

**ORGANIZATIONAL MEETING AGENDA
OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
JANUARY 7, 2016
5:00 P.M.
MINUTES**

Present: Mayor James Calnon, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Becky Kasper (W5), Joshua Kretser (W6)

Absent: Councilor Paul O'Connell (W4)

1. At this time the Chair will entertain nominations from the floor for the position of Mayor Pro Tem.

Councilor Kasper; nominated by Councilor Armstrong

Seconded by Councilor Kretser

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

2. At this time the Chair will entertain nominations from the floor for the position of Clerk of the Common Council.

Councilor Dowdle; nominated by Councilor Kasper

Seconded by Councilor Kelly

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

3. Appointment of liaison positions to the following department for the period of January 1, 2016 through December 31, 2016 per the request of the Common Council:

Assessor's Office	Councilor Kelly
Building Inspector's Office	Councilor Dowdle
City Clerk's Office	Councilor O'Connell
Engineering Department	Councilor Kretser
Finance Department	Councilor Kasper
Fire Department	Councilor O'Connell
Municipal Lighting Department	Councilor Kelly
Police Department	Councilor Dowdle
Public Library	Councilor Armstrong
Public Works Department	Councilor Kasper
Recreation Department	Councilor Kretser
Environmental Services/WPCP/WFP	Councilor Armstrong

By Councilor Kretser; Seconded by Councilor Armstrong

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

- 4. **At this time the Chair recognizes that Dean Schneller as Corporation Counsel and John Krueger as City Historian are serving the third year of their three year appointments for the period of February 1, 2014 through January 31, 2017 and said previous appointment is hereby confirmed.**

- 5. **At this time the Chair recognizes that Mark Hamilton is serving as Fair Housing Officer and said previous appointment is hereby confirmed.**

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

PROPOSED RESOLUTIONS:

- 1. **Proposed resolution fixing the dates for all Regular Meetings of the Common Council to be held Thursdays at 5:30 PM in the Common Council Chambers for the period January 1, 2016 and terminating December 31, 2016, except when deemed necessary. Work sessions are to be held on Thursdays at 5:00 PM or whenever deemed necessary, in the Common Council Chambers. Executive Sessions will be held in the Mayor’s Office. The 2016 schedule is attached and made part of the minutes of this meeting.**

RESOLVED: That the Regular Meetings of the Common Council to be held during the period of January 1, 2016 through December 31, 2016 be and the same are hereby fixed to be held on Thursday of each second week at 5:30 PM; in the case of an exception, the Regular Meeting of that week shall be held on the Tuesday evening preceding, unless such meeting is otherwise fixed by resolution of the Common Council adopted at a prior meeting to be held on other than the evening herein before designated, it being understood there shall be a work session held on Thursday evening at 5:00 PM or on Tuesday evening at 5:00 PM when deemed necessary, further that budget hearings be scheduled in the fall by the Mayor Pro-Tem.

RESOLVED: That Thursdays, or Tuesdays in appropriate weeks, shall be used for work sessions and/or Committee meetings, according to the attached schedule of Meetings and Work Sessions.

RESOLVED: That in the event it may become necessary to call Special Meetings of the Common Council from time to time, the procedure as set forth in Article IV, Section 4-1, Charter Section of the Code of the City of Plattsburgh, New York shall be followed.

By Councilor Kretser; Seconded by Councilor Kasper

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

- 2. **Proposed resolution designating the *Press Republican* as the official newspaper of the City of Plattsburgh.**

RESOLVED: That the *Press Republican* is hereby designated as the official newspaper of the City of Plattsburgh, New York for the purpose of publication of all legal and help wanted notices, ordinances, local laws, proposals, tax notices, etc., authorized by resolution of the Common Council from time to time throughout the period of one year, commencing January 1, 2016 and terminating December 31, 2016, at a fee which is to be determined;

Press Republican

First publication legal \$.485/line
Second publication legal \$.395/line

By Councilor Armstrong; Seconded by Councilor Kelly
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted
Follow up Action: None

3. Proposed resolution designating the *Glens Falls National Bank, Margaret Street Branch*, as the official depository for all City of Plattsburgh funds.

RESOLVED: That the *Glens Falls National Bank, Margaret Street Branch*, be and are hereby designated as the official depository for all funds of the City of Plattsburgh for calendar year 2016, the current year portion of their contract through September 2019.

By Councilor Kretser; Seconded by Councilor Kelly
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted
Follow up Action: None

4. Proposed resolution adopting the present Investment Policy for the period January 1, 2016 ending December 31, 2016, unless otherwise amended.

RESOLVED: That the investment policy as recommended by the Office of the State Comptroller establishing guidelines which comply with applicable State statutes and as adopted at a Regular Meeting of the Common Council held December 10, 1987, be and the same is to continue in effect for the period of January 1, 2016 through December 31, 2016 as amended.

By Councilor Kasper; Seconded by Councilor Dowdle
Discussion: None
Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser
(All voted in the affirmative)

ACTION TAKEN: Adopted
Follow up Action: None

5. RESOLVED: That the Rules for 2016 be, and the same are, hereby accepted and adopted by the Common Council as follows:

1. The Council shall assemble promptly at 5:30 PM in regular session on Thursday of each second week and at such other times as may be determined at a previous session.
2. All petitions and communications that out of their inherent necessity requires their being acted upon at the next regular meeting, and all other agenda items to be introduced at the next regular meeting (for action at a succeeding regular meeting) shall be presented to the Office of the Mayor not later than **NOON** on the Tuesday preceding the meeting. This rule is subject to exception in Rule 4 below.
3. The Office of the Mayor shall have available to each Councilor, the agenda to be acted upon on Wednesday afternoon preceding the regular Thursday meeting.
4. Rule 2 shall not prevent the Mayor and/or Councilors from submitting any matter or offering any motion which was not on the agenda, if in his/her opinion, the issue should be raised. However, if necessity does not require immediate action, the motion is introduced for action at the next regular meeting. A resolution must be adopted for specific resolutions to be brought forward under rule 4.
5. Any member unable to attend a meeting must notify the Clerk prior to the meeting, giving the legitimate reason for non-attendance.
6. The Chair shall preserve order at the sessions and shall appoint all committees. Through a point of order, any procedural ruling by the Chair is subject to reversal by a majority vote of the Council.
7. All City Departments will be represented by the Department Head or his/her delegate, as long as they are management personnel, for the **Council Work Session** unless otherwise excused by the Mayor. All City Departments having items for action on the Agenda shall be represented at the **Council Meeting**.
8. A member desiring to speak or present any subject matter to the Council shall address the Chair and shall not further proceed until recognized by the Chair and awarded the floor for such purpose. Through a point of order, time limits can be placed and extended by a majority vote of the Council.
9. A roll call vote shall be taken on any question, with the exception of procedural motions through points of order, which shall require only a hand vote, unless a roll call vote is requested by any member of the Council. A Councilor shall be allowed to explain his/her vote at the time of casting said vote.
10. At each session, the business shall be:
 - a. Roll Call
 - b. Reading of the Minutes of the Previous Meeting
 - c. Approval of Payrolls – Various Departments
 - d. Reports of City Offices and Committees
 - e. Correspondence & Recommendations from Boards
 - f. Audit of Claims – Regular and Municipal Lighting
 - g. Public Comment

- h. Weekly Agenda Items
 - i. Initial Consideration
 - j. New Business
 - k. Closing Public Comments
 - l. Adjournment
11. When a question shall be under consideration, no motion shall be received except as herein specified, which shall have precedence in the following order:
- a. Point of Order for clarification, or to request reversal of ruling of the Chair, or limiting or extending discussion (by majority vote)
 - b. Recess such session
 - c. Amend
 - d. Refer to standing committee
 - e. Refer to select committee
 - f. Call the previous question
 - g. Table or postpone
 - h. Adjourn such session
12. All matters to be acted upon shall be entered at length upon the agenda.
13. In the event any question of procedure shall arise which is not provided for by these rules, then, in that event, Robert's Rules of Order shall be followed.
14. When the Councilors are notified of a Special Meeting of the Common Council, the news media shall also be notified.
15. At the Public Discussion portion of the regular meeting, the public will have the right to address the Common Council, subject to the Chair's discretion to rule discussants out of order. The rules for public comment are listed below (adapted from NYCOM – Handbook for city officials):
- 1. The Public shall be allowed to speak only during the public comment period of the meeting.
 - 2. Speakers must give their name, address and organization, if any.
 - 3. Speakers must be recognized by the presiding officer.
 - 4. Speakers must limit their remarks to five minutes.
 - 5. Speakers may not yield any remaining time they may have to another speaker.
 - 6. Council members, with the permission of the presiding officer, may ask questions of a speaker during or after his remarks, but only for the purpose of clarification or information.
 - 7. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the presiding officer may require that the group(s) designate not more than two spokespersons and limit the total time for public comment to 10 minutes for each point of view or side on an issue.
 - 8. All remarks shall be addressed to the council as a body and not to any member thereof.
 - 9. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

10. Interested parties or their representatives may address the council at any time by written or electronic communications.
11. The Common Council may by majority voice vote grant more time to a speaker or a topic.
12. If a Common Council member objects to a ruling by the presiding officer, he shall raise his objection by a motion “appealing the ruling of the chair.” If the motion passes, the ruling is overruled.
13. When a public comment topic is voted on by the Common Council, the topic may not be the subject of public comment for 6 months from the date of the vote unless the Common Council votes to allow public comment sooner.

By Councilor Kretser; Seconded by Councilor Dowdle

Discussion:

Motion to amend to remove on page 5, section 15, number 2 “Speakers must give their name, address and organization, if any” because that is not in compliance with Open Meetings Law.

By Councilor Kelly; Seconded by Councilor Armstrong

Discussion on amendment: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

Motion as amended:

15. At the Public Discussion portion of the regular meeting, the public will have the right to address the Common Council, subject to the Chair’s discretion to rule discussants out of order. The rules for public comment are listed below (adapted from NYCOM – Handbook for city officials):
 1. The Public shall be allowed to speak only during the public comment period of the meeting.
 2. Speakers must be recognized by the presiding officer.
 3. Speakers must limit their remarks to five minutes.
 4. Speakers may not yield any remaining time they may have to another speaker.
 5. Council members, with the permission of the presiding officer, may ask questions of a speaker during or after his remarks, but only for the purpose of clarification or information.
 6. When a meeting is attended by a group of people who share the same or opposing views on a public comment topic, the presiding officer may require that the group(s) designate not more than two spokespersons and limit the total time for public comment to 10 minutes for each point of view or side on an issue.
 7. All remarks shall be addressed to the council as a body and not to any member thereof.
 8. Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.
 9. Interested parties or their representatives may address the council at any time by written or electronic communications.
 10. The Common Council may by majority voice vote grant more time to a speaker or a topic.

11. If a Common Council member objects to a ruling by the presiding officer, he shall raise his objection by a motion “appealing the ruling of the chair.” If the motion passes, the ruling is overruled.
12. When a public comment topic is voted on by the Common Council, the topic may not be the subject of public comment for 6 months from the date of the vote unless the Common Council votes to allow public comment sooner.

By Councilor Kelly; Seconded by Councilor Armstrong
 Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser
 (All voted in the affirmative)

ACTION TAKEN: Adopted
 Follow up Action: None

6. Proposed resolution establishing the amount of a Blanket Bond or Undertaking for city employees at \$250,000 and for the City Chamberlain at \$500,000.

RESOLVED: That in accordance with Section 3-2 of the City Charter as amended, the Common Council of the City of Plattsburgh, as authorized by Section 11, Paragraph 2 of the Public Officer’s Law, consents and approves that a Blanket Bond or Undertaking be procured for all City employees in the amount of \$250,000 (per loss) for each position and \$500,000 for the City Chamberlain, further

RESOLVED: That aforementioned Bond or Undertaking was executed for the period of one year, from July 6, 2015 to July 6, 2016, and said Bond or Undertaking shall be written by an approved Surety Company.

By Councilor Kretser; Seconded by Councilor Kelly
 Discussion: None
 Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser
 (All voted in the affirmative)

ACTION TAKEN: Adopted
 Follow up Action: None

7. RESOLUTION: Common Council Audit Committee

1. The intent and purpose of this resolution is to define the composition, function and duties of the auditing committee of the Common Council.
2. The auditing committee shall be composed of any three members of the Common Council, including the Mayor as a member thereof. Members who act as an auditing committee are not required to be appointed or confirmed and such committee shall be deemed to consist of the three members who sign claim forms or tabulations of claims as set forth in section 4.
3. The auditing committee shall review and recommend approval of claims for payment before approval by the common council as a whole.
4. Committee members shall indicate approval by signing or initialing claim forms or a tabulation of claims submitted for Council approval. Such forms or tabulation bearing the signatures or initials of committee members shall constitute the minutes of the committee. If a committee member objects to payment of a claim, he shall raise the

objection at the time payment of the claim is presented to the Common Council for a vote.

5. The auditing committee is not required to meet or act as a body. If the committee meets or acts as a body, such meeting shall be held at an open public meeting of the Common Council, or at a public meeting which has been duly noticed in accordance with the Open Meetings Law.
6. This resolution supersedes all previous resolutions, including the Common Council's resolution of 4/30/1998.

By Councilor Kretser; Seconded by Councilor Kasper

Discussion: None

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

ACTION TAKEN: Adopted

Follow up Action: None

Motion to Adjourn by Councilor Kelly; Seconded by Councilor Dowdle

Roll call: Councilors Armstrong, Kelly, Dowdle, Kasper, Kretser

(All voted in the affirmative)

MEETING ADJOURNED: 5:12pm