

TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION AGENDA
August 13, 2026

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

	<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: No Public Comments

Supervisor's Report: Discussed draft resolutions. Signed lease for the salt shed property. We should have a structure up by the end of October. Our intern Marleigh finished up today, did great work on local law and mausoleum projects, she experienced time in each department, we wish her well in her continued studies at Siena University. The Purple Heart Event was well attended, it was a great ceremony.

Resolutions:

026-196 Northern Border Regional Commission Catalyst Application Partnership for Hamlin Heights Housing Project Infrastructure

026-197 Authorizing the Purchase and Installation of Two (2) Basement Exterior Doors

Draft Resolutions:

026-xxx Minutes

026-xxx Professional Engineering Services – Cliff Haven Drainage Preliminary Engineering Report

026-xxx CV-TEC Lane Dedication of Road and Utilities

026-xxx Resolution Approving the Terms and Conditions of (A) a Certain Payment in Lieu of Tax Agreement to be Entered Into Between County of Clinton Industrial Development Agency (The "Agency") and the Company (as Defined Herein) in Connection With the UMS Property LLC And Schluter Systems LP,, Project Being Undertaken by the



Agency, And (B) a Certain Host Community Agreement Which May be Entered Into
Between The Company and Peru Central School District

Committee Reports:

Ms. Isabella: Met with new Facilities Manager, Erika, who's doing a phenomenal job, work is going very well. We reorganized the Buildings and Grounds Department last year and now we have a Facilities Department and Parks and Recreation Department. I want to thank Erin as well for taking on new staff with this reorganization. I want to thank Planning for their continued grant writing efforts, we're coming up on some big deadlines. They are doing great work.

Ms. Kelting: I want to also thank Parks and Recreation, they are doing really well.

Mr. Bosely: Good work being done on the town's Safety Committee. Vehicle safety, driver safety education courses, these areas can effect the town's bottom line, so thanks for these efforts.

Town Board meeting be adjourned at 7:10 PM.

Executive Session – as needed:

Motion to go into Executive Session
to discuss the work history of two team
members.

Motion by: **Dana M. Isabella**

Seconded by: **Ilona M. Kelting**

Time: 6:26 PM

Motion to come out of Executive session

Motion by: **Dana M. Isabella**

Seconded by: **Ilona M. Kelting**

Time: 7:10 PM

YES NO

Thomas E. Wood	
Dana M. Isabella	X
Daniel A. Bosley	X
Ilona M. Kelting	X
Charles A. Kostyk	X

YES NO

Thomas E. Wood	
Dana M. Isabella	X
Daniel A. Bosely	X
Ilona M. Kelting	X
Charles A. Kostyk	X

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
August 13, 2026**

Resolution No. 026-196

**Northern Border Regional Commission Catalyst
Application Partnership for Hamlin Heights
Housing Project Infrastructure**

WHEREAS, the Town of Plattsburgh is a Pro Housing Community designated by New York State; and

WHEREAS, the housing crisis has had a significant impact on the Greater Plattsburgh region; and

WHEREAS, we believe that it is our responsibility to seek out opportunities that increase the availability of diverse housing options in the Town of Plattsburgh; and

WHEREAS, the Advocacy and Resource Center of Clinton County has partnered with Housing Visions to develop 200 units of workforce housing (Hamlin Heights) in the Town of Plattsburgh; and

WHEREAS, the Town is eligible to apply for NBRC Catalyst funding that will directly support the development of the necessary Town infrastructure to develop this project, and

NOW THEREFORE BE IT RESOLVED, that Town of Plattsburgh Town Board authorizes the Town Supervisor to execute any agreements, applications, letters, etc. that are necessary to enter this partnership and make the application for NBRC Catalyst Funds that would support the development of Town infrastructure for the Hamlin Heights project; and it is further

RESOLVED, that certified copies of this resolution be provided to the Planning and Community Development Department and the Finance Manager.

Motion: **Dana M. Isabella**

Seconded by: **Ilona M. Kelting**

Discussion: Mr. Kostyk: This resolution authorizes us to be a co-applicant for grant for infrastructure improvements. This is the same resolution that was in our packet last week, but it did not make it to the floor. This past week gave us a chance to further consider this resolution. The sketch plan for this project is allowed per our zoning ordinance. We have appointed an independent Planning Board and they are in the process of considering this project. Further discussions about this project will be conducted by that board.



Ms. Kelting: I received clarification regarding this project from the Planning Department. This is going to be workforce housing, including those with disabilities. Our water and sewer infrastructure can handle this project. We need this type of development.

Mr. Bosley: ARC does a tremendous service to this community. Their employees would be an example of those who need this type of housing. I'm 100% behind this project.

Ms. Isabella: This resolution is authorizing a letter of intent for us to be a co-applicant for a grant that upgrades infrastructure. This project is in alignment with our Smart Growth Plan.

	<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

PLANNING & COMMUNITY DEVELOPMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

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

SENIOR PLANNER
TREVOR COLE, AICP

SENIOR PLANNER
JESSICA KOGUT, AICP

PLANNING BOARD SECRETARY
MICHELE BUCKMINSTER

7/28/2026

Honorable Members of the Town Board,

The Town of Plattsburgh, as a Pro Housing Community designated by New York State, is eligible for the NBRC Catalyst Program which funds infrastructure projects that directly support the creation of new housing units.

Our local ARC is partnering with Housing Visions to create a 200 unit multi-family housing development on Tom Miller Road. This workforce housing development would specifically serve the ALICE (asset limited, income constrained, and employed) population with 12 units dedicated to individuals with developmental disabilities. This project includes extension of a Town road and utilities with related site improvements..

We would like to pursue this grant funding partnership with ARC and Housing Visions to bring this project to fruition by applying in the Fall round. This project directly supports our Smart Growth goals for Town Center, aligns with our zoning, and provides desperately needed housing for our community members.

We have attached a letter from Housing Visions, summarizing the proposed partnership. At no cost to the Town of Plattsburgh, Housing Visions is prepared to prepare the application, as well as cover the required matching funds.

For these reasons, we ask that you consider approval of this partnership and application.

Jessica Kogut, AICP

Senior Planner

July 28, 2026

Ms. Jessica Kogut, AICP
Senior Planner
Town of Plattsburgh
151 Banker Road
Plattsburgh, NY 12901



RE: HAMLIN HEIGHTS – NBRC APPLICATION

Housing Visions Consultants Inc. and The Advocacy and Resource Center of Clinton County are collaborating to develop a 200-unit housing development ("Hamlin Heights") to provide 188 units of workforce housing as well as 12 units for individuals with developmental disabilities. The proposed development will be located at the ARC property off Tom Miller Road. The estimated Total Development Cost for Hamlin Heights is approximately \$100mm. Housing Visions and ARC are collectively working to secure the necessary capital to move forward. ARC will be applying for Integrated Supportive Housing (ISH) Funds and Housing Visions is working with NYS Housing Finance Agency for a 4% Tax-exempt bond allocation along with state and federal housing tax credits and New Construction Program Funds.

In order to make the above financing applications more competitive, and to reach the \$100mm project budget, HV and ARC are requesting the Town of Plattsburgh to be a "co-applicant" with Housing Visions for the Northern Border Regional Council Catalyst Program. We will be applying to NBRC for the public infrastructure portion of the Hamlin Heights project that will not only serve Hamlin Heights but also provide infrastructure for future mixed-use developments that are in alignment with the Town's Comprehensive Plan for this area.

Housing Visions has several years of experience working on these types of funding applications. Prior awards have included \$500K NBRC Infrastructure Grant with the Village of Tupper Lake as Co-applicant and \$3mm in ProHousing for OWD Development in Tupper Lake, \$2mm in ReStore NY funds in Auburn, NY and Corning, NY, and \$2mm in County Infrastructure funds in Madison County. HV has worked with various municipalities across the state on the CFA application and can be an active participant in the drafting and implementation of the funding process. For this application, we are prepared to write the application and only ask for assistance from the Town for back up information pertaining to municipal program and housing needs. We will also be providing the required matching funds as part of the application, as well as agreeing to comply with and administering the BABAA and any other procurement requirements.

We are happy to discuss this in more detail and/or answer any questions you may have.

Thank you for your consideration.

Sincerely,

Christopher D. Trevisani
Vice President, Business Development

Housing Visions Unlimited, Inc.
1201 East Fayette Street, Syracuse, NY 13210
Office: (315) 472-3820 ■ Fax: (315) 471-3921
www.housingvisions.org

**TOWN OF PLATTSBURGH
TOWN BOARD WORK SESSION
August 13, 2026**

Resolution No. 026-197

**Authorizing the Purchase and Installation
of Two (2) Basement Exterior Doors**

WHEREAS, the Town of Plattsburgh Building and Grounds Supervisor, Erica Daniels, has requested to purchase two (2) exterior doors in the basement/court area of the Town Hall building to replace existing doors that have been identified as a safety concern; and

WHEREAS, quotes have been obtained and reviewed by Ms. Daniels, and it is her recommendation to purchase the two (2) exterior doors, including an alarm kit for enhanced safety, from HTO Hartson Total Opening for an amount not to exceed \$12,120.00, which includes the replacement of both doors and all associated installation work; therefore, be it

RESOLVED, the Town of Plattsburgh Town Board does hereby authorize the purchase and installation of said court area basement exterior doors; and be it further

RESOLVED, that payment for said purchase shall be made from Account AAA.1620.4510, and a copy of this resolution be given to the Facilities Department and the Finance Manager.

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				

TOWN CLERK, TOWN OF PLATTSBURGH


8/17/26





TOWN OF PLATTSBURGH

FACILITIES DEPARTMENT

151 BANKER ROAD
PLATTSBURGH, NY 12901-7307

WWW.TOWNOFPLATTSBURGH.NY.GOV
DEPT. LINE: (518)-562-6863
FAX: (518)-563-8396
TDD: (800)-662-1220

BUILDING & MAINT. SUPERVISOR
ERICA DANIELS

BUILDINGS & GROUNDS MAINT. WORKER
BRIAN DOUGLAS

LABORER
TONI PARENT

Date: August 11th, 2026

To: Town Board Members & Town Supervisor

Re: Court Aera Basement Exterior Door

I am requesting a town board resolution to approve the purchase and installation of two new court room exterior door. This door will be 3'8 X 6'8 with an alarm kit for added safety.

As of right know the doors are a safety concern so the sooner, we can get this done the better. I have gotten two quotes, one from HTO Hartson Total Opening & one from DS Specialties.

My recommendation is to award this job to HTO Hartson Total Opening for the estimated cost of \$12,120.00. This is the lower of the two quotes and the company that has installed our other newer man doors.

Thank You,

Erica Daniels

Erica Daniels

Building & Grounds Supervisor



1509 Military Turnpike • Plattsburgh, NY 12901
(518) 324-4390 • Telephone
(518) 324-4399 • Fax
www.hartsoninc.com



QUOTATION

August 11, 2026

TO: Town of Plattsburgh
ATTN: Erica Daniels

RE: Court Area Basement Exterior Door Quote

The following terms including those printed on the reverse side of this sheet are agreed to and accepted by you upon acceptance of this proposal.

We will **furnish and install** the following list of materials for the total sum of: **Twelve Thousand One Hundred Twenty Dollars (\$12,120.00)**. F.O.B. truck shipping point with full freight allowed to the job site. Damage incurred during shipment is the responsibility of the carrier.

Hollow Metal Doors

- 1 ea. 3'0" x 6'8" 16 Gage Flush Door – Galvanized and Primed
- 1 ea. 3'8" x 6'8" 16 Gage Flush Door – Galvanized and Primed

Hollow Metal Frames

- 1 ea. 3'0" x 6'8" x 5 3/4" 16 Gage KD Frame – Galvanized and Primed
- 1 ea. 3'8" x 6'8" x 5 3/4" 16 Gage KD Frame – Galvanized and Primed

Hardware

- 3 ea. Standard Weight BB Hinges in 630 Finish
- 3 ea. Heavy Weight BB Hinges in 630 Finish
- 1 ea. Rim Exit Device with Keyed Pull Trim in 630 Finish (Less Core)
- 1 ea. Rim Exit Device with Keyed Pull Trim and Interior Alarm Kit in 630 Finish (Less Core)
- 2 ea. Surface Door Closers in Painted Aluminum Finish
- 2 ea. Sets of Weatherstripping in Aluminum Finish
- 2 ea. Door Sweeps in Aluminum Finish
- 1 ea. Threshold in Aluminum Finish
- 1 ea. 2" High Bulkhead Threshold Covering Pressure Treated Lumber in Aluminum Finish

Notes, Comments, & Exclusion

- This quote is valid for 30 days – written acceptance is required.
- Standard manufacturer's lead-times apply.
- All hollow metal comes prime painted.
- Quote does NOT include state and local taxes.
- Quote does not include (unless noted otherwise) any paint/painting.
- We include only material as noted above. Please call with any discrepancies.
- Installation during normal business hours (between 7AM and 3PM) or additional charges will apply.
- Due to market volatility, this pricing includes current tariffs as of the date on the quote and if tariffs are different at time of order, pricing will be adjusted accordingly.

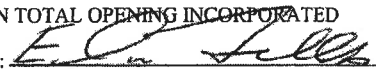
We do NOT include any Sales Tax

This proposal is subject to written acceptance within thirty (30) days from the date hereof, after which date it is subject to confirmation by the Seller.

TERMS: Net 30 days.

WE ACCEPT THIS PROPOSAL

HARTSON TOTAL OPENING INCORPORATED

BY: 
Eric Schloop, Sales Representative
erics@hartsoninc.com

D. S. Specialties, Inc.
2740 State Rte. 11
Moers, NY 12958

Tel.: 518-236-4338
Fax: 518-236-4936

August 5, 2026

To: Town of Plattsburgh
Attn: Erica
Re: Court Level Basement Door Replacement



is pleased to provide a quotation for the following:

We will furnish and deliver only per qualification below for the sum of:

\$17,618.18

Item 1:

Court Clerk Office

- 1 Hollow Metal Door- 3'8"x 6'8"-Flush-16ga-Galv-Insulated-Prime Painted
- 1 Welded frame- 3'8"x 6'8"- 5 3/4" JD- 16ga- Galv- Punch and Dimpled with masonry anchors- Prime Painted
- 1 Continuous hinge- 224HD 79"
- 1 Rim exit device- 2103-1703A-S300-630
- 1 Re-use existing ASSA Abloy rim cylinder
- 1 Surface door closer- HD7000-Alum
- 1 Set weatherstripping- 700 ES 44"x 80"
- 1 Sweep- C627A 44"
- 1 Threshold- 613-44"
- 1 Bulkhead threshold build up- 105/ 672A/ 105- 48" long

- 1 **Paint** new door and frame- 2 coats exterior grade- semi gloss- latex paint

1 **Labor:**

- * Demo existing door, frame and hardware
- * Build up bulk head underneath door opening with pressure treated lumber and cap with bulk head threshold, caulk and seal from water
- * Install new door, frame, and hardware into existing opening
- * We have allowed for new trim at the interior of this opening to trim this frame back to the existing wall similar to the current condition.
- * Frame to be filled with fiberglass insulation, caulked both inside and outside with exterior grade paintable caulking.
- * We will touch up any scuffs on the new door and frame as well as paint the caulk joints to match the door and frame.

D. S. Specialties, Inc.
2740 State Rte. 11
Mooers, NY 12958

Tel.: 518-236-4338
Fax: 518-236-4936

Item 2:

Exterior Courtroom Emergency Exit

- 1 Hollow Metal Door- 3'0"x 6'8"-Flush-16ga-Galv-Insulated-Prime Painted
- 1 Welded frame- 3'0"x 6'8"- 5 3/4" JD- 16ga- Galv- Punch and Dimpled with masonry anchors- Prime Painted
- 1 Continuous hinge- 224HD 79"
- 1 Rim exit device- 2103-1703A-ALK-S300-630 (battery powered exit alarm)
- 1 Re-use existing ASSA Abloy mortise cylinder at new alarm. Town of Plattsburgh will need to get a new rim cylinder for the exterior side from their current locksmith.
- 1 Surface door closer- HD7000-Alum
- 1 Set weatherstripping- 700 ES 36"x 80"
- 1 Sweep- C627A 36"
- 1 Threshold- 613-36"

- 1 **Paint** new door and frame- 2 coats exterior grade- semi gloss- latex paint

1 **Labor:**

- * Demo existing door, frame and hardware
- * Install new door, frame, and hardware into existing opening
- * Frame to be filled with fiberglass insulation, caulked both inside and outside with exterior grade paintable caulking.
- * We will touch up any scuffs on the new door and frame as well as paint the caulk joints to match the door and frame.

Current lead time is 6-7 weeks at this time.

Our proposal excludes:

Sales Tax
Permits
Abatement
Water and air testing

Thank you for the opportunity of providing you with our proposal.

Chris Sutton
General Manager