

**THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK
CITY OPERATIONS COMMITTEE**

September 13, 2021

Chairperson: Councilor Canales

Members: Councilor Gibbs, Councilor Bopp, Mayor Rosenquest

MINUTES

5:00 P.M.

Present: Chairperson Councilor Jaime Canales, Councilor Elizabeth Gibbs, Councilor Bopp, Mayor Christopher Rosenquest

Absent: None

1. **Approval of minutes of the August 9, 2021 City Operations Committee**
By Mayor Rosenquest; Seconded by Bopp
(All voted in the affirmative)

2. **City Clerk**
 - 2.1 **Draft Resolution:** “Approval of increase in fees collected in the City Clerk’s Office effective January 1, 2022”

3. **Mayor**
 - 3.1. **IT update**
 - 3.2. **Draft Resolution:** “Authorizing Mayor to execute documents and contracts pertaining to city-wide IT hosting solution.”
 - 3.3. **Draft Resolution:** “Authorize Street Closures for 2021 Adirondack North Country Gender Alliance Parade”
 - 3.4. **Draft Resolution:** “Authorizing Street Closure –Brinkerhoff (Marion to Margaret)”
 - 3.5. **Draft Resolution:** “Adopting Negative Declaration for Proposed Local Law P-4 of 2021 and authorizing filing in accordance with requirements of State Environmental Quality Review Act”
 - 3.6. **Draft Resolution:** “Authorize Award for Margaret Street Concept Study and Design Report”

4. **Community Development**
 - 4.1 **Draft Resolution:** “Authorize Budget Transfer - Rec Complex Fund Beach Implementation Plan Continuation”
 - 4.2 **Draft Resolution:** “Authorizing Capital project H5110.81 – 2021 Parking Equipment Purchase”

5. **Public Comment: None**

6. **New Business: None**

7. **Adjournment**

Motion to Adjourn by Councilor Gibbs; Seconded by Councilor Bopp
(All voted in the affirmative)

MEETING ADJOURNED: 5:26 pm

RESOLUTION 2.1 – 09/13/21

RESOLUTION TITLE: Approval of increase in fees collected in the City Clerk’s Office effective January 1, 2022

RESOLVED: In accordance with the request therefore the Common Council approves the increased fees collected in the City Clerk’s Office as indicated below:

CLERK FEES	2022	2021
Vendor Weekly	\$75.00	\$60.00
Vendor Yearly	\$312.00	\$300.00
Tree Stump Removal	\$290.00	\$260.00
Haulers	\$215.00	\$190.00
Food Trucks Montly	\$98.00	
Food Trucks Seasonal	\$545.00	
Food Trucks Yearly	\$725.00	
Taxi Vehicle		\$100.00
Taxi Driver		\$75.00
Taxi Amendment		\$35.00
LP GAS PERMITS		
30-60 Gal Res	\$45.00	\$35.00
61-240 Gal Res	\$75.00	\$65.00
60-250 Gal Comm	\$85.00	\$65.00
251-1000 Gal Comm	\$180.00	\$160.00
1001-5000 Comm	\$230.00	\$200.00
5000-10K Gal Comm	\$250.00	\$225.00

Note: The last adjustment to most fees was in 2017.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021**.

Motion by Mayor Rosenquest; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.2 – 09/13/21

RESOLUTION TITLE: Authorizing Mayor to execute documents and contracts pertaining to city-wide IT hosting solution

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.3 – 09/13/21

RESOLUTION TITLE: AUTHORIZE STREET CLOSURES FOR 2021 ADIRONDACK NORTH COUNTRY GENDER ALLIANCE PARADE

In accordance with the request therefore the Common Council approves Adirondack North Country Gender Alliance to hold a parade and festival from 12:00pm to 4:00 pm on Saturday, October 2 2021. The parade would travel on Beekman Street to Brinkerhoff Street to Oak Street to Court Street returning to Trinity Park for the festival. A utility fee of \$20 for electricity, a certificate of insurance for event and vendors, portopottys, dig safe permits, and health department requirements for vendors are required.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021.**

Motion by Councilor Gibbs; Seconded by Mayor Rosenquest

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.4 – 09/13/21

**RESOLUTION TITLE: AUTHORIZING STREET CLOSURE –BRINKERHOFF
(MARION TO MARGARET)**

Request from Strand Center for the Arts to close Brinkerhoff Street (from Marion to Margaret Street) for an Artisan Market. The requested dates are Saturday, October 30, 2021, Saturday, November 27, 2021 and Saturday, December 18, 2021 from 9am to 2:30pm.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021.**

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.5 – 09/13/21

RESOLUTION TITLE: ADOPTING NEGATIVE DECLARATION FOR PROPOSED LOCAL LAW P-4 OF 2021 AND AUTHORIZING FILING IN ACCORDANCE WITH REQUIREMENTS OF STATE ENVIRONMENTAL QUALITY REVIEW ACT

WHEREAS, proposed Local Law P-4 of 2021 amending Chapter 360 "Zoning" of the City Code of the City of Plattsburgh was introduced to the Common Council (the "Action"); and

WHEREAS, the Plattsburgh Common Council determined that, as lead agency, the Action is an Unlisted Action pursuant to the State Environmental Quality Review Act (SEQRA) and reviewed a Short Form Environmental Assessment Form (SEAF) for this proposed legislative act.

NOW THEREFORE BE IT RESOLVED AS FOLLOWS:

1. The Common Council, as Lead Agency, reviewed and fully considered the proposed Action, Part 1 of the SEAF s, and completed Part 2 of the SEAF after consideration of each item during the Council's September 2nd meeting; and

2. The Common Council identified potential impacts of the proposed Action as "Moderate to Large" as opposed to "No or Small" in Part 2 whenever it appeared at all possible that an EAF threshold might be met in order to provide an opportunity to further clarify these hypothetical impacts in SEAF Part 3; and

3. In order to determine the significance of these potential impacts, the Council evaluated several characteristics of each potentially Moderate to Large impact, as appropriate to the particular impact, in SEAF Part 3, which is incorporated herein by reference; and

4. The Common Council has taken a hard look at the potential environmental impacts of the Action by carefully considering them and thoroughly evaluating their potential significance as fully discussed in SEAF Part 3;

5. Based on its extensive review of the impacts that may be reasonably expected to result from the proposed Action including, to the extent possible, the speculative development scenario combined with the remaining zoning code provisions which would control future proposed projects, and governed by the rule of reasonableness, the Common Council determines that the proposed Action will not have a significant adverse impact on the environment and the particular facts and circumstances of the proposed Action do not require preparation of an Environmental Impact Statement.

6. The Mayor is authorized and directed to indicate the Common Council's determination by completing and signing Part 3 of the SEAF and to cause the entire completed SEAF with the supporting documentation to be filed and distributed as the Common Council's SEQRA Negative Declaration for the Action in accordance with SEQRA requirements.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 3.6 – 09/13/21

RESOLUTION TITLE: Authorize Award for Margaret Street Concept Study and Design Report.

BE IT RESOLVED, The Common Council hereby awards the Margaret Street Concept Study and Preliminary Design Report to C&S Engineers, Inc. for a total of \$68,000.00 which is reimbursable thru the NYSDOT Touring Routes Program.

Contractor:	C&S Engineer, Inc.
Service:	Concept Study and Design Report
Rate:	N/A
Mileage:	N/A
Contract Amount:	\$68,000.00
City Cost:	Initial: \$68,000 (Fully Reimbursable thru Touring Routes)
Period:	8 Months
New/Renewal:	NEW
Previous Year's Cost:	N/A
Previous Year's City Cost:	N/A

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021.**

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 4.1 – 09/13/21

**RESOLUTION TITLE: Budget Transfer – Rec Complex Fund Beach
Implementation Plan Continuation**

BY: Richard Marks

WHEREAS, the following resolution was adopted on September 16th, 2021; and

WHEREAS, the 2021 Rec Complex Fund budget does not make appropriations for the investigative studies for the creation of an implementation plan for future development for the beach site; and

WHEREAS, the City Chamberlain is requesting to appropriate for the unbudgeted costs in the Rec Complex Fund Beach department costs from the General Fund unappropriated unassigned fund balance for the fiscal year 2021;

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

Increase: Rec Complex Fund – Beach Contract Services	27215000-4430	\$ 134,115.00
Increase: General Fund – Rec Complex Transfers	19151000-9000	\$ 134,115.00
Increase: Rec Complex Fund – Inter-fund Revenues General	00002228-2810	\$
134,115.00		
Increase: General Fund Appropriated Fund Balance	1-0599	\$
134,115.00		

To provide for unbudgeted appropriations from the General Fund for the Rec Complex Beach operational expense in 2021 providing for the investigatory studies needed for Saratoga Associates to proceed with the future development of the beach site. The budget adjustment leaves the Rec Complex Fund budget unchanged for 2021 as estimated revenues and appropriations increase equally by \$134,115.00. The budget adjustment increases the General Fund budget for 2021 by \$134,115.00 through appropriation of the same amount from the unappropriated General Fund's unassigned fund balance.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried

RESOLUTION 4.2 – 09/13/21

RESOLUTION TITLE: Authorizing Capital project H5110.81 – 2021 Parking Equipment Purchase

WHEREAS, the following resolution was adopted on September 16th, 2021, and

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

WHEREAS, the Infrastructure Division desires to establish a 2021 Equipment Purchase project for items not included in the Public Service Equipment category of the Capital Expenditure Plan adopted January 7th, 2021, and

WHEREAS, the cost of the 2021 Parking Equipment Purchase project has been estimated by the Infrastructure Division for the costs of the unplanned expenditures to purchase items not included in the expenditure plan for the Parking Fund for 2021, as follows:

	2021 Capital Cost	2021 Estimated Cost
Parking kiosks infrastructure	\$ -	\$ 20,245
Kiosks and Kiosk System	<u>-</u>	<u>129,673</u>
Total	<u>\$ -</u>	<u>\$ 149,918</u>

Project Funding:

Parking Fund	\$ <u>-</u>	<u>149,918</u>
Total	<u>\$ -</u>	<u>\$ 149,918</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 16th day of September 2021, as follows:

- 1) That, the amount of One Hundred Forty-nine Thousand Nine Hundred Eighteen and 00/100 (\$149,918.00) Dollars is hereby appropriated for the capital project **2021 Parking Equipment Purchase (H5110.81)** for the cost of the equipment listed above and is hereby authorized to be expended for such purpose.
- 2) That, One Hundred Forty-nine Thousand Nine Hundred Eighteen and 00/100 (\$149,918.00) Dollars of such appropriation be provided by an advance from the Parking Fund to be reimbursed by a BAN or serial bonds issued by the City of Plattsburgh as permanent funding for the project by the end of the fiscal year of 2021.
- 3) That, this resolution takes effect immediately.

Approved by the **CITY OPERATIONS COMMITTEE** at its meeting on **SEPTEMBER 13, 2021**.

Motion by Councilor Gibbs; Seconded by Councilor Bopp

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: None

Motion carried