

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 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.

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

**Resolution No. 026-075**

**Accept Minutes of the Previous Meeting**

**RESOLVED**, that the minutes of **February 19, 2026** and **February 26, 2026** be accepted, and the reading of the minutes be dispensed with.

**Motion:** Ms. Kelting

**Seconded by:** Mr. Bosley

**Discussion:** None

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

**Public Comment** – Patricia Barnett, Lois Roberts, and un-identified individual made comments regarding the Planning Board’s approval of a project located at 284 Idaho Avenue. Ms. Roberts served the Town of Plattsburgh with an Article 78 action (Patricia Barnett Petitioner).

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-076**

**Abstract 3B-26**

**RESOLVED**, that the abstract of audited claims No. **3B-26** for \$315,136.49, **Abstract 3B-26** prepays for the amount \$269,497.61 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> YES	<u>TABLED</u>
<b>Thomas E. Wood</b>	X				
<b>Dana M. Isabella</b>			X		
<b>Daniel A. Bosley</b>	X				
<b>Ilona M. Kelting</b>	X				
<b>Charles A. Kostyk</b>	X				



**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-077**

**Resolution Authorizing the Expansion and Improvement  
of the Town Hall Employee Break Room**

**WHEREAS**, the Town of Plattsburgh currently employs more than seventy-four (74) individuals who provide essential services to residents of the community; and

**WHEREAS**, the existing employee break room space is limited in size and insufficient to comfortably accommodate staff during breaks; and

**WHEREAS**, the Town Board recognizes the importance of providing adequate and welcoming common space to promote employee well-being, morale, and positive workplace relationships; and

**WHEREAS**, the proposed breakroom expansion project includes incorporating the existing mail room space into the break area, while relocating the mail room to the LDC office, which is not in regular or consistent use, thereby maximizing existing Town Hall space without disruption to operations; and

**WHEREAS**, the planned improvements include the installation of new seating, updated flooring, donated new appliances, the addition of an island for shared use, expanded counter space, and additional cabinetry to enhance functionality and comfort; and

**WHEREAS**, the estimated total cost of this project is anticipated to be under \$3,500.00, with the renovation and installation work completed in-house by staff members of the Town of Plattsburgh; therefore, be it

**RESOLVED**, that the Town Board of the Town of Plattsburgh hereby authorizes the expansion and improvement of the Town Hall break room as outlined; and be it further

**RESOLVED**, that payment for said project be made payable from Building Improvements Account #A1620.4100; and it is further

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



**Motion:** Mr. Wood

**Seconded by:** Ms. Kelting

**Discussion:** Mr. Kostyk – Thanks to Ilona, Jess, Michelle and Rick for their work on this project. Mr. Bosley – Very diligent of staff to keep work in-house and obtaining donated appliances.

**Roll Call:**

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

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-078**

**Temporary Seasonal Hire for Recreation Assistant  
in the Recreation Department – Celeste Lukasiewicz**

**WHEREAS**, there is a planned need for a temporary position (Recreation Assistant) in the Town of Plattsburgh Parks & Recreation Department and

**WHEREAS**, the Supervisor has received a letter dated March 17, 2026 from Erin Pangborn, Youth Services and Recreation Director, requesting to hire for the Recreation Assistant position; and,

**WHEREAS**, Celeste Lukasiewicz (\$19.00/hour) be appointed to said position, when all employment verification and eligibility provisions have been satisfied, with a start date of May 26, 2026 and an end date of August 21, 2026; now, therefore be it

**RESOLVED**, that the Supervisor is authorized to sign all necessary documents to hire seasonal temporary help in the Parks and Recreation Department and a certified copy of this Resolution be given to the Finance Manager, Youth Director, and the Clinton County Civil Service Department of Personnel for their final approval and filing and a copy placed in her personnel file.

**Motion:** Mr. Wood

**Seconded by:** Ms. Kelting

**Discussion:** Mr. Wood – Celeste has two years’ experience with Parks and Rec, always does a great job.

**Roll Call:**

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



# TOWN OF PLATTSBURGH

## PARKS & RECREATION

151 BANKER ROAD  
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM  
DEPT. LINE: (518)-562-6860  
FAX: (518)-563-8396  
TDD: (800)-662-1220

YOUTH SVCS. & RECREATION

DIRECTOR  
ERIN PANGBORN

RECREATION PROGRAM

COORDINATOR  
JORDANNE MANNEY

March 17, 2026

Dear Town Supervisor and Board Members,

I am requesting approval to hire Celeste Lukasiewicz to fill a Recreation Assistant position in the Parks & Recreation Department for this summer. The position would begin May 26th with an end date of August 21st.

This position will give us the support needed to keep things running smoothly and efficiently. Ms. Lukasiewicz, as a student at Ithaca College in the Physical Therapy Program, will be very capable of filling this position. This would be her third summer working with us and we think she will make a great addition.

If you have any or concerns, please contact me at your earliest convenience.

Sincerely,

Erin Pangborn

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-079**

**Temporary Seasonal Hire for Recreation Assistant  
in the Recreation Department – Gillian Miner**

**WHEREAS**, there is a planned need for a temporary position (Recreation Assistant) in the Town of Plattsburgh Parks & Recreation Department and

**WHEREAS**, the Supervisor has received a letter dated March 17, 2026 from Erin Pangborn, Youth Services and Recreation Director, requesting to hire for the Recreation Assistant position; and,

**WHEREAS**, Gillian Miner (\$19.00/hour) be appointed to said position, when all employment verification and eligibility provisions have been satisfied, with a start date of May 26, 2026 and an end date of August 21, 2026; now, therefore be it

**RESOLVED**, that the Supervisor is authorized to sign all necessary documents to hire seasonal temporary help in the Parks and Recreation Department and a certified copy of this Resolution be given to the Finance Manager, Youth Director, and the Clinton County Civil Service Department of Personnel for their final approval and filing and a copy placed in her personnel file.

**Motion:** Ms. Kelting

**Seconded by:** Mr. Wood

**Discussion:** Mr. Wood – Gillian does a great job, has two years of experience with Parks and Rec.

**Roll Call:**

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



# TOWN OF PLATTSBURGH

## PARKS & RECREATION

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## YOUTH SVCS. & RECREATION

DIRECTOR

ERIN PANGBORN

RECREATION PROGRAM

COORDINATOR

JORDANNE MANNEY

March 17, 2026

Dear Town Supervisor and Board Members,

I am requesting approval to hire Gillian Miner to fill one Recreation Assistant position in the Parks & Recreation Department for this summer. The position would begin May 26<sup>th</sup> with an end date of August 21<sup>st</sup>.

This position will give us the support needed to keep things running smoothly and efficiently. Ms. Miner would be returning for her third year with us. She did an exceptional job the last two years and we are looking forward to working with her again.

If you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

Erin Pangborn

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-080**

**Temporary Seasonal Hire for Recreation Assistant  
in the Recreation Department – Elizabeth Christon**

**WHEREAS**, there is a planned need for a temporary position (Recreation Assistant) in the Town of Plattsburgh Parks & Recreation Department and

**WHEREAS**, the Supervisor has received a letter dated March 17, 2026 from Erin Pangborn, Youth Services and Recreation Director, requesting to hire for the Recreation Assistant position; and,

**WHEREAS**, Elizabeth Christon (\$18.00/hour) be appointed to said position, when all employment verification and eligibility provisions have been satisfied, with a start date of May 26, 2026 and an end date of August 21, 2026; now, therefore be it

**RESOLVED**, that the Supervisor is authorized to sign all necessary documents to hire seasonal temporary help in the Parks and Recreation Department and a certified copy of this Resolution be given to the Finance Manager, Youth Director, and the Clinton County Civil Service Department of Personnel for their final approval and filing and a copy placed in her personnel file.

**Motion:** Mr. Wood

**Seconded by:** Mr. Bosley

**Discussion:** None

**Roll Call:**

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



# TOWN OF PLATTSBURGH

## PARKS & RECREATION

151 BANKER ROAD  
PLATTSBURGH, NY 12901-7307

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DEPT. LINE: (518)-562-6860  
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YOUTH SVCS. & RECREATION

DIRECTOR  
ERIN PANGBORN

RECREATION PROGRAM

COORDINATOR  
JORDANNE MANNEY

March 17, 2026

Dear Town Supervisor and Board Members,

I am requesting approval to hire Elizabeth Christon to fill a Recreation Assistant position in the Parks & Recreation Department for this summer. The position would begin May 26th with an end date of August 21st.

This position will give us the support needed to keep things running smoothly and efficiently. Ms. Christon held this position last summer and has supervised the Town bowling program for the last several years. She also has participated in many Town of Plattsburgh programs and events so has a good understanding of our department. We think she would be a great addition for our summer.

If you have any questions or concerns, please contact me at your earliest convenience.

Sincerely,

Erin Pangborn

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-081**

**Recreation Program Contract of Services**

**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/Summer Program Contracts:**

Matt Medeiros	\$495	Family Fun Run/Walk Series	June 24, July 1, 8, 15, 22, 29, August 5, 12, 19
Stacie Minchoff	\$396	Family Fun Run/Walk Series	June 24, July 1, 8, 15, 22, 29, August 5, 12, 19
Lexie Denis	\$660	Readers Rock Programs (2 sessions)	June 29- July 3
Roxana Palmer	\$220	Art Mural	July 6-9
Courtney St. Pierre	\$600	Cookie Decorating (youth)	July 8
Patty Husband	\$250	Youth Pickleball	July 13-14
Roxana Palmer	\$220	Art Camp	July 13-16
Roxana Palmer	\$132	Environmental Art Camp	July 20-21
Lindsay Going-Swaim	\$462	Land Sky Lake	July 20-22 and July 27-29
Kaleb Stanton	\$605	Tennis	July 20-24
Lindsay Going-Swaim	\$462	Outdoor Adventure Programs	August 10-12 and August 17-19
Courtney St. Pierre	\$600	Cookie Decorating (adult)	October 14, 2026
The Fultons	\$200	Concert	June 29
Last Call	\$400	Concert	August 10

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

**Motion:** Mr. Bosley

**Seconded by:** Ms. Kelting

**Discussion:** None

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

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-082**

**Purchase of Used Boom Mower for Highway Department**

**WHEREAS**, the Town of Plattsburgh Highway Department has identified the need to acquire a used boom mower to support departmental operations; and

**WHEREAS**, Highway Superintendent, Greg Burnell, reviewed all bids received; and

**WHEREAS**, it is of the recommendation of Mr. Burnell to purchase a 2017 John Deere 6120E 4wd Cab tractor (Serial Number: 1P06120ECJ0010775), equipped with 22ft Diamond mid-mount boom mower from Stephenson Equipment, Inc.; therefore, be it

**RESOLVED**, that the Town Board hereby authorizes the purchase of said used boom mower in the amount of \$55,950.00 and that payment for said purchase be made payable from the Highway Budget Account #DAA.5130.2000.0000; and it is further

**RESOLVED**, that the Supervisor is hereby authorized and directed to sign any and all documents associated with the purchase of the used boom mower; and be it further

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

**Motion:** Mr. Wood

**Seconded by:** Ms. Kelting

**Discussion:** Mr. Kostyk – When you compare the cost between renting and buying, we are saving the taxpayers a good amount of money. This is a regularly used piece of equipment.

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

HIGHWAY SECRETARY  
KAREN PROVOST

March 11, 2026

To: Charles Kostyk &  
Town Board Members

Re: Purchase used boom mower

The bids for a used boom mower were received and reviewed on March 9, 2026. I am requesting a resolution to purchase a 2017 John Deere 6120E 4wd Cab tractor from Stephenson Equipment, Inc. as per the attached specifications. This option was the best value/cost for our use of this piece of equipment. Payment will come from the Highway Budget Account #DAA.5130.2000.0000. If you have any questions, please let me know.

Sincerely,

Greg Burnell  
Highway Superintendent



**STEPHENSON EQUIPMENT, INC.**  
www.stephensorequipment.com

Harrisburg, PA    Pittston, PA    Prospect Park, PA  
800-325-6455    866-667-6756    800-220-4033  
Syracuse, NY    Albany, NY  
800-368-6455    518-357-2200

Town of Plattsburgh 151 Banker Road Plattsburgh, NY 12901		Rep.: Jeffrey Lantz C#518-491-8598 jlantz@stephensorequipment.com Date: 3/5/2026
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Qty	Item #	Name	Price	Total
1	Used - 2017	Bid for Used Boom Mower for Highway Department <b>NO EXCEPTIONS TO BID</b> John Deere 6120E 4wd cab tractor SN# 1P06120ECJ0010775, Sei equip #9851 Hours: 3025 24F/12R power reverser transmission, dual rear SCV's Rotating safety beacon, telescopic draft links sway bar, mechanical suspension seat Front tires: 340/85R24 Rear tires: 460/85R34 Liquid ballast - left rear tire Lexan safety glass - right door and panel  Equipped w/22ft Diamond mid-mount boom mower Rear cradle stowage, elec/hyd lock for boom transport 180deg hyd actuator for boom swing Engine driven hyd system to operate boom functions and rotary mowing head, aux oil cooler, elec cooling fan, pump and grill guard. Hyd reservoir - mounted left rear on tractor. 4-function joystick (boom) 50" rotary mowing head w/3-swing blades. Wheel weigh - Left rear tire/rim  Sold as is  Includes delivery to Highway Dept.		\$55,950.00
Sub Total				\$55,950.00
Shipping & Handling				
Taxes			0.000%	\$ .00
<b>TOTAL</b>				<b>\$55,950.00</b>

Comments:

Office Use Only:

## **TOWN OF PLATTSBURGH ADVERTISEMENT FOR BIDS**

### **Used Boom Mower Bidders Specifications**

The Town of Plattsburgh is soliciting sealed bids for the purchase of one (1) used boom mower for use by the Town of Plattsburgh Highway Department. Specifications for the boom mower are as follows:

2017 John Deere 6120E 4wd Cab tractor Less  
than 3,100 hours  
24F/12R power reverser transmission Dual rear  
SCV's  
Rotating safety beacon  
Telescopic draft links Sway bar  
Mechanical suspension seat Front  
tires: 340/85R 24  
Rear tires: 460/85R 34  
Left rear tire loaded with liquid ballast  
Lexan safety glass on right door and side panel

Equipped with a 22ft Diamond mid-mount boom mower- no exceptions

Rear cradle stowage

Electronic/hydraulic lock for boom transport

Hydraulic actuator for 180-degree boom swing- no exceptions

The use of a hydraulic cylinder for boom swing is not acceptable.

Tractor engine driven hydraulic system to operate the boom and the rotary mowing head to include an auxiliary oil cooler, electric cooling fan, pump and grill guard

Hydraulic reservoir to be mounted at the left rear of the tractor

4-function proportional joystick controls for boom and mowing head functions 50"

rotary mowing head equipped with (3) swing blades - no exceptions

Fixed mowing blade heads will not be accepted

Include a wheel weight to be mounted on the left rear rim

Any exceptions to these specifications must be noted on a separate document.

**RECEIPT OF SEALED BIDS:**

The Town of Plattsburgh will accept sealed bids on or before 10:00 AM on Monday, March 9, 2026, at which time all received bids will be publicly opened and read aloud.

Bids shall be delivered, in person, in a sealed envelope with their company name, labeled: "Bids for Used Boom Mower for Highway Department" and must be dated. Sealed bids should be delivered to:

Town Clerk's Office  
Town of Plattsburgh  
151 Banker Road  
Plattsburgh, NY 12901

The Town of Plattsburgh reserves the right to reject any or all bids offered. The Town of Plattsburgh will accept the bid that is deemed in the best interest of the Town.

The Town reserves the right to inspect the tractor that is bid for compliance.

Bid specifications may be obtained by contacting the Town Clerk's Office at (518) 562-6832 or by visiting the Town of Plattsburgh website at: [www.townofplattsburghny.gov](http://www.townofplattsburghny.gov).

**BY ORDER OF OFFICE OF THE TOWN CLERK  
TOWN OF PLATTSBURGH  
Jonathan J. White, Town Clerk**

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-083**

**Retirement of Milton LaBier from the Position of MEOII  
in the Highway Department for the Town of Plattsburgh**

**WHEREAS**, Milton LaBier has submitted a letter of retirement from his position as MEOII in the Highway Department for the Town of Plattsburgh, effective December 27, 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. LaBier’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. LaBier’s personnel file.

**Motion:** Mr. Wood

**Seconded by:** Mr. Bosley

**Discussion:** Mr. Kostyk – We will miss Milton, been with the town for 18 years. Always did a great job. We wish him the best.

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

March 19, 2026

To Whom It May Concern,

Please accept this letter as my notice of intent to retire. After talking to the Business Office, I would like to run down my accrued sick and vacation time starting with a partial day on March 24, 2026. Any unused time should be included in my final paycheck. My last day of work will be December 26, 2026. My retirement date for the New York State Retirement System is December 27, 2026.

I am grateful for the experiences of working in the Highway Department for the past 17 years, and I am looking forward to my retirement.

Sincerely,

Milton LaBier

A handwritten signature in cursive script that reads "Milton LaBier".

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-084**

**Disposal of Obsolete Items**

**WHEREAS**, it has been determined that the items listed below are obsolete and no longer needed; and

**WATER/WASTEWATER:**

- 2016 Ford F150 XL 4x4 5.0L (VIN #1FTFX1EF7GFB03416)
- 2011 Ford F250 XL 4x4 SRW 6.2L (VIN #1FT7W2B67BEB81579)
- 2016 Ford F450 w/dump box (VIN #1FDUF4HT6FEC15993)

**WHEREAS**, the equipment will be put out for bid through Auctions International for the proper disposal; therefore, be it

**RESOLVED**, that the Town Board does hereby authorize the sale of said equipment; and it is further

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

**Motion:** Mr. Bosley

**Seconded by:** Mr. Wood

**Discussion:** Mr. Kostyk – This is part of our fleet rotation program, with the goal of keeping the age of assets around 5-6 years.

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





# TOWN OF PLATTSBURGH

## BUSINESS OFFICE

151 BANKER ROAD  
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.COM

MAIN LINE: (518)-562-6825

FAX: (518)-563-8396

TDD: (800)-662-1220

FINANCE MANAGER

PATRICK BOWEN

SENIOR ACCOUNT CLERK/TYPIST

KAREN PROVOST

SENIOR ACCOUNT CLERK/TYPIST

JODIE SEYMOUR

March 16, 2026

To : Michael Cashman & Town Board Members

Re : Obsolete items

I am requesting a resolution to submit obsolete items to be sold through Auctions International as listed below. Thank you for your consideration.

Sincerely,

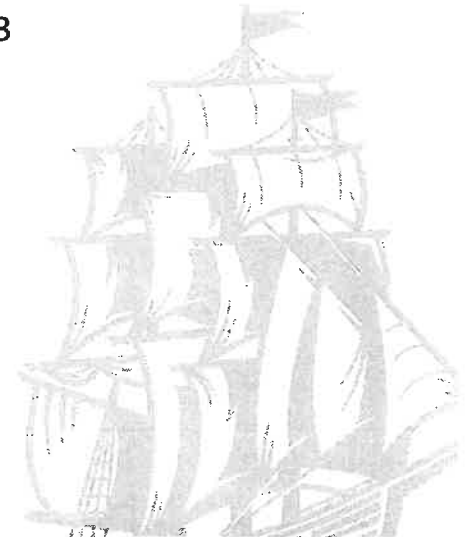
Karen Provost

### WATER/WASTE WATER

2016 Ford F150 XL 4x4 5.0L VIN#1FTFX1EF7GFB03416

2011 Ford F250 XL 4x4 SRW 6.2L VIN #1FT7W2B67BEB81579

2016 Ford F450 w/dump box VIN #1FDUF4HT6FEC15993



**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-085**

**Standard Work Day and Reporting Resolution –  
Charles A. Kostyk, Town Supervisor**

**WHEREAS**, Regulation 315.4 from the Office of the New York State Comptroller was passed and became effective January 1, 2016, and as per the regulation it is required that the Town Board of the Town of Plattsburgh adopt a Standard Work Day and Reporting Resolution it is required the term and days worked per month be reported for each such office or position; and further

**WHEREAS**, the Standard Work Day and Reporting Resolution should be updated periodically to reflected changes in work hours and for newly elected and appointed officials; and be it further,

**RESOLVED**, that the Town Board of the Town of Plattsburgh does hereby set the standard work day and service credit, that will be reported to the New York State and Local Employees’ Retirement System as attached; and be it further

**RESOLVED**, that on passing, this Resolution shall be posted on the Town website and the official signboard located near the Town Clerk’s office for a minimum of thirty days; and be it further

**RESOLVED**, that a certified copy of this Resolution, and an affidavit of posting, be filed with the Office of the State Comptroller within 45 days of the adoption of said Resolution.

**Motion:** Mr. Wood

**Seconded by:** Mr. Bosley

**Discussion:** None

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



Received Date

# Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code

3 0 6 4 2

**SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE**

**RS 2417-A**

(Rev.12/23)

BE IT RESOLVED, that the TOWN OF PLATTSBURGH / 30542 hereby established the following standard work days for these titles and will

(Name of Employer) (Location Code)

report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYS LRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Charles A Kostyk	9682	R12792144	Town Supervisor	11/20/2025-12/31/2026	8	22.65	<input type="checkbox"/>	Bi-weekly	<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Jonathan J White (Name of Secretary or Clerk), secretary/clerk of the governing board of the Town of Plattsburgh (Name of Employer), of the State of New York,

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the \_\_\_ day of \_\_\_, 20\_\_\_ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

**IN WITNESS WHEREOF**, I have hereunto set my hand and the seal of the Town of Plattsburgh on this \_\_\_ day of \_\_\_, 20\_\_\_

\_\_\_\_\_  
 (Signature of Secretary or Clerk)

**Affidavit of Posting:** I, Jonathan J White (Name of Secretary or Clerk) being duly sworn, deposes and says that the posting of the Resolution began on

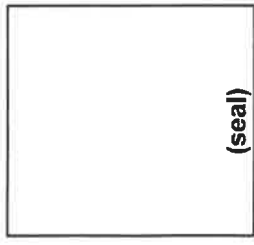
\_\_\_\_\_, and continued for at least 30 days. That the Resolution was available to the public on the:

(Date)

Employer's website at: \_\_\_\_\_

Official sign board at: \_\_\_\_\_

Main entrance Secretary or Clerk's office at: Town of Plattsburgh Town Clerk Bulletin Board Page 1 of 1 (for additional rows, attach a RS 2417-B form.)



**Instructions for completing the Standard Work Day and Reporting Resolution**

A	B	C	D	E	F	G	H	I	J
Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Date	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials</b>									
John Smith	0000	R11111111	Highway Superintendent	1/1/2018-12/31/2019	8.00	32.79		Weekly	
Michelle Jones	1111	R11111111	Town Justice	1/1/2018-12/31/2018	6.25		X	Bi-Weekly	X
<b>Appointed Officials</b>									
Joseph Grey	2222	R22222222	Planning Board Member	1/1/2018-12/31/2018	7.00	17.54		Monthly	

- A. **Name:** The official's complete first and last name must be included for identification purposes.
- B. **Social Security Number:** The last four digits of the official's Social Security Number must be included for identification purposes. For security purposes, the last four digits of the Social Security Number can be omitted from the publicly posted version.
- C. **NYSLRS ID:** The official's NYSLRS ID must be included for identification purposes. For security purposes, the NYSLRS ID can be omitted from the publicly posted version.
- D. **Title:** All paid elected and appointed officials (who are active members of the Retirement System) and are not paid hourly and do not participate in an employer's time keeping system that consists of a daily record of actual time worked and time charged to accruals must be listed. For the purpose of the regulation, an "appointed official" is someone who is appointed by an elected official, an appointed official or governing board. They hold an office in an organization or government and participate in the exercise of authority. This also includes appointees of elected and appointed officials such as deputies, assistants or confidential secretaries.
- E. **Current Term Begin & End Dates:** All officials listed on the Resolution must have a specified Term End date. Leaving this column blank or listing 'Tenure/At Pleasure' is not acceptable. If the official does not have a designated term, the current term for the official who appointed them to the position should be used. If they are appointed by the governing board, the chairman of the board's term should be used.
- F. **Standard Work Day:** The minimum number of hours that can be established for a standard work day (SWD) is **six**, while the maximum is **eight**. A SWD is the denominator to be used for the days worked calculation; it is not necessarily always the number of hours a person works. For example, if a board member only attends one three-hour boarding meeting per month, you must still establish a SWD between six and eight hours as the denominator for their record of activities (ROA) calculation.
- G. **Record of Activities Result\*:** This column must be left blank if an official does not submit their required sample three-month ROA. To determine the average number of days worked per month, you must divide the total number of hours documented on the three-month ROA by three months to get a one-month average number of hours worked. Then, the one-month average number of hours worked must be divided by the SWD to get the average number of days worked per month.
- H. **Not Submitted:** This column must be checked if an official has not submitted the required sample three-month ROA within the 150 day requirement, regardless of whether they are being reported by another employer for the same period. If the Retirement System receives such a Resolution, it will contact the official to notify them of the consequences of not submitted the ROA.
- I. **Pay Frequency:** This column should be filled in with one of the following options: Annually, Bimonthly, Biweekly, Monthly, Quarterly, Semi-annually or Weekly.
- J. **Tier 1:** If the official is a Tier 1 member, this box should be checked. Tier 1 members are not required to keep a ROA.

Once passed, the Resolution must be posted on your public website for a minimum of 30 days or if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. A certified copy of the Resolution and Affidavit of Posting must be filed with the Office of State Comptroller within 45 days of the adoption. The Resolution and Affidavit can be submitted via the *Submit Resolution for Official* link in Retirement Online.

\*To determine the number of days worked to include on the monthly report for the various payroll frequencies, please refer to the Calculating Days Worked instructions available in the 'Reporting Elected & Appointed Officials' section of our website:  
<http://www.osc.ny.gov/retirement/employers/reporting-ea-officials/overview>



Chuck Kostyk

Home / Retirement / Employers / Reporting Elected and Appointed Officials  
/ ROA Result Calculator

Board Resolution -  
gave info to Emilie

## Reporting Elected and Appointed Officials

### ROA Result Calculator

Use this calculator to determine the ROA result (average number of days worked per month) for an elected or appointed official.

#### Calculate the ROA result:

Total Hours Recorded on the ROA:

543.5

Number of Months used to Calculate the  
ROA:

3

*Note: must be a minimum of three months.*

Hours in Standard Work Day:

8

Calculate

**ROA Result — Average Days Worked per  
Month:**

22.65

You must list the ROA result on a Standard Work Day and Reporting Resolution for Elected and Appointed Officials form (RS2417-A). If the member is not an elected or appointed official, the RS2417-A form does not need to be completed.

Total hours 543.5

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town Of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
12/8/25	Town Hall	7:00	4:30	9.5
December 9, 2025	Town Hall. Cybersecurity Training, Visit to Adirondack Coast Sports late afternoon.	7:30	6:00 PM	10.5
December 10, 2025	AMI Visit with Billy Jones, Town Hall	8:00 AM	4:30 PM	8.0
December 11, 2025	Town Hall: D/H Meeting, Storedtech Meeting, Town Board Meeting	7:30 AM	7:00 PM	11.50
December 12, 2025	Town Hall: PFAS Meeting	7:30 AM	3:30 PM	8.0

Add New Row

Update Total

47.50  
0

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
12/1/25	Town Hall, Chamber Event, Meeting with County Manager and Meeting with Cybersecurity Firm.	7:30	4:30	9.0
12/2/25	Town Hall, Safety Committee Meeting, Vestibule Project Meeting. Met with County Legislator-Elect Facticeau.	7:30	4:30	9.0
12/3/25	Town Hall, Breakfast Meeting	7:30	4:30	9.0
12/4/25	Town Hall during day, Board Meeting	8:00	7:00	11.0
12/5/25	Town Hall, meeting with NYSEG, Meeting with Layer 8 (IT).	7:00	4:30	9.0

Add New Row

Update Total

47

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
December 15, 2025	Town Hall, Section 542 Scoping Meeting in Grand Isle	8:00 AM	4:30 PM	8.0
December 16, 2025	Town Hall, Presentation at Cadyville School, Meeting with Chair of Board of Legislators.	7:00 AM	4:30 PM	9.0
December 17, 2025	Town Hall, Meeting with CCC President.	7:00	4:30 PM	9.0
December 18, 2025	Town Hall, Mtg. w/ Dog Control, Board Mtg.	7:00 AM	7:30 PM	12.0
December 19, 2025	Town Hall, OES Luncheon	7:30 AM	4:00 PM	8.0
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

**Add New Row**

**Update Total**

**46.0**

## Record of Activities

**Name** Charles Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
December 22, 2025	Town Hall-Work on EPIC	8:00 AM	5:00 PM	9.0
December 23, 2025	Town Hall	7:00 AM	4:00 PM	9.0
December 24, 2025	Town Hall	7:00 AM	11:00 AM	4.0
December 25, 2025	Holiday	Select Start Time	Select End Time	Enter Number
December 26, 2025	Town Hall	7:00 AM	2:00 PM	7.0
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

**Add New Row**

**Update Total**

~~25.0~~

29

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
December 29, 2025	Town Office, meet with Assemblyman	7:30 AM	5:00 PM	9.50
December 30, 2025	Town Office, tour of MHAB Facility with Mike Carpenter	8:00 AM	4:30 PM	8.0
December 31, 2025	Town Office	7:30 AM	3:30 PM	7.50
January 1, 2026	Holiday	Select Start Time	Select End Time	Enter Number
January 2, 2026	Town Office, Swearing-In Ceremony at County Office Bldg.	7:30 AM	4:00 AM	8.0

Add New Row

Update Total

33

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
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- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 5, 2026	TD Bank, Michigan Fest Meeting, Town Hall	7:30 AM	4:00 PM	8.0
January 6, 2026	Town Hall, Planning/Codes Monthly Meeting	8:00 AM	4:30 PM	8.0
January 7, 2026	Town Hall, Meeting with Boire/Benner, Meet w/constituent, Rec. Planning Meeting	7:30 AM	4:30 PM	9.0
January 8, 2026	Town Hall, Northline Utilities Training, NYAOT Roundtable, Town Board Meeting.	7:30 AM	7:30 PM	12.0
January 9, 2026	Town Hall, County Supervisor's Meeting, Web meeting w/planning	7:30 AM	4:30 PM	9.0

Add New Row

Update Total

46.00

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

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- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 12, 2026	Town Hall, Northern Insuring Meeting, Cybersecurity Meeting	8:30 AM	5:00 PM	8.0
January 13, 2026	Town Hall, State of the State in Albany	7:00 AM	5:30 PM	10.0
January 14, 2026	Town Hall, Action for Health Meeting	8:00 AM	5:30 PM	9.0
January 15, 2026	Town Hall, Board Meeting	7:30 AM	Select End Time	Enter Number
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

Add New Row

Update Total

27

0

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 23, 2026	Office day/DH Meeting	8:00 AM	4:30 PM	8.0
January 20, 2026	Office Day	7:30 AM	4:30 PM	9.0
January 22, 2026	LEPC Mtg., Office	7:30 AM	12:30 PM	5.0
January 22, 2026	Office, Board Mtg.	2:30 PM	7:00 PM	4.5
January 21, 2026	Office	7:30 AM	2:30 PM	7.0

Add New Row

Update Total

33.50

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
January 26, 2026	Town Office	8:00 AM	4:30 PM	8.0
January 27, 2026	Town Office, Salt Shed Meeting, Legislative Lunch	7:00 AM	4:30 PM	9.0
January 28, 2026	Town Office, State of Town Run Through	6:30 AM	4:30 PM	9.5
January 29, 2026	Town Office, Mtg. W/City on Rugar St. Sewer, Board Meeting	8:00 AM	7:30 PM	11.0
January 30, 2026	Town Office, Memorial Day Parade at City, Meet w/ Senator Stec, Chamber Dinner	8:00 AM	5:00 PM	9.0
Choose or enter date	Write a brief description of your activity	Select Start Time	Select End Time	Enter Number

Add New Row

Update Total

46.5  
~~45.50~~

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town Of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
February 2, 2026	Town Office, State of Town Run Through	8:00 AM	4:30 PM	8.0
February 3, 2026	State of Town Breakfast, Town Office	7:00 AM	5:00 PM	10.0
February 4, 2026	Travel w/Brett from Codes, Town Office	8:00 AM	4:30 PM	8.0
February 5, 2026	County Emergency Plan Review at OES, Town Office, Town Board Mtg.	8:30 AM	7:00 PM	10.0
February 6, 2026	Town Office, Town Supervisor's Group Meeting, County Salt Shed Mtg.	7:00 AM	4:30 PM	9.0

Add New Row

Update Total 45.0

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
February 9, 2026	Office, Paver Meeting w/ SF	7:00 AM	5:00 PM	9.50
February 10, 2026	Office, Mtg. with BHSN	8:00 AM	4:30 PM	8.0
February 11, 2026	Town Office	8:00 AM	4:30 AM	8.0
February 12, 2026	Town Office, D/H Mtg, Boar Mtg.	8:00 AM	7:00 PM	10.5
February 13, 2026	Office, America 250 Mtg.	8:00 AM	4:30 PM	8.0

**Add New Row**

**Update Total** 44.0

*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
February 15, 2026	Travel to NYAOT, NYAOT Activities	7:30 AM	6:00 PM	10.0
February 16, 2026	NYAOT	7:30 AM	5:00 PM	9.0
February 17, 2026	NYAOT	7:30 AM	5:00 PM	9.0
February 18, 2026	Travel Back from NYAOT	9:30 AM	5:00 AM	7.0
February 19, 2026	Town Office, Salt Shed Mtg., Board Mtg.	8:00 AM	7:00 PM	10.5
February 20, 2026	Town Office,	8:00 AM	4:30 PM	8.0

Add New Row

Update Total

53.5

## Record of Activities

**Name** Charles A. Kostyk  
**Title** Town Supervisor  
**Employer** Town of Plattsburgh

### Activity Log

- Use a new row for each activity. You must include the start and end times for each activity.
- Enter the date, activity, start and end times, and the number of hours. In the Hours column, only enter numbers (i.e. 2.75).
- To add a new row, click the "Add New Row" button.
- To total the number of hours, click the "Update Total" button.

Date	Activity	Start Time	End Time	Hours
February 23, 2026	Town Office, Mtg. w/PSUC President	8:00 AM	5:00 PM	8.50
February 24, 2026	Town Office, Mtg. w/ NYSEG, Supv. Roundtable	11:00 AM	5:30 PM	6.50
February 25, 2026	CVPH Table Top Exercise, BMG Mtg, Town Office	7:00 AM	5:30 PM	10.0
February 26, 2026	Town Office, E-Waste Mtg., Board Mtg.	7:00 AM	7:00 PM	11.50
February 27, 2026	Town Office, St. John Retirement	7:00 AM	4:30 PM	9.0

Add New Row

Update Total

45.5  
45.0

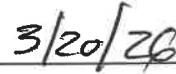
*To ensure three full months of active working days are reflected on the ROA, extend the period of the ROA by the amount of time used for vacations, illness, holidays or other reasons not worked during the three-month period.*

Once you have completed recording activities for a three-month period, print this worksheet and sign and date below.

With my signature, I attest to the accuracy of the record provided above.

A handwritten signature in cursive script, appearing to read "C. A. King", written over a horizontal line.

Signature

A handwritten date "3/20/20" written over a horizontal line.

Date

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-086**

**Resolution to Hold a Public Hearing and  
Type SEQRA Action for Local Law 2 of 2026**

**WHEREAS**, proposed Local Law No. 2 of 2026 of the Town of Plattsburgh which imposes a six-month moratorium on applications for Battery-Based Energy Storage Systems; and

**WHEREAS**, due consideration has been given to the adoption of Proposed Local Law No. 2 of 2026 by all members of the Town Board who were present; and

**WHEREAS**, Part 617 of the Environmental Conservation Law - "State Environmental Quality Review Act" (SEQRA), provides for the review of any "ACTION" to determine the effect of the action on the environment, along with any related administrative procedures for the implementation, authorization or approval of the action; and

**WHEREAS**, the adoption of a moratorium on land development or construction is a Type II action under 6NYCRR Part 617 requiring no further environmental review; and

**WHEREAS**, it was the considered opinion of all members of the Town Board who were present that a public hearing should be held on the 2<sup>nd</sup> day of April, 2026 at 6:05 P.M., at the Plattsburgh Town Hall, 151 Banker Road, Plattsburgh, New York, to consider the adoption of Proposed Local Law No. 2 of 2026;

**NOW**, on motion duly made and seconded, it was

**RESOLVED**, that the Town of Plattsburgh's Planning Board after a review of proposed Local Law 2 of 2026 does hereby determine that the proposed project is a Type II action requiring no further environmental review; and be it further

**RESOLVED**, that a public hearing be held on the 2<sup>nd</sup> day of April, 2026 at 6:05 P.M. EST, at the Plattsburgh Town Hall, 151 Banker Road, Plattsburgh, New York, on the question of the enactment of Proposed Local Law No. 2 of 2026; and be it further

**RESOLVED**, that a Notice of Hearing on Proposed Local Law No. 2 of 2026 shall be published in the Press Republican not less than five (5) days prior to that hearing; and be it further

**RESOLVED**, that the Town Clerk shall post that Notice on the bulletin board maintained by the Town Clerk pursuant to Town Law 30(6), and on the Town of Plattsburgh website, for a period of not less than five (5) days prior to that public hearing; and be it further



**RESOLVED**, that the Town Clerk shall provide a certified copy of this resolution to the Planning & Community Development Department, and the Codes and Zoning Department.

**Motion:** Mr. Wood

**Seconded by:** Ms. Kelting

**Discussion:** Mr. Kostyk – Seeking to extend the current BESS moratorium another 6 months while we finalize our new regulations.

**Roll Call:**

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



## LOCAL LAW NO. 2 of 2026

A Local Law imposing a moratorium on new applications for Battery Energy Storage Systems.

### Section 1. Title

This Local Law shall be referred to as the “Local Law Imposing a Six-Month Moratorium of Applications for Battery-Based Energy Storage Systems”

### Section 2. Purpose and Intent

Pursuant to the statutory powers vested in the Town of Plattsburgh to regulate and control land use and to protect the health, safety and welfare of its residents, the Town of Plattsburgh hereby declares a twelve-month moratorium on applications for Battery-Based Energy Storage Systems (BESS), also known as “Battery Farms”, and includes any Battery-Based Energy Storage System proposed as part of, or appurtenant to, a proposed or existing energy generation facility.

The Town of Plattsburgh has steadily received a significant number of applications for the construction of Tier 3 Solar Energy Facilities. Research into related developments in other areas of New York State has shown that battery-based energy storage facilities are often located near or within solar projects. The Town currently has no regulation for battery-based energy storage facilities.

The Integration of these commercial facilities, specifically within R2 Residential & R5 Residential zones within the Town emphasizes the need for suitable siting, land use and zoning standards and controls to mitigate any potential negative impacts. Particularly, the Town would like to examine the siting of these facilities in areas where public water and sewer infrastructure are present but unutilized by such projects, thus decreasing the return on investment of this important public infrastructure.

The Town has received letters from District #3 Fire Department, Morrisonville Fire Department, Cadyville Fire Department, and South Plattsburgh Fire Department requesting that the Town adopt another 12-month moratorium for BESS due to concerns related to battery-related fires across New York State and the lack of protocol and training provided to local fire departments for responding to these fires.

The Town of Plattsburgh desires to address, in a careful manner, the establishment, placement, or construction of Battery-Based Energy Storage Systems on a comprehensive Town-wide basis, rather than on an ad hoc basis, and to adopt provisions to specifically regulate the same. The Town would also like to see a greater effort on the part of New York State to ensure the safety and fire protection of these systems.

**Section 3. Scope of Controls**

**A. During the effective period of this Local Law:**

1. The Town of Plattsburgh shall not grant any approvals that would have as the result the establishment, placement, construction, or erection of any new Battery-Based Energy Storage Systems within the Town of Plattsburgh.
2. The Town of Plattsburgh Planning Board shall not grant any preliminary or final approval to a subdivision plat, site plan, special use permit or other permit that would have as a result the establishment, placement, construction or erection of any new Battery-Based Energy Storage Systems within the Town of Plattsburgh.
3. The Town of Plattsburgh Zoning Board of Appeals shall not grant any variance or other permit for any use that would result in the establishment, placement, construction, or erection of any new Battery-Based Energy Storage Systems within the Town of Plattsburgh.
4. The Building Inspector/Code Enforcement Officer of the Town of Plattsburgh shall not issue any permit that would result in the establishment, placement, construction, or erection of any new Battery-Based Energy Storage Systems within the Town of Plattsburgh.

**B. The Town of Plattsburgh reserves the right to direct the Town of Plattsburgh Building Inspector/Code Enforcement Officer to revoke or rescind any building permits or certifications or occupancy issued in violation of this Local Law.**

**Section 4. Consideration of New Applications**

No applications for construction submitted after the adoption of this Local Law, affected by this Local Law or for approvals for a site plan, subdivision, variance, special use permit or

other permits shall be considered by any board officer or agency of the Town of Plattsburgh while this moratorium imposed by this Local Law is in effect.

**Section 5. Term**

The moratorium imposed by this Local Law shall be in effect for a period of six months from the effective date of this Local Law (April 2<sup>nd</sup>, 2026 until October 2<sup>nd</sup>, 2026).

**Section 6. Penalties**

Any person, firm or corporation that shall establish, place, construct, enlarge or erect any Battery-Based Energy Storage System in violation of the provisions of this Local Law or shall otherwise violate any of the provisions of this Local Law shall be subject to:

- A. Such penalties as may otherwise be provided by applicable local laws, ordinances, rules or regulations of the Town of Plattsburgh; and
- B. Injunctive relief in favor of the Town of Plattsburgh to cease any and all such actions which conflict with this Local Law and, if necessary, to remove any construction that may have taken place in violation of this Local Law.

**Section 7. Validity**

The invalidity of any provision of this Local Law shall not affect the validity of any other provision of this Local Law that can be given effect without such invalid provision.

**Section 8. Hardship**

- A. Should any owner of property affected by this Local Law suffer an unnecessary hardship in the way of carrying out the strict letter of this Local Law, then the owner of said property may apply to the Town of Plattsburgh in writing for a variation from strict compliance with this Local Law upon submission of proof of such unnecessary hardship. For the purposes of this Local Law, unnecessary hardship shall not be the mere delay in being permitted to make an application or waiting for a decision on the application for a variance, special permit, site plan, subdivision, or other permit during the term of the moratorium imposed by this Local Law.

B. Procedure. Upon submission of a written application to the Town Clerk by the property owner seeking a variation of this Local Law, the Town of Plattsburgh shall, within thirty (30) days of receipt of said application, schedule a Public Hearing on said application upon fifteen (15) days written notice in the official newspaper of the Town of Plattsburgh. At said Public Hearing, the property owner and any other parties wishing to present evidence with regard to the application shall have an opportunity to be heard, and the Town Board of the Town of Plattsburgh shall, within fifteen (15) days of the close of said Public Hearing, render its decision either granting or denying the application for a variation from the strict requirements of this Local Law. If the Town of Plattsburgh determines that a property owner will suffer an unnecessary hardship if this Local Law is strictly applied to a particular property, then the Town of Plattsburgh shall vary the application of this Local Law to the minimum extent necessary to provide the property owner relief from strict compliance with this Local Law.

**Section 9.      Effective Date**

This Local Law shall take effect immediately when it is filed in the Office of the New York State Secretary of State in accordance with section 27 of the Municipal Home Rule Law. Applications filed prior to the adoption of this Local Law by the Town Board shall not be affected by this Local Law.

**PLEASE TAKE NOTICE** that the Town Board of the Town of Plattsburgh is considering adoption of Local Law No. 2 of 2026: a six-month moratorium on applications for Battery-Based Energy Storage Systems. A public hearing will be held on **Thursday, April 2nd, 2026 at 6:05 PM EST** at Town Hall located at 151 Banker Rd, Plattsburgh NY concerning the Potential Local Law No. X, 2026 in the Town of Plattsburgh. At such time and place all persons interested in the subject matter thereof will be heard concerning the same. All interested persons are encouraged to attend. Written and verbal comments and questions can be mailed to the Town Hall address 151 Banker Rd, Plattsburgh, NY 12901 If special accommodations are required for your attendance, please contact 518-562-6830.

**Dated: March XX, 2026**

**By order of /s/ Jonathan J. White  
Town Clerk  
Town of Plattsburgh**

**DRAFT**

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**Resolution No. 026-087**

**Appointment of Stephanie Mason  
to the Assessment Board of Review  
as an Alternate Member**

**WHEREAS**, a vacancy exists on the Assessment Board of Review for an Alternate Member; and

**WHEREAS**, Ms. Stephanie Mason, a resident of the Town of Plattsburgh, is willing to serve as an Alternate Member of the Assessment Board of Review; therefore, be it

**RESOLVED**, that the Town of Plattsburgh Town Board does hereby appoint Ms. Mason to the Assessment Board of Review for a term to expire 9/30/2030; and be it further

**RESOLVED**, that she take the oath of office within thirty days of this Resolution; and it is further

**RESOLVED**, that a copy of this Resolution be given to Ms. Mason and the Assessment Department.

**Motion:** Ms. Kelting (motioned to table)

**Seconded by:** Mr. Wood

**Discussion:** None

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





## TOWN OF PLATTSBURGH

151 BANKER ROAD  
PLATTSBURGH, NEW YORK 12901-7307  
(518) 562-6813  
FAX # (518) 563-8396 or 562-6801  
TDD (800) 662-1220  
townofplattsburgh.org  
The Town is an equal opportunity provider and employer

RECEIVED

NOV 27 2011

TOWN CLERKS OFFICE  
TOWN OF PLATTSBURGH

## VOLUNTEER APPOINTMENT APPLICATION

Thank you for taking an interest. This application will be used by the Town Board for the purpose of selecting individuals for appointments to serve on a board or committee. Please complete this application in full and attach any additional information you feel will assist the selection. Applications should be typed or clearly printed and filed with the Town Clerk. The Town Board may require an interview with an applicant prior to an appointment. Filing an application does not guarantee an appointment. Applications are kept for two years, so if you are interested in a board or committee that doesn't currently have an opening you are still encouraged to apply.

If you have any questions regarding process feel free to contact the Plattsburgh Town Supervisor's Office at 518-562-6813.

Name Stephanie Mason Telephone 914-772-3949

Address 4 Vintage Est, Plattsburgh, NY Zip 12901

Is any family member currently serving on a board/committee? If so, give person's name  
none known

Present occupation and place of employment Human Resources, Schluter Systems, Inc

E-mail stephanie@masonrt.com

Educational background BS in Business Admin, Plattsburgh State

Statement of Interest/experience/background/qualification, etc. (A letter and resume can be attached):

I have been a real estate Broker for over 20 years in Westchester County NY

I currently have my own part time independent Brokerage in Clinton County, NY

I have done thousands of Broker Price Opinions for various banks on homes in foreclosure or owners attempting to do loan modification. I have managed real estate agents, provided training and mentorship for new agents as well as served on the leadership counsel of a large Keller Williams Brokerage.

**TOWN OF PLATTSBURGH**  
**TOWN BOARD SEMI-MONTHLY MEETING**  
**March 19, 2026**

**Resolution No. 026-088**

**Receiving Findings and Recommendations from**  
**Town Planning Board Zoning Amendment 2026**

**WHEREAS**, the Town Board received a zoning ordinance amendment report from the Planning & Community Development Department on February 19, 2026 and referred said proposed zoning amendments to the Planning Board for a report thereon as per Article XVII Section 17.3 of the Town Zoning Ordinance; and

**WHEREAS**, pursuant to Article XVII Section 17.3, all proposed amendments originating by Petition or by Motion shall be referred to the Town of Plattsburgh Planning Board for a report and recommendation thereon; and

**WHEREAS**, on February 19, 2026 the Town Board referred said Petition for a proposed amendment to the current Town of Plattsburgh Zoning Map to the Town of Plattsburgh Planning Board for a report and recommendation in accordance with Article XVII, Section 17.3 of the Town of Plattsburgh Zoning Ordinance; and,

**WHEREAS**, on March 17, 2026, the Planning Board after review and consideration of the maps and draft report prepared by Staff, by Planning Board Resolution 26-24, did find the same to accurately reflect the opinion of the Planning Board and accepted the recommendation as the final findings and recommendation of the Planning Board and resolved to transmit the report, findings, and meeting minutes to the Town Board; and

**WHEREAS**, the Town Board is now in receipt of the Planning Board Report and Resolution No. 26-24 adopted at a meeting held on March 17, 2026 and recommending the Town Board consider the following:

1. **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.

2. **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.

3. **It is recommended** that the Town Board consider amending the Schedule A Use Table to allow Public Building/Use in the following districts subject to Site Plan Review: R2, R5, NC, I, A1, A2, C, SC, T6, T5, T4, T3C, SD
4. **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 subject to Special Use Permit: Industrial (I) and
5. **It is recommended** that the Town Board comply with the provisions of Article 8 of the Environmental Conservation Law Part 617 NYCRR (SEQRA) prior to rendering it's decision.
6. **It is recommended** that the Town Board comply with all provisions of Article XVII § 17.4 of the Zoning Ordinance to effectuate these amendments.

**NOW, THEREFORE BE IT:**

**RESOLVED**, after review and discussion of the Town Planning Board's *Findings and Recommendations Report of the Planning Board*, dated March 17, 2026 the Town Board does hereby receive and place on file said *Findings and Recommendations Report of the Planning Board* and; be it further

**RESOLVED**, that the Town Board does hereby accept the *Findings and Recommendations Report of the Planning Board*; and be it further

**RESOLVED**, that the Town Board shall hereby proceed to Comply with the provisions of Article 8 of the Environmental Conservation Law Part 617 NYCRR (SEQRA) prior to rendering it's decision; and be it further

**RESOLVED**, that a copy of this resolution be provided to the Zoning and Planning Departments.

**Motion:** Mr. Bosley

**Seconded by:** Mr. Wood

**Discussion:** None



**Roll Call:**

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



**Town Of Plattsburgh  
Findings and Recommendations  
Report of the Planning Board**

*Zoning Ordinance Amendment 2026*



March 17, 2026

***C. Whether adequate public services and other support facilities exist or can be created to serve the needs of any additional development that may occur as the result of such amendment;***

Considering the proposed amendments would result in an overall reduction in the amount of development permitted in the Town, The Planning Board finds that adequate public services and other support facilities exist or can be created to serve the needs of any development that may occur as the result of such amendment.

***D. The indirect implications of such amendment in its effect on other regulations;***

The proposed amendments are targeted, specific and represent an overall reduction in the scope of development that could be permitted in the Town. The changes involve two distinct uses and the districts in which they are allowed. They do not change the purpose nor intent of the underlying zoning or other regulations.

Therefore, the Planning Board finds that indirect implications of such amendments in their effect on other regulations are unlikely to occur.

***E. Whether such proposed amendment is consistent with the underlying objectives of the Town Master Plan;***

The proposed amendments appear to more closely align permitted uses and their definitions with the descriptions of the Town's zoning districts. Importantly, the proposed amendments represent an overall reduction in the potential for development of Public Buildings/Uses in the Town. It would now also be made explicit that Correctional Facilities could only be permitted in the I-Industrial district. Specifically worth noting, large institutional scale uses and structures (like museums, and correctional facilities) would no longer be permitted in the LC, R1, R3, and R4 districts, therefore preserving the rural and residential character for which they were designed. Town currently hosts only one facility that falls under this definition of Correctional Facility, the Clinton County Sheriff's Department (and Jail). This facility is located in the Industrial (I) district and would remain a conforming use per this proposed amendment.

Upon review of the Comprehensive Plan(s), Town Zoning Ordinance, and Proposed Zoning Amendment, the Planning Board finds that the proposed amendment are consistent with the underlying objectives of the Town Master Plan. Further, the Town Zoning Ordinance is a "living document" that is expected to be periodically revised to reflect the changing needs, observations, and values of the community.

## II. SUMMARY OF PROPOSED AMENDMENTS

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:

***1.) 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.

***2.) 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.

***3.) 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***

***4.) 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)***

## III. REPORT OF THE PLANNING BOARD

The following are the Planning Board responses to *Zoning Ordinance* Article XVII Section 17.3 paragraphs A-E for Town Board review and consideration:

***A. Whether such amendment is consistent with the purposes embodied in this ordinance as applied to the particular districts concerned;***

The proposed amendments would potentially have an impact on all the Town's zoning districts, except MDR. Public Buildings/Uses are currently allowed in all other districts. The proposed amendment would permit Public Building/Use in the following districts: R2, R5, NC, I, A1, A2, C, SC, T6, T5, T4, T3C, SD. They would no longer be permitted in the LC, R1, R3, R4, NC, T3R, IP, districts. The newly defined use of "Correctional Facility" is proposed to be permitted in the I-Industrial district only.

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 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.

It should be noted that the Town currently hosts only one facility that falls under this definition of Correctional Facility, the Clinton County Sheriff's Department (and Jail).

This facility is located in the Industrial (I) district and would remain a conforming use per this proposed amendment.

The Town Planning Board finds that; In consideration of the proposed definitions for Public Building/Use & Correctional Facility, and in consideration of the districts descriptions contained in Article II § 2.1 of the zoning ordinance, such amendment is consistent with the purposes embodied in this ordinance as applied to the particular districts concerned.

***B. Which area and establishments in the Town will be directly affected by such amendment and in what way will they be affected;***

The proposed amendments would potentially have an impact on all the Town's zoning districts, except MDR. Public Buildings/Uses are currently allowed in all other districts. The proposed amendment would permit Public Building/Use in the following districts: R2, R5, NC, I, A1, A2, C, SC, T6, T5, T4, T3C, SD. They would no longer be permitted in the LC, R1, R3, R4, NC, T3R, IP, districts. The newly defined use of "Correctional Facility" is proposed to be permitted in the I-Industrial district only.

Importantly, the proposed amendments represent an overall reduction in the potential for development of Public Buildings/Uses in the Town. It would now also be made explicit that Correctional Facilities could only be permitted in the I-Industrial district. The proposed zoning ordinance changes would more closely align the Article II § 2.1 zone descriptions with the range of uses that are permitted within them. Specifically worth noting, large institutional scale uses and structures (like museums, and correctional facilities) would no longer be permitted in the LC, R1, R3, and R4 districts, therefore preserving the rural and residential character for which they were designed.

In consideration of

- the overall reduction in the scope of development that could occur as a result of these amendments
- the alignment of the district descriptions with the uses permitted therein
- the continued allowance for correctional facilities in the I-Industrial zone
- and future site plan review and SEORA review of any proposed development occurring subsequent to these amendments

The Planning Board finds that there is little to no negative impact on the area and establishments in the Town directly affected by such amendment.

## **I. INTRODUCTION**

**WHEREAS**, Article XII, Section 17.3 of the Town *Zoning Ordinance* dated June 1, 2023 and as amended thereafter, requires that all proposed amendments originating by petition or by motion shall be referred to the Planning Board for a report and recommendation thereon. The Planning Board shall submit its report to the Town Board within forty-five (45) days after receiving such referral. Failure of the Planning Board to report within the required time shall be deemed a recommendation of approval of the proposed amendments.

Pursuant to Article XVII Section 17.3 of the Town Zoning Ordinance, the Town Board has referred the petition to the Planning Board for a report and recommendation thereon. Section 17.3 charges the Planning Board with generating a report and recommendation that considers the following:

- A. Whether such amendment is consistent with the purposes embodied in this Ordinance as applied to the particular districts concerned;
- B. Which area and establishments in the Town will be directly affected by such amendment and in what way will they be affected;
- C. Whether adequate public services and other support facilities exist or can be created to serve the needs of any additional development that may occur as result of such amendment;
- D. The indirect implications of such amendment in its effect on other regulations;
- E. Whether such proposed amendment is consistent with the underlying objectives of the Town Master Plan.

The Planning Board did on March 17, 2026, at the regularly scheduled Planning Board meeting, receive a copy of Town Board Resolution No. 026-057 (**Exhibit "A"**), referring a draft zoning amendment to the Planning Board for review and report.

#### **IV. PLANNING BOARD RECOMMENDATION TO THE TOWN BOARD**

The Planning Board respectfully offers Town Board the following recommendations regarding the Petitioner's zoning amendment request:

***1.) 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.

***2.) 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.

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

***4.) 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 subject to Special Use Permit: Industrial (I)***

**THEREFORE, IT IS THE FINDINGS AND RECOMMENDATION REPORT** of the Town Planning Board in their capacity as an advisory agent to the Town Board and in accordance with Article XVII - Section 17.3 of the **Zoning Ordinance** that the petitioners zoning request be considered by the Town Board as follows:

1. That the Town Board consider amending the Town Zoning Ordinance pursuant to recommendations 1-4 of Section IV of this report; and
2. That the Town Board comply with the provisions of Article 8 of the Environmental Conservation Law Part 617 NYCRR (SEQRA) prior to rendering it's decision.

3. It is recommended that the Town Board comply with all provisions of Article XVII § 17.4 of the Zoning Ordinance to effectuate these amendments.

**TOWN OF PLATTSBURGH  
TOWN BOARD SEMI-MONTHLY MEETING  
March 19, 2026**

**RESOLVED**, that this Town Board meeting be adjourned at ...6:55... PM.

**Motion by:** Ms. Kelting

**Seconded by:** Mr. Bosley

**Discussion:** None

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

**TOWN CLERK, TOWN OF PLATTSBURGH**

*M. White* 3/26/26

*(Signature)*