

**DRAFT RESOLUTION 2.1 – 12/08/2022**

**RESOLUTION TITLE: APPROVAL OF 2023 RATE INCREASES IN THE BUILDING INSPECTORS OFFICE.**

BY: Joe McMahon - Building Inspector

**WHEREAS;** the City of Plattsburgh does a periodic review/re-evaluation of its fee schedules; and

**WHEREAS;** it has been determined periodic increases are necessary to deter extreme price hikes at one time; and

**WHEREAS;** there are some fees that have been deemed well below the value of revenue generated for certain entities; and

**NOW, THEREFORE, BE IT RESOLVED, The Common Council Authorizes the increases effective January 1, 2023**

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 3.1 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZING REVISING CAPITAL PROJECT H5110.92 – 2022 EQUIPMENT PURCHASE**

**WHEREAS**, the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022, includes a Public Service Equipment category, and

**WHEREAS**, the Infrastructure Division desires to establish a 2022 Equipment Purchase 4 project for items that were included in the Public Service Equipment category of the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022, and

**WHEREAS**, the cost of the 2022 Equipment Purchase 4 project has been estimated by the Infrastructure Division for the costs of the planned expenditures to purchase items included in the expenditure plan for 2022, and is being revised as follows:

	<b>2022 Capital Plan</b>	<b>2022 Estimated Cost</b>	<b>2022 Revised Cost</b>
Air pack equipment	<u>\$ 150,000</u>	<u>\$ 220,000</u>	<u>\$ 230,416</u>
Total	<u>\$ 150,000</u>	<u>\$ 220,000</u>	<u>\$ 230,416</u>

Project Funding:

General Fund	<u>\$ 150,000</u>	<u>\$ 220,000</u>	<u>\$ 230,416</u>
Total	<u>\$ 150,000</u>	<u>\$ 220,000</u>	<u>\$ 230,416</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 15<sup>th</sup> day of December 2022, as follows:

- 1) That, the amount of Two Hundred Thirty Thousand Four Hundred Sixteen and 00/100 (\$230,416.00) Dollars is hereby appropriated for the capital project **2022 Equipment Purchase 4 (H5110.92)** for the cost of the equipment listed above and is hereby authorized to be expended for such purpose.
- 2) That, the amount of Two Hundred Thirty Thousand Four Hundred Sixteen and 00/100 (\$230,416.00) Dollars of such appropriation be provided by a transfer of cash from the General Fund to the Capital Fund.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 4.1 – 12/08/2022**

**RESOLUTION TITLE: ADOPT UPDATED PARKS & OUTDOOR SPORTS FIELD MANAGEMENT POLICY**

By: Matthew Miller, Director of Community Development

**WHEREAS**, in response to both reduced recreation staffing levels and increased maintenance costs, updated policies for the management of the City’s parks and the sports fields contained therein are required; and

**WHEREAS**, new fee structures have been developed which shift, partially, the burden of maintaining the City’s parks and fields to those organizations using them on a frequent basis.

**NOW, THEREFORE, BE IT RESOLVED, the Common Council adopts the City’s updated Parks & Outdoor Sports Field Management Policy and the fee structures prescribed within with immediate effect.**

Contractor:	n/a
Service:	Updated Parks & Outdoor Sports Field Management Policy
Rate:	n/a
Mileage:	n/a
Contract Amount:	n/a
City Cost:	n/a
Period:	n/a
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 8th, 2022.**

“Yes”  
“No”  
Absent

**DRAFT RESOLUTION 4.2 – 12/08/2022**

**RESOLUTION TITLE: CRETE CENTER DEMOLITION SEQR NEGATIVE DECLARATION**

By: Matthew Miller, Director of Community Development

WHEREAS, in accordance with the New York State Environmental Quality Review Act (“SEQR”), the Common Council of the City of Plattsburgh announced its intent to serve as Lead Agency on or about December 1, 2022 to conduct an environmental review of a Type 1 action to complete asbestos abatement and demolition of the Crete Center Memorial Civic Center and associated structures located at 2 Beach Road (collectively, the “Crete Demolition”); and

WHEREAS, the Common Council thereafter determined that, lacking any other involved agencies, it would service as Lead Agency and in its capacity as Lead Agency, has caused to be prepared an environmental assessment of the significance of and potential environmental impact of the action described above; and

WHEREAS, the Common Council has considered the Environmental Assessment Forms (“EAF”), project description, the proposed EAF Parts 2 and 3, and the proposed Negative Declaration, and in particular, during its review of the potential environmental impacts of the Crete Demolition, as set forth in EAF Part 2 of the SEQR form, during a meeting, did not identify any “moderate to large” potential environmental impacts.

NOW, THEREFORE, BE IT RESOLVED, the Common Council as Lead Agency for the Crete Demolition, which is a Type 1 action under SEQR per 6 NYCRR Part 617.4(b)(9), declares that, based on the record which has been prepared, including a review and completion of Part 2 of the Full Environmental Assessment Form, in which no “moderate to large” potential environmental impacts were identified, hereby adopts a Negative Declaration for the Crete Demolition as it will result in no major adverse environmental impacts. The Mayor is authorized to sign Part 3 accordingly. The filing of this Negative Declaration is hereby ordered in accordance with 6 NYCRR Part 617.11 and this resolution will take effect immediately.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 4.3 – 12/08/2022**

**RESOLUTION TITLE: AWARD OF LOWEST RESPONSIBLE BID FOR CRETE CENTER DEMOLITION**

By: Matthew Miller, Director of Community Development

WHEREAS, the Crete Memorial Civic Center (“Crete”) is in a state of extreme disrepair and is unsafe for further public use; and

WHEREAS, the City sought bids for asbestos abatement and demolition of the Crete and associated structures (collectively, the “Crete Demolition”).

NOW, THEREFORE, BE IT RESOLVED, the Common Council awards the lowest responsible bid for the Crete Demolition to Ritter & Paratore Contracting, Inc. in the amount of \$384,414 and authorizes the Mayor to execute all documents required for the completion of the work. Funding to be provided by capital project 2022 Crete Center Demolition (H5110.91).

Contractor:	Ritter & Paratore Contracting, Inc.
Service:	Crete Demolition
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$384,414 (Original)
City Cost:	\$384,414
Period:	n/a
New/Renewal:	New
Previous Year’s Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 4.4 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZING REVISING CAPITAL PROJECT H5110.91 – 2022 CRETE CENTER DEMOLITION**

**WHEREAS**, the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022, includes a Recreation Complex Facilities category, and

**WHEREAS**, the Infrastructure Division desires to establish a 2022 Crete Center Demolition project for an item included in capital expenditure plan year 2023 in the Recreation Complex Facilities category of the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022, and

**WHEREAS**, the cost of the 2022 Crete Center Demolition project has been estimated by the Infrastructure Division for the cost of the unplanned expenditures for the purchase of services to be added to the capital expenditure plan for 2022, and has been revised as follows:

	<b>2022 Capital Plan</b>	<b>2022 Estimated Cost</b>	<b>2022 Revised Cost</b>
Crete Center Demolition	\$ -	\$ -	\$ 384,414
Project oversight & management	<u>-</u>	<u>10,575</u>	<u>10,575</u>
Total	<u>\$ -</u>	<u>\$ 10,575</u>	<u>\$ 394,989</u>

Project Funding:

ARPA Funding	<u>\$ -</u>	<u>\$ 10,575</u>	<u>\$ 394,989</u>
Total	<u>\$ -</u>	<u>\$ 10,575</u>	<u>\$ 394,989</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 15<sup>th</sup> day of December 2022, as follows:

- 1) That, the amount of Three Hundred Ninety-four Thousand Nine Hundred Eighty-nine and 00/100 (\$394,989.00) Dollars is hereby appropriated for the capital project **2022 Crete Center Demolition (H5110.91)** for the cost of the item listed above and is hereby authorized to be expended for such purpose.
- 2) That, Three Hundred Ninety-four Thousand Nine Hundred Eighty-nine and 00/100 (\$394,989.00) Dollars of such appropriation will be provided by the ARPA funding received by the City's General Fund during 2021 and 2022 as deferred revenue and that such amount will be transferred to the estimated revenue for this capital project as federal aid.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent



**DRAFT RESOLUTION 4.5 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZING BOND ISSUANCE TO PAY FOR PARKS  
RENEWAL UPGRADES**

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 4.6 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZING REVISING CAPITAL PROJECT H5110.88 – 2022 PARKS MAINTENANCE & UPGRADES**

**WHEREAS**, the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022, includes a Recreation Complex Facilities category; and

**WHEREAS**, the Infrastructure Division desires to establish a 2022 Parks Maintenance & Upgrades project for items included in the Recreation Complex Facilities category of the Capital Expenditure Plan adopted January 6<sup>th</sup>, 2022; and

**WHEREAS**, the cost of the 2022 Parks Maintenance & Upgrades project has been estimated by the Infrastructure Division for the costs of the planned and unplanned expenditures to purchase items for the project to be added as additional appropriations to the capital expenditure plan for 2022, and is further revised as follows:

	<b>2022 Capital Plan</b>	<b>2022 Estimated Cost</b>	<b>2022 Revised Cost</b>	<b>2022 Revised Cost</b>
Parks Maintenance & Upgrades	\$ -	\$ 1,400,000	\$ 1,400,000	\$1,606,543
City Parks – new equipment	<u>100,000</u>	<u>\$ 100,000</u>	<u>\$ 100,000</u>	<u>1,000,000</u>
Total	<u>\$ 100,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>	<u>\$2,606,543</u>

Project Funding:

General Fund	\$ 100,000	\$ 1,500,000	\$ 1,000,000	\$1,000,000
ARPA Funding	<u>-</u>	<u>-</u>	<u>500,000</u>	<u>1,606,543</u>
Total	<u>\$ 100,000</u>	<u>\$ 1,500,000</u>	<u>\$ 1,500,000</u>	<u>\$2,606,543</u>

Now therefore,

**BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, this 15<sup>th</sup> day of December 2022, as follows:

- 1) That, the amount of Two Million Six Hundred Six Thousand Five Hundred Forty-three and 00/100 (\$2,606,543.00) Dollars is hereby appropriated for the capital project **2022 Parks Maintenance & Upgrades (H5110.88)** for the cost of the items listed above and is hereby authorized and appropriated to be expended for such purpose.
- 2) That, One Million and 00/100 (\$1,000,000.00) Dollars of such appropriation will be provided an advance from the General Fund to be refunded by the fiscal year-end through issuance of serial bonds or a bond anticipation note (BAN).
- 3) That, One Million Six Hundred Six Thousand Five Hundred Forty-three and 00/100 (\$1,606,543.00) will be provided by the ARPA funding received by the City's General Fund during 2021 and 2022 as deferred revenue and that such amount will be transferred to the estimated revenue for this capital project as federal aid.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent

**DRAFT RESOLUTION 4.7 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZE COOPERATIVE ADMINISTRATIVE AGREEMENTS FOR COMMUNITY DEVELOPMENT REVOLVING LOAN FUND**

By: Matthew Miller, Director of Community Development

WHEREAS, the City’s Community Development Revolving Loan Fund (CDRLF) includes funding options for the rehabilitation of commercial and residential properties; and

WHEREAS, City staff do not possess the specialized knowledge required to effectively supervise the rehabilitation/construction related tasks that many CDRLF projects will require; and

WHEREAS, certain regional non-profit organizations possess extensive experience with building rehabilitation and the specialized knowledge required for the CDRLF.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to sign cooperative administrative agreements with Housing Assistance Program of Essex County, Inc. (HAPEC) and Friends of the North Country, Inc. (FONY) for management and supervisory services related to rehabilitation projects undertaken with funding from the CDRLF. Funding for said services is to be provided via the CDRLF.

Contractor:	Housing Assistance Program of Essex County, Inc. & Friends of the North Country, Inc.
Service:	CDRLF Management & Supervisory Services
Rate:	HAPEC (\$30.82 / hour - \$84.16 / hour) FONY (\$30.31 / hour - \$77.12 / hour)
Mileage:	Reimbursement at rates set by Internal Revenue Service
Contract Amount:	Not to exceed 15% of approved CDRLF loan amount for any project
City Cost:	n/a (Funding to be provided via CDRLF)
Period:	3 years
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 8th, 2022.**

“Yes”  
“No”  
Absent

**DRAFT RESOLUTION 5.2 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZE BUDGET ADJUSTMENTS - 2023 GENERAL, WATER AND DEBT SERVICE FUND BUDGETS**

It is being requested to amend the 2023 General, Water and Debt Service Fund Budgets, as follows:

Increase: Debt Service Fund – Debt Reserve Revenue	00007228-2882	\$ 68,416.22
Decrease: Debt Service Fund – General Inter-fund Rev.	00007228-2810	\$ 26,166.19
Decrease: Debt Service Fund – Water Inter-fund Rev.	00007228-2813	\$ 96,031.56
Decrease: Debt Service Fund – Principal Debt Expense	79710000-6000	\$ 65,000.00
Decrease: Debt Service Fund – Interest Debt Expense	79710000-7000	\$ 57,197.75
Increase: Debt Service Fund – Interest Res. Debt Expense	79710000-7500	\$ 68,416.22
Decrease: General Fund – Transfer Debt Service	19570000-9000	\$ 26,166.19
Decrease: General Fund – Contingency	11990000-4430	\$ 26,166.19
Decrease: Water Fund – Transfer Debt Service	39570000-9000	\$ 96,031.56
Decrease: Water Fund – Appropriated Fund Balance	4-0599	\$ 96,031.56

To provide for an increase in the Debt Service Fund Reserve and a decrease in the final debt service figures established for 2023 from the premium of \$68,416.22 paid by the buyer of the City’s BAN issue dated November 18, 2022, and from the reduced principal and interest payment required for the 2022 BAN to be made in November of 2023. The above budget adjustments decrease the Water Fund 2023 budget by \$96,031.56 and it reduces the Debt Service Fund 2023 budget by a net \$53,781.53 and it leaves the General Fund 2023 budget unchanged.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

- “Yes”
- “No”
- Absent

**DRAFT RESOLUTION 6.1 – 12/08/2022**

**RESOLUTION TITLE: AUTHORIZE MAYOR TO ATTEND NYCOM 2023  
CONFERENCES/ LEGISLATIVE MEETINGS**

1. RESOLVED: In accordance with the request therefore the Common Council approves Mayor Rosenquest to attend the “NYCOM 2023 Winter Legislative meeting” in Albany, NY from February 5-7, 2023 at a cost not to exceed \$1,200.
  
2. RESOLVED: In accordance with the request therefore the Common Council approves Mayor Rosenquest to attend the “NYCOM 2023 Annual meeting” in Bolton Landing, NY from May 17-19, 2023 at a cost not to exceed \$1,500.
  
3. RESOLVED: In accordance with the request therefore the Common Council approves Mayor Rosenquest to attend the “NYCOM Fall Training School” in Lake Placid, NY from September 18-22, 2023 at a cost not to exceed \$1,800.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **DECEMBER 8th, 2022.**

“Yes”

“No”

Absent