

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

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 | |
| Charles A. Kostyk, Councilor | x | |
| Dana M. Isabella, Councilor | x | |
| Daniel A. Bosley, Councilor | x | |
| Kathryn B. Kalluche, Town Clerk | x | |
| James J. Coffey, Town Attorney | x | |

Resolution No. 025-211

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **August 14, 2025** and **August 21, 2025** be accepted, and the reading of the minutes be dispensed with.

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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

Public Comment - None

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-212

Abstract 9B-25

RESOLVED, that the abstract of audited claims **No. 9B-25** for \$201,049.88, **Abstract 9B-25** prepays for the amount \$435,437.18 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Daniel A. Bosley

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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-213

**Resolution to Extend Retirement Date of
Pamela St. John from the Position of Court
Clerk in the Town of Plattsburgh Justice Court**

WHEREAS, Pamela St. John previously submitted a letter of retirement from her position as Court Clerk in the Town of Plattsburgh Justice Court Office, originally effective January 5, 2026; and

WHEREAS, due to office personnel circumstances, Ms. St. John has agreed to extend her retirement date; now, therefore be it

RESOLVED, that the Town Board hereby acknowledges and accepts the extension of Ms. St. John's retirement date to February 28, 2026, with appreciation for her many years of service to the Town of Plattsburgh; and be it further

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

Motion: Charles A. Kostyk

Seconded by: Daniel A. Bosley

Discussion: Charles A. Kostyk

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

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-214

**Authorizing the Purchase and Installation of
Three (3) Highway Garage Man Doors**

WHEREAS, the Town of Plattsburgh Building and Maintenance Supervisor, Rick Rascoe, has requested to purchase three (3) Highway Garage Man Doors to replace three deteriorating doors; and

WHEREAS, quotes have been obtained and reviewed by Mr. Rascoe, and it is of his recommendation to purchase the three (3) Highway Garage Man Doors from HTO Hartson Total Opening for \$13,335.00 FOB Truck Shipping Point; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board does hereby authorize the purchase of said Highway Garage Man Doors; and be it further

RESOLVED, that payment for said purchase be made payable from Account AAA.1620.2000.0000 and a copy of this Resolution be given to the Building and Maintenance Supervisor and 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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-215

**Authorizing the Purchase and Installation of
Three (3) Genetec Advantage ProReaders**

WHEREAS, the Town of Plattsburgh Safety Committee has determined a need to continue to increase the safety in the town hall for the benefit of the public and employees of The Town; and

WHEREAS, the Town has already installed a majority of a keyless entry system through NCC System; and

WHEREAS, the Town of Plattsburgh Safety Committee believes installation of three (3) additional readers would provide the most effective means of increasing safety; and

WHEREAS, a quote has been obtained from NCC for the purchase and installation of three (3) Genetec Advantage ProReaders for \$14,549.97; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board does hereby authorize the purchase of said Genetec Advantage ProReaders; and, be it further

RESOLVED, that payment for said purchase be made payable from Account AAA.1620.2000.0000 and a copy of this Resolution be given to the Building and Maintenance Supervisor and the Finance Manager.

Motion: Charles A. Kostyk

Seconded by: Daniel A. Bosley

Discussion: Charles A. Kostyk

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

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-216

**Retirement of Brian Dowling from the Position of
Assessor for the Town of Plattsburgh**

WHEREAS, Brian Dowling has submitted a letter of retirement from his position as Assessor for the Town of Plattsburgh, effective October 1, 2025; now, therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh, with appreciation for his years of service, hereby accepts Mr. Dowling’s letter of retirement as Assessor and wishes him well with his future endeavors; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and a copy be placed in Mr. Dowling’s 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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-217

**Purchase of New Vehicle for
Water/Wastewater Department**

WHEREAS, the Water & Wastewater Dept. needs 1 new vehicle to replace current vehicle; and

WHEREAS, the Water & Wastewater Dept has complied with the NYS OGS procurement requirements for acquisition by the completion of the competitive mini-bid process executed via the NYs Vehicle Marketplace; therefore, be it

RESOLVED, to accept the following bids:

Scorpio Motors LLC DBA Greenwich Ford – (1) 2026 Ford F-550 XL @ \$93,693.50

pursuant to the New York State Office through the General Services Standards and Purchase Group Contract; and it is further

RESOLVED, that payment be made payable from the 2025 Water & Wastewater Budget Account # WSA.1610.2000 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

Motion: Charles A. Kostyk

Seconded by: Daniel A. Bosley

Discussion: Charles A. Kostyk, Dana M. Isabella

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

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-218

**Resignation of Katie Kalluche as Town Clerk
for the Town of Plattsburgh**

WHEREAS, Katie Kalluche, has submitted a letter of resignation from her position as Town Clerk for the Town of Plattsburgh, effective September 19, 2025; therefore, be it

RESOLVED, that with appreciation for her years of service to the Town of Plattsburgh, the Town Board does hereby accept her letter of resignation and wishes her well in all her future endeavors; and it is further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and a copy be placed in her personnel file.

Motion: Dana M. Isabella

Seconded by: Charles A. Kostyk

Discussion: Michael S. Cashman, Thomas E. Wood

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

TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025

Resolution No. 025-219

Salt Purchase Order for 2025-2026

RESOLVED, to receive and place on file a letter dated September 16, 2025 from Greg Burnell, Highway Superintendent, requesting permission to purchase 2800 tons of road salt for use by the Town of Plattsburgh Highway Department through the Clinton County contract from Compass Minerals in the amount of \$246,372.00; and, it is further

RESOLVED, that the Town Board does hereby grant permission to Greg Burnell to order said salt and the Supervisor is hereby authorized to sign any related documents required for said purchase; and, it is further

RESOLVED, that payment for said purchase be made payable from the 2025-2026 Highway Budget accounts DAA.5142.4200.0000 and DAA.5148.4200.0000; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Highway Superintendent.

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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Resolution No. 025-220

August 2025 Budget Amendment

WHEREAS, the Town may need to amend the 2025 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 the Finance Manager.

Motion: Daniel A. Bosley

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 | | | | |
| Charles A. Kostyk | x | | | | |
| Dana M. Isabella | x | | | | |
| Daniel A. Bosley | x | | | | |
| Michael S. Cashman | x | | | | |

Budget Code Summary

| Budget | Budget Description | Account | Account Description | Before | Adjustment | After |
|--------|---------------------|---------------------------|-------------------------------|---------------------|-------------|---------------------|
| 2025 | Adopted 2025 Budget | <u>AAA.1111.2000.0000</u> | EQUIP. & CAP. OUTLAY | 2,900.00 | 1,500.00 | 4,400.00 |
| | | <u>AAA.1111.4410.0000</u> | CONF. CONV. SCHOOL | 4,600.00 | -4,500.00 | 100.00 |
| | | <u>AAA.1111.8500.0000</u> | HEALTH INS. | 28,500.00 | 3,000.00 | 31,500.00 |
| | | <u>AAA.1330.2000.0000</u> | EQUIP. & CAP. OUTLAY | 1,500.00 | 1,300.00 | 2,800.00 |
| | | <u>AAA.1330.4410.0000</u> | CONF. CONV. SCHOOL | 500.00 | -500.00 | 0.00 |
| | | <u>AAA.1355.2000.0000</u> | EQUIP. & CAP. OUTLAY | 1,300.00 | -500.00 | 800.00 |
| | | <u>AAA.1355.4111.0000</u> | OFFICE SUPPLIES | 1,000.00 | 500.00 | 1,500.00 |
| | | <u>AAA.1355.4700.0000</u> | CONTRACTUAL SERVICES | 58,250.00 | 16,700.00 | 74,950.00 |
| | | <u>AAA.1355.4710.0000</u> | LEGAL CONSULTATION | 55,000.00 | -16,700.00 | 38,300.00 |
| | | <u>AAA.1610.4720.0000</u> | IT CONSULTING SERVICES | 40,000.00 | 16,000.00 | 56,000.00 |
| | | <u>AAA.1620.1000.0000</u> | PERSONNEL SERVICES B&G | 344,900.00 | -33,900.00 | 311,000.00 |
| | | <u>AAA.1620.1100.0000</u> | OVERTIME B&G | 8,500.00 | 2,000.00 | 10,500.00 |
| | | <u>AAA.1620.1800.0000</u> | SUMMER SEASONAL HELP | 19,000.00 | 6,200.00 | 25,200.00 |
| | | <u>AAA.1620.2000.0000</u> | EQUIP. & CAP. OUTLAY | 296,554.00 | 148,500.00 | 445,054.00 |
| | | <u>AAA.1620.4100.0000</u> | IMPROVEMENTS | 133,000.00 | -130,000.00 | 3,000.00 |
| | | <u>AAA.1620.4115.0000</u> | SAFETY SUPPLIES | 2,000.00 | 1,500.00 | 3,500.00 |
| | | <u>AAA.1620.4410.0000</u> | CONF.,MTGS,SCH.,ETC | 1,000.00 | -1,000.00 | 0.00 |
| | | <u>AAA.1620.4500.0000</u> | EQUIP.REPAIRS&SERVICE | 4,500.00 | 8,000.00 | 12,500.00 |
| | | <u>AAA.1620.4510.1000</u> | PARK BLDGS REPAIR & SERVICE | 15,000.00 | -500.00 | 14,500.00 |
| | | <u>AAA.1620.4520.1000</u> | PARK WASTE DISPOSAL FEE | 1,000.00 | 500.00 | 1,500.00 |
| | | <u>AAA.1990.4000.0000</u> | CONTINGENT ACCT. | 32,700.00 | -18,100.00 | 14,600.00 |
| | | <u>AAA.7310.2000.0000</u> | EQUIP. & CAP. OUTLAY | 2,900.00 | 1,000.00 | 3,900.00 |
| | | <u>AAA.7310.4000.0000</u> | CONTR. EXPENSES, | 24,500.00 | -1,000.00 | 23,500.00 |
| | | <u>AAA.7310.4113.0000</u> | PROGRAMS SUPPLIES | 5,000.00 | -1,000.00 | 4,000.00 |
| | | <u>AAA.7310.4151.0000</u> | FUEL, DIRECTOR VEHICLE | 1,000.00 | 1,000.00 | 2,000.00 |
| | | <u>AAA.8010.2000.0000</u> | EQUIP. & CAP. OUTLAY | 53,400.00 | 1,000.00 | 54,400.00 |
| | | <u>AAA.8010.4400.0000</u> | Schluter Inspections | 14,800.00 | -1,000.00 | 13,800.00 |
| | | <u>AAA.8020.2000.0000</u> | EQUIP. & CAP. OUTLAY | 3,000.00 | -200.00 | 2,800.00 |
| | | <u>AAA.8020.4370.0000</u> | CELL PHONE | 0.00 | 200.00 | 200.00 |
| | | <u>AAA.8020.4850.0000</u> | PLANNNG & IMPLEMENTATION STUD | 24,900.00 | -5,400.00 | 19,500.00 |
| | | <u>AAA.8020.4900.0000</u> | MEMBERSHIP,SUBSC.,ETC. | 2,500.00 | 1,400.00 | 3,900.00 |
| | | <u>AAA.8810.4000.0000</u> | CONTRACTUAL EXPENDITURE | 14,200.00 | 4,000.00 | 18,200.00 |
| | | <u>DAA.5110.4200.0000</u> | PAVING MATLS/PATCHING | 60,000.00 | -12,800.00 | 47,200.00 |
| | | <u>DAA.5110.4400.0000</u> | DRAINAGE PIPE | 5,500.00 | 17,500.00 | 23,000.00 |
| | | <u>DAA.5110.4500.0000</u> | ROAD MATERIALS | 9,000.00 | 4,000.00 | 13,000.00 |
| | | <u>DAA.5110.4550.0000</u> | SIDEWALK REPAIR | 15,000.00 | -15,000.00 | 0.00 |
| | | <u>DAA.5112.4000.0000</u> | MISCELLANEOUS | 12,000.00 | 2,000.00 | 14,000.00 |
| | | <u>DAA.5130.4300.0000</u> | TOOLS,OTHER IMPLEMENTS | 6,000.00 | 3,500.00 | 9,500.00 |
| | | <u>DAA.9000.8550.0000</u> | RETIRED HEALTH INS. | 6,000.00 | 800.00 | 6,800.00 |
| | | <u>WSA.1610.4000.0000</u> | MISCELLANEOUS | 5,000.00 | 4,000.00 | 9,000.00 |
| | | <u>WSA.1610.4110.0000</u> | SUPPLIES & MATERIALS | 28,000.00 | -4,000.00 | 24,000.00 |
| | | | 2025 Total: | 1,344,404.00 | 0.00 | 1,344,404.00 |
| | | | Grand Total: | 1,344,404.00 | 0.00 | 1,344,404.00 |

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
September 18, 2025**

Motion to go into Executive Session to discuss the work history of three specific individuals.

Motion to come out of Executive Session

Motion by: **Charles A. Kostyk**
Seconded by: **Dana M. Isabella**
Time: 6:09 PM

Motion by: **Charles A. Kostyk**
Seconded by: **Daniel A. Bosley**
Time: 6:27 PM

| | <u>YES</u> | <u>NO</u> | | <u>YES</u> | <u>NO</u> |
|---------------------------|------------|-----------|---------------------------|------------|-----------|
| Thomas E. Wood | x | | Thomas E. Wood | x | |
| Charles A. Kostyk | x | | Charles A. Kostyk | x | |
| Dana M. Isabella | x | | Dana M. Isabella | x | |
| Daniel A. Bosley | x | | Daniel A. Bosley | x | |
| Michael S. Cashman | x | | Michael S. Cashman | x | |

RESOLVED, that this Town Board meeting be adjourned at 6:27 PM.

Motion by: Charles A. Kostyk

Seconded by: Daniel A. Bosley

Discussion: None

| | <u>Yes</u> | <u>No</u> | <u>Carried</u> |
|---------------------------|------------|-----------|----------------|
| Thomas E. Wood | x | | x |
| Charles A. Kostyk | x | | |
| Dana M. Isabella | x | | |
| Daniel A. Bosley | x | | |
| Michael S. Cashman | x | | |

Robin Burgess, Dep.
9/22/25