

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

January 26, 2017

5:30 P.M.

MINUTES

Pledge of Allegiance

(RC)

Present: Mayor Colin Read, Councilors Mike Kelly (W2), Dale Dowdle (W3), Peter Ensel (W4), Becky Kasper (W5), Joshua Kretser (W6)

Absent: Councilor Rachele Armstrong (W1)

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on January 19, 2017 are approved and placed on file among the public records of the City Clerk's Office.

By Councilor Kretser; Seconded by Councilor Kelly
(All in Favor/opposed)

Roll call: Councilors Kelly, Dowdle, Ensel, 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 week ending January 25, 2017 in the amount of \$ 108,527.75 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 Kelly; Seconded by Councilor Ensel
(All in Favor/opposed)

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

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the weeks of January 19 - 25, 2017
- Report from the Building Inspector's office January 16 - 20, 2017
- Report from the Parking Violations Bureau for December 2016

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 Kelly; Seconded by Councilor Kasper
(All in Favor/opposed)

Roll call: Councilors Kelly, Dowdle, Ensel, 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 week ending January 27, 2017 in the amount of \$ 1,601,366.72 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 Dowdle; Seconded by Councilor Ensel
(All in Favor/opposed)

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

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None

7. OTHER ITEMS:

Motion to waive the reading and move the resolution:

By Councilor Kretser; Seconded by Councilor Ensel
Discussion: None

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

ACTION TAKEN: Adopted

A. 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 discretionary? Y/N; (if non-discretionary, explain why)

Definitions:

- A non-discretionary expenditure is one that is required by a budget, contract or other commitment.
- A discretionary expenditure is money spent on things that are not considered necessary, but may be useful.

D) List of quotes from vendors;

E) Line item(s) from budget to which the purchase will be expensed;

F) The total amount currently in the particular line item(s);

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	How much?	Is this related cost budgeted?	Line item:
ii.	Installation	How much?	Is this related cost budgeted?	Line item:
iii.	Maintenance	How much?	Is this related cost budgeted?	Line item:
iv.	Training	How much?	Is this related cost budgeted?	Line item:
v.	Insurance	How much?	Is this related cost budgeted?	Line item:
vi.	Other	How much?	Is this related cost budgeted?	Line item:
vii.	None	How much?	Is this related cost budgeted?	Line item:

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.

Discussion: None
 (RC) Roll call: Councilors Kelly, Dowdle, Ensel, 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 continuing the contract with James Burgess as the Nuisance Animal Control Officer for 2017 for the total cost of \$25,000.

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

C. MAYOR READ HANDS DOWN THE RE-APPOINTMENT OF WILLIAM LAUNDRY AS MARRIAGE OFFICER FOR THE CITY OF PLATTSBURGH EFFECTIVE FEBRUARY 1, 2017 THROUGH JANUARY 31, 2021.

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

D. MAYOR READ HANDS DOWN THE RE-APPOINTMENT OF KELLY DONOGHUE AS MARRIAGE OFFICER FOR THE CITY OF PLATTSBURGH EFFECTIVE FEBRUARY 1, 2017 THROUGH JANUARY 31, 2021.

(RC) Roll call: Councilors Kelly, Dowdle, Ensel, Kasper, 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 use of the Farmers Market Building and a portion of the Durkee Street Parking Lot on March 11, 2017 for the Discover Plattsburgh/ADK Hard Cider Irish Festival & Parade, 11a.m.-5p.m. Alcohol will be served therefore NYS Liquor documentation is required.

By Councilor Dowdle; Seconded by Councilor Ensel
Discussion: None
(RC) Roll call: Councilors Kelly, Dowdle, Ensel, 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 closing Saily Ave, City Hall Place, and Bridge Streets to allow for Irish Festival Parade on March 11 from 10:45a.m.-12p.m.

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

G. Motion to waive rule 4 for initial consideration “Request from the City Chamberlain to create capital project H7220.42, 2017, Rec Complex Facilities, for \$51,000 in order to purchase equipment and make building repairs covering three project elements,” “Request from the City Chamberlain to create capital project H5110.60, 2017, Bridge & Waterfront for \$135,000, in order to inspect the City bridges, transport docks and make infrastructure repairs covering three project elements.”

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

RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H7220.42, 2017, Rec Complex Facilities, for \$51,000 in order to purchase equipment and make building repairs covering three project elements.

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

RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H5110.60, 2017, Bridge & Waterfront for \$135,000, in order to inspect the City bridges, transport docks and make infrastructure repairs covering three project elements.

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

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves two police department employees to guest Instruct in Mental Health Issues in Canton, NY from February 16-17, 2017. The total cost will not exceed \$490 and the hotel and meal allowance costs will be reimbursed by the SUNY Canton Police Academy.

By Councilor Ensel; Seconded by Councilor Kelly
Discussion: None
(RC) Roll call: Councilors Kelly, Dowdle, Ensel, 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 two police department employees to attend “New York Tactical Officers Association Training Conference” in Verona, NY from April 24-27, 2017. The total cost will not exceed \$1,415 and will be expensed out of the Asset Forfeiture Fund.

By Councilor Dowdle; Seconded by Councilor Ensel
Discussion: None
(RC) Roll call: Councilors Kelly, Dowdle, Ensel, 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 Mayor Read to attend the NYCOM 2017 Winter Legislative Meeting conference in Albany, NY from February 12-13, 2017 at an estimated cost not to exceed \$700.

By Councilor Kelly; Seconded by Councilor Dowdle

Discussion: None

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

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION:

1. Request from the City Chamberlain to create capital project H7220.42, 2017, Rec Complex Facilities, for \$51,000 in order to purchase equipment and make building repairs covering three project elements. **(Move to agenda under “Other Items” Letter G)**
2. Request from the City Chamberlain to create capital project H5110.60, 2017, Bridge & Waterfront for \$135,000, in order to inspect the City bridges, transport docks and make infrastructure repairs covering three project elements. **(Move to agenda under “Other Items” Letter G)**

10. NEW BUSINESS:

Councilor Kasper asked if the Councilors would be interested in having an intern from SUNY. Councilors indicated they would be interested.

Councilor Kretser spoke about concerns from Downtown businesses about Parking Enforcement.

[further discussion ensued about downtown parking enforcement]

Councilor Ensel stated a local publication recently recorded budget meeting inaccurately and would like this publication to write a correction and a retraction.

Councilor Kelly as Chief Budget Officer spoke about forming a Budget committee and setting up meetings. Would like to set up a Budget update meeting after the Council meeting on February 9, 2017.

Councilor Kretser spoke about recently attending a Rotary meeting and Town Supervisor Cashman gave a “State of the Town” speech and spoke about continued collaboration with the city and possibly have a joint meeting with the Town and City at some point.

Mayor Read stated on Tuesday morning they all presented, the City, Town and County, state of their relative institutions at one of the Chamber legislative breakfasts. IT went very well and showed a sense of we're all in this together and we are all looking for ways to collaborate. Mayor shared that we received \$54,000 and we will match another \$6,000 for removal of the former Highway Oil building on Bridge Street.

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC: None

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

MEETING ADJOURNED: 6:00 pm