

**CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS LETTER OF INTENT FOR PLATTSBURGH FARMERS' AND CRAFTERS' MARKET DETAILING CITY'S PLANS FOR 2021**

**WHEREAS**, the City has entered into a development agreement, subject to necessary permitting and approvals, with Prime Plattsburgh, LLC (hereinafter "Prime") to construct a mixed-use development (hereinafter the "Development") on the Durkee Street Municipal Parking Lot (hereinafter "DSMPL") subsequent to conveyance of the DSMPL from the City to Prime; and

**WHEREAS**, the Plattsburgh Farmers' and Crafters' Market has operated from a City-owned building on the DSMPL (the "Market Building") between May and October for several years under a license agreement renewed annually by the City; and

**WHEREAS**, the City is currently completing improvements to the City-owned, former Plattsburgh Municipal Lighting Department Building 4 located at 26 Green Street (hereinafter "Building 4"); and

**WHEREAS**, the improvements to Building 4 are scheduled for completion no later than May 1, 2021, it is the City's intention to enter into a license agreement with the PFCM for the use of Building 4 between May and October on an annual basis; and

**WHEREAS**, should the improvements to Building 4 not be completed prior to the commencement of the PFCM's season in May of 2021, the PFCM wishes to continue to operate from the Market Building while the City maintains ownership of the DSMPL.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to sign a letter of intent with the PFCM setting forth the City's intentions with respect to the PFCM's use of City facilities.

**CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: TRAFFIC ZONE  
DESIGNATION No. 971**

In accordance with Article 39 Section 1640 of the New York State Vehicle and Traffic Law and Chapter 340 of the Code of the City of Plattsburgh, the following traffic control zone(s) are hereby established and/or amended:

“No Parking” signage and red painted curbing along the northern side of Court St between the eastern most vehicular parking lot entrance and the western end of the Clinton County Parking lot with tax map parcel ID # 207.19-2-9. Please see Exhibit A for recommended signage placement.

The Public Works Department will install the necessary signing in accordance with the NYS Manual of Uniform Traffic Control Devices for the establishment of the above traffic zone.

The establishment of this zone shall become effective upon the erection of the proper signs designating the zone.

All traffic zone designations previously established that are inconsistent with this traffic zone designation are hereby repealed and superseded by this traffic zone designation. All traffic Zones established for other purposes that are consistent with this traffic zone designation shall remain in effect.

**RESOLUTION TITLE: A RESOLUTION AUTHORIZING THE ASSESSOR TO GRANT LIMITED INCOME EXEMPTIONS PURSUANT TO NEW YORK STATE REAL PROPERTY TAX LAW SECTION 459-C AND SECTION 467 TO SENIORS AND INDIVIDUALS WITH DISABILITIES ON THE 2021 ASSESSMENT ROLL PURSUANT TO THE COVID-19 EMERGENCY EVICTION AND FORECLOSURE PREVENTION ACT OF 2020**

**WHEREAS**, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York, and

**WHEREAS**, the State disaster emergency has resulted in limited hours in municipal offices and rendered many seniors and individuals with disabilities homebound; and

**WHEREAS**, many seniors and individuals with disabilities are unable to file their real property tax exemption applications in person due to health and safety restrictions and lack the ability to file said exemption application on-line; and

**WHEREAS**, on December 18, 2020, Governor Cuomo issued Executive Order 202.83 to include the suspension and modification of Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, authorizing the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such sections on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons; and

**WHEREAS**, on December 24, 2020, Executive Order 202.83 was codified in the COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020, and further provides that local assessors make renewal applications for property tax exemptions available to eligible recipients through postal mail or electronic means if such recipients determine their income has changed in a manner that would grant them a greater exemption than that was present on the 2020 assessment roll and that any eligible recipient need not appear in person should they choose to file a renewal application; and

**WHEREAS**, the Common Council of the City of Plattsburgh finds that adopting a Resolution consistent with the provisions the COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020 is in the best interests of the City of Plattsburgh and its residents;

**NOW THEREFORE, BE IT RESOLVED**, by the Common Council of the City of Plattsburgh, New York, that pursuant to the authority granted by the “COVID-19 Emergency Eviction and Foreclosure Prevention Act of 2020” and by Executive Order No. 202.83, issued by the Governor of the State of New York, that the Assessor for the City of Plattsburgh be and hereby is directed as follows:

1. Grant exemptions on the 2021 assessment roll to all individuals who received the senior exemption on the 2020 assessment roll and all individuals who received an exemption on the 2020 assessment roll because they were recognized as a person with disabilities and limited income, at the same amount received on the 2020 assessment roll and dispense with the need for any such individuals to file renewal applications for such exemptions, except that
2. Any such individual may file a renewal application, which the Assessor must make available by postal mail or electronic means, if they determine their income has changed in a manner that would grant them a greater exemption than what was present on the 2020 assessment roll; and

3. The Assessor may, in their sole discretion, require a renewal application to be timely filed if they have reason to believe that any such individual, who qualified for the aforementioned exemption on the 2020 assessment roll, may have since changed their primary residence, added another owner to the deed for the relevant property, transferred such property to a new owner, or died; and

4. If the Assessor requires such renewal application be filed or if any eligible individual wishes to file a renewal application, the Assessor shall provide a copy of the application, with written instructions on how to file same, by regular mail without requiring anyone to file in person, which shall include instructions for contacting the Assessor's office to accomplish filing by alternate means, which may be by mail or by making an appointment to drop same off at City Assessor, located at Clinton County Real Property Office, 137 Margaret St. Suite 210, Plattsburgh, NY 12901; Phone number: (518)-565-4760.  
Email: [cityassessor@clintoncountygov.com](mailto:cityassessor@clintoncountygov.com).

**RESOLUTION TITLE: AUTHORIZING AGREEMENT WITH ARCHITECTURAL & ENGINEERING DESIGN ASSOCIATES (AEDA) FOR SERVICES TO COMPLETE THE CITY HALL WINDOWS REPLACEMENT PROJECT**

**WHEREAS**, the City of Plattsburgh City Hall windows are in a state of disrepair; and

**WHEREAS**, the City was awarded a \$300,000 State and Municipal Facilities Program (SAM) grant by the Dormitory Authority of the State of New York (DASNY) to assist with the costs of replacing City Hall's windows; and

**WHEREAS**, a feasibility study was conducted by AEDA in 2017 to evaluate the feasibility of rehabilitation or replacement of City Hall windows. Cost estimates and coordination with the City's Planning Board and the New York State Historic Preservation Office (SHPO) concluded that rehabilitation of the windows was the most appropriate option; and

**WHEREAS**, the City explored rehabilitation of the windows of City Hall and found that rehabilitation was cost prohibitive; and

**WHEREAS**, the City is prepared to move forward with replacement of City Hall windows and is pursuing a new scope of work with AEDA to manage the coordination and construction process to replace windows in a phased plan; and

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to sign a proposal for architectural and engineering design services from AEDA, P.C. related to the City Hall windows replacement project in an amount not to exceed \$55,700. Funding to be provided by a grant from DASNY.

**RESOLUTION TITLE: AGREEMENT FOR SUBDIVISION SERVICES FOR CITY'S HARBORSIDE AREA**

**WHEREAS**, the City's Harborside area represents one of the most promising opportunities for development within the City; and

**WHEREAS**, the current tax parcel boundaries within the Harborside area are an impediment to future development; and

**WHEREAS**, the City intends to subdivide the existing Harborside tax parcels to prepare the area for future development.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to execute a professional services agreement with Robert M. Sutherland P.C. to provide subdivision services for Clinton County tax parcels 207.20-1-1 and 207.20-1-2.31 in an amount not to exceed \$18,300. Funding is to be provided via the Community Development Office's Contracted Services budget appropriation.

**RESOLUTION TITLE: SARANAC RIVER TRAIL PHASE 2 CHANGE ORDER #1 TO LUCK BROTHERS CONSTRUCTION CONTRACT**

**WHEREAS**, the City executed a construction contract with Luck Brothers, Inc. in October 2020 to complete Phase 2 of the Saranac River Trail (SRT 2); and

**WHEREAS**, on February 26, 2016, the City accepted a \$500,000 grant award from the NYS Office of Parks, Recreation, and Historic Preservation (NYS OPRHP) to assist with the completion of SRT 2; and

**WHEREAS**, only specific costs associated with SRT 2, consisting primarily of costs related to replacement of the Saranac Street Bridge and the installation of interactive Science, Technology, Engineering, and Mathematics (STEM) stations, are eligible for reimbursement under the terms of the City's NYS OPRHP grant; and

**WHEREAS**, it is necessary to create separate funds within SRT 2's project management and expense tracking system, known as Appia, to account for costs that are eligible for reimbursement via the NYS OPRHP grant.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to sign Change Order #1 to the SRT 2 construction contract with Luck Brothers, Inc. to create separate cost tracking funds within the Appia system for the interactive STEM stations and the Saranac Street Bridge to facilitate reimbursement of those costs via the City's NYS OPRHP grant. Change Order #1 does not change the total amount of the contract or its scope of work.

**RESOLUTION TITLE: AGREEMENT FOR CLINTON COUNTY GOVERNMENT CENTER PARKING LOT**

**WHEREAS**, the City of Plattsburgh (City) and Clinton County (County) executed a Professional Services and Parking Lot Management Agreement (Initial Agreement) on October 3, 2019 that included provisions detailing the sharing of costs for the proposed expansion of the County’s Government Center Parking Lot and the management of that lot once the expansion was completed; and

**WHEREAS**, the Initial Agreement required both the City and County to execute “a mutually satisfactory Supplemental Agreement detailing regulations to be enforced in those areas of the Government Center Parking Lot designated for use by the public and those areas designated for employee parking” and included specific provisions to be included in that Supplemental Agreement.

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to sign a Parking Lot Management and Enforcement Supplemental Agreement with Clinton County.



**RESOLUTION TITLE: “Authorizing Retainer Agreement with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC”**

**RESOLVED**, in accordance with the request therefore, the Mayor is authorized to sign a Retainer Agreement with Stafford, Owens, Piller, Murnane, Kelleher & Trombley, PLLC for Labor and Employment matters.

**RESOLUTION TITLE: RESOLUTION RESCINDING SEPTEMBER 10TH, 2020  
RESOLUTION TO CLOSE THE CITY OF PLATTSBURGH FINANCE WINDOW**

**WHEREAS**, by resolution dated September 10, 2020, the Common Council described the processes utilized by the Plattsburgh Finance Department with respect to their collection of City Utility Service payments for both the Municipal Lighting and the Water and Sewer and Refuse Departments; and

**WHEREAS**, in light of the various electronic and mail-in payment options, as well as the Covid-19 pandemic, the September 10, 2020 resolution committed to a closure of the Drop Box on Trinity Park and the in-person payment option at the finance department no later than January 1, 2021; and

**WHEREAS**, after further reflection by the Common Council, which includes information received by the public and various City officials, the Common Council seeks to retain the electronic and mail-in payment options but also modify the in-person payment options described in the resolution dated September 10, 2020.

**NOW THEREFORE**, it is hereby RESOLVED, the Drop Box on Trinity Park will remain in place to allow for the deposit of City Utility Service payments and the finance department office will allow for the in-person payment options for City Utility Service payments.

**IT IS FURTHER RESOLVED** that the electronic and mail-in payment options will remain in place as alternative methods of making City Utility Service payments.

**RESOLUTION TITLE: ADOPTION OF THE RENTAL REGISTRY PROGRAM FEE AS REQUIRED BY LOCAL LAW P-3 OF 2020**

**WHEREAS**, on Thursday, September 10th, 2020 at 5pm, the Common Council adopted Local Law P-3 of 2020 which amended and replaced in its entirety Section 144-18 “Rental Permits” to Chapter 144 “Building Code Administration and Enforcement” to the City Code of the City of Plattsburgh; and

**WHEREAS**, Section 144-18-F of said Local Law requires”Rental Registry Certification fees, rental inspection fees, re-inspection fees and penalties will be charged in the amount set forth in the schedule of fees adopted by the City of Plattsburgh Common Council by resolutions”; and

**WHEREAS**, the resolution to “RE-ESTABLISH THE CITY OF PLATTSBURGH LANDLORD/TENANT ADVISORY COMMITTEE” was adopted by the City of Plattsburgh Common Council at the January 20th, 2020 regular meeting of the Common Council; and

**WHEREAS**, it’s the recommendation of Landlord/Tenant Advisory Committee to establish a rental registry feel that fair and equitable to the Landlords and tenants of the City of Plattsburgh;

**NOW THEREFORE BE IT RESOLVED, upon the recommendation of the Landlord/Tenant Advisory Committee that the mandatory fee schedule for a three year Rental Registry license at \$100 per rental unit per three years or, \$40 per rental unit per one year for three years to have an option to pay in three annual installments of \$40 each. Certification inspection fee includes an initial inspection and two follow up inspections. After that any additional inspection fees are \$50 per inspection. There is a \$50 penalty fee for any missed inspection appointments without 24-hour notice.**

**RESOLUTION TITLE-Budget Transfer – General Fund Police Motor Vehicles**

**WHEREAS**, the following resolution was adopted on February 18<sup>th</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget makes appropriations for motor vehicles in the police department; and

**WHEREAS**, the police are asking to increase the motor vehicle appropriations for 2021 by the same amount received for insurance proceeds from a demolished vehicle;

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

Increase: General Fund – Police Motor Vehicles      13120000-2300    \$ 17,050.00

Increase: General Fund – Insurance Recovery Property      00001127-2680    \$ 17,050.00

To provide for the purchase of a police vehicle from the insurance proceeds received for a demolished vehicle. The budget adjustment provides for the increase in appropriations and the increase in estimated revenues that will increase the total General Fund budget by \$17,050.00 for 2021.

**RESOLUTION TITLE: Budget Transfer – General Fund Fire Department Capital Outlay**

**WHEREAS**, the following resolution was adopted on February 4<sup>th</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget does not make appropriations for Fire Capital Outlay; and

**WHEREAS**, the Fire Chief has requested to purchase three stretchers for the City ambulance services for fiscal year 2021;

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

Increase: General Fund – Fire Capital Outlay	13410000-3000	\$9,000.00
Decrease: General Fund – Fire Fees for Service	13410000-4440	\$9,000.00

To provide for unbudgeted appropriation for the purchase of three ambulance stretchers in the Fire budget of the General Fund. The budget adjustment does not increase the General Fund budget for appropriations in 2021.