MEMO

TO: Mayor Kasprzak
Members of the Common Council

FROM: Assistant Fire Chief Randal Stone

DATE: July 5, 2012

RE: Fire and Ambulance Responses

For this week's period: June 28, 2012 to July 4, 2012
our Department has responded to the following:

Fire Calls	16	
	Motor Vehicle Accidents / Hazardous Conditons	1
	Emergency Medical Assist	8
	Service Call	1
	Hazardous Conditions / Residential	2
	Automatic Alarms / Investigations	4
		16

Fire Calls	**16**
Ambulance Calls	**46**
Mutual Aids into the City	**6**

Randal Jay Stone
Assistant Fire Chief

BUILDING INSPECTOR'S COMPLAINT REPORT: 7/2/12

DATE	STREET #	STREET NAME	COMPLAINT	INSP	INSPECTION REPORT	CORRECTION	DATE OF CORRECTION
2/10/2012	11	LORRAINE ST	FIRE DEPARTMENT FOLLOW UP	JM	VIOLATION NOTICE ISSUED	CORRECTED	3/6/12
6/7/2012	376	MARGARET ST, APT. B24	WATER SHUT OFF	JM	POSTED, TENANT NOT LIVING AT APARTMENT	NO VIOLATION	
6/26/2012	157	OAK ST	WILD ANIMALS A NUISANCE, ODOR (SMELLS BURNED)	JM		CORRECTIVE ACTION IN PROCESS	
6/27/2012	4	DOCK ST	DOG WASTE	CB		CORRECTIVE ACTION IN PROCESS	
6/28/2012	124	COURT ST	PORCH REBUILT	CB	PERMIT AND PLANNING BOARD APPROVAL ALREADY OBTAINED	NO VIOLATION TO CORRECT	
6/28/2012		US OVAL	OVERGROWTH ONTO SIDEWALK THROUGH FENCE	KB		CORRECTIVE ACTION IN PROCESS	
6/29/2012	20	COUCH ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
6/29/2012	22	COUCH ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	
6/29/2012	29	HAMILTON ST	GARBAGE	CB		CORRECTIVE ACTION IN PROCESS	

Plattsburgh, NewYork

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

Date: June 29, 2012

MEMO TO: Mayor Kasprzak

FROM: Richard Marks

RE: Police Department – Budget Adjustment

It is being requested from the Police Department to adjust amounts for the 2012 Budget as follows:

Increase Estimated Revenue:	Insurance Recovery	0-0001127-2680	$15,727.98
Increase Appropriation:	Motor Vehicles	1-3120000-2300	$14,325.00
	Repairs to Motor Vehicles	1-3120000-4452	$ 1,402.98

This request will provide an increase to 2012 budgeted estimated revenue for insurance recoveries equal to the insurance proceeds received under submitted claims for damages to police vehicles from accidents. The corresponding increase to 2012 budgeted appropriations for police motor vehicle purchase costs and vehicle repair costs will provide for the replacement and repair costs of the damaged vehicles. Attached are the receipt details from the insurance recoveries and the net amount of this adjustment increases the 2012 General Fund Budget for estimated revenues and appropriations by $15,727.98, equally.

Thank you for your attention to this request.

Cc: Carole Garcia
Heather Silver

Plattsburgh, NewYork

Building & Zoning Dept.
41 City Hall Place
Plattsburgh, NY 12901
Ph: 518-563-7707
Fax: 518-563-6426

June 20, 2012

Mayor Kasprzak
Common Council

Re; Street closure

Mayor,

I have received a request from The Pike Company (the contractor constructing the Plattsburgh State School of Business building near Hawkins Hall) to close Cornelia Street on Monday, July 23 from 8:00 pm until 6:00 am and Tuesday, July 24th from 9:00 pm until 6:00 am. The rain dates for the street closure is July 30th and 31st. The street closure will enable the construction company to tap into the City storm and sewer mains.

The attached letter outlines the formal request of The Pike Company.

Richard Perry

6/20/12
Copied Council, P.D, Fire, DPW

Agenda for Initial
7/5/12

THEPIKECOMPANY

>> The Pike Company, Inc.
One Circle Street
Rochester, New York 14607

June 19, 2012

Mr. Richard Perry
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

Re: SUNY Plattsburgh School of Business
Utility Tie-ins at Cornelia St

Dear Mr. Perry:

The Pike Company is currently constructing the new School of Business building for SUNY Plattsburgh, and we are looking to begin utility tie-ins in just over a month. Our project team met with Kevin Farrington yesterday to discuss some potential options, and quickly came to the conclusion that performing this work at night would create the fewest impacts to the surrounding community.

We are tentatively planning the work to take place on Monday, July 23rd and Tuesday July 24th. Monday night we propose to close Cornelia St. between Draper Ave. and Beekman St. We will need to remove areas of existing asphalt and excavate in order to install the new sanitary and storm manholes. Once the structures are installed, piping will be run back to the site and excavated areas will be properly backfilled. We propose to temporarily install compacted stone where asphalt was removed in order to allow traffic for the following day. The following night we will close the same section of road so that road repairs can be made. The affected area will be neatly cut, subbase installed, and the asphalt binder and top coat placed. At that time the road can be reopened for normal traffic.

We will require a full 10-hour shift in order to excavate, install new tie-ins, and be able to restore excavated areas to allow for normal traffic. We are proposing to begin work at 8:00 PM and have the road ready to open at 6:00 AM the following morning. The following night we do not have as much work to accomplish, so we are able to start the closure at 9:00 PM, and will have the road open by 6:00 AM. This will conclude any road closure we need to perform this work.

Albany Office:
210 Clifton Corporate Parkway
Clifton Park, New York 12065
518.371.5900

Buffalo Office:
651 Delaware Avenue
Suites 139/140
Buffalo, New York 14202
716.362.1204

Hartford Office:
76 Depot Road, PO Box 436
Kensington, Connecticut 06037
860.251.8000

New York City Office:
2 Penn Plaza, Suite 1500
New York, New York 10121
212.292.5135

Syracuse Office:
408 North Midler Avenue
Syracuse, NY 13206
315.437.3556

Please see the attached map for a general idea of the area affected. In order to close this section of Cornelia to traffic, barricades will be placed at each end with all required signage. Detour signage will be placed to direct traffic to Broad St.

We would also like to make arrangements for this work to take place on July 30th and 31st should work not be able to proceed on July 23rd and 24th due to weather or other unforeseen issues.

We request that you review the plan we have proposed and advise if there are any comments or concerns that need to be addressed. If you require any additional information please let me know. We are able to meet with you to further discuss as necessary.

Sincerely,

Adam Vosh
Project Manager
(518) 361-2945 Cell
(585) 279-5984 Office

"Road Closed Ahead" sign

"Road Closed" Barricades

"Road Closed Ahead" sign

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

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

July 2, 2012

To: Mayor Donald M. Kasprzak

Subject: Aerial Bucket Truck with Line Service Body– Bid No. 2012-6-1
Bid Review and Award Recommendation

The Management of the Plattsburgh Municipal Lighting Department has reviewed and evaluated the two bids received on June 27, 2012 for the above subject contract (See attachment 1).

We recommend award to **Dueco, Inc., Waukesha, WI** in the total amount of **$103,725.00.** Dueco, Inc. is the lowest responsive and responsible bidder based on unit prices.

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

Respectfully Submitted,

William Treacy, P.E.
Manager

Enclosure: (1)

CC: City Clerk
Councilor Jackson, PMLD Liaison
PMLD Finance Director Kelly Clookey
Bid 2011-6-1 File

CITY OF PLATTSBURGH

BID TITLE: PMLD 20126-1 BID OPENING DATE:

NAME & ADDRESS OF BIDDERS	AMOUNT OF BID	NCBC	SECURITY
Duerr Inc. N4W22610 Bluemound Rd Waukesha WI	94 859.00	yes ✓	yes ✓
Alter Inc. 200 Alter Dr. Elizabethtown Ky	102,463.10	yes	yes ✓

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

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

July 2, 2012

To: Mayor Kasprzak and Common Council

From: Bill Treacy, Manager

Subject: Permission to Issue Bid Proposal

The Plattsburgh Municipal Lighting Department respectively requests permission from the Common Council to advertise for sealed bid for:

PMLD BID NO. 2012-7-1
MISCELLANEOUS ELECTRICAL SUPPLIES
BID OPENING DATE: August 7, 2012 AT 11: 00 AM

We propose that these bids be received under PMLD Bid No. 2012-7-1, prior to 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
Manager

cc: Councilor Jackson, MLD Liaison
Keith Herkalo, City Clerk
Kelly Clookey, MLD Finance Director
Project File

Plattsburgh, New York

Jonathan P. Ruff, P.E.
Environmental Manager

41 City Hall Place
Plattsburgh, NY 12901
Phone: 518-536-7519
Fax: 518-563-6083
ruffj@cityofplattsburgh-ny.gov

July 2, 2012

To: Mayor Kasprzak and Members
Of the Common Council

Fr: Jonathan Ruff

Re: Akey Landfill – Barton and LoGuidice Engineering Services Agreement
Landfill Sampling and Gas Monitoring

The attached B&L contact amendment provides the EFC required M/WBE language at no additional cost to the City. It is respectfully requested that the Common Council agree to the amendment and authorize the Mayor to sign all necessary paperwork.

Please contact me if you have any questions.

Barton & Loguidice, P.C.
Celebrating 50 years of service
Engineers • Environmental Scientists • Planners • Landscape Architects
Syracuse • Albany • Rochester • Ellenville • Newburgh • Camp Hill

June 29, 2012

Jonathan Ruff, P.E.
Environmental Manager
City of Plattsburgh
Environmental Services Department
41 City Hall Place
Plattsburgh, New York 12901

Re: Akey Road Landfill Sampling and Gas Monitoring Well Installation Contract Amendment

File: 853.008

Dear Mr. Ruff:

Based on our conversations with the Environmental Facilities Corporation (EFC) staff, this correspondence has been prepared to amend the existing agreement for Engineering Services related to the City's Akey Road Landfill Post-Closure Sampling, Reporting and Gas Monitoring Well Installation authorized on November 10, 2011. The proposed terms to be added to the contract were provided by the EFC and are included as an attachment to this correspondence. This amendment will be provided at no additional fee to the City.

If this meets with your approval, please countersign this letter below and return one copy to our office. If you have any questions, please contact our office.

Very truly yours,

BARTON & LOGUIDICE, P.C.

Paul R. Czerwinski, P.E.
Principal

Attachment

CJM/jms

Authorization

Barton & Loguidice, P.C. is hereby authorized by the City of Plattsburgh to incorporate the contract terms included herein in accordance with the Terms and Conditions proposed herein.

_____ _____
Signature Date

290 Elwood Davis Road • Box 3107 • Syracuse, New York 13220
Telephone: 315-457-5200 • Facsimile: 315-451-0052 • www.BartonandLoguidice.com

The experience to listen. The power to solve.

REQUIRED TERMS FOR CONTRACTS AND SUBCONTRACTS RECEIVING SRF FINANCIAL ASSISTANCE

The following language will be included in all contracts and subcontracts:

The contractor and its subcontractors shall undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status. For these purposes, affirmative action shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation.

Additionally, the contractor is required to carry out the applicable provisions of 40 CFR Part 33 in the award and administration of contracts awarded under EPA financial assistance agreements, and as such shall not discriminate on the basis of race, color, national origin or sex in the performance of this contract. Failure by the contractor to carry out these requirements is a material breach of this contract which may result in the termination of this contract or other legally available remedies.

Prior to the award of a contract regarding the Project, the contractor and any subcontractor shall submit an EEO policy statement to the Recipient within the time frame set by the Recipient.

The contractor's and any subcontractor's EEO policy statement shall contain, but not necessarily be limited to, the following:

(i) The contractor and any subcontractor will not discriminate on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status against any employee or applicant for employment, will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination and will make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on contracts relating to the Project.

(ii) The contractor and any subcontractor shall state in all solicitations or advertisements for employees that, in the performance of the contract relating to the Project, all qualified applicants will be afforded equal employment opportunities without discrimination on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status.

(iii) Each contractor and any subcontractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union, or representative will not discriminate on the basis of age, race, color, creed, religion, national origin, sexual orientation, military status, sex, disability, predisposing genetic characteristics, marital status or domestic violence victim status and that such union or representative will affirmatively cooperate in the implementation of the contractor's or subcontractor's obligations herein.

Any contractor or subcontractor shall, as a precondition to entering into a valid and binding contract relating to the Project, agree to the provisions set forth in (i), (ii) and (iii) above, and shall include or make reference to said provisions in all contracts and documents soliciting bids or proposals relating to the Project.

Except for construction contracts, prior to an award of a contract relating to this Project, the contractor and any subcontractor shall submit to the Recipient a staffing plan of the anticipated work force to be utilized on such contract or, where required, information on the contractor's and any subcontractor's total work force, including apprentices, broken down by specific ethnic background, gender and Federal occupational categories or other appropriate categories specified by the Recipient.

After an award of a contract relating to this Project, the contractor and any subcontractor shall submit to the Recipient a workforce utilization report, in the form and manner required by the Recipient, of the work force actually utilized on the contract relating to this Project broken down by specific ethnic background, gender, and Federal occupational categories or other appropriate categories specified by the Recipient.

The contractor is not a debarred or suspended party under 2 CFR Part 180, 2 CFR Part 1532 and 40 CFR Part 32. Further, neither the contractor nor any of its subcontractors have contracted with, or will contract with, any debarred or suspended party under the foregoing regulations or with any party that has been determined to be ineligible to bid under Section 316 of the Executive Law.

Lastly, the contractor shall carry out applicable requirements of Executive Law Article 15-A in the award and administration of contracts awarded under EPA financial assistance agreements and, as such, shall commit to MBE and WBE participation goals for their contract that are equal to or greater than the goals presented below:

Construction Contracts

NYS Regions	County			MBE Goals	WBE Goals
1	Nassau	Suffolk		10%	6%
2	New York City			17%	8%
3	Dutchess Orange Putnam	Rockland Sullivan	Ulster Westchester	10%	6%
4	All counties not listed above			9%	5%
5					
6					
7					
8					
9					

Non-construction Contracts/Agreements

10% total combined for M/WBE participation (All Counties)

(Includes professional services, such as legal, engineering, or financial advisory services; supplies; commodities; equipment; materials; travel)

For further information about the program and required documentation, please refer to the EFC website. **www.efc.ny.gov/mwbe**

The SRF MWBE & EEO/Workforce goals for construction are as follows:

*Non-construction goal is 10% combined MBE & WBE statewide

County	NYSDEC Region	MBE Goal %	WBE Goal %	EEO Minority Goal %	EEO Women's Goal %
Albany	4	9	5	3.2	6.9
Allegany	9	9	5	6.3	6.9
Bronx	2	17	8	22.6	6.9
Broome	7	9	5	1.1	6.9
Cattaraugus	9	9	5	6.3	6.9
Cayuga	7	9	5	2.5	6.9
Chautauqua	9	9	5	6.3	6.9
Chemung	8	9	5	2.2	6.9
Chenango	7	9	5	1.2	6.9
Clinton	5	9	5	2.6	6.9
Columbia	4	9	5	2.6	6.9
Cortland	7	9	5	2.5	6.9
Delaware	4	9	5	1.2	6.9
Dutchess	3	10	6	6.4	6.9
Erie	9	9	5	7.7	6.9
Essex	5	9	5	2.6	6.9
Franklin	5	9	5	2.5	6.9
Fulton	5	9	5	2.6	6.9
Genesee	8	9	5	5.9	6.9
Greene	4	9	5	2.6	6.9
Hamilton	5	9	5	2.6	6.9
Herkimer	6	9	5	2.1	6.9
Jefferson	6	9	5	2.5	6.9
Kings (Brooklyn)	2	17	8	22.6	6.9
Lewis	6	9	5	2.5	6.9
Livingston	8	9	5	5.3	6.9
Madison	7	9	5	3.8	6.9
Monroe	8	9	5	5.3	6.9
Montgomery	4	9	5	3.2	6.9
Nassau	1	10	6	5.8	6.9
New York (Manhattan)	2	17	8	22.6	6.9
Niagara	9	9	5	7.7	6.9
Oneida	6	9	5	2.1	6.9
Onondaga	7	9	5	3.8	6.9
Ontario	8	9	5	5.3	6.9
Orange	3	10	6	17	6.9
Orleans	8	9	5	5.3	6.9

County	NYSDEC Region	MBE Goal %	WBE Goal %	EEO Minority Goal %	EEO Women's Goal %
Oswego	7	9	5	3.8	6.9
Otsego	4	9	5	1.2	6.9
Putnam	3	10	6	22.6	6.9
Queens	2	17	8	22.6	6.9
Rensselaer	4	9	5	3.2	6.9
Richmond (Staten Island)	2	17	8	22.6	6.9
Rockland	3	10	6	22.6	6.9
Saratoga	5	9	5	3.2	6.9
Schenectady	4	9	5	3.2	6.9
Schoharie	4	9	5	2.6	6.9
Schuyler	8	9	5	1.2	6.9
Seneca	8	9	5	5.9	6.9
St. Lawrence	6	9	5	2.5	6.9
Steuben	8	9	5	1.2	6.9
Suffolk	1	10	6	5.8	6.9
Sullivan	3	10	6	17	6.9
Tioga	7	9	5	1.1	6.9
Tompkins	7	9	5	1.2	6.9
Ulster	3	10	6	17	6.9
Warren	5	9	5	2.6	6.9
Washington	5	9	5	2.6	6.9
Wayne	8	9	5	5.3	6.9
Westchester	3	10	6	22.6	6.9
Wyoming	9	9	5	6.3	6.9
Yates	8	9	5	5.9	6.9

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

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

Date: July 2, 2012

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subj: IEEP Annual Meeting

As Manager of the Municipal Lighting Department, I hereby request permission to attend IEEP's Annual Meeting on the September 27, 2012 to be held in East Syracuse, NY at an estimated cost of $ 254.00.

If you have any questions, please contact me.

Atch: 2

cc: Councilor Jackson, MLD Liaison
Kelly Clookey, Finance Director
Travel File

TRAVEL REQUEST AND AUTHORIZATION - CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for Bill Treacy

of MLD to travel to East Syracuse, NY

for 2012 IEEP Annual Meeting on September 27, 2012
Hours, Incl. Travel Days

Please attach program or other literature, and back-up for estimated costs.

Estimated Costs:	Mileage	$ 75.00
	Ferry/Road Tolls	$ 10.00
	Hotel	$ 129.00
	Meals	$ 40.00
	Registration	
	Personnel Cost (Replacement, overtime & dedicated time of attending personnel)	
	TOTAL	$254.00

Please indicate department budget code from which this trip will be expended: 731.1; 741.1; 781.1

Date: Sept 7,2010 Dept. Head: Bill Treacy
Bill Treacy, Manager

****

AUTHORIZATION:

Pursuant to the authority granted me under the City of Plattsburgh Common Council Resolution dated _____, I do hereby authorize the above travel as requested.

Date: _____

_____
Councilor, Dept. Liaison

_____
Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for Expenses (C.C. Resolution, Feb. 9, 1989).

Bill Treacy

From: IEEP NY <info@ieepny.com>
Sent: Friday, June 29, 2012 1:03 PM
To: billwhitfield@wellsvilleny.com; borchert@akronvillage.us; dmg1890@stny.rr.com; electlv@localnet.com; electric1@lpvillage.org; endicottlight@stny.rr.com; grahams@cnymail.com; jchimino@villageofbergen.com; jmontone2@aol.com; johnbouck@centralny.twcbc.com; kking@salmun.com; kstabb@prodigy.net; LarryKilburn@villageofarcade.org; marvinwilcox@frontiernet.net; maydpw@fairpoint.net; MCW@fairportny.com; jeremiah.schmidt@honeywell.com; omcintee@vil.spencerport.ny.us; pmld_wjt@cityofplattsburgh-ny.gov; rousespt@primelink1.net; vofgreene@stny.rr.com; vphil@centralny.twcbc.com; holleyelecw@hotmail.com; bbodine@villageofpennyan.com; vlgsilverspgs@yahoo.com; bob.lotkowictz@gmail.com; villageofsilversprings@frontiernet.net; crankingroton@gmail.com; KWM@fairportny.com; winnr@cnymail.com; klux@villageofspringvilleny.com; bboneberg@villageofwestfield.org; crankin55@grotonny.org; holley.electric.water@gmail.com; dreynoldsvolv@atlanticbbn.net; paul@churchville.net; Meghan@churchville.net; villagegrelec@yahoo.com; sdaniels@begws.com; villageclerk@watkinsglen.us; watkinselectricdept@yahoo.com; theresa@ridgeviewtel.us; davidr@hamilton-ny.gov; seang@hamilton-ny.gov
Cc: krb@readlaniado.com; William Barry; mike.lyons6@honeywell.com; kenneth.mcmullin@honeywell.com; kjohnson@bstco.com; tmodafferi@meua.org
Subject: IEEP Annual Meeting Notice - September 27th starting with Lunch

IEEP Annual Meeting Notice

Thursday September 27, 2012

@

Embassy Suites Syracuse

6646 Old Collamer Road-South

East Syracuse, NY 13057

Please make reservations

For September 27th

Refer to Code IEE

Please Call for Reservations at 1-315-703-9100

by September 17, 2012

Agenda and detailed information will be mailed in the near future.

We need Your Participation to be successful.

Thank You!

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

Plattsburgh, NewYork

William J. Treacy, P.E.
Manager

6 Miller Street
Plattsburgh, New York 12901
518-563-2200
Fax: 518-563-6690

Date: July 2, 2012

To: Mayor Donald M. Kasprzak

From: Bill Treacy, Manager

Subj.: MEUA Annual Meeting

As Manager of the Municipal Lighting Department, I hereby requests permission to attend the MEUA Annual Meeting on the August 28-31, 2012 to be held in Corning, NY at an estimated cost of $ 843.72.

Attached is a copy of information on the meeting for your review. Also attached is a resolution authorizing me to vote on issues at MEUA meeting on behalf of the City of Plattsburgh. This resolution will need to be approved by the Common Council. If you have any questions, please contact me.

ATT: 3

Cc: Councilor Jackson, MLD Liaison
Finance Director Kelly Clookey
Travel File

TRAVEL REQUEST AND AUTHORIZATION - CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for Bill Treacy

of MLD to travel to Corning,NY

for 2012 MEUA Annual Meeting on August 28-31, 2012
Hours, Incl. Travel Days

Please attach program or other literature, and back-up for estimated costs.

Estimated Costs:	Mileage	$ 120.00
	Ferry/Road Tolls	$ 0
	Hotel	$ 613.72
	Meals	$ 0.00
	Registration	$110.00
	Personnel Cost (Replacement, overtime & dedicated time of attending personnel)	$0
	TOTAL	$843.72

Please indicate department budget code from which this trip will be expended: 731.1; 741.1; 781.1

Date: July 2, 2012 Dept. Head: Bill Treacy
Bill Treacy, Manager

****

AUTHORIZATION:

Pursuant to the authority granted me under the City of Plattsburgh Common Council Resolution dated _____, I do hereby authorize the above travel as requested.

Date: _____

_____
Councilor, Dept. Liaison

_____
Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for Expenses (C.C. Resolution, Feb. 9, 1989).

Municipal Electric Utilities Association of New York State
6652 Hammersmith Drive, East Syracuse, New York, 13057
Phone: 315/453-7851 Fax: 315/453-7849
Email: info@meua.org web site: www.meua.org

OFFICIAL NOTICE OF THE ANNUAL CONFERENCE

Notice is hereby given that the Annual Conference of the Municipal Electric Utilities Association of New York State will be held at the Radisson Hotel, 125 Denison Parkway East, Corning, N.Y., on August 28, 29, 30, 31, 2012 for the transaction of such business as may be properly brought before the meeting.

DELEGATE RESOLUTION

(from your system)

At a regular meeting of the _____ of the City/Town/Village of _____, New York, held on _____, 2012, the following resolution was adopted:

Moved by _____, seconded by _____

WHEREAS, the _____ of the City/Town/Village of _____, New York, is a municipal member of the Municipal Electric Utilities Association of New York State, and

WHEREAS, the Annual Conference of the Municipal Electric Utilities Association of New York State has been called on August 28, 29, 30 and 31, 2012, to be held at the Radisson Hotel, Corning, New York, and,

WHEREAS, in accordance with the bylaws of the Municipal Electric Utilities Association of New York State, each municipal member may cast one vote on each transaction properly brought before this meeting,

NOW THEREFORE BE IT RESOLVED, that _____ be and is hereby designated as the accredited delegate of the City/Town/Village of _____, New York.

On roll call: Affirmative: _____ Negative: _____

I certify that this resolution was adopted by the _____ of the City/Town/Village of _____, New York on the ___ day of _____, 2012.

_____

Signature

_____

Title

Plattsburgh, NewYork

Randal J. Stone
Assistant Chief

Plattsburgh Fire Department
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July 3, 2012

Mayor Donald Kasprzak
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

To Whom It May Concern:

I respectfully request approval for . to attend the Ambulance Billing, Coding & Compliance Fall Conference to be held in Pennsylvania, October 22nd to October 26th, 2012. The total cost of the trip should not exceed $2,325.00.

This is the only ambulance training available close to our area. last attended this conference in 2010 and came back with updates to the many billing compliance and regulation changes.

Thank you for your consideration to this matter. If you have any questions or should you require additional information, please feel free to contact me.

Sincerely,

Randy Stone
Assistant Fire Chief

RS/kl

TRAVEL REQUEST AND AUTHORIZATION
CITY OF PLATTSBURGH

TO: DEPARTMENT LIAISON COUNCILOR

Permission is hereby requested for _____
Employee

of Fire Dept. to travel to Hershey PA
Department Location

for ABC 3 - Ambulance Billing Coding & Compliance Fall Conf.
Conference/Seminar Name

on Oct 22 - 26, 2012 40
Dates, including travel days Hours, including travel days

Please attach program or other literature and back-up for estimated costs.

Estimated Costs:	Mileage	506.59
	Hotel	680.00
	Meals	204.00
	Registration	880.00
Personnel Cost (Replacement, overtime & dedicated time of attending personnel)		----------
	TOTAL	$ 2,270.59

Please indicate department budget code from which this trip will be expended: 1341044 61

Date: 7/3/12 Department Head: [signature]

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AUTHORIZATION

Pursuant to the authority granted me under The City of Plattsburgh Common Council Resolution dated _____, I do hereby authorize the above travel as requested.

Date: _____

_____
Councilor, Department Liaison

_____
Mayor

NOTE: This authorization and supporting receipts must be attached to the travel voucher claiming reimbursement for expenses (Common Council Resolution February 9, 1989)