

At 5:01pm: Motion to enter Executive Session to discuss a matter of litigation PLATTSBURGH BOAT BASIN vs CITY OF PLATTSBURGH.

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

ADJOURNED: 5:22 pm

Mayor Read stated they also discussed Retirees Healthcare Task Force and litigation PLATTSBURGH RETIREES vs CITY OF PLATTSBURGH and no decisions or actions were taken during Executive Session.

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

January 19, 2017

5:30 P.M.

MINUTES

(RC)

Present: Mayor Colin Read, Councilors Rachele Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Peter Ensel (W4), Joshua Kretser (W6)

Absent: Councilor Becky Kasper (W5)

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on January 12, 2017 and the Special Meeting of the Common Council held January 13, 2017 are approved and placed on file among the public records of the City Clerk's Office.

(YN) By Councilor Armstrong; Seconded by Councilor Kelly
Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, 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 week ending January 18, 2017 in the amount of \$ 458,802.00 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.

(YN) By Councilor Dowdle; Seconded by Councilor Ensel

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the weeks of January 12 - 18, 2017
- Report from the Building Inspector’s office January 9 - 13, 2017
- Report of Public Hearing held by the Zoning Board of Appeals on January 17, 2017

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

By Councilor Armstrong; Seconded by Councilor Dowdle
(YN) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, 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 week ending January 20, 2017 in the amount of **\$ 458,161.49** 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 Kelly; Seconded by Councilor Dowdle
(YN) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None

7. OTHER ITEMS:

A. RESOLVED: In accordance with the request therefore the Common Council approves Contract #2016-14 “ 30% Sodium Thiosulfate for Water Pollution Control Plant” be awarded to Surpass Chemical Co. Inc. for an estimated total price of \$40,716.90.

By Councilor Armstrong; Seconded by Councilor Kelly
Discussion: None
(RC) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted
Follow up Action: None

Motion to waive reading:

By Councilor Kretser; Seconded by Councilor Ensel
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)
ACTION TAKEN: Adopted

B. RESOLVED: In accordance with the request therefore the Common Council approves to increase the North Country Co-Op Inc. interim financing from the Office of Community Development through the City’s bridge loan program. The original loan amount was up to \$150,000, approved on July 9th 2015, in anticipation of the 2015 Main Street Anchor grant application. The grant was successful and the amount awarded was \$216,867. The bridge loan would be increased to \$216,867 and would not exceed the total amount of the grant award. The bridge loan will be repaid in full from the grant reimbursement.

By Councilor Armstrong; Seconded by Councilor Kretser
Discussion: Yes
(RC) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, 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 Dr. Danielle Garneau of SUNY Plattsburgh to hold an ecology lab experience for SUNY Plattsburgh Ecology students in the Community Room at the City Recreation Center on Jan 30, Jan 31, Feb 1, and Feb 3 from 1-3:50pm.

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

D. RESOLVED: In accordance with the request therefore the Common Council approves continuing the contract with ELMORE SPCA for animal shelter services for 2017 for the total cost of \$10,868. The total cost remains the same as 2016 and will be expensed from the Animal Control Budget.

By Councilor Ensel; Seconded by Councilor Dowdle

Discussion: None
(RC) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)
ACTION TAKEN: Adopted
Follow up Action: None

E. RESOLVED: In accordance with the request therefore the Common Council approves PMLD Bid # 2016-12-1 “Utility Wood Poles” be awarded to Cox Industries in the amount of \$8,840.40.

By Councilor Kretser; Seconded by Councilor Ensel
Discussion: None
(RC) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, 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 WPCP Contract #2016-15 “Liquid Alum” be awarded to Chemtrade Chemicals US LLC for the total cost of \$18,090.50

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

8. TRAVEL REQUEST:

Motion to waive reading:

By Councilor Kretser; Seconded by Councilor Ensel
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)
ACTION TAKEN: Adopted

A. RESOLVED: In accordance with the request therefore the Common Council approves Building Inspector Joseph McMahon, Housing Inspectors Kenneth Primard and Kyle Burdo to attend “the 22nd Annual Northern Adirondack Educational Conference – The First Preventer Institute” in Lake Placid, NY from March 5-9, 2017 at a cost not to exceed \$855. This codes education conference provides

mandatory training hours to retain Code Enforcement Certification. Sufficient funds are available in the 2017 Building Inspector Training and Education Budget.

By Councilor Kretser; Seconded by Councilor Armstrong

Discussion: None

(RC) Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION:

1. Request from Councilor Mike Kelly for consideration of the policy below:

Resolved: It is the policy of the City of Plattsburgh City Council to request the following information for spending resolutions presented to it:

- A) Narrative description of the item or service to be purchased, its use and benefits (one or two sentences);
- B) Price of the item or service to be purchased, in U.S. dollars;
- C) Was this purchase mandatory? yes or no; (*wording revised during work session*)
- D) List of bids received; (*wording revised during work session*)
- E) Line item(s) from budget to which the purchase will be expensed;
- F) The total amount budgeted for the particular line item(s) for the year;
- G) The amount that will be left in the budget line(s) following the purchase;
- H) Additional narrative about related costs that will be incurred as a result of this purchase
 - i. Storage
 - ii. Installation
 - iii. Maintenance
 - iv. Training
 - v. Insurance
 - vi. Other

Resolved: If the information listed above is not provided in backup materials prepared as part of the Common Council Meeting Agenda, requesters will be asked to provide missing information during regular council meetings and/or work sessions.

Resolved: The City of Plattsburgh City Council will provide a form to include the above-listed information, which can be also be used as backup for a spending resolution. However, completing this form does not relieve the requester of requirements made by the chamberlain's office, city charter, local law or previous Council resolutions.

Resolved: This resolution does not replace any of the provisions made in the January 3, 2013 Purchase of Goods and Services Resolution approved by the Plattsburgh City Council nor the Procurement Policies and Procedures for the City of Plattsburgh adopted by resolution on July 26, 2012.

Resolved: This resolution does not apply to purchases which are below the current dollar threshold for Council approval (\$1,000 as of this writing).

Resolved: This resolution continues to exempt emergency purchases where life, health, safety and/or property are at risk; i.e. water main breaks, broken fire, smoke, burglar alarms, etc.

Resolved: This resolution does not attempt to replace or remove any part of the Plattsburgh City Charter which pertains to purchasing policies; most notably Section C6-15D, which states that:

“the following claims may be paid without prior audit, but shall be reported on the Abstract of Claims:

- (1) Public utility services, postage, freight, and express charges*
- (2) Payments from authorized petty cash funds*
- (3) Fixed salaries of officers or employees regularly engaged at agreed-upon wages by the hour, day, week, month, year, or other authorized period, including any payroll withholdings*
- (4) Principal or interest payments on debt*
- (5) Payments made pursuant to a court order*
- (6) Amounts due upon lawful contracts for periods exceeding one year*
- (7) Retirement contributions to the New York State and Local Retirement System as billed by the State Comptroller.*

Resolved: Completed backup forms will become a part of the public record for public inspection or reference, absent an exception under the FOIL. That is, some records may be insulated from the public's review.

10. NEW BUSINESS:

Mayor Read spoke about setting up committees and would like to use this time in the meeting to have updates of the various committees. Spoke about DRI, Police Chief search committee has been formed. The Retirees Healthcare task force coming along nicely.

Councilor Kretser gave a brief report on the Retirees Healthcare task force.

Councilor Armstrong spoke about the Strategic Planning Task force she and Councilor Kretser are forming.

Councilor Kelly spoke about the Budget Committee he and Councilor Ensel are forming

Councilor Ensel thanked Steve Peters for tour of Recreation facility.

Mayor Read spoke about seeking volunteers on various Boards and future committees.

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

Chris Gillen spoke about ideas for entertainment opportunities maybe at the Crete, an amphitheater etc. Downtown area near farmers market, etc.

Councilor Kretser clarified a few things Mr. Gillen stated.

Motion to Adjourn by Councilor Kretser; Seconded by Councilor Ensel
(RC) Roll call Councilors Armstrong, Kelly, Dowdle, Ensel, Kretser
(All voted in the affirmative)

MEETING ADJOURNED: 5:58 pm