

**THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK  
FINANCE AND COMMUNITY DEVELOPMENT**

**October 14, 2021, 5:00pm**

**Chairperson: Mayor Rosenquest**

**Members: Councilors Canales, Gibbs, Kelly, Moore, Bopp, Tallon**

**MINUTES**

**Present:** Mayor Rosenquest, Councilor Canales, Councilor Gibbs, Councilor Moore, Councilor Bopp  
[participated via Zoom]

**Absent:** Councilor Kelly and Councilor Tallon

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1. **Approval of minutes of the September 9, 2021 Finance and Community Development Committee**  
By Councilor Canales; Seconded by Councilor Moore  
(All voted in the affirmative)
2. **Community Development/Recreation:**
  - 2.1. **Draft Resolution:** “Approval of Parking Equipment Purchase and Related Services from IPS Group, Inc.”
  - 2.2. **Draft Resolution:** “Authorize Budget Transfer – Rec Complex Fund Gym Building Repairs”
3. **Finance:**
  - 3.1. **Draft Resolution:** “Authorize Budget Transfer – General Fund Judgments & Claims”
  - 3.2. **Draft Resolution:** “Authorize Budget Adjustment – General Fund – Municipal Buildings Repair”
  - 3.3. **Discussion:** September month end report
  - 3.4. **Discussion:** Unappropriated budget and corresponding expenditures report
4. **Mayor’s office:**
  - 4.1. **Discussion:** 2022 Budget discussion
5. **Public Comment:**
6. **Executive Session:**

**At 6:04 pm Motion to enter Executive Session to discuss pending and potential litigation.**  
By Councilor Canales; Seconded by Councilor Gibbs  
(All voted in the affirmative)

**At 6:24 pm Motion to return from Executive Session. No action taken.**  
By Councilor Gibbs; Seconded by Councilor Canales  
(All voted in the affirmative)
7. **Adjournment:**

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

**MEETING ADJOURNED: 6:24 pm**

**RESOLUTION 2.1 – 10/14/2021**

**RESOLUTION TITLE: APPROVAL OF PARKING EQUIPMENT PURCHASE AND RELATED SERVICES FROM IPS GROUP, INC.**

By: Matthew Miller, Director of Community Development

**WHEREAS**, on September 16, 2021, the Common Council authorized the creation of capital project H5110.81 – 2021 Parking Equipment Purchase with an estimated cost of \$149,918 to be provided from the Parking Fund; and

**NOW, THEREFORE, BE IT RESOLVED**, the Common Council authorizes the Mayor to execute an agreement to purchase parking meter equipment and related services with IPS Group, Inc. (IPS) in an amount not to exceed \$149,918; and

**BE IT FURTHER RESOLVED**, the Common Council authorizes and directs the Mayor, Director of Community Development, the City’s Police Department, City Clerk, Chamberlain, and Superintendent of Public Works to take such further actions as may be necessary to effectuate the intent of this resolution and the agreement with IPS.

Contractor:	IPS Group, Inc.
Service:	Parking meter equipment and related services
Rate:	n/a
Mileage:	n/a
Contract Amount:	\$149,918
City Cost:	\$149,918
Period:	5 years
New/Renewal:	New
Previous Year’s Cost:	n/a
Previous Year’s City Cost:	n/a

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **October 14, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilors Kelly and Tallon

Motion carried

**DISCUSSION 2.2 – 10/14/2021**

**RESOLUTION TITLE: Authorize Budget Transfer – Rec Complex Fund Gym Building Repairs**

WHEREAS, the following resolution was adopted on October 21<sup>st</sup>, 2021; and

WHEREAS, the 2021 Rec Complex Fund budget does not make appropriations for Gym building repairs; and

WHEREAS, the City Chamberlain is requesting to appropriate for the unbudgeted costs in the Rec Complex Fund Gym department costs 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 – Gym Contract Services	27221000-4430	\$ 7,000.00
Increase: Rec Complex Fund – Gym Building Repairs	27221000-4451	\$15,000.00
Decrease: Rec Complex Fund – Beach Building Repairs	27215000-4451	\$ 3,000.00
Decrease: Rec Complex Fund – Beach Contract Services	27215000-4430	\$ 3,000.00
Decrease: Rec Complex Fund – Crete Capital Outlay	27220000-3000	\$ 6,000.00
Decrease: Rec Complex Fund – Beach Temporary Payroll	27215000-1300	\$10,000.00

To provide for unbudgeted appropriations for the Rec Complex Gym building repair expenses in 2021. The budget adjustment does not increase the Rec Complex Fund budget for appropriations in 2021.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **October 14, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilors Kelly and Tallon

Motion carried

**RESOLUTION 3.1 – 10/14/2021**

**RESOLUTION TITLE: AUTHORIZE BUDGET TRANSFER – GENERAL FUND  
JUDGMENTS & CLAIMS**

**WHEREAS**, the following resolution was adopted on October 21<sup>st</sup>, 2021; and

**WHEREAS**, the 2021 General Fund budget does not make appropriations for the settlement of a claim against the City for costs brought through suit; and

**WHEREAS**, the City Chamberlain is requesting to appropriate for the unbudgeted costs through an additional appropriation for the unassigned, unappropriated fund balance in the General Fund for the additional costs for the 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 – Judgments & Claims	11910000-4420	\$25,000.00
Increase: General Fund – Appropriated Fund Balance	1-0599	\$25,000.00

To provide for unbudgeted appropriations for the General Fund to provide for a settlement approved by the Common Council at the October 7<sup>th</sup>, 2021, meeting with an Executive Session convened to approve this decision. The budget adjustment increases the General Fund budget for appropriations in 2021 by \$25,000.00 with a corresponding appropriation of \$25,000.00 of the Fund Balance.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **October 14, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: None

Roll Call: All voted in the affirmative

Absent: Councilors Kelly and Tallon

Motion carried

**RESOLUTION 3.2 – 10/14/2021**

**RESOLUTION TITLE: AUTHORIZE BUDGET ADJUSTMENT – GENERAL FUND – MUNICIPAL BUILDINGS REPAIR**

**WHEREAS**, the 2021 General Fund budget does not make sufficient appropriations for repairs to the City Hall roof and repairs to the information booth doors; and

**WHEREAS**, City Clerk has requested to provide for the additional costs for performing the repairs to the City Hall roof and the information booth doors in 2021;

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

Increase: General Fund – Municipal Buildings Repairs	11620000-4451	\$ 2,700.00
Decrease: General Fund – Appropriated Fund Balance	1-0599	\$ 2,700.00

This entry is to provide appropriations in the General Fund for the unbudgeted costs to repair the City Hall roof and the information booth doors. The budget adjustment increases the General Fund Budget for 2021 by \$2,700.00 for the increase in appropriations and will decrease the General Fund unassigned unappropriated portion of the fund balance in 2021 by \$2,700.00.

Approved by the **FINANCE & COMMUNITY DEVELOPMENT COMMITTEE** at its meeting on **October 14, 2021**.

Motion by Councilor Canales; Seconded by Councilor Gibbs

Discussion: Yes

Roll Call: All voted in the affirmative

Absent: Councilors Kelly and Tallon

Motion carried