

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK**

July 14, 2016

5:30 P.M.

MINUTES

Present: Mayor James Calnon, Councilors Rachele Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Paul O’Connell (W4), Becky Kasper (W5), Joshua Kretser (W6)

Absent: None

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the regular meeting of the Common Council held on June 30, 2016 are approved and placed on file among the public records of the City Clerk’s Office.

By Councilor Kasper; Seconded by Councilor Kelly

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the weeks ending July 6, 2016 in the amount of \$505,076.45 and July 13, 2016 in the amount of \$ 109,835.33 are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Armstrong; Seconded by Councilor Kretser

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the weeks of June 30 – July 13, 2016
- Report from the Building Inspector’s office June 25-July 12, 2016
- Statement from the City Clerk’s Office of all monies received during the month June 2016 in the total amount of \$11,728.42

RESOLVED: That the reports as listed are hereby ordered received and placed on file among the public records of the City Clerk’s Office.

Discussion: Yes

By Councilor Dowdle; Seconded by Councilor Kretser

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the weeks ending July 8, 2016 in the amount of \$ 244,285.57 and July 15, 2016 in the amount of \$ 1,368,382.01 are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor O’Connell; Seconded by Councilor Kelly
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser
(All voted in the affirmative)

6. PERSONS ADDRESSING COUNCIL:

Robert Poulin from North Country Center of Independence thanked Mayor and Council on work on ADA compliance in the City of Plattsburgh. Thought RFP was very thorough and appreciated work that went in to it. If award approved that City would work with NCCI and make sure compliant.

Brian Franks from Elizabeth Street. Store Tavern in his backyard discussed issues with Store Tavern, code violations. Mayor asked for copies and he will follow up with Building Inspector and Police.

7. OTHER ITEMS:

A. RESOLVED: In accordance with the request therefore the Common Council approves PMLD Bid No 2016-6-2 “Aerial Truck with Line Service Body” be awarded to Altec Industries, Inc in the total amount of \$216,078.

By Councilor Armstrong; Seconded by Councilor Kasper
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted
Follow up Action: None

B. RESOLVED: In accordance with the request therefore the Common Council approves PMLD Bid No 2016-6-3 “Distribution Substation Maintenance and Relay Calibration Halsey, Miller, Durand, Wall & North Margaret Substations” be awarded to O’Connell Electric Company, Inc. in the total amount of \$48,531.

By Councilor Dowdle; Seconded by Councilor Kelly
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)
ACTION TAKEN: Adopted
Follow up Action: None

C. RESOLVED: In accordance with the request therefore the Common Council approves PMLD Bid No 2016-6-1 “Sale of Salvaged & Scrap Material” be awarded to R&R Scrap Metal” who will pay 90 cents per pound for copper wire, 10 cents per pound for aluminum wire, and 2 cents per pound for galvanized steel poles.

By Councilor Kelly; Seconded by Councilor Dowdle
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser
(All voted in the affirmative)
ACTION TAKEN: Adopted
Follow up Action: None

D. RESOLVED: In accordance with the Mayor’s request, the Common Council approves waiving Building Inspector fees for 2016 applications for permits and variances from property owners necessary to comply with the City’s Hedge Law.

By Councilor Armstrong; Seconded by Councilor Dowdle
Discussion: Yes
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser
(All voted in the affirmative)
ACTION TAKEN: Adopted
Follow up Action: None

E. WHEREAS, the Governmental Accounting Standards Board (GASB) has adopted Statement Number 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, to establish clearly defined categories to make the nature and extent of the constraints placed on a government’s fund balance more transparent; and

WHEREAS, The Common Council of the City of Plattsburgh wishes to comply with GASB 54 and recognizes the importance of a fund balance policy in ensuring transparency and accountability in the budgeting process, and

WHEREAS, the City needs to maintain a fund balance sufficient to fund all cash flows of the City to provide for financial reserves for unforeseen or emergency operating expenditures, litigation, union contract resolution, revenue shortfalls, and unique development opportunities,

THEREFORE BE IT RESOLVED THAT: The City will maintain a minimum unassigned general fund balance of not less than 5% and a maximum of 10% of current general fund expenditures. In the event that a request for expenditure/s is projected to reduce the fund balance below 5% at fiscal year end, such resolution will require a supermajority of 5 Council votes and must be accompanied by a plan to replenish the deficit in a manner consistent with long term planning and continued financial stability. Should unassigned fund balance of the general fund ever exceed the maximum 10% range,

the City will consider such fund balance surpluses for one-time expenditures that at non-recurring in nature and which will not require additional expense outlays for maintenance, additional staffing or other recurring expenditures. The Common Council will conduct an annual review of the fund balance policy prior to the adoption of the City budget.

By Councilor Kasper; Seconded by Councilor O’Connell

Discussion: Yes

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

F. RESOLVED: In accordance with the request therefore the Common Council approves the Mayor to sign Engineering Consulting Service Supplemental Agreement #2 with Stantec for additional consulting services on the Saranac River Trail Phase 2 project related to permitting and design of replacement of the Saranac Street Bridge. The cost associated with this service is \$16,000.00 and will not be increased without prior Common Council approval. Funding is available through Capital Project H5110.58, 2016 Saranac River Trail – Phase II.

By Councilor Armstrong; Seconded by Councilor Dowdle

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

G. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to accept the June 29th, 2016, auction results and to approve the sale of three properties seized for 2014 and prior delinquent property taxes.

By Councilor Kretser; Seconded by Councilor Armstrong

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

H. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to adjust the 2016 Budget for the City by \$79,059.24 for the retroactive payroll released on July 1st, 2016, to all AFSCME employees affected by the union contract dated July 1st, 2015. The amount effects the unassigned fund balance of the General, Water and Sewer Funds appropriating amounts necessary to balance their respective 2016 Budgets for the unbudgeted payroll costs and it also increases the transfer from the General Fund to the Rec Complex Fund.

By Councilor Kasper; Seconded by Councilor Dowdle

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

I. RESOLVED: In accordance with the request therefore the Common Council approves the recommendation for "ADA Self-Assessment Plan" contract #2016-04 be awarded to "United Spinal Association Accessibility Services Program", for a total cost not to exceed \$50,000.00.

By Councilor Kelly; Seconded by Councilor Dowdle

Discussion: Yes

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

J. RESOLVED: That the Common Council anticipates receipt of \$80,854.64 in revenue as a result of the foreclosure sale of tax-delinquent properties, and;

BE IT FURTHER RESOLVED: That, upon receipt, the Common Council allocates that revenue as follows:

1. \$50,000 for the ADA Self-Assessment that is Item I of today's agenda.
2. \$6,440 for the first year of a salary schedule study.
3. \$6,600 for the first of three installments for E-Code.
4. \$17, 814.64 to Community Development for unanticipated costs associated with the implementation of the Downtown Revitalization Initiative Award.

By Councilor Kretser; Seconded by Councilor Dowdle

Discussion: Yes

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves Director of Community Development Paul DeDominicas to attend mandatory "2016 Grantee Training Workshop" in Washington, DC from August 15 -17, 2016. The total cost will not exceed \$792 and will be reimbursed through the American Battlefield Protection Program Award.

By Councilor Armstrong; Seconded by Councilor Kelly

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

B. RESOLVED: In accordance with the request therefore the Common Council approves Bill Treacy Manager MLD to attend “NYMPA’s Board Meeting” in East Syracuse, NY from July 25-26, 2016 at a cost not to exceed \$60.

By Councilor Kelly; Seconded by Councilor Dowdle

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS:

Councilor Dowdle spoke about concerns from citizens regarding Store Tavern.

Mayor Calnon will speak to Police Chief and when we get summary he will inform Council.

Councilor Armstrong discussed grant award. Kevin instrumental.

Councilor Kelly spoke about agreement between Mayor and Town Supervisor Cashman. Spoke about Store Tavern concerns.

Councilor Armstrong thanked Mike for bringing to our attention. Also, suggested several local officials look at our auditing process and be more thorough.

Councilor O’Connell spoke about marina site launch area water low. Maybe NYSEG help dredge. Also, Wilcox Dock.

11. CLOSING PUBLIC COMMENTS: None

Motion to Adjourn by Councilor O’Connell; Seconded by Councilor Kelly

Roll call Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

(All voted in the affirmative)

MEETING ADJOURNED: 6:21 pm