

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

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

MEMBERS:	<u>PRESENT</u>	<u>ABSENT</u>
Charles A. Kostyk, Supervisor	X	
Thomas E. Wood, Councilor	X	
Dana M. Isabella, Councilor		X
Daniel A. Bosely, Councilor	X	
Ilona M. Kelting, Councilor	X	
Ilona M. Kelting, Councilor	X	
Matthew G. Favro, Town Attorney	X	

Resolution No. 026-062

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **February 5, 2026** and **February 12, 2026** be accepted, and the reading of the minutes be dispensed with.

Motion: Mr. Wood

Seconded by: Ms. Kelting

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u>	<u>TABLED</u>
				YES	
Thomas E. Wood	X				
Dana M. Isabella	X				
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				

Public Comment -

Gerri Favreau – President of the Clinton County Historical Association and Chair of Clinton County America 250 Committee made a presentation regarding the America 250 preparations for Clinton County. The committee received a \$40,000 grant to plan activities.

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
PUBLIC HEARING
March 5, 2026**

The meeting was called to order at 6:05 p.m. by the presiding officer at the Town Hall on the Banker Road.

FURTHER NOTICE is hereby given that the Town Board of the Town of Plattsburgh will meet and hold public hearings thereon at the Town Hall located on the Banker Road, in the Town of Plattsburgh, Clinton County, New York on Thursday, March 5, 2026 at 6:05 p.m. prevailing time in relation to the Proposed Amendment to the Zoning Ordinance.

1. Acceptance of Written Comments into the Record of the Hearing:

The Town Clerk's Office received two written correspondences which are attached.

2. Open Public Hearing to the Floor for Public Comment:

Multiple public comments were made. See below.

Motion to OPEN Public Hearings

Motion by: Mr. Wood

Seconded by: Mr. Bosley

Discussion: None

Time: 6:05 PM

Motion to CLOSE Public Hearings

Motion by: Mr. Bosley

Seconded by: Ms. Kelting

Time: 6:43 PM

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

Presentation: Trevor Cole – Senior Planner and Department Head for the Town of Plattsburgh Planning and Community Development Department. Presentation and supporting material attached.

Public Comment:

Lois Roberts – Speaking on behalf of Patricia Barnett who is unable to attend this hearing. Patricia continues to support a moratorium on the building of correctional facilities. The speaker read from various parts of the written comments submitted by Patricia Barnett.

Dan Martin – Stated that local government is the most responsive to issues like this at this time. He supports editing the definition of correctional facility to not include privately owned facilities.

Glenn Butris – Stated support for a moratorium on the building of correctional facilities. Also supports the need for any correctional facility project to obtain a Special Use Permit. Stated support for the Planning Department, for their efforts to address this issue.

Forrest Law (?) – Stated support for comments made by Patricia Barnett and Glenn Butris. Stated that he does not support putting new correctional facilities in the Industrial Zone. Stated support for a moratorium on the building of correctional facilities. He supports the need for any correctional facility project to obtain a Special Use Permit.

Vivian McKinsey - Stated support for a moratorium on the building of correctional facilities. Such facilities will have a negative effect on the community.

Dr. Chris Tyson - Stated support for a moratorium on the building of correctional facilities. Stated support for definition of correctional facility to not include privately owned facilities. He revealed a recent encounter with Customs and Border Protection while traveling in which he was detained and was going to be held at a contract (private) detention facility.

Laurie Polkowski (?) – Stated opposition to correctional facilities. Stated that current events related to people being incarcerated should not be happening.





TOWN OF PLATTSBURGH

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM
DEPT. LINE: (518)-562-6850
FAX: (518)-563-8396
TDD: (800)-662-1220

SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

March 2, 2026

Town of Plattsburgh Zoning Ordinance – Amendment Research

Re: Public Building/Use

The Town Board of the Town of Plattsburgh has requested that the Planning and Community Development conduct research regarding the most accurate and appropriate definition for *Public Building/Use* and to make recommendations for the most appropriate zoning districts for those structures and uses to be permitted. The Planning and Community Development Department has conducted research regarding the same and provides the following information for consideration by the Town Board:

The Town's current definition of Public Building/Use encompasses a wide range of structures and activities that may be conducted by multiple government agencies in support of government operations and for multiple public purposes.

PUBLIC BUILDING/USE – A building used for public purposes by any department or branch of town, county, state or federal government including libraries, museums, post offices, police and sheriff sub-stations, jail, and rescue or fire stations.

New development actions described by this definition are uncommon in the Town. The Town hosts an extensive system of legacy parks, Fire and Rescue stations, The Clinton County Sheriff's Department and Jail and Troop B State Police Barracks. The Town has no public library, and the County Seat is in the City of Plattsburgh where the Clinton County Government Center and Department of Social services is located. The recently approved GSA Site Plan, which included the renovation of a 10,000 sf existing warehouse for Homeland Security Investigations (Federal) was the first Public Building/Use development reviewed by the Town in approximately 15 years. However, public comments about this project have focused renewed attention upon the definition of Public Building/Use and the locations where such activities are allowed.

General public sentiment around the GSA Site Plan and Public building/Use definition may be categorized by discomfort with the inclusion of "Jails" or similarly described activities within that definition and permitting such uses without differentiation from public facilities like libraries and museums. As such, we have focused this analysis on the potential differences in intensity, and the potential impacts associated with the broad range of uses currently permitted under the definition of Public Building/Use.

With the same staff preparing this document that managed more than a decade of previous amendments to the Town Zoning Ordinance, it can be confirmed that the purpose and intent of such a definition was



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to permit a range of government and auxiliary services deemed either necessary for the delivery of public services, or for the benefit and enjoyment of the public. However, there may be refinements made to the definition that would add clarity and make distinction between uses with varied intensity and real and/or perceived impacts. It should be addressed at the forefront of such discussion, that amending the definition in such a way that permits local government functions but, in some way prohibits County, State, or Federal Government functions, buildings, or uses is not only discouraged, but is likely illegal and subject to preemption by higher levels of governmental authority. Therefore, it is recommended that the intention of any amendments be focused on specificity of the definitions and the locations where those uses would be permitted and seen as being in harmony with the Town's Comprehensive Plan.

A collection of definitions for Public Uses, Buildings, Utilities and Correctional Facilities (and similar) has been provided (attached). This representative selection was derived from 'A Planners Dictionary' (Davidson and Donlick 2004) and through exploration of Zoning Ordinances throughout the region and Country. It is worth noting that some ordinances take a similar "broad brush" approach to Public Building and Uses similar to ours, while others have differentiated Jails and correctional facilities as distinct structures and uses. This likely reflects the presence or lack of such facilities in those communities as well as public sentiment and the content of their comprehensive plans. It is equally likely that, similar to Plattsburgh, the development of such facilities is rare, usually pursued by the government, and often not a significant focus of comprehensive planning and zoning. To that point, a search of the American Planning Association's website, which provides tools, research materials, and training for Planners, has no available content regarding the zoning and review of jails or correctional facilities.

Insomuch that the commonly accepted definitions of public buildings and uses (including jails) are consistent with the comprehensive plan and other provisions of the zoning ordinance, we may look to Article II § 2.1 which describes the purpose of each of the Town's 22, (now 23) zoning districts. See Article II § 2.1 attached. As per the Town Zoning Ordinance Schedule A use table, Public Buildings/Uses are permitted in every district except Medium Density residential (MDR). Considering the primary intent of the Public Building/Use definition, to allow the efficient provision of public services, this makes a degree of sense. However, when we consider the purpose of each district, and then analyze the range of uses that *could be permitted* therein, some inconsistencies present themselves. A summary of some of those inconsistencies follows:

The Residential (R) Districts of the Town represent the largest land use group by total area. They vary in the provision of public utilities and allowable densities, though their primary function is for the development of single-family homes, multifamily homes, and low impact compatible uses. Given the range of development that *could be permitted* in the Residential districts under the definition of public



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building/use, a few potential conflicts present themselves. Uses such as museums, libraries, jails, and other government institutions may not be compatible with the surrounding character of R1 and R3 neighborhoods such as Cliff Haven and Champlain Park. Likewise certain public building/uses with a commercial scale and design, may be out of character with the rural setting of the R2, R4, and R5 residential zones which include Cumberland Head, Cadyville, Morrisonville and Wallace Hill area.

The Land Conservation District (LC) is intended to provide for low-impact agricultural uses, recreation, and open space preservation. It appears to be an unintended oversight that public buildings/uses are listed in schedule as permitted in that district.

The Town Center mixed use Districts (T5, T4, T3C) are intended to serve as the commercial core of the Town Center. They allow a wide range of commercial and multifamily residential uses. These areas are served with public utilities and have high traffic volumes. Although museums, libraries, parks, and government services like Town offices may be consistent with the Town Center vision, uses like jails or correctional facilities may not represent the highest and best use of the Town's commercial and economic core.

This balancing test for compatibility; comparing the definition of public building/use with the description of each zoning district, allows for a conclusion that certain actions currently permitted as public buildings/uses, may not be compatible with the underlying districts. This conclusion is anchored primarily to the fact that certain public buildings/uses may have a commercial, or even industrial scale and design, which may be in stark contrast to the neighborhood in which they are proposed

Three primary defects have been identified in the zoning ordinance which result in the potential for incompatibility of uses. 1.) The definition of Public Building/Use is broad and allows for a wide range of development that varies in scale, intensity, and range of impacts. 2.) Public Building/Use is allowed in all districts of the Town except one, and makes no apparent differentiation between residential, commercial, or industrial areas. 3.) The definition of Public Building/Use includes "Jail" which is not clearly defined elsewhere in the ordinance and could be interpreted to include prisons, correctional facilities, or other detention centers. It is recommended that the Town Board consider amendments to the Zoning Ordinance to address these defects.



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Recommendations:

It is recommended that the Town Board consider amending Public Building/Use with the following definition.

PUBLIC BUILDING/USE – A building or structure used for public purposes by any department or branch of town, county, state or federal government including parks, libraries, museums, offices, courts, post offices, municipal infrastructure, police and sheriff sub-stations, and rescue or fire stations. This definition does not include correctional facilities or facilities for the detention, confinement, treatment, or rehabilitation of persons arrested or convicted for the violation of civil or criminal law.

It is recommended that the Town Board consider adding a new definition for Correctional Facility as follows:

CORRECTIONAL FACILITY- Publicly or privately operated facility for the detention, confinement, treatment, or rehabilitation of persons arrested or convicted for the violation of civil or criminal law. Inmates and detainees are under 24-hour supervision by professionals, except when on approved leave. If the use otherwise complies with this definition, a correctional facility may include, by way of illustration, a prison, jail, juvenile detention facility, customs and immigration detention facility, or probation center.

It is recommended that the Town Board consider amending the Schedule A Use Table to allow Public Building/Use in the following districts: R2, R5, NC, I, A1, A2, C, SC, T6, T5, T4, T3C, SD

It is recommended that the Town Board consider amending the Schedule A Use Table to include Correctional Facilities and to allow them in the following district: Industrial (I)

It should be noted that the Town currently hosts only one facility that falls under this definition, the Clinton County Sheriff's Department and Jail. This facility is located in the Industrial (I) district and would remain a conforming use

Trevor Cole, AICP
Senior Planner

Public Building/Use Zoning Amendment – Draft Timeline

1. February 12, 2026 – Receive draft materials for review. No action required.
2. February 19, 2026- Pass resolution to consider amendments to the zoning ordinance, declare it to be a Type I SEQRA Action (the TB will be lead agency), notice of public hearing, 239M referral.
3. February 23, 2026- County Planning Board referral deadline
4. March 4, 2026- County Planning Board meeting
5. March 5, 2026- Town Board Public hearing on the proposed amendments
6. March 17, 2026- Town Planning Board transmits report to Town Board
7. March 19, 2026- Town Board accepts zoning report from Town Planning Board
8. April 2, 2026- Town Board SEQRA determination and adoption of amendments
9. Amendments effective 10 days after publication in the Press Republican

Town Board Meeting March 5, 2026



Proposed Zoning Ordinance Amendments

We Hear You



Current definition:

PUBLIC BUILDING/USE – A building used for public purposes by any department or branch of town, county, state or federal government including libraries, museums, post offices, police and sheriff sub-stations, jail, and rescue or fire stations.

Allowed in : All Districts *Except* MDR

It is recommended that the Town Board consider amending Public Building/Use with the following definition.

PUBLIC BUILDING/USE – A building or structure used for public purposes by any department or branch of town, county, state or federal government including parks, libraries, museums, offices, courts, post offices, municipal infrastructure, police and sheriff sub-stations, and rescue or fire stations. This definition does not include correctional facilities, or facilities for the detention, confinement, treatment, or rehabilitation of persons arrested or convicted for the violation of civil or criminal law.

***It is recommended that the Town Board consider amending the Schedule A Use Table to allow Public Building/Use in the following districts:
R2, R5, NC, I, A1, A2, C, SC, T6, T5, T4, T3C, SD***

**** This represents a 22.8% reduction in the area where such facilities may be permitted***

It is recommended that the Town Board consider adding a new definition for Correctional Facility as follows:

CORRECTIONAL FACILITY- Publicly or privately operated facility for the detention, confinement, treatment, or rehabilitation of persons arrested or convicted for the violation of civil or criminal law. Inmates and detainees are under 24-hour supervision by professionals, except when on approved leave. If the use otherwise complies with this definition, a correctional facility may include, by way of illustration, a prison, jail, juvenile detention facility, customs and immigration detention facility, or probation center.

It is recommended that the Town Board consider amending the Schedule A Use Table to include Correctional Facilities and to allow them in the following district: Industrial (I)

**** This represents a 97.4% reduction in the area where such facilities may be permitted***

ICE Center

From Andy Sajor <andy_sajor@hotmail.com>

Date Thu 3/5/2026 4:34 PM

To Chuck Kostyk <ChuckK@townofplattsburghny.gov>; ilonam@townofplattsburgh.org <ilonam@townofplattsburgh.org>; Daniel Bosley <danielb@townofplattsburghny.gov>; Dana Isabella <danai@townofplattsburghny.gov>; Tom Wood <tomw@townofplattsburghny.gov>; Jay White <Jayw@townofplattsburghny.gov>

Hi Folks,

I want to reiterate my opposition to any type of potential detainment center or holding facility in Plattsburgh. With all the current recklessness of the Department of Homeland Security, how can we trust them to behave in accordance with the law and human decency? Today, the President dismissed the Secretary of Homeland Security. Do we want Plattsburgh to be known as a haven for the type of reckless behavior by a Federal entity? What guarantees do we have that their "modest" start wont balloon into a mass center? Surly, you or the planning board can come up with a reason that this permit cannot be granted within the Town. We have a proud history of our area fighting for America to exist. Celebrating the 250th Anniversary of this Nation, on land occupied by native tribes, populated by immigrants fleeing oppression in many forms, yet here we are, under the guise of "getting the worst of the worst" out. Which, most Americans can agree with. Yet we see every day, people who are working hard trying to make a life for themselves, paying taxes and helping communities and businesses succeed by their labor, be harassed, detained and separated from their loved ones when they are no different than the pilgrims that started this Country. Their only crime, is that Congress can not agree on a path to citizenship. Remember, our forebears pushed aside those who lived in harmony on this land that now belches pollution, and paved highways.

This facility will detrimentally affect the quality of life we currently enjoy. It should also be noted, our local police forces, Sheriff's Department and State police, do not hide their identity. Why? Because 99% of them behave with in the bounds of the law, and carry out their duties honorably. Do we want our children to fear law enforcement? Or do we want them to trust and welcome them into our lives for the service they provide keeping us safe.

Please think carefully of your legacy.

Andy Sajor
215 Champlain Drive
Plattsburgh

Submitted to:
Town Board
Town of Plattsburgh

Submitted by:
Patricia B. Barnett
Date: March 5, 2026

Comments on Proposed Zoning Amendment
Public Building/Use and Correctional Facility Definitions

I appreciate the Town Board's effort to revisit the definition of "Public Building/Use" and to consider the zoning implications of detention or correctional facilities within the Town. The March 2, 2026, draft amendment represents an important step toward clarifying distinctions between general public facilities and facilities intended for detention or confinement.

Because the amendment introduces a new regulatory framework for detention and correctional facilities that may have significant land use, infrastructure, and community impacts, careful consideration of the ordinance's standards and implementation mechanisms will be important to ensure that the Town's zoning regulations provide a clear and comprehensive basis for evaluating any future proposals.

Purpose of Comment

The following comments are offered to assist the Town Board in evaluating whether the proposed amendment fully addresses the potential land use, operational, and environmental considerations associated with detention and correctional facilities. These observations focus on regulatory clarity, compatibility with surrounding land uses, and the practical implementation of the proposed definitions within the Town's zoning framework.

1. Scale and Intensity of Use

The research memorandum acknowledges that the current ordinance permits a broad range of public uses that vary significantly in scale and intensity. While the proposed amendment separates correctional facilities from general public buildings, it does not address the substantial differences in scale that may exist between detention facilities.

Facilities housing a small number of individuals and facilities designed to house hundreds of detainees may have dramatically different impacts on traffic, infrastructure, public services, and surrounding land uses. The proposed amendment does not establish thresholds, capacity limits, or other mechanisms to address these differences.

The Town may wish to consider incorporating standards related to facility size, capacity, or operational intensity so that the zoning ordinance can more effectively evaluate the potential impacts associated with different types of facilities.

2. Absence of Discretionary Review

The amendment proposes allowing correctional facilities within the Industrial district without any additional review mechanism beyond standard site plan approval. Given the unique operational characteristics of detention facilities, such as security infrastructure, transportation activity, and coordination with public safety agencies, it may be appropriate to require a Special Use Permit or similar discretionary review.

A special permit process would allow the Planning Board to evaluate site-specific impacts and determine whether a particular facility is compatible with surrounding land uses and infrastructure conditions.

In many New York municipalities, detention or correctional facilities are subject to additional review mechanisms beyond basic site plan approval. Zoning ordinances often treat these facilities similarly to other high-impact institutional uses by requiring discretionary approval that allows local governments to evaluate traffic circulation, security infrastructure, compatibility with surrounding land uses, and potential demands on municipal services.

3. Siting and Buffering Standards

The proposed amendment does not include any minimum separation, buffering, or setback requirements between correctional facilities and adjacent zoning districts. Although the amendment restricts such facilities to Industrial zoning, Industrial districts can still be located near residential areas or other sensitive land uses.

Establishing reasonable siting standards or buffering requirements would help ensure that future facilities are appropriately integrated into the surrounding land use context and minimize potential conflicts with nearby properties.

4. Operational and Infrastructure Considerations

Detention facilities may involve operational characteristics that differ substantially from those of other industrial uses, including transportation of detainees, 24-hour staffing operations, security lighting, and coordination with local emergency services.

The current proposal does not appear to address these potential external impacts. Consideration of operational standards, such as lighting, traffic management, and coordination with emergency services, may help the Town ensure that such facilities are compatible with surrounding development patterns and municipal infrastructure.

5. Clarification of Facility Types

The proposed definition of “Correctional Facility” includes detention for violations of both civil and criminal law, including immigration detention facilities. However, detention-related facilities may take several forms.

Some facilities operate as traditional long-term correctional institutions, while others function as temporary holding or processing centers where individuals may be detained for shorter periods of time before transfer or release.

The proposed definition appears to focus on facilities involving continuous 24-hour detention. In practice, however, custodial facilities may be described as temporary holding or processing centers where individuals may be detained for shorter periods but still involve secure custody, controlled access, and transportation activity.

Because these facilities can involve many of the same operational characteristics as longer-term detention facilities, the Town may wish to ensure that the zoning framework clearly addresses how temporary or short-term custodial detention facilities would be classified and reviewed.

6. Industrial Zoning and Channeling of Uses

The amendment directs that detention and correctional facilities be located exclusively in Industrial districts. While this limits the range of zoning districts where such facilities may occur, it also concentrates them in areas that frequently contain warehouse-scale buildings, transportation infrastructure, and large industrial parcels capable of accommodating secure institutional operations.

In practice, this means the amendment does more than restrict location; it effectively channels detention-related uses into areas where the physical conditions may make such facilities easier to site and operate.

Because Industrial districts may contain buildings and infrastructure compatible with large secure institutional facilities, the Town may wish to consider whether permitting these facilities as a matter of right provides sufficient opportunity for site-specific review.

Requiring a Special Use Permit or similar discretionary review could help ensure that each proposal is evaluated for potential impacts on surrounding land uses, infrastructure capacity, and municipal services before a facility of this type is established.

7. Environmental Review Considerations

Because detention facilities can involve unique operational characteristics, including transportation activity, infrastructure demands, and coordination with public safety services, it may be helpful for the Town’s environmental review to consider how these impacts could arise in practice under the proposed zoning framework.

In particular, where a zoning amendment channels a use into districts that contain infrastructure capable of accommodating such facilities, it may be appropriate to consider whether the siting of facilities with those characteristics constitutes a reasonably foreseeable consequence of the amendment.

A more detailed evaluation of these factors could help ensure that the amendment fully addresses the potential land use implications associated with introducing correctional facilities as a defined category within the zoning ordinance.

8. Temporary Moratorium During Amendment Finalization

Because the Town is currently clarifying how detention and correctional facilities are treated under the zoning ordinance, the Board may wish to consider whether a temporary moratorium on the approval of new detention or correctional facilities would be appropriate while the amendment process is underway.

Short-term, narrowly tailored moratoria are frequently used by municipalities when zoning regulations are under active review, and the existing framework may not yet fully address the potential impacts of a proposed use.

A temporary pause could allow the Town to complete its legislative review and environmental analysis without the risk that applications submitted during the interim period could proceed under regulatory provisions that the Town is actively seeking to revise.

Conclusion

The proposed amendment represents an important step toward clarifying how detention facilities are treated within the Town's zoning ordinance. With additional attention to operational standards, siting considerations, and discretionary review mechanisms, the Town may further strengthen the amendment and ensure that the ordinance provides clear regulatory guidance for applicants, decision-makers, and the community.

Carefully considering these issues during the amendment process can help ensure that the Town's environmental review reflects a full understanding of the reasonably foreseeable land use consequences of the amendment and how it may shape future siting decisions.

Thank you for the opportunity to provide comments on this proposal.

Respectfully submitted,



Patricia B. Barnett
patricia@barnettadvocacy.com

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-063

Abstract 3A-26

RESOLVED, that the abstract of audited claims **No. 3A-26** for \$71,493.69, **Abstract 3A-26** prepays for the amount \$291,233.01 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Mr. Bosley

Seconded by: Ms. Kelting

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> <u>YES</u>	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				



**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-064

Monthly Department Reports

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

- Codes and Zoning – **November 2025 and December 2025**
- Dog Control Officer –
- Facilities – **January 2026 and February 2026**
- Historian –
- Highway Superintendent – **December 2025**
- Justice Court –
- Parks and Recreation – **January 2026 and February 2026**
- Planning and Community Dev.– **November 2025, December 2025, January 2026, February 2026**
- Safety Committee –
- Supervisors Financial Report –
- Tax Receiver –
- Town Clerk – **October 2025, November 2025, December 2025, and January 2026**
- Water Wastewater – **January 2026 and February 2026**

Motion: Mr. Wood

Seconded by: Ms. Kelting

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				

**TOWN OF PLATTSBURGH
DEPARTMENT OF CODES AND ZONING**

MEMO

To: Honorable Chuck Kostyk, Town Supervisor
Members of the Town Board

From: Stephen M. Imhoff, Code Enforcement Officer

Re: November, 2025 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 31 Building permits were requested this month.
- 30 Building Permits were issued this month.
- 1 Permit(s) issued current month, paid/requested in a prior month.
- 2 Permit(s) requested current month, not issued yet (under review/requires additional information)
Variance(s) requested current month, not on agenda yet (under review/requires additional information)
- 9 Permit(s) requested previous months, requires additional information from applicant
Permit(s) requested current month - still pending letter from Planning Board
Permit(s) issued current month, no fee required
- 3 Matter(s) before Zoning Board of Appeals (November, 2025)
Permit(s) pending Town Board/Planning Board Action
- 3 Misc: Zoning Comp Ltrs (3); MHP Operating Permit (); Floodplain Dev ()
Temp Cert of Occupancy (Res)
Burn Permits () / Renewals () / Home Inspection ()
- 2 Fire Calls (Comm - ; Res -2)

Residential:	19	\$	1,962,294.00
Commercial & Industrial:	18	\$	105,500.00
Total:	37	\$	2,067,794.00

RESIDENTIAL:**DOLLAR AMOUNT:**

3	Single Family Residence		
	Mary Pearl - 235 Champlain Drive	\$	850,000.00
	Heather Gadway - Pristine Drive	\$	435,000.00
	Thomas Maggy - Page Drive	\$	300,000.00
	Total SFR	\$	1,585,000.00
1	Addition, Alteration and/or Reno of Res	\$	3,600.00
	Bilco Door	\$	-
	Burn Permits	\$	
	Chimney Repair / Stone Veneer	\$	
1	Concrete Slab/Gravel Pad/Retaining Wall (1)	\$	250,000.00
	Demolition	\$	
1	Electrical Upgrade	\$	1,000.00
	Erect / extend a Utility Shed	\$	-
1	Erect a 3-Season Sun Room	\$	7,500.00
	Erect a DECK (/)/PORCH (/)/GAZEBO (/)	\$	-
	Erect a Pole Barn	\$	-
	Erect Handicap Ramp	\$	-
	Erect Roof over Existing Roof on MH	\$	
	Erect Seasonal Camp	\$	
2	Fire Calls (2) / Temp COs	\$	
1	Foundation Repair	\$	1,200.00
	Garage, Attached	\$	-
	Garage, Detached	\$	-
	Install of Prop Fireplace/Wood Stove/Pellet		
1	Stove/Heating System -	\$	6,000.00
	Install/Upgrade Generator	\$	-
	Installation of Above-Ground Pool	\$	-
	Installation of Hot Tub	\$	-
	Installation of In-Ground Pool	\$	-
	Installation of Outdoor Wood Boiler	\$	
	Lean-To / carport	\$	-
	Multi-Family Residence	\$	-
	Other - MHP Operating Permit	\$	-
	Other - Foster Care Inspection	\$	
1	Park & Occupy MH in Mobile Home Park	\$	17,694.00
	Park & Occupy MH on Private Lot	\$	-
2	Permit fee paid; not issued current month	\$	
	Remove Manufactured Home	\$	
	Renewals	\$	
	Roof over Existing deck	\$	-
5	Solar Panel Array	\$	90,300.00

TOWN OF PLATTSBURGH
DEPARTMENT OF CODES AND ZONING

MEMO

To: Honorable Chuck Kostyk, Town Supervisor
Members of the Town Board

From: Stephen M. Imhoff, Code Enforcement Officer

Re: December, 2025 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 28 Building Permits were requested this month;
- 27 Building Permits were issued this month.
Permit(s) issued current month, paid/requested in a prior month.
- 1 Permit(s) requested current month, not issued yet (under review/requires additional information)
Variance(s) requested current month, not on agenda yet (under review/requires additional information)
- 9 Permit(s) requested previous months, requires additional information from applicant
Permit(s) requested current month - still pending letter from Planning Board
Permit(s) issued current month, no fee required
- 4 Matter(s) before Zoning Board of Appeals (December, 2025)
Permit(s) pending Town Board/Planning Board Action
- 2 Misc: Zoning Comp Ltrs (2); MHP Operating Permit (); Floodplain Dev ()
Temp Cert of Occupancy (Res)
- 2 Burn Permits () / Renewals (2) / Home Inspection ()
Fire Calls (Comm - ; Res -)

Residential:	11	\$	659,400.00
Commercial & Industrial:	19	\$	681,200.00
Total:	30	\$	1,340,600.00

COMMERCIAL AND INDUSTRIAL:**DOLLAR AMOUNT:**

	Erect / Addition Commercial Building	\$	-
	<u>Total Comm</u>	\$	-
7	Alter Tenant / Commercial Space	\$	671,700.00
	Asbestos Abatement	\$	-
	Charging Station	\$	-
	Commercial Roofing Job	\$	-
	Convert Res House to Commercial Use	\$	-
	Demolition	\$	-
	Electrical Upgrade/Heating System	\$	-
4	Erect /Repair Signage	\$	-
	Erect Utility Shed/Storage Bldg/Pole Barn	\$	-
	Fire Calls	\$	-
1	Fire Suppression System	\$	9,500.00
	HVAC Replacement - Rooftop Units	\$	-
	Install LPG Tank /Gasoline Tank / Gen	\$	-
5	Occupy Commercial Business	\$	-
2	Other - Floodplain Dev (1)/ Zoning Comp (2)	\$	-
	Remove Underground Storage Tanks	\$	-
	Renewals	\$	-
	Repair and/or Alteration of Comm Bldg	\$	-
	Self-Storage Buildings	\$	-
	Solar Array System	\$	-
	Temp Cert of Occupancy	\$	-
	Temporary Banners/Signs	\$	-
	Temporary Structure	\$	-
	Wireless Telecommunications	\$	-
	Permit fee paid; not issued current month	\$	-
	<i>Residential:</i>	11 \$	659,400.00
	<i>Commercial & Industrial:</i>	19 \$	681,200.00
	Total:	30 \$	1,340,600.00

RESIDENTIAL:**DOLLAR AMOUNT:**

		\$	
	Single Family Residence		
	James Ryan - Facticeau Ave	\$	400,000.00
		\$	-
		\$	-
	<u>Total SFR</u>	\$	400,000.00
2	Addition, Alteration and/or Reno of Res	\$	64,900.00
	Bilco Door	\$	-
	Burn Permits	\$	-
	Chimney Repair / Stone Veneer	\$	-
	Concrete Slab/Gravel Pad/Retaining Wall (1)	\$	-
1	Demolition	\$	-
	Electrical Upgrade	\$	-
2	Erect / extend a Utility Shed	\$	38,500.00
	Erect a 3-Season Sun Room	\$	-
	Erect a DECK (2)/PORCH (1)/GAZEBO ()	\$	-
	Erect a Pole Barn	\$	-
	Erect Handicap Ramp	\$	-
	Erect Roof over Existing Roof on MH	\$	-
	Erect Seasonal Camp	\$	-
	Fire Calls () / Temp COs	\$	-
	Foundation Repair	\$	-
	Garage, Attached	\$	-
	Garage, Detached	\$	-
	Install of Prop Fireplace/Wood Stove/Pellet Stove/Heating System -	\$	-
	Install/Upgrade Generator	\$	-
	Installation of Above-Ground Pool	\$	-
	Installation of Hot Tub	\$	-
	Installation of In-Ground Pool	\$	-
	Installation of Outdoor Wood Boiler	\$	-
	Lean-To / carport	\$	-
	Multi-Family Residence	\$	-
1	Other - MHP Operating Permit	\$	-
	Other - Foster Care Inspection	\$	-
	Park & Occupy MH in Mobile Home Park	\$	-
	Park & Occupy MH on Private Lot	\$	-
	Permit fee paid; not issued current month	\$	-
	Remove Manufactured Home	\$	-
2	Renewals	\$	-
	Roof over Existing deck	\$	-
3	Solar Panel Array	\$	156,000.00

TOWN OF PLATTSBURGH
DEPARTMENT OF CODES AND ZONING

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Residential:	11 \$	659,400.00
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Total:	30 \$	1,340,600.00



TOWN OF PLATTSBURGH

BUILDINGS & GROUNDS

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PLATTSBURGH, NY 12901-7307

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TDD: (800)-662-1220

BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

MONTHLY WORK REPORT FOR FEBRUARY 2026.

FEB.2nd.

1. Took tank reads, performed fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected Town complex and Court Clerk's office.
4. Picked up ceiling fans for bays 1 and 2 in Highway.
5. Returned to fabricating enclosure for canon.

FEB3

1. Took tank reads, recorded fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected Town complex and Court Clerk's office.
4. Swept Town Mausoleum.
5. Checked BMG for ice.
6. Inspected fire extinguishers throughout the Town complex.
7. Checked and filled all salt buckets around Town entrances.
8. Picked up cleaning and dusting rags from Lowes.

FEB.4th

1. Took tank reads, performed fuel reconciliations.
2. Brian had scheduled day off.
3. Cleaned and disinfected Town complex and Court Clerk's area.
4. Cleared undergrounds as they were received.
5. Staff drove to Cumberland head Park, took information from streetlight pole that was energized, returned to office notified N.Y.P.A to schedule repair service.
6. Rick had dental appointment left at 10:30.
7. Toni cleaned breakroom and office area.
8. Removed recyclables.
9. Cleaned windows up front. Cleaned stairwells leading down to court hall.



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RICHARD RASCOE

10. Swept exterior court entrances and cleaned around all exterior entrances.

FEB.5th

1. Took tank reads, recorded fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected Town complex and Court Clerk's area.
4. Ran cat 6 feeds from Facilities break room to Parks break room/office to facilitate internet access.
5. Facilities staff attended joint departmental meeting, discussing projects and how best to assist each other with projects.
6. Picked up more steel from JS continued fabricating display case for canon.
7. Cleared undergrounds that were received later in the shift.
8. Toni and Brian took exact measurements for canon and installed bottom bracing.

FEB.6th

1. Took tank reads, performed fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected Town complex and Court Clerk's office.
4. Brian and Toni prepped door between W.W.W. DEPT. and Facilities for install of window, then performed installation of window for safety purposes.
5. Continued fabricating of display case for canon.

FEB.9th

1. Took tank reads, recorded fuel reconciliations.
2. Cleared undergrounds as they were received.



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3. Cleaned and disinfected Town complex and Court Clerk's area.
4. I attended liaison meeting with Dan and Ilona.
5. Plowed drifting snow in parking areas and salted
6. Shoveled walkways and ice melted.
7. Plowed Town Mausoleum and salted.
8. Plowed out BMG Memorial and salted walkway.
9. Picked up more salt from State yard in prep for incoming snow.
10. Received list of Town owned street light poles, after researching will compile check list for pole density and a test list for checking the condition of street light poles prioritizing those in immediate replacement, will develop a yearly testing program for all Town owned street light poles.
11. Worked on fabricating canon encloser case.

FEB.10th.

1. Took tank reads, performed fuel reconciliations.
2. Cleaned and disinfected Town hall and Court Clerk's area.
3. Cleared undergrounds as they were received.
4. Prepped trucks for upcoming snow (fuel up vehicles, installed plows).
5. Continued fabrication of canon display case.
6. Completed work request through Helix program, to accommodate the repositioning of Judges computer.
7. Picked up more angle iron for fabrication of canon.
8. Completed work order request to bore a hole in judges court room desk to accommodate relocation of computer.
9. Checked mouse traps throughout main floor complex.
10. Unclogged drain in the lower maintenance room.
11. Stored paper downstairs.



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RICHARD RASCOE

FEB.11th.

1. Took tank reads, performed fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected Town complex and Court Clerks area.
4. Rick left at 8:30 A.M.
5. Removed snow from Town complex and sidewalks ice melted.
6. Performed snow removal at the Town Mausoleum and salted.
7. Plowed B.G.M. and salted.
8. Reached out to Rick's Locks to fabricate new core for Court door that leads to upstairs complex.
9. Reached out to E.T. Harris concerning completion of furnace project in wash bay area.

FEB.12th.

1. Took tank reads, performed fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected office complex and Court Clerk's area.
4. Salted sidewalks and parking areas at Town complex.
5. Checked Town Mausoleum salted parking lot.
6. Salted B.G.M. road and parking lot.
7. Cleaned garbage from shop area.
8. Cleaned out work vehicles.

FEB.13th

1. Took tank reads, recorded fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected office complex and Court Clerk's area.
4. Picked up paint rollers to paint natural gas line in shop area.
5. Picked up a load of salt in prep for snow.
6. Reached out to Mark Whitney to update carpet award.



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FEB.17TH

1. Took tank reads, performed fuel reconciliations.
2. Cleared undergrounds as they were received.
3. Cleaned and disinfected office complex and Court Clerk's area.
4. Picked up paint, bolts and nuts also saw blade to cut plexiglass for canon frame, started install of plexiglass in canon frame.
5. Worked on canon project

FEB.18TH

1. Took tank reads, performed fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected office complex and Court Clerks area
4. Change bulbs in court hallway
5. Finished up plastic chain in parking lot

FEB.19TH

1. Took tank reads and performed fuel reconciliations
2. Cleared undergrounds as they received
3. Cleaned and disinfected office complex and Court Clerks area
4. Finish plexiglass for canon frame
5. Pick up paint for Jackies office
6. Check Maus and Veterans Memorial

FEB.20TH

1. Took tank reads and performed fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected office complex and Court Clerks area



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RICHARD RASCOE

FEB.20TH

1. Painted Jackies office

FEB.23TH

1. Took tank reads, performed fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected office complex and Court Clerks area
4. Shoveled and salted sidewalks at the town complex
5. Plowed and salted the parking lots at the town complex
6. Shoveled and salted at the Mausoleum
7. Plowed Mausoleum parking lot and salted

FEB.24TH

1. Took tank reads, performed fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected office complex and Court Clerks area
4. Snow blown around Generator building
5. Reached out to ET HARRIS about furnaces in highway
6. Reached out to North Country Overhead Door about a remote for door 11 in highway
7. Fixed woman's stall door in restroom up front
8. Changed bulbs in water and sewer above the mezzanine
9. Cleaned shop
10. Put hinge



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RICHARD RASCOE

FEB.24TH

- 11.Put canon cover over canon
- 12.Cut boards for canon
- 13.Set up conference room
- 14.Met with troy from NYSEG about conference room arrangement.
- 15.Plowed BMG and salted

FEB.25TH

- 1.Took tank reads, performed fuel reconciliations
- 2.Cleared undergrounds as they were received
- 3.Cleaned and disinfected office complex and Court Clerks area
- 4.Shovel and salted town sidewalks
- 5.Plow and salt town parking lots
- 6.Pick up load of salt
- 7.Painted wood for underneath of canon
- 8.Scrubbed stain off carpet in conference room

FEB.26TH

- 1.took tank reads, performed fuel reconciliations
- 2.Cleared undergrounds as they were received
- 3.Cleaned and disinfected office complex and Court Clerks area
- 4.Shovel and salt town sidewalks
- 5.Plow and salt town parking lots
- 6.Plow and salt Mausoleum
- 7.Plow and salt BMG



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RICHARD RASCOE

FEB.26TH CONT.

8. Put boards under canon
9. Pick up paint for Jackie's office
10. Pick up foam corners for canon
11. Spoke with Mark Whitney about carpet install

FEB.27TH

1. Took tank reads, performed fuel reconciliations
2. Cleared undergrounds as they were received
3. Cleaned and disinfected office complex and Court Clerks area
4. Put curtain valance on canon
5. Repainted tax receivers wall a different color



TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

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HIGHWAY SUPERINTENDENT
GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT
JASON COOK

MONTHLY HIGHWAY REPORT – December 2025

Dec.1 Salt Cumberland Head, ditch Faye Lane, office work, went to Viking for truck chassis, sanded, shop work, washed 17 28 3, chip brush on Charlene, salted south end, clean ditches, sand roads, worked on #28 parking lights, worked on #97 bucket truck, salted Tom Miller Road, cleaned shop, salted Morrisonville 2

Dec. 2 plow Cumberland Head 1&2, office work, safety meeting, worked in shop, meeting with AEDA on new proposed ARC road, plowed and salted Wallace Hill, south end, Parc, Cadyville, Morrisonville 1&2, worked on #30, #5, #3 plow, #40 plow, worked on #97 repairs, pushed up pile, loaded trucks

Dec. 3 plowed Cumberland Head 1&2, shop work, put cutting edge on #26, office work, check on roads, trained Austin plowing sidewalks Rte.3, plow Wallace Hill, wash #3, two buckets of salt, worked on truck #42, salted south end, worked on #37, worked on #97 bucket truck, plow and salt Parc, Morrisonville 2 & sidewalks, worked in shop, plow and sanded Cadyville, rinsed off truck, loaded trucks, fixed sign Daytona, cleaned side walks Cadyville, Cumberland Head, plowed Tom Miller Road

Dec. 4 plow & salt Cumberland Head 1&2, south end, shop work, checked roads, office work, cleaned truck, plow Wallace Hill and Morrisonville, washed #3, trained Adam on South run, worked on #28 lights, #30, #37, cleaned shop, worked on #97 repairs, plow and salt Parc, Cadyville, washed #30 for parade, washed #37, fixed shoes, plow and sanded monument & mausoleum, plowed Tom Miller Road

Dec. 5 shop work, empty trucks of salt, office work, clean all bay drains, wash Case and Volvo inside, worked on #5, clean floors, push back snow drifts in Cumberland Head 1&2, Tom Miller, washed #5 and loader, empty salt off #26 at state garage, washed #26, empty trucks, chase snow drifts Parc, south end, Cadyville

Dec. 6 parade float

Dec. 7 plowed Morrisonville 1, Cadyville, plowed and salted south end, Parc, Cumberland Head 2, Tom Miller Road, plow and sand Morrisonville 2

Dec. 8 check roads, office work, plowed and salted Wallace Hill, Cumberland Head 1&2, Parc, sidewalks Route 3, plow Wallace Hill Road, Morrisonville 2, south end, Cadyville, Tom Miller Road, plowed sidewalks, worked on #52, cleaned shop, picked up parts, cleaned tools, rinsed off truck, washed #5

Dec. 9 shop work, salt from state 1 bucket, check roads, office work, set up sander controls on #17, #3, #26, cyber training, change slusher on #17, cleaned #99, tighten plow bolts, loaded #42 with salt, worked on #25 & #52, replaced sander chain on #26, washed #37, plowed Cumberland Head 1&2

Dec.10 replace chain, plow Cumberland Head 2, office work, check roads, plowed and salted Wallace Hill, Cadyville, Cumberland Head 1&2, south end, Tom Miller Road, Morrisonville 2, worked on #26 & #7, replace chain on truck #5, picked up loader, worked on ordering chains for stock, work in shop

Dec.11 plowed Cumberland Head 2, loaded at pit, checked roads, office work, picked up sander chains in Saratoga Springs, plowed and sidewalks Rt.3, plow and sand Cadyville, south end, Parc, plow and salt Cumberland Head 1, Tom Miller, Morrisonville 2, worked on #7, trackless, #42, #99, worked around shop, worked on #17 fan control, went and got spare parts for freightliner plows, worked on #45 lights, push up snow in Cliff Haven, haul sand from pit to shop, wash trucks at shop



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GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT

JASON COOK

Dec.12 plow Cumberland Head 1&2, shop work, check roads, office work, plowed top and Wallace Hill, clean sidewalks Cumberland Head and Cadyville, fix mail boxes Trade Road, Pleasant ridge, Brandell drive, push back drifts, check for drifts, plowed and sanded snow drifts Morrisonville 2, Parc, south end, worked on #42 wiring problem, worked on #52, plow and salt roads Morrisonville 1, Parc, plow and sanded slush off Cadyville, plowed sidewalks Morrisonville 1&2, Tom miller Road, south end, plow and salt drifts on south end, Morrisonville

Dec.13 plow and sand roads Cadyville

Dec.14

Dec.15 shop work, unload salt at state, liaison meeting, office work, check roads, hauled sand from pit to shop, wash trucks, cut boards for mail boxes, paint side boards for 3, worked on trackless, worked on #97 bucket truck, worked on #52, #3, #25 snow plows, empty truck, push sand up, wash truck 25, grease sander, cleaned inside and outside of Case loader, washed trucks 45, Jason's, 37, Greg's, took plow off 45 & Jason's truck, load sand take to Carbide Road

Dec.16 shop work, office work, mark dig safes, cut trees, put new sideboard on #3, chip brush Charlene, fix #3 side board, cut trees Wallace Hill, worked on trackless, worked on #97 bucket truck

Dec.17 plow Cumberland Head 1&2, clean trucks, office work, cut trees on Daytona, chip brush, cut trees Wallace Hill, repaired #2 u-joints, worked on trackless, worked on #97 bucket truck, salted Cumberland Head 1&2, Tom Miller Road, Morrisonville 2, Parc, sanded south end, Cadyville

Dec.18 cut trees, shop work, office work, picked trash up on Rugar Street, cut trees on Daytona, cleaned truck, changed lift cylinder for wing on #3, took garbage out, cleaned dirt off ground by bay 11, moved equipment for Beekmantown, worked on #3, cleaned tools, worked on #97, put computer on #28 #52, wash and clean truck #25, cleaned #5, sand Morrisonville 1, Cadyville

Dec.19 shop work, pick up logs on Daytona Blvd., cut trees Wallace Hill, worked on trackless, worked on #52 repairs, worked on #3 computer, worked on #97 wiring repairs, checked roads, check drains & tree damage, cleaned #25, salted Cumberland Head 1, Park, Tom Miller Road, south end, Morrisonville 2, sanded Cadyville

Dec.20 plowed Morrisonville 1, Cadyville

Dec.21 moved trees off road, trees down, checked up top and south end for trees down, plowed and sanded Cadyville, Morrisonville 2

Dec.22 check roads, office work, cut trees, worked in shop, chipped brush Stafford, Robinson Road, put equipment away in cold storage, worked on #26, #25, trackless, #97, picked up parts for #28, ordered headlights for #17, washed truck, plowed & salted Wallace Hill, plowed Cadyville, plow and salt Cumberland Head 1, Parc, south end, Tom Miller Road, Morrisonville 2, plowed and sanded

Dec.23 plowed and sanded Morrisonville 1, Cadyville, Parc, shop work, fix truck, check roads, office work, side walks Route 3, Cadyville, Cumberland Head, put plow on #31, worked on trackless, #26, #52, #28, #17, cleaned shop, worked on #97, #5 plow, #99 computer reset, #28 computer, fixed slusher on #5, plowed Cumberland Head, plowed and salted south end, Tom Miller Road, Morrisonville 2

Dec.24 plowed Cumberland Head 2, Wallace Hill, Morrisonville, Cadyville, office work, sidewalks Route 3, Morrisonville 2, plow and salt Cumberland Head 1&2, Parc, south end, Tom Miller, plowed with pick-up

The Town of Plattsburgh is an equal opportunity provider and employer



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GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT

JASON COOK

Dec.25 plowed Cumberland Head, Wallace Hill, plow and salt Cumberland Head 1&2, Cadyville, Parc, Morrisonville 1, south end, Tom Miller, plowed drifts, Parc, Cumberland Head 1

Dec.26 scrape Cumberland Head 1&2, shop work, check roads, office work, reprogrammed sander control on #99, Change wing rubber on #99, plow sidewalks Route 3, Cadyville, Cumberland Head, washed trucks, adjusted truck #3 brakes, changed slusher #5, worked on air dryer #5 replaced filter, chasing drifts

Morrisonville 1&2, Parc, south end, Cadyville, rinsed truck off, fixed mailbox, checked Tom Miller Road

Dec.27 plowed Cumberland Head, Wallace Hill, Cadyville, plowed and salted Tom Miller Road, Cumberland Head 1&2, Parc, south end, Morrisonville 2

Dec.28 salt Cumberland Head, Wallace Hill, plow and salt Cumberland Head 1, Parc, plow and sand Cadyville, south end, Tom Miller, Morrisonville 2

Dec.29 plow and salt Cumberland Head 1&2, Wallace Hill, Parc, south end, Tom Miller Road, Morrisonville 2, office work, check roads, plow sidewalks Cadyville, Cumberland Head, fix mail box, plow and sanded south end, Cadyville, Morrisonville 2, worked on #40, #52, #5, #26, cleaned up shop, worked on Jason's pick-up plow wiring, worked on #5 slusher hoses

Dec.30 shop work, replace sign-Sunnyside, fix mailbox Cumberland Head, check roads, office work, plowed and salted Wallace Hill, Cumberland Head 1&2, Parc, south end, Morrisonville 1, Tom Miller Road, plowed Morrisonville 2, south end, Cadyville, change rubber on #28, haul sand from pit, scraped parking lot, pick up sand, worked on #5, #25, #26, #97, #3, #17, #52, worked on #97 repairs, clean up #17

Dec.31 check roads, office work, calibration check on #26 #99, reprogrammed #99 sander control, cleaned sidewalk on Rugar Street overpass, worked in shop, plowed Cadyville, greased #99, #52, worked on #97 electrical problem, snow removal on Rugar Street, loaded and hauled sand from pit to shop

Town of Plattsburgh Parks & Recreation Department Monthly Report – February 2026

Programs & Events (adult, senior, family)

- Fitness for Life - Hosted three times weekly to promote community wellness and healthy living.
- Outdoor Adventures- TOP Winter Adventurers Weekly adult cross-country skiing and snowshoeing outings, rated from easy to hard and welcoming all abilities and experience levels.
 - February 3 – Ski – New Land Trust: 10 Participants
 - February 5 – Snowshoe – Cobble Lookout: 15 Participants
 - February 10 – Ski – Macomb State Park: 10 Participants
 - February 12 – Snowshoe – Cadyville Recreation Park: 12 participants
 - February 17 – Ski- Bloomingdale Bog: 11 Participants
 - February 24 – Ski-Cadyville Recreation Park: 10 Participants
 - February 26 – Snowshoe – Corbeau Creek: 8 Participants
- Beginner Ski-Adults joined Parks & Recreation for a cross-country skiing lesson.
 - February 2 – Cadyville Recreation Park: 15 participants
- Peaceful Snowshoe – Adult participants joined Parks & Recreation staff for a slower paced snowshoe through the park.
 - February 4 – Cadyville Recreation Park: 5 participants
- Cards and Coffee - Group meets to create and sign cards for nursing home residents.
 - February 6 – May Currier Park: 16 participants
- Luminaria Snowshoe – This event was co-sponsored with Point Au Roche State Park. Participants enjoyed a snowshoe path lined with Luminaria Bags. After, they enjoyed hot chocolate and making s'mores by the fire.
 - February 6 – Point Au Roche State Park: 65 Participants
- Luminaria Snowshoe – This event was co-sponsored with the Clinton County Youth Bureau. Participants enjoyed a nighttime snowshoe through the park. The path was lined with Luminaria Bags and ended with hot chocolate and s'mores for everyone.
 - February 17 – New Land Trust: 90 participants
- Family Snowshoe and Ski- Participants join Town of Plattsburgh staff during the February school break to snowshoe or cross-country ski at the Cadyville Recreation Park.
 - February 19: 25 Participants

Youth Programs

- Basketball Registration Practices and games continued throughout February.
- Town of Plattsburgh Ski/Snowboarding Club at Whiteface Mountain Program continued throughout February. This year, 58 youths and 10 adults are participating.
- Bowling – Town of Plattsburgh Youth Bowling continued throughout February.
- Snowshoe Program with CVES Rise-Cadyville Recreation Park: 15 Participants
- Archery – Co-sponsored with Cornell Cooperative Extension. They run the program at Plattsburgh Rod & Gun Club for any Town of Plattsburgh Youth age 10+
 - Program was cancelled due to there being no power at the building.
- 4H Snowshoe/Ski- Co-sponsored with Cornell Cooperative Extension. TOP Parks & Recreation Staff lead the group throughout the park.
 - February 18 – Cadyville Recreation Park: 4 participants
- Building Bird Houses – Program co-sponsored with the City of Plattsburgh. Youth decorated bird houses that will be placed on the Terry Gordon Bke Path.
 - February 20 – Melissa Penfield Park Building: 9 participants
- Saranac Elementary School Snowshoe Day: Co-sponsored with Clinton County Youth Bureau and Saranac School District. Staff from TOP and CCYB bring snowshoes to allow participants to adventure around the soccer field on snowshoes for 30 minutes each.
 - February 23 – Saranac elementary School:153 participants

Meetings, Planning & Trainings

- Met with the City Recreation Program Coordinator and Community Development Director to discuss Memorial Day Parade and events surrounding the day.
- Parks staff and Recreation Director met on several occasions to discuss projects.
- Attended the regularly scheduled quarterly meeting with the Parks & Recreation Advisory Committee.
- Met with TOP Planning & Community Development Department to discuss grant opportunities.
- Met with ADKFOP to discuss a potential Memorial at one of the TOP Parks.
- Continued planning spring, summer, and fall programs, including recruitment of instructors for key offerings.
- Tabled at the “Stepping Out for Your Heart” event at West Side Ballroom in conjunction with the Foundation of CVPH.

Parks Maintenance

- Completed various routine and improvement-focused maintenance tasks to enhance park functionality and experience with visitors.

- Performed salt and snow removal as needed throughout the month.
- Conducted monthly safety inspections of all parks, checking fire extinguishers, AED devices, and safety/emergency lighting.
- Stripped and waxed floors at South Plattsburgh Park Building
- Removed shelves from one closet in each building, cleaned closet. There will now be a sport closet at each park building.
- Finished constructing, staining, and placing new soccer benches in a closet at each park building.
- Continued constructing picnic tables for several parks.
- Fixed holes in door at West Plattsburgh Park interior door. Painted and touched up the entire room.
- Painting Touched up at Wallace Hill and Cliff Haven Parks.
- Brought back garbage cans in park that do not need to be out during the winter.
- Created a dedicated and secure cleaning closet at each park building.
- Organizing back Bay area for Parks & Recreation and Facilities.
- Organizing barn storage area for Parks & Recreation and Facilities.
- Fixed loose backflow at East Morrisonville Park.
- Removed shutters from several buildings and frosted windows. Improves the natural lighting in the building and bathrooms.

**TOWN BOARD LIAISON COMMITTEE
MONTHLY REPORT
PLANNING & COMMUNITY DEVELOPMENT
FEBRUARY 26, 2026**

◆ **Planning Board Agenda:**

- February 17, 2026- see attached summary of Planning Board Actions
- March 17, 2026- Agenda- 11 items- see attached

◆ **Town Board Items:**

- TAG-PHC-Awarded
- Vestibule Project- Waiting for bid materials
- BESS Moratorium Expiring- Working on Local Law
- Salt Shed- Waiting for Update on Lease from County
- Public Use Zoning Amendment
- Records Management/Public Notices/Meeting Videos
- Solar Waiver Application Coming to Town Board
- Breakroom Renovation Resolution
- GIS Pro Transition
- PARC Stormwater Update-Presenting March 4th
- BMG Playground
- Upcoming CFA: Pro Housing, LWRP
- ARC Housing #'s Increased

◆ **Meetings attended by Planning staff:**

- February 3- State of the Town
- February 3- Monthly Planning & Zoning Meeting
- February 4-Erin re: Everest Rabideau Design
- February 4-Dan Kimmel re: Planning Webpage
- February 9- Meet with AEDA Everest Rabideau Park
- February 10-11- NYS Economic Development Conference
- February 11-Hamlin Heights Pre-sketch Meeting
- February 17- Traffic Safety Committee
- February 17- Planning Board Meeting
- February 19- Salt Shed Meeting with Chuck
- February 19-Pre-sketch meeting with Julie- Happy Kids
- February 19- Schluter EIS
- February 19- Salt Shed Presentation to Town Board
- February 24- Next Move NY
- February 25-BMG Huddle with Chuck
- February 26-Liaison Committee Meeting
- February 26-HUD Thriving Communities Group

◆ **Telecommunications Projects: Tower on Wallace Hill**

◆ **Freedom of Information (FOIL) Requests Completed:**

- Ashlee Watters for 59 Dunning Way (1/16/2026)
- Joan Knapp for 212 Tom Miller Rd. (1/16/2026)
- Gwyn Schinkel for UMS Distribution Center (1/16/2026)

- Patricia Barnette for Public Use Zoning Amendment (2/12/2026)

- ◆ **Comprehensive Planning**

- Comp Plan Update-CSC grant awarded
- DWSP2 – 98% complete- Draft Final under review
- Trevor on Countywide Resiliency Plan Advisory Committee

- ◆ **Community Development**

- Hometown Hero Banners- down, cleaned and stored or decommissioned.
- TOP Dog in March
- Applied for OPRHP funds for May Currier
- Applying for DASNY funds for BMG Playground

- ◆ **Economic Development**

- Housing Supply Accelerators and NLCU Housing Course
- HOUSING
 - ARC/Housing Visions-Hamlin Heights (200 units and commercial space)
 - Regan Development-Residences at Rugar (72 units and childcare)
 - PHA/JCEO (70 units)

- ◆ **Local Waterfront Revitalization Program (LWRP) Grant (Comprehensive Plan Initiative):**

- BMG Phase 2+ - Remembrance Plaza 2026, Luck Bros Awarded, Pre-Con 3/12

- ◆ **Department, Staff & Planning Board Development:**

- 3 alternate vacancies remain on Planning Board
- Trevor attending NYPPF Conference

- ◆ **Grants Re-cap**

- Pro Housing Communities \$\$- \$1.5 Million for Rugar Sewer (awarded)
- WQIP Salt Shed Grant- awarded
- NYS Assembly \$\$-Billy Jones, \$300k for BMG
- CFA Season Base Stormwater (nonpoint source-DEC) Awarded
- Climate Smart Communities (Comprehensive Plan) Awarded
- Pro Housing TAG- Awarded \$160,000

- ◆ **Other**

- **Next Town Board Liaison Committee Update Meeting: March 26, 2026 @ 9:30am**

**TOWN OF PLATTSBURGH
PLANNING BOARD APPROVALS
FEBRUARY 17, 2026**

- ITEM #1** **SOLAR POWER NETWORK SITE PLAN & SPECIAL USE PERMIT BENNY BLAKE RD 2022-** Request to construct an approximately 3.5-megawatt solar farm on a 21.9-acre parcel. **SUBJECT TO TOWN OF PLATTSBURGH SOLAR LOCAL LAW.** Located on Benny Blake Rd. with public water and public sewer; Zoned R2; Tax Map Parcel # 220.-4-37 & 13; Owner Linda Sullivan; Applicant Solar Power Network LLC; Engineer RMS **SEQRA REAFFIRMATION & DETAILED PRELIMINARY PLAN REAPPROVED**
- ITEM #2** **MCGOWAN SUBDIVISION 2025-** Request for a 6-lot subdivision of a 100.99-acre lot resulting in lot 1 being 99.48-acres of remaining lands, lots 2-5 being new buildable lots and lot 6 to be conveyed to the Town for a public road with utilities. Located on Sears Blvd. with public water and private sewer; Zoned R2; Tax Map Parcel #180.-3-4.5; Owner/Applicant Thomas McGowan; Engineer RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #3** **SUPERNAW PROPERTIES LLC SUBDIVISION 2026-** Request for a 2-lot subdivision of a 3.98-acre lot resulting in lot 1 being a 2.11-acre new buildable lot, and lot 2 being a 1.87-acre new buildable lot. Located on the corner of Montana Dr. and Kansas Ave. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SKETCH PLAN APPROVAL**
- ITEM #4** **SUPERNAW PROPERTIES LLC SITE PLAN 2026-** Request to construct multi-family housing of 30 rental units in three eight-plex and one six-plex with related site improvements. Located on the corner of Montana Dr. and Kansas Ave with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SKETCH PLAN APPROVAL**
- ITEM #5** **YMCA SITE PLAN 2024-** Request to construct a 13,255 sq ft addition to an existing facility with a parking lot extension and associated site improvements. **USE VARIANCES REQUIRED** Located at 295 New York Rd. with public water and public sewer; Zoned NC; Tax Map Parcel #233.-5-29. Owner/Applicant; YMCA of Plattsburgh NY; Engineer RMS **SEQRA REAFFIRMATION & DETAILED PRELIMINARY PLAN REAPPROVED**
- ITEM #6** **BOCES SUBDIVISION 2026-** Request for a 2-lot subdivision of a 37.97-acre lot resulting in lot 1 being a 22.96-acre lot with an existing educational building, and lot 2 being a 15.01-acre new buildable lot. Located on Military Turnpike with public water and public sewer; Zoned SD Town Center; Tax Map Parcel #220.-1-3.2; Owner Clinton, Essex, Warren & Washington County BOCES; Applicant Clinton County; Engineer AEDA **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #7** **BHSN SITE PLAN 2026-** Request to construct a 17,003 sq. ft. clinic with 107 new parking spaces and related site improvements. **USE VARIANCES REQUIRED** Located on Route 22B with public water and public sewer; Zoned NC; Tax Map Parcel #205.4-3-27.1; Owner/Applicant Behavioral Health Services North; Engineer AES Northeast **SKETCH PLAN APPROVAL**



TOWN OF PLATTSBURGH
WATER AND WASTEWATER DEPARTMENT

Charles Kostyk
Supervisor

Dana M. Isabella
Deputy Supervisor

151 BANKER ROAD
PLATTSBURGH, NEW YORK 12901-7307
(518) 562-6890
FAX # (518) 563-8198

March 2, 2026

To: Honorable Charles Kostyk
Members of the Town Board

From: Water & Wastewater Department

RE: **Water & Wastewater February Report**

- Collected all required monthly samples.
- Meters read, and inventoried. Skip reports completed.
- Operation Reports to CCDH.
- There were 109 daily job orders. There were 27 locates for UDIG NY, including 7 Emergency locates.
- Monthly Plant & Pump Station Fire Extinguisher and Safety Check.
- There were four afterhours callout.
 1. We were paged to a residence in the Bluff Point area for no water. Upon arrival it was determined the service line was frozen after the curb stop on the homeowners side.
 2. We were called to a rental property in Cadyville for water in their basement, this was on the valve before the meter which is the homeowner's responsibility.
 3. We were alerted to a visual notification that the booster pump at Schuyler Falls Meter Vault was not operational. The unit was reset and failed. We did troubleshooting on the electrical supply and the pressure sensor as well as the VFD and the pump would not stay running.
 4. We were paged to a home on River Street in Schuyler Falls that had not had water for 10 days due to a frozen service line. The tenant had removed all the plumbing past the meter including the main valve in the basement. They were finally successful in thawing the lateral but then had no way to stop the flow from entering the basement.
- Repairs were made to the Cadyville PRV and a leak on the booster station was fixed.
- Shut off repair on Brookside Avenue.
- Attempted to repair a shut off on Honey Drive unsuccessfully. We will need to return to repair.
- Located a shut off on NYS Route 22B for a turn off for repairs but the valve needed repairs. The work order was rescheduled.
- Found a hydrant leaking on Calkins Road. The Vacall was used to locate the hydrant valve, and the hydrant was shut down and tagged out of service.
- Returned to the residence on NYS Route 22B and made the repairs to the shut off.

- Backfilled and coned off the excavation on the Calkins Road.
- Picked up a hydrant that was involved in a hit and run on Military Turnpike near the NYS Route 374 intersection.
- Clearing Right of Ways.
- Rebuilt the hydrant that was involved in the MVA.
- One operator completed online training.
- Reinstalled refurbished hydrant on Military Turnpike.
- Troubleshooting plumbing issues at GPWTP Bullis Road.
- Removed the failing electric motor running Well 6 and installed the backup. The failed motor will be sent out for evaluation.
- One operator completed online training.
- Met with Cyclops Process Equipment at GPWTP May Currier for cleaning, recalibration, and troubleshooting of equipment on-site.
- One operator working at online training courses.
- Ongoing efforts with the booster pump issues at Schuyler Falls Meter Vault.
- Shut off repair on Blair Road.
- Shut off repair on NYS Route 9N.
- Continued efforts at Schuyler Falls Meter Vault. Consulted with Emerick Associates to access the VFD and resolve the problem.
- Re-plumb the Chlorine injection line tank to pump in efforts to eliminate the ongoing air issues.
- Two operators completed online training.
- Work with Highway Department and Parks & Rec thawing and jetting the frozen storm lines and catch basins that the roof drains also discharge into at the Town facility.
- Several checks on the customer with a frozen service line on River Street in Schuyler Falls.
- Plowing and shoveling at all plants and hydrants.
- Hammond Lane Tower overflowing, had to reset the NYS Route 3 PRV that is leaking by.
- Followed up with the River Street resident following the callout.
- Televised the sewer main on Trade Road in efforts to assist a customer with locating their lateral that appears to be frozen.
- Televised sewer main in Champlain Park following the lateral replacement and concerns of main issues.
- W/WW, P&R, and Facilities vehicle and equipment maintenance and repairs.

TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026

Resolution No. 026-065

Proclamation Honoring the 100th Anniversary
of the Rotary Club of Plattsburgh

WHEREAS, the Rotary Club of Plattsburgh is celebrating its one hundredth year of service since being chartered on April 1, 1926, with 20 outstanding members of the Plattsburgh community, and since then has involved its members' time, talent, and financial support for a wide variety of local, national, and international charitable works and projects benefiting many North Country citizens and other people in hundreds of countries around the world; and

WHEREAS, since its founding in Chicago more than 120 years ago, Rotary has grown into a global network of 1.2 million neighbors, friends, and leaders in over 46,000 clubs worldwide connecting passionate people committed to service who exchange ideas, forge lifelong friendships, and, above all, take action to change the world through its motto of "Service Above Self"; and

WHEREAS, the Rotary Club of Plattsburgh continues to develop local fundraising events that have raised hundreds of thousands of dollars during its 100 years, which have been donated to local community projects, including the renovation of the Strand Theatre, commemoration of the Battle of Plattsburgh activities, construction of the Rotary Centennial Park in Plattsburgh, and the upcoming relocation of the Plattsburgh YMCA to the former Plattsburgh Air Force Base, to name a few; and

WHEREAS, the Rotary Club of Plattsburgh has provided substantial and meaningful contributions to local high school programming so students may benefit from their academic programs, and to local colleges to support scholarship opportunities for students seeking academic degrees and better lives in our world; and

WHEREAS, the Rotary Club of Plattsburgh continues to support global initiatives to improve the health of people in needy countries through programs such as PolioPlus - Rotary's on-going commitment to eradicate polio, the construction of more than 200 latrines for the extremely poor residents in Nicaragua, and financial support for those suffering in Ukraine and other parts of the world; and

WHEREAS, the Rotary Club of Plattsburgh also sponsored and initially supported the establishment of several other nearby Rotary clubs, including the AuSable Valley Rotary Club and the Rotary Club of Plattsburgh Sunrise; and



WHEREAS, the Rotary Club of Plattsburgh, which has grown to more than 125 members today, will celebrate its past 100 years while also looking toward its future on Saturday, March 14, 2026; and

WHEREAS, for over a century, the Rotary Club of Plattsburgh has remained a steadfast pillar of service, leadership, and fellowship in Northern New York and continues to embody the Rotary motto of "Service Above Self";

NOW, THEREFORE, BE IT PROCLAIMED, that the Town Board of the Town of Plattsburgh hereby pauses in its deliberations to recognize and celebrate the 100th Anniversary of the Rotary Club of Plattsburgh, New York, and proudly commends its members—past and present—for a century of extraordinary service, leadership, and dedication to the betterment of the Town of Plattsburgh, the North Country, and communities around the world.

Motion: Mr. Wood

Seconded by: Mr. Bosley

Discussion: None

Roll Call:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-066

**Recreation Program Contract of Services
– Cookie Decorating**

WHEREAS, Parks and Recreation utilizes instructional services for programs in the Town of Plattsburgh; and

WHEREAS, the Youth Services and Recreation Director recommends contract services for program and said person(s) get a W9; now, therefore be it

Spring Program Contract:

Courtney St. Pierre \$600 Cookie Decorating *March 10, 2026*

RESOLVED, that the Supervisor is authorized to sign all necessary documents necessary for these short-term contract services.

Motion: Ms. Kelting

Seconded by: Mr. Wood

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u>	<u>TABLED</u>
				YES	
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				



**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-067

Everest Rabideau Recreation Park - AEDA Proposal

WHEREAS, the Town of Plattsburgh Parks and Recreation Department has been evaluating Everest Rabideau Recreation Park (also known as Cumberland Head Recreation Park) over the last several years and has identified surface draining issues; and

WHEREAS, due to the surface draining issues, the park’s usability has been impacted, and the park’s fields will continue to deteriorate if not addressed; and

WHEREAS, to improve the park for community use and ensure long-term sustainability, the Parks and Recreation Department, in coordination with the Planning and Community Development Department, obtained a proposal from Architectural & Engineering Design Associates, P.C. in conjunction with AEDA Engineering & Surveying, PLLC; and

WHEREAS, AEDA has provided an adequate scope of services and a lump sum quote for the surveying and engineering services including drainage improvements at Everest Rabideau Recreation Park, in the amount of approximately \$23,700.00; now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal and scope of services as submitted by AEDA in the letter dated February 13, 2026; and it is further

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

RESOLVED, that payment for said services shall be made payable from Budget Account Planning Implementation and Studies A8020.4850 for 2026; and it is further

RESOLVED, that a copy of this resolution be given to the Finance Manager, Planning and Community Development Department, and the Parks and Recreation Department.

Motion: Mr. Wood
Seconded by: Ms. Kelting
Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u>	<u>TABLED</u>
				YES	
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-068

**Authorizing the Purchase and Installation
of a Security System for the Justice Court**

WHEREAS, the Town of Plattsburgh recently upgraded the security system at the Town Hall pursuant to Resolution No. 024-234; and

WHEREAS, the Justice Court security system requires upgrading to the same security platform as the Town Hall system; and

WHEREAS, a quote from NCC Systems, Inc. was obtained using sole source procurement to ensure compatibility with the existing Town Hall security platform, with the proposal totaling \$2,600.00; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board does hereby accept the proposal and scope of services provided by NCC Systems, Inc. as outlined in the attached materials; and be it further

RESOLVED, that the Supervisor is hereby authorized and directed to execute the agreements for the purchase and installation of said security system in the amount not to exceed \$2,600.00 (price includes a 15% contingency); and be it further

RESOLVED, that payment for said purchase and installation shall be made payable from the 2026 Buildings and Grounds Equipment Capital Outlay Account #A.1620.2000.0000; and it is further

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

Motion: Mr. Bosley

Seconded by: Ms. Kelting

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				



**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-069

**Authorizing the Purchase and Installation of Three
Additional Access Control Units for Town Hall**

WHEREAS, the Town of Plattsburgh recently upgraded the security system at the Town Hall pursuant to Resolution No. 024-234; and

WHEREAS, there is a need to install three (3) additional access control units, including all necessary software, throughout the Town of Plattsburgh Town Hall; and

WHEREAS, a quote from NCC Systems, Inc. was obtained using sole source procurement to ensure compatibility with the existing Town Hall security platform, with the proposal totaling \$17,000.00; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board does hereby accept the proposal and scope of services provided by NCC Systems, Inc. as outlined in the attached materials; and be it further

RESOLVED, that the Supervisor is hereby authorized and directed to execute the agreements for the purchase and installation of said security system in the amount not to exceed \$17,000.00 (price includes a 15% contingency); and be it further

RESOLVED, that payment for said purchase and installation shall be made payable from the 2026 Buildings and Grounds Equipment Capital Outlay Account #A.1620.2000.0000; and it is further

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

Motion: Mr. Wood

Seconded by: Mr. Bosley

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u>	<u>TABLED</u>
Thomas E. Wood	X			YES	
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-070

**Retirement of Richard Rascoe from the Position of
Building Maintenance Supervisor in the Facilities
Department for the Town of Plattsburgh**

WHEREAS, Richard Rascoe has submitted a letter of retirement from his position as Building Maintenance Supervisor in the Facilities Department for the Town of Plattsburgh, effective May 22, 2026; now, therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh, with appreciation for his years of service, hereby accepts Mr. Rascoe's letter of retirement 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. Rascoe's personnel file.

Motion: Ms. Kelting

Seconded by: Mr. Bosley

Discussion: Multiple comments of congratulations and thanks for 18 years of service.

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u>	<u>TABLED</u>
Thomas E. Wood	X			YES	
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				



**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-071

**Accept AES Northeast Proposal for
Battlefield Memorial Gateway Phase 3
Conceptual Design and Grant Services**

WHEREAS, the Town of Plattsburgh requested a cost proposal from AES Northeast for the Conceptual Design and Grant Writing services for the NYPLAYS grant in the 2026 Consolidated Funding Application ; and

WHEREAS, the Town of Plattsburgh has a two-year term contract with AES Northeast, located at 74 South Platt St, Plattsburgh, NY; and

WHEREAS, AES Northeast has provided an adequate scope of services and quote for Playground Conceptual Design and Illustrations (\$12,530) and Grant Support and Application Assistance (\$2760), for a total of (\$15,290); now, therefore be it

RESOLVED, the Town of Plattsburgh Town Board, upon approval and recommendation of the Town Attorney, does hereby accept the proposal and scope of services as submitted by AES Northeast in the letter dated February 24, 2026; and it is further

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

RESOLVED, that a copy of this Resolution be given to the Business Office and Planning Department.

Motion: Ms. Kelting

Seconded by: Mr. Bosley

Discussion: Mr. Kostyk – Currently in Phase 2 of the project, starting in a few weeks and should be completed this year. Phase 3 in planning stage.

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				





Back Up Materials

February 24, 2026

Jessica Kogut, AICP
Town of Plattsburgh
(518) 562-6852
jessicak@townofplattsburgh.org

RE: PROPOSAL FOR LANDSCAPE ARCHITECTURAL SERVICES
PROJECT: Battlefield Memorial Park, Plattsburgh, NY

Dear Jessica,

Thank you again for reaching out to AES Northeast to provide a proposal for Landscape Architecture and Playground Design services for the conceptual design of the Battlefield Memorial Park playground. We greatly appreciate the opportunity to submit this proposal to you.

Scope of Services and Deliverables:

1. Playground Conceptual Design and Illustrations:

- Project team kickoff meeting.
- Prepare 2 conceptual designs for inclusion in grant funding application. Color drawings will illustrate layout of proposed playground landscape including play surfacing, pedestrian paving, site walls, furnishings, light fixtures and plantings.
- Coordinate with playground designer Earthscapes for theming and overall park compatibility.
- Prepare Order of Magnitude construction cost estimate for landscape architecture and site work.

2. Optional – Support in preparing PLAYS (?) grant application and support.

- This optional additional task will commence only upon written direction from the Town of Plattsburgh.

Fee Proposal:

AES Northeast proposes to provide the above services as an amendment to the existing agreement for the following fixed fees:

Playground Conceptual Design and Illustrations.....	\$12,530.
Grant Support and Application Assistance (Optional)	\$ 2,760.

Reimbursable Expenses: budget approximately \$100. *(For expenses such as mileage or printing costs)*

Assumptions and Exclusions

- Playground area anticipated to be 7-10,000sf.
- Playground equipment is targeted to cost \$500,000, excluding installation.
- Mechanical, Electrical, and Plumbing design is excluded.
- Deliverables will be electronic (PDF) unless hard copies are specifically requested.

- Detailed engineering studies such as load testing, destructive probes, or energy modeling are excluded.
- Environmental testing, geotechnical study, remediation design, abatement contracting, or permitting for hazardous materials are excluded.
- Boundary or topographic surveys are excluded.

Schedule:

Our Team can begin work within 2 weeks of receiving your go-ahead. We estimate that we can complete the conceptual drawings in approximately **6-8 weeks**.

The current 2026 Hourly Rate Schedule is also attached if other A/E services are desired.

We look forward to working together,



Kevin Farrington
Partner/Director of Civil Engineering, AES Northeast

I agree to this proposal for AES Northeast to provide the Architectural Design Services defined above:

Signature:

Date

Attachments: 2026 Fee Schedule

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 2

Owner: **Town of Plattsburgh**
Engineer: **AES Northeast, PLLC**
Project: **Battlefield Memorial Gateway Phase 2**
AES Project No. 5314

Effective Date of Owner-Engineer Agreement: **February 23, 2026**

Nature of Amendment:

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications to responsibilities of Owner
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement – 2026 Fee Schedule

Description of Modifications:

- **Add playground design including site visit meeting with Town, conceptual Landscape Plan and Site Plan, Playground Hand Sketch Design and construction cost estimate intended for use in grant application in the amount of \$ 12,530**
- **Optional Grant Support and Application Assistance in the amount of \$ 2,760**

Agreement Summary:

Original agreement amount: \$208,800
Net change for prior amendments: \$0
This amendment amount: \$ 15,290
Adjusted Agreement amount: \$224,090

Change in time for services (days or date, as applicable): **Construction completion date of September 2026 remains unchanged. Schedule for completion of the playground design / grant work described in this amendment is April 31, 2026.**

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. The Effective Date of the Amendment is **TBD**

Owner

Engineer

AES Northeast

(typed or printed name of organization)

(typed or printed name of organization)

By: _____

(individual's signature)

By: _____

(individual's signature)

(Attach evidence of authority to sign.)

(Attach evidence of authority to sign.)

Date: _____

(date signed)

Date: February 23, 2025

(date signed)

Name: _____

(typed or printed)

Name: Kevin Farrington, P.E.

(typed or printed)

Title: _____

Title: Partner/Dir. Of Civil Engineering

Exhibit J—Payments to Engineer for Services and Reimbursable Expenses.

Appendix 2: Standard Hourly Rates Schedule.

Exhibits to EJCDC® E-500, Agreement between Owner and Engineer for Professional Services.
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and American Society of Civil Engineers. All rights reserved.

(typed or printed)

(typed or printed)



Architecture, Engineering, and
Land Surveying Northeast, P.L.L.C.

Fee Schedule 2026*

Hourly Rates

Administrative Assistant I	\$70	Principal Architect	\$215
Administrative Assistant II	\$75	Principal Engineer	\$215
Architectural Technician I	\$101	Principal Land Surveyor	\$215
Architectural Technician II	\$110	Professional Engineer I	\$150
Bookkeeper	\$100	Professional Engineer II	\$170
Building Designer I	\$126	Professional Engineer III	\$190
Building Designer II	\$140	Project Administrator I	\$78
CADD Technician I	\$101	Project Administrator II	\$95
CADD Technician II	\$110	Project Administrator III	\$100
Construction Manager I	\$135	Project Manager I	\$131
Construction Manager II	\$145	Project Manager II	\$140
Controller	\$175	Project Manager III	\$175
Engineering Technician I	\$101	Registered Architect I	\$150
Engineering Technician II	\$110	Registered Architect II	\$170
Engineering Technician III	\$133	Registered Architect III	\$190
Engineer-In-Training (EIT) I	\$120	Resident Project Representative I	\$106
Engineer-In-Training (EIT) II	\$140	Resident Project Representative II	\$112
Funding Compliance Administrator	\$100	Resident Project Representative III	\$128
GIS Specialist	\$130	Senior Construction Manager	\$168
Grant Administrator	\$130	Surveying Technician I	\$101
Landscape Architect	\$135	Surveying Technician II	\$110
Land Surveyor I	\$137	Survey Instrument Person - PWR**	\$195
Land Surveyor II	\$150	Survey Party Chief - PWR**	\$205

Reimbursable Expenses

Copies – black & white single sided 8.5" x 11"	\$0.24	Scanning construction drawings 1 to 10 sheets	\$18.15
Copies – black & white double sided 8.5"x11"	\$0.31	Scanning construction drawings 11 to 20 sheets	\$9.08
Copies – black & white single sided 11"x17"	\$0.31	Scanning construction drawings over 20 sheets	\$2.42
Copies – color 8.5"x11"	\$2.42	Place construction drawings on Compact Disks (USB/CDs)	\$30.25
Copies – color 11"x17"	\$6.05	Printing Supplies/Binders (3 ring) etc. - cost plus	15%
Large document paper prints – black & white 12"x18"	\$2.42	Postage - cost plus	15%
Large document paper prints – black & white 24"x36"	\$3.63	Sub-consultants - cost plus	15%
Large document paper prints– black & white over 24"x36"	\$6.05	Travel expenses (tolls, parking etc.) - cost plus	15%
Large document paper prints – color 12"x18"	\$18.15	Lodging expenses - cost plus	15%
Large Document paper prints – color 24"x36"	\$24.20	Meal expenses - cost plus	15%
Large Document paper prints – color over 24"x36"	\$31.46	Mileage	Current IRS Rate
Large Document mylar (film) prints	\$42.35	3d Scanner Equipment Use Fee	\$525.00

* All rates are subject to change after 12/31/2026

** NYS Dept. of Labor requires the payment of "Prevailing Wage Rates" (union scale) to Survey personnel on Public Works Projects

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

Resolution No. 026-072

**Request to Purchase Paver Parts for the
Highway Department**

WHEREAS, Resolution No. 018-184 authorized the Town of Plattsburgh Highway Superintendent to purchase a 2009 paver, to be utilized by the Town of Plattsburgh Highway Department; and

WHEREAS, said paver requires routine maintenance and replacement parts in order to remain in safe and efficient operating condition for the upcoming paving season; and

WHEREAS, the Town of Plattsburgh and the Town of Beekmantown desire to continue their cooperative shared services arrangement by jointly purchasing the necessary parts for said paver; now, therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby approve and authorize the Highway Superintendent to proceed with the purchase of said parts for the paver repair in the amount of \$16,807.90; and it is

RESOLVED, that the cost of said parts shall be shared among the Town of Plattsburgh and the Town of Beekmantown in accordance to the Intermunicipal Agreement to Jointly Purchase a Paver; and it is further

RESOLVED, that payment be made payable from the 2026 Highway Budget Repairs Account #DAA.5130.4200.0000 and that a copy of this resolution be given to the Highway Superintendent and the Finance Manager.

Motion: Mr. Wood

Seconded by: Mr. Bosley

Discussion: None

Roll Call:

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				





TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM

DEPT. LINE: (518)-562-6880

FAX: (518)-563-8396

TDD: (800)-662-1220

HIGHWAY SUPERINTENDENT
GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT
JASON COOK

Date: January 14, 2026

To: Chuck Kostyk &
Town Board Members

Re: Parts for paver

I am requesting a resolution to purchase parts for the paver from Monroe Tractor (sole source). The total cost for these parts is \$16,807.90 which is split 50/50 with the Town of Beekmantown. Payment will come from the Highway Budget Repairs Account #DAA.5130.4200.0000. If you have any questions, please let me know.

Sincerely,

Greg Burnell
Highway Superintendent



MONROE TRACTOR
we keep you working

Adams Center, NY 315.583.5486 • Albany, NY 518.785.8013 • Auburn, NY 315.258.0122
Batavia, NY 585.343.9263 • Binghamton, NY 607.754.6570 • Buffalo, NY 716.681.7100
Campbell, NY 607.739.8741 • Canandaigua, NY 585.394.7260 • Derby, VT 802.771.3007.
Hartford, CT 860.920.0075 • New Haven, VT 802.771.3007 • Rochester, NY/Corp. 585.334.3867
Syracuse, NY 315.452.0000 • Westborough, MA 508.845.4343 • Woburn, MA 781.933.4217

www.monroetractor.com

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IN STORE PICKUP

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TOWN OF PLATTSBURGH
151 BANKER RD
PLATTSBURGH NY 12901

Branch 06 - SYRACUSE		
Date 11/07/2025	Time 11:24:39 (O)	Page 1
Account No. PLATT010	Phone No. 5185626881	Est. No. 02 005182
Ship Via	Purchase Order NEED	
		Salesperson JTU

QUOTE EXPIRY DATE: 11/16/2025

PARTS ESTIMATE - NOT AN INVOICE

Part#	Description	U	Oty	Price	Amount
201-468-000T-TR	WD-STRIKE-OFF F		1	169.99	169.99
201-467-000-TR	WD-STRIKE-OFF-B		1	169.89	169.89
201-462-000-TR	WD STRIKE-OFF F		1	168.99	168.99
201-461-000-TR	WD-STRIKEOFF BE		1	169.89	169.89
200-713-000-TR	WD STRIKE-OFF-I		1	579.79	579.79
200-712-000-TR	WD-STRIKE-OFF-R		1	579.89	579.89
205-540-100-TR	WD-SCREED PLATV		1	4569.89	4569.89
201-9921-100-TR	WD-SCREED PLATE		1	3699.29	3699.29
201-993-100-TR	WD-SCREED PLATE		1	3019.69	3019.69
201-363-010TR	INSULATION		6	49.67	298.02
201-784-240TR	ELEMENT		1	761.02	761.02
201-783-240TR	ELEMENT 518		2	696.46	1392.92
201--992-240TR	ELEMENT690		1	728.63	728.63
FRT	SHIP & HNDLG		1	500.00	500.00

Subtotal: 16807.90

Tax: .00

TOTAL: 16807.90

Authorization: _____

Sole Source

*Paver parts
50/50 split
TOP & Beekmantown*

PAYMENT: PAYMENT DUE UPON RECEIPT OF INVOICE.

1.5% per month service charge (18% annual) on past due invoices.

SPECIAL ORDER PARTS MUST BE PAID IN FULL PRIOR TO ORDER.

PARTS RETURN POLICY: All returned parts must be unused, in their original packaging, be undamaged, and be accompanied by original sales invoice. Parts must be returned within 10 days of the date of invoice. All returns are subject to a 20% restocking charge in addition to freight charges. No return on electrical parts or fabricated hydraulic hoses. Any opened kits are non-returnable. If parts are non-returnable to the supplier, there will be no return. If a part is defective or mislabeled by the supplier, full credit will be issued.

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2025**

Resolution No. 026-073

Highway Request to Temporary Post Town Roads

WHEREAS, the Town Supervisor has received a letter from the Town of Plattsburgh Highway Superintendent, Greg Burnell, requesting permission to temporarily post the following Town Roads effective March 9, 2026:

Akey Rd. (from Route 374, to the entire length), Bart Merrill Road (Section North of the Gene Lefevre Rd. intersection), Bradford Road (from Rt. #374 going north to Rt. #190), Champlain Park (all entrances), Cliff Haven Community (all entrances), Durand Road, Gene LeFevre Rd, Trudeau Road, Kennedy Road, Robinson Road, Stafford Road, South Jct. Road, Thunderbird Heights (all entrances), Woodcliff Drive, Wallace Hill Road and Archie Bordeau Road; therefore be it

RESOLVED, that certain vehicles, as described in the New York State Vehicle and Traffic Law Section 1660, be excluded from Town Highways and/or sections thereof listed in the aforementioned letter upon (1) the erection of signs posting the respective highways or sections thereof; and (2) a notice, pursuant to said section 1660, being published in the Press Republican; and, it is further

RESOLVED, that the Town Board does hereby authorize and direct the Town Clerk to cause said notice to be published in the Press Republican in accordance with Town Law; and, be it further.

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

Motion: Mr. Wood

Seconded by: Ms. Kelting

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				



TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.NY.GOV
DEPT. LINE: (518)-562-6880
FAX: (518)-563-8396
TDD: (800)-662-1220

HIGHWAY SUPERINTENDENT
GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT
JASON COOK

HIGHWAY SECRETARY
KAREN PROVOST

To: Charles Kostyk & Town Board Members

From: Greg Burnell, Highway Superintendent

Date: March 2, 2026

Re: resolution

I am requesting a Town Board Resolution to temporarily post the following Town Roads effective March 9th, 2026;

Akey Rd. (from Rt. 374, to the entire length), Bart Merrill Road, Section North of the Gene Lefevre Rd. intersection), Bradford Road, (from Rt. #374 going north to Rt. #190), Champlain Park (all entrances), Cliff Haven Community (all entrances), Durand Road, Gene LeFevre Rd, Trudeau Road, Kennedy Road, Robinson Road, Stafford Road, South Jct. Road, Thunderbird Heights,(all entrances), Woodcliff Drive, Wallace Hill Road and Archie Bourdeau Road

Thank you for your help in this matter.

Sincerely,

Greg Burnell
Highway Superintendent

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 3, 2026**

Resolution No. 026-074

Cumberland 12 Cinemas License Application

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

WHEREAS, said application was applied for and received with license fee of \$500.00; and

WHEREAS, the Codes Department has completed their inspection and has found Cumberland 12 Cinemas to be in compliance with all Local Laws and New York State Regulations and Codes; therefore, be it

RESOLVED, to receive and place on file an application for a license to conduct and operate Cumberland 12 Cinemas; and it is further

RESOLVED, that the Town Clerk is hereby authorized to issue said license for the period from January 1, 2026 through December 31, 2026.

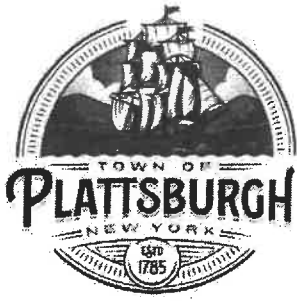
Motion: Ms. Kelting

Seconded by: Mr. Bosley

Discussion: None

	<u>YES</u>	<u>NO</u>	<u>ABSENT</u>	<u>CARRIED</u> YES	<u>TABLED</u>
Thomas E. Wood	X				
Dana M. Isabella			X		
Daniel A. Bosley	X				
Ilona M. Kelting	X				
Charles A. Kostyk	X				





TOWN OF PLATTSBURGH

CODES & ZONING

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM
MAIN LINE: (518)-562-6840
FAX: (518)-563-8396
TDD: (800)-662-1220

CODE ENFORCEMENT OFFICER,

FIRE MARSHAL

STEPHEN M. IMHÖFF

CODE ENFORCEMENT OFFICER

ALLEN W. REECE

CODE ENFORCEMENT OFFICER

BRETT L. BAKER

SENIOR TYPIST &

ZONING BOARD OF APPEALS SECRETARY

BRIANNA GRAVELLE

March 3, 2026

Honorable Chuck Kostyk and
Town Board Members

RE: CUMBERLAND 12 CINEMAS – Annual Inspection

Dear Mr. Kostyk and Board Members:

On March 3rd, 2026 our office conducted an inspection for the annual Area of Public Assembly Inspection for Cumberland 12 Cinemas and found that the facility meets the requirements for the renewal of their 2026 license.

We have received notification from the Town Clerk of its' receipt of the annual license fee of \$500.00 for the Theater.

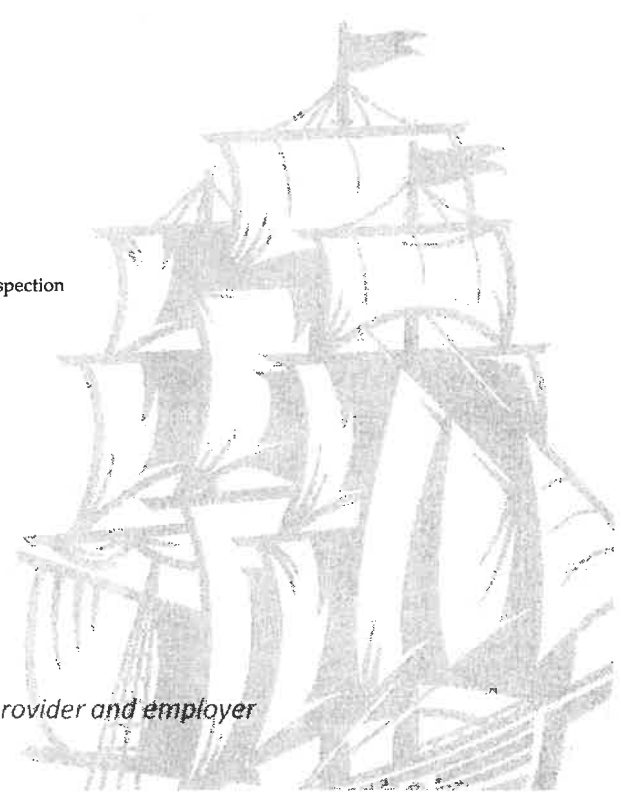
Respectfully submitted,

Allen W. Reece
Code Enforcement Officer

cc: Jay White, Town Clerk

Codes\periodic inspections\annual inspections\Cumberland 12 Cinema\Ltr to Tn Brd_2026 inspection

The Town of Plattsburgh is an equal opportunity provider and employer



RECEIVED

DEC 29 2025

TOWN CLERK'S OFFICE
TOWN OF PLATTSBURGH

APPLICATION

For a License to Conduct and Operate a Place of
Public Amusement Within the Town of Plattsburgh
Clinton County, New York

Date 12/3/25

TO THE TOWN BOARD OF THE TOWN OF PLATTSBURGH

The undersigned an individual
a corporation) of Plattsburgh
a firm) (Town or City)
New York County of Clinton (if an
(State)

individual or a firm) that (he is / they are) a: Citizen of the United States of America, or (if a corporation that it is a domestic corporation organized under the laws of the State of New York) or a foreign corporation licensed to do business in the State of New York

pursuant to an ordinance of the Town Board of the Town of Plattsburgh enacted the 24th day of May, 1971, do hereby make application to the Town Board for permission and license to conduct and operate

(if a corporation or firm, please state name and type of business)

at _____ within the Town of Plattsburgh

for the term of _____
(specific dates)

(License shall expire no later than next December 3rd)

I) agree to obey all rules, regulations and ordinances of the Town of
We) Plattsburgh, and will not violate any of the laws of the State of New York, or of the United States of America in the conduct or operation of the same under penalty of revocation or annulment of a license to be issued hereunder. It is understood that such license cannot be transferred, nor the location of the public amusement changed, without the consent of the Town Board.

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

(For outdoor theatre use only)

- A Certificate of Insurance, naming the Town of Plattsburgh.
- A New York State Certificate of Inspection.
- A New York State Certificate of Authority.

SECTION 2. Licenses Required. No person, firm, partnership, association or corporation shall operate, conduct or exhibit for money, or for any other consideration, a circus, carnival, indoor theatre, outdoor theatre, amusement park or motor vehicle speedway within the Town of Plattsburgh, without first being issued a license as herein provided.

- (a) For each license for a circus for each day's performance \$ 300.00
- (b) For each license for a carnival for each day's performance 100.00
- (c) For each license for operating an indoor theatre, per year 500.00
- (d) For each license for operating an outdoor theatre, per year 250.00
- (e) For operating an amusement park, per year 250.00
- (f) For operating a motor vehicle speedway, per year 250.00



**New York State Department of
Taxation and Finance**

Sales Tax Registration
W A Harriman Campus
Albany NY 12227-0001

CUMBERLAND 12, LLC
23 N COUNTRY SHOPPING CTR
PLATTSBURGH NY 12901-7210

New York State Department of Taxation and Finance
Certificate of Authority

Identification number

261093953

*(Use this number on all returns
and correspondence)*



VALIDATED

09/18/2008

**Dept of Tax
and Finance**

CUMBERLAND 12, LLC
23 N COUNTRY SHOPPING CTR
PLATTSBURGH NY 12901-7210

is authorized to collect sales and use taxes under Articles 28 and 29 of the New York State Tax Law.

Nontransferable

This certificate must be prominently displayed at your place of business.
Fraudulent or other improper use of this certificate will cause it to be revoked.
This certificate may not be photocopied or reproduced.

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

AGENCY ARTHUR J GALLAGHER RISK MGT SVCS LLC		NAMED INSURED CUMBERLAND 12 LLC	
POLICY NUMBER S 2398586		PO BOX 8567	
CARRIER SELECTIVE INS CO OF AMERICA	NAIC CODE 12572	ESSEX	VT 05451-8567
		EFFECTIVE DATE: 3/24/2025	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

JOB #

JOB LOCATION

***** RECEIPT *****

Date: 12/29/25

Receipt#: 48080

Quantity	Transactions	Reference	Subtotal
1	Theatre	366	\$500.00
Total Paid:			\$500.00

Notes:

Payment Type	Amount	Paid By
CK #8727	\$500.00	Cumberland 12 Cinemas

PAID

DEC 29 2025

TOWN CLERK'S OFFICE
TOWN OF PLATTSBURGH

Name: Cumberland 12 Cinemas
21 Essex Way, Suite 107
Po Box 8567
Essex Junction, VT 05452

Clerk ID: JAYW

Internal ID: 366

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
March 5, 2026**

RESOLVED, that this Town Board meeting be adjourned at ...7:10... PM.

Motion by: Mr. Bosley

Seconded by: Ms. Kelting

Discussion: None

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

TOWN CLERK, TOWN OF PLATTSBURGH

M. White
3/16/26

(Signature)