

**ORGANIZATIONAL MEETING
OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
JANUARY 4, 2024
5:00 P.M.
AGENDA**

Pledge of Allegiance

Present: Mayor Christopher Rosenquest, Councilors Julie Baughn (W1), Jacob Avery (W2), Elizabeth Gibbs (W3), Jennifer Tallon (W4), David Monette (W5), Jeff Moore (W6)

Absent:

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

Councilor _____; nominated by Councilor _____
Seconded by Councilor _____
Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

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

Councilor _____; nominated by Councilor _____
Seconded by Councilor _____
Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

3. ESTABLISHMENT AND COMPOSITION OF COUNCIL LIAISONS:

WHEREAS, the Common Council desires to establish liaisons between and amongst related departments, City created task forces, the Common Council, and the Mayor’s Office; and

WHEREAS, the purpose of these liaisons is to ensure continuity between members of the Common Council and related departments;

NOW THEREFORE, BE IT RESOLVED, that the Mayor, as member and presiding officer of the Common Council, shall appoint Council members as liaisons to following relevant City departments and task forces;

Plattsburgh Public Library – Liaison: Monette

- Meets at time and place in discretion of the Library Board of Trustees

Climate Smart Task Force – Liaisons: Avery and Tallon

- Meets at time and place in discretion of the Climate Smart Task Force Coordinator

AND BE IT FURTHER RESOLVED, that all petitions, communications, budget adjustments, reports, resolutions, motions, etc., requiring action, shall be referred by the Mayor, in the form of an agenda, without motion or in the Mayor's discretion to the main body of the Council, unless otherwise ordered by the Common Council;

AND BE IT FURTHER RESOLVED, that in order to conduct official business, a quorum, consisting of the majority of the members of the Council, shall be required and the Mayor shall fill vacancies in the above assignments;

AND BE IT FURTHER RESOLVED, that in the event a specific resolution or action is not referred to the Regular Meeting, the Common Council retains the authority, pursuant to Rule 4 of the Common Council Rules, to take action on the specific resolution or action;

AND BE IT FURTHER RESOLVED, that each standing meeting shall be open to the public and conform to the requirements of the open meetings law.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

4. APPOINTMENT OF A FAIR HOUSING OFFICER

WHEREAS, The Office of Fair Housing and Equal Opportunity administers federal laws and establishes national policies to assure that all Americans have equal access to the housing of their choice; and

WHEREAS, the City of Plattsburgh wishes to have an officer who will implement and enforce the Fair Housing Act; and

WHEREAS, The Mayor, on behalf of the City Council, recommends the appointment of Mark Hamilton as the Fair Housing Officer for the City of Plattsburgh; therefore be it

RESOLVED, that Mark Hamilton be assigned to oversee that fair housing regulations are followed and act as the primary point of contact for all fair housing related issues; and be it further

RESOLVED, that said officer shall serve so long as it is mutually agreeable to the parties; and be it further

RESOLVED, that Mark Hamilton take an oath of office within thirty days of his appointment and a copy of this Resolution be given to the Code Inspector's Office, the City Clerk's Office and the New York State Office for Community Renewal.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

PROPOSED RESOLUTIONS:

1. **Fixing the dates for all Regular Meetings of the Common Council to be held the first and third Thursday of every month at 5:30 PM in the Common Council Chambers for the period January 18, 2024 and terminating December 19, 2024, except when deemed necessary. Executive Sessions will be held in the Mayor’s Office. The 2024 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 18, 2024 through December 19, 2024 be and the same are hereby fixed to be held the first and third Thursday of every month at 5:30 PM; but in the case of an exception, the Regular Meeting of that week, if applicable, shall be held on the Wednesday 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.

RESOLVED: That preceding each Regular Meeting of the Common Council, a one-hour work session will commence and be attended by all members of the Common Council. Such work session is held to discuss, but take no action on, items presented for consideration on the regular meeting agenda, to discuss city business, and to review/discuss presented monthly departmental reports.

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 III, Section 3-6, Charter Section of the Code of the City of Plattsburgh, New York shall be followed.

By Councilor _____; Seconded by Councilor _____
Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

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, 2024 and terminating December 31, 2024, at a fee which is to be determined;

Press Republican

First publication legal \$.415/line
Second publication legal \$.325/line

By Councilor _____; Seconded by Councilor _____
Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

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

RESOLVED: That the *Glens Falls National Bank, Durkee Street Branch*, be and are hereby designated as the official depository for all funds of the City of Plattsburgh for calendar year 2024, the current year portion of their contract through December 31st, 2024.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

4. Proposed resolution adopting the present Investment Policy for the period January 1, 2024 ending December 31, 2024, 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, 2024 through December 31, 2024 as amended.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

5. RESOLVED: That the Rules for 2024 be, and 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 the first and third Thursdays of each month and at such other times as may be determined at a previous session. That preceding each Regular Meeting of the Common Council, a one-hour work session will commence and be attended by all members of the Common Council. Such work session is held to discuss, but take no action on, items presented for consideration on the agenda, discuss city business, and review/discuss presented monthly departmental reports.
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 12pm on the Monday 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 regular meeting agenda to be acted on by end of business Monday preceding the regular 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. Any resolution invoking Rule 4 shall include an explanation for its urgency and a statement on the financial repercussions of the subsequent resolution, if any, to taxpayers.
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. 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, at the Regular Council meeting if requested by the Mayor. All City Departments having items for action on the Agenda shall be represented at the regular 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. Absent a motion to read the entire text of the agenda item, which text shall be provided to Councilors in their meeting packet, reading only the title of agenda items is adequate. A roll call vote shall be taken on any question, with the exception of procedural motions and the receipt of reports and correspondence, and 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. A member may recuse or abstain from a vote only on the grounds that such vote will constitute a conflict of interest.
10. At each session, the business shall be:
 - a. Roll Call
 - b. Approval of the Minutes of the Previous Meeting
 - c. Public Comment on any topic
 - d. Correspondence & Recommendations from Boards
 - e. Approval of Payrolls - Various Departments
 - f. Audit of Claims – Regular and Municipal Lighting
 - g. Weekly Agenda Items
 - h. New Business
 - i. Executive Session (if applicable, on motion)
 - j. 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. Call the previous question
 - e. Table or postpone
 - f. 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. In addition, notice shall be provided via social media.
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 shall sign-in and are requested to provide their address and organization, if any.
 3. Speakers must be recognized by the presiding officer or designee.
 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.
 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 or designee 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. At the Public Comment portion of a Public Hearing:
 - a. Speakers shall sign-in at the beginning of the public hearing and are requested

- to provide their address and organization, if any.
- b. Speakers must be recognized by the presiding officer.
- c. Speakers must limit their remarks to five minutes.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

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 C-2-5 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, 2023 to July 6, 2024, and said Bond or Undertaking shall be written by an approved Surety Company.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

7. RESOLVED: The Establishment of the Pre-Audit Committee of the Common Council

1. That in accordance with Section C6-15(f) of the City Charter, the Common Council sets forth the composition, function and duties of the Pre Audit Committee of the Common Council as follows:
2. The pre audit committee shall be composed of any three members of the Common Council, including the Mayor as a member thereof. Members who act as the pre audit 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 pre audit 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 pre audit 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 _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

8. APPROVING 2024 CITY OF PLATTSBURGH TAX WARRANT

WHEREAS, the following resolution was adopted on January 4th, 2024; and

WHEREAS, the people of the City of Plattsburgh (City) are directing the City Chamberlain to receive, levy and collect all taxes in the manner provided by law, and

WHEREAS, the County of Clinton has provided the City with the 2024 Tax Warrant certifying the City share of the 2024 County tax levy and the City of Plattsburgh School District has returned to the City its delinquent school tax listing with penalties and collection fees to enforce the collection of the delinquent 2023-2024 school taxes and the City Assessor has provided the 2024 assessed values for the City to bill and collect 2024 property taxes;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes the City Chamberlain to collect all taxes, fees, interest and penalties from all persons, firms, corporations and properties named and specified in the Assessment Roll for the fiscal year 2024 to which the City’s 2024 Tax Warrant is hereunto annexed and delivered to the City Chamberlain in the total of \$18,538,653.87.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Tabled _____ Withdrawn _____

Follow up Action:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____

Roll call: Councilors Baughn, Avery, Gibbs, Tallon, Monette, Moore

MEETING ADJOURNED: _____

2024 Meeting Schedule - All meetings begin at 5:30pm
REGULAR MEETING OF THE COMMON COUNCIL 1st & 3rd Thursday of each month AND
QUARTERLY MLD BOARD MEETING

REGULAR MEETING SCHEDULE

January 4 - ORGANIZATIONAL MEETING
January 18 - REGULAR MEETING OF THE COMMON COUNCIL
February 1 - REGULAR MEETING OF THE COMMON COUNCIL
February 15 - REGULAR MEETING OF THE COMMON COUNCIL
March 7 - REGULAR MEETING OF THE COMMON COUNCIL
March 21 - REGULAR MEETING OF THE COMMON COUNCIL
April 4 - REGULAR MEETING OF THE COMMON COUNCIL
April 18 - REGULAR MEETING OF THE COMMON COUNCIL
May 2 - REGULAR MEETING OF THE COMMON COUNCIL
May 16 - REGULAR MEETING OF THE COMMON COUNCIL
June 6 - REGULAR MEETING OF THE COMMON COUNCIL
June 20 - REGULAR MEETING OF THE COMMON COUNCIL
July 3 - REGULAR MEETING OF THE COMMON COUNCIL (WED)
July 18 - REGULAR MEETING OF THE COMMON COUNCIL
August 1 - REGULAR MEETING OF THE COMMON COUNCIL
August 15 - REGULAR MEETING OF THE COMMON COUNCIL
September 5 - REGULAR MEETING OF THE COMMON COUNCIL
September 19 - REGULAR MEETING OF THE COMMON COUNCIL
October 3 - REGULAR MEETING OF THE COMMON COUNCIL
October 17 - REGULAR MEETING OF THE COMMON COUNCIL
November 7 - REGULAR MEETING OF THE COMMON COUNCIL
November 21 - REGULAR MEETING OF THE COMMON COUNCIL
December 5 - REGULAR MEETING OF THE COMMON COUNCIL
December 19 - REGULAR MEETING OF THE COMMON COUNCIL

MLD BOARD MEETING

February 29 - MLD BOARD MEETING
May 30 - MLD BOARD MEETING
August 29 - MLD BOARD MEETING
October 31 - MLD BOARD MEETING