

**THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
PUBLIC SAFETY COMMITTEE
AUGUST 16, 2021, 5:00pm
Chairperson: Councilor Gibbs
Members: Councilors Tallon, Moore, Mayor Rosenquest**

MINUTES

Present: Councilor Gibbs, Councilor Tallon, Councilor Moore, Mayor Rosenquest

Absent: None

1. **Approval of minutes of the July 19, 2021 Public Safety Committee**
By Mayor Rosenquest; Seconded by Councilor Moore
(All voted in the affirmative)

2. **Building Inspector**
 - 2.1. **Discussion:** “July Violations Report”
 - 2.2. **Discussion:** “Complaint Report 7/17/2021 – 8/12/2021”
 - 2.3. **Discussion:** “Rental Registry program update”
 - 2.4. **Discussion:** “Permits issued YTD”
 - 2.5. **Discussion:** “Tree Report”

3. **Police Department**
 - 3.1. **Discussion:** “YTD Payroll and OT Report”
 - 3.2. **Discussion:** “Parking Violation Bureau Report July 2021”
 - 3.3. **Discussion:** “Crossing guard program”
 - 3.4. **Discussion:** “Police Chief Search”
 - 3.5. **Draft Resolution:** “Authorize Budget Transfer-General Fund Police Copier Leases and Motor Vehicle Accounting Correction”
 - 3.6. **** WITHDRAWN** Draft Resolution:** “Authorize Plattsburgh Housing contract – supplemental police services”
 - 3.7. **Draft Resolution:** “Authorize Budget Transfer- General Fund Police Asset Seizure Spending”
 - 3.8. **Draft Resolution:** “Authorize two Police Department employees to travel to New Orleans for the “International Association of Chiefs of Police”
 - 3.9. **Draft Resolution:** “Budget Transfer- General Fund Police Fee for Services – Insurance Deductible”

At 6:07 pm Motion to enter Executive Session.

By Councilor Gibbs; Seconded by Councilor Moore

(All voted in the affirmative)

At 6:15 pm Motion to return from Executive Session. No action taken.

By Councilor Gibbs; Seconded by Mayor Rosenquest

(All voted in the affirmative)

4. **Fire Department**
 - 4.1. **Discussion:** “YTD Payroll and OT Report
 - 4.2. **Discussion:** “EMS Call Report”
 - 4.3. **Discussion:** “EMS Revenue/Expense Report”
 - 4.4. **Draft Resolution:** “Authorizing Revising Capital project H5110.78 – 2021 Public Service Buildings”
 - 4.5. **Draft Resolution:** “Authorize Budget Transfer – General Fund Fire Department Training and Gear Expenses”

5. **Mayor**
 - 5.1. ****WITHDRAWN** Discussion:** “Report from Plan Oversight Committee for Governor’s Executive Order 203 dated May 17, 2021

6. **New business: Councilor Gibbs** discussed part-time Fire Chief- any follow up. Councilor Gibbs is in favor of.

7. **Public Comment:** None

8. **Adjournment**

Motion to Adjourn by Mayor Rosenquest; Seconded by Councilor Moore
(All voted in the affirmative)

MEETING ADJOURNED: 6:49pm

DRAFT RESOLUTION 3.5 – 08/16/21

RESOLUTION TITLE: Authorize Budget Transfer – General Fund Police Copier Leases and Motor Vehicle Accounting Correction

BY: City Chamberlain, Richard Marks

WHEREAS, the following resolution was adopted on August 19th, 2021; and

WHEREAS, the 2021 General Fund budget does not make appropriations for leased copier replacements in the police department and an accounting correction has left the budget line under-funded for motor vehicles in 2021 which must be corrected; and

WHEREAS, the police are asking to provide for appropriations for 2021 for the remainder of the year copier lease payments and to correct the motor vehicle budget line error;

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

Increase: General Fund – Police Printing & Copying	13120000-4431	\$1,186.25
Decrease: General Fund – Police Tech & Spec Equipment	13120000-2400	\$1,186.25
Increase: General Fund – Police Motor Vehicles	13120000-2300	\$91,508.80
Increase: General Fund – Appropriated Fund Balance	1-0599	\$91,508.80

The first entry is to provide for the transfer of the unbudgeted appropriations for the replacement of the Police copiers/printers providing for leasing costs of new equipment for the remainder of the 2021 budget year. The budget adjustment for the lease costs leaves the total General Fund budget unchanged for 2021.

The second entry is to correct a 2020 year-end accounting error that negatively affects the Police Motor Vehicle budget line in 2021 by \$91,508.80. The error was made when two police cars that were received and paid for in January of 2021, were accounted for as purchases in a 2020 A/P batch since they were related to a 2020 purchase order. The 2020 encumbrance for that purchase order amount related to the January 2021 receipt and payment of the cars was eliminated from rolling-forward to the 2021 budget line due to the accounting for the January purchase being recognized incorrectly in 2020. The correcting journal entries made in both periods incorrectly show the Police Motor Vehicle budget line in 2021 as over-budget while in effect the budget amount that should have rolled-forward from the open purchase order was closed to the 2020 General Fund Unappropriated Unassigned Fund Balance.

Approved by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Councilor Moore; Seconded by Councilor Tallon

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

DRAFT RESOLUTION 3.6 – 08/16/21

*******ITEM WITHDRAWN*******

RESOLUTION TITLE: “Authorize Plattsburgh Housing contract – supplemental police services”

RESOLVED: That the Mayor be authorized to sign a contract with Plattsburgh Housing Authority for the provision of Supplemental Police Services by a Plattsburgh Police Officer (September 1, 2021 – August 31, 2022). The total revenue for the City is billed on a monthly basis per the contract.

Withdrawn by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Motion to withdraw to get revised contract

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Roll Call: All voted in the affirmative

Absent: None

Motion to withdraw carried

DRAFT RESOLUTION 3.7 – 08/16/21

RESOLUTION TITLE-Budget Transfer – General Fund Police Asset Seizure Spending

BY: Richard Marks

WHEREAS, the following resolution was adopted on August 19th, 2021; and

WHEREAS, the 2021 General Fund budget makes appropriations for asset seizure fund spending from the Asset Seizure reserve in the police department; and

WHEREAS, the police are asking to adjust the budgeted asset seizure spending appropriations for 2021 to provide for the purchase of a camera and live scan system;

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

Increase: General Fund – Asset Seizure Tech. & Spec. Equip 13121000-2400 \$34,010.20
Decrease: General Fund – Asset Seizure Vehicle Parts 13121000-4321 \$ 9,100.00
Decrease: General Fund – Asset Seizure Training & Education 13121000-4461 \$ 7,000.00
Decrease: General Fund – Asset Seizure Bldgs. & Grounds 13121000-4452 \$ 5,450.00
Decrease: General Fund – Asset Seizure Vehicle Repair 13121000-4452 \$ 8,000.00
Decrease: General Fund – Asset Seizure Tech. & Spec. Equip 13121000-4330 \$1,500.00
Decrease: General Fund – Asset Seizure Contracted Services 13121000-4430 \$2960.20

To provide for un-budgeted appropriations for the Police Department in the General Fund Asset Seizure Reserve budget to provide for the purchase of a camera system and a live scan system each partially funded by Clinton County and the NYS Division of Criminal Justice Services, respectively. The budget adjustment will not increase the General Fund budget for appropriations in 2021, either for the transfer of appropriations to increase the above asset seizure accounts or for the increase in estimated asset seizure revenue. The asset seizure reserve accounting in the General Fund does not affect the General Fund operating results and consequently the available fund balance.

Approved by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

DRAFT RESOLUTION 3.8 – 08/16/21

RESOLUTION TITLE: AUTHORIZE TWO POLICE DEPARTMENT EMPLOYEES TO TRAVEL TO NEW ORLEANS FOR THE “INTERNATIONAL ASSOCIATION OF CHIEFS OF POLICE” CONFERENCE

RESOLVED: In accordance with the request therefore the Common Council approves two Police Department employees to attend the “International Association of Chiefs of Police Conference” from September 11-14, 2021, in New Orleans, LA The total cost will not exceed \$3,485.52 and it will be expensed out of the Asset Forfeiture Fund.

This conference is beneficial for the ongoing growth of the Police Department as Police Departments all over the country face new challenges. The conference demonstrates new technology, equipment, cost savings, grant opportunities, officer mental health and wellness as well as training and education.

Approved by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

DRAFT RESOLUTION 3.9 – 08/16/21

RESOLUTION TITLE: BUDGET TRANSFER – GENERAL FUND POLICE FEES FOR SERVICES – INSURANCE DEDUCTIBLE

WHEREAS, the 2021 General Fund budget does not makes appropriations for insurance deductible cost in settlement of a claim for misconduct in the police department; and

WHEREAS, the request is to provide for appropriations for 2021 pursuant to the settlement agreement to pay the insurance carrier for the claim deductible amount;

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

Increase: General Fund – Police Fees for Services	13120000-4440	\$100,000.00
Increase: General Fund – Appropriated Fund Balance	1-0590	\$100,000.00

To provide appropriations for unbudgeted cost for the insurance deductible expense for the settlement of the claim against the City for police misconduct. The budget adjustment provides for the increase in appropriations and the increase in appropriated fund balance for these unbudgeted costs which will increase the total General Fund budget by \$100,000.00 for 2021.

Approved by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

DRAFT RESOLUTION 4.4 – 08/16/21

RESOLUTION TITLE: AUTHORIZING REVISING CAPITAL PROJECT H5110.78 – 2021 PUBLIC SERVICE BUILDINGS

WHEREAS, the Capital Expenditure Plan adopted January 7th, 2021, includes a Public Service Buildings category, and

WHEREAS, the Infrastructure Division desires to establish a 2021 Public Service Buildings project for items included in the Public Service Buildings category of the Capital Expenditure Plan adopted January 7th, 2021, and

WHEREAS, the cost of the 2021 Public Service Buildings project has been estimated by the Infrastructure Division for the costs of the planned expenditures to purchase items included in the expenditure plan for 2021, and is being further revised to include additional items from the capital expenditure plan, as follows:

	2021 Capital Cost	2021 Estimated Cost	2021 Revised Cost	2021 Revised Cost
DPW boiler system replacement	\$ 200,000	\$ 200,000	\$ 380,000	\$ 380,000
Fire Station 1 – ramp	-	-	-	60,000
Fire Station 2 – ramp	-	-	-	40,000
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 380,000</u>	<u>\$ 480,000</u>

Project Funding:

Water Fund	\$ 66,667	\$ 66,667	\$ 126,666	\$ 126,666
Sewer Fund	66,667	66,667	126,667	126,667
General Fund	<u>66,666</u>	<u>66,666</u>	<u>126,667</u>	<u>226,667</u>
	<u> </u>	<u> </u>	<u> </u>	<u> </u>
Total	<u>\$ 200,000</u>	<u>\$ 200,000</u>	<u>\$ 380,000</u>	<u>\$ 480,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 19th day of August 2021, as follows:

- 1) That, the amount of Four Hundred Eighty Thousand and 00/100 (\$480,000.00) Dollars is hereby appropriated for the capital project **2021 Public Service Buildings (H5110.78)** for the revised cost of the equipment listed above and is hereby authorized to be expended for such purpose.
- 2) That, One Hundred Twenty-six Thousand Six Hundred Sixty-six and 00/100 (\$126,666.00) Dollars of such appropriation be provided by the Water Fund.
- 3) That, One Hundred Twenty-six Thousand Six Hundred Sixty-seven and 00/100 (\$126,667.00) Dollars of such appropriation be provided by the Sewer Fund.
- 4) That, Two Hundred Twenty-six Thousand Six Hundred Sixty-seven and 00/100 (\$226,667.00) Dollars of such appropriation will be provided by the General Fund.
- 5) That, this resolution takes effect immediately.

Approved by the **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

DRAFT RESOLUTION 4.5 – 08/16/21

RESOLUTION TITLE: Authorize Budget Transfer – General Fund Fire Department Training and Gear Expenses

BY: Richard Marks

WHEREAS, the following resolution was adopted on August 19th, 2021; and

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

WHEREAS, the Fire Chief has requested a budget adjustment to cover these costs for fiscal year 2021;

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

It is being requested to adjust the 2021 General Fund Budget, as follows:

Increase: General Fund – Fire Training & Education	13410000-4461	\$ 9,700.00
Increase: General Fund – Fire Personal Clothing & Equip	13410000-4360	\$ 6,500.00
Decrease: General Fund – Fire Tech & Spec Equipment	13410000-2400	\$ 2,000.00
Decrease: General Fund – Fire Office Equipment	13410000-2200	\$ 3,000.00
Decrease: General Fund – Fire Vehicle Parts	13410000-4321	\$ 3,200.00
Decrease: General Fund – Fire Buildings & Grounds	13410000-4340	\$ 8,000.00

To provide for unbudgeted appropriation for training and personnel gear 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 **PUBLIC SAFETY COMMITTEE** at its meeting on **August 16, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Moore

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried