

1. Agenda

Documents:

[AGENDA 05-28-20.PDF](#)

2. Supporting Documents

Documents:

[MEEETING DOCS 052820.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 052820.PDF](#)

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK**

May 28, 2020
5:00 P.M.

AGENDA

Pledge of Allegiance

(RC)

Present: Mayor Colin Read, Councilors Ira Barbell (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Steve Brodi (W4), Patrick McFarlin (W5), Jeff Moore (W6)

Absent:

MAYOR'S COMMENTS:

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on May 21, 2020 are approved and placed on file among the public records of the City Clerk's Office

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending May 27, 2020 in the amount of \$_____ are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for May 12 - 25, 2020
- Reports from the Police Department dated May 26, 2020
- Minutes from the Finance and Budget Committee meeting held on May 21, 2020

COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:

Governance, Strategy, and City Operations- Chair Councilor Barbell

City Infrastructure – Chair Councilor Moore

Finance and Budget – Chair Councilor Kelly

Public Safety – Chair Councilor Gibbs

Plattsburgh Public Library – Chair Councilor McFarlin

MLD - MLD Board President Councilor McFarlin

RESOLVED: That the reports as listed are hereby ordered received and any written reports are placed on file among the public records of the City Clerk’s Office.

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the week ending May 29, 2020 in the amount of \$_____ are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:

7. OTHER ITEMS:

A. RESOLVED: In accordance with the request therefore the Common Council approves an agreement with Ron Santor for 2020 Police Academy Director/Training Director Services. The total cost is \$20,000 no increase in cost from 2019.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to adjust the 2020 City budget for an 85% reduction in the remaining overtime appropriations based on a resolution adopted by the Common Council on May 21st, 2020. The combined reduction in overtime appropriations across all City funds equals approximately \$558,164.00 with a corresponding reduction in appropriated fund balance for all City funds.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

C. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to revise the 2020 Rec Complex Fund budget to reinstate the appropriations for the Marina utility accounts for the remainder of the 2020 budget year per the lease agreement with the Plattsburgh Boat Basin requiring the City to provide for the utility expense to operate the City Marina at 2 Dock Street.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

D. RESOLVED: In accordance with the request therefore the Common Council approves that any individual who is over age two and able to medically tolerate a face-covering shall be required to cover their nose and mouth with a mask or cloth face-covering when in any City of Plattsburgh Building. This will be in effect until PAUSE NY or other health directives no longer recommend or require face-coverings.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

E. RESOLVED: In accordance with the request therefore the Common Council approves Ed Garrow and Sons, Inc to close Johnson Avenue for 1 day on Monday, June 1, 2020 for the replacement of a failed sewer lateral at Richard’s Beverage Center located at 71 Johnson Avenue.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____
Follow up Action:

F. ADOPTING NEGATIVE DECLARATION FOR ANNEXATION PROJECT AND AUTHORIZING FILING IN ACCORDANCE WITH REQUIREMENTS OF STATE ENVIRONMENTAL QUALITY REVIEW ACT

WHEREAS, the City of Plattsburgh seeks to annex an approximately 224-acre parcel (the “Subject Parcel”) which is located in the Town of Plattsburgh but is owned by and situated adjacent to the City (the “Action”); and

WHEREAS, the Plattsburgh Common Council determined that the Action is a Type I Action pursuant to the State Environmental Quality Review Act (SEQRA) and identified the potential Involved Agencies under SEQRA, which included the Town; and

WHEREAS, the City was duly designated as SEQRA Lead Agency by Determination of the Commissioner of the Department of Environmental Conservation pursuant to Section 617.6 of the SEQRA Regulations set forth at Title 6 of the New York Compilation of Codes, Rules and Regulations; and

WHEREAS, although the Action under SEQRA is solely the annexation of the Subject Parcel by the City, the Common Council determined to review the potential environmental impacts of a purely hypothetical development scenario that could possibly be achieved on the Subject Parcel following annexation; and

WHEREAS, the Common Council engaged consultants to prepare a Preliminary Master Plan–Land Use Map (“Preliminary Plan”) and to conduct several related studies and investigations to enable the Council to review potential impacts of such a reasonable development scenario for the Subject Parcel following annexation; and

WHEREAS, these studies and investigations included:

- Natural Resource Inventory by Trudell Environmental Services
- Phase 1A Literature Search and Sensitivity Assessment by Hudson Valley Cultural Resource Consultants, Ltd.
- Traffic Assessment by Stantec Consulting Services, Inc.

• Phase 1 Environmental Site Assessment (ESA) by KAS Environmental Science & Engineering
WHEREAS, the City would not be actually undertaking all of the potential uses included in the Preliminary Plan, but would seek to encourage private development consistent with the hypothetical scenario; and

WHEREAS, Architectural & Engineering Design Associates, PC, the Common Council’s consultant, prepared Part 1 of a SEQRA Full Environmental Assessment Form (FEAF) for the Action together with an Addendum which supplemented the information provided in Part 1 and provided additional information to enable the Common Council to take a hard look at any potential adverse environmental impacts of the Action.

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 FEAF and the Addendum, including referenced studies and reports, and completed Part 2 of the FEAF after consideration of each item during the Council’s May 7TH 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 FEAF 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 FEAF Part 3; 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 FEAF 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 purely speculative development scenario represented by the Preliminary Plan, 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 FEAF and to cause the entire completed FEAF 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.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

8. TRAVEL REQUEST: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS AND COUNCILOR REPORTS:

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

MEETING ADJOURNED: _____



Plattsburgh

Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: May 26, 2020

RE: Fire and Ambulance Responses

For this three week period: Tuesday, May 12, 2019 to Monday, May 25, 2020
our Department has responded to the following:

Fire Calls

24

- 1 building fire
- 2 MVA with patient care and hazardous mitigation
- 8 alarm activations with investigation of cause
- 5 EMS assist with patient care prior to transport ambulance
- 1 unauthorized burning
- 1 public service
- 1 fire structure other than building
- 1 smoke/odor removal
- 1 removal of victim in stalled elevator
- 2 excessive heat / scorch burns
- 1 flammable gas/liquid condition

Ambulance Calls

115

Mutual Aid by CVPH

2

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 05/17/2020 00:00 TO 05/24/2020 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTAL
ABANDONED 911	0	0	0	0	0	0	0	0	0	0	1	0	2	3
ABSCONDED	0	0	0	0	1	1	0	0	0	0	0	0	0	2
ADMINISTRATIVE	0	0	0	0	0	1	0	0	0	0	0	1	0	2
AIDED MEDICAL	0	0	1	0	0	0	0	2	0	0	1	1	0	5
ALARM	0	0	0	0	0	1	0	1	0	1	1	1	0	5
ANIMAL DOMESTIC	0	0	0	1	0	0	2	0	0	1	1	0	0	5
ASSAULT	0	0	0	0	0	0	0	1	0	0	0	0	0	1
BKGRND INVST CIVILIAN	0	0	0	0	0	9	1	5	0	0	0	0	0	15
CITY CODE VIOLATION	0	0	0	0	0	0	1	1	0	0	0	3	0	5
CRIMINAL MISCHIEF	0	0	0	0	0	0	0	0	0	0	1	0	0	1
DISORDERLY PERSONS	0	0	2	1	1	2	2	0	1	1	3	0	4	17
DOMESTIC	0	4	0	0	0	3	2	1	0	0	1	0	6	17
DOOR UNLOCKING	0	0	0	0	0	0	0	0	1	1	0	1	0	3
DRUG INVESTIGATION	0	0	0	0	0	0	1	0	0	1	0	0	0	2
DWI / IMPRD / DRUGS	0	0	0	0	0	0	0	0	0	0	0	0	1	1
EMOTIONALLY DISTRBD PERSON	0	0	1	0	0	0	1	0	0	0	2	1	0	5
ENDANGERING WELFARE	0	1	0	0	0	0	0	0	0	0	0	0	0	1
FIRE	0	0	0	0	0	0	0	0	1	0	1	0	0	2
FOOT PATROL	0	12	5	1	0	1	2	2	5	3	1	5	7	44
FRAUD	0	0	0	0	0	0	1	1	1	0	0	0	0	3
HARASSMENT	0	0	0	0	0	0	1	0	0	2	4	1	3	11
INSECURE PROPERTY	0	1	2	0	0	0	0	0	0	0	0	1	1	5
JUVENILE	0	0	0	0	0	1	0	0	1	0	0	0	0	2
LARCENY	0	0	0	0	0	1	0	0	1	0	0	0	0	2
LOST AND FOUND	0	0	0	1	0	1	1	1	1	2	1	0	0	8
M/V ACCIDENT	0	0	0	0	0	1	1	1	4	1	1	0	0	9
M/V OFFENSE	0	0	0	0	0	0	0	0	0	0	0	2	0	2
MEDIATION-NO OFFENSE	0	0	0	0	0	0	1	0	1	0	1	0	0	3

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 01/01/2020 00:00 TO 05/24/2020 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTAL
ABANDONED 911	0	6	5	0	2	4	3	2	7	1	5	7	4	46
ABC VIOLATIONS	0	12	0	0	0	0	0	1	0	0	1	2	2	18
ABSCONDED	0	1	1	0	1	1	1	0	1	1	0	0	2	9
ADMINISTRATIVE	0	3	2	2	0	3	1	2	0	2	2	4	3	24
AIDED MEDICAL	0	10	8	4	3	2	9	10	11	12	15	13	6	103
ALARM	0	6	14	6	10	15	12	9	10	6	8	6	6	108
ANIMAL DOMESTIC	0	2	3	3	1	4	9	10	6	6	10	7	5	66
ANIMAL WILD	0	0	0	0	0	0	2	3	0	0	1	0	0	6
ARSON	0	0	0	0	0	0	1	0	0	0	0	0	0	1
ASSAULT	0	1	4	0	4	0	1	2	0	3	1	4	1	21
BEAT MONITORING	0	21	10	0	0	0	0	0	0	0	1	0	0	32
BKGRND INVST CIVILIAN	0	0	0	6	27	84	55	36	8	1	0	0	0	217
BKGRND INVST SWORN	0	0	0	0	0	0	2	0	0	0	0	0	0	2
BURGLARY	0	0	0	1	0	1	0	0	3	3	1	4	0	13
CHILD SEAT INSTALL	0	0	0	0	0	0	0	0	0	0	1	3	0	4
CITY CODE VIOLATION	0	1	0	1	0	2	2	2	8	4	6	5	0	31
CRIMINAL MISCHIEF	0	1	0	1	2	7	3	4	8	7	7	3	0	43
CROSSING GUARD	0	0	1	2	1	0	0	0	0	1	0	0	1	6
DEATH INVEST	0	0	1	1	2	2	2	1	1	0	0	1	2	13
DISORDERLY PERSONS	0	11	9	4	2	5	11	6	11	13	14	1	11	98
DOG SEIZURE	0	0	0	0	0	0	0	3	1	1	0	0	0	5
DOMESTIC	0	16	6	6	3	10	15	13	12	16	26	19	27	169
DOOR UNLOCKING	0	0	1	1	6	5	17	13	14	16	11	4	5	93
DRUG INVESTIGATION	0	2	1	2	2	10	7	12	19	8	6	7	4	80
DWI / IMPRD / DRUGS	0	0	2	0	1	0	0	0	0	0	0	2	5	10
EMOTIONALLY DISTRBD PERSON	0	4	5	3	3	7	7	8	6	12	14	7	14	90
ENDANGERING WELFARE	0	1	0	0	0	0	0	0	0	1	0	0	0	2
FINGERPRINTING	0	0	0	0	2	16	26	25	11	5	3	2	0	90

FIRE	0	0	1	1	1	0	0	0	0	0	0	1	0	0	1	2	1	10
FOOT PATROL	0	83	58	23	0	18	36	15	31	17	4	43	73	401				
FRAUD	0	0	0	0	0	1	2	4	2	1	2	2	0	14				
HARASSMENT	0	3	3	0	2	5	10	12	14	17	16	13	12	107				
INSECURE PROPERTY	0	15	17	2	0	3	11	3	10	3	2	6	11	83				
JUVENILE	0	1	1	0	1	9	8	9	10	8	4	2	3	56				
LARCENY	0	4	1	0	3	8	22	21	18	12	13	5	3	110				
LOST AND FOUND	0	3	7	3	4	13	10	13	16	17	6	2	3	97				
M/V ACCIDENT	0	1	2	0	8	20	26	45	65	35	20	8	5	235				
M/V OFFENSE	0	3	1	0	0	1	2	3	1	3	4	9	7	34				
M/V THEFT	0	0	1	0	0	0	0	0	0	0	0	0	0	1				
MARIJUANA INVST	0	0	0	0	0	1	0	0	0	1	0	1	0	3				
MEDIATION-NO OFFENSE	0	0	1	0	1	0	6	4	3	0	2	0	0	17				
MISC CALLS	0	8	14	3	5	22	21	31	30	35	29	31	22	251				
MISC OFFENSES	0	3	1	0	0	7	6	2	6	9	3	2	2	41				
MISSING PERSON	0	0	0	0	3	1	1	1	0	1	2	0	1	10				
NARCO INTEL	0	0	0	1	0	0	0	0	0	0	0	0	1	2				
NEIGHBOR CRISIS	0	0	0	0	1	3	4	10	4	4	9	5	2	42				
NOISE VIOLATION	0	42	20	4	4	5	12	13	20	21	19	43	52	255				
OPEN CONTAINER	0	0	0	0	0	0	0	0	0	0	0	0	1	1				
OUTSIDE AGENCY ASSIST	0	1	2	1	0	3	3	2	4	4	4	1	3	28				
PARKING VIOLATIONS	0	7	1	1	1	2	6	11	9	3	3	2	0	46				
PAROLE NOTIFICATION	0	0	0	0	0	14	10	14	6	0	0	0	0	44				
PRISONER TRANSPORT	0	0	1	0	3	26	5	5	4	5	5	4	0	58				
PROPERTY RETRIEVAL	0	0	0	0	0	1	6	6	9	9	5	10	2	48				
REPOSSESSION	0	0	0	0	0	0	0	0	0	1	0	0	0	1				
SAFE SCRIPTS PROGRAM	0	0	0	0	0	5	8	3	10	0	0	0	0	26				
SERVICES	0	4	3	3	3	33	16	17	16	9	3	7	4	118				
SEX CRIMES	0	0	0	0	0	2	5	8	4	6	4	1	1	31				
SEX OFFNDR REGISTRATION	0	0	0	0	1	30	21	6	9	2	1	0	0	70				
SICK LEAVE	0	1	8	13	9	3	9	10	30	18	6	3	9	119				
SUSPICIOUS ACTIVITY RPT	0	11	15	5	4	3	9	8	6	6	6	18	16	107				
TRAFFIC DETAIL	0	0	0	0	0	0	0	1	1	1	1	5	0	9				

TRAFFIC STOP	0	62	39	10	0	8	30	15	27	24	28	134	126	503
TRESPASSING	0	4	8	1	3	1	8	6	8	6	11	2	9	67
WARRANT	0	3	1	1	0	2	2	3	3	5	1	5	0	26
WELFARE CHECK	0	17	8	1	3	16	37	40	26	27	37	30	20	262
Totals:	0	374	287	116	131	444	539	503	542	429	384	497	487	4733



Plattsburgh Police Department
45 PINE STREET
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

LEVI J. RITTER
Chief of Police

May 28, 2020

Mayor Colin L. Read
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for the Mayor to sign the attached contract with Ronnie Santor for Academy Director/Training Director services for 2020. The total cost is \$20,000 which is the same as 2019. Your consideration in this matter is very much appreciated. If you have any questions or require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "L. Ritter", written in a cursive style.

Chief Levi Ritter
Plattsburgh Police Department

BASIC ACADEMY/ TRAINING DIRECTOR CONTRACT

THIS CONTRACT is made this ____ day of ____ 2020 by and between THE CITY OF PLATTSBURGH, a municipal corporation with offices at 41 City Hall Place, Plattsburgh, New York and Ronnie L. Santor, whose address is 84 Salmon River Road, Plattsburgh, N.Y. The contract terms will commence on June 1, 2020 and terminate on May 31, 2021.

Whereas the facts and circumstances underlying this agreement are as follows:

1. The Basic Training Course (Academy) for police officers is a DCJS criteria from new recruits. The instruction, scheduling and implementation of these training sessions is pertinent to the day to day operation of the Zone Nine Police Academy.
2. The Academy Director will coordinate and implement these various programs to insure that Academy policies and procedures as well as State and Federal training requirements are met.
3. The Academy Director will maintain records of training, lesson plans, course schedules, rosters and various Department of Criminal Justice Services requirements offered at the Zone Nine Police Academy.
4. Ronnie Santor is retired from the New York State Park Police and is experienced in conducting police training courses. He has the credentials required to act as the Academy Director. (Master certified police instructor).
5. The purpose of this Agreement is to define the services that will be provided by Ronnie Santor and the compensation that will be paid him.
6. Training courses for police officers are an ongoing criteria from new recruits to in-service classes for veteran officers. The instruction, scheduling and implementation of these training requirements is pertinent to the day to day operation of the police department.
7. The Training Director will coordinate and implement these various programs to ensure that Department policies and procedures as well as State and Federal training requirements are met.
8. The Training director will maintain records of training, lesson plans, course schedules, rosters and various Department of Criminal Justice Services requirements offered at the city of Plattsburgh Police Department.

IN CONSIDERATION for the mutual exchange of promises, it is agreed as follows:

1. Ronnie Santor is an independent contractor and will NOT be considered an employee of the City of Plattsburgh Police Department, nor any other police or sheriff's department, while providing services under this agreement. No payroll taxes will be paid or deducted from his compensation, but the compensation paid will be reported to the IRS on a 1099 form.

2. Ronnie Santor will provide the following services in connection with coordination of various courses of instruction:
 1. Prepare the course curriculum, including topics to be covered, content and time as well as develop new courses and programs that increase the training of the Zone 9 Police Academy.
 2. Teach required topics and coordinate the schedules of any other instructors assigned to teach various topics.
 3. Monitor and record class attendance and performance during classroom sessions and maintain department training records.

3. For the above described services, the City of Plattsburgh will pay Ronnie Santor the lump sum of \$20,000.00.
Payable as follows:
 - \$3333.33 due on July 1, 2020
 - \$3333.33 due on Sept. 1, 2020
 - \$3333.33 due on Nov. 1, 2020
 - \$3333.33 due on Feb. 1, 2021
 - \$3333.33 due on March 1, 2021
 - \$3333.33 due on May 1, 2021

CITY OF PLATTSBURGH

By: Colin Read
Mayor

Date

By: Levi Ritter
Chief of Police

Date

By: Ron Santor
Training Director

Date



Richard A. Marks
City Chamberlain

Department of Finance
41 City Hall Place
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: May 26, 2020
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – General Fund through MLD Fund – 2020 Overtime

It is being requested to adjust the 2020 General Fund Budget, as follows:

Decrease: General Fund - Appropriated Fund Balance	1-0599	303,768.46
Decrease: General Fund – Finance Overtime Pay	11310000-1200	5,624.26
Decrease: General Fund – Data Processing Overtime	11680000-1200	5,055.55
Decrease: General Fund – Police Overtime	13120000-1200	151,954.58
Decrease: General Fund – Fire Overtime	13410000-1200	101,474.08
Decrease: General Fund – Building Inspector Overtime	13620000-1200	5,472.84
Decrease: General Fund – Street Administration Overtime	15010000-1200	4,929.46
Decrease: General Fund – Street Maintenance Overtime	15110000-1200	7,050.50
Decrease: General Fund – Snow & Ice Overtime	15420000-1200	16,248.19
Decrease: General Fund – Community Development O/T	16330000-1200	116.98
Decrease: General Fund – City Parks Overtime	17140000-1200	297.50
Decrease: General Fund – Zoning Overtime	18010000-1200	1,096.09
Decrease: General Fund – Waste Collection Overtime	18160000-1200	2,291.13
Decrease: General Fund – Parks & Beautification O/T	18510000-1200	2,157.30

To provide for decreased appropriations in the General Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the General Fund appropriated fund balance by \$303,768.46 in 2020.

It is being requested to adjust the 2020 Rec Complex Fund Budget, as follows:

Decrease: Rec Complex - Appropriated Fund Balance	2-0599	8,712.69
Decrease: Rec Complex – Administration Overtime	27210000-1200	8,620.89
Decrease: Rec Complex – Crete Center Overtime	27220000-1200	91.80

To provide for decreased appropriations in the Rec Complex Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the Rec Complex Fund appropriated fund balance by \$8,712.69 in 2020.

It is being requested to adjust the 2020 Parking Fund Budget, as follows:

Decrease: Parking Fund - Appropriated Fund Balance	3-0599	2,508.28	
Decrease: Parking Fund – Parking Lot Overtime	35650000-1200		2,508.28

To provide for decreased appropriations in the Parking Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the Parking Fund appropriated fund balance by \$2,508.28 in 2020.

It is being requested to adjust the 2020 Water Fund Budget, as follows:

Decrease: Water Fund - Appropriated Fund Balance	4-0599	40,864.91	
Decrease: Water Fund – Administration Overtime	48310000-1200		3,388.65
Decrease: Water Fund – Purification Overtime	48330000-1200		8,901.18
Decrease: Water Fund – Transmission & Dist. Overtime	48340000-1200		28,575.08

To provide for decreased appropriations in the Water Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the Water Fund appropriated fund balance by \$40,864.91 in 2020.

It is being requested to adjust the 2020 Sewer Fund Budget, as follows:

Decrease: Sewer Fund - Appropriated Fund Balance	5-0599	98,866.69	
Decrease: Sewer Fund – Administration Overtime	58110000-1200		6,797.59
Decrease: Sewer Fund – Sanitary Sewer Overtime	58120000-1200		51,680.96
Decrease: Sewer Fund – WPCP Flow Overtime	58130000-1200		16,522.94
Decrease: Sewer Fund – WPCP BOD Overtime	58131000-1200		11,900.85
Decrease: Sewer Fund – WPCP SS Overtime	58132000-1200		11,964.35

To provide for decreased appropriations in the Sewer Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the Sewer Fund appropriated fund balance by \$98,866.69 in 2020.

It is being requested to adjust the 2020 Library Fund Budget, as follows:

Decrease: Library Fund - Appropriated Fund Balance	6-0599	3,528.59	
Decrease: Library Fund – Library Overtime	67410000-1200		3,528.59

To provide for decreased appropriations in the Library Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the Library Fund appropriated fund balance by \$3,528.59 in 2020.

It is being requested to adjust the 2020 MLD Fund Budget, as follows:

Decrease: MLD Fund - Appropriated Fund Balance	M2810000-0909	99,914.28
Decrease: MLD Fund – Overtime Payroll	M8011100-1200	99,914.28

To provide for decreased appropriations in the MLD Fund from the resolution adopted by the Common Council on May 21st, 2020, to reduce remaining overtime appropriations by 85%. This adjustment will decrease the MLD Fund appropriated fund balance by \$99,914.28 in 2020.

CC: Department Heads



Richard A. Marks
City Chamberlain

Department of Finance
41 City Hall Place
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: May 26, 2020
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – Rec Complex Fund - Marina

It is being requested to adjust the 2020 Rec Complex Fund Marina Budget, as follows:

Increase: Rec Complex Fund – Marina Electricity	27225000-4411	1,972.09
Increase: Rec Complex Fund – Marina Water	27225000-4412	1,384.15
Increase: Rec Complex Fund – Marina Sewer	27225000-4413	1,402.22
Increase: Rec Complex - Appropriated Fund Balance	2-0599	4,758.46

To increase appropriations in the Rec Complex Fund through re-establishing the remaining budget for the Marina operations for the utilities accounts for the remainder of 2020 as required by the lease agreement to operate the City marina with Plattsburgh Boat Basin as the lessor. This adjustment will increase the Rec Complex Fund appropriated fund balance by \$4,758.46 in 2020.

CC: Dean Schneller
Matt Miller



G

ED GARROW and SONS, INC.

*Request to Close Johnson Avenue for
Sewer Lateral Replacement Across Road*

May 27, 2020

City of Plattsburgh
Common Council

Re: Road Closure
71 Johnson Avenue
Sewer lateral replacement

To whom it may concern,

We are requesting to close Johnson Avenue for 1 day, Monday June 1st., to local traffic only, for the replacement of a failed sewer lateral at Richard's Beverage Center located at 71 Johnson Ave.

In meeting with Andrew Durrin, engineering technician, with the City Department of Public Works, a full road crossing is needed for this location. Closing the road is the safest possible way to complete this project in a timely manor.

We appreciate your understanding and cooperation in considering our request.

Thank you,

A handwritten signature in black ink, appearing to read "Edward L. Garrow". The signature is fluid and cursive.

Edward L. Garrow
Vice-president

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 05/29/2020

City:	Payee	Description	Amount
	Clinton County Treasurer	Apr 2020 payment for county taxes	1,551,613.80
	Plattsburgh City School District	Apr 2020 payment for school taxes for 18/19 & 19/20 tax rolls	79,550.92
	ProAct, Inc.	Prescription health care cost for actives & retirees - Apr 16-May 15, 2020 - all depts.	72,620.93
	Disabled Retirees - (5)	Supplemental allowance costs 207 (a) - 5 Fire - May 2020	15,725.98
	Marshall & Sterling Upstate	2020-2021 Marina insurance renewal - Rec - May 2020	14,416.00
	PrimeLink	May 2020 phone & internet service fees & managed srvcs-all City depts	12,954.49
	Intime Solutions	Annual services maintenance for timekeeping software-Police-06/01/20-05/31/21	4,800.00
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	4,507.21
	Pitney Bowes Reserve Account	Postage for mail machine reserve account - Data Proc - May 2020 forward	4,000.00
	Barton & Loguidice, P.C.	Akey Rd Landfill-Waste Collection-Landfill Sampling & Reporting - May 2020	3,321.87
	NEWS of New York Inc.	Solid waste disposal - DPW - May 2020	3,310.20
	Noah Phillips	Animal control services - Police - May 2020	2,083.33
	City Chamberlain - T&A Acct.	Transfer ACH payment - weekly Blue Shield & monthly CanaRx cost	2,015.60
	NYS Electric & Gas	Annual rental fee water pipes crossing NYSEG land - WFP Admin - Apr 2020	1,500.00
	Al's Group USA Corp.	Laboratory testing services - WPCP - May 2020	1,489.00
	Endyne, Inc.	Process monitoring for bacteria, etc. - WFP & WPCP - Apr/May 2020	1,406.50
	Thermal Associates	Annual inspection and cleaning of station HVAC system - Police - Apr 2020	1,400.00
	Robert Garrand	Lease of 79 Margaret St. for station use - Police - Jun 2020	1,200.00
	TM Auto Repair Center Inc.	Repairs: unit 170 and 2015 Ford Focus oil/filter - Police - May 2020	1,162.10
	Refunds (3)	Refunds - auditorium rental - May 2020	1,000.00
	Others - 25 total others	Various (average \$164.86 each)	<u>4,121.44</u>
		Total City	<u>1,784,199.37</u>
MLD:			
	Northline Utilities	Protection Ave underground construction - Apr 2020	25,846.25
	Refunds (18)	Refund customers overpayments - May 2020	3,428.83
	Verizon	Substation Safety Lines for data transmission - May 2020	1,334.31
	Read and Laniado, LLP	Professional services - NYSEG issue - Apr 2020	1,261.00
	Others - 3 total	Various (average \$380.70 each)	<u>1,142.09</u>
		Total MLD	<u>33,012.48</u>
Specials:			
	Journal Transfers (not expenditures)	Trans from MLD Op Fund to General Fund-Analyzed Service Chg, Glens Fall Bank-Apr 2020	<u>572.99</u>
		Total Specials	<u>572.99</u>
			\$ 1,817,784.84
	Less: Inter-Fund Transactions		<u>572.99</u>
	Total Net Expenditures		<u>\$ 1,817,211.85</u>
Payroll:			
		Pay Period	Year to Date
	Total Payroll Headcount	47	263
	Base Hourly & Salary	42,595.15	\$ 4,468,215.87
	Overtime, Standby & Shift Differentials	5,928.38	449,273.50
		13.92%	10.05%
	Vacation, Holiday, Pers. & Accum. Leave & severance	8,308.55	691,159.64
		19.51%	15.47%
	Sick, Bereavement Leave, Jury Longevity - AFSCME bi-weekly \$4.3k	1,892.84	237,218.54
	Higher Class Pay	11.52	23,095.02
	Sick Leave Buyout	0.00%	-
	Health Insurance Buyout	0.00%	31,479.74
	Clothing/Uniform Allow - PD, MLD	0.00%	-
	College Degree Allowances	0.00%	-
	Severance - sick leave time	0.00%	99,378.25
	Retroactive Pay	0.00%	5,349.65
	Grand Total	<u>\$ 58,736.44</u>	<u>\$ 6,097,204.64</u>
	Overtime, Standby & Shift Diff	5,928.38	\$ 163,554.17
		100.00%	36.40%
		0.00%	15.26%
		0.00%	24.69%
		0.00%	13.76%
		0.00%	6.72%
		0.00%	2.89%
		0.00%	0.28%
	Overtime, Standby & Shift Diff - by depart.	<u>\$ 5,928.38</u>	<u>\$ 449,273.50</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2020 Budget vs. Actual
Payroll Period Ended 5/29/2020
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	266,000.00	108,955.30	163,554.17	(54,598.87)
DPW	209,627.00	85,864.56	68,565.47	17,299.09
Police	266,000.00	108,955.30	110,906.71	(1,951.41)
MLD	163,440.00	66,946.07	61,809.09	5,136.98
WPCP	71,310.00	29,209.03	30,202.23	(993.20)
Other City	45,154.00	18,495.37	12,997.73	5,497.64
Library	<u>4,842.00</u>	<u>1,983.31</u>	<u>1,238.10</u>	<u>745.21</u>
Total	<u>1,026,373.00</u>	<u>420,408.94</u>	<u>449,273.50</u>	<u>(28,864.56)</u>

Net O/T Cost	YTD Actual	O/T Recoveries	Net O/T Cost	Net YTD Variance
Fire	163,554.17	420.00	163,134.17	(54,178.87)
DPW	68,565.47		68,565.47	17,299.09
Police	110,906.71	2,636.84	108,269.87	685.43
MLD	61,809.09		61,809.09	5,136.98
WPCP	30,202.23		30,202.23	(993.20)
Other City	12,997.73		12,997.73	5,497.64
Library	<u>1,238.10</u>		<u>1,238.10</u>	<u>745.21</u>
Total	<u>449,273.50</u>	<u>3,056.84</u>	<u>446,216.66</u>	<u>(25,807.72)</u>