

**THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
FINANCE AND COMMUNITY DEVELOPMENT**

APRIL 8, 2021, 5:00pm

Chairperson: Mayor Rosenquest

Members: Councilors Canales, Gibbs, Kelly, Moore, Tallon, McFarlin

MINUTES

Present: Mayor Rosenquest, Councilors Canales, Gibbs, Kelly, Moore, Tallon and McFarlin

Absent: None

1. **Approval of minutes of the March 11, 2021 Finance and Community Development Committee**
By Councilor Gibbs; Seconded by Councilor Canales
(All voted in the affirmative)

2. **Finance:**
 - 2.1. **Draft Resolution:** “Authorizing Budget Transfer - General Fund Fire Department Paramedic Training Program Expenses” (page 1)
 - 2.2. **Draft Resolution:** “Authorizing Budget Transfer – General Fund Police Motor Vehicle Repairs” (page 2)
 - 2.3. **Draft Resolution:** “Authorizing Budget Transfer – Major Funds Budget Adjustments for Telephone Cost Reallocation” (page 3-4)
 - 2.4. **Draft Resolution:** Authorizing revising Capital project H8320.79 – 2019 Water System Improvements” (pages 5-6)
 - 2.5. **Discussion:** “March Monthly Finance report”

3. **Community Development:**
 - 3.1. **Draft Resolution:** “Authorizing the Chamberlain to transfer for Rec Complex Fund Beach Materials & Supplies and Contract Services” (page 7)
 - 3.2. **Draft Resolution:** “Authorizing Budget adjustment to the Rec Complex fund budget for building demolition” (page 8)
 - 3.3. **Draft Resolution:** “Authorizing Budget adjustment to the Rec Complex fund budget for Beach implementation plan” (page 9)
 - 3.4. **Draft Resolution:** “Authorizing of service agreement to create implementation plan for Beach Complex improvements” (pages 10-12)
 - 3.5. **Draft Resolution:** “Approval of license agreement for Plattsburgh Farmers’ and Crafters’ market” (pages 13-27)
 - 3.6. **Draft Resolution:** “Approval of Mohawk Sculpture and Interpretive Panel at Harborside” (pages 28-36)

4. **New Business:**

Councilor McFarlin mentioned Hamilton Park playground was removed due to safety reasons;

hopes Council will be able to find money to rebuild playgrounds.

Mayor Rosenquest feels need to invest in parks for community. It is heartbreaking to see condition of parks and we have to do better.

Councilor McFarlin added that fences in parks are in disrepair

Mayor Rosenquest reminded Councilors that there is a legal meeting after adjournment on different Zoom link.

5. Adjournment

Motion to Adjourn by Councilor Canales; Seconded by Councilor McFarlin
(All voted in the affirmative)

MEETING ADJOURNED: 5:58 pm

RESOLUTION 2.1 – 04/08/21

RESOLUTION TITLE-Budget Transfer – General Fund Fire Department Paramedic Training Program Expenses (page 1)

BY: Richard Marks

WHEREAS, the following resolution was adopted on April 15th, 2021; and

WHEREAS, the 2021 General Fund budget does not make sufficient appropriations for Fire Paramedic program and training expenses; and

WHEREAS, the Fire Chief has requested to purchase program training costs and manuals for the City fire and ambulance services for fiscal year 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General Fund budget, as follows:

Increase: General Fund – Fire Training & Education	13410000-4461	\$ 5,900.00
Increase: General Fund – Fire Contract Services	13410000-4430	\$12,550.00
Decrease: General Fund – Fire Repairs to Motor Vehicles	13410000-4452	\$18,450.00

To provide for unbudgeted appropriation for the purchase of training manuals for the adopted program for the conversion of City firemen from EMT to Paramedic status and related program costs not included in the Fire budget in the General Fund. The budget adjustment does not increase the General Fund budget for appropriations in 2021.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 2.2 – 04/08/21

RESOLUTION TITLE: Budget Transfer – General Fund Police Motor Vehicle Repairs (page 2)

BY: Richard Marks

WHEREAS, the following resolution was adopted on April 15th, 2021; and

WHEREAS, the 2021 General Fund budget makes appropriations for motor vehicle repairs in the police department; and

WHEREAS, the police are asking to increase the motor vehicle repairs appropriations for 2021 by the same amount received for insurance proceeds from a damaged vehicle;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General Fund budget, as follows:

Increase: General Fund – Police Motor Repairs	13120000-4452	\$ 2,420.00
Increase: General Fund – Insurance Recovery Property	00001127-2680	\$ 2,420.00

To provide for the repair of a police vehicle from the insurance proceeds received for a damaged vehicle. The budget adjustment provides for the increase in appropriations and the increase in estimated revenues that will increase the total General Fund budget by \$2,420.00 for 2021.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: Yes

Roll Call: (Councilors Canales, Kelly, Gibbs, Tallon and Moore voted in the affirmative. Councilor McFarlin voted in the negative)

Absent: None

Motion carried

RESOLUTION 2.3 – 04/08/21

RESOLUTION TITLE: Budget Transfer – Major Funds Budget Adjustments for Telephone Cost Reallocation (page 3-4)

BY: Richard Marks

WHEREAS, the following resolution was adopted on April 15th, 2021; and

WHEREAS, the 2021 General, Rec Complex, Water, Sewer and Library Funds budgets require adjustment for reallocation of the telephone and IT managed service costs; and

WHEREAS, the City Chamberlain is requesting to adjust the major budgets for the reallocation of the telephone and IT managed service costs in 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the General, Rec Complex, Water, Sewer and Library Fund budgets, as follows:

Increase: General Fund – Appropriated Fund Balance	1-0599	\$ 3,401.00
Decrease: General Fund – Mayor Telephone	11210000-4414	\$ 3,461.00
Decrease: General Fund – Finance Telephone	11310000-4414	\$14,049.00
Decrease: General Fund – City Clerk Telephone	11410000-4414	\$ 5,106.00
Decrease: General Fund – Data Processing Telephone	11680000-4414	\$ 5,091.00
Decrease: General Fund – Police Telephone	13120000-4414	\$ 3,381.00
Decrease: General Fund – Asset Seizure Telephone	13121000-4414	\$ 206.00
Increase: General Fund – Fire Telephone	13410000-4414	\$ 7,865.00
Decrease: General Fund – Building Inspector Telephone	13620000-4414	\$ 8,061.00
Decrease: General Fund – Community Dev. Telephone	16330000-4414	\$12,551.00
Increase: General Fund – Transfer Rec Complex	19515000-9000	\$47,442.00
Increase: Rec Complex Fund – Admin Telephone	27210000-4414	\$47,442.00
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$47,442.00

To provide for an increase in total appropriations for the General Fund operations and the Rec Complex operations in 2021 for the reallocation of the telephone and IT managed service costs to recognize the cost where the internet network connections and related usage actually reside. The budget adjustment increases the General Fund budget for appropriations and appropriated fund balance in 2021 by \$3,401.00, and it increases the Rec Complex Fund budget for estimated revenues and appropriations in 2021 by \$47,442.00.

Increase: Water Fund – Appropriated Fund Balance	4-0599	\$ 17,206.00
Increase: Water Fund – Administration Telephone	48310000-4414	\$ 10,304.00
Increase: Water Fund – Purification Telephone	48330000-4414	\$ 6,902.00
Increase: Sewer Fund – Appropriated Fund Balance	5-0599	\$ 7,452.00
Increase: Sewer Fund – Administration Telephone	58110000-4414	\$ 7,452.00

Increase: Library Fund – Contract Services
Decrease: Library Fund – Telephone

67410000-4430 \$ 7,633.00
67410000-4414 \$ 7,633.00

To provide for an increase in total appropriations and appropriated fund balance for the Water and Sewer Funds operations and a transfer of appropriations in the Library operations in 2021 due to the reallocation of the telephone and IT managed service costs to recognize the cost where the internet network connections and related usage actually reside. The budget adjustment increases the Water Fund budget for appropriations and appropriated fund balance in 2021 by \$17,206.00 and it increases the Sewer Fund budget for appropriations and appropriated fund balance in 2021 by \$7,452.00. The Library Budget for 2021 will remain unchanged due to the transfer of appropriations between budgeted accounts.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 2.4 – 04/08/21

RESOLUTION TITLE: Authorizing revising Capital project H8320.79 – 2019 Water System Improvements (pages 5-6)

WHEREAS, the Capital Expenditure Plan adopted January 10th, 2019, includes a Water Source of Supply category, and

WHEREAS, the Environment Engineer established a 2019 Water System Improvements project to be included in the Water Source of Supply category under a new item in the Capital Expenditure Plan that was adopted January 10th, 2019, and

WHEREAS, the cost of the 2019 Water System Improvements project has been estimated by the Environmental Engineer for the costs of the planned expenditures during 2019, and is being revised, as follows:

	2019 Capital Plan	2019 Estimated Cost	2021 Estimated Cost
Development - full production water well	\$ -	\$ 500,000	\$ 1,500,000
Total	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>

Project Funding:

Water Capital Reserve	\$ -	\$ 250,000	\$ 250,000
Meade Dam IIC Fees	-	167,700	167,700
Water Operating Fund	-	82,300	82,300
Water Fund Advance	<u>-</u>	<u>-</u>	<u>1,000,000</u>
Total	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 1,500,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 15th day of April 2020, as follows:

- 1) That, the amount of One Million Five Hundred Thousand and 00/100 (\$1,500,000.00) Dollars is hereby appropriated for the capital project **2019 Water System Improvements (H8320.79)** for the revised cost of the development listed above and is hereby authorized to be expended for such purpose.
- 2) That, Two Hundred Fifty Thousand and 00/100 (\$250,000.00) Dollars of such appropriation be provided by the Water Capital Reserve.

- 3) That, One Hundred Sixty-seven Thousand Seven Hundred and 00/100 (\$167,700.00) Dollars of such appropriation be provided by the 2019 Meade Dam Infrastructure Investment Charge fees.
- 4) That, Eighty-two Thousand Three Hundred and 00/100 (\$82,300.00) Dollars of such appropriation be provided by the Water Operating Fund.

That, One Million and 00/100 (\$1,000,000.00) Dollars of such appropriation be provided by an advance from the Water Operating Fund but that such advance will be reimbursed by year-end through WIIA drinking water grant funding or through the issuance of Water Fund bond anticipation notes or serial

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021.**

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.1 – 04/08/21

RESOLUTION TITLE-Budget Transfer – Rec Complex Fund Beach Materials & Supplies and Contract Services (page 7)

BY: Richard Marks

WHEREAS, the 2021 Rec Complex Fund budget does not make appropriations for materials and supplies and contract services costs; and

WHEREAS, the City Chamberlain is requesting to appropriate for the unbudgeted costs in the Rec Complex Fund Beach department costs for the fiscal year 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the Rec Complex Fund budget, as follows:

Increase: Rec Complex Fund – Beach Materials & Supplies	27215000-4330	\$ 4,500.00
Increase: Rec Complex Fund – Beach Contract Services	27215000-4330	\$ 4,500.00
Decrease: Rec Complex Fund – Beach Temporary Payroll	27215000-1300	\$ 9,000.00

To provide for unbudgeted appropriations for the Rec Complex Beach operational expense accounts in 2021 providing for the re-opening and operation of the beach for the season. The budget adjustment does not increase the Rec Complex Fund budget for appropriations **in 2021**.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.2 – 04/08/21

**RESOLUTION TITLE: AUTHORIZING THE CITY CHAMBERLAIN TO
ADJUST THE REC COMPLEX FUND BUDGET FOR BUILDING DEMOLITION
(page 8)**

BY: Richard Marks

WHEREAS, the following resolution was adopted on April 15th, 2021; and

WHEREAS, the 2021 Rec Complex Fund budget does not make appropriations for the demolition of a building damaged by a fallen tree at the Crete Center site; and

WHEREAS, the City Chamberlain is requesting to appropriate for the unbudgeted costs in the Rec Complex Fund Crete Center department costs for the fiscal year 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the Rec Complex Fund budget, as follows:

Increase: Rec Complex Fund – Crete Capital Outlay	27220000-3000	\$11,000.00
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$11,000.00
Increase: General Fund – Transfer Rec Complex	19151000-9000	\$11,000.00
Decrease: General Fund – Appropriated Fund Balance	1-0599	\$11,000.00

To provide for unbudgeted appropriations for the Rec Complex Crete Center operations in 2021 for the demolition of the Anderson Building, at the Crete Center site, that was partially demolished by a fallen tree. The budget adjustment increases the Rec Complex Fund – Crete Capital Outlay budget for estimated revenues and appropriations in 2021 by \$11,000.00.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.3 – 04/08/21

RESOLUTION TITLE: AUTHORIZING THE CITY CHAMBERLAIN TO ADJUST THE REC COMPLEX FUND BUDGET FOR BEACH IMPLEMENTATION PLAN (page 9)

BY: Richard Marks

WHEREAS, the following resolution was adopted on April 8th, 2021; and

WHEREAS, the 2021 Rec Complex Fund budget does not make appropriations for the creation of an implementation plan for future development for the beach site; and

WHEREAS, the City Chamberlain is requesting to appropriate for the unbudgeted costs in the Rec Complex Fund Beach department costs for the fiscal year 2021;

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the Rec Complex Fund budget, as follows:

Increase: Rec Complex Fund – Beach Contract Services	27215000-4330	\$ 20,000.00
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$20,000.00
Increase: General Fund – Transfer Rec Complex	19151000-9000	\$20,000.00
Decrease: General Fund – Appropriated Fund Balance	1-0599	\$20,000.00

To provide for unbudgeted appropriations for the Rec Complex Beach operational expense in 2021 providing for the creation of an implementation plan from Saratoga Associates for the future development of the beach site. The budget adjustment increases the Rec Complex Fund budget for estimated revenues and appropriations in 2021 by \$20,000.00.

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: None

Roll Call: (Councilors Canales, Kelly, Gibbs, Tallon and Moore voted in the affirmative. Councilor McFarlin voted in the negative)

Absent: None

Motion carried

RESOLUTION 3.4 – 04/08/21

RESOLUTION TITLE: APPROVAL OF SERVICE AGREEMENT TO CREATE IMPLEMENTATION PLAN FOR BEACH COMPLEX IMPROVEMENTS (pages 10 -12)

BY: Matthew Miller, Director of Community Development

WHEREAS, in April 2016 Saratoga Associates completed a ‘City Beach and Crete Center Waterfront Design and Feasibility Study’ that included options for rehabilitation and development of the City Beach and Crete Center property; and

WHEREAS, in the years since publication of Saratoga’s 2016 feasibility study, few, if any, of that study’s recommendations have been implemented; and

WHEREAS, a revitalized City beach would increase quality of life and recreational opportunities for local residents and visitors while at the same time drawing additional tourism spending to the City; and

WHEREAS, additional analysis of the beach complex and guidance from an experienced consulting firm are needed to facilitate implementation of the recommended improvements.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to sign a consulting services agreement with Saratoga Associates, in an amount not to exceed \$20,000, to develop a phased implementation plan for improvements to the City Beach/Crete Center property and to provide support services to the City on an as-need basis during the design, permitting, and site redevelopment process. Funding to be provided from the 2021 City Beach contracted services budget appropriation.

Contractor:	Saratoga Associates
Service:	Creation of beach/Crete improvements implementation plan
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$20,000 (New)
City Cost:	\$20,000
Period:	Until exhaustion of contract funding amount
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.5 – 04/08/21

RESOLUTION TITLE: APPROVAL OF LICENSE AGREEMENT FOR PLATTSBURGH FARMERS' AND CRAFTERS' MARKET (pages 13-27)

BY: Matthew Miller, Director of Community Development

WHEREAS, the City is currently completing improvements to the former Plattsburgh Municipal Lighting Department (PMLD) site on Green Street; and

WHEREAS, the Plattsburgh Farmers' and Crafters' Market wishes to operate from the renovated building previously known as Building 4 on PMLD's former Green Street site.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to sign a License Agreement with the Plattsburgh Farmers' and Crafters' Market to operate a twice-weekly farmers' market in the renovated building on PMLD's former Green Street site from May 1, 2021 to October 10, 2021.

Contractor:	Plattsburgh Farmers' and Crafters' Market
Service:	Operation of farmers' market
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$500 seasonal license fee
City Cost:	n/a
Period:	May 1, 2021 through October 10, 2021
New/Renewal:	New
Previous Year's Cost:	\$375 seasonal license fee
Previous Year's City Cost:	n/a

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: None

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.6 – 04/08/21

RESOLUTION TITLE: Approval of Mohawk Sculpture and Interpretive Panel at Harborside (page 28- 36)

BY: City Planner, Malana Tamer

WHEREAS, the Tsi ietsenhtha Plattsburgh Art Project in partnership with Clinton County Historical Association and Outside Art has requested permission to design and install a Mohawk art sculpture and interpretive panel near Peace Point park in Harborside; and

WHEREAS, the Community Development department, DPW and other departments as necessary will coordinate with Tsi ietsenhtha Plattsburgh Art Project to ensure proper sculpture and sign placement to compliment and highlight our native history on the shores of Lake Champlain; and

NOW, THEREFORE, BE IT RESOLVED, The Common Council Authorizes the Mayor of Plattsburgh to execute all necessary documents

Approved by the **FINANCE AND COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **APRIL 8, 2021.**

Motion by Councilor Gibbs; Seconded by Councilor Canales

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried