

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

November 8, 2018
5:30 P.M.

MINUTES

Pledge of Allegiance
(RC)

Present: Mayor Colin Read, Councilors Rachele Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Peter Ensel (W4), Patrick McFarlin (W5), Joshua Kretser (W6)

Absent: None

MAYOR'S COMMENTS: spoke about recent election and welcomed the newly elected councilors that will be joining the council in January.

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on November 1, 2018 are approved and placed on file among the public records of the City Clerk's Office.

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

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, 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 November 7, 2018 in the amount of \$ 465,631.19 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 Dowdle
(All in Favor/opposed)

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

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the week of October 30 – November 5, 2018
- Minutes from the Governance, Strategy & City Operations Committee held on November 1, 2018
- Report from City Planner to Establish Traffic Zone Designation No. 962

• **COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

Governance, Strategy, and City Operations- Chair Councilor Kretser indicated me last week no updates. Councilor Armstrong indicated meeting tomorrow with Opengov and City Chamberlain and then next Tuesday first meeting the Environmental Sustainability Committee.

City Infrastructure – Chair Councilor Ensel heard from Jon Ruff on projects and Public Works, update on striping, discussed Public Works budget.

Finance and Budget – Chair Councilor Kelly indicated committee meets next Thursday hope to vote on budget next Thursday.

Public Safety – Chair Councilor Dowdle indicated no updates.

Plattsburgh Public Library – Chair Councilor Armstrong indicated no updates.

MLD - MLD Board President Councilor McFarlin indicated he recently met with MLD Manager Bill Treacy, plans for new MLD building, hope to begin construction in the spring.

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

By Councilor Ensel; Seconded by Councilor Kretser

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

(All voted in the affirmative)

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS:

MAYOR HANDS DOWN THE APPOINTMENT OF TIMOTHY BLATCHLEY AS PART TIME CITY COURT JUDGE FOR A PERIOD OF SIX YEARS EFFECTIVE JANUARY 3, 2019 IT BEING UNDERSTOOD THAT SAID TERM WILL EXPIRE ON JANUARY 2, 2025.

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the week ending November 9, 2018 in the amount of \$ 965,994.21 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 Ensel

(All in Favor/opposed)

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser

(All voted in the affirmative)

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None

7. OTHER ITEMS:

Motion to remove item 7A, 7B and 7C from the Table

By Councilor Armstrong; Seconded by Councilor Ensel

Roll call: Councilors Armstrong, Kelly, Dowdle, Ensel, McFarlin, Kretser
(All voted in the affirmative to remove items 7A, 7B and 7C from the Table)

ACTION TAKEN: Adopted

A. RESOLVED, that, except those persons currently employed as managers in the Fire Department or Police Department, all managers commencing employment in any Title with the City of Plattsburgh after August 9, 1988, shall receive only the terms and conditions of employment set forth in the attached "Terms and Conditions of Employment of Managers Commencing Employment in any Title with the City of Plattsburgh After August 9, 1988;" and it is further

RESOLVED, that the terms and conditions of employment set forth in the attached "Terms and Conditions of Employment of Managers Commencing Employment in any Title with the City of Plattsburgh After August 9, 1988" shall supersede, without limitation, all prior policies, resolutions, documents and other commitments providing for the terms and conditions of employment of managers who commenced employment in any Title with the City of Plattsburgh on or after August 9, 1988, except those persons currently employed as managers in the Fire Department or Police Department; and it is further

RESOLVED, managers who commenced employment in any Title with the City of Plattsburgh after August 9, 1988, except those persons currently employed as managers in the Fire Department or Police Department, shall not receive the terms and conditions of employment contained in any collective bargaining agreement.

Attachment: Terms and Conditions of Employment of Managers Commencing Employment in any Title with the City of Plattsburgh after August 9, 1988. The entire text of which has been distributed to and read by the members of the Common Council.

Motion to waive reading and move Resolution

By Councilor Armstrong; Seconded by Councilor Ensel
(All voted in the affirmative "waiving reading and moving resolution")

Discussion: Yes

Motion to Table Item 7A

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

Ensel voted in the negative)
ACTION TAKEN: Tabled
Follow up Action: None

B. RESOLVED: In accordance with the request therefore the Common Council approves the adoption of a resolution amending and restating **PROCUREMENT POLICIES AND PROCEDURES FOR THE CITY OF PLATTSBURGH** as set forth in a draft dated 11/01/2018. The entire text of which has been distributed to and read by the members of the Common Council.

Motion to Table 7B and 7C

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

C. RESOLVED: In accordance with the request therefore the Common Council approves adopting a City of Plattsburgh Employee Handbook.

Motion to Table 7B and 7C

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

8. ORDINANCES:

BE IT ORDAINED by the Common Council of the City of Plattsburgh, as follows:

1. Section 257-11 of the City Code regarding Water and Sewer permits; fees.

The Water and Sewer tapping permits shall be as follows:

Type of Tap	Fee
¾ inch	\$ 750
1 inch	\$ 900
Larger than 1 inch	Actual Estimate
Sanitary Tap	\$ 100

RESOLVED: That this ordinance shall take effect immediately upon approval by the Mayor and publication in the official newspaper of the City of Plattsburgh.

Motion to waive reading and move Resolution

By Councilor Kretser; Seconded by Councilor Dowdle
(All voted in the affirmative “waiving reading and moving resolution”)

Discussion: Yes

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

ACTION TAKEN: Adopted

Follow up Action: None

9. TRAVEL REQUEST: None

10. RESOLUTIONS FOR INITIAL CONSIDERATION:

Councilor Ensel, Armstrong and Dowdle added the following for Initial Consideration:

- 1. Whereas, the City of Plattsburgh depends on its workforce to deliver high quality yet affordable services,

Whereas, managers are valuable assets to the city that keep operations going by supervising employees, planning and administering budgets, and working with the mayor and council to account for the departmental budgets,

Whereas, the Council has long recognized the need to revise the current managerial compensation package so the city can attract, sustain, and retain managers,

Whereas, the council also recognizes that compensation packages need to be fiscally sustainable,

Whereas, acting as a subcommittee, Councilors Armstrong, Dowdle and Ensel have built upon previous work to finalize the package,

Therefore, the Common Council of the City of Plattsburgh hereby resolves as follows:

RESOLVED, that, except those persons currently employed as managers in the Fire Department, Police Department, the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, all managers shall receive only the terms and conditions of employment set forth in the attached “Terms and Conditions of Employment of Managers with the City of Plattsburgh and it is further

RESOLVED, that the terms and conditions of employment set forth in the attached “Terms and Conditions of Employment of Managers with the City of Plattsburgh shall supersede, without limitation, all prior policies, resolutions, documents and other commitments providing for the terms

and conditions of employment of managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department; the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, and it is further

RESOLVED, managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department, the Building Inspector (shoes benefits are those that he had when he left the union), or those with Level 1 agreements, shall not receive the terms and conditions of employment contained in any collective bargaining agreement.

[Attachment: Terms and Conditions submitted in to the minutes]

11. NEW BUSINESS AND COUNCILOR REPORTS:

Councilor Armstrong asked Director of Community Development Matthew Miller for an update on invitations sent out to local businesses for meetings that would allow for community input regarding Durkee Street development.

Director of Community Development Matthew Miller indicated 118 were delivered yesterday, 6 different meeting times have been set aside. Thanked Promotions and Special Events Coordinator Tara Powers for organizing everything.

Mayor Read also thanked Gail from White and Burke who helped anticipate this process and also asked the Council to reserve some time for DRI discussion next week the group has been working on a presentation.

Councilor Armstrong asked if any emails sent about this opportunity.

Promotions and Special Events Coordinator Tara Powers explained the process. Hand delivered letters, made follow-up phone calls for anyone that couldn't be reached and then details are on Facebook.

Councilor Kelly asked if Council had any other budget discussions.

Councilor Ensel began with discussion on Community Development Budget.

[further budget discussions ensued]

12. CLOSING PUBLIC COMMENTS ON ANY TOPIC: None

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

MEETING ADJOURNED: 6:10 pm

Whereas, the City of Plattsburgh depends on its workforce to deliver high quality yet affordable services,

Whereas, managers are valuable assets to the city that keep operations going by supervising employees, planning and administering budgets, and working with the mayor and council to account for the departmental budgets,

Whereas, the Council has long recognized the need to revise the current managerial compensation package so the city can attract, sustain, and retain managers,

Whereas, the council also recognizes that compensation packages need to be fiscally sustainable,

Whereas, acting as a subcommittee, Councilors Armstrong, Dowdle, and Ensel have built upon previous work to finalize the package,

Therefore, the Common Council of the City of Plattsburgh hereby resolves as follows:

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RESOLVED, that the terms and conditions of employment set forth in the attached "Terms and Conditions of Employment of Managers with the City of Plattsburgh shall supersede, without limitation, all prior policies, resolutions, documents and other commitments providing for the terms and conditions of employment of managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department; the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, and it is further

RESOLVED, managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department, the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, shall not receive the terms and conditions of employment contained in any collective bargaining agreement.

11/08/18: Added under Initial
by Councilor Ensel, Dowdle and Armstrong

Terms and Conditions of Employment of Managers with the City of Plattsburgh

RESOLVED, that, except those persons currently employed as managers in the Fire Department, Police Department, the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, all managers shall receive only the terms and conditions of employment set forth in the attached "Terms and Conditions of Employment of Managers with the City of Plattsburgh and it is further

RESOLVED, that the terms and conditions of employment set forth in the attached "Terms and Conditions of Employment of Managers with the City of Plattsburgh shall supersede, without limitation, all prior policies, resolutions, documents and other commitments providing for the terms and conditions of employment of managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department; the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, and it is further

RESOLVED, managers who are employed with the City of Plattsburgh, except those persons currently employed as managers in the Fire Department, Police Department, the Building Inspector (whose benefits are those that he had when he left the union), or those with Level 1 agreements, shall not receive the terms and conditions of employment contained in any collective bargaining agreement.

[ATTACHMENT]

Terms and Conditions of Employment of Managers with the City of Plattsburgh

Vacations.

(A) Employees covered by this policy shall be entitled to 10 working days' vacation during each of their first five years of continuous service. After five years of continuous service, such employees shall be entitled to 15 working days of vacation. After 10 years of continuous service, such employees shall be entitled to 20 working days' vacation. After 20 years of continuous service, such employees shall be entitled to 25 working days' vacation.

(B) Vacations shall be taken in the year during which the employee becomes entitled thereto, and no part of such vacation leave in excess of 2 days may be carried over without the prior written consent of the Mayor, which consent shall be requested prior to the first day of January of the year into which the vacation leave is to be carried over.

(C) Employees covered by this policy will not receive payment of unused vacation upon separation.

(D) An officer or employee hired after January 1, during any given calendar year, will initially receive a prorated amount of vacation days based upon the number of days remaining in the calendar year in which he or she is hired. The following January 1, and every January 1 thereafter, a full year's worth of vacation credits shall be allotted based upon length of service.

11/08/18 added under
initial

Sick, Personal, and Bereavement Leave.

(A) An employee covered by this policy shall be granted 12 working days per year of sick leave. . The Mayor may require a physician's certificate for any absence of more than 2 consecutive days. Should the employee fail to produce such a certificate when required by the Mayor, the employee shall not be permitted to charge sick leave for the absence.

(B) An employee may accumulate unlimited sick leave.

(C) Sick leave shall for all purposes be considered as continuous service, but, in the event of termination or separation of employment for any reason, unused and accumulated sick leave shall be cancelled. No payment of unused and accumulated sick leave will be made.

(D) In the event of a death in the immediate family of an employee (spouse, parents, stepparents, children, sister, brother, grandparents, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandchildren, step-brothers, step-sisters, half-brothers, half-sisters), the employee shall be granted three (3) consecutive work days leave of absence with pay for the days he/she would otherwise have worked to make household adjustments or arrange to attend funeral services. The Mayor may require proof of death and/or proof of relationship.

(E) An employee shall be entitled to a one (1) day leave of absence with pay to attend funeral services in the event of the death of an aunt, uncle, niece, nephew, brother-in-law, or sister-in-law. The Mayor and Council may require proof of death and/or proof of relationship.

(F) Bereavement is capped at 6 days per any calendar year.

(G) An employee shall be entitled to two personal days each year.

Holidays.

(A) All employees covered by this policy shall be entitled to receive time off for each of the following 14 holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

*11-08-18 Added under
Initial*

Retirement Health Insurance.

(A) To be eligible for City provided health insurance during retirement, an employee must retire with 20 years' service credit with the City and have reached age 55 prior to retirement from the City. The City will provide single, two-person, or family coverage until the employee becomes eligible for Medicare or death of the employee, whichever shall first occur, at which time the City will no longer provide any coverage. Only a spouse and dependent(s) receiving coverage at the time of the employee's retirement from the City shall be eligible to receive coverage.

(B) For employees that qualify as set forth above, the City shall pay 85% of the applicable healthcare premium and the employee shall contribute 15% of such premium. The retiree shall be eligible for all plans offered to city employees.

Active Officers and Employees Health Insurance.

(A) The City will provide health insurance coverage to employees covered by this policy. Current employees shall contribute 15% of the applicable health insurance premium through payroll deduction. Employees hired after November 1, 2018 shall contribute 22.5% of the applicable health insurance premium through payroll deduction.

(B) Employees who opt out of the City's health insurance program shall receive \$1000 if eligible for individual coverage, \$2000 if eligible for two-person coverage, or \$2500 if eligible for family coverage, payable the first pay period in December. Those opting out must provide proof of alternative coverage. The decision to opt out shall be made by November 30 of the year preceding the opt-out year.

(C) The City will provide health insurance coverage to the verified domestic partner of a manager under the same conditions that the City provides such coverage to other City employees. The City may require a manager and or his/her domestic partner to sign such affidavits and provide such proof that they are in a relationship of mutual support and commitment and that they have assumed the responsibility for each other welfare and well-being as determined by the Mayor or as otherwise authorized by the Council.

Clothing Allowance.

Effective January 1, 2019, employees covered by this policy, other than employees of the police and fire departments, will not receive a clothing allowance. Employees of the police and fire departments covered by this policy shall receive the same clothing allowance as the employees they supervise receive pursuant to the applicable collective bargaining agreement.

Jury Duty.

Employees covered by this policy shall be granted the necessary time off, with pay, to perform jury duty. Employees serving jury duty shall report to work if excused from service prior to the end of the normal work day.

Recreation Center Membership.

Employees covered by this policy shall be granted access to a membership at the Recreation Center on the same terms and conditions as other City employees.

Salary, Longevity, and Cost of Living Adjustments.

(A) Managers hired before April 5, 2018 shall receive wages/salaries in accordance with the attached salary schedule. Such employees shall also receive longevity payments as follows:

11-08-18 Added under Initial

(B) Upon completion of 5 years of service through 7 years of service 2% of salary
Upon completion of 8 years of service through 9 years of service 4% of salary
Upon completion of 10 years of service through 14 years of service 6% of salary
Upon completion of 15 years of service through 19 years of service 8% of salary
Upon completion of 20 years of service through 24 years of service 10% of salary
Upon completion of 25 years of service through 29 years of service 12% of salary
Upon completion of 30 years of service through 34 years of service 14% of salary
Upon completion of 35 years of service and continuing thereafter 16% of salary

Longevity salary will be included in bi-weekly pay.

(C) The attached salary schedule shall be adjusted on January 1st of each year by the previous year's CPI, not to exceed 1.5% or be less than 0.5%.

(D) Managers hired on or after April 5, 2018 shall be paid a salary and receive raises at the discretion of the Mayor as approved by the Council. Such employees shall not receive longevity.

11-08-18
Added under
Initial