

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

December 9, 2021, 5:00pm

Chairperson: Mayor Rosenquest

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

MINUTES

Present: Chairperson Mayor Rosenquest, Councilor Canales, Councilor Gibbs (*attended via Zoom*), Councilor Kelly, Councilor Moore, Councilor Bopp, Councilor Tallon

Absent: None

1. **Approval of minutes of the November 10, 2021 Finance and Community Development Committee**
By Councilor Kelly; Seconded by Councilor Canales
(All voted in the affirmative)

2. **Finance:**

- 2.1. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR FARMERS' MARKET IMPROVEMENTS PROJECT"
- 2.2. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR DPW BOILER SYSTEM REPLACEMENT"
- 2.3. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR RECONSTRUCTION/RESURFACING OF STREETS"
- 2.4. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR FIRE STATIONS RAMP REPLACEMENTS"
- 2.5. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR PURCHASE/INSTALLATION OF PARKING KIOSKS/INFRASTRUCTURE"
**** Item 2.5 defeated and did not move to next agenda December 16, 2021****
- 2.6. **Draft Resolution:** "AUTHORIZING BOND ISSUANCE TO PAY FOR CONSTRUCTION OF A NEW WATER SUPPLY WELL"
- 2.7. **Discussion:** November month end report

****Discussion about Items 2.8-2.11 and items added during Committee****

- 2.8. **Draft Resolution:** "MAYOR'S BUDGET AMENDMENT – GENERAL FUND PROPOSED DECREASE IN RETIREMENT"
- 2.9. **Draft Resolution:** "MAYOR'S BUDGET AMENDMENT – GENERAL FUND- INCREASE IN POLICE MOTOR VEHICLES BUDGET ITEM"
- 2.10. **Draft Resolution:** "MAYOR'S BUDGET AMENDMENT – GENERAL, WATER, SEWER AND MLD FUNDS PROPOSED DECREASE IN MANAGERS' SALARY BUDGET"
- 2.11. **Draft Resolution:** "MANAGERS' SALARY SCALE INCREASE OF 1.5%"

3. **Community Development:**

- 3.1 **Draft Resolution:** "APPROVAL OF CONSULTING AGREEMENT WITH ETHAN VINSON"
- 3.2 **Draft Resolution:** "AMENDMENT TO CONTRACT FOR REVIVAL OF CITY'S REVOLVING LOAN FUND PROGRAMS"

5. **Public Comment:** None

6. **New Business:** None

7. **Executive Session**

At 6:02 pm Motion to enter Executive Session matter of appointment of a particular person.

By Councilor Canales Seconded by Councilor Bopp

(All voted in the affirmative)

At 6:28 pm Motion to return from Executive Session. No action taken.

By Councilor Canales; Seconded by Councilor Bopp

(All voted in the affirmative)

8. **Adjournment**

Motion to Adjourn by Councilor Canales; Seconded by Councilor Bopp

(All voted in the affirmative)

MEETING ADJOURNED: 6:32 pm

RESOLUTION 2.1 – 12/09/21

RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR FARMERS' MARKET IMPROVEMENTS PROJECT

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$303,127 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY A PORTION OF THE COST OF THE FARMERS' MARKET IMPROVEMENTS PROJECT, IN AND FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: Councilors Bopp, Tallon and Canales voted in the affirmative. Councilors Moore, Gibbs and Kelly voted in the negative. Mayor Rosenquest broke tie in the affirmative

Absent: None

Motion carried

RESOLUTION 2.2 – 12/09/21

**RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR DPW
BOILER SYSTEM REPLACEMENT**

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$380,000 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY THE COSTS OF THE BOILER SYSTEM REPLACEMENT AT THE DEPARTMENT OF PUBLIC WORKS FACILITY, IN AND FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Kelly

Discussion: None

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 2.3 – 12/09/21

RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR RECONSTRUCTION/RESURFACING OF STREETS

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,312,950 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY A PORTION OF THE COST OF THE RECONSTRUCTION AND RESURFACING OF STREETS, THROUGHOUT AND IN AND FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: None

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 2.4 – 12/09/21

RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR FIRE STATIONS RAMP REPLACEMENTS

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$100,000 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY THE COST OF RAMP REPLACEMENTS AT FIRE STATIONS 1 AND 2, IN AND FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: None

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 2.5 – 12/09/21

RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR PURCHASE/INSTALLATION OF PARKING KIOSKS/INFRASTRUCTURE

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$149,918 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY THE COST OF THE PURCHASE AND INSTALLATION OF PARKING KIOSKS AND RELATED INFRASTRUCTURE, IN AND FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: None

Roll Call: Councilors Moore, Tallon, Gibbs and Kelly voted in the negative. Councilors Bopp and Canales voted in the affirmative.

Absent: None

Motion Defeated does not move to Regular agenda on December 16, 2021

RESOLUTION 2.6 – 12/09/21

**RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR
CONSTRUCTION OF A NEW WATER SUPPLY WELL**

A RESOLUTION AUTHORIZING THE ISSUANCE OF \$1,000,000 BONDS OF THE CITY OF PLATTSBURGH, CLINTON COUNTY, NEW YORK, TO PAY A PORTION OF THE COST OF THE CONSTRUCTION OF A NEW WATER SUPPLY WELL, FOR SAID CITY.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

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

Absent: None

Motion carried

RESOLUTION 2.8 – 12/09/21
Added during Committee meeting

**RESOLUTION TITLE: MAYOR’S BUDGET AMENDMENT – GENERAL FUND
PROPOSED DECREASE IN RETIREMENT**

Decrease: General Fund – Appropriated Fund Balance	1-0599	\$172,565.00
Decrease: General Fund – Retirement ERS	19010000-8000	\$ 49,616.00
Decrease: General Fund – Retirement PFRS	19015000-8000	\$122,949.00
Total amendment		\$172,565.00

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Bopp; Seconded by Councilor Canales

Discussion: Yes

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 2.9 – 12/09/21
Added during Committee meeting

**RESOLUTION TITLE: MAYOR’S BUDGET AMENDMENT – GENERAL FUND-
INCREASE IN POLICE MOTOR VEHICLES BUDGET ITEM**

Increase: General Fund – Police Motor Vehicles	13120000-2300	\$68,735.00
Increase: General Fund – Appropriated Fund Balance	1-0599	\$68,735.00
Total amendment		\$68,735.00

RE: Mayor’s Budget Amendment – Capital Expenditure Plan
Proposed decrease in Public Service Equipment section 15

An amendment be adopted to remove the item listed in the Capital Expenditure Plan under section 15 Public Service Equipment “Police Department Vehicles (4) costing at \$154,000.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 2.10 – 12/09/21
Added during Committee meeting

**RESOLUTION TITLE: MAYOR’S BUDGET AMENDMENT – GENERAL, WATER,
SEWER AND MLD FUNDS PROPOSED DECREASE IN MANAGERS’ SALARY
BUDGET**

Decrease: General Fund – Appropriated Fund Balance	1-0599	\$8,719.22	
Decrease: General Fund – Finance Payroll	11310000-1100	\$2,141.24	
Decrease: General Fund – Clerk Payroll	11410000-1100	\$1,301.89	
Decrease: General Fund – Building Inspector Payroll	13620000-1100	\$1,472.22	
Decrease: General Fund – DPW Admin Payroll	15010000-1100	\$1,154.51	
Decrease: General Fund – CD Payroll	16330000-1100	\$2,649.36	
Decrease: Water Fund – Appropriated Fund Balance	4-0599	\$2,407.12	
Decrease: Water Fund – Water Admin Payroll	48310000-1100	\$1,154.51	
Decrease: Water Fund – Water Supply Source Payroll	48320000-1100	\$ 187.89	
Decrease: Water Fund – Water Purification Payroll	48330000-1100	\$1,064.73	
Decrease: Sewer Fund – Appropriated Fund Balance	5-0599	\$6,657.45	
Decrease: Sewer Fund – Sewer Admin Payroll	58110000-1100	\$1,154.51	
Decrease: Sewer Fund – Sewer WRRF Payroll	58130000-1100	\$5,502.94	
Decrease: MLD Fund – Appropriated Fund Balance	5-0599	\$2,287.92	
Decrease: MLD Fund – MLD Admin Payroll	M8011100-1100	\$2,287.92	
Total amendment			\$20,071.71

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: Councilors Moore, Bopp, Tallon, Gibbs and Kelly voted in the affirmative.

Councilor Canales voted in the negative.

Absent: None

Motion carried

RESOLUTION 2.11 – 12/09/21
Added during Committee meeting

RESOLUTION TITLE: MANAGERS' SALARY SCALE INCREASE OF 1.5%

WHEREAS, the following resolution was adopted on December 16th, 2021; and

WHEREAS, the 2022 Mayor's Budget makes appropriations for a 2% increase in the salary of the City's Level 3 Managers in all departments except for the Police and Fire Department managers as they are not Level 3 Managers of the City as they have a pay and benefits structure separate from the City's Level 3 Managers; and

Whereas, the Mayor is requesting that the City's Level 3 Managers receive a 1.5% pay scale increase effective on January 1st, 2022,

NOW, THEREFORE, BE IT RESOLVED, the Common Council Authorizes the City Chamberlain to adjust the Managers' Salary Scale and Managers' Position Schedule, as follows:

The Managers' Salary Scale and Managers' Position Schedule shall be amended to reflect a 1.5% salary increase for all steps in the salary scale and all positions in the position schedule effective January 1st, 2022, as evidenced by the draft Salary Scale and draft Position Schedule attached as the supporting documentation for this resolution.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Bopp; Seconded by Councilor Canales

Discussion: Yes

Roll Call: Councilors Moore and Kelly voted in the negative. Councilors Bopp, Tallon, Gibbs and Canales voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 3.1 – 12/09/21

**RESOLUTION TITLE: APPROVAL OF CONSULTING AGREEMENT WITH
ETHAN VINSON**

BY: Matthew Miller, Director of Community Development

WHEREAS, the Community Development Office (CDO) is currently responsible for managing the City’s Planning Board, the DRI’s Downtown Grant Program (DGP), and numerous complex projects; and

WHEREAS, Ethan Vinson’s prior management of the City’s Planning Board and DGP has been exemplary and his knowledge of projects managed by the CDO is unique; and

WHEREAS, the CDO requires assistance with management of the City’s Planning Board, DGP, and other projects until a successor can be hired to manage those responsibilities.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to execute a consulting agreement with Ethan Vinson for Planning Board management, DGP management, and other planning services in an amount not to exceed \$7,500.

Contractor:	Ethan Vinson
Service:	Consulting services for Planning Board and CDO
Rate:	\$50 / hour
Mileage:	n/a
Contract Amount:	\$7,500 (New)
City Cost:	\$7,500
Period:	3 months followed by month-to-month renewals
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative.

Absent: None

Motion carried

RESOLUTION 3.2 – 12/09/21

RESOLUTION TITLE: AMENDMENT TO CONTRACT FOR REVIVAL OF CITY'S REVOLVING LOAN FUND PROGRAMS

By: Matthew Miller, Director of Community Development

WHEREAS, the scope of work defined in Ann Ruzow Holland's agreement for review of the City's Revolving Loan Programs (RLPs) included research into eligible uses for the funding included in those programs; and

WHEREAS, upon initial review of that research, additional analysis into permissible uses of RLP funding was requested by City staff with the goal of expanding eligibility for the RLPs.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to execute Amendment #1 to the Agreement between the City and Ann Ruzow Holland for review of the City's RLPs that extends the deadline for completion of that Agreement's defined scope of work by sixty (60) days. No changes to the contract amount are included in Amendment #1.

Contractor:	Ann Ruzow Holland, Ph.D., AICP
Service:	Extension of contract for revival of City's RLPs
Rate:	\$125 / hour
Mileage:	n/a
Contract Amount:	\$15,125 (Unchanged)
City Cost:	\$15,125 (CD Special Revenue Account)
Period:	August 15, 2021 – March 1, 2022
New/Renewal:	New
Previous Year's Cost:	\$10,000 (Cost of initial RLP consulting contract)
Previous Year's City Cost:	\$10,000 (Cost of initial RLP consulting contract)

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **December 9, 2021**.

Motion by Councilor Canales; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative.

Absent: None

Motion carried