

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

JULY 8, 2021, 5:00pm

Chairperson: Mayor Rosenquest

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

MINUTES

Present: Mayor Rosenquest, Councilors Gibbs, Kelly, Moore, Tallon

Absent: Councilor Canales

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

2. **Community Development/Recreation:**
 - 2.1. **Draft Resolution:** "Appointment of Ethan Vinson as Planner"
 - 2.2. **Draft Resolution:** "Approval of Artwork installations for Betty Little Arts Park"
 - 2.3. **Draft Resolution:** "Approval of Agreements for Vilas Home CDBG Grant Administration"
 - 2.4. **Presentation:** "Boire Benner Group - Wayfinding Signage Design Guidelines - DRI Marketing, Signage & Branding project" **Presenter Chris Boire from Boire Benner Group**
 - 2.5. **Presentation:** "Barton & Loguidice- CFA plans and other grant opportunities" **Presenter Robert Murphy from Barton & Loguidice**
 - 2.6. **Discussion:** "DRI Project Updates" **Director of Community Development Matthew Miller**
 - 2.7. **Discussion:** "Harborside Plan Update" **Presenter Robert Murphy from Barton & Loguidice**
 - 2.8. **Discussion:** "Comp Plan Update" **Director of Community Development Matthew Miller**
 - 2.9. **Discussion:** "Zoning/Planning Code change plans"
 - 2.10. **Discussion:** "Bike Path Plan Update (including D/T Bike parking) and associated resolutions/recommendations for implementing Phase I" **Project Coordinator Ethan Vinson**
 - 2.11. **Discussion:** "Progress with YMCA and associated resolutions/suggestions for facility improvements" **Director of Community Development Matthew Miller**
 - 2.12. **Discussion:** "Beach numbers/passes issued" **Director of Community Development Matthew Miller**

3. **Finance:**
 - 3.1. **Draft Resolution:** "Authorize Insurance renewals"
 - 3.2. **Draft Resolution:** "Authorize Budget Transfer General Fund – Economic Development Zone Harborside Master Plan"
 - 3.3. **Discussion:** June Monthly Finance report, Cash Balance and Month end report, Unappropriated budget and corresponding expenditures report

4. **Mayor's office:**
 - 4.1. ****ITEM WITHDRAWN** Draft Resolution:** "Reappointment of Ronald Nolland to Zoning

Board of Appeals”

- 4.2. **Draft Resolution:** “Reappointment of Scott Demane to Zoning Board of Appeals”
- 4.3. **Draft Resolution:** “Appointment of Danielle Erb to Zoning Board of Appeals”
- 4.4. **Draft Resolution:** “Authorize Dissolution of the Plattsburgh Progress Local Development Corporation, Inc. (“LDC”)”
- 4.5. **Discussion:** “City Assessor Tim Surpitski Assessment update” **City Assessor Tim Surpitski**

5. Public Comment:

Ron Nolland, Chair of Zoning Board spoke about Council not moving Resolution 4.3 to Regular Agenda, feels council is using political clout to influence an independent board, very disheartening when the candidate had support of the full Zoning Board.

6. New Business:

Councilor Gibbs made statement about procedure of the process of items and how they move items. Received this item as a poll and it was unanimously refused then it showed up on this agenda. Not sure why this showed up here unless intention was to embarrass the candidate or the council. Either way deeply disappointed in the method at which this was done. The statement that they are just to rubber stamp appointments is wrong. Doesn't appreciate being bullied in the public.

Mayor Rosenquest explained yes the item was created as a polled item on public safety. It was reintroduced as an item at the request of the independent board not only just by the Chairperson but the entire board and out of respect for that independent board, I felt it beneficial to reintroduce the item. Much like we would reintroduce the item at the recommendation of the Library Board or any other independent board.

7. Adjournment:

Motion to Adjourn by Councilor Gibbs; Seconded by Councilor Moore
(All voted in the affirmative)
MEETING ADJOURNED: 6:26 pm

RESOLUTION 2.1 – 07/08/21

RESOLUTION TITLE: APPOINTMENT OF ETHAN VINSON AS PLANNER

By: Matthew Miller, Director of Community Development

WHEREAS, Ethan has served as Project Coordinator in the City’s Community Development Office for the past 3 years; and

WHEREAS, his work and efforts in support of the City’s Downtown Revitalization Initiative and many other projects have been both exemplary and invaluable; and

WHEREAS, Ethan possesses the skill set and institutional knowledge to immediately assume the duties of the Planner position.

NOW, THEREFORE, BE IT RESOLVED, the Common Council approves the appointment of Ethan Vinson to the position of Planner at an annual salary of \$60,024 (Range 6, Step 6) effective July 16, 2021; and

BE IT ALSO RESOLVED, to account for support services provided by the Planner position to management and maintenance of the City’s infrastructure, the Planner shall be henceforth funded according to the following schedule: 95% from the General Fund and 5% from the Water Fund and the Sewer Fund, the respective contributions from the latter two funds to be determined at the discretion of the Mayor.

Contractor/Employee:	Ethan Vinson
Service:	Appointment to Planner position
Rate:	\$28.8577 per hour
Mileage:	n/a
Contract Amount:	n/a
City Cost:	\$60,024 per year plus benefits
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 **July 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Moore

Discussion: None

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

RESOLUTION 2.2 – 07/08/21

RESOLUTION TITLE: APPROVAL OF ARTWORK INSTALLATIONS FOR BETTY LITTLE ARTS PARK

By: Matthew Miller, Director of Community Development

WHEREAS, for the past several months, the City has been actively seeking artwork for installation in the Betty Little Arts Park and issued a public “Call to Artists”; and

WHEREAS, the City received submissions from 9 artists that were then reviewed and scored by an Arts Park Artwork Review Committee comprised of several members of the local arts community and City staff; and

WHEREAS, that committee has made recommendations to the Council for 5 pieces to occupy the 5 display pads within the Arts Park.

NOW, THEREFORE, BE IT RESOLVED, the Common Council approves the recommendations made by the City’s Arts Park Artwork Review Committee for selected artwork to be installed in the Betty Little Arts Park for a period not to exceed one year and that each artist shall be paid a maximum of \$1,000 in exchange for the use of their artwork during this period, pursuant to an Art Display License Agreement, which is also approved, in a form acceptable to Corporation Counsel.

Contractor:	Multiple artists
Service:	Display of artwork
Rate:	n/a
Mileage:	n/a
Contract Amount:	Maximum \$1,000 per artist
City Cost:	Maximum \$5,000 annually
Period:	One year
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 **July 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Kelly

Discussion: None

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

RESOLUTION 2.3 – 07/08/21

RESOLUTION TITLE: APPROVAL OF AGREEMENTS FOR VILAS HOME CDBG GRANT ADMINISTRATION

By: Matthew Miller, Director of Community Development

WHEREAS, the City of Plattsburgh has been awarded a \$750,000 CDBG grant for Project #927ED972-21 for the expansion of the Vilas Home assisted living facility; and

WHEREAS, the City must execute agreements with both the Vilas Home and the Plattsburgh Housing Authority detailing each party's respective responsibilities with regard to administration of and compliance with the provisions of the CDBG grant.

NOW, THEREFORE, BE IT RESOLVED, the Common Council authorizes the Mayor to execute agreements between the City and Vilas Home, LLC and between the City and the Plattsburgh Housing Authority governing the administration of CDBG Project #927ED972-21 for expansion of the Vilas Home.

Contractor:	Plattsburgh Housing Authority and Vilas Home
Service:	CDBG Grant Administration
Rate:	\$8,000 maximum to PHA from grant funding
Mileage:	n/a
Contract Amount:	\$8,000 (PHA), \$0 (Vilas Home)
City Cost:	n/a
Period:	To project completion
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 **July 8, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

RESOLUTION 3.1 – 07/08/21

RESOLUTION TITLE: AUTHORIZE INSURANCE RENEWALS

BY: City Chamberlain, Richard Marks

In accordance with the request therefore, the Common Council authorizes the Mayor to sign insurance renewals for:

Comp Alliance	July 1, 2021 – June 30, 2023
US Specialty Insurance Company	July 6, 2021- July 6. 2022

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

Motion by Councilor Kelly; Seconded by Councilor Gibbs

Discussion: None

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

RESOLUTION 3.2 – 07/08/21

**RESOLUTION TITLE: AUTHORIZE BUDGET TRANSFER GENERAL FUND –
ECONOMIC DEVELOPMENT ZONE HARBORSIDE MASTER PLAN**

BY: City Chamberlain, Richard Marks

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

WHEREAS, the 2021 General Fund budget does not make sufficient appropriations for costs to complete the Harbor-side Master Plan through a contract service agreement with Barton and Loguidice.; and

WHEREAS, Community Development has requested to provide for the additional appropriations to complete the Harbor-side Master Plan through a contract service agreement with Barton and Loguidice. in 2021;

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

Increase: General Fund – Economic Development Zone	16335000-4430	\$109,870.00
Decrease: General Fund – Appropriated Fund Balance	1-0599	\$109,870.00

This entry is to provide appropriations in the General Fund for the unbudgeted costs to complete the Harbor-side Master Plan through a contract service agreement with Barton and Loguidice. The budget adjustment increases the General Fund Budget for 2021 by \$109,870.00 for the increase in appropriations and it will decrease the General Fund unassigned unappropriated portion of the fund balance in 2021 by \$109,870.00. The project costs are 100% recoverable via a NYS DOS Grant.

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

Motion by Councilor Gibbs; Seconded by Councilor Kelly

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

****ITEM WITHDRAWN****

RESOLUTION 4.1 – 07/08/21

RESOLUTION TITLE: REAPPOINTMENT OF RONALD NOLLAND TO ZONING BOARD OF APPEALS

THE MAYOR HANDS DOWN THE REAPPOINTMENT OF RON NOLLAND AS A REGULAR MEMBER OF THE ZONING BOARD EFFECTIVE JULY 16, 2021 EXPIRING DECEMBER 31, 2024.

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

“Yes”

“No”

Absent

RESOLUTION 4.2 – 07/08/21

RESOLUTION TITLE: REAPPOINTMENT OF SCOTT DEMANE TO ZONING BOARD OF APPEALS

THE MAYOR HANDS DOWN THE REAPPOINTMENT OF SCOTT DEMANE AS CHAIR OF THE ZONING BOARD EFFECTIVE JULY 16, 2021 EXPIRING DECEMBER 31, 2022

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

Motion by Councilor Moore; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried

RESOLUTION 4.3 – 07/08/21

RESOLUTION TITLE: APPOINTMENT OF DANIELLE ERB TO ZONING BOARD OF APPEALS

THE MAYOR HANDS DOWN THE APPOINTMENT OF DANIELLE ERB AS A REGULAR MEMBER OF THE ZONING BOARD EFFECTIVE JULY 16, 2021 EXPIRING DECEMBER 31, 2021.

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

Motion by Councilor Kelly; Seconded by Mayor Rosenquest

Discussion: None

Roll Call: Councilors Gibbs, Kelly, Moore, Tallon

(All voted in the negative)

Absent: Councilor Canales

Motion DEFEATED

Item not moved out of committee

RESOLUTION 4.4 – 07/08/21

RESOLUTION TITLE: AUTHORIZE DISSOLUTION OF THE PLATTSBURGH PROGRESS LOCAL DEVELOPMENT CORPORATION, INC. (“LDC”)

WHEREAS, the Plattsburgh Progress Local Development Corporation, Inc. (“LDC”) was formed in the fall of 2020; and

WHEREAS, the City of Plattsburgh Common Council (“City”) was the sole member of the LDC and as part of its formation, appointed three initial members to the Board of Directors, namely Jerry Rosenbaum, Robert Smith and Timothy McCormick; and

WHEREAS, due to a mayoral change in the City, as well as budgetary adjustments, the LDC was not provided with financial or administrative support from the City and the LDC does not have any other assets or liabilities; and

WHEREAS, prior to holding its organizational meeting or adopting by-laws, initial Board members Jerry Rosenbaum and Robert Smith provided written letters of resignation to the LDC and the City; and

WHEREAS, Timothy McCormick is the “sole remaining director” of the LDC and desires to voluntarily dissolve the LDC and will be adopting a board resolution on behalf of the LDC to voluntarily dissolve in accordance with a Plan of Dissolution.

NOW THEREFOR, IT IS HEREBY RESOLVED, that the Common Council of the City of Plattsburgh, at a regular meeting thereof, as the sole member of the LDC has determined that voluntary dissolution of the LDC is advisable and it is in the best interests of the LDC to effect such a dissolution.

IT IS FURTHER RESOLVED, that upon the sole remaining director adopting a Plan for a voluntary dissolution of the LDC, the Common Council does hereby resolve that the LDC be dissolved in accordance with the following Plan, and authorizes the City Attorney or Mayor to execute and deliver such other legal instruments, including but not limited to a Certificate of Dissolution and Verified Petition to the Attorney General, necessary to effect the intent of this resolution.

Plan of Dissolution of Plattsburgh Progress Local Development Corporation, Inc.

The Board of Directors of Plattsburgh Progress Local Development Corporation, Inc., by and through its sole remaining director Timothy McCormick, has considered the advisability of voluntarily dissolving the corporation and has determined that dissolution is in the best interest of the corporation.

1. The Corporation has no assets or liabilities.
2. Since the date of its incorporation on November 2, 2020, Plattsburgh Progress Local Development Corporation, Inc. has never been funded and has never had any assets.
3. In addition to Attorney General approval, the governmental approval of the Plan are required from the City of Plattsburgh Common Council, as the sole member of the corporation, and copies of the approvals will be attached to the Verified Petition submitted to the Attorney General.

4. A Certificate of Dissolution shall be signed by an authorized director or officer and all required approvals shall be attached thereto.

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

Motion by Councilor Gibbs; Seconded by Councilor Kelly

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilor Canales

Motion carried