

1. Agenda

Documents:

[AGENDA 05-14-20.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 051420.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 051420.PDF](#)

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

May 14, 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 7, 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 13, 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 April 28 – May 11, 2020
- Reports from the Police Department dated May 11, 2020
- Minutes from the Governance, Strategy and City Operations Committee meeting held on May 7, 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 15, 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 that the Mayor be authorized to sign an addendum to the City’s DRI Streetscape and Riverfront Access project contract with Saratoga Associates to reallocate budgeted fees within that contract from Construction Inspection to Preliminary and Final Design to address scope changes realized since the start of the project.

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 agrees to and authorizes the execution of Amendment 1 to CDM Smith’s Water WIA agreement per their April 22, 2020 proposal. The amendment will be on a time and expense basis not to exceed \$55,000, increasing their upper limit from \$26,100 to \$81,100.

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 authorizes the Department of Public Works to advertise for bids for “Ohio Avenue Water Line Replacement Project.”

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

MEMO

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

FROM: Fire Chief, Scott Lawliss

DATE: May 12, 2020

RE: Fire and Ambulance Responses

For this three week period: Tuesday, April 28, 2019 to Monday, May 11, 2020
our Department has responded to the following:

Fire Calls 30

- 1 front deck fire
- 3 MVA with patient care and hazardous mitigation
- 12 alarm activations with investigation of cause
- 4 EMS assist with patient care prior to transport ambulance
- 2 hazardous condition
- 1 public service
- 1 fire other
- 1 wildland fire
- 1 electrical wiring / equipment problem
- 2 excessive heat / scorch burns
- 1 cooking fire
- 1 outside equipment fire

Ambulance Calls **102**

Mutual Aid by CVPH **1**

| | 0 | 21 | 18 | 4 | 2 | 30 | 20 | 19 | 22 | 23 | 24 | 34 | 18 | 235 |
|-----------------------------|---|----|----|---|---|----|----|----|----|----|----|----|----|-----|
| NEIGHBOR CRISIS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 1 | 1 | 0 | 4 |
| NOISE VIOLATION | 0 | 2 | 0 | 0 | 0 | 0 | 2 | 1 | 0 | 0 | 1 | 3 | 1 | 10 |
| OUTSIDE AGENCY ASSIST | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| PAROLE NOTIFICATION | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| PRISONER TRANSPORT | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 2 | 0 | 3 |
| PROPERTY RETRIEVAL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 3 | 0 | 0 | 6 |
| SERVICES | 0 | 0 | 0 | 0 | 0 | 4 | 0 | 1 | 1 | 0 | 0 | 0 | 0 | 6 |
| SEX OFFENDR REGISTRATION | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 |
| SICK LEAVE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 0 | 0 | 0 | 2 |
| SUSPICIOUS ACTIVITY RPT | 0 | 2 | 2 | 0 | 1 | 0 | 0 | 1 | 0 | 2 | 0 | 2 | 0 | 10 |
| TRAFFIC STOP | 0 | 1 | 4 | 0 | 0 | 0 | 0 | 0 | 4 | 2 | 0 | 9 | 4 | 24 |
| TRESPASSING | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 2 |
| WARRANT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| WELFARE CHECK | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 2 | 2 | 0 | 3 | 0 | 3 | 12 |
| Totals: | 0 | 21 | 18 | 4 | 2 | 30 | 20 | 19 | 22 | 23 | 24 | 34 | 18 | 235 |

BLOTTER ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 01/01/2020 00:00 TO 05/10/2020 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 | 6 | 5 | 0 | 2 | 4 | 3 | 2 | 7 | 1 | 4 | 7 | 2 | 43 |
| ABC VIOLATIONS | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 2 | 2 | 18 |
| ABSCONDED | 0 | 1 | 1 | 0 | 0 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 2 | 7 |
| ADMINISTRATIVE | 0 | 3 | 2 | 2 | 0 | 2 | 1 | 2 | 0 | 2 | 2 | 3 | 3 | 22 |
| AIDED MEDICAL | 0 | 10 | 6 | 4 | 3 | 2 | 9 | 8 | 10 | 11 | 14 | 12 | 6 | 95 |
| ALARM | 0 | 6 | 13 | 6 | 10 | 13 | 10 | 8 | 9 | 4 | 7 | 5 | 5 | 96 |
| ANIMAL DOMESTIC | 0 | 2 | 3 | 2 | 1 | 4 | 7 | 10 | 5 | 4 | 8 | 7 | 5 | 58 |
| ANIMAL WILD | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 3 | 0 | 0 | 1 | 0 | 0 | 5 |
| ARSON | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| ASSAULT | 0 | 1 | 4 | 0 | 4 | 0 | 1 | 1 | 0 | 3 | 1 | 3 | 0 | 18 |
| BEAT MONITORING | 0 | 21 | 10 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 32 |
| BKGRND INVST CIVILIAN | 0 | 0 | 0 | 6 | 27 | 75 | 54 | 31 | 8 | 1 | 0 | 0 | 0 | 202 |
| 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 | 1 | 1 | 7 | 4 | 6 | 0 | 0 | 23 |
| CRIMINAL MISCHIEF | 0 | 1 | 0 | 1 | 2 | 7 | 3 | 4 | 7 | 7 | 6 | 3 | 0 | 41 |
| CROSSING GUARD | 0 | 0 | 1 | 2 | 1 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 6 |
| DEATH INVEST | 0 | 0 | 0 | 1 | 2 | 2 | 2 | 1 | 1 | 0 | 0 | 1 | 1 | 11 |
| DISORDERLY PERSONS | 0 | 10 | 7 | 3 | 1 | 3 | 9 | 6 | 9 | 12 | 11 | 1 | 7 | 79 |
| DOG SEIZURE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3 | 1 | 1 | 0 | 0 | 0 | 5 |
| DOMESTIC | 0 | 11 | 6 | 6 | 2 | 5 | 10 | 8 | 12 | 16 | 25 | 19 | 20 | 140 |
| DOOR UNLOCKING | 0 | 0 | 1 | 1 | 6 | 5 | 17 | 13 | 13 | 15 | 10 | 3 | 5 | 89 |
| DRUG INVESTIGATION | 0 | 1 | 1 | 2 | 2 | 10 | 6 | 12 | 18 | 7 | 6 | 6 | 4 | 75 |
| DWI / IMPRD / DRUGS | 0 | 0 | 2 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 2 | 4 | 9 |
| EMOTIONALLY DISTRBD PERSON | 0 | 4 | 4 | 3 | 2 | 7 | 6 | 8 | 6 | 12 | 11 | 6 | 14 | 83 |
| ENDANGERING WELFARE | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 |
| FINGERPRINTING | 0 | 0 | 0 | 0 | 2 | 16 | 26 | 25 | 11 | 5 | 3 | 2 | 0 | 90 |

| | | | | | | | | | | | | | | | | | | | | |
|-------------------------|---|----|----|----|----|----|----|----|----|----|----|----|-----|---|---|---|---|---|---|---|
| FIRE | 0 | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 2 | 0 | 0 | 2 | 1 | 0 | 8 |
| FOOT PATROL | 0 | 65 | 49 | 20 | 17 | 34 | 12 | 26 | 13 | 3 | 37 | 64 | 340 | | | | | | | |
| FRAUD | 0 | 0 | 0 | 0 | 1 | 1 | 3 | 1 | 1 | 2 | 2 | 0 | 11 | | | | | | | |
| HARASSMENT | 0 | 3 | 3 | 0 | 2 | 5 | 12 | 12 | 13 | 11 | 12 | 7 | 89 | | | | | | | |
| INSECURE PROPERTY | 0 | 14 | 14 | 1 | 3 | 11 | 3 | 10 | 3 | 2 | 5 | 10 | 76 | | | | | | | |
| JUVENILE | 0 | 1 | 1 | 0 | 1 | 8 | 7 | 9 | 5 | 3 | 2 | 3 | 49 | | | | | | | |
| LARCENY | 0 | 4 | 0 | 0 | 3 | 7 | 21 | 17 | 12 | 13 | 5 | 3 | 107 | | | | | | | |
| LOST AND FOUND | 0 | 3 | 7 | 2 | 4 | 12 | 12 | 15 | 14 | 5 | 1 | 3 | 87 | | | | | | | |
| M/V ACCIDENT | 0 | 1 | 2 | 0 | 7 | 18 | 41 | 59 | 34 | 19 | 8 | 5 | 218 | | | | | | | |
| M/V OFFENSE | 0 | 2 | 1 | 0 | 0 | 1 | 3 | 1 | 3 | 4 | 6 | 7 | 30 | | | | | | | |
| M/V THEFT | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | | | | | | | |
| MARIHUANA INVST | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 3 | | | | | | | |
| MEDIATION-NO OFFENSE | 0 | 0 | 1 | 0 | 1 | 0 | 4 | 2 | 0 | 1 | 0 | 0 | 14 | | | | | | | |
| MISC CALLS | 0 | 8 | 11 | 3 | 3 | 19 | 26 | 22 | 22 | 24 | 24 | 19 | 197 | | | | | | | |
| MISC OFFENSES | 0 | 3 | 0 | 0 | 0 | 7 | 2 | 4 | 7 | 2 | 2 | 1 | 34 | | | | | | | |
| MISSING PERSON | 0 | 0 | 0 | 0 | 3 | 1 | 1 | 0 | 1 | 1 | 0 | 1 | 9 | | | | | | | |
| NARCO INTEL | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 2 | | | | | | | |
| NEIGHBOR CRISIS | 0 | 0 | 0 | 0 | 1 | 3 | 9 | 2 | 2 | 8 | 3 | 1 | 32 | | | | | | | |
| NOISE VIOLATION | 0 | 38 | 16 | 4 | 4 | 5 | 10 | 17 | 19 | 16 | 33 | 36 | 209 | | | | | | | |
| OPEN CONTAINER | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | | | | | | | |
| OUTSIDE AGENCY ASSIST | 0 | 1 | 1 | 0 | 0 | 3 | 2 | 4 | 3 | 4 | 0 | 3 | 22 | | | | | | | |
| PARKING VIOLATIONS | 0 | 7 | 1 | 1 | 2 | 5 | 11 | 9 | 2 | 3 | 2 | 0 | 44 | | | | | | | |
| PAROLE NOTIFICATION | 0 | 0 | 0 | 0 | 10 | 13 | 6 | 0 | 0 | 0 | 0 | 0 | 39 | | | | | | | |
| PRISONER TRANSPORT | 0 | 0 | 1 | 0 | 3 | 25 | 4 | 4 | 5 | 5 | 4 | 0 | 56 | | | | | | | |
| PROPERTY RETRIEVAL | 0 | 0 | 0 | 0 | 0 | 1 | 4 | 9 | 7 | 5 | 9 | 1 | 40 | | | | | | | |
| REPOSESSION | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 0 | 1 | | | | | | | |
| SAFE SCRIPTS PROGRAM | 0 | 0 | 0 | 0 | 5 | 7 | 2 | 9 | 0 | 0 | 0 | 0 | 23 | | | | | | | |
| SERVICES | 0 | 4 | 3 | 3 | 28 | 12 | 17 | 14 | 8 | 2 | 6 | 4 | 104 | | | | | | | |
| SEX CRIMES | 0 | 0 | 0 | 0 | 2 | 5 | 6 | 4 | 5 | 4 | 1 | 1 | 28 | | | | | | | |
| SEX OFFNDR REGISTRATION | 0 | 0 | 0 | 0 | 29 | 18 | 6 | 9 | 2 | 1 | 0 | 0 | 65 | | | | | | | |
| SICK LEAVE | 0 | 1 | 7 | 12 | 8 | 9 | 10 | 30 | 16 | 5 | 3 | 7 | 111 | | | | | | | |
| SUSPICIOUS ACTIVITY RPT | 0 | 8 | 14 | 4 | 4 | 3 | 9 | 6 | 6 | 5 | 15 | 11 | 92 | | | | | | | |
| TRAFFIC DETAIL | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 4 | 0 | 7 | | | | | | | |

| | | | | | | | | | | | | | | |
|---------------|---|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|------|
| TRAFFIC STOP | 0 | 53 | 36 | 9 | 0 | 8 | 27 | 15 | 25 | 21 | 27 | 117 | 112 | 450 |
| TRESPASSING | 0 | 4 | 8 | 1 | 3 | 1 | 8 | 5 | 7 | 4 | 9 | 1 | 9 | 60 |
| WARRANT | 0 | 3 | 1 | 1 | 0 | 2 | 1 | 3 | 3 | 5 | 1 | 5 | 0 | 25 |
| WELFARE CHECK | 0 | 15 | 5 | 1 | 3 | 15 | 33 | 33 | 24 | 22 | 31 | 30 | 17 | 229 |
| Totals: | 0 | 328 | 250 | 105 | 122 | 403 | 485 | 454 | 491 | 369 | 336 | 429 | 409 | 4181 |

ADDENDUM TO CONTRACT

This document is in reference to an agreement dated July 3rd, 2018 between the City of Plattsburgh and Saratoga Associates.

BE IT KNOWN that the undersigned parties, for good consideration, agree to make changes and/or additions outlined below. These additions shall be as valid as if part of the original contract.

Twenty thousand dollars (\$20,000.00) in budgeted fee will be reallocated from Task 14 - Construction Inspection to Task 5 - Preliminary Streetscape and Riverfront Access Design (\$5,000.00) and Task 11 - Final Streetscape and Riverfront Access Design (\$15,000.00) to address scope changes realized since the start of the project.

No other terms or conditions of the contract are negated or changed as a result of this addendum.

IN WITNESS WHEREOF., the parties have executed this Addendum at Plattsburgh New York, on the _____ day of _____, 2020.

Owner
Colin Read
Mayor
Plattsburgh

Consultant
Daniel Shearer
CEO
Saratoga Associates



11 British American Boulevard, Suite 200
Latham, New York 12180
tel: 518 782-4500

April 22, 2020

Mr. Jonathan Ruff, P.E.
Environmental Manager
Environmental Services Department
41 City Hall Place
Plattsburgh, NY 12901

Subject: Drinking Water Infrastructure Improvements Project
Amendment 1 – Basis of Design Engineering Services Proposal

Dear Mr. Ruff:

Camp Dresser McKee & Smith (CDM Smith) is pleased to present the City of Plattsburgh (City) with this proposal for developing Basis of Design documents associated with the Drinking Water Infrastructure Improvements Project.

Project Understanding

CDM Smith and the City developed a Drinking Water Infrastructure Improvements Engineering Report and Water Infrastructure Improvement Act (WIIA) Grant Application in September 2019. The Engineering Report presented a series of infrastructure improvements including:

- New groundwater wells as a supplemental source of supply
- Raw water transmission main rehabilitation and redundancy
- Water Treatment Plant improvements
- Distribution system pipe replacements

The total cost of the improvements detailed was \$19.8M and the City was successful in obtaining a \$3M WIIA grant. CDM Smith understands the City is now interested in breaking the work into phases in order to take a stepped approach to installing new groundwater production wells as a supplemental source of supply while continuing to evaluate the impact on the Mead Reservoir dam. This Amendment 1 will serve to accomplish two goals:

- Submit an updated Engineering Report detailing the phases
- Prepare Basis of Design level documents for the improvements to further refine the scope and cost of the work





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Scope of Work

CDM Smith's scope of work presented below is broken into two elements, Engineering Report preparation and Basis of Design Documentation.

DWSRF Engineering Report

CDM Smith will update the previously prepared Engineering Report to further refine the intended improvements and segregate them into phases. To accomplish this, we will first hold a kickoff conference call with the City to discuss:

- Intended approach to groundwater well development activities being performed by others under separate contract to the City including:
 - Intended number of existing test wells to be converted to production wells initially.
 - Schedule for performing additional investigations and installing test wells.
- The number of phases desired and timing between each.
- Prioritization of the proposed upgrades based on need.

Following the kickoff meeting, CDM Smith will update the opinion of probable cost of construction based on current market conditions and prepare an amended report to outline the phases and schedule. We envision this as an efficient method of conveying the updated information to the New York State Department of Health (NYSDOH) and New York State Environmental Facilities Corporation (NYSEFC) considering the alternative analysis and recommended alternatives aren't changing.

CDM Smith will then submit the amended report in PDF format to the City for review. We anticipate holding a follow up conference call to obtain the City's comments then finalize the report and submit it to NYSDOH.

If requested by NYSDOH, we will assist the City in preparing a new WIIA Grant application and Drinking Water State Revolving Fund (DWSRF) finance application.

Phase 1 Basis of Design

CDM Smith understands Phase 1 will include the following elements:

- One or two new groundwater production wells with piping to the Mead Reservoir raw water transmission main.



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- New raw water transmission main from the Mead Reservoir to the West Plattsburgh Cross Connection for redundancy

Project Quality Management Workshop

CDM Smith proposes to conduct a Project Quality Management (PQM) Workshop at the beginning of the design phase similar to the one recently held in support of the Water Resource Recovery Facility Mitigation Project. The Workshop will cover all proposed phases of work.

Groundwater Production Well Design

CDM Smith and the City will hold a conference call to discuss various elements of the proposed well field. It would be helpful if the City can arrange for HydroSource Associates, Inc. to participate as well. During this call we will discuss and agree on:

- The assumed number of new groundwater production wells at full build out.
- The desired combined maximum flow rate for pipeline design purposes.
- Which of the previously installed test wells will be converted to production wells in Phase 1.
- The well diameter, depth and assumed groundwater table elevation during operation.
- Redundancy requirements for piping between each well and the existing raw water transmission main system.

With this information, CDM Smith will complete the following activities:

- Calculate the size of the new piping between the wells and the existing raw water transmission main.
- Calculate pump characteristics including flow, discharge head and horsepower.
- Use cell phone grade GPS coordinate information provided by the City for each production well location to prepare a draft piping layout.
- Determine if the wellfield piping can be constructed entirely on City owned property or if easements are required.
- Calculate the electrical service and standby emergency generator system requirements and prepare a draft one-line diagram.

CDM Smith will prepare a basis of design technical memorandum summarizing the above including figures depicting the pipe layout and electrical diagrams. The pipe alignment figures will be based



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on commercially available satellite imagery and LIDAR data. The memorandum will include recommendations for pipe materials of construction and valves.

Redundant Mead Reservoir Raw Water Main Design

To determine the requirements for the redundant raw water main, CDM Smith will request the following documents from the City:

- Record drawings of the existing raw water transmission main.
- Cell phone grade GPS locations of valves on the existing main.
- Easements along the route of the existing main.

Based on the information previously received, we understand the existing main is run along the shoulder of Rand Hill Rd, crosses under Rt 374 and Rt 3 to the West Plattsburgh Cross Connection (WPCC). At the WPCC, the 20-inch main from the Mead Reservoir is cross-connected with the 12 and 14-inch mains from the Lower Westbrook Reservoir and Saranac River intake. According to the AutoCAD file previously provided by the City, the WPCC contains fifteen valves located in Rand Hill Rd or off the shoulder between the three mains. We will review this information with the City and discuss the alignment of the proposed main and cross connections to existing piping. Since the function and operability of the valves at the WPCC is unknown, CDM Smith's initial recommendation is to tie into the existing piping downstream of the WPCC to bypass all the existing valves.

Through our discussions we will determine if the new pipe can be installed within the public right-of-way or if private property easements are required. Since this main will be located within the Town of Plattsburgh, we assume the City will coordinate with the Town on permitting and easement requirements during this phase. CDM Smith can provide assistance with obtaining easements during final design if desired.

The existing main between the Mead Reservoir and WPCC varies in size between 16 and 24-inches depending on when it was installed. We will discuss the desired design capacity with the City in order to calculate the required size of the new main and make recommendations for the materials of construction.

CDM Smith will prepare a basis of design technical memorandum summarizing the above including figures depicting the pipe layout.

Assumptions

In preparing this Amendment, CDM Smith assumes the following:



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- Permitting for the new groundwater production wells including obtaining NYSDOH and NYSDEC approval will be completed by others.
- Design and installation of production wells including pump tests will be completed by others. CDM Smith will be responsible for the design of the pump discharge piping, and sanitary seal.
- SEQRA is complete as it was previously deemed a Type I action with a coordinated review.
- SHPO approval will be required for each phase of work. The Phase IA archeological investigation for the work completed as part of Phase 1 will be completed during the final design phase.
- Field surveys to prepare base maps and obtain easements if required will be completed during the final design phase.
- Geotechnical program to define soil conditions along the pipeline route will be completed during the final design phase. The test well logs did not indicate rock is present within the typical depth of pipe installation so we will assume traditional soil excavation for cost estimating purposes.
- Structures are not required at each well location and the wells will be capped with a traditional sanitary seal. Electrical equipment will be in a pad mounted, free standing, outdoor rated enclosure.

Project Schedule

CDM Smith is prepared to begin work on this assignment upon receipt of an executed amendment and we anticipate submitting a draft Engineering Report amendment by June 10, 2020. We will then begin preparing the various application support documents and provide them to the City within two weeks thereafter. CDM Smith will provide draft basis of design Technical Memorandum's for the groundwater production wells and redundant transmission main at the same time.

While NYSEFC has not announced a schedule for the next round of NYS Water Grants, CDM Smith previously understood they would be due in late June or early July. However, no announcement has been made as of this date and we anticipate the deadline will be extended due to COVID-19. We will work with the City to adjust our schedule once the deadline is known.

Project Cost

CDM Smith proposes to complete the scope of work on a time and expense basis for a not to exceed fee of \$55,000, thereby increasing our upper limit from \$26,100 to \$81,100. We will utilize the schedule of hourly billing rates included in the original agreement for this amendment. We will





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invoice the City monthly based on the actual labor hours and out-of-pocket expenses incurred and outside professionals utilized in the execution of the work.

If this is acceptable to the City, please sign and return one copy of this letter to my attention. The signed letter will serve as an Amendment 1 to our existing contract.

We appreciate the opportunity to continue working with you on this important project. Should you have any questions, please do not hesitate to call Greg Bold at (518) 782-4507

Sincerely,

Daniel D. Durfee, PE, BCEE
Vice President
Camp Dresser McKee & Smith

cc: Greg Bold – CDM Smith

Approved:

Mayor

Date



City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 05/15/2020

| City: | Payee | Description | Amount |
|-----------|---|---|------------------------|
| | ProAct, Inc. | Prescription health care cost for actives & retirees - Apr 16 - 31, 2020 - all depts. | 44,624.58 |
| | City Chamberlain - T&A Acct. | Transfer ACH payment - weekly Blue Shield & monthly CanaRx cost | 22,055.90 |
| | Wind River Environmental LLC | 29 loads of sludge hauled to Franklin County & Grasslands - WPCP - Apr 2020 | 12,515.62 |
| | Oval Development LLC | US Oval City Court Bldg. - Additional 2019 rent per lease - reimb by NYS Court System | 9,604.91 |
| | Thatcher Company of New York | 5016.9 gallons 30% Sodium Thiosulfate solution purification - WPCP -Apr 2020 | 9,231.01 |
| | Law Offices of Dean C. Schneller | Corporate Counsel services all City Depts net of payroll - Mar 27, 2020-Apr 26, 2020 | 6,295.00 |
| | Surpass Chemical Co. | Surchlor bulk: 5024 gal - WPCP - Apr 2020 | 4,330.69 |
| | City Chamberlain - Soc Sec Acct. | Transfer to deposit FICA/Medicare Payroll withholding | 4,018.33 |
| | Verizon Wireless | Mobile phone billing monthly charges - Apr 2020 - all departments | 3,287.06 |
| | Chemtrade Chemicals US LLC | 6.711 dry tons Liquid Alum 48.5% solution turbidity control - WPCP - Apr 2020 | 3,274.97 |
| | Clinton County Treasurer | Ambulance supplies purchased thru hospital - Fire - Feb 2020 | 2,501.52 |
| | Fleet Business Products Inc. | #9 Return envelopes for utility billings - Data Process'g - Apr 2020 | 2,468.60 |
| | NEWS of New York Inc. | Solid waste landfill disposal fees - DPW - Apr 2020 | 2,380.53 |
| | The Depository Trust Company | Debt Serv interest-Variou Purpose Bonds of '01 refunded 2009 - due May 15th | 1,740.37 |
| | Bound Tree Medical LLC | Electronic thermometer - Fire - Mar 2020 | 1,627.96 |
| | Randy Lozier | Assigning sessions fees and refereeing - Nov 2019-Mar 2020 | 1,215.00 |
| | BCC Software LLC | Bulk mailer software renewal - Data Process'g - Apr 2020 | 1,150.00 |
| | Others - 40 total others | Various (average \$156.96 each) | <u>6,278.29</u> |
| | | Total City | <u>138,600.34</u> |
| MLD: | | | |
| | Hynes Electric Company | LED retrofit fixture, sensor, bulbs, & misc - Apr 2020 | 13,651.31 |
| | Graybar Electric | Tool pouches, bags, rain gear, streetlight fixtures - Apr 2020 | 12,980.64 |
| | The Depository Trust Company | Interest on Various Purpose Bonds 2001, Refunded 2009 - due May 15th | 4,634.63 |
| | Others - 7 total | Various (average \$242.58 each) | <u>1,698.06</u> |
| | | Total MLD | <u>32,964.64</u> |
| Specials: | | | |
| | Journal Transfers (not expenditures) | Gen to: Parking/Capital (Glens Falls), Capital (2020 CCR's), & Debt Srvc Bond | 315,267.37 |
| | Capital Expenditures | Upgrades: Dewatering proj 81063 and Cumberland Ave pump station proj 81055 | <u>140,869.70</u> |
| | | Total Specials | <u>456,137.07</u> |
| | Gross Total | | \$ 627,702.05 |
| | Less: Inter-Fund Transactions | | <u>315,267.37</u> |
| | Total Net Expenditures | | <u>\$ 312,434.68</u> |
| Payroll: | | | |
| | | Pay Period | Year to Date |
| | Total Payroll Headcount | 45 | 263 |
| | Base Hourly & Salary | 44,939.78 | \$ 4,069,861.59 |
| | Overtime, Standby & Shift Differentials | 3,459.34 | 423,200.51 |
| | Vacation, Holiday, Pers. & Accum. | 5,085.30 | 647,492.34 |
| | Leave & severance | 1,327.80 | 221,447.20 |
| | Sick, Bereavement Leave, Jury | 0.00% | 75,575.94 |
| | Longevity - AFSCME bi-weekly \$4.3k | 0.00% | 22,334.87 |
| | Higher Class Pay | 0.00% | - |
| | Sick Leave Buyout | 0.00% | 31,479.74 |
| | Health Insurance Buyout | 0.00% | - |
| | Clothing/Uniform Allow - PD, MLD | 0.00% | - |
| | College Degree Allowances | 0.00% | - |
| | Severance - sick leave time | 0.00% | 58,883.67 |
| | Retroactive Pay | 0.00% | 5,349.65 |
| | Grand Total | <u>\$ 54,812.22</u> | <u>\$ 5,555,625.51</u> |
| | Overtime, Standby & Shift Diff | | |
| | Fire | 0.00% | \$ 154,516.93 |
| | DPW | 0.00% | 66,577.05 |
| | Police | 3,459.34 100.00% | 102,168.72 |
| | MLD | 0.00% | 58,388.50 |
| | WPCP | 0.00% | 27,627.42 |
| | Other City Depts. | 0.00% | 12,683.79 |
| | Library | - | 1,238.10 |
| | Overtime, Standby & Shift Diff - by depart. | <u>\$ 3,459.34</u> | <u>\$ 423,200.51</u> |

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2020 Budget vs. Actual
Payroll Period Ended 5/15/2020
(in dollars)

| Department | Budget | YTD Budget | YTD Actual | YTD Variance |
|---------------------|----------------------------|--------------------------|--------------------------|---------------------------|
| Fire | 266,000.00 | 98,751.31 | 154,516.93 | (55,765.62) |
| DPW | 209,627.00 | 77,823.09 | 66,577.05 | 11,246.04 |
| Police | 266,000.00 | 98,751.31 | 102,168.72 | (3,417.41) |
| MLD | 163,440.00 | 60,676.37 | 58,388.50 | 2,287.87 |
| WPCP | 71,310.00 | 26,473.52 | 27,627.42 | (1,153.90) |
| Other City | 45,154.00 | 16,763.22 | 12,683.79 | 4,079.43 |
| Library | <u>4,842.00</u> | <u>1,797.57</u> | <u>1,238.10</u> | <u>559.47</u> |
| Total | <u>1,026,373.00</u> | <u>381,036.38</u> | <u>423,200.51</u> | <u>(42,164.13)</u> |
| Net O/T Cost | YTD Actual | O/T Recoveries | Net O/T Cost | Net YTD Variance |
| Fire | 154,516.93 | 420.00 | 154,096.93 | (55,345.62) |
| DPW | 66,577.05 | | 66,577.05 | 11,246.04 |
| Police | 102,168.72 | 2,636.84 | 99,531.88 | (780.57) |
| MLD | 58,388.50 | | 58,388.50 | 2,287.87 |
| WPCP | 27,627.42 | | 27,627.42 | (1,153.90) |
| Other City | 12,683.79 | | 12,683.79 | 4,079.43 |
| Library | <u>1,238.10</u> | <u></u> | <u>1,238.10</u> | <u>559.47</u> |
| Total | <u>423,200.51</u> | <u>3,056.84</u> | <u>420,143.67</u> | <u>(39,107.29)</u> |