0000	COMPUTER SERVICES	Budget adjustments November 2023	16,000.00 -3,000.00 13,000.00
January: -250.00	April: -250.00	July: -250.00	October: -250.00
February: -250.00	May: -250.00	August: -250.00	November: -250.00
March: -250.00	June: -250.00	September: -250.00	December: -250.00
AAA.1620.1000.0000	PERSONNEL SERVICES B&G	Budget adjustments November 2023	238,600.00 32,000.00 270,600.00
January: 2,666.67	April: 2,666.67	July: 2,666.67	October: 2,666.67
February: 2,666.67	May: 2,666.67	August: 2,666.67	November: 2,666.67
March: 2,666.67	June: 2,666.67	September: 2,666.67	December: 2,666.67
AAA.1620.2000.1000	PARK EQUIPMENT & CAPITAL O	Budget adjustments November 2023	260,000.00 -32,000.00 228,000.00
January: -2,666.67	April: -2,666.67	July: -2,666.67	October: -2,666.67
February: -2,666.67	May: -2,666.67	August: -2,666.67	November: -2,666.67
March: -2,666.67	June: -2,666.67	September: -2,666.67	December: -2,666.67
AAA.1620.2000.1000	PARK EQUIPMENT & CAPITAL O	Budget adjustments November 2023	260,000.00 -19,000.00 241,000.00
January: -1,583.33	April: -1,583.33	July: -1,583.33	October: -1,583.33
February: -1,583.33	May: -1,583.33	August: -1,583.33	November: -1,583.33
March: -1,583.33	June: -1,583.33	September: -1,583.33	December: -1,583.37
AAA.1620.2000.2000	BEAUTIFICATION EQUIPMENT	Budget adjustments November 2023	1,000.00 -250.00 750.00
January: -20.83	April: -20.83	July: -20.83	October: -20.83
February: -20.83	May: -20.83	August: -20.83	November: -20.83
March: -20.83	June: -20.83	September: -20.83	December: -20.87
AAA.1620.4100.1000	PARK IMPROVEMENTS	Budget adjustments November 2023	9,600.00 19,000.00 28,600.00
January: 1,583.33	April: 1,583.33	July: 1,583.33	October: 1,583.33
February: 1,583.33	May: 1,583.33	August: 1,583.33	November: 1,583.33
March: 1,583.33	June: 1,583.33	September: 1,583.33	December: 1,583.37
AAA.1620.4100.1000	PARK IMPROVEMENTS	Budget adjustments November 2023	9,600.00 500.00 10,100.00
January: 41.67	April: 41.67	July: 41.67	October: 41.67
February: 41.67	May: 41.67	August: 41.67	November: 41.67
March: 41.67	June: 41.67	September: 41.67	December: 41.63
AAA.1620.4112.0000	SUPPLIES, CLEANING	Budget adjustments November 2023	4,000.00 500.00 4,500.00
January: 41.67	April: 41.67	July: 41.67	October: 41.67
February: 41.67	May: 41.67	August: 41.67	November: 41.67
March: 41.67	June: 41.67	September: 41.67	December: 41.63
AAA.1620.4112.0000	SUPPLIES, CLEANING	Budget adjustments November 2023	4,000.00 250.00 4,250.00
January: 20.83	April: 20.83	July: 20.83	October: 20.83
February: 20.83	May: 20.83	August: 20.83	November: 20.83
March: 20.83	June: 20.83	September: 20.83	December: 20.87
AAA.1620.4116.0000	PARK FIELD MAINTENANCE	Budget adjustments November 2023	43,500.00 -750.00 42,750.00
January: -62.50	April: -62.50	July: -62.50	October: -62.50
February: -62.50	May: -62.50	August: -62.50	November: -62.50
March: -62.50	June: -62.50	September: -62.50	December: -62.50
AAA.1620.4230.1000	PARK TELEPHONE	Budget adjustments November 2023	3,400.00 2,000.00 5,400.00
January: 166.67	April: 166.67	July: 166.67	October: 166.67
February: 166.67	May: 166.67	August: 166.67	November: 166.67
March: 166.67	June: 166.67	September: 166.67	December: 166.63
AAA.1620.4241.0000	HEATING, HWY&WS DEPT	Budget adjustments November 2023	14,650.00 -2,000.00 12,650.00
January: -166.67	April: -166.67	July: -166.67	October: -166.67
February: -166.67	May: -166.67	August: -166.67	November: -166.67
March: -166.67	June: -166.67	September: -166.67	December: -166.63
AAA.1620.4401.0000	VEHICLE FUEL	Budget adjustments November 2023	12,000.00 1,000.00 13,000.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33
February: 83.33	May: 83.33	August: 83.33	November: 83.33
March: 83.33	June: 83.33	September: 83.33	December: 83.37
AAA.1620.4410.0000	CONF.,MTGS,SCH.,ETC	Budget adjustments November 2023	1,000.00 -1,000.00 0.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37

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<u>AAA.7310.4114.0000</u>		ATHLETIC SUPPLIES	Budget adjustments November 2023		4,500.00	-650.00	3,850.00
January:	-54.17	April:	-54.17	July:	-54.17	October:	-54.17
February:	-54.17	May:	-54.17	August:	-54.17	November:	-54.17
March:	-54.17	June:	-54.17	September:	-54.17	December:	-54.13
<u>AAA.7310.8500.0000</u>		HOSP MED INS	Budget adjustments November 2023		8,200.00	650.00	8,850.00
January:	54.17	April:	54.17	July:	54.17	October:	54.17
February:	54.17	May:	54.17	August:	54.17	November:	54.17
March:	54.17	June:	54.17	September:	54.17	December:	54.13
<u>AAA.7550.4000.0000</u>		CONTRACTUAL EXPENSE	Budget adjustments November 2023		1,500.00	100.00	1,600.00
January:	8.33	April:	8.33	July:	8.33	October:	8.33
February:	8.33	May:	8.33	August:	8.33	November:	8.33
March:	8.33	June:	8.33	September:	8.33	December:	8.37
<u>AAA.7550.4000.0000</u>		CONTRACTUAL EXPENSE	Budget adjustments November 2023		1,500.00	-100.00	1,400.00
January:	-8.33	April:	-8.33	July:	-8.33	October:	-8.33
February:	-8.33	May:	-8.33	August:	-8.33	November:	-8.33
March:	-8.33	June:	-8.33	September:	-8.33	December:	-8.37
<u>AAA.8020.4701.0000</u>		Legal Services	Budget adjustments November 2023		50,000.00	-4,000.00	46,000.00
January:	-333.33	April:	-333.33	July:	-333.33	October:	-333.33
February:	-333.33	May:	-333.33	August:	-333.33	November:	-333.33
March:	-333.33	June:	-333.33	September:	-333.33	December:	-333.37
<u>AAA.8020.4710.0000</u>		COMPREHENSIVE PLAN/ZONIN	Budget adjustments November 2023		2,000.00	4,000.00	6,000.00
January:	333.33	April:	333.33	July:	333.33	October:	333.33
February:	333.33	May:	333.33	August:	333.33	November:	333.33
March:	333.33	June:	333.33	September:	333.33	December:	333.37
<u>AAA.8020.4800.0000</u>		COMMUNITY DEVELOPMENT I	Budget adjustments November 2023		40,000.00	-1,000.00	39,000.00
January:	-83.33	April:	-83.33	July:	-83.33	October:	-83.33
February:	-83.33	May:	-83.33	August:	-83.33	November:	-83.33
March:	-83.33	June:	-83.33	September:	-83.33	December:	-83.37
<u>AAA.8020.4850.0000</u>		PLANNNG & IMPLENTATION ST	Budget adjustments November 2023		20,000.00	1,000.00	21,000.00
January:	83.33	April:	83.33	July:	83.33	October:	83.33
February:	83.33	May:	83.33	August:	83.33	November:	83.33
March:	83.33	June:	83.33	September:	83.33	December:	83.37
<u>DAA.5110.4100.0000</u>		GAS FOR VEHICLES	Budget adjustments November 2023		6,800.00	-6,400.00	400.00
January:	-533.33	April:	-533.33	July:	-533.33	October:	-533.33
February:	-533.33	May:	-533.33	August:	-533.33	November:	-533.33
March:	-533.33	June:	-533.33	September:	-533.33	December:	-533.37
<u>DAA.5110.4101.0000</u>		DIESEL FOR VEHICLES	Budget adjustments November 2023		2,700.00	-260.00	2,440.00
January:	-21.67	April:	-21.67	July:	-21.67	October:	-21.67
February:	-21.67	May:	-21.67	August:	-21.67	November:	-21.67
March:	-21.67	June:	-21.67	September:	-21.67	December:	-21.63
<u>DAA.5110.4200.0000</u>		PAVING MATLS/PATCHING	Budget adjustments November 2023		8,232.00	8,500.00	16,732.00
January:	708.33	April:	708.33	July:	708.33	October:	708.33
February:	708.33	May:	708.33	August:	708.33	November:	708.33
March:	708.33	June:	708.33	September:	708.33	December:	708.37
<u>DAA.5110.4230.0000</u>		CELLULAR PHONES	Budget adjustments November 2023		1,200.00	260.00	1,460.00
January:	21.67	April:	21.67	July:	21.67	October:	21.67
February:	21.67	May:	21.67	August:	21.67	November:	21.67
March:	21.67	June:	21.67	September:	21.67	December:	21.63
<u>DAA.5110.4300.0000</u>		ROAD STRIPING	Budget adjustments November 2023		22,000.00	-2,100.00	19,900.00
January:	-175.00	April:	-175.00	July:	-175.00	October:	-175.00
February:	-175.00	May:	-175.00	August:	-175.00	November:	-175.00
March:	-175.00	June:	-175.00	September:	-175.00	December:	-175.00
<u>DAA.5110.4400.0000</u>		DRAINAGE PIPE	Budget adjustments November 2023		5,000.00	-500.00	4,500.00
January:	-41.67	April:	-41.67	July:	-41.67	October:	-41.67
February:	-41.67	May:	-41.67	August:	-41.67	November:	-41.67
March:	-41.67	June:	-41.67	September:	-41.67	December:	-41.63
<u>DAA.5110.4500.0000</u>		ROAD MATERIALS	Budget adjustments November 2023		12,500.00	500.00	13,000.00

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January: 41.67	April: 41.67	July: 41.67	October: 41.67
February: 41.67	May: 41.67	August: 41.67	November: 41.67
March: 41.67	June: 41.67	September: 41.67	December: 41.63
<u>DAA.5112.1000.0000</u>	IMPRVMTS,PERS.SERV.	Budget adjustments November 2023	299,450.00 23,000.00 322,450.00
January: 1,916.67	April: 1,916.67	July: 1,916.67	October: 1,916.67
February: 1,916.67	May: 1,916.67	August: 1,916.67	November: 1,916.67
March: 1,916.67	June: 1,916.67	September: 1,916.67	December: 1,916.63
<u>DAA.5112.1100.0000</u>	P.S. OVERTIME	Budget adjustments November 2023	9,800.00 3,300.00 13,100.00
January: 275.00	April: 275.00	July: 275.00	October: 275.00
February: 275.00	May: 275.00	August: 275.00	November: 275.00
March: 275.00	June: 275.00	September: 275.00	December: 275.00
<u>DAA.5112.2000.0000</u>	ROAD PAVING (CHIPS)	Budget adjustments November 2023	377,300.00 18,000.00 395,300.00
January: 1,500.00	April: 1,500.00	July: 1,500.00	October: 1,500.00
February: 1,500.00	May: 1,500.00	August: 1,500.00	November: 1,500.00
March: 1,500.00	June: 1,500.00	September: 1,500.00	December: 1,500.00
<u>DAA.5112.4100.0000</u>	GAS FOR VEHICLES	Budget adjustments November 2023	11,500.00 200.00 11,700.00
January: 16.67	April: 16.67	July: 16.67	October: 16.67
February: 16.67	May: 16.67	August: 16.67	November: 16.67
March: 16.67	June: 16.67	September: 16.67	December: 16.63
<u>DAA.5112.4101.0000</u>	DIESEL FOR VEHICLES	Budget adjustments November 2023	21,000.00 5,000.00 26,000.00
January: 416.67	April: 416.67	July: 416.67	October: 416.67
February: 416.67	May: 416.67	August: 416.67	November: 416.67
March: 416.67	June: 416.67	September: 416.67	December: 416.63
<u>DAA.5112.4102.0000</u>	TOPSOIL/SEED/MULCH	Budget adjustments November 2023	3,000.00 -200.00 2,800.00
January: -16.67	April: -16.67	July: -16.67	October: -16.67
February: -16.67	May: -16.67	August: -16.67	November: -16.67
March: -16.67	June: -16.67	September: -16.67	December: -16.63
<u>DAA.5112.4200.0000</u>	PAVING MATERIALS	Budget adjustments November 2023	18,400.00 -5,000.00 13,400.00
January: -416.67	April: -416.67	July: -416.67	October: -416.67
February: -416.67	May: -416.67	August: -416.67	November: -416.67
March: -416.67	June: -416.67	September: -416.67	December: -416.63
<u>DAA.5112.4200.0000</u>	PAVING MATERIALS	Budget adjustments November 2023	18,400.00 -11,000.00 7,400.00
January: -916.67	April: -916.67	July: -916.67	October: -916.67
February: -916.67	May: -916.67	August: -916.67	November: -916.67
March: -916.67	June: -916.67	September: -916.67	December: -916.63
<u>DAA.5112.4201.0000</u>	STORM DRAINS	Budget adjustments November 2023	1,750.00 20,500.00 22,250.00
January: 1,708.33	April: 1,708.33	July: 1,708.33	October: 1,708.33
February: 1,708.33	May: 1,708.33	August: 1,708.33	November: 1,708.33
March: 1,708.33	June: 1,708.33	September: 1,708.33	December: 1,708.37
<u>DAA.5112.4300.0000</u>	DRAINAGE PIPE	Budget adjustments November 2023	13,500.00 11,000.00 24,500.00
January: 916.67	April: 916.67	July: 916.67	October: 916.67
February: 916.67	May: 916.67	August: 916.67	November: 916.67
March: 916.67	June: 916.67	September: 916.67	December: 916.63
<u>DAA.5112.4700.0000</u>	SIGNS,POSTS,RAILS,ETC.	Budget adjustments November 2023	7,100.00 1,000.00 8,100.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33
February: 83.33	May: 83.33	August: 83.33	November: 83.33
March: 83.33	June: 83.33	September: 83.33	December: 83.37
<u>DAA.5112.4800.0000</u>	ROAD STRIPING	Budget adjustments November 2023	6,300.00 -1,000.00 5,300.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37
<u>DAA.5130.4200.0000</u>	MACH.REPAIR/SERV.	Budget adjustments November 2023	277,400.00 -20,500.00 256,900.00
January: -1,708.33	April: -1,708.33	July: -1,708.33	October: -1,708.33
February: -1,708.33	May: -1,708.33	August: -1,708.33	November: -1,708.33
March: -1,708.33	June: -1,708.33	September: -1,708.33	December: -1,708.37
<u>DAA.5130.4200.0000</u>	MACH.REPAIR/SERV.	Budget adjustments November 2023	277,400.00 -18,000.00 259,400.00
January: -1,500.00	February: -1,500.00	March: -1,500.00	April: -1,500.00

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May: -1,500.00	July: -1,500.00	September: -1,500.00	November: -1,500.00
June: -1,500.00	August: -1,500.00	October: -1,500.00	December: -1,500.00
<u>DAA.5130.4300.0000</u>	TOOLS,OTHER IMPLEMENTS	Budget adjustments November 2023	4,400.00 -1,000.00 3,400.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37
<u>DAA.5130.4500.0000</u>	MOTOR OIL	Budget adjustments November 2023	9,300.00 1,000.00 10,300.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33
February: 83.33	May: 83.33	August: 83.33	November: 83.33
March: 83.33	June: 83.33	September: 83.33	December: 83.37
<u>DAA.5142.1000.0000</u>	TN.ROADS,PERS.SERV..	Budget adjustments November 2023	347,500.00 -26,000.00 321,500.00
January: -2,166.67	April: -2,166.67	July: -2,166.67	October: -2,166.67
February: -2,166.67	May: -2,166.67	August: -2,166.67	November: -2,166.67
March: -2,166.67	June: -2,166.67	September: -2,166.67	December: -2,166.63
<u>SLC.5182.4110.0000</u>	SUPPLIES	Budget adjustments November 2023	8,000.00 -7,000.00 1,000.00
January: -583.33	April: -583.33	July: -583.33	October: -583.33
February: -583.33	May: -583.33	August: -583.33	November: -583.33
March: -583.33	June: -583.33	September: -583.33	December: -583.37
<u>SLC.5182.4200.0000</u>	ELECTRICITY	Budget adjustments November 2023	92,000.00 15,700.00 107,700.00
January: 1,308.33	April: 1,308.33	July: 1,308.33	October: 1,308.33
February: 1,308.33	May: 1,308.33	August: 1,308.33	November: 1,308.33
March: 1,308.33	June: 1,308.33	September: 1,308.33	December: 1,308.37
<u>SLC.5182.4400.0000</u>	NYPA Maintenance program	Budget adjustments November 2023	32,000.00 -800.00 31,200.00
January: -66.67	April: -66.67	July: -66.67	October: -66.67
February: -66.67	May: -66.67	August: -66.67	November: -66.67
March: -66.67	June: -66.67	September: -66.67	December: -66.63
<u>SLC.5182.4410.0000</u>	CPNF. MTGS SCH ETC	Budget adjustments November 2023	500.00 -500.00 0.00
January: -41.67	April: -41.67	July: -41.67	October: -41.67
February: -41.67	May: -41.67	August: -41.67	November: -41.67
March: -41.67	June: -41.67	September: -41.67	December: -41.63
<u>SLC.5182.4500.0000</u>	EQUIPMENT REPAIRS	Budget adjustments November 2023	2,200.00 -2,000.00 200.00
January: -166.67	April: -166.67	July: -166.67	October: -166.67
February: -166.67	May: -166.67	August: -166.67	November: -166.67
March: -166.67	June: -166.67	September: -166.67	December: -166.63
<u>SLC.5182.8200.0000</u>	WORKERS COMPENSATION	Budget adjustments November 2023	3,400.00 -700.00 2,700.00
January: -58.33	April: -58.33	July: -58.33	October: -58.33
February: -58.33	May: -58.33	August: -58.33	November: -58.33
March: -58.33	June: -58.33	September: -58.33	December: -58.37
<u>SLC.5182.8500.0000</u>	HOSP MED INS	Budget adjustments November 2023	15,000.00 -4,700.00 10,300.00
January: -391.67	April: -391.67	July: -391.67	October: -391.67
February: -391.67	May: -391.67	August: -391.67	November: -391.67
March: -391.67	June: -391.67	September: -391.67	December: -391.63
<u>SSC.8120.4000.0000</u>	MISC.	Budget adjustments November 2023	64,739.00 62,500.00 127,239.00
January: 5,208.33	April: 5,208.33	July: 5,208.33	October: 5,208.33
February: 5,208.33	May: 5,208.33	August: 5,208.33	November: 5,208.33
March: 5,208.33	June: 5,208.33	September: 5,208.33	December: 5,208.37
<u>SSC.8130.2000.0000</u>	EQUIP. & CAP. OUTLAY	Budget adjustments November 2023	3,000.00 -2,000.00 1,000.00
January: -166.67	April: -166.67	July: -166.67	October: -166.67
February: -166.67	May: -166.67	August: -166.67	November: -166.67
March: -166.67	June: -166.67	September: -166.67	December: -166.63
<u>SSC.8130.4230.0000</u>	TELEPHONE	Budget adjustments November 2023	1,200.00 -1,000.00 200.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37
<u>SSC.8130.4550.0000</u>	REPAIRS	Budget adjustments November 2023	2,800.00 3,000.00 5,800.00
January: 250.00	March: 250.00	May: 250.00	July: 250.00
February: 250.00	April: 250.00	June: 250.00	August: 250.00

Budget Adjustment Register
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September: 250.00	October: 250.00	November: 250.00	December: 250.00
SWC.8320.4000.0000	MISCELLANEOUS	Budget adjustments November 2023	62,500.00 62,500.00 125,000.00
January: 5,208.33	April: 5,208.33	July: 5,208.33	October: 5,208.33
February: 5,208.33	May: 5,208.33	August: 5,208.33	November: 5,208.33
March: 5,208.33	June: 5,208.33	September: 5,208.33	December: 5,208.37
SWC.8320.4200.0000	ELECTRICITY	Budget adjustments November 2023	150,000.00 -12,000.00 138,000.00
January: -1,000.00	April: -1,000.00	July: -1,000.00	October: -1,000.00
February: -1,000.00	May: -1,000.00	August: -1,000.00	November: -1,000.00
March: -1,000.00	June: -1,000.00	September: -1,000.00	December: -1,000.00
SWC.8340.2000.0000	EQUIP. & CAP. OUTLAY	Budget adjustments November 2023	43,000.00 12,000.00 55,000.00
January: 1,000.00	April: 1,000.00	July: 1,000.00	October: 1,000.00
February: 1,000.00	May: 1,000.00	August: 1,000.00	November: 1,000.00
March: 1,000.00	June: 1,000.00	September: 1,000.00	December: 1,000.00
SWC.8340.4590.0000	REPAIRS	Budget adjustments November 2023	26,100.00 2,500.00 28,600.00
January: 208.33	April: 208.33	July: 208.33	October: 208.33
February: 208.33	May: 208.33	August: 208.33	November: 208.33
March: 208.33	June: 208.33	September: 208.33	December: 208.37
SWC.8340.4810.0000	INSURANCE	Budget adjustments November 2023	18,000.00 -2,500.00 15,500.00
January: -208.33	April: -208.33	July: -208.33	October: -208.33
February: -208.33	May: -208.33	August: -208.33	November: -208.33
March: -208.33	June: -208.33	September: -208.33	December: -208.37
WSA.1610.2000.0000	EQUIP. & CAP. OUTLAY	Budget adjustments November 2023	206,400.00 -1,000.00 205,400.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37
WSA.1610.4000.0000	MISCELLANEOUS	Budget adjustments November 2023	7,500.00 1,000.00 8,500.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33
February: 83.33	May: 83.33	August: 83.33	November: 83.33
March: 83.33	June: 83.33	September: 83.33	December: 83.37
WSA.1610.4120.0000	ENVELOPES, STATEMENTS	Budget adjustments November 2023	2,000.00 -1,000.00 1,000.00
January: -83.33	April: -83.33	July: -83.33	October: -83.33
February: -83.33	May: -83.33	August: -83.33	November: -83.33
March: -83.33	June: -83.33	September: -83.33	December: -83.37
WSA.1610.4150.0000	FUEL FOR VEHICLES	Budget adjustments November 2023	20,000.00 1,000.00 21,000.00
January: 83.33	April: 83.33	July: 83.33	October: 83.33
February: 83.33	May: 83.33	August: 83.33	November: 83.33
March: 83.33	June: 83.33	September: 83.33	December: 83.37
WSA.1610.4500.0000	EQUIP. REPAIRS&SERVICE	Budget adjustments November 2023	20,000.00 -250.00 19,750.00
January: -20.83	April: -20.83	July: -20.83	October: -20.83
February: -20.83	May: -20.83	August: -20.83	November: -20.83
March: -20.83	June: -20.83	September: -20.83	December: -20.87
WSA.1610.4520.0000	WASTE DISPOSAL FEE	Budget adjustments November 2023	1,000.00 250.00 1,250.00
January: 20.83	April: 20.83	July: 20.83	October: 20.83
February: 20.83	May: 20.83	August: 20.83	November: 20.83
March: 20.83	June: 20.83	September: 20.83	December: 20.87
WSA.1610.4530.0000	VEHICLES, REP.&SERV.	Budget adjustments November 2023	10,000.00 4,000.00 14,000.00
January: 333.33	April: 333.33	July: 333.33	October: 333.33
February: 333.33	May: 333.33	August: 333.33	November: 333.33
March: 333.33	June: 333.33	September: 333.33	December: 333.37
WSA.1610.4710.0000	CONT. SERVICES Billing Services	Budget adjustments November 2023	8,500.00 4,000.00 12,500.00
January: 333.33	April: 333.33	July: 333.33	October: 333.33
February: 333.33	May: 333.33	August: 333.33	November: 333.33
March: 333.33	June: 333.33	September: 333.33	December: 333.37

Budget Code Summary

Budget	Budget Description	Account	Account Description	Before	Adjustment	After
2023	2023 Adopted Budget	AAA.1110.4110.0000	GEN. SUPPLIES	4,000.00	1,600.00	5,600.00
		AAA.1110.4120.0000	ENVELOPES, STAMPED	3,000.00	-1,600.00	1,400.00
		AAA.1111.2000.0000	EQUIP. & CAP. OUTLAY	4,500.00	100.00	4,600.00
		AAA.1111.4110.0000	GEN. SUPPLIES	3,400.00	1,900.00	5,300.00
		AAA.1111.4120.0000	ENVELOPES, STAMPED	3,500.00	-2,000.00	1,500.00
		AAA.1355.4720.0000	COMPUTER SERVICES	5,000.00	-700.00	4,300.00
		AAA.1355.4900.0000	DUES,SUB,SUPP.ETC.	3,700.00	700.00	4,400.00
		AAA.1410.2000.0000	EQUIP. & CAP. OUTLAY	1,100.00	250.00	1,350.00
		AAA.1410.4300.0000	Record Retention	45,000.00	-250.00	44,750.00
		AAA.1610.4115.0000	SAFETY SUPPLIES	2,500.00	-1,000.00	1,500.00
		AAA.1610.4230.0000	TELEPHONE	21,500.00	1,000.00	22,500.00
		AAA.1610.4720.0000	IT CONSULTING SERVICES	47,500.00	3,000.00	50,500.00
		AAA.1610.4721.0000	COMPUTER SERVICES	16,000.00	-3,000.00	13,000.00
		AAA.1620.1000.0000	PERSONNEL SERVICES B&G	238,600.00	32,000.00	270,600.00
		AAA.1620.2000.1000	PARK EQUIPMENT & CAPITAL OUT	260,000.00	-51,000.00	209,000.00
		AAA.1620.2000.2000	BEAUTIFICATION EQUIPMENT CAP	1,000.00	-250.00	750.00
		AAA.1620.4100.1000	PARK IMPROVEMENTS	9,600.00	19,500.00	29,100.00
		AAA.1620.4112.0000	SUPPLIES, CLEANING	4,000.00	750.00	4,750.00
		AAA.1620.4116.0000	PARK FIELD MAINTENANCE	43,500.00	-750.00	42,750.00
		AAA.1620.4230.1000	PARK TELEPHONE	3,400.00	2,000.00	5,400.00
		AAA.1620.4241.0000	HEATING, HWY&WS DEPT	14,650.00	-2,000.00	12,650.00
		AAA.1620.4401.0000	VEHICLE FUEL	12,000.00	1,000.00	13,000.00
		AAA.1620.4410.0000	CONF.,MTGS,SCH.,ETC	1,000.00	-1,000.00	0.00
		AAA.7310.4114.0000	ATHLETIC SUPPLIES	4,500.00	-650.00	3,850.00
		AAA.7310.8500.0000	HOSP MED INS	8,200.00	650.00	8,850.00
		AAA.7550.4000.0000	CONTRACTUAL EXPENSE	1,500.00	0.00	1,500.00
		AAA.8020.4701.0000	Legal Services	50,000.00	-4,000.00	46,000.00
		AAA.8020.4710.0000	COMPREHENSIVE PLAN/ZONING	2,000.00	4,000.00	6,000.00
		AAA.8020.4800.0000	COMMUNITY DEVELOPMENT IMP	40,000.00	-1,000.00	39,000.00
		AAA.8020.4850.0000	PLANNNG & IMPLEMENTATION STUD	20,000.00	1,000.00	21,000.00
		DAA.5110.4100.0000	GAS FOR VEHICLES	6,800.00	-6,400.00	400.00
		DAA.5110.4101.0000	DIESEL FOR VEHICLES	2,700.00	-260.00	2,440.00
		DAA.5110.4200.0000	PAVING MATLS/PATCHING	8,232.00	8,500.00	16,732.00
		DAA.5110.4230.0000	CELLULAR PHONES	1,200.00	260.00	1,460.00
		DAA.5110.4300.0000	ROAD STRIPING	22,000.00	-2,100.00	19,900.00
		DAA.5110.4400.0000	DRAINAGE PIPE	5,000.00	-500.00	4,500.00
		DAA.5110.4500.0000	ROAD MATERIALS	12,500.00	500.00	13,000.00
		DAA.5112.1000.0000	IMPRVMTS,PERS.SERV.	299,450.00	23,000.00	322,450.00
		DAA.5112.1100.0000	P.S. OVERTIME	9,800.00	3,300.00	13,100.00
		DAA.5112.2000.0000	ROAD PAVING (CHIPS)	377,300.00	18,000.00	395,300.00
		DAA.5112.4100.0000	GAS FOR VEHICLES	11,500.00	200.00	11,700.00
		DAA.5112.4101.0000	DIESEL FOR VEHICLES	21,000.00	5,000.00	26,000.00
		DAA.5112.4102.0000	TOPSOIL/SEED/MULCH	3,000.00	-200.00	2,800.00
		DAA.5112.4200.0000	PAVING MATERIALS	18,400.00	-16,000.00	2,400.00
		DAA.5112.4201.0000	STORM DRAINS	1,750.00	20,500.00	22,250.00
		DAA.5112.4300.0000	DRAINAGE PIPE	13,500.00	11,000.00	24,500.00
		DAA.5112.4700.0000	SIGNS,POSTS,RAILS,ETC.	7,100.00	1,000.00	8,100.00
		DAA.5112.4800.0000	ROAD STRIPING	6,300.00	-1,000.00	5,300.00
		DAA.5130.4200.0000	MACH.REPAIR/SERV.	277,400.00	-38,500.00	238,900.00
		DAA.5130.4300.0000	TOOLS,OTHER IMPLEMENTS	4,400.00	-1,000.00	3,400.00
		DAA.5130.4500.0000	MOTOR OIL	9,300.00	1,000.00	10,300.00
		DAA.5142.1000.0000	TN.ROADS,PERS.SERV..	347,500.00	-26,000.00	321,500.00
		SLC.5182.4110.0000	SUPPLIES	8,000.00	-7,000.00	1,000.00
		SLC.5182.4200.0000	ELECTRICITY	92,000.00	15,700.00	107,700.00
		SLC.5182.4400.0000	NYPA Maintenance program	32,000.00	-800.00	31,200.00
		SLC.5182.4410.0000	CPNF. MTGS SCH ETC	500.00	-500.00	0.00
		SLC.5182.4500.0000	EQUIPMENT REPAIRS	2,200.00	-2,000.00	200.00
		SLC.5182.8200.0000	WORKERS COMPENSATION	3,400.00	-700.00	2,700.00

Budget Adjustment Register

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<u>SLC.5182.8500.0000</u>	HOSP MED INS	15,000.00	-4,700.00	10,300.00
<u>SSC.8120.4000.0000</u>	MISC.	64,739.00	62,500.00	127,239.00
<u>SSC.8130.2000.0000</u>	EQUIP. & CAP. OUTLAY	3,000.00	-2,000.00	1,000.00
<u>SSC.8130.4230.0000</u>	TELEPHONE	1,200.00	-1,000.00	200.00
<u>SSC.8130.4550.0000</u>	REPAIRS	2,800.00	3,000.00	5,800.00
<u>SWC.8320.4000.0000</u>	MISCELLANEOUS	62,500.00	62,500.00	125,000.00
<u>SWC.8320.4200.0000</u>	ELECTRICITY	150,000.00	-12,000.00	138,000.00
<u>SWC.8340.2000.0000</u>	EQUIP. & CAP. OUTLAY	43,000.00	12,000.00	55,000.00
<u>SWC.8340.4590.0000</u>	REPAIRS	26,100.00	2,500.00	28,600.00
<u>SWC.8340.4810.0000</u>	INSURANCE	18,000.00	-2,500.00	15,500.00
<u>WSA.1610.2000.0000</u>	EQUIP. & CAP. OUTLAY	206,400.00	-1,000.00	205,400.00
<u>WSA.1610.4000.0000</u>	MISCELLANEOUS	7,500.00	1,000.00	8,500.00
<u>WSA.1610.4120.0000</u>	ENVELOPES, STATEMENTS	2,000.00	-1,000.00	1,000.00
<u>WSA.1610.4150.0000</u>	FUEL FOR VEHICLES	20,000.00	1,000.00	21,000.00
<u>WSA.1610.4500.0000</u>	EQUIP. REPAIRS&SERVICE	20,000.00	-250.00	19,750.00
<u>WSA.1610.4520.0000</u>	WASTE DISPOSAL FEE	1,000.00	250.00	1,250.00
<u>WSA.1610.4530.0000</u>	VEHICLES,REP.&SERV.	10,000.00	4,000.00	14,000.00
<u>WSA.1610.4710.0000</u>	CONT. SERVICES Billing Services	8,500.00	4,000.00	12,500.00
	2023 Total:	3,140,621.00	133,550.00	3,274,171.00
	Grand Total:	3,140,621.00	133,550.00	3,274,171.00

Fund Summary

Fund	Before	Adjustment	After
Budget Code:2023 - 2023 Adopted Budget Fiscal: 2023			
AAA	874,650.00	250.00	874,900.00
DAA	1,466,132.00	300.00	1,466,432.00
SLC	153,100.00	0.00	153,100.00
SSC	71,739.00	62,500.00	134,239.00
SWC	299,600.00	62,500.00	362,100.00
WSA	275,400.00	8,000.00	283,400.00
Budget Code 2023 Total:	3,140,621.00	133,550.00	3,274,171.00
Grand Total:	3,140,621.00	133,550.00	3,274,171.00

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

Minutes Respectfully Submitted by:

Katie Kalluche, Town Clerk

