

**Organizational Meeting Agenda of the  
Plattsburgh Parking Advisory Committee (PPAC)  
Common Council Chambers, City Hall  
January 15, 2019  
6:00 P.M.**

Present: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder

Absent: Bob Garcia

1. NOMINATION OF CHAIR

At this time the PPAC will entertain nominations from the floor for the position of Chair of the Plattsburgh Parking Advisory Committee. The Chair's role will be to set the agenda, schedule and preside over all meetings, delegate Committee related responsibilities, and advise the City of Plattsburgh's Common Council of any recommendations, reports, relevant information, or requests.

Committee Member Nominated: Matthew Miller

Moved by: McFarlin                      Seconded by: Brown

Discussion: Merkel had nominated Rotella, who declined. The question of conflict of interest was brought up involving Miller's nomination.

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All voted in the affirmative)

Action Taken: Matthew Miller is confirmed as Chair of the PPAC.

2. NOMINATION OF VICE CHAIR

At this time the PPAC will entertain nominations from the floor for the position of Vice Chair of the Plattsburgh Parking Advisory Committee. The Vice Chair's role is to assist the Chair in setting the agenda and presiding over all meetings, and to perform the full duties of the Chair in the event the Chair is not in attendance.

Committee Member Nominated: Ethan Vinson

Moved by: Ritter                              Seconded by: McFarlin

Discussion: None

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All voted in the affirmative)

Action Taken: Ethan is confirmed as Vice Chair of the PPAC.

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### 3. NOMINATION OF SECRETARY

At this time the PPAC will entertain nominations from the floor for the position of Secretary of the Plattsburgh Parking Advisory Committee. The Secretary's role is to assist the Chair in setting and distributing the agenda, and to record minutes of all meetings.

Committee Member Nominated: Patrick McFarlin

Moved by: Vinson                      Seconded by: Bukolt-Ryder

Discussion: McFarlin expressed reluctance of accepting the role of Secretary but acceded.

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All voted in the affirmative)

Action Taken: Patrick McFarlin is confirmed as Secretary of the PPAC.

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### 4. RULES AND PROCEDURES

WHEREAS, the PPAC must establish standard rules of procedure; therefore be it

RESOLVED, the following rules of procedure are accepted and adopted by the PAC;

AND BE IF FURTHER RESOLVED, that future adjustments or additions to the following can be made through the introduction and adoption of amendments:

- a. Voting Procedures – As currently constituted, the PPAC is comprised of a maximum of 12 members. Once all 12 members have been confirmed by the Common Council, the quorum for voting will be 7 members. Until such time as all 12 members have been confirmed, or should the Common Council authorize an increase or decrease in the size of the PPAC, a quorum for voting will be set at one member greater than one half of the members approved by the Common Council. If a quorum exists, a simple majority vote shall be required for a proposal to be approved and a recommendation made to the Common Council. It shall be permitted to vote to table and delay action on a proposal. In the event a vote is tied, the Chair shall have the right to cast a tie breaking vote. If a proposal is approved by the PPAC, the Chair will present the recommendation to the Common Council.
  
- b. Meetings – The Common Council established that the PPAC shall meet at least quarterly within City Hall, though more frequent meetings are permitted. A quorum must be present in order for an official meeting to be convened. The PPAC shall comply with the New York Open Meetings Law and the New York Freedom of Information Act. Meetings will be open to the public and at a time agreed upon the PPAC. Meeting agendas will be made public at an appropriate time in accordance with the established policies of the City of Plattsburgh.

- c. Public Comment – During official meetings, members of the public will be provided opportunities to address the PPAC regarding their concerns involving both items on the agenda and other parking related matters. One period of public comment shall be provided at the beginning of each meeting for those individuals wishing to speak about items on the meeting’s agenda. A second period shall be provided at the end of each meeting to allow for public comment on any parking related issue. Individual speakers shall be required to limit their remarks to a maximum of 5 minutes unless otherwise approved by the Chair. It is intended that the PPAC shall incorporate public comments into their discussion rather than respond directly to the public.
- d. Robert’s Rules of Order – In any situation not explicitly addressed in this resolution, Robert’s Rules of Order shall apply.

Moved by: McFarlin      Seconded by: Vinson

Discussion: There was discussion of the Chair’s voting role based on Robert’s Rules. Brief discussion on rules for member’s attendance but it was decided these rules were unnecessary at this time. Ultimately an amendment is suggested which would make the Chair a non-voting member except in the case of a tied vote in which case the Chair would cast the deciding vote.

Motion for Amendment by: Bukolt-Ryder      Seconded by: Merkel

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All Voted in the affirmative)

Action Taken: Rules and Procedures were approved with the amendment that the Chair of the PPAC would be a non-voting member except in the case of a tied vote.



5. PPAC’S MANDATE

WHEREAS, the Common Council, in the resolution creating the PPAC, mandated it undertake the following tasks:

- a. Review the parking study completed by Carl Walker Inc. and accepted by the Common Council on March 1<sup>st</sup>, 2018;
- b. Review the Downtown Parking Special Assessment District;
- c. Review reports on parking usage, capacity, revenue, and enforcement based on data provided by the parking usage and payment systems as well as enforcement data provided by the City’s Parking Enforcement Officer;
- d. Research and evaluate potential options for enhancements and improvements to the City’s parking system, with an emphasis on the downtown area;
- e. Produce a semi-annual report to inform the Common Council and the public on the data and recommendations for the parking system, including parking behavior and a financial summary of the parking system;

- f. Send to the Common Council recommendations for changes to the parking system, including adjustments to rates and enforcement policies once a majority of the PPAC members vote in favor of the recommendation;
- g. The PPAC, in coordination with City staff, will work to provide sufficient additional capacity to replace the current capacity of the Durkee Street parking lot and that this additional capacity should be ready for use before significant development of the Durkee lot begins, therefore it is

RESOLVED, that the PPAC acknowledges and accepts the role and tasks set for by the Common Council in its resolution dated November 29, 2018.

Moved by: McFarlin                      Seconded by: Vinson

Discussion: The fundamental assumption that necessitates the PPAC's work is that the Durkee Street Development will proceed. Questions involved documentation of the Special Assessment District.

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All voted in the affirmative)

Action Taken: PPAC approved its tasks and role.

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MOTION TO ADJOURN

Moved by: Vinson                      Seconded by: Ritter

Roll Call: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, David Merkel, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder (All voted in the affirmative)

Meeting Adjourned: Passed