

TOWN OF PLATTSBURGH

TOWN BOARD WORK SESSION AGENDA

June 25, 2026

The meeting was called to order at 6:00 PM by the presiding officer at South Plattsburgh Fire Station No. 1, 4105 Route 22, Plattsburgh, NY 12901.

	<u>Present</u>	<u>Absent</u>
MEMBERS: 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	

Public Comments:

SPFD Fire Chief Jeff Santor made a presentation.

The town is served by five separate fire districts with roughly ~100 volunteers combined; several departments also protect neighboring jurisdictions (e.g., Skyler Falls). Departments reported ~2,000 calls this year (approximate, overlaps exist). Volunteer retention remains a community priority, but the town is fortunate to have strong volunteer pools.

Three of five departments coordinated cooperative purchasing for turnout gear: bought identical gear from the same vendor at the same time to capture better pricing; four of five departments will adopt the spec. State grant opportunities discussed: plan to pursue a collective grant application in 2027 across all five departments to maximize funding. Outlook: sustain cooperation on procurement and pursue joint grant strategy to reduce department costs and improve interoperability.

Serious concern about the intersection at Berdo Road / Route 22 (Exit 36 southbound off-ramp) (near Quality Drive / mobile home park): fast traffic, poor gap opportunities, and prior incidents causing injuries to firefighters. The short-term mitigation discussed: approach new store owners to abandon the entrance/exit closest to the interstate; pursue collective letters and engagement with State DOT to generate action and interest.

Increasing incidents in abandoned/derelict county buildings (including former Air Force base properties): evidence of people living in them and reported fires, creating unexpected occupant risk during responses. Board and fire reps emphasized not assuming derelict buildings are vacant when responding; crews must treat them as potential occupied structures and report hazardous observations to relevant staff (assessor, land management, county contacts).

Forward view: coordinate with county, assessor and operations staff to map derelict properties, improve situational awareness, and seek short-term traffic controls or site changes at dangerous intersections.



Mr. Kostyk Response:

Discussion that the fire district has historically protected portions of the former Air Force base under contract; concern expressed that the district is not being fairly compensated for protection of county properties there. The original county agreement included payment of special-district taxes on county properties; current mechanics and balances of those payments need clarification and collective follow-up with the county. The board has an existing contract with an assessor (county assessor noted as excellent) and can set meetings to review assessment/receipts and special-district tax flows. Next steps: review contract terms and payment history with county officials and the assessor to verify compensation mechanisms and amounts.

Resolutions:

026-152 Abstract 6C-26 – June 25, 2026

026-153 Monthly Reports

026-154 Declaration of July as Official Michigan Month

026-155 Appointment of Alicia Blanchard – JCEO Board of Directors

026-156 Resolution Adopting Local Law No.3 of 2026 – A Local Law Providing Immunity for
Town Actions from Town Zoning Ordinance and Subdivision Regulations

026-157 Authorizing the Highway Superintendent to Start the 2026 Paving Program

026-158 Twinstare Maintenance Renewal Agreement 2026-2027

026-159 Corrective Easement Authorization Delaware River Solar Benny Blake Road Project

026-160 Notice of Public Hearing on the Sale of Crypts and Niches at the Plattsburgh
Community Mausoleum

026-161 The Agricultural and Industrial Fair of Clinton County, Inc.

026-162 RFP for Auditing Services For 2026, 2027 and 2028

Draft Resolutions – for consideration on July 9, 2026:

026-xxx Abstract 7A-26 – July 9, 2026

026-xxx Accept Proposal from Precision Infrastructure Management for ADA PROWAG
Assessment of Right of Way Pedestrian Facilities

Committee Reports:

None

Supervisor's Report:

The board thanks South Plattsburgh Fire Department/District for hosting the meeting, this is part of the outreach series which started in Wallace Hill, then Cumberland Head, now this meeting. We'll be skipping the summer months, resuming in September

The board presented a supervisor citation recognizing retiring district secretary, Nina Coolage, for Sixty-five years of dedicated service; she expressed appreciation and recalled positive experiences serving with the board.



Board stressed value of in-person community engagement and visibility of fire crews and volunteers. Next: continue outreach schedule and maintain local presence to gather community input and share resources.

I attended a meeting this morning at our town office of Regional Economic Development Council, also known as REDC. Jennifer Burns was there for the meeting, basically to talk about the CFA county application.

Jennifer (Whitney) and I had discussed in that prior meeting the Child Care Share program, a state program, one of the programs that they have there that's basically for individuals making 85% of the area median income. The state is offering up child care money, and basically what it is, is if they have somebody that qualifies for this program, the state will pay a third, the employer will pay a third for the child care, and then the individual will pay the final third. So they are taking a look at it for our own needs.

EDC secured a \$50 million grant to build a new job fair facility; construction/implementation is underway. Rather than a single annual fair, organizers are exploring a staggered/ongoing model using the new facility to host distributed hiring events. Facility constraints (space layout, hiking/terrain near site) and logistical requirements (housing, sewer, water access) were noted as challenges. Facility program planning is advancing and will be coordinated with site teams and EDC timelines.

Multiple infrastructure items reported across town: sanitary sewer runs through Champaign Center (parking lot/back of office) and other corridors that are being developed. We're obtaining quotes for water work and completion on recent housing development connections; some temporary measures have been put in place. Water team performed manhole/risers repairs after heavy rains; several hydrants were noted as blocked and need attention. Recommendations surfaced for increased staffing/engagement: bring more people into the water/sewer group to inspect waterways, wastewater systems, and ensure equipment understanding. Teams will continue to prioritize manhole integrity, hydrant access, and sewer routing as development progresses.

A group study grant was signed for White Pines; some parcels and symbols referenced for removal/pull-out actions. Field visits and installs were noted (lighting and other requested installs completed); Eric and others contributed to on-site work and approvals. The signed grants and study work will inform upcoming site management and planning decisions.

Town Board meeting be adjourned at 6:59 PM.



**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-152

Abstract 6C-26

RESOLVED, that the abstract of audited claims **No. 6C-26** for \$39,628.52, **Abstract 6C-26** prepays for the amount \$273,565.61 be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: **Ilona M. Kelting**

Seconded by: **Daniel A. Bosley**

Discussion: **None**

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



**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-153

Monthly Department Reports

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

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

Motion: Dana M. Isabella

Seconded by: Ilona M. Kelting

Discussion: None

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

(Signature)



TOWN OF PLATTSBURGH

BUILDINGS & GROUNDS

151 BANKER ROAD
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DEPT. LINE: (518)-562-6863

FAX: (518)-563-8396

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BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

MONTHLY WORK REPORT FOR MAY 2026

5-1-26

1-fuel reads

2-checked undergrounds

3-clean up front

4-recyclables

5-checked mausoleum for garbage picked up grounds and swept floors.

6-picked weeds cleaned up leaves and mulched at town up front.

7-filled in cracks at the mausoleum.

5-4-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-checked recyclables.

5-picked up more mulch for the town.

6-continued the weeds and mulch up front at the town.

7-checked the mausoleum.

5-5-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-safety meeting

5-mowed and trimmed at the town



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BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

6-swept court ramp

7-swept entry way up front near all doors

8-rake the leaves up front

9-checked mausoleum

5-6-26

1-fuel reads

2-checked undergrounds

3-cleaned up front and checked recyclables

4-called HTO

5-called overhead doors

6-fire extinguishers inspections

7-generator inspection

8-called roto- rooter for water line in highway

9-lowes to buy new carbon monoxide detectors for offices up front

10-moved file cabinet

11-checked mausoleum

5-7-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-recyclables

5-check mausoleum



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BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

6-checked roof for vents

7-cut and trimmed some town of Plattsburgh signs

8-mowed and trimmed some cemeteries

5-8-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-recyclables

5-picked up arm

6-trimmed around town

7-continued trimming town of Plattsburgh signs and markers

8-checked mausoleum

5-11-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-recyclables

5-checked mausoleum

6-picked up boxes from town clerk office and dropped them off to Clinton county treasurer office

7-picked up leaves and branches at baker cemetery

8-mowed and trimmed baker cemetery and blew all the leaves

5-12-26

1-fuel reads



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RICHARD RASCOE

2-checked undergrounds

3-cleaned up front

4-reyclabales

5-checked mausoleum

6-put up wall for meetings up front

7-got to good speed and had to go back to the town twice to set meeting room up the right way

8-mowed and trimmed good speed cemetery

9-took wall down up front before we left

5-13-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-recyclables

5-checked mausoleum

6-finished mowing and trimming good speed cemetery

7-went back to pellerin cemetery to pick up pine needles and throw them over stone wall the best we could

5-14-26

1-fuel reads

2-checked undergrounds

3-cleaned up front

4-moved file cabinet from court room to hall then moved 2 cabinets from up upstairs to court room down stairs



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RICHARD RASCOE

5-recyclables

6-management meeting

7-cleaned bucket truck

8-checked roof for leak

9-cleaned around the town

10-check mausoleum

5-15-26

1.fuel reads

2.checked undergrounds

3.cleaned up front

4.checked poles to see how many were broken to be replaced before doing banners

5.picked up cones

6.installed first aid kit

7.took out recyclables

8.crushed garbage bin outside

5-18-26

1.fuel reads

2.checked undergrounds

3.cleaned up front

4.checked recyclables

5.put up banners around town office

6.started banners on rt3



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RICHARD RASCOE

5-19-26

- 1.fuel reads
- 2.checked undergrounds
- 3.cleaned up front
- 4.checked recyclables
- 4.mowed and trimmed around town office
- 5.continued on banners

5-20-26

- 1.fuel reads
- 2checked undergrounds
- 3.cleaned up front
- 4.mow and trimmed mausoleum
- 5.picked weeds at mausoleum
- 6.adjust some banners

5-21-26

- 1.fuel reads
- 2.checked undergrounds
- 3.cleaned up front
- 4.checked recyclables
- 5.hogue cemetery
- 6.replace flags at mausoleum
- 7.put a new bracket up on some poles Michelle and chuck wanted to tighten up.



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BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

5-22-26

- 1.fuel reads
- 2.checked undergrounds
- 3.cleaned up front
- 4.baker cemetery
- 5.hung flags up front
- 6.
- 7.

5-26-26

- 1.cleaned up front
- 2.checked recyclables
- 3.trimmed all markers
- 4.trimmed all town of Plattsburgh signs
- 5.pulled all weeds inside of town of Plattsburgh signs
- 6.trimmed haleys court

5-27-26

- 1.fuel reads,fuel reconciliations
- 2.checked undergrounds as received
- 3.cleaned up front,disinfected
- 4.mow and trim Town complex
- 5.clean MAUSALEUM



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BUILDING & MAINT. SUPERVISOR
RICHARD RASCOE

6.mow and trim MAUSALEUM

5-28-26

- 1.fuel reads, fuel reconciliations
- 2.check undergrounds as received
- 2.clean up front and disinfected
- 4.hung banners on PLAZA
- 5.mow and trim Goodspeed cemetery

5-29-26

- 1.fuel reads, fuel reconciliations
- 2.check undergrounds as received
- 3.clean and disinfected up front
- 4.pick up grass seed, lock at Lowes
- 5.lock water spicket at MAUSALEUM
- 6.seed grass at the MAUSALEUM
- 7.FINISHED UP MOWING AND TRIMMING AT Goodspeed cemetery



TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

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HIGHWAY SUPERINTENDENT
GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT
JASON COOK

MONTHLY HIGHWAY REPORT – MAY 2026

May 1

May 2

May 3

May 4 office work, hauled sand sweepings, met with homeowner in Cliff Haven, swept Trudeau Rd., Gene Lefevre, Bart Merrill, Bucks Corner, Cadyville, worked on #33, #49, #32, #42, cleaned #1, worked on #34 tailgate latch repairs, worked on #37 tarp arms, flag for sweeping

May 5 shop work, swept Cadyville, Bart Merrill, Akey Rd, Jennings, fixed #33, #17, worked on 4 post lift, office work, mark dig safes, clean shop, pick roadside sand, washed truck, changed bristles on #49, flag for sweeping

May 6 shop work, office work, check dig safes, cleaned shop, got trucks ready to unharness, paint side boards for #28, worked on #17, #99, unharnessed trucks, swept floors, washed bays

May 7 repair drain on Ampersand, office work, check dig safes, mark out dig safes, pull sanders out of trucks, clean up bank off spots

May 8

May 9

May 10

May 11 swept Cadyville, office work, mark dig safes, swept roads, swept Town Line, Akey, Bittersweet, Baker, swapped filters on tractors and sweepers, worked on #28, #33 fuel issue, took #42 to dealer, flagged for sweeping

May 12 sweeping, office work, meeting on CVES site, check dig safes, sweep Bradford, Robinson, Village, worked on #28, #8, pick up roadside sand, flag for sweeping

May 13 Sweep, fix bank off spots, sweep Cumberland Head, office work, check dig safes, worked on trucks, sweep Moffit Road, unharness 26, 25, 5, finish #28, pick road side sand, cut black top in front of Water Dept., put bumpers on 5, 26, 25, put pins in gates, worked in shop, flag for sweeping, fix mailbox posts

May 14 shop work, office work, change side boards on 28, hand new hose rack and fitting rack, worked on 25, emptied garbage

May 15

May 16

May 17

May 18 office work, check dig safes, sweep, mow northern islands, cut tree on Idaho, haul sand for sweeping, mowed on the base, worked on #25, #46, #41 paver screen replacement, worked in shop

May 19 office work, check dig safe, cut tree for Cadyville Fire Dept., sweep on base & Cliff Haven, hauled asphalt for Peru, hauled sweepings, worked on #25, worked on #41 paver, mowed Route 3, Plaza, Smithfield, Cumberland Head, washed out sanders, put salt treatment on 52, 26



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HIGHWAY SUPERINTENDENT
GREG BURNELL

DEP. HIGHWAY SUPERINTENDENT
JASON COOK

May 20 sweep base, office work, worked in shop, meeting with city for parade, worked on screening plant, screened topsoil, hauled for Peru, hauled sweepings, wash #42, worked on #41 paver, looked for parts for #25 front spring repairs, mowed all retention ponds, put up topsoil
May 21 shop work, office work, mark dig safes, replaced culvert in parking lot, haul black top for Peru, worked on #42, worked on #28, worked on #41 paver repairs, washed trucks
May 22 picked up dead animals on Wallace Hill Road
May 23
May 24
May 25 parade
May 26 finished #25 and cleaned up lift, applied first coat of primer, roadside mowing Cadyville, worked on lift, mowed on base
May 27
May 28 worked on lift, roadside mowing, mowed on base
May 29
May 30
May 31 traffic light on Rugar Street

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

Programs & Events (adult, senior, family)

- Fitness for Life - Hosted three times weekly to promote community wellness and healthy living.
- Outdoor Adventures- TOP Spring Adventurers Weekly adult walking on paved hiking paths. This is an opportunity for participants to get moving again after a long winter inside.
 - May 5- Cancelled due to weather
 - May 12 – ADK Rail Trail - 9
 - May 19 – Bloomingdale Bog - 10
 - May 26 – Point Au Roche - 14
- Birding - Group met and led by an instructor from Northern NY Audubon. This program is for any level of birding but caters to beginners to teach them and share equipment knowledge.
 - April 23 – Lake Alice: sixteen participants
- Adult Basketball
 - Sponsoring a Men's Basketball Open gym at Morrisonville Elementary School Gym every Wednesday Evening – Participants - 15
 - Sponsoring a Women's Basketball Open gym at OLVA Gym every Sunday evening – Participants - 25

Youth Programs

- Baseball/Softball practices began. There are twelve teams total.

Events

- Bike Block Party – This event is now part of the Safe & Sound Event. It is a multi-agency event focusing on safety. The Town of Plattsburgh focuses on bike safety and promoting awareness of safe bicycle trails. – Estimated two thousand people attended
- Storybook Trail Event – My Bumpy Lumpy Belly Button – Cindy Grant-~30 participants

Park Cleanup Days

- Plattco and Beekmantown JV and Varsity Softball teams completed a workday at the Cadyville Recreation Park.

Meetings, Planning & Trainings

- Parks staff and Recreation Director met on several occasions to discuss projects.
- Attended the regularly scheduled quarterly meeting with the Parks & Recreation Advisory Committee.
- Erin attended the Cornell Cooperative Youth & Family Committee meeting.

Parks Maintenance

- Completed various routine and improvement-focused maintenance tasks to enhance park functionality and experience with visitors.
- Conducted monthly safety inspections of all parks, checking fire extinguishers, AED devices, and safety/emergency lighting.
- Continued parks clean up-picking up branches, raking/blowing pine needles into rows.
- Continued lining softball, baseball, soccer fields with the Turf Tank.
- Added stones to bottom of dugouts and improved the space around at West Plattsburgh Park.
- Parks staff put new display cases at Lapierre Lane Riverway with new signs from a SUNY Plattsburgh program.
- Parks staff repaired display cases and placed them at Cadyville Recreation Park for the Storybook Trail.
- Work began at Cliff Haven Park- Staff began leveling off the field. One more line of drainage tiles was added. Staff will continue working on field then Clinton County Soil & Water Conservation will hydroseed the field for us.
- Placed a load engineered wood fiber at several parks.
- A new Puzzle Library was placed at May Currier Park

**TOWN BOARD LIAISON COMMITTEE
MONTHLY REPORT
PLANNING & COMMUNITY DEVELOPMENT
APRIL 30, 2026**

♦ **Planning Board Agenda:**

- April 21, 2026- see attached summary of Planning Board Actions

♦ **Town Board Items:**

- CHAMP Award from NYPPF
- Vestibule Project- out to bid
- BESS - Working on Local Law
- We Are Plattsburgh-Data Update
- Pro Housing Designation-Re Cert Submitted
- Salt Shed- Waiting for Update on Lease from County
- Solar Waivers Coming to Town Board
- Breakroom Renovation
- GIS Pro Transition
- BMG Playground Update
- Upcoming CFA: Pro Housing, LWRP
- Planning Technician Position
- Volunteer Appreciation

♦ **Meetings attended by Planning staff:**

- April 1- BMG On Site Meeting
- April 1- BMG Meeting with committee
- April 2- Charter Day
- April 3- Meeting with Courtney M.
- April 3- Mausoleum- Fire/Police Memorial
- April 6- Michigan Fest Planning Committee
- April 6- ARC-Hamlin Heights-County-Pedestrian Connection
- April 7-Monthly Planning & Zoning Meeting
- April 8- Bluff Point Campus Utilities
- April 8- YMCA Project
- April 9- Meeting to discuss capacity and volunteers
- April 10- Meet with Bob & Cynthia Patinka
- April 21- Planning Board Meeting
- April 22-ARC Board Presentation
- April 22- Housing Accelerators
- April 22-Internal Staff Needs
- April 22-High Peaks Brew
- April 23- BMG Groundbreaking
- April 29-BMG Playground Grant Review

- April 29- Review Micro Bird Phase II Parking Lot Critical Path
 - April 30- -Liaison Committee Meeting
 - April 30-Vestibule Pre-bid Conference
- ◆ **Telecommunications Projects: Tower on Wallace Hill**
- ◆ **Freedom of Information (FOIL) Requests Completed:**
 - William Brudvig for Hamlin Heights (3/31/2026)
- ◆ **Comprehensive Planning**
 - Comp Plan Update-CSC grant awarded
 - DWSP2 – 98% complete- Draft Final under review
 - Trevor on Countywide Resiliency Plan Advisory Committee
- ◆ **Community Development**
 - Hometown Hero Banners- work order submitted to have them hung the week of 5/18/26.
 - TOP Dog winner Arthur- will be in on 5/8/26 to claim his prize
- HOUSING**
 - ARC/Housing Visions-Hamlin Heights (200 units and commercial space)
 - Regan Development-Residences at Rugar (72 units and childcare)
 - PHA/JCEO (70 units) Tech assistance for pro-housing
- ◆ **Local Waterfront Revitalization Program (LWRP) Grant (Comprehensive Plan Initiative):**
 - BMG Phase 2+ - Remembrance Plaza under construction
 - OSCGP Submitted
 - NYPLAYS to be submitted
 - LWRP CFA to be submitted
- ◆ **Department, Staff & Planning Board Development:**
 - 3 alternate vacancies remain on Planning Board
 - Trevor attending NYPF Conference
- ◆ **Grants Re-cap**
 - Pro Housing Communities \$1.5 Million for Rugar Sewer (awarded)
 - WQIP Salt Shed Grant- awarded
 - NYS Assembly-\$300k for BMG
 - PAFB Stormwater (nonpoint source-NYDDEC) Awarded \$50K
 - Climate Smart Communities (Comprehensive Plan) Awarded
 - Pro Housing TAG- Awarded \$160,000
 - Lake Champlain Water Quality -USACE (\$650K value)
- ◆ **Other**

Next Town Board Liaison Committee Update Meeting: ?

**TOWN OF PLATTSBURGH
PLANNING BOARD APPROVALS
APRIL 21, 2026**

- ITEM #1 SUPERNAW PROPERTIES LLC SUBDIVISION 2026-** Request for a 2-lot subdivision of a 3.98-acre lot resulting in lot 1 being a 2.11-acre new buildable lot, and lot 2 being a 1.87-acre new buildable lot. Located on the corner of Montana Dr. and Kansas Ave. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #2 SUPERNAW PROPERTIES LLC SITE PLAN 2026-** Request to construct multi-family housing of 30 rental units in three eight-plex and one six-plex with related site improvements. Located on the corner of Montana Dr. and Kansas Ave with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-13; Owner Unitarian Universalist Fellowship of Plattsburgh; Applicant Supernaw Properties LLC; Engineer RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #3 LAKE CITY PROPERTIES LLC SITE PLAN 2026-** Request to construct a 744 sq. ft. commercial building on an existing foundation, a new 7,000 sq. ft. commercial building and a 13,200 sq. ft. gravel contractor's storage yard. Located on Idaho Ave. with public water and public sewer; Zoned A2; Tax Map Parcel #233.-5-37; Owner/Applicant Lake City Properties LLC; Engineer RMS **SEQRA DETERMINATION & DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #4 WILLOW TAVERN SITE PLAN 2026-** Request to renovate and reuse a 1,380 sq. ft. section of a former winery/mercantile commercial building as a restaurant with related site improvements. Located on Route 9 with public water and private sewer; Zoned C; Tax Map Parcel #181.-3-8; Owner Adirondack Coast Vineyards LLC; Applicant Willow Tavern; Engineer AEDA **SEQRA DETERMINATION & SKETCH/DETAILED PRELIMINARY PLAN APPROVAL**

**TOWN BOARD LIAISON COMMITTEE
MONTHLY REPORT
PLANNING & COMMUNITY DEVELOPMENT
JUNE 5, 2026**

◆ **Planning Board Agenda:**

- May 19, 2026- see attached summary of Planning Board Actions
- June 16, 2026- Planning Board Agenda

◆ **Town Board Items:**

- Vestibule Project- under contract
- BESS - Working on Local Law
- We Are Plattsburgh-Data Update
- Salt Shed- Waiting for Update on Lease from County
- Solar Waivers Coming to Town Board
- BMG Playground Update
- Upcoming CFAs
- Planning Technician Position
- Volunteer Appreciation

◆ **Meetings attended by Planning staff:**

- May 4- Planning Follow Up Meeting
- May 5- BMG Site Visit
- May 5- Monthly Planning & Zoning Meeting
- May 6- GIS Install
- May 7- Meeting with Renee, Dani, Jay (TDC)
- May 11- Michigan Fest Planning Committee
- May 12- CVES Project Status Review
- May 13- Robert Reynolds
- May 13-CCPT Advisory Committee
- May 14- Dept Head Meeting
- May 14-Sneak Peak CVES Plattsburgh Project
- May 14-BMG Playground with AES
- May 18- Meeting with Mall
- May 18-Meeting with Matt re: waivers
- May 18- David Coolidge
- May 18-Meeting with EDA
- May 18-Site Visit with County, TDC, EDA
- May 19- Traffic Safety Committee
- May 19- Meet with Kevin F.
- May 19- Planning Board Meeting
- May 20- Bid Opening
- May 20- Planning Tech Discussion
- May 26-BMG Concepts
- May 27-Sidewalk Conditions Study

- May 27- Meeting with Don Curry
- May 27-DWSP2 Review
- May 27-David Coolidge-Pre Sketch
- May 28- NLC Webinar
- May 29- EDA Partners Meeting

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

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

- Travis Baughn for Hamlin Heights (5/4/2026)

◆ **Comprehensive Planning**

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

◆ **Community Development**

- Hometown Hero Banners- All banners hung.
- TOP Dog winner Arthur- came in on 5/8/26 to claim his prize

HOUSING

- ARC/Housing Visions-Hamlin Heights (200 units and commercial space)
- Regan Development-Residences at Rugar (72 units)
- PHA/JCEO (70 units) Tech assistance for pro-housing

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

- BMG Phase 2+ - Remembrance Plaza under construction
- OSCGP Submitted
- NYPLAYS to be submitted
- 2026 CFAs to be submitted

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

- 3 alternate vacancies remain on Planning Board

◆ **Grants Re-cap**

- Pro Housing Communities \$1.5 Million for Rugar Sewer (awarded)
- WQIP Salt Shed Grant- awarded
- NYS Assembly-\$300k for BMG
- PAFB Stormwater (nonpoint source-NYDDEC) Awarded \$50K
- Climate Smart Communities (Comprehensive Plan) Awarded
- Pro Housing TAG- Awarded \$160,000
- Lake Champlain Water Quality -USACE (\$650K value)

◆ **Other**

Next Town Board Liaison Committee Update Meeting: ?

**TOWN OF PLATTSBURGH
PLANNING BOARD APPROVALS
MAY 19, 2026**

- ITEM #1 MORTENSEN SUBDIVISION 2026-** Request for a 2-lot subdivision of a 6.15-acre lot resulting in lot 1 being a 3.86-acre new buildable lot, and lot 2 being a 2.29-acre lot to be merged with an adjoining lot. Located on Wallace Hill Rd. and Durand Rd. with public water and public sewer; Zoned R2; Tax Map Parcel #193.-3-16.1; Owner/Applicant Andrew Mortensen; Surveyor Dean Lashway **SKETCH PLAN APPROVAL**
- ITEM #2 HAPPY KIDS EARLY LEARNING INC. SITE PLAN 2026-** Request to convert an existing restaurant space into a childcare facility with related site improvements. Located on Route 9 with public water and public sewer; Zoned SC; Tax Map Parcel #194.13-2-24; Owner Renata Ajmo; Applicant Julie Gilchrist; Engineer RMS **SEQRA DETERMINATION & SKETCH/DETAILED PRELIMINARY PLAN APPROVAL**
- ITEM #3 NORTH COUNTRY CROSS FIT SITE PLAN 2026-** Request to convert an existing garage space into a health and fitness facility with related site improvements. Existing house to remain. **USE VARIANCE REQUIRED** Located on Military Turnpike with public water and public sewer; Zoned T3C; Tax Map Parcel #220.2-1-1; Owner M. Garrand Properties LLC; Applicant Ian Passino; Engineer RMS **SKETCH PLAN APPROVAL**



Plattsburgh, NY

Detail Report

Account Summary

Date Range: 05/01/2026 - 05/31/2026

Account	Name	Beginning Balance	Total Activity	Ending Balance
Fund: AAA - General				
AAA.0000.0200.0000	CLAIM ON CASH - GENERAL gen check	346,229.46	-206,042.71	140,186.75
AAA.0000.0203.0000	NYCLASS General	5,639,726.90	16,813.01	5,656,539.91
AAA.0000.0203.0100	NYCLASS Park Deposit Treadwells Mills	2,917.24	8.70	2,925.94
AAA.0000.0203.0200	NYCLASS Park Deposit Cadyville	4,365.11	13.01	4,378.12
AAA.0000.0203.0300	NYCLASS Park Deposit Cliff Haven	4,841.11	14.43	4,855.54
AAA.0000.0203.0400	NYCLASS Park Deposit Everest Rabideau	6,053.71	18.05	6,071.76
AAA.0000.0203.0500	NYCLASS Park Deposit East Morrisonville	1,584.60	4.72	1,589.32
AAA.0000.0203.0600	NYCLASS Park Deposit May Carrier	4,488.01	13.38	4,501.39
AAA.0000.0203.0700	NYCLASS Park Deposit South Plattsburgh	1,982.71	5.91	1,988.62
AAA.0000.0203.0800	NYCLASS Park Deposit West Plattsburgh	3,449.84	10.28	3,460.12
AAA.0000.0203.0900	NYCLASS Park Deposit Wallace Hill	4,699.38	14.01	4,713.39
AAA.0000.0203.1000	NYCLASS MAUSOLEUM RESERVE	239,378.88	713.62	240,092.50
AAA.0000.0203.1200	NYClass Battlefield Memorial Gateway	87,702.24	261.45	87,963.69
	Total Fund: AAA - General:	6,347,419.19	-188,152.14	6,159,267.05
Fund: AMB - Ambulance				
AMB.0000.0200.0000	CLAIM ON CASH - AMBULANCE gen check	8,146.50	17.77	8,164.27
AMB.0000.0203.0000	NYCLASS Ambulance	183,768.39	547.83	184,316.22
	Total Fund: AMB - Ambulance:	191,914.89	565.60	192,480.49
Fund: DAA - Highway				
DAA.0000.0200.0000	CLAIM ON CASH - HIGHWAY gen check	279,115.54	-81,679.50	197,436.04
DAA.0000.0203.0000	NYCLASS Highway	1,455,540.18	4,339.23	1,459,879.41
	Total Fund: DAA - Highway:	1,734,655.72	-77,340.27	1,657,315.45
Fund: H21 - Plattsburgh Water System Improvements				
H21.0000.0200.0000	CLAIM ON CASH Water System Improvements	277,439.03	605.16	278,044.19
H21.0000.0203.0000	NYCLASS CASH SOURCE SUPPLY	2,428,564.34	7,239.97	2,435,804.31
	Total Fund: H21 - Plattsburgh Water System Improvements :	2,706,003.37	7,845.13	2,713,848.50
Fund: H23 - BULLIS ROAD REHAB				
H23.0000.0200.0000	CLAIM ON CASH Bullis Road Pump Station	561,798.95	1,225.42	563,024.37
	Total Fund: H23 - BULLIS ROAD REHAB:	561,798.95	1,225.42	563,024.37
Fund: H38 - CADYVILLE WASTEWATER TREATMENT PLANT				
H38.0000.0200.0000	Claim on Cash Cadyville WasteWater Treatment Plant	769,082.56	1,677.56	770,760.12
H38.0000.0203.0000	NYCLASS Cash	1,071,199.96	3,193.42	1,074,393.38
	Total Fund: H38 - CADYVILLE WASTEWATER TREATMENT PLANT:	1,840,282.52	4,870.98	1,845,153.50
Fund: H39 - Rugar Street Sewer Improvement				

Detail Report

Date Range: 05/01/2026 - 05/31/2026

Account	Name	Beginning Balance	Total Activity	Ending Balance
H39.0000.0200.0000	CLAIM ON CASH RUGAR SEWER IMP	472,455.25	1,030.54	473,485.79
		472,455.25	1,030.54	473,485.79
Total Fund: H39 - Rugar Street Sewer Improvement:				
Fund: H40 - BMG Park Phase 2A	CLAIM ON CASH BMG PARK PHASE 2	134,368.90	-30,759.49	103,609.41
		134,368.90	-30,759.49	103,609.41
Total Fund: H40 - BMG Park Phase 2A:				
Fund: SDB - Storm Drain	CLAIM ON CASH - BASE DRAIN gen check	135,445.21	295.44	135,740.65
	SDB NYCLASS	365,407.29	1,089.36	366,496.65
		500,852.50	1,384.80	502,237.30
Total Fund: SDB - Storm Drain:				
Fund: SLC - Consolidated Street Light	CLAIM ON CASH - STREET LIGTH gen check	23,910.56	-3,376.05	20,534.51
	NYCLASS Street Light	583,132.92	1,738.42	584,871.34
		607,043.48	-1,637.63	605,405.85
Total Fund: SLC - Consolidated Street Light:				
Fund: SSC - Consolidated Sewer	CLAIM ON CASH - CONS. SEWER ws check	258,217.10	22,023.82	280,240.92
	NYCLASS Cons. Sewer	8,882,799.90	26,481.20	8,909,281.10
		9,141,017.00	48,505.02	9,189,522.02
Total Fund: SSC - Consolidated Sewer:				
Fund: SWC - Consolidated Water	CLAIM ON CASH - CONS. WATER ws check	484,065.53	161,113.59	645,179.12
	NYCLASS Con. Water	11,021,637.88	32,857.47	11,054,495.35
		11,505,703.41	193,971.06	11,699,674.47
Total Fund: SWC - Consolidated Water:				
Fund: TCA - Custodial	TCA-Claim on Cash	104,877.19	-37,945.77	66,931.42
	PAYROLL CONS. CHECKING ACCOUNT	-1,913.49	1,913.49	0.00
		102,963.70	-36,032.28	66,931.42
Total Fund: TCA - Custodial:				
Fund: WSA - WS Admin	CLAIM ON CASH-WS ADMIN ws check	205,123.27	-134,583.98	70,539.29
	NYCLASS WSA	711,381.54	2,120.75	713,502.29
		916,504.81	-132,463.23	784,041.58
Total Fund: WSA - WS Admin:				
Grand Totals:		36,762,983.69	-206,986.49	36,555,997.20

Fund Summary

Fund	Beginning Balance	Total Activity	Ending Balance
AAA - General	6,347,419.19	-188,152.14	6,159,267.05
AMB - Ambulance	191,914.89	565.60	192,480.49
DAA - Highway	1,734,655.72	-77,340.27	1,657,315.45
H21 - Plattsburgh Water System Improven	2,706,003.37	7,845.13	2,713,848.50
H23 - BULLIS ROAD REHAB	561,798.95	1,225.42	563,024.37
H38 - CADDYVILLE WASTEWATER TREATMI	1,840,282.52	4,870.98	1,845,153.50
H39 - Rugar Street Sewer Improvement	472,455.25	1,030.54	473,485.79
H40 - BMG Park Phase 2A	134,368.90	-30,759.49	103,609.41
SDB - Storm Drain	500,852.50	1,384.80	502,237.30
SLC - Consolidated Street Light	607,043.48	-1,637.63	605,405.85
SSC - Consolidated Sewer	9,141,017.00	48,505.02	9,189,522.02
SWC - Consolidated Water	11,505,703.41	193,971.06	11,699,674.47
TCA - Custodial	102,963.70	-36,032.28	66,931.42
WSA - WS Admin	916,504.81	-132,463.23	784,041.58
Grand Total:	36,762,983.69	-206,986.49	36,555,997.20

TO THE TOWN BOARD OF THE TOWN OF PLATTSBURGH
PURSUANT TO SECTION 119 OF TOWN LAW, I HEREBY REN-
DER THE FOREGOING DETAILED STATEMENT OF ALL MONIES
RECEIVED AND DISBURSED BY ME, SUPERVISOR, DURING
THE MONTH OF May, 2026, AS
OF 05/31/2026

TOWN SUPERVISOR

DATE

Account#	Account Description	Fee Description	Qty	Local Share
A 2192	Masoleum Services	Cemetary Services	4	3,600.00
		Sub-Total:		\$3,600.00
A1255	Certified Copies	Certified Copies	33	560.00
	Conservation	Conservation	3	6.94
	Genealogical Services	Genealogical Services	1	22.00
	Marriage Ceremony Fee	Marriage Ceremony	4	240.00
	Vital Records	Marriage License Fee	4	70.00
		Sub-Total:		\$898.94
A12551	Fee Waiver by Town Board Resolution	Local Law Waiver of Fee	1	500.00
	Misc. Fees	Misc. Fees	1	100.00
		Sub-Total:		\$600.00
A2001	Parks & Recreation	Kayak Storage Rack	2	100.00
		Kayaking	4	40.00
		Sub-Total:		\$140.00
A20011	Building Rentals	Building Rentals	15	1,387.00
		Sub-Total:		\$1,387.00
A2110	Board of Appeals	Board of Appeals	5	584.00
		Sub-Total:		\$584.00
A2115	Ordinance Permits	Subdivision Recreation Fee	2	1,500.00
	Site Plan Fee	Sketch Site Plan Fee	2	300.00
	Subdivision Fees	Subdivision Preliminary Plan Fee	3	1,150.00
		Subdivision Sketch Plan Fee	2	250.00
		Sub-Total:		\$3,200.00
A2501	Licenses	Carnival	1	300.00
		Sub-Total:		\$300.00
A2544	Dog Licensing	Exempt Dogs	1	0.00
		Female, Spayed	22	336.00
		Female, Unspayed	3	51.00
		Male, Neutered	19	266.00
		Male, Unneutered	5	85.00
	Senior Discount	Senior Discount	24	-213.00
		Sub-Total:		\$525.00
A2555	Codes and Zones	Sign Permit	4	265.74
	Permits	Building Permits	21	2,178.75
		Sub-Total:		\$2,444.49

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$13,679.43
Amount paid to:	NYS Ag. & Markets for spay/neuter program			67.00
Amount paid to:	NYS Environmental Conservation			423.06
Amount paid to:	State Health Dept.for Marriage Licenses			90.00
Total State, County & Local Revenues:			Total Non-Local Revenues:	\$580.06

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Jonathan J. White, Town Clerk, Town of Plattsburgh, during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

 6/4/26



TOWN OF PLATTSBURGH
WATER AND WASTEWATER DEPARTMENT

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

Charles Kostyk
Supervisor

Dana M. Isabella
Deputy Supervisor

To: Honorable Charles Kostyk
Members of the Town Board

From: Water & Wastewater Department

RE: Water & Wastewater May Report

- Collected all required monthly samples, including handing out and collecting 75 bottles for Lead & Copper Sampling, and sampling for Dioxane at CWWTP.
- Meters read, and inventoried. Skip reports completed.
- Operation Reports to CCDH.
- There were 191 daily job orders. There were 166 locates for UDIG NY, including 4 Emergency locates.
- Monthly Plant & Pump Station Fire Extinguisher and Safety Check.
- There were three afterhours callout.
 1. We responded to a call to 1 Homestead Drive for a leaking meter.
 2. There was a callout to 1 Angel Avenue requesting a turn off due to the bathroom flooding.
 3. OES received a call from a resident on Ladue Street in Schuyler Falls, the caller stated a fire hydrant had been running since mid-morning (8 hours +) and was causing a potential flooding situation and making a big hole. We got there and found a new hydrant on the new main was left on by the contractor doing the work. We shut the hydrant off. The contractor was questioned the following day and had forgot to turn it off.
- Checked all MLV's for hydrant replacement on Brookside Avenue.
- Marked out Banker Road for exploratory excavation looking for 2" galvanized water main.
- Towers were overflowing had to reset SCADA.
- Got measurements from existing manhole for the engineer working on CC Fairground connection to the sewer main project.
- Flushing Quarry Road dead end.
- SIU sampling at Swarovski.
- Jetting and televising sewer mains on Tom Miller Road and Melody Lane.
- One operator doing online training.
- Continued flushing Quarry Road dead end.
- Jet and televised storm sewer at T.O.P. parking lot and found the pipe was collapsed.

- Replaced shut off for blow off on Military Turnpike.
- Checked 10 MLV's to confirm they were open and did a new fire flow test for MEDISCA who is having issues passing their fire flow pump test.
- Located and repaired the shut off for 2 Valcour Boulevard.
- Removed failed motor on Muffin Monster at I-87 Lift Station.
- Excavated leak on Route 9. This is not a W/WW leak, it appears to be a 4" clay tile drainage line. NYSDOT was notified and their presence was requested on-site. They said it was not theirs (even though it's in their right of way). We notified City of Plattsburgh DWP and TOP Highway. No one seemed to know anything about it.
- SIU sampling at Saranac Power Partners/Falcon.
- Met with contractor installing new water main in Schuyler Falls. There was a request for us to use the Vacall to attempt to locate the existing water main in 3 locations.
- Jetting and televising the sewer main through Champlain Centre's to NYS Route 3.
- Top soil restoration.
- Collected all information for repairs of failing manholes in Champlain Centre, and placed order.
- Installed summer doors at CWWTP and Well 6.
- Excavated on Banker Road, City of Plattsburgh came with their line tracer and connected to the 2" galvanized line but were still unable to trace.
- Televised storm sewer on Route 3 for NYSDOT who had a sinkhole developing.
- Excavated Route 9 4" clay tile leak again and attempted to repair at the request of NYSDOT. The original leak stopped but another joint started to leak.
- Found and fixed the shut off at 2 Washington Place.
- Met with NYSDOT regarding setting a light pole at the intersection of NYS Route 9 and Connecticut Road.
- Made repairs to a hydrant that was hit by a vehicle that fled the scene at Rugar Street Extension.
- Mowing.
- Picked up manhole grade rings at Crest Haven Pre-Cast in Burke.
- Vacall to look for existing water main in Schuyler Falls, had no luck.
- Cleaned digester, clarifier, and manholes at CWWTP.
- Top soil restoration.
- Installed a meter pit and lawn hydrant at the mausoleum.
- Installed grade rings on manholes on Trade Road and NYS Route 9.
- Assisted Park & Rec with installing drainage tile at Cliff Haven Rec Park.
- Handed out "Interruption of Service" flyers on Brookside Avenue for upcoming hydrant replacement project.
- Vehicle and equipment maintenance and repairs for W/WW, P&R, and Facilities Department.

TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026

Resolution No. 026-154

Declaration of July as Official Michigan Month

WHEREAS, regional food icons are an integral part of community, economy, and culture; and

WHEREAS, similar to our neighbors that are known for such delicacies as poutine, garbage plates, Coney dogs, and Buffalo wings; and

WHEREAS, Plattsburgh, and our corner of the North Country, is known for the Michigan dog; and

WHEREAS, the Michigan is a delicious hot dog served in a split-top bun topped with a specially seasoned meat sauce served with or without mustard and onions; and

WHEREAS, the Michigan has been an iconic food landmark and local favorite for more than 90 years; and

WHEREAS, the Town of Plattsburgh is the home of the Michigan, with the highest concentration of Michigan restaurants, which have been staples in the community for decades; and

WHEREAS, July 15th is National Hot Dog Day and Americans consume over 150 million hot dogs on Independence Day; and

WHEREAS, the Michigan is forever “buried” in regional culture; now, therefore be it

RESOLVED, that the Town Board does hereby declare the month of July *Michigan Month* in the Town of Plattsburgh.

Motion: **Dana M. Isabella**

Seconded by: **Daniel A. Bosley**

Discussion: **Mr. Kostyk** – There will be a July 1st press conference, passports ready that day as well as T-shirts.

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



**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-155

**Appointment of Alicia Blanchard
– JCEO Board of Directors**

WHEREAS, the Town Supervisor has recommended the appointment of Alicia Blanchard to serve as the Town of Plattsburgh's representative on the JCEO Board of Directors; and

WHEREAS, Ms. Alicia Blanchard has expressed her willingness to serve and has demonstrated a strong commitment to meeting the needs of the community; now, therefore be it

RESOLVED, that the Town Board of the Town of Plattsburgh hereby approves the appointment of Alicia Blanchard to replace the appointment of Wendy Baker to the JCEO Board of Directors; and be it further

RESOLVED, that said appointment shall be for a term commencing immediately and expiring in the year 2033.

Motion: Daniel A. Bosley

Seconded by: Ilona M. Kelting

Discussion: None

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



**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-156

**Resolution Adopting Local Law No.3 of 2026 –
A Local Law Providing Immunity for Town
Actions from Town Zoning Ordinance and
Subdivision Regulations**

WHEREAS, a resolution was duly adopted by the Town Board of the Town of Plattsburgh for a public hearing to be held by said Governing Body on June 18th, 2026 at 6:05pm at the Town of Plattsburgh, 151 Banker Road, Plattsburgh New York to hear all interested parties on a proposed Local Law entitled Local Law No. 3 of 2026 –A Local Law Providing Immunity for Town Actions from Town Zoning Ordinance and Subdivision Regulations ; and

WHEREAS, notice of said public hearing was duly advertised in the Press Republican, the official newspaper of said Town, on June 10th, 2026; and

WHEREAS, said public hearing was duly held on June 18th, 2026 at 6:05pm at 151 Banker Road, Plattsburgh, New York and all parties in attendance were permitted an opportunity to speak on behalf of or in opposition to said Proposed Local Law, or any part thereof; and

WHEREAS, pursuant to part 617 of the implementing regulations pertaining to article 8 State Environmental Quality Review Act (SEQRA) it has been determined by the Town Board of the Town of Plattsburgh that this is a Type II action and no further review will be and could be processed by other applicable governmental agencies without further regard to SEQRA; and

WHEREAS, the Town Board of the Town of Plattsburgh, after due deliberation, finds it in the best interest of said Town to adopt said Local Law; therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh hereby adopts said Local Law No. 3 of 2026–A Local Law Providing Immunity for Town Actions from Town Zoning Ordinance and Subdivision Regulations, a copy of which is attached hereto and made a part of this resolution; and be it further

RESOLVED, that the Town Clerk is hereby directed to enter said Local Law in the minutes of this meeting and in the Local Law Book of the Town of Plattsburgh, and to give due notice of the adoption of said Local Law to the Secretary of State of New York; and be it further

RESOLVED, that a copy of this resolution be provided to the Planning & Community Development Department and Codes & Zoning Department for their records.



Motion: Dana M. Isabella

Seconded by: Daniel A. Bosley

Discussion: None

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



Town of Plattsburgh Local Law No. 3 of 2026

Section 1. Title

A local law to provide exemptions from the Town Zoning Ordinance and Subdivision Regulations for Town Projects

Section 2. Authority

This Local Law is enacted pursuant to the provisions of Section 10 of the Municipal Home Rule Law of the State of New York.

Section 3. Purpose and Intent

It is the intent of this Local Law to specifically provide for the exemption of Town projects and activities from the Town's Zoning Ordinance and Subdivision Regulations.

Section 4. Description of Town Exemption

Notwithstanding any other provision of this chapter, any action or subdivision proposed or undertaken by the Town of Plattsburgh, or on behalf of the Town with the Town's written authorization, shall be exempt from the provisions of the Town Zoning Ordinance and Subdivision Regulations. Notwithstanding this exemption, the Town Board may seek non-binding advisory review from the Town Planning Board and/or Zoning Board of Appeals for any such proposed Town action. This exemption specifically does not apply to the provisions of the State Environmental Quality Review Act (SEQRA) or other State or Federal requirements but is limited only to requirements of the Town of Plattsburgh. The Town Board may choose by simple majority vote to require a public hearing for any instance where exemption is being claimed.

Section 5. Severability

The invalidity of any clause, sentence, paragraph or provision of this Local Law shall not invalidate any other clause, sentence, paragraph or part thereof.

Section 6. Repealer

Any Local Laws or Ordinances or parts of Local Laws or Ordinances in conflict with any part of this Local Law are hereby repealed.

Section 7. Effective Date

This Local Law shall take effect upon approval by the Town Board and filing with the New York Secretary of State.

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-157

**Authorizing the Highway Superintendent
to Start the 2026 Paving Program**

WHEREAS, Greg Burnell, Highway Superintendent has identified the Town Roads that are in greatest need of repair with a total estimated cost of \$285,000.00; and

WHEREAS, funding for the 2026 road paving, repair and improvement program is to be taken from the following accounts: DAA.5110.4200.0000, DAA.5112.2000.000 and DAA.5112.4200.0000; therefore, be it

RESOLVED, that the Town Board does hereby authorize the Highway Superintendent to spend the appropriated funds to implement the aforementioned 2026 Road Paving Program with paving to take place on roads as recommended by the Highway Superintendent; and it is further

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

Motion: Dana M. Isabella

Seconded by: Ilona M. Kelting

Discussion: None

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



TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.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

To: Charles Kostyk & Town Board Members

From: Greg Burnell, Highway Superintendent

Date: June 18, 2026

Re: Section 284 Expenditure of Highway Moneys resolution request

I am requesting a Town Board Resolution to accept the attached tentative Section 284 of the Highway Law 2026 Expenditures Paving list. The cost of milling cannot be determined in advance but will add to the total cost. The funds will be coming out of account DAA.5110.4200.000, DAA.5112.2000.0000, and DAA.5112.4200.0000.

Feel free to contact me if you have any questions. Thank you.

Sincerely,

Greg Burnell
Highway Superintendent



TOWN OF PLATTSBURGH

HIGHWAY DEPARTMENT

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HIGHWAY SECRETARY
KAREN PROVOST

PAVING 2026 (subject to change)

	<u>Mileage</u>	<u>Estimated Tons</u>	<u>Estimated cost</u>
Smithfield Blvd.	.7	3,600	\$260,000.00
		Milling Est.	\$ <u>25,000.00</u>
		TOTAL	\$285,000.00

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-158

Twinstate Maintenance Renewal Agreement

WHEREAS, the Town of Plattsburgh maintains a Maintenance Agreement with Twinstate to provide telephone hardware, software and system support; and

WHEREAS, Twinstate has submitted the service details and pricing to the Town for service from September 1, 2026 to August 31, 2027; and

WHEREAS, the Town Board has provided, within the General Fund of the Town of Plattsburgh 2026 Budget, for the approval of the service details and pricing of our on-going contract with Twinstate in the amount of \$7,889.11; therefore be it

RESOLVED, that the contract service details and pricing, submitted by Twinstate, be approved and the Supervisor is authorized to execute the same for the Town of Plattsburgh; and be it further

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

Motion: **Ilona M. Kelting**

Seconded by: **Dana M. Isabella**

Discussion: **Mr. Kostyk** – Jennifer Whitney (Finance Manager) did a good work on amending/updating this agreement.

	<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				



Date	Invoice
07/01/2026	5151661R
Account	
C-100158	

Bill To:
Town of Plattsburgh Attn: Accounts Payable 151 Banker Road Plattsburgh, NY 12901 United States

Ship To
Town of Plattsburgh 151 Banker Road Plattsburgh, NY 12901 United States

Terms	Due Date	PO Number	Reference
NET 15	07/16/2026		

Sourcewell Contract#120122-MBS
Titanium Coverage from 9/1/26 - 8/31/27
Mitel Premium Software Assurance Coverage 11/1/26 - 10/31/27

Service Details	Quantity	Price	Amount
-----------------	----------	-------	--------

Billable Service Details

*Titanium Covered Equipment List** 3300 MXe III Controller, QTY 1 MXe III and CX/i II 1GB RAM Module Upgrade, QTY 1 Analog Services Unit (ASU) II, QTY 1 3300 MXe III 160G SATA HDD--E43, QTY 1 3300 Tenanting Opaton, QTY 1 3300 24 Port ONSP Card, QTY 1 UCCv4.0 Basic to STND for Enterprise, QTY 5 3300 - NETWORK LINK LIC--MITLIC, QTY 1 MiCClient License Peering Adv Server , QTY 1 MiCClient License Federation Adv Server, QTY 1 AS 3.0 Virtual Appliance, QTY 1 Embedded Digital Trunk Module, QTY 1 IP Telephone, QTY 50 Advance Voicemail Option--MITLIC, QTY 1 Voicemail Box License, QTY 160 MCD License, QTY 55 Mitel 3300 System Upgrade, QTY 1 Agreement Discount	1.00	\$6,750.48	\$6,750.48
--	------	------------	------------

Specific Exclusions Digital Phones, Wireless
Headsets/Handsets/Speaker Phones, Fax Server
Expected Tax Amount Is Included In The Invoice Total

Mitel Premium Software Assurance	1.00	\$1,138.63	\$1,138.63
----------------------------------	------	------------	------------

SYSID: 28890232 MiCollab Virtual (MiCollab)
SWA MiVBus UC Premium, QTY 45

SYSID: 35829802 UCC/ULM (Mitel Unified Collaboration and
Communications)
SWA MiVBus UC Premium, QTY 24

SYSID: 43016584 3300MXeII (MiVoice Business)
SWA MiVBus UC Premium, QTY 151

Downpayment Invoice

Total Service Details: \$7,889.11

A signed purchase order with the Sourcewell contract number on it is required for ordering the SWA.

1.5% per month charged on overdue invoices

Make checks payable to Twinstatate Technologies
Email accounting@twinstatate.com for questions or inquiries

Incorporated as Twinstatate/Voice.Data.Video.Inc.
Women-Owned Business Enterprise

Invoice Subtotal:	\$7,889.11
Sales Tax:	\$0.00
Invoice Total:	\$7,889.11
Payments:	\$0.00
Credits:	\$0.00
Balance Due:	\$7,889.11

TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026

Resolution No. 026-159

Corrective Easement Authorization Delaware
River Solar Benny Blake Road Project

WHEREAS, the Delaware River Solar Benny Blake Site Plan and Special Use Permit project identified the need for an access easement over lands of the Town of Plattsburgh known as Benny Blake Road in order to develop access for the proposed project; and

WHEREAS, the proposed corrective easement-in-gross identifies an approximate 49.50 foot wide and 1639-foot-long access easement along the eastern property line of the recently subdivided parcel identified in Schedule A of the draft easement for consideration; and

WHEREAS, the project is subject to the Solar Local Law, Zoning Ordinance, and all conditions set forth in the Detailed Preliminary Plan approval by the Planning Board as well as those to be applied by the Codes and Zoning Department for building permits and energization; now therefore be it

RESOLVED, that the Town Supervisor be authorized to sign said Corrective Easement, that it be filed with the necessary forms at Clinton County, and that a certified copy of said resolution be returned the Planning & Community Development Department and the Project Representative and Counsel.

Motion: **Ilona M. Keling**

Seconded by: **Daniel A. Bosley**

Discussion: **None**

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





Brandi B Lloyd, County Clerk
137 Margaret St
Ste 101
Plattsburgh, NY 12901-2966
(518) 565-4700

Clinton County Clerk Recording Cover Sheet

Received From :
TOWN OF PLATTSBURGH
151 BANKER ROAD
PLATTSBURGH, NY 12901

Return To :
TOWN OF PLATTSBURGH
151 BANKER ROAD
PLATTSBURGH, NY 12901

First 1ST PARTY (---OR)
TOWN OF PLATTSBURGH

First 2ND PARTY (---EE)
NY PLATTSBURGH II LLC

Instr Number : 2026-00350491

Index Type : Land Records

Type of Transaction : Easement

Recording Fee : \$75.00

Recording Pages : 6

The Property affected by this Instrument is situated in Plattsburgh (Town),
in the County of Clinton, New York

Real Estate Transfer Tax

RETT # : 1917
Deed Amount : \$0.00
RETT Amount : \$0.00
Total Fees : \$75.00

State of New York

County of Clinton

I hereby certify that the within and foregoing was
recorded in the Clerk's office for Clinton County,
New York

On (Recorded Date) : 05/21/2026

At (Recorded Time) : 9:17:00 AM



Doc ID - 011494670006

Brandi B Lloyd, County Clerk



This sheet constitutes the Clerks endorsement required by Section 319 of Real Property Law of the State of New York

Entered By: ELYON Printed On : 05/21/2026 At : 9:18:47AM

CORRECTIVE
ACCESS EASEMENT

THIS CORRECTIVE ACCESS EASEMENT is made the 21st day of May, 2026, between **TOWN OF PLATTSBURGH**, a municipal corporation of the State of New York having its principal place of business at the Town Hall, 151 Banker Road, Plattsburgh, New York 12901, *party of the first part (Grantor)*, and **NY PLATTSBURGH II, LLC**, a New York limited liability company having a mailing address of 228 Aviation Avenue, Suite 200, South Burlington VT 05403, *party of the second part (Grantee)*.

WITNESSETH

WHEREAS, *the party of the first part (Grantor)*, are owners of lands known as Benny Blake Road ("Benny Blake Road"); and

WHEREAS, said Benny Blake Road abuts Lot 2 as shown on the Subdivision Plat recorded on December 23, 2025 with the Clinton County Clerk as Document ID: 2025-003481165; owned now by Daid Markel and now leased by *the party of the second part (Grantee)*, ("Merkel Parcel"), to have an access driveway entering from Benny Blake Road; and

WHEREAS, *the party of the second part (Grantee)*, has received "Site Plan Approval" and "Special Use Permit Approval" (the "Project Approvals") from the Planning Board of the Town of Plattsburgh pursuant to Resolution No. 25-45 dated August 19, 2025 to construct and operate a Tier 3 Solar Energy System ("the Project") as defined in the Town of Plattsburgh Solar Energy Law on a portion of the Merkel Parcel; and

WHEREAS, *the party of the first part (Grantor)*, has agreed to provide to *the party of the second part (Grantee)* an approximate 49.50 foot wide and 1,639 foot long access easement on Benny Blake Road along the eastern property line of the Merkel Parcel, as described in Schedule A. Such access easement extends south from the northeast boundary line of the Merkel Parcel as shown on the Subdivision Plat recorded on December 23, 2025 with the Clinton County Clerk as Document ID: 2025-003481165;

NOW THEREFORE, *the party of the first part (Grantor)*, in consideration of **One Dollars (\$1.00)** lawful money of the United States, and other good and valuable consideration given or paid by *the party of the second part (Grantee)*, does hereby grant: convey and release unto, *party of the second part (Grantee)*, its successors and assigns, an access easement located within the lands of Benny Blake Road hereinafter described on Schedule A, attached hereto and which is referred to and made a part hereof, for purposes of construction, operations and maintenance of the Project as set forth below. This access easement shall terminate upon completion of decommissioning of the Project in accordance with the applicable decommissioning plan or permit requirements.

TOGETHER WITH the right, privilege and authority of *the party of the second part (Grantee)* to enter upon, in, over and across the easement area (a) access the Merkel Parcel and (b) to construct, improve, and maintain the Project, including any installation of any catch basins, drainage pipe, drainage swales and other improvements necessary to collect, convey, and control stormwater due to any improvements or use of the easement area, together with the right to operate, maintain, inspect, protect, replace, repair, refurbish, relocate, alter, modify any improvements, parts or other equipment associated with said easement including improvements to facilitate the purposes set forth in this easement and the right now and from time to time hereafter to trim, cut or remove, by manual, mechanical and chemical means, trees, roots, brush and other obstructions within said permanent easement area which would otherwise interfere with or potentially disrupt the ability of *the party of the second part (Grantee)* to exercise its easement rights herein granted, provided that, all such work shall be done in compliance with any permit conditions, laws or regulations of the Town of Plattsburgh.

TOGETHER WITH the appurtenances and all estate and rights of *the party of the first part (Grantor)* in and to said premise to have and to hold the aforementioned premises.

TOGETHER WITH this right for *the party of the second part (Grantee)* to assign this easement, in whole or in part, or to grant sub-easements, without the consent of *party of the first part (Grantor)*, with any such assignment not resulting in a termination of this easement and that *the party of the second part (Grantee)* be released from obligations and liabilities accruing after the date such obligations and liabilities are assumed by the assignee, provided that the *party of the second part (Grantee)* give notice to the *party of the first part (Grantor)* of any such assignment within thirty (30) days of the effective date of such assignment, including the contact information for any such assignee.

The *party of the second part (Grantee)*, by and as evidenced acceptance of this easement and recording of the same, agrees as a condition of this grant of easement, whenever any work is done, now or in the future, within the easement area on the lands (premises) of *party of the first part (Grantor)*, its successors or assigns, that *party of the second part (Grantee)* will restore the surface of said

easement area, to substantially the same condition as before the work was commenced, without expense or charge to the *party of the first part (Grantor)*.

IT IS FURTHER a condition of this grant for this easement purposes that *the party of the second part (Grantee)* shall pay the cost of guarding adequately all excavations made by the *party of the second part (Grantee)* under this grant and shall save harmless and indemnify the *party of the first part (Grantor)* from any injury to it, its property, invitees or to the public which may occur through the negligence of the *party of the second part (Grantee)* or its employees or representatives in the construction, utilization and maintenance of the facilities constructed or placed by the *party of the second part (Grantee)* within the bounds of the said grant, provided the claimant complies with all provisions of Article 4 of the General Municipal Law.

AND said *party of the first part (Grantor)* warrants that it owns the fee simple title to the land and property hereinbefore described. This grant and conveyance shall be binding upon the parties hereto, their respective successors and assigns for so long as this easement remains effective.

AND the purpose of this Corrective Access Easement is to correct the description attached to that certain Access Easement from *party of the first part (Grantor)* to the *party of the second part (Grantee)*, dated February 25, 2026, and recorded in the office of the Clinton County Clerk on March 2, 2026 as **Instrument No. 2026-00349239**.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, the party of the first part (Grantor) has duly executed this Corrective Access Easement on the day and year first above written.

TOWN OF PLATTSBURGH

By: Charles A. Kostyk
Name: Charles A. Kostyk
Title: Town Supervisor

STATE OF NEW YORK)
COUNTY OF CLINTON) ss.:

On this 19th day of May, 2022, before me, the undersigned, a Notary Public in and for said State, personally appeared Charles A. Kostyk, personally known to me or proved to me to be on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the individual or the entity upon behalf of which the individual acted, executed the instrument.

WITNESS my hand and official seal.

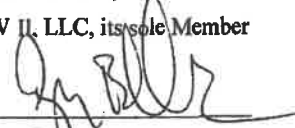
Michele Buckminster
Notary Public
My Commission Expires:

MICHELE BUCKMINSTER
NOTARY PUBLIC, STATE OF NEW YORK
NO. 01BU6341108
QUALIFIED IN CLINTON COUNTY
COMMISSION EXPIRES MAY 2, 2028

IN WITNESS WHEREOF, the *party of the second part (Grantee)* has duly executed this Corrective Access Easement on the day and year first above written.

NY PLATTSBURGH II, LLC

By: BXW II, LLC, its sole Member

By: 

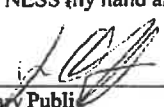
Name: Gregg H. Beldock

Title: Co-Manager

STATE OF VERMONT)
COUNTY OF CHITTENDEN) ss.:

On this 13th day of May, before me, the undersigned, a Notary Public in and for said State, personally appeared Gregg H. Beldock, personally known to me or proved to me to be on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her authorized capacity, and that by his/her signature on the instrument, the individual or the entity upon behalf of which the individual acted, executed the instrument.

WITNESS my hand and official seal.


Notary Public

My Commission Expires: 1/31/27

Jessica O'Hearn
Notary Public State of Vermont
My Commission No.: 157.0005660
My Commission Expires: 1/31/2021

SCHEDULE A

Easement Area

All that certain piece or portion of lands in the Town of Plattsburgh, County of Clinton and State of New York being part of a town road known as Benny Blake Road and being depicted as "Permanent Access Easement" on the Easement plan entitled, "Easement Plan prepared for Bullrock for the Delaware River Site Plan (Benny Blake Road)..." dated December 30, 2025 and being more particularly described as follows;

POINT OF BEGINNING is at an "RMS" capped iron rod set in westerly boundary of Benny Blake Road at the southeasterly corner of "Lot 1" and the northeasterly corner of "Lot 2" as depicted on the above referenced easement plan said point being the northwesterly corner of the herein described parcel.

Thence turning and running easterly across and through said Benny Blake Road, N 84°03'42" E a distance of 49.50' to a point in the westerly boundary of lands now or formerly of Linda Sullivan by virtue of Deed Instrument # 2016-281179;

Thence turning and running southerly along the westerly boundary of said lands of Linda Sullivan and the easterly boundary of said Benny Blake Road, S 05°56'46" E a distance of 1,638.99' to a point;

Thence turning and running westerly across and through said Benny Blake Road, S 84°03'14" W a distance of 49.50' to a point in the easterly boundary of lands of David Merkel by virtue of Deed Liber 915 Page 195;

Thence turning and running northerly along the easterly boundary of said lands of David Merkel and the westerly boundary of said Benny Blake Road, N 05°56'46" W a distance of 1,639.00' to the **POINT OF BEGINNING**.

THE HEREIN described parcel contains 81,130.22 sq. ft., or 1.86 acres of land.

TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026

Resolution No. 026-160

Notice of Public Hearing on the Sale of
Crypts and Niches at the Plattsburgh
Community Mausoleum

WHEREAS, in a legal action by the State of New York to dissolve the corporate existence of Whispering Maples Memorial Gardens, Inc., on January 6, 2016, did place the mausoleum facility and property (Tax Map 206.-6-6) into receivership; and,

WHEREAS, pursuant to Sections 1101, 1102, and 1109 of the Not-For-Profit Corporate Law, said property was transferred to and vested in the Town of Plattsburgh on February 24, 2020, by Supreme Court State of New York Clinton County court action; and,

WHEREAS, the facility has been known as the Town of Plattsburgh Community Mausoleum since the date of possession; and,

WHEREAS, the Town of Plattsburgh established initial Policies and Procedures for the Plattsburgh Community Mausoleum which stated in part, that no new purchases of lots, crypts, or niches will be allowed; and,

WHEREAS, the Town Board of the Town of Plattsburgh endeavors to begin the sale of Crypts and Niches at the Town of Plattsburgh Community Mausoleum; and,

WHEREAS, the Town Board of the Town of Plattsburgh deems it necessary and in the best interest of the community to establish new fees and charges for crypts and niches at the Plattsburgh Community Mausoleum;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Plattsburgh acknowledges its legal responsibility for maintaining the Plattsburgh Community Mausoleum facility and property in perpetuity, and after review of these obligations finds that the best interests of the community would be served by holding a public hearing to discuss the same; and be it further

RESOLVED, that the Town Clerk is hereby authorized and directed to cause notice of a public hearing regarding the proposal of selling crypts and niches at the Plattsburgh Community Mausoleum, in accordance with Town Law; and it is further

RESOLVED, that a public hearing be held on July 9, 2026 at 6:05 p.m. for the purpose of hearing all persons for and against this action to be held at Town of Plattsburgh Town Hall Offices, 151 Banker Road, Plattsburgh, New York 12901; and be it further



RESOLVED, that a copy of this resolution be provided to the Town Clerk and Town Supervisor.

Motion: Daniel A. Bosley

Seconded by: Dana M. Isabella

Discussion: Mr. Kostyk – Made clarifying comments.

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



**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-161

**The Agricultural and Industrial
Fair of Clinton County, Inc.**

WHEREAS, the Town Clerk has received an application with the fee (a check, for the amount of six-hundred dollars) for a license to conduct and operate a place of public amusement within the Town of Plattsburgh, from the Agricultural & Industrial Fair of Clinton County, Inc., at the Clinton County Fairgrounds; and

WHEREAS, upon the applicant receiving the issuance of a New York State Certificate of Inspection by the Code Enforcement Officer indicating full compliance and it will be submitted to the Town Clerk's office; therefore, be it

RESOLVED, that after review of the certificate of insurance naming the Town of Plattsburgh as additional insured, the Town Clerk is hereby authorized to issue said license for the period from Monday, July 13, 2026 through Saturday, July 18, 2026; and, be it further

RESOLVED, that a copy of this Resolution be given to the Finance Manager and Codes Enforcement Officer.

Motion: **Ilona M. Kelting**

Seconded by: **Dana M. Isabella**

Discussion: **None**

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



RECEIVED

JUN 23 2026

APPLICATION

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

TOWN CLERK'S OFFICE
TOWN OF PLATTSBURGH

Date

6/23/26

TO THE TOWN BOARD OF THE TOWN OF PLATTSBURGH

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

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

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

Clinton County Fair, Clinton County
The Agricultural & Industrial Fair of Clinton Co., Inc.
(if a corporation or firm, please state name and type of business)

at 84 Fairgrounds Rd. within the Town of Plattsburgh
for the term of July 13-18, 2026
(specific dates)

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

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

YOU MUST SUBMIT THE FOLLOWING WITH YOUR APPLICATION:

(For outdoor theatre use only)

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

PLEASE PRINT

Name The Agricultural + Industrial Fair of Clinton Co., Inc.

Address 84 Fairgrounds Road
Morrisonville, Ny 12962

Phone No. 518-561-7998

Wendy Plympton, Treasurer
(Signature of Applicant or Officer if
a corporation)

TO BE FILLED IN BY TOWN CLERK

Application filed on the 23rd day of June, 20 26

Application ☐ approved ☐ rejected by the Town Board on _____, 19 _____

Town Clerk

License No. _____ issued on the _____ day of _____
19 _____

Town Clerk

CERTIFICATE OF WORKERS' COMPENSATION INSURANCE

***** 146030804
THE AGRICULTURAL & INDUSTRIAL
FAIR OF CLINTON COUNTY INC
PO BOX 280
MORRISONVILLE NY 12962



SCAN TO VALIDATE
AND SUBSCRIBE

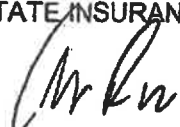
POLICYHOLDER THE AGRICULTURAL & INDUSTRIAL FAIR OF CLINTON COUNTY INC PO BOX 280 MORRISONVILLE NY 12962		CERTIFICATE HOLDER TOWN OF PLATTSBURGH 151 BANKER ROAD PLATTSBURGH NY 12901	
POLICY NUMBER A 827 324-5	CERTIFICATE NUMBER 318214	POLICY PERIOD 01/01/2026 TO 01/01/2027	DATE 6/23/2026

THIS IS TO CERTIFY THAT THE POLICYHOLDER NAMED ABOVE IS INSURED WITH THE NEW YORK STATE INSURANCE FUND UNDER POLICY NO. 827 324-5, COVERING THE ENTIRE OBLIGATION OF THIS POLICYHOLDER FOR WORKERS' COMPENSATION UNDER THE NEW YORK WORKERS' COMPENSATION LAW WITH RESPECT TO ALL OPERATIONS IN THE STATE OF NEW YORK, EXCEPT AS INDICATED BELOW, AND, WITH RESPECT TO OPERATIONS OUTSIDE OF NEW YORK, TO THE POLICYHOLDER'S REGULAR NEW YORK STATE EMPLOYEES ONLY.

IF YOU WISH TO RECEIVE NOTIFICATIONS REGARDING SAID POLICY, INCLUDING ANY NOTIFICATION OF CANCELLATIONS, OR TO VALIDATE THIS CERTIFICATE, VISIT OUR WEBSITE AT [HTTPS://WWW.NYSIF.COM/CERT/CERTVAL.ASP](https://www.nysif.com/cert/certval.asp). THE NEW YORK STATE INSURANCE FUND IS NOT LIABLE IN THE EVENT OF FAILURE TO GIVE SUCH NOTIFICATIONS.

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS NOR INSURANCE COVERAGE UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICY.

NEW YORK STATE INSURANCE FUND


DIRECTOR, INSURANCE FUND UNDERWRITING

VALIDATION NUMBER: 170398113



Workers'
Compensation
Board

CERTIFICATE OF INSURANCE COVERAGE DISABILITY AND PAID FAMILY LEAVE BENEFITS LAW

PART 1. To be completed by Disability and Paid Family Leave Benefits Carrier or Licensed Insurance Agent of that Carrier

1a. Legal Name & Address of Insured (use street address only)
THE AGRICULTURAL & INDUSTRIAL FAIR OF CLINTON COUNTY INC
P O BOX 280
MORRISONVILLE, NY 12962

1b. Business Telephone Number of Insured
(518) 561-7998

Work Location of Insured (Only required if coverage is specifically limited to certain locations in New York State, i.e., a Wrap-Up Policy)

1c. Federal Employer Identification Number of Insured or Social Security Number
146030804

2. Name and Address of Entity Requesting Proof of Coverage
(Entity Being Listed as the Certificate Holder)

TOWN OF PLATTSBURGH
151 BANKER ROAD
PLATTSBURGH, NY 12901

3a. Name of Insurance Carrier

New York State Insurance Fund (NYSIF)

3b. Policy Number of Entity Listed in Box "1a"

DBL 2102 19 - 3

3c. Policy effective period

07/01/2025

to

07/01/2027

4. Policy provides the following benefits:

- ☒ A. Both disability and paid family leave benefits
☐ B. Disability benefits only
☐ C. Paid family leave benefits only

5. Policy covers:

- ☒ A. All of the employer's employees eligible under the NYS Disability and Paid Family Leave Benefits Law
☐ B. Only the following class or classes of employer's employees:

Under penalty of perjury, I certify that I am an authorized representative or licensed agent of the insurance carrier referenced above and that the named Insured has NYS Disability and/or Paid Family Leave Benefits insurance coverage as described above.

Date Signed 6/23/2026

By

Kristin Markwica

(Signature of Insurance carrier's authorized representative or NYS Licensed Insurance Agent of that insurance carrier)

Telephone Number (866) 697-4332

Name and Title Kristin Markwica, Head of Disability Insurance Unit

IMPORTANT: If Box 4A and 5A are checked, and this form is signed by the insurance carrier's authorized representative or NYS Licensed Insurance Agent of that carrier, this certificate is COMPLETE. Mail it directly to the certificate holder.

If Box 4B, 4C or 5B is checked, this certificate is NOT COMPLETE for purposes of Section 220, Subd. 8 of the NYS Disability and Paid Family Leave Benefits Law. It must be mailed for completion to the Workers' Compensation Board, DB Plans Acceptance Unit, PO Box 5200, Binghamton, NY 13902-5200

PART 2. To be completed by the NYS Workers' Compensation Board (Only if Box 4C or 5B of Part 1 has been checked)

State of New York Workers' Compensation Board

According to information maintained by the NYS Workers' Compensation Board, the above-named employer has complied with the NYS Disability and Paid Family Leave Benefits Law with respect to all of his/her employees.

Date Signed _____

By _____

(Signature of Authorized NYS Workers' Compensation Board Employee)

Telephone Number _____

Name and Title _____

Please Note: Only insurance carriers licensed to write NYS disability and paid family leave benefits insurance policies and NYS licensed insurance agents of those insurance carriers are authorized to issue Form DB-120.1. Insurance brokers are NOT authorized to issue this form.

***** RECEIPT *****

Date: 06/23/26

Receipt#: 48909

Quantity	Transactions	Reference	Subtotal
1	Carnival	378	\$600.00
Total Paid:			\$600.00

Notes:

Payment Type	Amount	Paid By
CK #19803	\$600.00	Clinton County Fair

PAID

JUN 23 2026
TOWN CLERK'S OFFICE
TOWN OF PLATTSBURGH

Name: Clinton County Fair
84 Fair Grounds Drive
Morrisonville, NY 12962

Clerk ID: ROBIN

Internal ID: 378

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If ROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K&K INSURANCE GROUP, INC. P.O. BOX 2338 FORT WAYNE, IN 46801	CONTACT NAME: EVENTS & ATTRACTIONS	
	PHONE (A/C, No, Ext): 800-553-8368 FAX (A/C, No): 260-459-5624	
INSURED AGRICULTURAL & INDUSTRIAL FAIR OF CLINTON COUNTY, INC. PO BOX 280 MORRISONVILLE, NY 12962	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: MARKEL INSURANCE COMPANY	NAIC #: 38970
	INSURER B: MARKEL AMERICAN INSURANCE COMPANY	28932
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: C184870

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. *LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. LIMITS SHOWN ARE INCLUSIVE OF AMOUNTS REQUESTED BY THE CERTIFICATE HOLDER AND MAY NOT REFLECT POLICY LIMIT AMOUNTS IN EXCESS OF THOSE REQUESTED. *Not Applicable in WY

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☒ LIQUOR LIMITS - \$1,000,000/\$1,000,000 AGG ☒ NONOWNED/HIRED AUTO GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC OTHER:	Y		MKP0000501534801	1/31/2026 12:01 AM	1/31/2027 12:01 AM	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea Occurrence) \$300,000 MED EXP (Any one person) EXCLUDED PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 BODILY INJURY TO PARTICIPANTS PROFESSIONAL LIABILITY
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
B	☒ UMBRELLA LIAB ☒ OCCUR ☒ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☐ RETENTION	Y		MKX0000501534701	1/31/2026 12:01 AM	1/31/2027 12:01 AM	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 PER STATUTE ☐ OTH-ER ☐
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
	PARTICIPANT ACCIDENT						AD&D Primary Medical Excess Medical Weekly Indemnity

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER, AGRICULTURAL & INDUSTRIAL FAIR OF CLINTON COUNTY AND THE COUNTY OF CLINTON ARE ADDED AS ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER

TOWN OF PLATTSBURGH
15 HANKER ROAD
PLATTSBURGH, NY 12901

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





COLEBRO-01

JVATTELANA

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/23/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Johnson, Kendall & Johnson, Inc. 109 Pheasant Run Newtown, PA 18940	CONTACT NAME: PHONE (A/C, No, Ext): (215) 968-4741 FAX (A/C, No): (215) 968-0973 E-MAIL ADDRESS: info@kj.com														
INSURED Coleman Brothers Shows Inc\ Oakes Spectacular Trains Inc PO Box 890 Middletown, CT 06457-0890	<table border="1"><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Accredited Surety and Casualty Company, Inc.</td><td>26379</td></tr><tr><td>INSURER B :</td><td></td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Accredited Surety and Casualty Company, Inc.	26379	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A : Accredited Surety and Casualty Company, Inc.	26379														
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS																								
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			1-RSL-CT-17-01538910-001	5/1/2026	5/1/2027	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 2,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$</td></tr><tr><td>PERSONAL & ADV INJURY</td><td>\$ 2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 4,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>EMPLOYEE BENEFIT</td><td>\$ 4,000,000</td></tr><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 2,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 2,000,000	MED EXP (Any one person)	\$	PERSONAL & ADV INJURY	\$ 2,000,000	GENERAL AGGREGATE	\$ 4,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	EMPLOYEE BENEFIT	\$ 4,000,000	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$
EACH OCCURRENCE	\$ 2,000,000																														
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BODILY INJURY (Per accident)	\$																														
PROPERTY DAMAGE (Per accident)	\$																														
	\$																														
A	☒ AUTOBILY LIABILITY ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			1-RSL-CT-19-01538912-01	5/1/2026	5/1/2027	<table border="1"><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr><tr><td></td><td>\$</td></tr></table>	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$		\$																
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E.L. DISEASE - POLICY LIMIT	\$																														
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A																												

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Agricultural & Industrial Fair of Clinton County, Inc. and The County of Clinton and The Town of Plattsburgh are Additional Insureds with respect to the operations of the Named Insured where required by written contract for General Liability.

CERTIFICATE HOLDER

CANCELLATION

The Agricultural & Industrial Fair of Clinton County, Inc.
PO Box 280
Morrisonville, NY 12962

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
June 25, 2026**

Resolution No. 026-162

RFP for Auditing Services For 2026, 2027 and 2028

WHEREAS, in accordance with the requirements of the Single Audit Act of 1984 and the Single Audit Amendment of 1996 independent audits for the years ending December 31, 2026, 2027 and 2028 must be performed; and

WHEREAS, Office of the New York State Comptroller requires municipalities to complete the Annual Financial Report in a timely manner based upon the audited financial statements; now therefore it is

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby authorize the Supervisor to solicit and receive proposals for the independent auditing and possible submission of the Annual Financial Report of the Town of Plattsburgh fiscal records for the years 2026, 2027 and 2028; and be it further

RESOLVED, that the Finance Manager receive a copy of this Resolution.

Motion: **Dana M. Isabella**

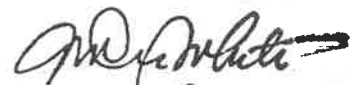
Seconded by: **Daniel A. Bosley**

Discussion: **Mr. Kostyk** – This is our normal contract request, the only change is that we are asking the auditor to submit the AFR to the state.

Roll Call:

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

TOWN CLERK, TOWN OF PLATTSBURGH


7/8/26



TOWN OF PLATTSBURGH
REQUEST FOR PROPOSALS
FOR
PROFESSIONAL AUDITING
SERVICES

TOWN OF PLATTSBURGH
151 BANKER ROAD PLATTSBURGH, NEW YORK 12901

TOWN OF PLATTSBURGH
REQUEST FOR PROPOSALS
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APPENDICES

- A. List of Key Personnel and Telephone Numbers
- B. Proposer Guarantees
- C. Proposer Warranties
- D. Schedule of Audit Quotations
- E. Non-Collusive Bidding Certificate
- F. Schedule of Fees for Additional Services

TOWN OF PLATTSBURGH

REQUEST FOR PROPOSALS

I. INTRODUCTION

A. General Information

The Town of Plattsburgh (Town) is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2026, 2027 and 2028. The audit is to be performed in accordance with generally accepted standards as set forth by the American Institute of Certified Public Accountants, generally accepted government auditing standards set forth for financial audits in the General Accounting Office's (GAO) Government Auditing Standards (1994) and the provisions of the Amended Single Audit Act (1996) and U.S. Office of Management and Budget (OM) Circular A-133 (1997) as well as the following additional requirements:

There is no expressed or implied obligation for the Town of Plattsburgh to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

An appointment and on-site inspection may be scheduled by any firm interested in submitting a proposal at the Business Office, Plattsburgh, New York to answer questions about the engagement. Any inquiries concerning the request for proposals should be addressed to Jennifer Whitney, Finance Manager.

To be considered, THREE copies of a proposal must be received by the Town Clerk at 151 Banker Road, Plattsburgh, New York 12901 by 4:00 p.m. by July 31, 2026. The Town reserves the right to reject any or all proposals submitted.

During the evaluation process, the Town reserves the right, where it may serve the Town's best interest, to request additional information or clarifications from proposals, or to allow corrections of errors or omissions. At the discretion of the Town, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

The Town reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town of Plattsburgh and the firm selected.

It is anticipated the selection of a firm will be completed by August 6, 2026. Following notification of the selected firm it is expected a contract will be executed between both parties by September 15, 2026.

B. Term of Engagement

A three-year contract is for the fiscal years ending December 31, 2026, December 31, 2027, and December 31, 2028.

C. Subcontracting

No subcontracting will be allowed without the express prior written consent of the Town of Plattsburgh.

II. NATURE OF SERVICES REQUIRED

A. General

The Town of Plattsburgh is soliciting the services of qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2026, 2027 and 2028. The audits are to be performed in accordance with the provisions contained in this request for proposals.

In addition, an audit of the financial records of one of the following units each year the contract is in effect ; the Town Clerk, The Tax Receiver and the two Town Justices (2).

The Town may also require the chosen firm to file the Annual Financial Report in a timely manner on the Town's behalf with OSC.

B. Scope of Work to be Performed

The Town of Plattsburgh desires the auditor to express an opinion on the fair presentation of its financial statements in conformity with generally accepted accounting principals.

C. Auditing Standards to be Followed

To meet the requirements of this request for proposals, the audit shall be performed in accordance with:

Generally accepted auditing standards as set forth by the American Institute of Certified Public Accountants, generally accepted government auditing standards set forth in the U.S. General Accounting Office's Government Auditing Standards (2003), the provisions of the Amended Single Audit Act (1996) and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133 (1997).

D. Reports to be Issued

Following completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. Independent Auditor's Report on Basic Financial Statements with Accompanying Required Supplementary Information and Supplementary Information.
2. Management Discussion and Analysis
3. Statement of Net Positions
4. Statement of Activities
5. Balance Sheet – Town Funds
6. A Reconciliation of Fund Balances to Net Assets at bottom of Balance Sheet – Town funds or a separate Reconciliation of Balance Sheet - Town Funds to the Statement of Net Assets
7. Statements of Revenues, Expenditures, Expenditures and Changes in Fund Balances – Town Funds.
8. Reconciliation of Town Funds Revenues, Expenditures, and Changes in Fund Balances to the Statement of Activities
9. Statement of Fiduciary Net Position – Fiduciary Funds and Statement of Changes in Fiduciary Net Position – Fiduciary Funds
10. Notes to the Financial Statements
11. Schedule of Revenues, Expenditures, and Changes in Fund Balance – Budget and (Non-GAAP Basis) and Actual – General Fund
12. Schedule of Change from Adopted Budget to Revised Budget – General Fund
13. Schedule of use of Unreserved Fund Balance - General Fund (if applicable)
14. Schedule of Project Expenditures – Capital Project fund (if applicable)
15. Combined Balance Sheet – Non-Major Town Funds (if applicable)

16. Combined Statement of Revenues, Expenditures, and Changes in Fund Balance – Non-Major Town Funds (if applicable)
17. Schedule of Investment in Capital Assets, Net of Related Debt
18. Notes to Schedule of Federal Awards (if applicable)
19. Independent Auditor's Report on the Internal Control Structure Based on an Audit of General-Purpose Financial Statements Performed in Accordance with Government Auditing Standards.
20. Independent Auditor's Report on Compliance Based on an Audit of General-Purpose Financial Statements Performed in Accordance with Government Auditing Standards.
21. Schedule of Findings and Questioned Costs (if applicable)
22. Corrective Action Plan for A-133 audit findings for federal awards (if applicable)
23. Independent Auditor's Report on Internal Control Related to the Financial Statements and Major Program (if applicable)
24. Independent Auditor's Report on Compliance with Laws, Regulation, and the Provisions of Contracts or Grant Agreements (if applicable).
25. Annual Financial Report – if requested by The Town.

In the required report(s) on internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report.

Nonreportable conditions discovered by the auditors shall be verbally reported to management.

Irregularities and Illegal Acts. Auditors shall be required to make an immediate, written report of all irregularities and illegal acts or indications of which they become aware to the Audit Committee of the Board of Education.

Reporting to the Town of Plattsburgh Board. Auditors shall assure themselves that the Town's governing board is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards.
2. Significant accounting policies.
3. Management judgments and accounting estimates.
4. Significant audit adjustments.
5. Other information in documents containing audited financial statements.
6. Disagreements with management.
7. Management consultation with other accountants.
8. Major issues discussed with management prior to retention.
9. Difficulties encountered in performing the audit.

E. Special Considerations

1. A list of findings and other weaknesses from the Town's most recent financial statement audit are available upon request.

F. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by the Town of Plattsburgh of the need to extend the retention period. The auditor is required to make working papers available, upon request, to the following parties or their designees:

Town of Plattsburgh

U.S. General Accounting Office

Parties designated by the federal or state government or by the Town of Plattsburgh as part of an audit quality review process

Auditors of entities of which the Town is a subrecipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

III. DESCRIPTION OF THE TOWN

A. Name and Telephone Number of Contact Person

The auditor's principal contact with the Town of Plattsburgh will be Jennifer Whitney, Finance Manager, 518-562-6847.

A list of key personnel is attached.

B. Background Information

The Town of Plattsburgh is approximately 48 square miles. The Town offers a variety of services to its residents, including: ambulance services, street maintenance and improvements, water, sewer, snow removal, youth recreation programs and general government support. The Town derives the majority of the moneys to finance these services from real property taxes, sales tax, water and sewer rents, and State aid. The Town's fiscal year begins on January 1 and ends on December 31.

The Town has one bargaining unit that covers highway, water and sewer, and building maintenance personnel (approx. 32), additionally department heads (approx. 10), and office personnel (approx. 14). Total annual payroll is approximately \$4.3 million.

The Town has a total budget of approximately \$24 million and has a five (5) member Town Board which is comprised of the Town Supervisor and four (4) Councilors.

The accounting and financial reporting functions of the Town are centralized. The Town's accounting and financial reporting functions are computerized and fully integrated

More detailed information on the Town and its finances can be found in the Town's latest financial statements and budget documents.

C. Fund Structure

The Town uses the following fund types in its financial reporting:

- General Fund
- Highway Fund
- Storm Drain Fund
- Street Lighting Fund
- Sewer Fund
- Water Fund
- Water and Sewer Fund
- Ambulance Fund
- Capital Fund
- Cemetery Fund
- Custodial Fund

D. Budgetary Basis of Accounting

The Town of Plattsburgh prepares its budget on a basis consistent with a modified accrual basis of accounting. Appropriations lapse at fiscal year end and encumbrances are shown as a reservation of fund balance and are honored through subsequent year's expenditures.

E. Pension and Other Plans

The Town of Plattsburgh participates in the NYS and Local Employees' Retirement System, a cost sharing multiple-employer, public employee retirement systems

F. Component Units and Joint Venture

The Town of Plattsburgh is defined, for financial reporting purposes, in conformity with the Government Accounting Standards Board's Codification of Governmental Accounting and Financial Reporting Standards, Section 2100 (with the source being GASB Statements 14, 34 and 39 and GASB Technical Bulletin 2004-1). Using these criteria, it has been determined that Town does not have a component unit that is included in the Town's financial statements.

G. Magnitude of Finance Operations

All financial accounting and reporting is handled through the business office.

Number of vendors the Town regularly does business with: 350

Number of purchase orders generated in a year: 200

Number of non-payroll checks issued in a year: 2,500

Number of paychecks distributed in a pay period: 75-95

H. Availability of Prior Audit Reports and Working Papers

Interested responders who wish to review prior years' audit reports and management letters should contact Jennifer Whitney at the Business Office, 151 Banker Road, Plattsburgh, New York, 12901. The Town will use its best efforts to make prior audit reports and supporting working papers available to responders to aid their response to this request for proposals.

IV. TIME REQUIREMENTS

A. Proposal Calendar

The following is a list of key dates up to and including the date proposals are due to be submitted:

Request for proposals issued	June 26, 2026
Due date for notification of interest	July 17, 2026

Due date for proposals

July 31, 2026

B. Notification and Contract Dates

Selected firm notified

August 7, 2026

Contract date

September 4, 2026

C. Date Final Report is Due

The report on the financial statements of the Town, Single Audit and Related Reports, are due April 15th.

The final report and six signed copies should be delivered to the Finance Manager at the Business Office. Additionally, the final report should be provided to the Finance Manager in electronic format.

V. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION

A. Business Office and Clerical Assistance

The business office staff and responsible supervisory/management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of the auditor.

In addition,

B. Electronic Data Processing (EDP) Assistance

Business office staff will be available to assist the auditor in performing the engagement and will provide financial analyses for analytical purposes and prepare detailed supporting schedules for individually significant account balances. In addition, accounting office staff may assist in the preparation of spreadsheets and schedules at the auditor's request.

C. Work Area, Telephones, Photocopying and FAX Machines

The Town of Plattsburgh will provide the auditor with reasonable workspace, desks and chairs. The auditor will also be provided with access to a telephone line, photocopying facilities, internet and a FAX machine subject to minimal use and availability.

D. Report Preparation

Report preparation, editing and printing shall be the responsibility of the auditor.

VI. PROPOSAL REQUIREMENTS

A. General Requirements

1. Submission of Notification of Interest

Firms interested in submitting a proposal must submit, verbally or written, by July 17, 2026, their "Notification of Interest" in the format attached to the letter transmitting this Request for Proposals. Failure to do so will disqualify firms from submitting a proposal.

2. On-site Inspections

An on-site inspection of the Town may be arranged for firms interested in submitting proposals. Accounting Office staff will be available to discuss their areas of responsibility and other Town staff, upon request through the Finance Manager, may be available with a prior scheduled appointment.

3. Inquiries

Inquiries concerning the Request for Proposals and the subject of the Requests for Proposals must be made to:

Jennifer Whitney, Finance Manager
Town of Plattsburgh
151 Banker Road, Plattsburgh, New York 12901
(518) 562-6847
jenniferw@townofplattsburghny.gov

4. Submission of Proposals

The following material is required to be received by (July 31, 2026, for a proposing firm to be considered.

a. A master copy of the Technical Proposal to include the following:

i. Title Page

Title Page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

ii. Table of Contents

iii. Transmittal Letter

A signed letter of transmittal briefly stating the responder's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer.

iv. Detailed Proposal

The detailed proposal should follow the order set forth in Section VI B of this Request for Proposals.

- b. The proposal shall submit a dollar cost bid in a sealed envelope marked as follows:

SEALED DOLLAR COST BID PROPOSAL
FOR
TOWN OF PLATTSBURGH

FOR
PROFESSIONAL AUDITING SERVICES

- c. Proposers should send the completed proposal consisting of the two separate envelopes to the following address:

Town Clerk
Town of Plattsburgh
151 Banker Road
Plattsburgh, New York 12901

B. Technical Proposal

• General Requirements

The purpose of the Technical Proposal is to demonstrate the qualifications, competence, and capacity of the firms seeking to undertake an independent audit of the Town of Plattsburgh in conformity with the requirements of this Request for Proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The Technical Proposal should demonstrate

the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the Request for Proposals requirement.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The Technical Proposal should address all the points outlined in the Request for Proposals (excluding any cost information which should only be included in the sealed dollar cost bid). The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the Request for Proposals. While additional data may be presented, the following subjects, items Nos. 2 through 9, must be included. They represent the criteria against which the proposal will be evaluated.

- Independence

The firm should provide an affirmative statement that it is independent of the Town of Plattsburg has defined by generally accepted auditing standards/the U.S. General Accounting Office's Government Auditing Standards (1994).

- Prior single Audit Experience

The firm should include prior or current engagements pursuant to the Amended Single Audit Act and Office of Management and Budget Circular A-133.

- Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall also provide information on the results of any federal or state desk review or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with the state regulatory bodies or professional organizations.

- Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in New York State. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of the Town. However, in either case, the Town retains the right to approve or reject replacements.

Consultants and firm specialists mentioned in response to this Request for Proposals can only be changed with the express prior written permission of the Town, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the Proposer provided that replacements have substantially the same or better qualifications or experience.

- **Similar Engagements with Other Town**

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum 5) performed in the last five years that are similar to the engagement described in the Request for Proposals.

Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

- **Specific Audit Approach**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Section II of this request for Proposals. In developing the work plan, reference should be made to such sources of information as the Town's budget and related materials, organizational chart, programs, and financial and other management information systems.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.
- c. Sample size and type and extent of testing
- d. Approach to be taken to gain and document an understanding of the Town's internal control structure.
- e. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- f. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- Identification of Anticipated Potential Audit Problems
The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from the Town.

- Report Format

The proposal should include sample formats for required reports.

C. Sealed Dollar Cost Bid

- 1. Total All-Inclusive Maximum Price

The sealed dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this Request for Proposals. The total-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

The Town will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal.

The first page of the sealed dollar cost bid should include the following information:

- a. Name of firm
 - b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with the Town.
 - c. A total All-Inclusive Maximum Price for the December 31, 2026 _____, December 31, 2027 _____ and December 31, 2028 _____, engagement .
 - d. A total All-Inclusive Maximum Price for audit of the financial records of one of the following units: the Town Clerk, the Tax Receiver and the two Town Justices for the Year ended the December 31, 2026 _____, December 31, 2027 _____, and December 31, 2028 _____.
 - e. A total All-Inclusive Maximum Price for the completion and submission of the Annual Financial Report for the Year ended the December 31, 2026 _____, December 31, 2027 _____, and December 31, 2028 _____.
2. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each.
 3. Rates for Additional Professional Services
 4. Manner of Payment
Progress payments will be made on the basis of hours of work completed during the course of the engagement and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Ten percent (10%) will be withheld from each billing pending delivery of the firm's final reports.

VII. FINAL SELECTION

- A. Town Board will approve a firm based upon the recommendation of the Supervisor and Finance Manager.

B. It is anticipated that a firm will be selected by August 6, 2026. Following notification of the firm selected, it is expected a contract will be executed between both parties by September 4, 2026.

C. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this Request for Proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Town and the firm selected.

The Town reserves the right without prejudice to reject any or all proposals.

APPENDIX A

LIST OF KEY PERSONNEL

Elected Officials

- **Charles Kostyk, Town Supervisor:** 518-562-6810
- **Dana Isabella, Councilor/Deputy Supervisor:** 518-562-6810
- **Daniel Bosley, Councilor:** 518-562-6810
- **Ilona Kelting, Councilor:** 518-562-6810
- **Town Wood, Councilor:** 518-562-6810
- **Jackie Bellew, Tax Receiver:** 518-562-6835
- **Jonathan White, Town Clerk:** 518-562-6830
- **James Joyce, Town Justice:** 518-568-6870
- **Kristopher Michaud, Town Justice:** 518-568-6870
- **Greg Burnell, Highway Superintendent:** 518-562-6880

Town Employees

- **Jennifer Whitney, Finance Manager/Budget Officer:** 518-562-6839
- **Scott Stoddard, Water and Wastewater Director** 518-562-6890

APPENDIX B

PROPOSER GUARANTEES

- I. The Proposer certifies it can and will provide and make available, as a minimum, all services set forth in Nature of Services Required.
- II. The Proposer has read Appendix and Contractual Requirements and agrees that the rights and prerogatives as detailed are retained by the Town of Plattsburgh.
- III. The Proposer agrees to be bound by the contractual requirements delineated in Appendix.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX C

PROPOSER WARRANTIES

- I. Proposer warrants that it is willing and able to obtain an errors and omissions insurance policy providing a prudent amount of coverage for the willful or negligent acts, or omissions of any officers, employees or agents thereof.
- II. Proposer warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town of Plattsburgh.
- III. Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature of Official:

Name (typed):

Title:

Firm:

Date:

APPENDIX D

NON-COLLUSIVE BIDDING CERTIFICATE

Made pursuant to Section 103-d of the General
Municipal Law of the State of New York

By submission of this bid, each bidder and each person signing on behalf of any bidder certified, and, in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bill have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor;
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of competition.

Verification by Subscription and Notice under Penal Law Section 210.45

It is a crime, punishable as a Class A Misdemeanor under the laws of the State of New York, for a person, in and by a written instrument, to knowingly make a false statement, or to make a statement which such person does not believe to be true.

Affirmed under penalty of perjury.

By: _____

Title: _____

Sworn to before me this _____
day of _____, 2026

Notary Public

APPENDIX E

SCHEDULE OF AUDIT QUOTATIONS

	AS PROPOSED		
	<u>2026</u>	<u>2027</u>	<u>2028</u>
Audit of general-purpose financial statements, and All other services not separately listed below.	_____	_____	_____
Audit of the financial records of one of the following Each year in conjunction with the general audit: the Town Clerk, Tax Receiver, and Town Justices (2)	_____	_____	_____
Single Audit (If Applicable)	_____	_____	_____
Annual Financial Report (If Requested)	_____	_____	_____
TOTAL ALL-INCLUSIVE MAXIMUM PRICE	\$ _____	\$ _____	\$ _____

APPENDIX F

SCHEDULE OF FEES FOR ADDITIONAL SERVICES AND AUDITS IF REQUESTED BY TOWN FO PLATTSBURGH

	<u>HOURLY RATE</u>
PARTNERS	_____
MANAGERS	_____
SUPERVISORY STAFF	_____
STAFF	_____
OTHER (SPECIFY)	_____