

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 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	
Jonathan J. White, Town Clerk	X	
Matthew G. Favro, Town Attorney	X	

Resolution No. 026-107

Accept Minutes of the Previous Meeting

RESOLVED, that the minutes of **April 2, 2026** and **April 9, 2026** be accepted, and the reading of the minutes be dispensed with.

Motion: Ms. Isabella

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 -

No Public Comment

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 2026**

Resolution No. 026-108

Abstract 5A-26

RESOLVED, that the abstract of audited claims **No. 5A-26** for \$245,954.53, **Abstract 5A-26** prepays for the amount \$480,300.07 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
May 7, 2026**

Resolution No. 026-109

Monthly Department Reports

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

Facilities – **March 2026**
Codes and Zoning – **January 2026, February 2026, and March 2026**
Dog Control Officer –
Historian –
Highway Superintendent – **March 2026**
Justice Court –
Parks and Recreation – **March 2026**
Planning and Community Development – **March 2026**
Safety Committee –
Supervisors Financial Report – **March 2026**
Tax Receiver –
Town Clerk – **March 2026**
Water Wastewater – **March 2026**

Motion: Ms. Isabella

Seconded by: Mr. Wood

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				
Hona 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: January, 2026 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 7 Building Permits were requested this month.
- 7 Building Permits were issued this month.
- 1 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
- 5 Matter(s) before Zoning Board of Appeals (January, 2026)
- Permit(s) pending Town Board/Planning Board Action
- 3 Misc: Zoning Comp Ltrs (3); MHP Operating Permit (); Floodplain Dev ()
- Temp Cert of Occupancy (Res)
- 2 Burn Permits (2) / Renewals () / Home Inspection ()
- 4 Fire Calls (Comm -3 ; Res -1)

Residential:	1 \$	-
Commercial & Industrial:	6 \$	87,710.00
Total:	7 \$	87,710.00

RESIDENTIAL:**DOLLAR AMOUNT:**

Single Family Residence	\$	-
	\$	-
	\$	-
<u>Total SFR</u>	\$	-
Addition, Alteration and/or Reno of Res	\$	-
Bilco Door	\$	-
Burn Permits	\$	-
Chimney Repair / Stone Veneer	\$	-
Concrete Slab/Gravel Pad/Retaining Wall (1)	\$	-
1 Demolition	\$	-
Electrical Upgrade	\$	-
Erect / extend a Utility Shed	\$	-
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	\$	-
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	\$	-
Renewals	\$	-
Roof over Existing deck	\$	-
Solar Panel Array	\$	-

COMMERCIAL AND INDUSTRIAL:

DOLLAR AMOUNT:

	Erect / Addition Commercial Building	\$	-
	<u>Total Comm</u>	\$	-
2	Alter Tenant / Commercial Space	\$	85,210.00
	Asbestos Abatement	\$	-
	Charging Station	\$	-
	Commercial Roofing Job	\$	-
	Convert Res House to Commercial Use	\$	-
	Demolition	\$	-
	Electrical Upgrade/Heating System	\$	-
2	Erect /Repair Signage	\$	-
1	Erect Utility Shed/Storage Bldg/Pole Barn	\$	2,500.00
	Fire Calls	\$	-
	Fire Suppression System	\$	-
	HVAC Replacement - Rooftop Units	\$	-
	Install LPG Tank /Gasoline Tank / Gen	\$	-
1	Occupy Commercial Business	\$	-
	Other - Floodplain Dev (/) / 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>	1 \$	-
	<i>Commercial & Industrial:</i>	6 \$	87,710.00
	Total:	7 \$	87,710.00

**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: February, 2026 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 15 Building Permits were requested this month.
- 13 Building Permits were issued this month.
- 3 Permit(s) issued current month, paid/requested in a prior month.
- 5 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)
- 6 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 (February, 2026)
Permit(s) pending Town Board/Planning Board Action
- 3 Misc: Zoning Comp Ltrs (3); MHP Operating Permit (); Floodplain Dev ()
Temp Cert of Occupancy (Res)
- 3 Burn Permits (2) / Renewals (1) / Home Inspection ()
- 4 Fire Calls (Comm -4 ; Res -)

Residential:	4	\$	716,300.00
Commercial & Industrial:	10	\$	260,000.00
Total:	14	\$	976,300.00

COMMERCIAL AND INDUSTRIAL:

DOLLAR AMOUNT:

	Erect / Addition Commercial Building	\$	-
	<u>Total Comm</u>	\$	-
3	Alter Tenant / Commercial Space	\$	260,000.00
	Asbestos Abatement	\$	-
	Charging Station	\$	-
	Commercial Roofing Job	\$	-
	Convert Res House to Commercial Use	\$	-
	Demolition	\$	-
	Electrical Upgrade/Heating System	\$	-
3	Erect /Repair Signage	\$	-
	Erect Utility Shed/Storage Bldg/Pole Barn	\$	-
	Fire Calls	\$	-
	Fire Suppression System	\$	-
	HVAC Replacement - Rooftop Units	\$	-
	Install LPG Tank /Gasoline Tank / Gen	\$	-
3	Occupy Commercial Business	\$	-
	Other - Floodplain Dev (/)/ Zoning Comp (2)	\$	-
	Remove Underground Storage Tanks	\$	-
1	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>	4 \$	716,300.00
	<i>Commercial & Industrial:</i>	10 \$	260,000.00
	Total:	14 \$	976,300.00

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: March, 2026 Monthly Report

THE FOLLOWING NUMBER OF PERMITS AND ACTIVITIES ARE REPORTED:

- 10 Building Permits were requested this month.
- 11 Building Permits were issued this month.
- 4 Permit(s) issued current month, paid/requested in a prior month.
- 3 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)
- 10 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
- 2 Matter(s) before Zoning Board of Appeals.(March, 2026)
Permit(s) pending Town Board/Planning Board Action
- 2 Misc: Zoning Comp Ltrs (1); MHP Operating Permit (1); Floodplain Dev ()
Temp Cert of Occupancy (Res)
- 3 Burn Permits (2) / Renewals () / Home Inspection (1)
- 7 Fire Calls (Comm -7 ; Res -)

Residential:	4	\$	368,184.47
Commercial & Industrial:	7	\$	200,000.00
Total:	11	\$	568,184.47

COMMERCIAL AND INDUSTRIAL:**DOLLAR AMOUNT:**

	Erect / Addition Commercial Building	\$	-
	Total Comm	\$	-
1	Alter Tenant / Commercial Space	\$	200,000.00
	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	\$	-
	Fire Suppression System	\$	-
	HVAC Replacement - Rooftop Units	\$	-
	Install LPG Tank /Gasoline Tank / Gen	\$	-
2	Occupy Commercial Business	\$	-
	Other - Floodplain Dev (/)/ 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>	4 \$	368,184.47
	<i>Commercial & Industrial:</i>	7 \$	200,000.00
	Total:	11 \$	568,184.47



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

MONTHLY HIGHWAY REPORT – MARCH 2026

Mar. 1 Salt Wallace Hill, Tom Miller Road, Morrisonville 1&2, Cumberland Head 1 & 2, Parc, south end, sand roads, plow drifts

Mar. 2 Shop work, empty trucks, office work, clean drains and floors in shop, wash truck #42, check roads, unloaded #26, worked on trackless gear box, worked on #52 #26, clean up shop and trucks

Mar. 3 Cut trees Cumberland Head, Banker Road, safety meeting, office work, planning meeting, chip brush Banker Road, check roads, worked on #5, cut trees all day, cleaned around shop, traffic control, cut trees Morrisonville 2

Mar. 4 Cut trees Banker Road & Morrisonville 1, CHIPS Advocacy Day in Albany, chip brush, check roads, finished #5 fuel line, worked on trackless gear box, cut trees all day, traffic control

Mar. 5 Cut trees Banker Road, office work, check dig safes, chipped brush, checked roads, picked up parts, cut trees all day, worked on cleaning upstairs, worked on #18 chipper, traffic control

Mar. 6 Cut trees Banker Road, shop work, picked up #11 from Vermont, office work, chip brush, check roads, replaced brakes #45 and changed oil, worked on #18 woodchipper and organized upstairs, traffic control

Mar. 7

Mar. 8 steamed culverts, worked on steam jenny

Mar. 9 check roads, liaison meeting, office work, marked dead trees to cut, steamed culverts, chipped brush, patched potholes, cleaned up bottom of Rand Hill, worked on #27, checked roads, worked on #18 chipper, worked on steam jenny, worked on #27, picked up sand, cut trees

Mar.10 Check roads, worked on chipper, office work, cut trees Cumberland Head, worked on #27 checking for NYS Inspection, picked up parts, worked on #18 chipper auto feed, cleaned upstairs, traffic control

Mar.11 check roads, office work, checked for water problems, worked in shop, washed #7, 34, 20, 28, loader, greased loader, worked on #27 starter replacement, worked on #97, #49 sweeper broom replacement, scheduled #20 loader service, sand Cadyville, check for flooding, changed bristles on John Deere, fix chevron on Wallace Hill Road

Mar.12 check roads, office work, meeting at state garage, checked on dead trees, steamed culvert, ground stumper, fix mailboxes Robinson Road, Cliff Haven, put up highway posted signs, worked on #27, filled potholes, worked in shop, stump removal

Mar.13 check roads, office work, checked on calls, ground stumps, fix mailboxes, patch holes with cold patch, load 17 with salt, worked on #27 #5, cut stumps, fix gas lines on hot box

Mar.14 Salt Cumberland Head 2, plowed Wallace Hill, plow and salt Cumberland Head 1, south end, Cadyville, Morrisonville 1& 2, Parc, Tom Miller Road

Mar.15

Mar.16 shop work, cut trees, office work, check on calls, cleaned up storm damage, chip brush Tom Miller Road, Rugar Street, fill truck with salt & wash, load truck 42, worked on truck 27, 5, 17, looked up information for #32 repairs

Mar.17 salted Cumberland Head 2, cut trees, cleaned up downed trees out of roads, office work, picked up from windstorm, chipped brush Trudeau Road, Bart Merrill, Quarry Road, salted Morrisonville 1&2, south end, Parc, Cadyville, worked on 5, 28, 27, plow and sand



TOWN OF PLATTSBURGH

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DEP. HIGHWAY SUPERINTENDENT
JASON COOK

Mar.18 office work, meeting at city, checked on calls, cut brush, worked in shop, chipped brush Baker Road, Pinecrest, Blueberry Hill, Robinson, Bradford, South Junction, Durrand, Wallace Hill, Morrisonville 1, dumped chips at pit, worked on #27, cut trees all day, fixed signs

Mar.19 chip trees, office work, checked on more trees, cut trees, chipped brush Wallace Hill Road, Bell Road, finished #27, cleaned up shop, worked on stump grinder, ordered parts

Mar.20 Cold patch, cut trees, plowed Cadyville, plow and salt south end, Morrisonville 1 & 2, Tom Miller Road, worked on trackless snowblower and got some tools, worked on #6 stump grinder, worked on #3, checked trucks over for storm, fill potholes, cut trees and brush, plow and salt roads Parc, south end

Mar.21 plow and sand Cadyville

Mar.22 plow Cumberland Head 2, Wallace Hill, plow and salt Cumberland Head 1, south end, Parc, Cadyville, Cadyville, Tom Miller Road, Morrisonville 2, slush off Cadyville, Trudeau Rd., Bart Merrill, Bucks corners Parc

Mar.23 Shop work, office work, check on calls, cleaned trucks, wash 25, 3, plow sidewalks with Trackless Route 3, work in shop, clean #42, Work on drain, worked on 14, 5, 37, got parts and oil, worked on snowblower, cleaned shop, rinse off 25 & 28, haul sand from put, push up sand at shop, fixed 3 signs, empty 17 salt off at state, wash 17

Mar.24 meeting, cut trees on Bell Road, dig safe refresher class, office work, work in shop, checked trucks over

Mar.25 cut trees Wallace Hill, office work, work in shop, chip brush, worked on #52, picked up parts, washed all truck boxes out

Mar.26 cut trees, check roads, office work, check on calls, chip brush Bell Road, Cumberland Head, worked on Jenny and tractor to get ready for storage, worked on new #23 mower

Mar.27 work, worked in shop, salted Morrisonville 1, Tom Miller Rd, Wallace Hill, Cumberland Head 1, Cadyville, Parc, south end, cut tree for state, fixed around sidewalk on Pyramid, worked on tractor, cold patched end of Jan Street, plowed Cadyville, south end, Morrisonville 2

Mar. 28

Mar. 29

Mar.30 chip trees Cumberland Head, sweep Rand Hill, office work, check on calls, cut trees, cleaned sand by Ronnies and hill on Rand Hill, sweep Vaghn Rd and Rand Hill Road, ditch Rand Hill Road, worked on new tractor and snowblower, washed truck out, picked up equipment at fairground, picked up refrigerator door

Mar.31 chip trees Cumberland Head, office work, check dig safes, check on calls, chip brush, wash salt out of side dumps, bring 32 inside, worked in shop, worked on 37, 49, 32

Detail Report

Account Summary

Date Range: 03/01/2026 - 03/31/2026

Plattsburgh, NY



Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: AAA - General				
AAA.0000.0200.0000	CLAIM ON CASH - GENERAL gen check	896,102.48	-238,124.56	657,977.92
AAA.0000.0203.0000	NYCLASS General	4,611,112.29	13,856.89	4,624,969.18
AAA.0000.0203.0100	NYCLASS Park Deposit Treadwells Mills	2,900.09	8.72	2,908.81
AAA.0000.0203.0200	NYCLASS Park Deposit Cadyville	4,339.45	13.04	4,352.49
AAA.0000.0203.0300	NYCLASS Park Deposit Cliff Haven	4,812.66	14.46	4,827.12
AAA.0000.0203.0400	NYCLASS Park Deposit Everest Rabideau	6,018.12	18.09	6,036.21
AAA.0000.0203.0500	NYCLASS Park Deposit East Morrisonville	1,575.29	4.73	1,580.02
AAA.0000.0203.0600	NYCLASS Park Deposit May Carrier	4,461.63	13.41	4,475.04
AAA.0000.0203.0700	NYCLASS Park Deposit South Plattsburgh	1,971.06	5.92	1,976.98
AAA.0000.0203.0800	NYCLASS Park Deposit West Plattsburgh	3,429.56	10.31	3,439.87
AAA.0000.0203.0900	NYCLASS Park Deposit Wallace Hill	4,671.76	14.04	4,685.80
AAA.0000.0203.1000	NYCLASS MAUSOLEUM RESERVE	237,971.86	715.13	238,686.99
AAA.0000.0203.1200	Battlefield Memorial Gateway	87,186.72	262.02	87,448.74
	Total Fund: AAA - General:	5,866,552.97	-223,187.80	5,643,365.17
Fund: AMB - Ambulance				
AMB.0000.0200.0000	CLAIM ON CASH - AMBULANCE gen check	-7,503.20	8,000.00	496.80
AMB.0000.0203.0000	NYCLASS Ambulance	190,192.91	-7,451.70	182,741.21
	Total Fund: AMB - Ambulance:	182,689.71	548.30	183,238.01
Fund: DAA - Highway				
DAA.0000.0200.0000	CLAIM ON CASH - HIGHWAY gen check	922,032.31	-119,058.65	802,973.66
DAA.0000.0203.0000	NYCLASS Highway	1,148,345.16	3,450.89	1,151,796.05
	Total Fund: DAA - Highway:	2,070,377.47	-115,607.76	1,954,769.71
Fund: H21 - Plattsburgh Water System Improvements				
H21.0000.0203.0000	NYCLASS CASH SOURCE SUPPLY	2,414,289.88	7,255.23	2,421,545.11
	Total Fund: H21 - Plattsburgh Water System Improvements :	2,414,289.88	7,255.23	2,421,545.11
Fund: H38 - CADYVILLE WASTEWATER TREATMENT PLANT				
H38.0000.0203.0000	NYCLASS Cash	1,064,903.75	3,200.14	1,068,103.89
	Total Fund: H38 - CADYVILLE WASTEWATER TREATMENT PLANT:	1,064,903.75	3,200.14	1,068,103.89
Fund: H40 - BMG Park Phase 2A				
H40.0000.0200.0000	CLAIM ON CASH BMG PARK PHASE 2	135,198.62	-1,349.00	133,849.62
	Total Fund: H40 - BMG Park Phase 2A:	135,198.62	-1,349.00	133,849.62
Fund: SDB - Storm Drain				
SDB.0000.0203.0000	SDB NYCLASS	363,259.49	1,091.65	364,351.14
	Total Fund: SDB - Storm Drain:	363,259.49	1,091.65	364,351.14

Detail Report

Date Range: 03/01/2026 - 03/31/2026

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: SLIC - Consolidated Street Light				
SLIC.0000.0200.0000	CLAIM ON CASH - STREET LIGHT gen check	280,430.11	-5,837.77	274,592.34
SLIC.0000.0203.0000	NYCLASS Street Light	355,725.61	1,069.00	356,794.61
	Total Fund: SLIC - Consolidated Street Light:	636,155.72	-4,768.77	631,386.95
Fund: SSC - Consolidated Sewer				
SSC.0000.0200.0000	CLAIM ON CASH - CONS. SEWER ws check	951,907.03	-52,409.71	899,497.32
SSC.0000.0203.0000	NYCLASS Cons. Sewer	8,103,899.21	24,353.09	8,128,252.30
	Total Fund: SSC - Consolidated Sewer:	9,055,806.24	-28,056.62	9,027,749.62
Fund: SWC - Consolidated Water				
SWC.0000.0200.0000	CLAIM ON CASH - CONS. WATER ws check	1,848,820.34	-141,850.30	1,706,970.04
SWC.0000.0203.0000	NYCLASS Con. Water	9,563,203.54	28,738.48	9,591,942.02
	Total Fund: SWC - Consolidated Water:	11,412,023.88	-113,111.82	11,298,912.06
Fund: TCA - Custodial				
TCA.0000.0200.0000	TCA-Claim on Cash	49,560.33	22,085.16	71,645.49
TCA.0000.0203.0000	PAYROLL CONS. CHECKING ACCOUNT	0.00	0.00	0.00
	Total Fund: TCA - Custodial:	49,560.33	22,085.16	71,645.49
Fund: WSA - WS Admin				
WSA.0000.0200.0000	CLAIM ON CASH-WS ADMIN ws check	169,933.44	179,568.85	349,502.29
WSA.0000.0203.0000	NYCLASS WSA	707,200.26	2,125.19	709,325.45
	Total Fund: WSA - WS Admin:	877,133.70	181,694.04	1,058,827.74
Grand Totals:		34,127,951.76	-270,207.25	33,857,744.51

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 2026**

Resolution No. 026-110

**Purchase Procedures for Goods and Services:
May 2026 Revision**

WHEREAS, the Town Board of the Town of Plattsburgh, at its Organizational Meeting held in January 2026, adopted a resolution accepting the Town’s Purchase Procedures for Goods and Services in accordance with General Municipal Law, section 104-b, as set forth in the Town’s Official Policy Book; and

WHEREAS, said policy establishes procedures for the procurement of commodities, equipment, goods, public works projects, and professional services to ensure the prudent and economical use of public funds; and

WHEREAS, after discussion with the auditors and a review of inflation on the cost of goods sold, it has been determined that a revision to the policy is appropriate in order to set a reasonable and cost-effective purchase order threshold while still maintaining an appropriate level of fiscal oversight; and

WHEREAS, said revision increases the purchase order threshold to \$3,000 dollars; now, therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh hereby accepts the revision to the Purchase Procedures for Goods and Services to reflect the purchase order threshold of \$3,000 dollars; and be it further

RESOLVED, that all other provisions of the Purchase Procedures for Goods and Services, as previously adopted, shall remain in full force and effect; and be it further

RESOLVED, that this revision shall take effect immediately; and be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and all Department Heads for implementation.

Motion: Ms. Kelting

Seconded by: Mr. Bosley

Discussion: Mr. Kostyk – Suggested revisions were brought up by our auditors.

	<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

Adopted 01 \06\97 Revised 04/21/97 Revised 05/01/00,
Revised 1/5/04, Revised 6/7/2010, Revised 2/7/2011, Revised 9/16, 2013
Adopted on January 6, 2014
Revised 5/7/2026

This resolution sets forth the policy and procedures of the *Town of Plattsburgh* to meet the requirements of General Municipal Law, section 104-b.

Purpose

It is the goal of the Board to purchase competitively, without prejudice or favoritism, and to seek the maximum value for every dollar expended. Competitive bids or quotations shall be solicited in connection with purchases pursuant to law. The General Municipal Law requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.

Goods and services which are not required by law to be procured by the Town through competitive bidding will be procured in a manner so as to ensure the prudent and economical use of public monies, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. As outlined below, alternative proposals or quotations will be secured by requests for proposals, written or verbal quotations or any other appropriate method of procurement:

PROCEDURES FOR THE PURCHASE OF COMMODITIES, EQUIPMENT, OR GOODS

SCHEDULE "A"

COMMODITY VALUE

PROCEDURES TO BE FOLLOWED:

- | | |
|--------------------|---|
| \$1 -> \$1,000 | Purchase shall be at the discretion of the accounting fund Supervisor or Department Head all Special Districts). <u>No purchase order necessary for this purchase.</u> |
| \$1,001 -> \$3,000 | Purchase and authorization to acquire goods in this annual dollar range may be <u>awarded to the lowest responsible quote</u> only after the following item has been completed: |

Documentation of telephone quotations from 2 separate vendors; \$3,001->\$5,000 Purchase and authorization to acquire commodities, equipment or goods in this annual dollar range may be awarded to the lowest responsible quote only after the following items have been completed:

- a) Receipt of a formal written or fax quotes from at least 3 separate vendors; and
- b) Preparation of a Town Purchase Order with the formal written or fax quotes executed by both the Departmental Supervisor, and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged, and

\$5,001 -> \$19,999 Purchase and authorization to acquire commodities, equipment or goods in this annual dollar range may be awarded to the awarded to the lowest responsible quote only after the following items have been completed:

- a) Receipt of formal written quotes from at least 3 separate vendors, and
- b) Preparation of a Town Purchase Order with formal written quotes executed by both the departmental Supervisor, and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged, and
- c) Only after a resolution of the Town Board authorizing such purchase.

**COMMODITY
VALUE**

PROCEDURES TO BE FOLLOWED:

\$20,000 & UP Purchasing and authorization to acquire commodities, equipment and goods in this dollar range shall be done only after sealed bids are prepared in conformance with the General Municipal Law Section 103.

The Town of Plattsburgh may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law article 8, on the basis of best value, as defined in State Finance Law §163, to a responsive and responsible bidder or offerer.

- a. Where the basis for award is the best value offer, the Town Board shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.

- b. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Town Board in its determination of best value.
- c. The election to award any such contract on the basis of best value shall be made by the Town Board. In the event that no such election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing any required security.
- d. The Town Supervisor must sign such contract prior to purchase.

Contracts for purchases of goods commodities and equipment shall be awarded to the lowest responsible and/or responsive vendor. Proper documentation is required to be submitted to the Town Board. Authorization by Town Board Resolution is required for purchases of \$5,000 and over or when the contract of purchase and award of purchase agreement is not awarded to the vendor giving the lowest price. In the event that the lowest bid is not awarded there must be written documentation for the reason and Town Board resolution whenever there is an award other than to the lowest responsible bidder.

Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a) Emergencies;
- b) Goods purchased from agencies for the blind or severely handicapped;
- c) Goods purchased from correctional facilities;
- d) Goods purchased from another governmental agency;
- e) Goods purchased at auction;
- f) Goods purchased under state contract.

When the exceptions listed above Items a) through f) are utilized, the Departmental Supervisor shall identify the item and/or State contract number which item or contract number shall be designated on the purchase order and/or invoice processed in the Remark's section of the Purchase Order.

Departmental Supervisor's shall provide proper documentation to the Finance Manager and Chief Executive Officer (Supervisor) of the Town of Plattsburgh, which documentation must be acceptable to the parties listed above if the required number of quotes listed herein cannot be accommodated for the purchase and procurement of the said goods or commodities.

PROCEDURES FOR PUBLIC WORK PROJECTS/CONTRACTS

SCHEDULE "B"

CONTRACT VALUE

PROCEDURES TO BE FOLLOWED:

\$1 -> \$1,000

Contract and authorization to start work in this annual dollar range shall be at the discretion of the accounting fund Supervisor or Department Head, all Special Districts). No purchase order necessary for this purchase.

\$1,001 -> \$3,000

Contract and authorization to start work in this annual dollar range may be awarded to the lowest responsible quote only after:

- a) Documentation of telephone quotations from 2 separate contractors; and

\$3,001->\$3,500

Contract and authorization to start work in this annual dollar range may be awarded to the lowest responsible quote only after:

- a) Receipt of formal written or fax quotes from at least 3 separate contractors; and
- b) Preparation of a Town Purchase Order with the formal written or fax quotes executed by both the Departmental Supervisor, and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged.

\$3,501->\$34,999

Contract and authorization to start work in this annual dollar range may be awarded to the lowest responsible quote only after:

- a) Receipt of formal written or faxed quotes from at least 3 separate contractors, and
- b) Preparation of a Town Purchase Order with the formal written or faxed quotes executed by both the departmental Supervisor, and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged, and
- c) Only after a resolution of the Town Board authorizing such purchase.

**CONTRACT
VALUE**

PROCEDURES TO BE FOLLOWED:

\$35,000 & Up

Contract for public works projects shall be awarded only after preparation and receipt of formal sealed bids in conformance with the General Municipal Law, Section 103.

In all circumstances the award for public works contracts or projects shall be granted to the lowest responsible bid received. In all other circumstance there must be written documentation for the reason and Town Board resolution, whenever there is an award other than to the lowest responsible bidder quote received. The Town Supervisor must sign such contract prior to purchase.

EMERGENCY EXCEPTIONS TO THIS POLICY

An emergency exists wherein the delay caused by the soliciting of quotes as required above would endanger the health, welfare, or property of the Town, or more important the individual tax payer, then the procurement of goods or services will be at the discretion of the proper department head with co-approval and authorization by the Town Supervisor or Deputy Supervisor with the supporting documentation as to the nature of the specified emergency which shall be sent to the Accounting Office within five (5) working days of such procurement.

**PROCEDURES FOR THE PROCUREMENT OF
PROFESSIONAL CONSULTANT SERVICES**

SCHEDULE "C"

Whereas the intent of 104-b also includes the hiring of consultants and professional, the following policy shall apply:

**CONTRACT
VALUE**

PROCEDURES TO BE FOLLOWED

\$1 -> \$10,000

Authorization for professional services contracts may be given when annual charges are within this dollar range and only after the following items have been completed shall be at the discretion of the Departmental Supervisor with:

- a) The preparation of a Town Purchase Order executed by the Departmental Supervisor and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged, and

\$10,001->UP

Authorization for professional service contracts may be given when the annual charges are within this dollar range and shall:

- a) After receipt of formal written or fax Proposals from at least 2 separate consultants; and
- b) The preparation of a Town Purchase Order with the formal written or fax Proposals executed by the Departmental Supervisor and the Finance Manager prior to the placement of an order with appropriate fund accounting codes for which the expenditure is to be charged; and
- c) After a resolution of the Town Board of the Town of Plattsburgh authorizing Consultant Service Contract, and
- d) Only after the Town Supervisor signs such Consultant Service Contract.

Professional service and consulting contracts when awarded to other than the lowest proposed bid must be properly documented with a rational/reason for authorization and award of a project to other than the lowest price. Any and all other procedures not specifically covered in this policy will be adhered to as covered in the General Municipal Law, Section 104-B.

PURCHASE ORDER POLICY AND CASH DISBURSEMENTS PROCEDURES

SCHEDULE D"

D-1). PURCHASE ORDER POLICY.

The purchase or ordering of commodities, equipment, goods, public works, projects/contracts, or professional consultant service contracts for the dollar range between \$1 and \$500 does not require the preparation of a Town purchase order. Purchase shall be at the discretion of the accounting fund supervisor or department head.

For the purchase of commodities, equipment, goods, public work projects/contracts or professional consultant service contracts in amounts greater than \$500 requires the preparation of a Town of Plattsburgh purchase order. The purchase order shall originate in the account fund or department requiring the acquisition or purchase of commodities, goods, equipment or contract. Town department heads shall follow the Town of Plattsburgh procedures for the purchase and acquisition of commodities, equipment, goods, Schedule "A" contracts for public works "Schedule B" and for professional service contracts Schedule "C" for the dollar amounts in range of the equipment or services needed.

Purchase orders when required shall be prepared by the department head and shall be accompanied with supporting quotes and materials attached to the purchase order. Town Purchase Order shall have the appropriate department signature with fund accounting code per the approved current Budget.

The department head shall forward the purchase order to the Finance Manager or his designee. When required by the Town procurement policy this purchase order shall be executed by the Finance Manager and returned to the department head prior to the placement and confirmation of the order. The Finance Manager shall review the purchase order and formally approve the acquisition and account code designation. The Finance Manager approval process shall include the checking for mathematical accuracy, comparing the purchase to the attached price quotes provided by the department head and verification of the account code designated on the purchase order by the department head. The Finance Manager shall further review the budgeted account code balance as compared to the purchase order amount to assure that funds are available in the proper appropriation code. Upon approval, the Finance Manager shall record an encumbrance against the appropriate fund line item and a copy of the approved purchase order returned to the department head who originated the order for confirmation and authorization of the purchase.

When the purchase or acquisition requires the approval of the Town Board, the purchase order duly prepared by the department head, executed by the Finance Manager with appropriate account codes shall be submitted to the Town Board for a formal resolution and authorization relative thereto. Upon review by the Town Board and the adoption of a resolution authorizing the acquisition of the said commodities or work encompassed by the said purchase order, the Town Board resolution shall be attached to the purchase order and a copy returned to the Finance Manager and then to department head originating the said order for the final authorization and approval for the said acquisition of commodities, goods or contracts. The original copy of the purchase order shall be made available to the vendor upon the appropriate approval by either the department head, the Finance Manager, or the Town Board as designated herein.

D-2). CASH DISBURSEMENT PROCEDURES:

For commodities, equipment, or goods for which there is a receipt or delivery for an order the following procedures shall be followed:

The commodities, equipment or goods shall be received by an employee other than the person originating the order. The employee shall check quantities, conditions and correctness, such as part numbers of the goods or commodities received to the vendors shipping ticket and the copy of the purchase order on file in the department. After the employee has completed his review of said information, he shall sign the packing slip accepting the commodity, equipment or goods. The employee's signature shall include a date and noting any exceptions that the employee has found from the packing slip and the Town purchase order on file. The employee shall then process this information with a second employee of the department other than the person originating the order. The executed packing slip shall be provided to the department head or Supervisor originating the said order. All original receipts or packing slips should be forwarded to the Accounting Office. Upon receipt of a voucher from the vendor supplying the said materials, the Account Clerk in the Accounting Office shall organize the signed packing slip with the vendors invoice and voucher. The Accounting Office shall verify the vendors invoice and match them to the approved purchase orders and account codes of the receiving documents. Invoices and vouchers shall not be processed for payment without the executed receiving documents for the said commodities, goods, or equipment and materials. The Accounting Office shall verify and check the invoice for mathematical accuracy and matching the itemized quantities, pricing on the invoice to the original approved purchase order and shipping tickets and shall check all documents for the appropriate signatures as required above. The documents shall then be entered into the computerized records for the Town Board authorization and the release of the encumbrance against the purchase order and account funds.

The Town Board shall review the computerized list of accounting files, prepared by the Accounting Office, and forward them to the Town Clerk who will certify the abstract and send them to the Town Board for their approval as required by Town Law Section 119. Once approved by the Town Board resolution the abstract and underlying documents as listed thereon are delivered to the Accounting Office who shall generate the checks and records of disbursement. The Town Supervisor will then review the checks prior to mailing of said checks.

**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 2026**

Resolution No. 026-111

**Repair Muffin Monster Grinder
at Bluff Point Main Lift Station**

WHEREAS, the Water & Wastewater Department needs to repair the Muffin Monster grinder at Bluff Point Main Lift Station; and

WHEREAS, these parts are needed to restore operation of the in line wastewater pre-pump grinder; and

WHEREAS, a quote has been obtained from sole source provider GP Jager for the purchase and of the replacement parts for \$5,019.55; therefore, be it

RESOLVED, the purchase of the replacement parts from GP Jager be approved; and it is further

RESOLVED, that payment be made payable from the 2026 Water & Wastewater Budget Account # SSC.8120.4560 and that a copy of this Resolution be given to the Water & Wastewater Department and Budget Officer.

Motion: Ms. Kelting

Seconded by: Mr. Wood

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				
Ihona M. Kelting	X				
Charles A. Kostyk	X				





328 W MAIN ST, BOONTON, NJ 07005
 Voice: 973-750-1180 Fax: 973-750-1181

QUOTATION

TO:	Town of Plattsburgh 151 Banker Road Plattsburgh, New York 12901	DATE:	04-27-2026
ATTN:	David	QUOTE #:	140782
		DESC:	Grinder Serial No. 114435-7-1
		JOB:	Town of Plattsburgh, Trade Rd PS - JWC parts
		LOCATION:	
		PHONE:	(518) 335-3912
		EMAIL:	davidl@townofplattsburghny.gov
WE ARE PLEASED TO QUOTE ON THE FOLLOWING EQUIPMENT SUBJECT TO CONDITIONS PRINTED ON LAST PAGE HEREOF, THESE CONDITIONS MAY BE CHANGED ONLY BY A WRITTEN STATEMENT SIGNED BY AN OFFICER OF GP JAGER, LLC		<input type="checkbox"/> F.O.B. FACTORY <input type="checkbox"/> F.F.A. TO FIRST DESTINATION <input checked="" type="checkbox"/> PPA Prepaid and Add	

Line #	Qty	Item	Unit Price	Price
01	1	A31213-182T - REDUCER ASSY, 29:1 W/GUARDS (SV) Paint: Epoxy Green	\$4,604.25	\$4,604.25
02	1	30016-0002 - LOVEJOY CPLG ASY 1.125 X.750 L095 BUNA	\$115.74	\$115.74
03	1	34017 - INTERLOCKING COUPLING 1-1/2 BORE 4140	\$281.33	\$281.33
04	1	30007-0017 - KEY 3/8inSQx1-3/4 STL	\$18.23	\$18.23
05	1	FREIGHT NOT INCLUDED - PREPAY & ADD TO INVOICE.		
Total for Above Equipment:				\$5,019.55
			(Tax Rate 0.000%) Total Tax:	\$0.00
			Grand Total:	\$5,019.55

Notes: LEAD TIME: 3-5 WKS ARO

GP JAGER, LLC

 Janelle Sanz - jsanz@jagerinc.com

QUOTATION DOES NOT INCLUDE ANY SALES OR USE TAX PAYABLE UNDER ANY STATE OR FEDERAL STATURE. THIS QUOTATION PRICE IS FOR MATERIAL LISTED ABOVE. ANY ADDITIONS OR MODIFICATIONS THAT BECOME NECESSARY FOR APPROVED SUBMITTALS, UPON AWARDDING OF THIS CONTRACT, MAY RESULT IN NECESSARY PRICE CHANGES.

NOTE: ITEMS NOT SPECIFIED ON THIS QUOTATION ARE NOT INCLUDED IN OUR PRICE AND ARE TO BE SUPPLIED BY OTHERS. PRICES ARE FOR IMMEDIATE ACCEPTANCE AND SUBJECT TO CHANGE WITHOUT NOTICE. SALE SUBJECT TO MANUFACTURERS STANDARD TERMS AND CONDITIONS. 30% RE-STOCKING FEE.

GP JAGER, LLC STANDARD TERMS AND CONDITIONS

1

ACCEPTANCE

The following Terms and Conditions are an integral part of the offer to sell the equipment and/or services offered in this proposal. When the BUYER signifies acceptance of this quotation by submission of a Purchase Order or signed SELLER Quotation, it shall become a binding contract when accepted and signed by an authorized signer of the SELLER. Any changes or amendments to this proposal made by the BUYER must have SELLER's approval in writing to become a part of this contract. These Terms and Conditions and the accompanying Purchase Order or signed SELLER Quotation shall comprise the entire agreement between the parties and no course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any terms used in this contract. Unless stated otherwise, the terms and conditions of the manufacturers listed herein will apply to this quotation. Any attachments or listed documents are considered a part of this quotation and are made part of the agreement. **Quote is firm for thirty (30) days unless otherwise stated on the face of the attached quotation.**

APPROVAL DRAWINGS

All items listed are based on SELLER'S interpretation of the requirements in accordance with the plans and specifications. Any preliminary drawings or literature attached to our quotation are for illustration purposes only to show approximate arrangements. Specific drawings and submittal data will be furnished for approval as required after receipt and acceptance of the BUYER'S order. Any submittal or manuals when provided by SELLER will be in the form of a PDF electronic file only. Any form of media beyond the electronic file would be the responsibility of BUYER. Fabrication of products or equipment ordered will not begin until approval and direction to proceed is received in writing. No warranty is made regarding quantities, materials of construction or type of materials quoted. Operation, installation, and maintenance of materials quoted are the responsibility of the OWNER or CONTRACTOR.

DELIVERY

Any shipment or delivery date recited represents our best estimate, but no liability, direct or indirect, is assumed by SELLER for failure to ship or deliver on such dates. Unless otherwise directed, SELLER shall have the right to make early or partial shipments and invoices covering the same to BUYER shall be due and payable in accordance with payment terms hereof. FOB shall be origin unless stated otherwise on the front of these Terms and Conditions. Delivery schedule(s) will be contingent on supply-chain availability and variability for material components, therefore, lead-times are subject to change without notice. Published weights are careful estimates but are not guaranteed. SELLER will endeavor, insofar, as it is possible, to comply with shipping instructions specified by the Purchaser. However, SELLER reserves the right to ship merchandise by such means of transportation as it may select. The manufacturer will ship the equipment via best way. Demurrage shall be billed to the account of the Purchaser. **DAMAGE CLAIMS:** Care is taken in packaging all shipments. After BUYER has been given the receipt by the transportation company, all claims for breakage or shortages, whether concealed or obvious, must be made in writing by the BUYER to the carrier and SELLER within seven (7) days after receipt of shipment. When damage or shortages are obvious, written comments on the bill of lading are required before the driver is released. **RETURNED PRODUCTS:** In no instance is equipment to be returned without first obtaining SELLER'S written approval and returned materials authorization. If shipment is postponed at the request of the purchaser after manufacturing has been commenced, payment will be due on notice from us that the equipment is ready for shipment. Pro rata payments shall be made for partial shipments.

STORAGE

Any item of the product on which shipment is delayed by BUYER may be placed in storage by SELLER at BUYER'S expense and risk. If a delay in shipment is requested by BUYER after an order has been entered and accepted:

- a. No charge will be made if the request for delay is made more than six (6) weeks before acknowledged shipping date and the requested delay is for a period not in excess of thirty (30) days.
- b. A charge will be made if the requested delay exceeds a period of thirty (30) days or if the request is made within six (6) weeks of the acknowledged shipping date. SELLER will advise BUYER of the charge within ten (10) days of receiving BUYER'S request for delay.
- c. If the product is within six (6) weeks of the acknowledged shipping date, then SELLER has the option of completing, invoicing and storing the product and charging one and one-half percent (1.5%) per month, or the maximum percentage permitted by law, whichever is lesser, of the established price for such product, plus storage cost.

PAYMENT

Payment terms, upon credit approval, are of net thirty (30) days from the date of each invoice for material shipped (or when ready for shipment if shipment is deferred by BUYER) **unless stated otherwise on the face of the attached quotation.** Flow down provisions are not accepted and shall not be enforceable against SELLER. Retention is not allowed. In the event any payment becomes past due, a charge of one-half percent (1.5%) will be assessed monthly. These terms are completely independent from, and not contingent upon, when BUYER receives payment from the OWNER. A processing fee of up to four percent (4%) will be added for credit card payments. All merchandise sold is subject to lien laws. Partial or final payment shall constitute acceptance of delivered materials, products, or equipment.

FORCE MAJEURE

Neither Party will be liable for any failure or delay in performing an obligation under these Terms and Conditions that is due to any of the following causes, to the extent beyond its reasonable control: acts of God, accident, riots, war, terrorist act, epidemic, pandemic, quarantine, civil commotion, breakdown of communication facilities, breakdown of web host, breakdown of internet service provider, natural catastrophes, governmental acts or omissions, changes in laws or regulations, national strikes, fire, explosion, generalized lack of availability of raw materials or energy. For the avoidance of doubt, Force Majeure shall not include (a) financial distress nor the inability of either party to make a profit or avoid a financial loss, (b) changes in market prices or conditions, or (c) a party's financial inability to perform its obligations hereunder.

TAXES AND BONDS

Taxes and bonds are **NOT** included in our pricing. Any applicable taxes or bonds will be added to the price and shown separately on each invoice. All prices exclude sales, use, duties, excise, and other taxes in respect to manufacture, sale, or delivery, all of which are to be paid by the buyer unless a proper exemption certificate is furnished. BUYER agrees to reimburse our company for taxes SELLER must pay on BUYER'S behalf.

PRICE ESCALATION and/or MATERIAL DEPOSITS

If between the proposal date and actual procurement and through no fault of the SELLER, the relevant cost of labor, material, freight, brokerage fees, tariffs, and other SELLER costs combined relating to the contract increase, then the contract price shall be subject to escalation and increased accordingly. If required by the BUYER, increase shall be verified by documentation and the amount of contract price escalation shall be calculated as either the actual increased cost to the Seller or, if agreed by the Parties, the equivalent increase of a relevant industry recognized third-party index. SELLER shall undertake good faith efforts to obtain savings in its procurement of materials to avoid escalation costs. BUYER shall cooperate with SELLER in such efforts to obtain such cost savings. SELLER shall contemporaneously track any escalation costs.

CLAIMS AND BACKCHARGES

BUYER agrees to examine all materials immediately upon delivery and report to SELLER in writing any defects or shortages noted no later than ten (10) days following the date of receipt. The parties agree that if no such claim is made within said time, it shall be considered acceptable and in good order with respect to any defect or shortage which would have been revealed by such an inspection. In no event will SELLER be responsible for any charge for modification, servicing, adjustment or for any other expense without written authorization from SELLER prior to the performance of any such work. **IN NO EVENT SHALL SELLER BE LIABLE TO BUYER OR**

GP JAGER, LLC STANDARD TERMS AND CONDITIONS**2**

ANY THIRD PARTY FOR ANY LOSS OF USE, REVENUE OR PROFIT, OR FOR CONSEQUENTIAL, INDIRECT, INCIDENTAL, SPECIAL, EXEMPLARY, OR PUNITIVE DAMAGES, FOR ANY REASON, INCLUDING WITHOUT LIMITATION, DAMAGES ARISING OUT OF A DELAY IN OR FAILURE OF DELIVERY, DEFECTS IN MATERIAL AND WORKMANSHIP AND/OR FAILURE OF GOODS TO PERFORM TO APPLICABLE SPECIFICATIONS, DRAWINGS, BLUEPRINTS OR SAMPLES AS SET FORTH OR DESCRIBED HEREIN, IF ANY, OF A BREACH BY SELLER OF ANY OTHER TERM OR OBLIGATION OF SELLER UNDER THE CONTRACT. No penalty clauses of any description will be effective unless approved in writing over the signature of a principal of SELLER. Under no circumstances shall SELLER be liable for any consequential, special or incidental damages, including liquidated damages, arising from any breach by it in this transaction, AND ALL SUCH CONSEQUENTIAL, SPECIAL AND INCIDENTAL DAMAGES, INCLUDING LIQUIDATED DAMAGES, ARE EXCLUDED FROM ANY REMEDIES AVAILABLE TO THE BUYER.

SECURITY INTEREST & TITLE

Until all amounts due SELLER have been paid in full, SELLER shall retain a security interest in the product and have all rights of a secured party under the Uniform Commercial Code and applicable law, including the right to repossess the product or equipment without legal process and the right to require the BUYER to assemble the equipment and make it available to SELLER at a place reasonably convenient to both parties.

WARRANTY

Equipment and parts not manufactured by the SELLER carry only the warranty of the manufacturer of said parts. SELLER does not make any express or implied warranty for equipment and/or parts it did not manufacture. Credits for defective material and workmanship in said equipment and/or parts are only in accordance with the underlying company policy of the manufacturer. SELLER makes no warranty whatsoever with respect to any equipment and/or parts as to their merchantability or fitness for a particular purpose. It is further agreed that the SELLER assumes no liability whatsoever for failure of equipment due to normal usage and wear.

INDEMNIFICATION

To the fullest extent permitted by the law in which the project is located, BUYER and SELLER shall indemnify and hold one another and their respective employees and agents harmless from and against all claims, damages, losses, liabilities, actions, causes of action, demands, fines, penalties, judgments, costs, and expenses, including but not limited to attorneys' fees, court costs, expert fees and costs, arising out of or resulting from BUYER's or SELLER's own negligent acts, omissions or misconduct, to the extent such negligence is covered by BUYER's and SELLER's respective insurance policies. In the event any third party asserts against SELLER a claim for patent infringement, royalties or licensing fees with respect to BUYER's use of the products, materials, or equipment provided hereunder, BUYER agrees to indemnify SELLER for all liability damages, costs and expenses in connection therewith.

CANCELLATION

Buyer may cancel this contract only in writing signed by BUYER's duly authorized agent and acknowledged in writing by SELLER's duly authorized agent. Should this order be cancelled, BUYER shall be obligated to pay for the level of work performed and products shipped. Work performed includes any engineering, calculations, preparation of submittals, drawings, and/or travel to job site in relation to this order. In addition to any other remedies provided under these Terms and Conditions, SELLER may terminate this contract with immediate effect by providing signed, written notice to BUYER, if BUYER: (i) fails to pay any amount when due under the contract and such failure continues for 30 days after BUYER's receipt of written notice of nonpayment; (ii) has not otherwise performed or complied with any of these Terms and Conditions; or (iii) becomes insolvent, files a petition for bankruptcy or commences or has commenced against it proceedings in bankruptcy, receivership, reorganization or assignment for the benefit of creditors.

FIELD WORK

Unless specifically stated on our quotation, installation, start-up service, field testing, supervision, operation, and training are not included in our pricing of product. In the event that SELLER or any of its employees or agents do perform work or services on-site at the project's location, BUYER agrees to hold SELLER and its employees or agents harmless for any injuries or damage to property caused by their acts or omission, except to the extent said injuries or property damage arise from gross negligence or intentional misconduct.

MODIFICATIONS

This contract can be modified only in writing which specifically states that it amends these Terms and Conditions and is signed by both parties and their duly authorized agents. It is further agreed that this contract shall not be modified in any respect except in writing signed by the party and their duly authorized agent against whom the modification is sought to be enforced.

AUTHORITY OF SELLER'S AGENTS

No agent, employee or representative of the SELLER has any authority to bind the SELLER to any affirmation, representation or warranty concerning the goods sold under this Contract, and unless an affirmation, representation or warranty made by an agent, employee, or representative is specifically included within this written contract, it shall not be enforceable by the BUYER.

NO THIRD-PARTY BENEFICIARIES

This contract is for the sole benefit of BUYER and SELLER and their respective successors and permitted assigns and nothing herein, express or implied, is intended to or shall confer upon any other person or entity any legal or equitable right, benefit, or remedy of any nature whatsoever under or by reason of these Terms and Conditions.

GOVERNING LAW

All matters arising of or relating to the contract or the Terms and Conditions shall be governed by and construed in accordance with the laws of the state in which the project is located.

DISPUTE RESOLUTION

In the event of any dispute between BUYER and SELLER arising out of the terms of the contract and these Terms and Conditions, such dispute shall be decided by arbitration administered by the American Arbitration Association in accordance with the then-prevailing Commercial Arbitration Rules and Mediation Procedures of the American Arbitration Association. BUYER and SELLER mutually agree that any dispute involving claims valued at or above \$1,000,000.00 shall be heard by a panel of three (3) arbitrators. The venue for all arbitration proceedings shall be the State of California. The foregoing agreement to arbitrate shall be specifically enforceable in any court of competent jurisdiction. The award rendered by the arbitrators shall be final and judgment may be entered upon it in accordance with applicable law in any court of competent jurisdiction.

SEVERABILITY

The partial or complete invalidity of any one or more provisions of these Terms and Conditions shall not affect the validity or continuing force and effect of any other provision. If any provision is invalid, in whole or in part, the provision shall be considered reformed to reflect the intent thereof to the greatest extent possible consistent with applicable law.

ASSIGNMENT – DELEGATION

No right or interest in this Contract shall be assigned by the BUYER without the written permission of the SELLER, and no delegation of any obligation owed, or of the performance of any obligation by the BUYER shall be made without the written permission of the SELLER. Any attempted assignment or delegation shall be wholly void and totally ineffective for all purposes unless made in conformity with this paragraph.



JWC Environmental Inc
2850 S. Red Hill Ave., Suite 125
Santa Ana, CA 92705
Phone: +1 949-833-3888
Fax: +1 714-242-0240
Email: jwce@jwce.com

April 7 2026

COUNTY OF SUFFOLK, NY
SC PUBLIC WORKS
335 YAPHANK AVE
YAPHANK, New York 11980-9744

Subject: JWC Environmental Grinders, Parts, & Controllers Sole Source Letter

This letter is to certify that JWC Environmental, Inc is the inventor and owner of the Muffin Monster®, Channel Monster®, Auger Monster®, Screenings Washer Monster®, Monster Wash Press®, Honey Monster® and Monster Screening Systems®. JWC holds numerous patents and trademarks on these products. JWC Environmental is the sole manufacturer of these products and the exclusive source for service parts for this equipment.

GP Jager, 328 W. Main Street, Boonton, NJ 07005, is the exclusive JWC Environmental distributor/representative for the sale of all JWC grinder & screen parts in the state of New York.

JWC Environmental operates the only Service Center that is factory authorized to perform repairs on Muffin Monster, Channel Monster, Auger Monster, Screenings Washer Monster, Honey Monster, and Monster Screening Systems.

Please feel free to contact me at 714-697-2596 or kevin.hope@sulzer.com, if we can provide any additional information.

Sincerely,
JWC ENVIRONMENTAL
Kevin Hope
Aftermarket Regional Sales Manager-EAST

**MONSTER
INDUSTRIAL**

IPEC





(973) 750-1180 | Fax (973) 750-1181 | info@jagerinc.com
www.jagerinc.com | 328 W.Main St., Boonton, NJ 07005

MANUFACTURERS REPRESENTED : UPSTATE NEW YORK
Rev. 4/1/2026

Abel Pumps
Aerzen
Atlas SSI
Aqua Aerobic Systems®
Aqua Viva
AquaTurbo
Aquarius Technologies
Boerger Pumps
C.E. Shepherd Company, Inc.
Charter Machine Company (utilizing
Roediger Technology)
CHP Clean Energy, LLC
ClearStream Environmental
CNP
Centrisys Centrifuge Systems
DERAGGER, Inc.
DuraMax
EBARA HG
E&I Corporation
ESSCO Pumps & Controls
Fairbanks Morse
Fairfield Service Co. of Indiana LLC.
Fiberglass Fabricators, Inc.
Fontaine Aquanox
Fontaine Gates

Force Flow Technologies
Ford Hall "Weir-Wolf"
Golden Harvest, Inc.
Hallsten Corp
Integrated Water Services
Integrity Municipal Systems
JCS Industries
Jim Myers & Sons (JMS)
JWC Environmental
KECO Pump
Koch Membrane Systems
Komline Sanderson
Kurita / Tonka Brands
Kusters Water
Lutz-Jesco
Marmac Water
Micronics
Mission Communications
MMBR Systems
MWI Pumps
Netsch Pumps USA
Nexom (MBBR & IFAS)
Noreva GmbH
Nuvonic
One Water / Algae Wheel

CONTACT US

SALES REPRESENTATIVES

Dave Boshart | (315) 256-3071 | dboshart@jagerinc.com
Ryan Boshart | (716) 697-5543 | rboshart@jagerinc.com
Rich Canton | (973-908-4789) | rcanton@jagerinc.com
Mike Deyulio | (315) 727-6643 | mdeyulio@jagerinc.com
Scott Hall | (315) 807 4784 | shall@jagerinc.com

AFTERMARKET SALES

Janelle Sanz (973) 750-1180 | jsanz@jagerinc.com
Zuzanna Drehwing (973) 750-1180 | zdrehwing@jagerinc.com

APPLICATION SPECIALIST

Sal Adamo (201) 316-7194 | sadamo@jagerinc.com



(973) 750-1180 | Fax (973) 750-1181 | info@jagerinc.com
www.jagerinc.com | 328 W.Main St., Boonton, NJ 07005

MANUFACTURERS REPRESENTED : UPSTATE NEW YORK

OTI Olympus Technologies, Inc.
Parkson
Parkson Schreiber
Patterson Pump/Flo-Pak
Premier Tech Aqua
Prime Solutions, Inc.
ProMinent Fluid Controls, Inc.
PureAir Filtration
RM Fiberglass
RuhrPumpen
SAVECO (formerly Enviro-Care)
SAF-T-FLO Chemical Injection
Sew Eurodrive
Simflo
Sodimate
Solenis - Constant Chlor®
Spaans Babcock
S.P. Kinney Engineers, Inc.
SPIRAC
SSI Atlas
Taco Hydroflo Pump Solutions
Tesco Controls
Tsurumi Pump
ULTRAAQUA
UltraTech Systems Inc.

VeloDyne
Veolia Water Technologies (formerly Suez)
Viron International
WACO Products
World Water Works
WSG & Solutions (FMC,® Link-Belt®, Rex®)
Xylem Wedeco UV & Ozone
Zenon Membranes/SUEZ
Zoeller Engineered Products

Evoqua Water Technologies (formerly Siemens / USFilter)
Davis Products, Davco – Clarification, Dryers, Engineered Products/Dewatering Group, Envirex, Geomembrane Technologies, Lyco (RBC), PFT (Pacific Flush Tank), RJ Environmental, Zimpro Products, Zimpro (HydroClear Filters), Zimpro (Screw Pumps)

GRUNDFOS including legacy names
Chicago, Yeomans, Morris; Sewer Chewer,
Clow, Shone Ejector

Visit jagerinc.com



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**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 2026**

Resolution No. 026-112

**Authorizing the Purchase and Installation of additional
Carbon Monoxide Sensors to the Fire System Upgrade
for the Town of Plattsburgh Town Hall Building**

WHEREAS, it is necessary to maintain the Town of Plattsburgh Town Hall and enhance safety systems within the building; and

WHEREAS, the Town of Plattsburgh seeks to improve fire safety protections through the installation of carbon monoxide detection devices within the Town Hall facility; and

WHEREAS, it is of the recommendation of the Town of Plattsburgh Safety Committee that a fire system upgrade, specifically a carbon monoxide protection addition, be installed in key areas of the facility; and

WHEREAS, the Town has received a proposal from NCC Systems, Inc., dated May 1, 2026, for the furnishing and installation of 6 additional carbon monoxide testers in the office areas for the purpose of the fire system upgrade, including all labor and materials, in the total amount of \$6,000.00; therefore be it

RESOLVED, that the Town of Plattsburgh Town Board hereby approves and authorizes the increased purchase and installation of 6 additional carbon monoxide detectors a fire system upgrade, consisting of carbon monoxide protection devices, at the Town Hall building as outlined in the proposal from NCC Systems, Inc.; and be it further

RESOLVED, that the Town Supervisor is hereby authorized and directed to execute any and all contracts and documents necessary to effectuate said purchase and installation, in an amount not to exceed \$6,000.00; and be it further

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

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

Motion: Mr. Wood
Seconded by: Mr. Bosley
Discussion: Mr. Kostyk – This will finish up our security system upgrades.
Roll Call:

	<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				





NCC SYSTEMS INC.
ELECTRONIC INTEGRATION
1-800-724-3480 / WWW.NCCSYSTEMS.COM

NCC Systems, Inc.
25646 NYS RT 3
Watertown, NY 13601
Tel. 315-788-9128
License # 12000041752

Sales Invoice NO. 32635

Jennifer Whitney
Town of Plattsburgh
151 Banker Road
Plattsburgh NY 12901

Site: Town of Plattsburgh
Quote Name: Town of Plattsburgh CO
Additions | Change Order
Salesperson: Jacob Reville
Date: 05/01/2026
Valid Until:

Thank you again for the opportunity to provide pricing for this project. If you have any questions or concerns, please do not hesitate to contact us at any time. Please visit NCC Systems ONLINE to review our complete product line and services.

Installation Overview

NCC Systems Inc. to provide and install (6) Carbon monoxide Protection Devices in key areas throughout the facility. Devices will be located on the main floor adjacent the first vent off each AHU feeding the office area, as well as the breakroom in the parks and recreation garage and (1) located in the maintenance Bay office area. Price includes all parts, labor, freight, misc. install hardware, programming, testing, and one year warranty on all parts/labor. All projects are subject to progress billing for stored or delivered materials if the project exceeds 30 days. Installation/labor will also be billed on a per month basis until completed.

Customer Responsibilities: The customer is solely responsible for providing 110VAC power at all head-end and applicable field device locations. The customer must also supply all required network connectivity, including—but not limited to—an available port on the local switch or router, all necessary IP addresses, and any related configuration. NCC Systems is not responsible for, and assumes no liability for, any service interruptions, performance issues, or system downtime caused by external utilities or third-party services such as power, telephone service, internet connectivity, or customer-owned network equipment.

Hours of Work and Site Access: This proposal is based upon the assumption that all work will be performed during normal business hours, 7:30 am 4:00 pm Monday Friday. Requirements for work outside of these hours may result in a change order for the additional fees.

Site Conditions: During the initial site survey, all visual attempts were made to verify the field construction with regards to building walls, ceilings, access points, hazardous materials, wire routing, and power. If any conditions vary or existing hardware is not adequate to successfully complete the installation, a field change order may be prepared and delivered to the customer for discussion and approval.

Tariff Impact Disclaimer:

Due to recent changes under the current administration, tariffs may impact the products included in this proposal. This could result in increased project costs if not accepted before the **"Valid Until Date"**. We recommend incorporating a 5-10% increase into your planning and budgeting. For further information or assistance, please reach out to your NCC Systems account representative.



NCC Systems, Inc.
 25646 NYS RT 3
 Watertown, NY 13601
 Tel. 315-788-9128
 License # 12000041752

Sales Invoice NO. 32635

Payment Plan:

- To proceed with your order, a purchase order is required. Once we receive the payment, we will begin processing your order. The remaining balance will be due upon completion."

How to pay us

Pay By Mail:

NCC Systems, Inc.
 25646 NYS RT 3
 Watertown, NY 13601

Pay By Credit Card:

(Amex, MasterCard, or Visa) Please call: 315-788-9128.

Please Note: A merchant 3.0% convenience fee will be added to all payments made by credit card, 1% fee will be added to all debit card payments. This fee is due at the time of credit card payment and is nonrefundable. Thank you.

- Phased Payment Schedule: NA
- All projects are subject to progress billing for stored or delivered materials if the project exceeds 30 days. Installation/labor will also be billed on a per month basis until completed.

Fire Alarm | Installation

Item	Quantity	Unit Price	Total
CO Detector, 12/24VDC, with Sounder	6.00	\$125.00	\$750.00
Addressable Mini-Monitor Module	6.00	\$100.00	\$600.00
1P 16G SLD UNSHL DATA PVC	300.00	\$0.30	\$90.00
14/2 Unshielded FPLR	500.00	\$0.30	\$150.00
12V 26AH Battery	2.00	\$175.00	\$350.00
Installation Hardware Shipping Charges	1.00	\$160.00	\$160.00
Installation & Inspection Prevailing Wage Labor Charge			\$3,900.00
		Sub-Total ex Tax	\$6,000.00
		Tax	\$0.00
		Total inc Tax	\$6,000.00



NCC SYSTEMS INC.
ELECTRONIC INTEGRATION
 1-800-724-3480 / WWW.NCCSYSTEMS.COM

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 License # 12000041752

Sales Invoice NO. 32635

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be done only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Our workers are fully covered by Workers Compensation. Late Payment Fee: Payments received after the due date are subject to 1.5% per month late fee.

Sub-Total ex Tax	\$6,000.00
Tax	\$0.00
Total inc Tax	\$6,000.00

Acceptance Signature:

X _____

Date: _____ Purchase Order Number: _____

 DETACH AT PERFORATION AND RETURN REMITTANCE COPY WITH YOUR PAYMENT.

How To Pay



Credit Card (Amex, MasterCard or Visa)

Please Note: A merchant 3.0% convenience fee will be added to all payments made by credit card, 1% fee will be added to all debit card payments. This fee is due at the time of credit card payment and is nonrefundable. Thank you.

Late Payment Fee: Payments received after the due date are subject to a 1.5% per month late fee.



Mail

Detach this section and mail to this address:

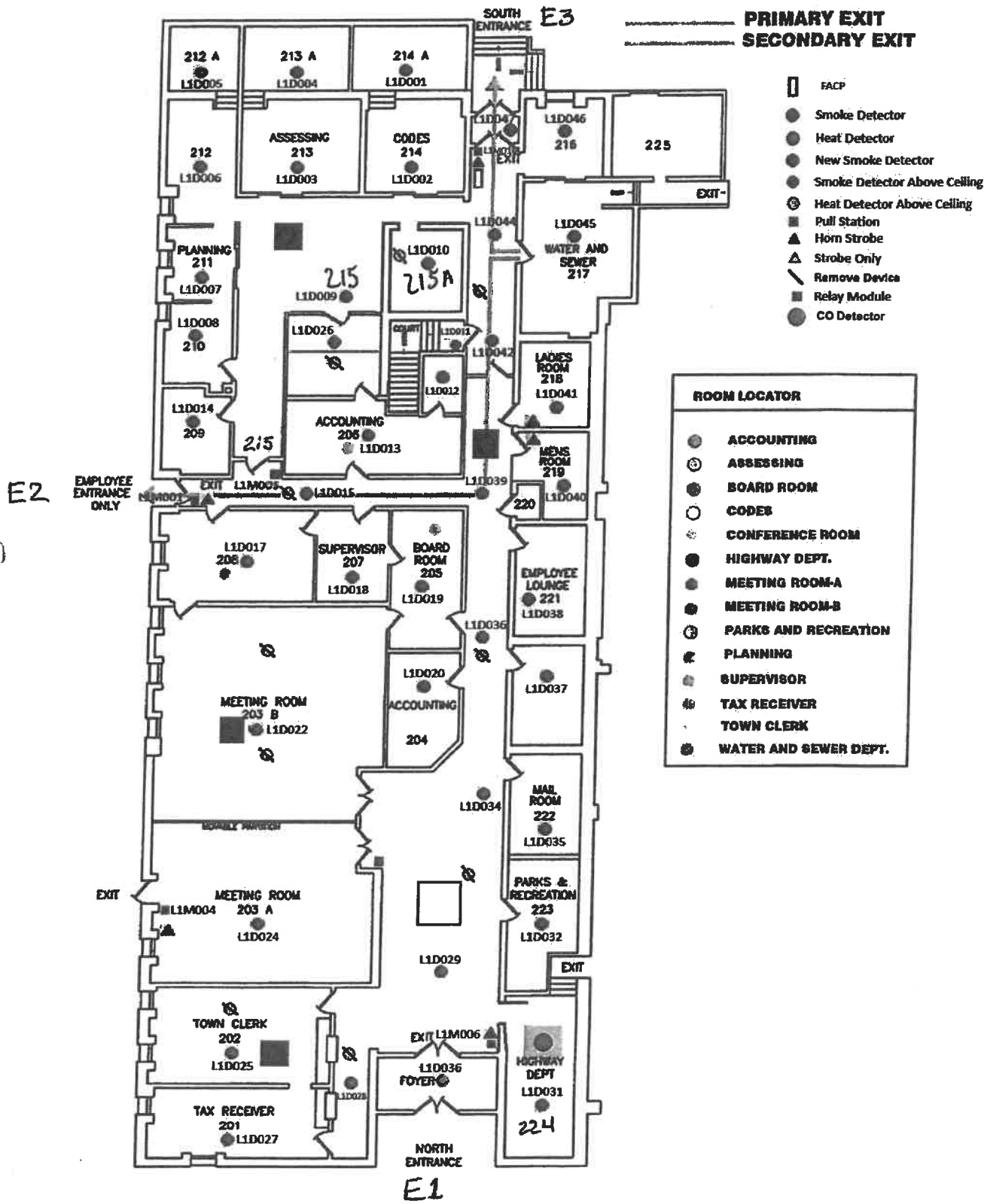
*NCC Systems, Inc.
 25646 NYS RT 3
 Watertown, NY 13601*

To pay over the phone, please call 315-788-9128

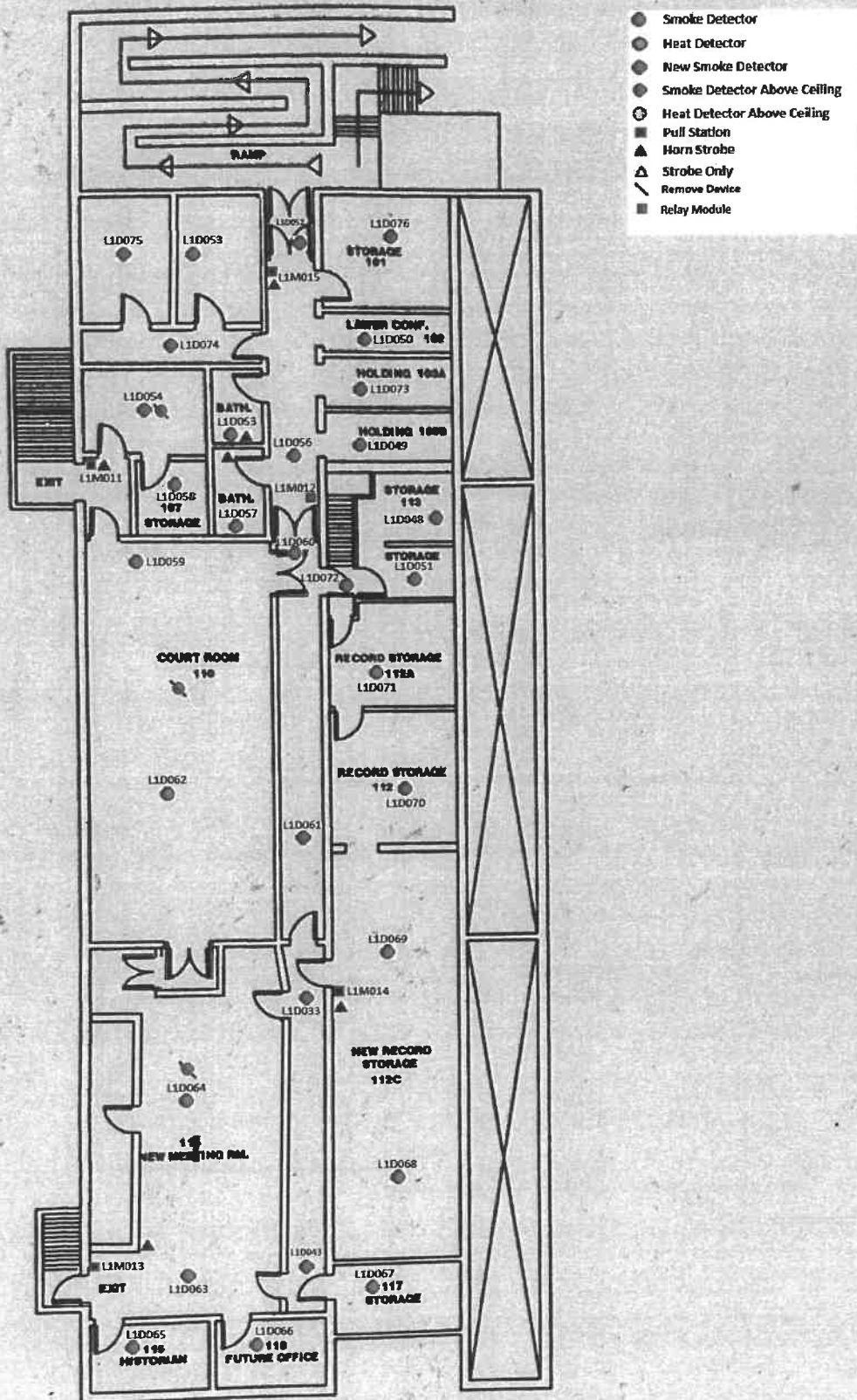
QUOTATION NO. 32635

Customer Reference: 913	Customer Name: Town of Plattsburgh
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TOWN OF PLATTSBURGH EMERGENCY EXIT PLAN

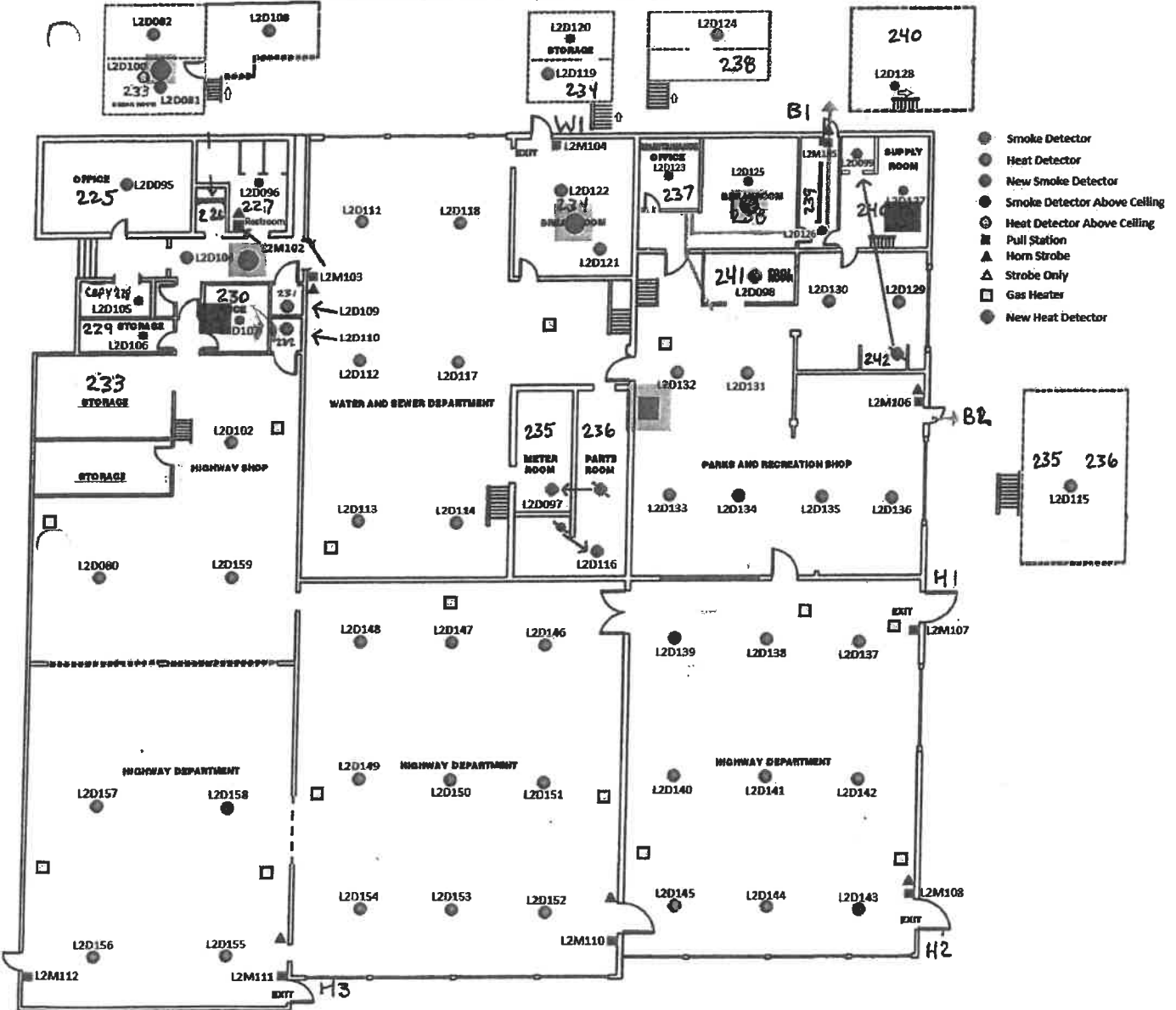


TOWN OF PLATTSBURGH EMERGENCY EXIT PLAN



TOWN OF PLATTSBURGH EMERGENCY EXIT PLAN

--- PRIMARY EXIT
- - - - - SECONDARY EXIT



**TOWN OF PLATTSBURGH
TOWN BOARD MONTHLY MEETING
May 7, 2026**

RESOLVED, that this Town Board meeting be adjourned at ...6:11... PM.

Motion by: Mr. Wood

Seconded by: Ms. Kelting

Discussion: None

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

TOWN CLERK, TOWN OF PLATTSBURGH



