

Traffic Order establishing Traffic Zone Designation No. 2024.1 - 03/07/24

TRAFFIC ZONE DESIGNATION No. 2024.1

“No Parking Any Time” along eastern side of Grace Ave

Date: March 7, 2024

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:

Establish a “No Parking Any Time” zone along the eastern side of Grace Ave from Woodland Drive to Cornelia Street. This designation is to mitigate the funneling of passenger vehicle traffic, and access issues that larger service trucks (e.g. plows and refuse trucks) encounter driving along the street when cars are parked on both sides of the street. See schedule A for visual details.

The Public Works Department will move 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traffic zone designations previously established that are inconsistent with this traffic zone designation are hereby repealed and superseded by this traffic zone designation.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.

Elisha Bartlett
Sr. City Planner

Copy to:

City Clerk
City Court
Corporation Counsel
Police Department
Traffic Street File
. Public Works Dept.

Traffic Order establishing Traffic Zone Designation No. 2024.2 - 03/07/24

TRAFFIC ZONE DESIGNATION No. 2024.2

“No Parking Any Time” eastern side of Draper

Date: March 7, 2024

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:

Establish a “No Parking Any Time” zone along the eastern side of Draper Ave from Cornelia to Broad Street, with the exception of the existing 15 min loading/ unloading zone north of Ward Hall. This designation is to mitigate the funneling of passenger vehicle traffic, and alleviate access issues that larger service trucks (e.g. plows and refuse trucks) have driving along the street when cars are parked on both sides of the street. See Schedule A for visual details.

The Public Works Department will move 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.

Elisha Bartlett
Sr. City Planner

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Traffic Order establishing Traffic Zone Designation No. 2024.3 - 03/07/24

TRAFFIC ZONE DESIGNATION No. 2024.3

“3-Way Stop” at Kelvin Lane and Jerry Drive Intersection

Date: March 7, 2024

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:

Establish a “3-Way Stop” zone at the intersection of Kelvin Lane and Jerry Drive where no stop signage has been previously installed. This designation is to ensure that cars stop, and look both ways before traveling through this residential intersection. This is to ensure the safety of pedestrians, cyclists, and other drivers traveling through the intersection from either Kelvin Lane, or Jerry Drive. See Schedule A for visual details.

The Public Works Department will move 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.

Elisha Bartlett
Sr. City Planner

Copy to:

City Clerk
City Court
Corporation Counsel
Police Department

RESOLUTION 03/07/2024

7.41 AUTHORIZING THE USE OF “PARKLETS” FOR THE 2024 OUTDOOR DINING SEASON

WHEREAS, In previous years the use of “Parklets” and outdoor dining have created a positive quality of life for downtown residents, visitors, and businesses; and

NOW, THEREFORE, BE IT RESOLVED, The Common Council approves City of Plattsburgh restaurants and other food service establishments to use parking spaces in front of their establishment for outdoor dining seating, subject to appropriate licensing by NYS Liquor authority and the appropriate City permits issued by Building Inspector pursuant to Article VII of Chapter 295 of the City Code; and

BE IT FURTHER RESOLVED, The Building Inspector or his/her designee is authorized to issue permits based on the date of submission, space availability, and conformance with the City Code; and

BE IT FURTHER RESOLVED, All permits must be received prior to barrier placement and in the event a permit application diagram exceeds the boundaries immediately in front of the applicant’s property, the minor extension can be approved by Building Inspector so long as adjacent property owners don’t object; and

BE IT FURTHER RESOLVED, The Table Fee will be \$20/table; and the Parking Space Use Fee will be \$300/space; and

BE IT FURTHER RESOLVED, The fee for installing or removing concrete or other barriers at the beginning and end of the season are borne entirely by the application in the amount of \$1,418.00 if performed by the City’s Department of Public Works. If the applicant chooses to hire a private service provider all barriers need to be installed in conformance with the City Code and cannot obstruct or conflict with traffic; and

BE IT FURTHER RESOLVED, That the approved parklet utilization dates are from April 1, 2024 – October 14, 2024.

RESOLUTION 03/07/2024

7.42 AUTHORIZE MLD TO ADVERTISE FOR BIDS

1. BE IT RESOLVED: In accordance with the request therefore the MLD Board approves MLD to advertise for bids for PMLD Bid #2024-2-1 “Wooden Utility Poles”. Bid opening date is April 9, 2024 at 11:00 am in the Common Council Chambers.

RESOLUTION 03/07/2024

7.43 AUTHORIZE TRAVEL REQUESTS FOR MLD PERSONNEL FOR THE YEAR 2024

RESOLVED: In accordance with the request therefore the MLD Board approves MLD Travel Requests for 2024:

1. Line Helper Apprentices John Corrow and Kellen Clukey to attend the required 4th year of Lineman Training to be held in Fairport, NY at an estimated cost of \$1,700 for each of the following travel dates; May 27-31, 2024, July 8-12, 2024, September 23-27, 2024, and October 21-25, 2024.

2. Line Helper Apprentices Dakota Smart and Joshua Lefebvre to attend the required 1st year of Lineman Training to be held in Fairport, NY at an estimated cost of \$1,700 for each of the following travel dates; May 6-10, 2024, June 3-7, 2024, September 2-6, 2024 and September 30-October 4, 2024.

3. Finance Officer Kelly Clookey to attend the Accounting & Finance Workshop in East Syracuse, NY from November 6-7, 2024. Total \$550.

4. Bill Treacy to attend the following meetings:

Semi-Annual MEUA Conference/			
Annual NYMPA Mtg.	East Syracuse, NY	May 20-22, 2024	Total \$550.00
Annual MEUA Meeting	Canandaigua, NY	October 1-3, 2024	Total \$1000.00
Engineering Workshop	East Syracuse, NY	November 6-7, 2024	Total \$550.00
Semi-Annual NYMPA Mtg.	East Syracuse, NY	October 2024	Total \$350.00

RESOLUTION 03/07/2024

7.44 AUTHORIZE MLD TO WRITE-OFF UNPAID FINAL BILLS AS REQUIRED BY THE NEW YORK DEPARTMENT OF PUBLIC SERVICE REGULATIONS.

1. BE IT RESOLVED: In accordance with the request therefore the MLD Board approves MLD to write-off unpaid final bills from January 2023 in the total amount of \$3,629.53. The percentage of write-offs for this period is .14%. The recovered amount for this period is \$567.66.

2. BE IT RESOLVED: In accordance with the request therefore the MLD Board approves MLD to write-off unpaid final bills from February 2023 in the total amount of \$5,118.94. The percentage of write-offs for this period is .21%. The recovered amount for this period is \$685.68.

3. BE IT RESOLVED: In accordance with the request therefore the MLD Board approves MLD to write-off unpaid final bills from March 2023 in the total amount of \$5,165.12. The percentage of write-offs for this period is .20%. The recovered amount for this period is \$826.01.

RESOLUTION 03/07/2024

7.45 ADOPT REVISED 2024 QUARTERLY MLD BOARD MEETINGS SCHEDULE

Whereas, the MLD Board Meeting schedule below was approved as part of the meeting schedule at the Organizational Meeting held on January 4, 2024; and

“2024 Meeting Schedule - Work Sessions begin at 4:30pm and Regular meetings begin at 5:30pm

REGULAR MEETING OF THE COMMON COUNCIL 1st & 3rd Thursday of each month AND QUARTERLY MLD BOARD MEETING”

Whereas, at the MLD Board Meeting held on February 29, 2024 there was consensus to amend the times of the remaining Quarterly MLD Board Meetings; and

NOW, THEREFORE, BE IT RESOLVED: In accordance with the request therefore the Common Council approves the remaining MLD Board Meetings (May 30, 2024, August 29, 2024 and October 30, 2024) schedule is changed to “Work Sessions begin at 5:00pm and Board Meeting begins at 5:30pm.

RESOLUTION 03/07/2024

7.46 REVISING CAPITAL PROJECT H5110.86 – 2022 STREET RESURFACING 2

WHEREAS, the Capital Expenditure Plan adopted January 6th, 2022, includes a Street Resurfacing & Improvements category, and

WHEREAS, the Infrastructure Division established a 2022 Street Resurfacing 2 project for items not included in the Street Resurfacing & Improvements category of the Capital Expenditure Plan adopted January 6th, 2022, and

WHEREAS, the cost of the 2022 Street Resurfacing 2 project has been estimated by the Infrastructure Division for the costs of the planned expenditures to purchase items to be added to the capital expenditure plan for 2022, and is being further revised, as follows:

	2022 Capital Plan	2022 Estimated Cost	2023 Revised Cost	2024 Revised Cost
Route 3 survey & traffic study	\$ -	\$ 83,000	\$ 92,566	\$ 92,566
Route 3 Prof. Engineering/Design	<u>-</u>	<u>580,000</u>	<u>873,968</u>	<u>1,024,039</u>
Total	<u>\$ -</u>	<u>\$ 663,000</u>	<u>\$ 966,534</u>	<u>\$1,116,605</u>

Project Funding:

Sewer Fund Capital Reserve	\$ -	\$ -	\$ -	\$ 50,523
NYS Touring Route Funding	-	199,000	199,000	199,000
Federal DOT Funding	<u>-</u>	<u>464,000</u>	<u>767,534</u>	<u>\$ 867,082</u>
Total	<u>\$ -</u>	<u>\$ 663,000</u>	<u>\$ 966,534</u>	<u>\$1,116,605</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 7th day of March 2024, as follows:

- 1) That, the amount of One Million One Hundred Sixteen Thousand Six Hundred Five and 00/100 (\$1,116,605.00) Dollars is hereby appropriated for the capital project **2022 Street Resurfacing 2 (H5110.86)** for the cost of the revised project list above and is hereby authorized to be expended for such purpose.
- 2) That, Fifty Thousand Five Hundred Twenty-three and 00/100 (\$50,523.00) Dollars of such appropriation will be provided by funding from the City of Plattsburgh Sewer Fund Capital Reserve.
- 3) That, One Hundred Ninety-nine Thousand and 00/100 (\$199,000.00) Dollars of such appropriation will be provided by funding from NYS under the Touring Route Program Funding.
- 4) That, Eight Hundred Sixty-seven Thousand Eighty-two and 00/100 (\$867,082.00) Dollars of such appropriation will be provided by grant funding from the Federal Department of Transportation.
- 5) That, this resolution takes effect immediately.

RESOLUTION 03/07/2024

**7.47 AUTHORIZE CITY OFFICIAL TO SIGN THE CORNELIA STREET
REHABILITATION SUPPLEMENTAL AGREEMENT #1**

RESOLVED: In accordance with the request therefore the Common Council authorizes the Responsible Local Official (Andrew Durrin – RLO) to sign **Supplemental Agreement #1** for the Design Phase of the Cornelia Street Rehabilitation Project with Barton & Loguidice, D.P.C. for an additional cost of \$99,548.00 which is to be reimbursed thru the NYSDOT Project PIN 7SUP.10 Cornelia Street (NY-3) Rehabilitation.

Contractor: Barton & Loguidice, D.P.C.

Service: Preliminary and Final Design Plans, Construction Documents, and ROW Incidentals & Acquisition

Rate: \$99,548.00

Mileage: N/A

New Contract Amount: \$973,516.00

City Cost: An additional \$99,548 (**Reimbursable through the NYSDOT PIN 7SUP.10**)

Period: Spring – Winter 2023 – Fall 2025

New/Renewal: Supplemental Agreement

Previous Years Cost: 2021 – \$97,625 for Base Mapping and Traffic Study (LaBella Associates)

RESOLUTION 03/07/2024

**7.48 AUTHORIZE CITY OFFICIAL TO SIGN THE CORNELIA STREET
REHABILITATION SUPPLEMENTAL AGREEMENT #2**

RESOLVED: In accordance with the request therefore the Common Council authorizes the Responsible Local Official (Andrew Durrin – RLO) to sign **Supplemental Agreement #2** for the Design Phase of the Cornelia Street Rehabilitation Project with Barton & Loguidice, D.P.C. for an additional cost of \$50,523.00 which is to be paid out of Sanitary Sewer Funds.

Contractor: Barton & Loguidice, D.P.C.

Service: Preliminary and Final Design Plans, Construction Documents, and ROW Incidentals & Acquisition

Rate: \$50,523.00

Mileage: N/A

New Contract Amount: \$1,024,039.300

City Cost: An additional \$50,523 (Sewer Funds)

Period: Spring – Winter 2023 – Fall 2025

New/Renewal: Supplemental Agreement

Previous Years Cost: 2021 – \$97,625 for Base Mapping and Traffic Study (LaBella Associates)

RESOLUTION 03/07/2024

7.49 AUTHORIZE CDM SMITH DRINKING WATER SYSTEM UPGRADES - PHASE 4 WIIA APPLICATION

WHEREAS, The City is upgrading its water system under the NYS WIIA Grant and Financing program; and,

WHEREAS, Such work is funded by WIIA grant and financing; and,

WHEREAS, An additional round of WIIA applications is being accepted soon; and,

WHEREAS, An engineering report supplement and application need to be prepared; and,

WHEREAS, CDM Smith has provided a February 2, 2024 proposal for performing the necessary services;

NOW, THEREFORE, BE IT RESOLVED, The Common Council Agrees to and Authorizes the execution all necessary documents for this work:

Contractor:	CDM Smith
Service:	Drinking Water System Upgrades - Phase 4 WIIA Application
Contract Amount:	\$20,000

RESOLUTION 03/07/2024

7.50 AUTHORIZE AGREEMENT WITH HYDROSOURCE ASSOCIATES

WHEREAS, The City is in the process of developing a well field near Mead Dam; and

WHEREAS, Hydrogeologic consulting services are needed for Production Well PW-2; and

BE IT RESOLVED, The Common Council Authorizes the execution of all necessary documents for a contract amendment with HydroSource Associates. The source of funds will be Capital Project H8320.85.

Contractor: HydroSource Associates
Service: Large Diameter Well PW-2 Hydrogeological Services Proposal 2/21/24
Contract Amount: \$197,300 Time and Expense

RESOLUTION 03/07/2024

**7.51 AUTHORIZE 2nd CONTRACT EXTENSION “CONTRACT #WRRF 2022-03:
LABORATORY SERVICES FOR THE WATER RESOURCE RECOVERY FACILITY**

WHEREAS, the Water Resource Recovery Facility (WRRF) contracts professional laboratory services for the analyses that can't be performed in-house; and,

WHEREAS, bids were obtained in 2022 for the laboratory services;

WHEREAS, the bids included three optional annual extension provisions; and,

WHEREAS, Phoenix Environmental Laboratory has requested their contract be extended until April 1, 2025 without any changes, including price;

NOW, THEREFORE, BE IT RESOLVED, The Common Council agrees to and authorizes the execution of all necessary documents to extend Contract #WRRF 2022-03 with Phoenix Environmental Laboratory until April 1, 2025 without any changes to existing contract.

RESOLUTION 03/07/2024

**7.52 AUTHORIZE BUDGET ADJUSTMENT – SEWER FUND - REBUILD WRRF
PLANT BAR SCREENS**

It is being requested to adjust the 2024 Sewer Fund Budget, as follows:

Increase: Sewer Fund – WRRF Capital Outlay	58130000-3000	\$175,000.00
Increase: Sewer Fund – Appropriated Fund Balance	5-0599	\$175,000.00

To provide for an increase in appropriations for the Sewer Fund in WRRF plant Capital Outlay account to rebuild the plant bar screens. The budget adjustment increases the 2024 Sewer Fund budget by \$175,000.00 for the appropriations increase.

RESOLUTION 03/07/2024

7.53 AWARD HUBER TECHNOLOGY PARTS AND SERVICE - REBUILD WRRF PLANT BAR SCREENS

WHEREAS, The automatic bar screens at the WRRF need to be rebuilt; and

WHEREAS, The manufacturer, Huber Technology, has provided a proposal for providing the parts and labor; and

NOW, THEREFORE, BE IT RESOLVED, The Common Council agrees to and authorizes the execution of all necessary documents to obtain the parts and services from Huber Technology at an estimated cost of \$142,840.52.

RESOLUTION 03/07/2024

7.54 AUTHORIZE MEAD RESERVOIR QUARTERLY INSPECTION SERVICES

WHEREAS, The NYSDEC requires that Mead Dam be inspected each quarter to ensure safety;
and

WHEREAS, Schnabel Engineering has provided a February 29, 2024 proposal for the services including a provision for on-call services not to exceed \$55,800;

NOW, THEREFORE, BE IT RESOLVED, The Common Council authorizes the execution of all necessary documents to enter into an agreement with Schnabel Engineering for the services described in their February 29, 2024 proposal. The source of funds will be Purification Contracted Services.

RESOLUTION 03/07/2024

7.55 AUTHORIZE CITY OF PLATTSBURGH TO ENTER INTO A MEMORANDUM OF UNDERSTANDING WITH CLINTON COUNTY HEALTH DEPARTMENT AND THE CITY OF PLATTSBURGH SCHOOL DISTRICT FOR THE INSTALLATION AND ASSOCIATED MAINTENANCE OF A CREATIVE CROSSWALK

WHEREAS, Stafford Middle School has witnessed regular traffic safety issues with students crossing at that Broad and Oak Street intersection; and

WHEREAS, there are two crosswalks in front of Stafford Middle School at the Broad and Oak Street Intersection with only one crossing guard designated by the City to assist students crossing at this intersection; and

WHEREAS, the County Health Department which coordinates Safe Routes to School programs and the City of Plattsburgh School district have collaborated to propose a Creative Crosswalk design for the western crosswalk located at the Broad and Oak Street intersection; and

WHEREAS, the installation of a Creative Crosswalk is listed in the City of Plattsburgh Active Community Concept Plan (produced by Clinton County Health Department with adherence to all applicable Transportation regulations and in collaboration with the City in 2023) as an action item that can promote Complete Streets, healthy communities, and Safe Routes to School through traffic calming, connecting students to the community and art, and encourage students to walk and ride their bikes by making their route to and from school fun and interactive; and

WHEREAS, the crosswalk would be paid for, installed, and maintained by the school via a volunteer group composed of teachers and students, organized and coordinate by the County Health Department to ensure maximum safety and coordination with the City, namely the City Police, and Department of Public Works; and

WHEREAS, an associated Memorandum of Understanding has been drafted to outline the location, roles and responsibility for the installation and maintenance of the crosswalk; and

NOW, THEREFORE, BE IT RESOLVED that, the Common Council authorizes the Mayor to enter into a Memorandum of Understanding with Clinton County Health Department and the City of Plattsburgh School District for the installation and associated maintenance of a creative crosswalk.

RESOLUTION 03/07/2024

7.56 AUTHORIZE ACCEPTANCE OF DEC EPG GRANT

WHEREAS, the City of Plattsburgh applied to the Department of Environmental Conservation's Engineering Planning Grant Program for a project entitled "Inflow and Infiltration Study" and was awarded the grant in the amount not to exceed \$48,000; and

WHEREAS, the Inflow and Infiltration Study will develop an engineering report to identify sources of inflow and infiltration, evaluate alternatives, and recommend improvements to the City of Plattsburgh's wastewater collection system; and

WHEREAS, the Mayor must obtain the approval/endorsement of the governing body of the municipality or municipalities in which the project will be located; and

WHEREAS, the Department of Environmental Conservation (DEC) grant regulations, requires an applicant to fund up to twenty percent (20%) of the total project cost; and

WHEREAS, the Common Council will commit to a local match contribution of twenty percent (20%) of the total project cost or \$12,000, whichever is lower; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council hereby does approve the Mayor to sign an Acknowledgement of Award letter to accept the award and proceed with the DEC's Engineering Planning Grant program for the Inflow and Infiltration Study. The source of funds for the local match will be Capital Project H8130.66.

RESOLUTION 03/07/2024

7.57 AWARD OF ALCOHOLIC BEVERAGE CONCESSION AT CITY BEACH

WHEREAS, the City issued a Request for Proposals on January 25th 2024 seeking a vendor to operate an alcoholic beverage concession at the City beach; and

WHEREAS, the proposal submitted in response to the RFP by Illuzzi Enterprises Inc. / DBA “The Cabana Beach Bar” was deemed to best align with the interests of the City.

NOW, THEREFORE, BE IT RESOLVED, The Common Council agrees to and authorizes the execution of all necessary documents to execute a license agreement with Illuzzi Enterprises Inc. to operate a bar and prepackaged snack shop in Section A of the vendor building at the City of Plattsburgh Municipal Beach; and

BE IT FURTHER RESOLVED, the Common Council finds that this space is not needed for a public purpose during the proposed license agreement of five (5) months that the license fee will not be more than \$1,500, that sufficient notice of availability of the property under license has been provided to the public, and that this license will be subject to presentation of sufficient proof of insurance, licensing, and compliance with New York State Liquor Authority regulations is applicable.

Contractor:	Illuzzi Enterprises, Inc. (d/b/a The Cabana Beach Bar)
Service:	Operating a beach bar and prepackaged snack shop
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$1,500
City Cost:	n/a
Period:	5 months
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

RESOLUTION 03/07/2024

7.58 AWARD OF PORT-A-JOHN RENTALS FOR CITY EVENTS AND PARKS

WHEREAS, the City issued a Request for Proposals on February 6th, 2024 seeking a vendor to rent and service port-a-johns for various city events and public parks between the months of April through November; and

WHEREAS, the proposal submitted in response to the RFP by Foster’s Tent Rentals was deemed to best align with the interests of the City.

WHEREAS, the cost for services in 2024 has increased by \$1,768 from 2023 due to the addition of including port-a-john rentals for City Events (ex. Fourth of July, Mayor's Cup, Art Festival) which were not included in the RFP for 2023; and

NOW, THEREFORE, BE IT RESOLVED, The Common Council agrees to and authorizes the execution of all necessary documents to execute a license agreement with Foster’s Tent Rentals to provide services listed in Exhibit A in the RFP for port-a-johns for City of Plattsburgh events and parks.

Contractor:	Foster’s Tent Rentals
Service:	Providing Port-A-John for City events and Parks
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$23,670
City Cost:	\$23,670
Period:	7 Months
New/Renewal:	New
Previous Year’s Cost:	\$21,902
Previous Year’s City Cost:	n/a

RESOLUTION 03/07/2024

7.59 AUTHORIZE TRAVEL REQUEST - SENIOR PLANNER

WHEREAS, The National American Planning Conference has an annual conference that will be held in Minneapolis, Minnesota from Saturday April 13 through Tuesday, April 16, 2024 and provides continuing education credits, and opportunities to network and learn about cutting edge planning solutions to salient topics such as affordable housing development, downtown revitalization, climate resilience, ethics and land use law, multimodal travel, and much more; and

WHEREAS, the Senior Planner holds an American Institute of Certified Planners Certificate (AICP) which requires continuing education is obtained on a bi-annual basis, and logged via continuing education credits that are made available through attending conferences like this one; and

WHEREAS, an AICP is a professional certification and was part of the job posting for the position; and

WHEREAS, the full estimate to attend the conference includes a \$785 conference fee + approximately \$756 for lodging (\$189/ night), \$663/ round trip flight, \$80 ground transportation to & from hotel, \$80 food stipend (\$20/ day) for a total estimated cost ranging from \$2,364 to as much as \$2,500; and

WHEREAS, Cost can not be fully determined until full trip scheduling which will occur after Council authorization is provided; and

NOW, THEREFORE, BE IT RESOLVED that the Common Council agrees to, and authorizes the Senior Planner, Elisha Bartlett to attend the 2024 National American Planning Conference with a not to exceed cost of \$2,500.

The money is funded out of line item 16335000 4462 Economic Development Zone - Conference Budget

RESOLUTION 03/07/2024

7.60 ADOPTING THE REVISED MANAGERS' SALARY POSITION SCHEDULE

WHEREAS, the Community Development Director is requesting, based on the local labor market conditions affecting the available candidate pool, that the Managers' Salary Position Schedule, included and showing the revision with this resolution, be revised to allow for the CEC position be moved from range 2 to range 4 for the fiscal year 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Common Council authorizes that the Managers' Salary Position Schedule, included with this resolution, be revised to allow for the CEC position be moved from range 2 to range 4 for the fiscal year 2024.

RESOLUTION 03/07/2024

**7.61 AUTHORIZE BUDGET ADJUSTMENT – GENERAL FUND - COMMUNITY
ENGAGEMENT COORDINATOR ANNUAL SALARY**

It is being requested to adjust the 2024 General Fund Budget, as follows:

Increase: General Fund – Community Dev. Reg. Pay	16330000-1100	\$ 8,098.00
Increase: General Fund – Appropriated Fund Balance	1-0599	\$ 8,098.00

To provide for an increase in appropriations for the Community Engagement Coordinator annual salary budgeted in the 2024 General Fund budget at \$45,915.45 to be increased to \$54,013.00. The budget adjustment increases the 2024 General Fund budget by \$8,098.00 for the appropriations increase.

RESOLUTION 03/07/2024

7.62 MAYORAL APPOINTMENT - COMMUNITY ENGAGEMENT COORDINATOR

THE MAYOR HANDS DOWN THE PROVISIONAL APPOINTMENT OF COMMUNITY ENGAGEMENT COORDINATOR TO REBECCA PINEO TO A POSITION UNDER RANGE 4 OF THE CITY MANAGERS' POSITION SCHEDULE AT PAY STEP 4 FOR A BASE SALARY OF \$54,013 EFFECTIVE MARCH 8, 2024 IN ACCORDANCE WITH CIVIL SERVICE LAW.

RESOLUTION 03/07/2024

7.63 MAYORAL APPOINTMENT - PLATTSBURGH PUBLIC LIBRARY BOARD OF TRUSTEES

THE MAYOR HANDS DOWN THE APPOINTMENT OF WANDA CARROLL TO THE LIBRARY BOARD BEGINNING ON MARCH 8, 2024 AND EXPIRING JUNE 30, 2029.

RESOLUTION 03/07/2024

**7.64 ADOPT CITY OF PLATTSBURGH BUILDING AND ZONING DEPARTMENT
SHORT TERM RENTAL REGISTRATION FEE SCHEDULE**

WHEREAS, The City of Plattsburgh has adopted a new local law, local law P5 of the year 2023 recognizing the requirement for short term rental registrations in the City of Plattsburgh; and

WHEREAS, The standard fee schedule for short term rental registrations has not been adopted; and

WHEREAS, The proposed fee schedule would reflect the departmental operational needs and allow the Building Inspector's Office to operate the short term rental registry in a budget responsible manner.

NOW, THEREFORE, BE IT RESOLVED, The Common Council Authorizes the Mayor of Plattsburgh to execute the following short term rental fee schedule:

1 Year Short Term Rental Certificate: \$ 500.00

Yearly Renewal Short Term Rental Certificate: \$ 250.00

RESOLUTION 03/07/2024

**7.65 ADOPT CITY OF PLATTSBURGH BUILDING AND ZONING DEPARTMENT
VACANT BUILDING REGISTRATION FEE SCHEDULE**

WHEREAS, The City of Plattsburgh has adopted a new local law, local law P6 of the year 2023 recognizing the requirement for short vacant building registrations in the City of Plattsburgh; and

WHEREAS, The standard fee schedule for vacant building registrations has not been adopted;
and

WHEREAS, The proposed fee schedule would reflect the departmental operational needs and allow the Building Inspector's Office to operate the vacant building registry in a budget responsible manner.

NOW, THEREFORE, BE IT RESOLVED, The Common Council Authorizes the Mayor
of Plattsburgh to execute the following vacant building rental fee schedule:

One and two family:	\$200 per year
Multi Family:	\$400 per year
Commercial and mixed use:	\$500 for first year
	\$1000 for second year
	\$1500 per subsequent year