

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION AGENDA
November 13, 2025**

The meeting was called to order at 6:00 PM by the presiding officer at the Town of Plattsburgh Town Hall, 151 Banker Road. Pledge.

	<u>Present</u>	<u>Absent</u>
MEMBERS:		
Thomas E. Wood, Councilor	X	
Charles A. Kostyk, Councilor	X	
Dana M. Isabella, Councilor		X
Daniel A. Bosley, Councilor	X	
Jonathan J. White, Town Clerk	X	
James J. Coffey, Town Attorney	X	

Public Comments: No Public Comments

Supervisor's Report: Acting Supervisor Kostyk congratulated Assemblyman Cashman on his successful race. Assemblyman Cashman was sworn into office by the Speaker of the Assembly at 9:00 AM this morning.

Additionally, the Planning Board will be meeting at the West Side Ballroom next week for their regularly scheduled November meeting. We look forward to all participants maintaining a respectful demeanor as they did at last month's meeting.

Resolutions:

- 025-246 Resignation of Michael S. Cashman as Town of Plattsburgh Town Supervisor
- 025-247 Resolution (I) Nominating Jennifer Whitney to Act as an Initial Board Member of The Empire Public Investment Cooperative Fund of New York (Epic Fund NY) And (II) Electing the Remaining Initial Board of Directors
- 025-248 NYC Association of Towns Annual Meeting & Training School 2026
- 025-249 Use of Facility Contract with West Side Ballroom

Draft Resolutions:

A general discussion of the following draft resolutions was had:

- 025-xxx Minutes
- 025-xxx 2026 Employee Handbook
- 025-xxx Revised Drug and Alcohol Policy
- 025-xxx Clinton County Snow and Ice Agreement for the 2025-2026, and 2026-2027 Snow Seasons



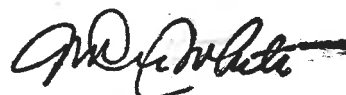
025-xxx Recreation Program Contract of Services for Bowling Program 2026
025-xxx Reappointment for Parks and Recreation Advisory Committee (PRAC) – Ilona King
025-xxx Reappointment for Parks and Recreation Advisory Committee (PRAC) – Kayleigh Raville
025-xxx Reappointment for Parks and Recreation Advisory Committee (PRAC) – Jessica Judd
025-xxx Parks and Recreation Department Request to Purchase a Sure-Trac Equipment Trailer
025-xxx Resolution to Appoint Marriage Officer
025-xxx Delinquent Water and Sewer Relevy Charges
025-xxx Water Rate Adjustment Effective January 1, 2026
025-xxx Wastewater Rate Adjustment Effective January 1, 2026
025-xxx Resolution to Establish Scheduled Maintenance for HVAC Roof Units

Committee Reports:

No committee reports.

Town Board meeting be adjourned at 6:21 PM.

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**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
November 13, 2025**

Resolution No. 025-246

**Resignation of Michael S. Cashman as
Town of Plattsburgh Town Supervisor**

WHEREAS, Michael S. Cashman, has submitted the attached letter of resignation to the Town of Plattsburgh Town Clerk, from his position as Town Supervisor for the Town of Plattsburgh, effective November 12, 2025; therefore, be it

RESOLVED, that with appreciation for his years of service to the Town of Plattsburgh, the Town Board does hereby accept his letter of resignation and wishes him well in all his 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 his personnel file.

Motion: Mr. Bosley

Seconded by: Mr. Wood

Discussion: Mr. Wood expressed deep appreciation for Michael's leadership. Mr. Coffey and Mr. Kostyk seconded those sentiments. Mr. Kostyk expressed how pleased he was with Mr. Cashman's success.

The Town Clerk read into the record Mr. Cashman's resignation letter.

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> YES	<u>Tabled</u>
Thomas E. Wood	X				
Charles A. Kostyk	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				

Onw

November 10, 2025

Dear Members of the Town Board,

It is with profound gratitude and genuine humility that I submit my resignation as Supervisor of the Town of Plattsburgh, effective Wednesday, November 12, 2025, at close of business.

I am deeply honored to have been elected to serve as the Assembly Member for the 115th District of the New York State Assembly. As I step into this new role, I do so mindful of the foundation we have built together and the strong future we have set in motion for our Town.

Serving as Town Supervisor for nearly a decade has been the greatest privilege of my life. Representing approximately 12,000 residents has been both a high calling and a tremendous responsibility. With stewardship of a budget of roughly \$20 million and oversight of 56 employees. I have been honored to work alongside this Board, our dedicated staff, local businesses, community origination and residents to strengthen our community's future.

Throughout my tenure, we have consistently presented and adopted budgets that remained under the New York State tax cap while continuing to deliver high-quality services to our residents.

Reflecting on our shared accomplishments fills me with immense pride:

- Advanced the \$24 million Water & Wastewater Capital Plan, focused on health/safety, sustainability and economic development that demonstrates a clear commitment to the long-term health and growth of our Town and region.
- Crafted and began implementing the Town Center Smart Growth Plan, positioning our community for sustainable development and an enhanced quality of life.
- Took strategic steps toward the redevelopment of the former Clinton County Airport/C-BIG, turning vision into opportunity through public-private partnership with Clinton County and TDC.
- Launched the Battlefield Memorial Gateway Project, honoring our veterans and history while creating a legacy community space in partnership with the Clinton County American Legion. We also became the North Country's first Purple Heart Town, hosting an annual ceremony of remembrance and gratitude.

- Introduced a new Town website, Developers Guide, and digital platform, and adopted a refreshed brand, signaling that the Town of Plattsburgh is open for smart investment, growth, and partnership.
- Invested in upgrades to our parks and recreation areas, including new playground equipment and expanded amenities for families. Created the first spur of the Saranac River Greenway with LaPierre Lane Riverway.
- Prioritized housing, from hosting the 6 county North Country Housing Symposium to adopting the CHAMPS Law to support responsible and inclusive growth.
- Celebrated the Town of Plattsburgh as the “Home of the Michigan”. From Michigan Month to the inaugural Michigan Fest launched with the partnership of UFirst Federal Credit Union and DCFU with the raising nearly \$20,000 for the Battlefield Memorial Gateway Project.
- Seized once-in-a-lifetime opportunity by harnessing the Total Solar Eclipse over Plattsburgh showcasing our community’s spirit and hospitality.

Over these years, we have seen millions of dollars in private investment and grant funding invested in the Town, and hundreds of thousands of square feet of new development take shape, a testament to our shared vision, discipline, and perseverance.

We have also met challenges head-on. When the unexpected closure of NOVA Bus occurred, we rolled up our sleeves and worked with partners to facilitate the onboarding of Micro Bird, demonstrating that collaboration and resilience are defining traits of this community. Another example is our dogged advocacy for resources at the former Plattsburgh Air Force Base from the Federal Government are ongoing.

Through every success and challenge, we have relied on one guiding philosophy plan the work, work the plan. It has been my privilege to apply this mindset to our infrastructure, housing, and economic development initiatives, as well as in our daily collaboration with staff, the Board, and regional partners.

I want to express my deepest appreciation to the incredible staff of the Town of Plattsburgh. Your professionalism, dedication, and everyday commitment to our residents have made every success possible. You are the quiet engine behind all we have achieved. Over this time, we have also experienced the loss of several valued coworkers, each leaving an indelible mark on our organization and hearts, as well as celebrated the retirement of many long-serving employees whose contributions helped build the Town’s strong foundation. Their legacies live on in the work we continue every day.

I am equally proud that our Town Board has consistently prioritized people over politics, whether through thoughtful appointments, sound planning, or our shared focus on building a stronger, more inclusive community.

It has been remarkable to serve through two Governors, three Lieutenant Governors, two State Senators, two Assembly Members, three County Chairs, two County Admins, three Highway Superintendents, four Town Clerks, numerous Town Board Members, and four Plattsburgh Mayors. My grandfather often said that change is the only constant in life, and serving through such change has only deepened my belief in the value of steady leadership, collaboration, and purpose.

It has also been an additional privilege to serve as an elected Vice President of the New York State Association of Towns, representing not only our 933 towns statewide but also advocating for the unique needs and opportunities of the North Country.

As I transition to the State Assembly, I will continue to champion the priorities we have advanced together: affordability, infrastructure, housing, economic development, smart growth, and affordability for families and seniors. My roots remain firmly planted here in the Town of Plattsburgh. Though my title will change, my commitment to this community will not.

Thank you, sincerely, for the honor of serving you, for your partnership, your trust, and the shared sense of purpose that has defined our time together. This journey has been one of collaborative progress, and I leave this role with deep appreciation for all we have achieved and optimism for all that lies ahead.

With respect, gratitude, and hope for our shared future,

A handwritten signature in dark ink, appearing to read 'Michael S. Cashman', with a long horizontal flourish extending to the right.

Michael S. Cashman
Plattsburgh Town Supervisor

A handwritten mark or signature in the bottom right corner, consisting of a circular loop followed by a vertical line and a small hook.

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
November 13, 2025**

Resolution No. 025-247

**RESOLUTION (I) NOMINATING JENNIFER WHITNEY
TO ACT AS AN INITIAL BOARD MEMBER OF THE
EMPIRE PUBLIC INVESTMENT COOPERATIVE FUND
OF NEW YORK (EPIC FUND NY) AND (II) ELECTING
THE REMAINING INITIAL BOARD OF DIRECTORS**

WHEREAS, on October 16, 2025, the Town Board of the Town of Plattsburgh (the “Town”) authorized the Town to be a Participant (as defined therein) in the Empire Public Investment Cooperative Fund of New York (EPIC Fund NY) established under the terms of a Municipal Cooperation Agreement (“EPIC Fund NY MCA”) dated as of October 30, 2025; and

WHEREAS, under Section 44 of the New York General Municipal Law, EPIC Fund NY must be administered by a governing board (the “EPIC Fund NY Board”); and

WHEREAS, the Town Board hereby nominates Jennifer Whitney to act as an initial director of the EPIC Fund NY Board and to perform such functions as set forth and further described in the EPIC Fund NY MCA; and

WHEREAS, the Town Board shall also vote on the additional directors of the EPIC Fund NY Board as set forth in the Election of Initial Directors set forth in Attachment A hereto;

WHEREAS, the Town Board shall waive 30-day notice of the election of the initial EPIC Fund NY Board.

BE IT RESOLVED, by the Town Board of the Town of Plattsburgh, State of New York, as follows:

1. The Town Board hereby nominates Jennifer Whitney to act as a director of the EPIC Fund NY Board and perform such functions in connection therewith.
2. The Town waives notice of the initial election of the EPIC Fund NY Board.
3. The Town submits its vote of the initial directors of the EPIC Fund NY Board as attached hereto as Attachment A.



The following vote was taken and recorded in the public or open session of said meeting:

Motion: Mr. Wood

Seconded by: Mr. Bosley

Discussion: No Discussion

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> YES	<u>Tabled</u>
Thomas E. Wood	X				
Charles A. Kostyk	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				

A handwritten signature in the bottom right corner of the page, appearing to be 'CW' or similar initials.

ATTACHMENT A

Election of Initial Directors

The following individuals have been nominated for election at the initial meeting of the EPIC Fund NY Board for the terms specified as Directors. Each Director's terms will expire at the annual meeting of the Fund to be held following the conclusion of the respective fiscal year set forth below. The nominees are:

<u>Name</u>	<u>Affiliation</u>	<u>Term Ends</u>
David Urkevich	Comptroller, Town of Ballston	2026
Jennifer Whitney	Finance Manager, Town of Plattsburgh	2027
Josh Kirby	Comptroller, Town of Glenville	2028
Jason Keding	Town Supervisor, Town of Boston	2028

Election of Directors Named Above

___ **VOTE FOR ALL** Nominees listed above (except as marked)

___ **WITHHOLD AUTHORITY** to vote for all nominees listed above
(**Instruction:** To withhold authority for any individual nominee, draw a line through the nominee's name in the list above.)

Town of Plattsburgh, New York, as
Participant

By: _____
Authorized Signatory

Dated:



**TOWN OF PLATTSBURGH
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Resolution No. 025-248

**NYC Association of Towns Annual
Meeting & Training School 2026**

WHEREAS, it is in the best interest of the Town that Employees and their Respective Board Members remain current and informed concerning changes in regulation; and

WHEREAS, training is being offered in New York City through the Association of Towns from February 15, 2026 to February 18, 2026; therefore, be it

RESOLVED, that the Town is taking advantage of early-bird registration pricing and the following individuals be approved to attend the annual meeting: Charles A. Kostyk, Thomas E. Wood, Dana M. Isabella, Daniel A. Bosley, and Jennifer Whitney; and be it further

RESOLVED, that the aforementioned individuals receive training for the year 2026 and the expense of their training be paid from each Department's Budget; and be it further

RESOLVED, that the Supervisor is authorized to submit a receipt for payment for said yearly training and a copy of this Resolution be given to the Finance Manager and a copy be placed in their respective personnel files.

Motion: Mr. Bosley

Seconded by: Mr. Wood

Discussion: No Discussion

	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> YES	<u>Tabled</u>
Thomas E. Wood	X				
Charles A. Kostyk	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				



**TOWN OF PLATTSBURGH
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Resolution No. 025-249

Use of Facility Contract with West Side Ballroom

WHEREAS, the Planning Board is in need of a large venue for their November meeting;
and

WHEREAS, the West Side Ballroom is suitable and available for rental for the Planning Board meeting on Tuesday, November 18th, 2025; and

WHEREAS, the West Side Ballroom has provided a contract for the use of the facility for consideration by the Town Board; now therefore be it

RESOLVED, that the Town Board authorizes the interim Town Supervisor to execute any and all documents related to the contract for utilization of the West Side Ballroom for the November 2025 Planning Board meeting, and be it further

RESOLVED, that a copy of this resolution and the signed contract be provided to the Planning & Community Development Department and Business Office

Motion: Mr. Wood

Seconded by: Mr. Bosley

Discussion: Mr. Bosley expressed that it was a wise choice to relocate the Planning Board meeting to accommodate a large public presence. Mr. Kostyk agreed saying that the larger space will give more people the opportunity to express their opinions. Mr. Wood commended the Planning Board members and staff for the great work they are doing.

Roll Call:	<u>Yes</u>	<u>No</u>	<u>Absent</u>	<u>Carried</u> YES	<u>Tabled</u>
Thomas E. Wood	X				
Charles A. Kostyk	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				

