

1. Agenda

Documents:

[AGENDA 07-30-20.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 073020.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 073020.PDF](#)

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

July 30, 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 July 22, 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 July 29, 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 July 14 - 27, 2020
- Minutes from the Public Safety Committee meeting held on July 22, 2020
- Reports from the Police Department dated July 27, 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 July 31, 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:**

**Motion to remove item 7A from the Table**

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

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

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

**A. RESOLVED:** In accordance with the request therefore the Common Council approves rejecting all bids received for “City of Plattsburgh – DRI: Downtown Grant Program Proposed Farmers Market.

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 PMLD Bid #2020-6-1 “ARC-Rated Flame Resistant Clothing Rental Program be awarded to UniFirst Corporation, Keeseville, NY in the amount of \$ 18,351.84 for each year of a three year contract.

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 MLD to advertise for bids for PMLD Bid #2020-8-1 “Brush Chipper”. Bid opening date is September 29, 2020 at 11 am in the Common Council Chambers.

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 MLD to write-off the following unpaid final bills from:

1. April 2019 in the total amount of \$7,476.52. The percentage of write-offs for this period is .36%.  
The recovered amount for this period is \$ 855.05.
2. May 2019 in the total amount of \$5,753.72. The percentage of write-offs for this period is .41%. The recovered amount for this period is \$560.56.
3. June 2019 in the total amount of \$4,683.62. The percentage of write-offs for this period is .38%.  
The recovered amount for this period is \$1,887.55.
4. July 2019 in the total amount of \$3,481.12. The percentage of write-offs for this period is .29%.  
The recovered amount for this period is \$564.65.

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 the City Chamberlain to transfer \$100,000.00 from the General Fund Contingency to Fire Department Fees for Services for the settlement of a claim against the City for negligent EMT services. The budget transfer will not increase the General Fund budget in 2020.

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. RESOLVED:** In accordance with the request therefore the Common Council approves that the Mayor be authorized to sign a lease agreement with “Plattsburgh Comic-Con” to hold an event known as “2020 Plattsburgh Comic Con” in the Crete Civic Center Arena from Friday, November 6, 2020 through Sunday, November 8, 2020. The lease requires Plattsburgh Comic-Con to pay the City of Plattsburgh the amount of \$3,765 for rent and City services. Further, the Council finds that this space is not needed for a public purpose during the proposed lease agreement term of three days and that this lease will be subject to presentation of sufficient proof of insurance, providing any additional licenses or permits if required and subject to then-current local, state or federal COVID-19 restrictions.

By Councilor \_\_\_\_\_; Seconded by Councilor \_\_\_\_\_

Discussion:

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

**ACTION TAKEN:** Adopted \_\_\_\_\_ Defeated \_\_\_\_\_ Withdrawn \_\_\_\_\_ Tabled \_\_\_\_\_

Follow up Action:

\*\*\*\*\*

**G. WHEREAS,** the City of Plattsburgh owns a +/- 224 acre parcel, which is identified as tax map parcel 220.-4-32 on the 2019 assessment roll ("Subject Parcel"); and

WHEREAS, the Subject Parcel is accessed via Reeve's Lane and is bounded to the south by the Saranac River, to the east by private property and SUNY Plattsburgh, to the North by Rugar Street, and to the West by I-87; and

WHEREAS, the Subject Parcel is adjoining the City's territorial boundaries and is located in the Town of Plattsburgh (“Town”), primarily in an Industrial Zone, with the northern portion of the Subject Parcel located in a Service-Commercial Zone; and

WHEREAS, other than underground utilities and Reeves Lane, the only significant improvement on the Subject Parcel is the City-owned Compost Facility, as the remainder of the parcel is uninhabited and unimproved; and

WHEREAS, while it is located in the Town, the City has long recognized the enhanced value of this adjoining property if it were to be annexed into the City and further recognizes that any annexation effort ultimately requires a determination of overall public interest pursuant to the GML; and

WHEREAS, the City intends to pursue the annexation of the Subject Parcel, including any parcel encompassed therein, as furtherance of the overall public interest; and

WHEREAS, the City requested that the Town consent to the City's request to annex this uninhabited City owned parcel pursuant to Section 706 of Article 17 of the General Municipal Law; and

WHEREAS, the Town denied the City's request made pursuant to Section 706 of Article 17 of the General Municipal Law;

WHEREAS, the 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 Town objected to the City's intention to serve as SEQRA Lead Agency; 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, on or about May 28, 2020, upon the Common Council's review of the SEQRA documents, which included among other items a SEQRA FEAF Part 1, Part 2 and Part 3, narratives and consultant reports, adopted a SEQRA Negative Declaration for the proposed annexation, and then filed and provided requisite notice in accordance with SEQRA requirements; and

WHEREAS, the Town Assessor, Brian Dowling, has certified that the City is the majority owner of the area sought to be annexed.

NOW THEREFORE, it is hereby RESOLVED, that the Common Council authorizes the Mayor to sign and have served on the Town a Petition for Annexation for the Subject Parcel pursuant to Article 17 of the General Municipal Law, in a form approved by the Corporation Counsel;

AND IT IS FURTHER RESOLVED, that the Common Council authorizes the Corporation Counsel and City Planner to coordinate with the Town for the purposes of scheduling and publication for the public hearing required by Article 17 of the General Municipal Law.

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, 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](mailto:lawliss@cityofplattsburgh-ny.gov)

## MEMO

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

**FROM:** Fire Chief, Scott Lawliss

**DATE:** July 28, 2020

**RE:** Fire and Ambulance Responses

For this two week period: Tuesday, July 14, 2019 to Monday, July 27, 2020  
our Department has responded to the following:

**Fire Calls** 24

- 2 cooking fires
- 9 EMS assist with patient care prior to transport ambulance
- 8 alarm activations with investigation of cause
- 4 MVA with patient care and hazardous mitigation
- 1 authorized controlled burning

**Ambulance Calls** 122

**Mutual Aid by CVPH** 23

**BLOTTER ACTIVITY REPORT**  
By Time of Day

FOR DATE RANGE OF 07/19/2020 00:00 TO 07/26/2020 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	TOTALS
ABANDONED 911	0	0	0	0	0	0	0	0	0	0	1	0	0	1
ADMINISTRATIVE	0	0	0	0	0	1	0	0	0	0	0	0	0	1
AIDED MEDICAL	0	1	0	0	0	0	0	1	0	1	1	0	2	6
ALARM	0	1	0	2	1	1	0	0	2	0	0	0	0	7
ANIMAL DOMESTIC	0	0	0	0	0	0	2	0	1	1	2	1	0	7
ANIMAL WILD	0	0	0	0	0	0	0	0	0	0	0	1	0	1
BKGRND INVST CIVILIAN	0	0	0	0	0	8	0	0	0	0	0	0	0	8
CITY CODE VIOLATION	0	0	0	0	0	0	0	1	0	2	0	2	1	6
CRIMINAL MISCHIEF	0	0	0	0	0	0	0	0	1	0	0	0	0	1
DISORDERLY PERSONS	0	2	1	0	0	0	1	3	4	1	2	3	0	17
DOMESTIC	0	4	0	0	0	0	1	4	0	2	2	1	2	16
DOOR UNLOCKING	0	0	0	0	0	0	0	0	0	0	0	1	0	1
DRUG INVESTIGATION	0	0	0	0	0	0	0	0	1	1	0	0	0	2
EMOTIONALLY DISTRBD PERSON	0	0	0	0	0	0	0	2	1	0	0	1	0	4
FINGERPRINTING	0	0	0	0	0	1	4	0	0	0	0	0	0	5
FIRE	0	0	0	0	0	1	0	0	0	0	0	0	0	1
FOOT PATROL	0	8	5	0	0	2	4	1	1	2	1	5	3	32
FRAUD	0	0	1	0	0	0	0	0	0	0	0	0	0	1
HARASSMENT	0	0	0	0	0	0	0	2	1	0	0	0	2	5
INSECURE PROPERTY	0	1	0	0	0	0	0	0	0	1	0	0	0	2
JUVENILE	0	0	0	0	1	0	0	0	1	2	1	1	0	6
LARCENY	0	0	0	0	0	0	0	2	2	0	1	0	0	5
LOST AND FOUND	0	0	1	0	1	0	0	2	0	1	1	0	0	6
M/V ACCIDENT	0	0	0	0	1	0	2	3	2	0	1	2	1	12
M/V OFFENSE	0	1	0	0	0	0	0	2	0	0	2	0	0	5
MEDIATION-NO OFFENSE	0	0	0	0	0	0	0	0	1	0	0	0	0	1
MISC CALLS	0	0	0	0	2	1	3	6	7	2	4	0	1	26
MISC OFFENSES	0	1	0	0	0	0	0	0	0	0	1	0	0	2



**BLOTTER ACTIVITY REPORT**  
By Time of Day

FOR DATE RANGE OF 01/01/2020 00:00 TO 07/26/2020 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	TOTALS
ABANDONED 911	0	9	6	0	9	6	7	4	11	3	8	13	6	82
ABC VIOLATIONS	0	14	0	0	0	0	0	1	1	0	1	2	4	23
ABSCONDED	0	1	1	1	1	1	1	0	1	2	0	0	2	11
ADMINISTRATIVE	0	3	3	3	2	7	1	2	2	2	4	11	5	45
AIDED MEDICAL	0	13	14	6	6	4	11	14	15	19	18	18	13	151
ALARM	0	10	18	8	21	20	13	15	15	12	16	8	6	162
ANIMAL DOMESTIC	0	3	4	3	1	8	19	15	12	12	14	11	9	111
ANIMAL WILD	0	1	0	1	0	1	3	3	0	0	2	1	2	14
ARSON	0	0	0	0	0	0	1	0	0	0	0	0	0	1
ASSAULT	0	2	5	0	5	1	1	2	1	3	2	5	1	28
BEAT MONITORING	0	22	10	0	0	0	0	0	0	0	1	0	0	33
BKGRND INVT CIVILIAN	0	0	0	6	36	124	86	53	8	1	0	0	0	314
BKGRND INVT SWORN	0	0	0	0	0	0	2	0	0	0	0	0	0	2
BURGLARY	0	0	0	1	0	2	0	2	3	4	1	4	1	18
CHILD SEAT INSTALL	0	0	0	0	0	0	0	0	0	0	1	3	0	4
CITY CODE VIOLATION	0	2	1	1	1	3	4	3	8	8	9	16	4	60
COMPUTER CRIME	0	0	0	0	0	0	0	1	0	0	0	0	0	1
CRIMINAL MISCHIEF	0	5	1	4	4	8	8	9	10	8	8	3	1	69
CROSSING GUARD	0	0	1	2	1	0	0	0	0	1	0	0	1	6
DEATH INVEST	0	0	2	1	2	4	2	1	1	0	0	1	2	16
DISORDERLY PERSONS	0	20	13	5	5	11	16	11	19	23	27	9	23	182
DOG SEIZURE	0	0	0	0	0	0	0	3	1	1	0	0	0	5
DOMESTIC	0	29	9	8	9	14	20	23	19	24	30	29	36	250
DOOR UNLOCKING	0	2	3	1	7	8	20	18	21	19	14	13	6	132
DRUG INVESTIGATION	0	4	1	2	3	13	12	19	26	16	9	8	7	120
DWI / IMPRD / DRUGS	0	3	4	0	1	0	0	0	0	0	0	4	5	17
EMOTIONALLY DISTRBD PERSN	0	6	5	3	3	7	9	13	13	15	14	11	18	117
ENDANGERING WELFARE	0	1	0	0	0	0	0	0	0	1	0	0	0	2

FINGERPRINTING	0	0	0	0	3	18	45	38	25	8	4	2	1	144
FIRE	0	0	1	1	0	1	1	2	3	0	3	3	2	17
FOOT PATROL	0	118	101	31	0	24	54	29	45	23	7	71	111	614
FORGERY	0	0	0	0	0	0	0	1	0	0	0	0	0	1
FRAUD	0	0	1	0	0	2	4	6	3	1	3	3	0	23
HARASSMENT	0	6	3	2	2	6	14	22	22	23	27	22	23	172
INSECURE PROPERTY	0	19	25	4	0	5	11	5	10	4	3	6	12	104
JUVENILE	0	2	2	0	2	9	11	12	15	14	8	5	10	90
LARCENY	0	6	2	1	4	16	31	33	27	19	14	10	4	167
LOST AND FOUND	0	4	15	4	8	15	18	26	19	26	11	4	5	155
M/V ACCIDENT	0	3	4	1	13	22	41	65	81	43	28	14	7	322
M/V OFFENSE	0	7	2	1	0	1	4	7	4	5	7	14	9	61
M/V THEFT	0	0	1	0	0	0	0	0	0	0	0	0	0	1
MARIHUANA INVST	0	0	0	0	0	1	0	0	0	1	0	1	0	3
MEDIATION-NO OFFENSE	0	2	1	0	1	2	6	4	4	0	3	0	2	25
MISC CALLS	0	17	18	4	8	37	31	49	56	62	43	47	36	408
MISC OFFENSES	0	6	1	0	0	7	10	4	12	10	3	3	4	60
MISSING PERSON	0	0	0	0	3	1	2	1	1	2	3	2	2	17
NARCO INTEL	0	0	0	1	0	0	0	0	0	0	0	0	1	2
NEIGHBOR CRISIS	0	1	0	0	1	4	6	14	8	8	11	8	2	63
NOISE VIOLATION	0	51	28	6	4	5	13	15	23	29	23	61	74	332
OPEN CONTAINER	0	0	0	0	0	0	0	0	0	0	0	0	1	1
OUTSIDE AGENCY ASSIST	0	7	6	1	1	6	7	6	6	6	4	4	10	64
PARKING VIOLATIONS	0	7	1	1	1	6	14	18	13	6	5	2	0	74
PAROLE NOTIFICATION	0	0	0	0	3	24	11	16	6	0	0	0	0	60
PRISONER TRANSPORT	0	0	1	0	3	27	11	7	7	5	8	6	0	75
PROPERTY RETRIEVAL	0	1	0	0	0	6	9	12	15	13	10	12	5	83
REPOSSESSION	0	0	0	0	0	0	0	0	0	1	0	0	0	1
ROBBERY	0	0	1	0	0	0	0	1	0	0	0	0	0	2
SAFE SCRIPTS PROGRAM	0	0	0	0	0	6	10	5	10	0	0	0	0	31
SERVICES	0	4	3	3	3	47	17	20	21	9	4	8	7	146
SEX CRIMES	0	1	0	0	0	2	6	8	4	7	5	1	1	35
SEX OFFENDR REGISTRATION	0	0	0	0	1	43	27	11	13	3	1	0	1	100

SICK LEAVE	0	2	8	19	12	6	11	13	35	19	7	4	10	146
SUSPICIOUS ACTIVITY RPT	0	24	21	6	4	5	12	9	13	7	7	22	27	157
TRAFFIC DETAIL	0	0	0	0	0	0	0	1	1	1	1	8	1	13
TRAFFIC STOP	0	109	58	12	1	10	35	27	36	33	36	203	193	753
TRESPASSING	0	6	11	1	4	4	12	12	11	11	14	6	15	107
WARRANT	0	3	1	3	1	3	5	3	5	8	1	6	2	41
WELFARE CHECK	0	30	19	8	11	29	59	58	39	46	56	58	44	457
Totals:	0	586	436	166	211	642	784	772	780	627	539	786	774	7103





MUNICIPAL LIGHTING DEPARTMENT  
(A Municipally Owned and Operated Power System)  
Plattsburgh, New York

William J. Treacy, P.E.  
Manager

217 Sharron Ave.  
Plattsburgh, NY 12901  
P: (518)-563-2200  
F: (518)-563-2748  
[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

July 23, 2020

To: Mayor Colin Read;

Subject: Arc-Rated Flame Resistant Clothing Rental Program-- Bid No. 2020-6-1  
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the single bid received on July 14, 2020 for the above subject contract.

We recommend award to **UniFirst Corporation, Keeseville, NY** in the total amount of **\$ 18,351.84** for each year of a three year contract. UniFirst Corporation was the lowest responsive and responsible bidder.

If you have any questions, please contact me. Thank you for your attention to this matter.

Respectfully Submitted,

  
William Treacy  
Manager

CC: City Clerk  
Councilor McFarlin, PMLD Liaison  
MLD Financial Director Clookey  
Bid 2020-5-1 File



**MUNICIPAL LIGHTING DEPARTMENT**  
(A Municipally Owned and Operated Power System)

**Plattsburgh, New York**

William J. Treacy, P.E.  
Manager

217 Sharron Ave.  
Plattsburgh, NY 12901  
P: (518)-563-2200  
F: (518)-563-2748  
[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

July 23, 2020

To: Mayor Colin Read

From: Bill Treacy, Manager

Subject: Permission to Bid PMLD BID NO. 2020 - 8 - 1

Plattsburgh Municipal Lighting Department respectfully requests permission from the Common Council to bid the following:

**PMLD BID NO. 2020-8-1**

**BRUSH CHIPPER**

**OPENING DATE: SEPTEMBER 29, 2020 AT 11: 00 AM**

We propose that this bid be received under PMLD Bid No. 2020 - 8 - 1 at 11:00 a.m., local time, on the date shown above, then publicly opened and read in the Common Council Chambers.

Respectfully submitted,

  
Bill Treacy, P.E.  
Manager

cc: Sylvia Parrotte, City Clerk  
Councilor McFarlin, PMLD Liaison  
Bid 2020-8-1 File



## Municipal Lighting Department

(A Municipally Owned and Operated Power System)

William J. Treacy, P.E.-Manager

217 Sharron Ave  
Plattsburgh, NY 12901  
P: (518) 563-2200  
F: (518) 563-2748  
[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

TO: Mayor Colin Read

FROM: William J. Treacy, P.E., Manager

RE: Unpaid Final Bill Account Write-off

DATE: 7/21/20

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be for April 2019. The amount of the write-off will be \$7,476.52. The percentage of write-offs for this period is .36%. The cash receipt recovery for this period is \$855.05.

Sales for this time period were \$2,098,380.77

This write-off of unpaid bills represents 25 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$100.00 – 5 customers  
\$100.01 to \$200.00 – 5 customers  
\$200.01 to \$300.00 – 3 customers  
\$300.01 to \$500.00 – 7 customers  
\$500.01 to \$700.00-- 4 customers  
\$700.01 to \$930.00— 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Kelly Clookey, Finance Director  
Final Bill Account Write-off



## Municipal Lighting Department

(A Municipally Owned and Operated Power System)

William J. Treacy, P.E.-Manager

217 Sharron Ave  
Plattsburgh, NY 12901  
P: (518) 563-2200  
F: (518) 563-2748  
[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

TO: Mayor Colin Read

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: 7/21/20

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be for May 2019. The amount of the write-off will be \$5,753.72. The percentage of write-offs for this period is .41%. The cash receipt recovery for this period is \$560.56.

Sales for this time period were \$1,386,825.20

This write-off of unpaid bills represents 20 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$100.00 – 6 customers  
\$100.01 to \$200.00 – 6 customers  
\$200.01 to \$300.00 – 1 customer  
\$300.01 to \$500.00 – 3 customers  
\$500.01 to \$700.00-- 2 customers  
\$700.01 to \$1,147.00— 2 customers

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Kelly Clookey, Finance Director  
Final Bill Account Write-off



## Municipal Lighting Department

(A Municipally Owned and Operated Power System)

William J. Treacy, P.E.-Manager

217 Sharron Ave  
Plattsburgh, NY 12901

P: (518) 563-2200

F: (518) 563-2748

[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

TO: Mayor Colin Read

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: 7/21/20

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be for June 2019. The amount of the write-off will be \$4,683.62. The percentage of write-offs for this period is .38%. The cash receipt recovery for this period is \$1,887.55.

Sales for this time period were \$1,218,874.38

This write-off of unpaid bills represents 26 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$100.00 – 9 customers  
\$100.01 to \$200.00 – 6 customers  
\$200.01 to \$300.00 – 3 customers  
\$300.01 to \$500.00 – 8 customers  
\$500.01 to \$700.00 – 0 customers  
\$700.01 to \$1,147.00 – 0 customers

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Kelly Clookey, Finance Director  
Final Bill Account Write-off



## Municipal Lighting Department

(A Municipally Owned and Operated Power System)

William J. Treacy, P.E.-Manager

217 Sharron Ave  
Plattsburgh, NY 12901

P: (518) 563-2200

F: (518) 563-2748

[www.cityofplattsburgh-ny.gov](http://www.cityofplattsburgh-ny.gov)

TO: Mayor Colin Read

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: 7/21/20

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be for July 2019. The amount of the write-off will be \$3,481.12. The percentage of write-offs for this period is .29%. The cash receipt recovery for this period is \$564.65.

Sales for this time period were \$1,210,757.98

This write-off of unpaid bills represents 56 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$100.00 – 45 customers  
\$100.01 to \$200.00 – 6 customers  
\$200.01 to \$300.00 – 2 customers  
\$300.01 to \$500.00 – 3 customers  
\$500.01 to \$700.00-- 0 customers  
\$700.01 to \$1,147.00— 0 customers

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain  
Eileen Sickles, Account Systems Supervisor  
Kelly Clookey, Finance Director  
Final Bill Account Write-off



**Richard A. Marks**  
City Chamberlain

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

DATE: July 24, 2020  
MEMO TO: Mayor Read  
FROM: Richard Marks   
RE: Budget Transfer – General Fund

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

Increase: General Fund – Fire Fees for Services	13410000-4440	\$100,000.00
Decrease: General Fund – Contingency	11990000-4430	\$100,000.00

To provide for unbudgeted appropriations for the Fire Department in the General Fund for the settlement of a claim against the City related to negligent EMT services. The budget adjustment will not increase the General Fund budget for appropriations in 2020 because of the increase in Fire Fees for Services expense being off-set by a decrease in General Fund Contingency.

Thank you for your attention to this request.

Cc: Chief Lawliss

City of Plattsburgh  
Weekly Expenditure Analysis - Large Dollar Items  
Week of 07/31/2020

City:	Payee	Description	Amount
	Clinton County Treasurer	June 2020 payment for county taxes	867,188.11
	Plattsburgh City School District	June 2020 payment for school taxes for 18/19 & 19/20 tax rolls	139,185.62
	City Chamberlain - T&A Acct.	Transfer ACH payment - weekly Blue Shield & monthly CanaRx cost	128,583.65
	ProAct, Inc.	Prescription health care cost for employees & retirees - Jul 1 - 15, 2020 - all depts.	98,539.02
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	25,743.82
	Boire Design Inc.	DRI branding, signage design consultation, marketing - CD - Apr-Jul 2020	18,880.03
	Disabled Retirees - (5)	Supplemental allowance costs 207 (a) - 5 Fire - July 2020	15,725.98
	Exxon-Mobil Fleet Services	Fuel for City vehicles for all departments - Jun/Jul 2020 usage	6,158.61
	Otis Elevator	Annual service contract 4/1/20 - 3/31/21 - Library	5,057.15
	Pitney Bowes Reserve Account	Postage for mail machine reserve account - Data Proc - Jul 2020 forward	4,000.00
	Wells Communications	DOT required light bar equip for #282 - Fire - Jul 2020	3,518.00
	Barton & Loguidice, P.C.	Akey Rd Landfill-Waste Collection-Landfill Sampling & Reporting - May 2020	3,494.00
	Chazen Engineering, Land Surveying	Planning services for GEIS Prep - CD - Apr-Jun 2020	3,452.07
	Goldberger & Kremer	Labor matters Part B services - Corp Counsel - Jun 2020	2,820.00
	Clinton County Treasurer	Ambulance supplies thru hospital \$2635.07-Fire-May '20 & \$81.18 office supplies-All Depts-June '20	2,716.25
	Hyde-Stone Mechanical Contractors, Inc	Semi-annual HVAC preventative maintenance - Library - Jun 2020	2,164.00
	Noah Phillips	Animal control services - Police - Jul 2020	2,083.33
	Robert Garrand	Lease of 79 Margaret St. for station use - Police - Jul 2020	1,200.00
	Others - 47 total others	Various (average \$144.90 each)	6,810.42
		<b>Total City</b>	<b>1,337,320.06</b>
MLD:			
	City Chamberlain	July 2020 installment of PILOT (\$35,000) and City Svcs (\$45,000)	80,000.00
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	6,772.93
	Refunds (9)	Refund customers overpayments - May-Jul 2020	1,920.30
	Itron Inc.	Annual support for hardware & software - Aug 1st -Oct 31st, 2020	1,842.04
	Others - 6 total	Various (average \$244.78 each)	1,468.68
		<b>Total MLD</b>	<b>92,003.95</b>
Specials:			
	Journal Transfers (not expenditures)	Trans from MLD Op Fund to General-Analyzed Service Chg, Glens Fall Bank - June 2020	599.04
	Journal Vouchers (not expenditures)	Postage reimbursement to Central Data Processing - Jan thru Jun 2020	4,932.44
	Capital Expenditures	Mead Dam \$2460.00; Dewater'g \$30671.71; WRRF \$60583.50;	93,715.21
		<b>Total Specials</b>	<b>99,246.69</b>
		<b>Gross Total</b>	<b>\$ 1,528,570.70</b>
		Less: Inter-Fund Transactions	85,531.48
		<b>Total Net Expenditures</b>	<b>\$ 1,443,039.22</b>
Payroll:			
		<b>Pay Period</b>	<b>Year to Date</b>
	Total Payroll Headcount	196	264
	Base Hourly & Salary	307,591.36	\$ 6,127,663.12
	Overtime, Standby & Shift Differentials	Fire holiday and O/T adjustments 28,926.40 9.40%	605,077.09 9.87%
	Vacation, Holiday, Pers. & Accum. Leave & severance	(Kirby 14.4k, Todd 12.7k, Drolette .8k, Ellsworth 12.1k, Martineau 1.3k, Polhemus 1.4k, Tardiff 2.8, Trim 1.1k, Williamson .2k, Wood .2k, Kiroy .3k, Pelletier 3.6k, Brown 1.7k, Maurice 5.1k, Sciole 18.0k) 57,348.78 18.64%	1,056,322.95 17.24%
	Sick, Bereavement Leave, Jury Longevity - AFSCME bi-weekly \$4.3k	Mgmt. bi-weekly \$3k 18,349.28 5.97%	326,315.48 5.33%
	Higher Class Pay	6,469.45 2.10%	133,457.51 2.18%
	Sick Leave Buyout	6,221.74 2.02%	44,598.30 0.73%
	Health Insurance Buyout	0.00%	- 0.00%
	Clothing/Uniform Allow - PD, MLD	900.00 0.29%	59,313.08 0.97%
	College Degree Allowances	Police (Kirby 18.5k, Todd 41.6k, Drolette .1k, Ellsworth 39.7k, Tardiff .2k, Trim .2k, Wood .2k, Kiroy 22.5k, Pelletier .1k, Brown 2.1k, Maurice 9.4k, Sciole 24.8k) 0.00%	37,950.00 0.62%
	Severance - sick leave time	12,600.00 0.21%	159,461.66 2.60%
	Retroactive Pay	0.00%	5,349.65 0.09%
	<b>Grand Total</b>	<b>\$ 425,807.01</b>	<b>\$ 8,568,108.84</b>
	Overtime, Standby & Shift Diff	Fire 16,735.25 57.85%	\$ 235,073.33 38.85%
		DPW 1,650.69 5.71%	77,405.45 12.79%
		Police 3,014.84 10.42%	147,288.53 24.34%
		MLD 4,663.72 16.12%	86,072.57 14.23%
		WPCP 2,861.90 9.89%	44,228.90 7.31%
		Other City Depts. 0.00%	13,770.21 2.28%
		Library 0.00%	1,238.10 0.20%
		<b>Overtime, Standby &amp; Shift Diff - by depart.</b>	<b>\$ 28,926.40</b>
			<b>\$ 605,077.09</b>

**City of Plattsburgh**  
**Overtime, Standby & Shift Differential Analysis - 2020 Budget vs. Actual**  
**Payroll Period Ended 7/31/2020**  
**(in dollars)**

<b>Department</b>	<b>Budget</b>	<b>YTD Budget</b>	<b>YTD Actual</b>	<b>YTD Variance</b>
Fire	266,000.00	154,862.21	235,073.33	(80,211.12)
DPW	209,627.00	122,042.48	77,405.45	44,637.03
Police	266,000.00	154,862.21	147,288.53	7,573.68
MLD	163,440.00	95,152.93	86,072.57	9,080.36
WPCP	71,310.00	41,515.88	44,228.90	(2,713.02)
Other City	45,154.00	26,288.15	13,770.21	12,517.94
Library	<u>4,842.00</u>	<u>2,818.96</u>	<u>1,238.10</u>	<u>1,580.86</u>
<b>Total</b>	<u><u>1,026,373.00</u></u>	<u><u>597,542.82</u></u>	<u><u>605,077.09</u></u>	<u><u>(7,534.27)</u></u>

<b>Net O/T Cost</b>	<b>YTD Actual</b>	<b>O/T Recoveries</b>	<b>Net O/T Cost</b>	<b>Net YTD Variance</b>
Fire	235,073.33	420.00	234,653.33	(79,791.12)
DPW	77,405.45		77,405.45	44,637.03
Police	147,288.53	2,636.84	144,651.69	10,210.52
MLD	86,072.57		86,072.57	9,080.36
WPCP	44,228.90		44,228.90	(2,713.02)
Other City	13,770.21		13,770.21	12,517.94
Library	<u>1,238.10</u>		<u>1,238.10</u>	<u>1,580.86</u>
<b>Total</b>	<u><u>605,077.09</u></u>	<u><u>3,056.84</u></u>	<u><u>602,020.25</u></u>	<u><u>(4,477.43)</u></u>