

1. Agenda

Documents:

[AGENDA 05-16-19.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 051619.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 051619.PDF](#)

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

May 16, 2019
5:30 P.M.

AGENDA

Pledge of Allegiance

(RC)

Present: Mayor Colin Read, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Peter Ensel (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 9, 2019 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 Armstrong, Kelly, Gibbs, Ensel, 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 15, 2019 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 Armstrong, Kelly, Gibbs, Ensel, McFarlin, Moore

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the week of May 7-13, 2019
- Minutes from the City Infrastructure Committee held on May 9, 2019

• COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:

Governance, Strategy, and City Operations- Chair Councilor Armstrong

City Infrastructure – Chair Councilor Moore

Finance and Budget – Chair Councilor Kelly

Public Safety – Chair Councilor Gibbs

Plattsburgh Public Library – Chair Councilor Ensel

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 Armstrong, Kelly, Gibbs, Ensel, 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 17, 2019 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 Armstrong, Kelly, Gibbs, Ensel, 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 the City Chamberlain to adjust the 2018 General Fund Budget by an increase of \$5,049.60 to Estimated Revenue and Appropriations for the donation by Clinton County of the cost of adding a camera system to a new police vehicle funded by the County’s Stop DWI Program.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Gibbs, Ensel, 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 create capital project H5110.68, 2019 Monument Stage for \$80,000 as an amendment to the Bridge & Waterfront category of the 2019 Capital Expenditure Plan.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Gibbs, Ensel, 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 capital project H5110.51, 2015 Building Improvements to increase the appropriations for the City Hall windows by \$300,000 through funding provided from New York State, under a DASNY SAM Grant for \$300,000.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Gibbs, Ensel, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

D. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to revise capital project H5110.65, 2018 Arnie Pavone Memorial Parking Plaza to include additional costs for engineering design work, a pre-demolition asbestos survey, and establishment of bid specifications for the completion of the project.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Gibbs, Ensel, 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 Armstrong, Kelly, Gibbs, Ensel, 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 14, 2019

RE: Fire and Ambulance Responses


For this week's period: Tuesday, May 7, 2019 to Monday, May 13, 2019
our Department has responded to the following:

Fire Calls	<u>14</u>
	3 EMS assist initiated patient care prior to transport ambulance
	5 alarm activation with investigation of cause
	1 building fire
	1 smoke/odor removal
	1 cooking fire
	1 mobile home fire
	1 arcing
	1 good intent call
Ambulance Calls	72
Mutual Aid by CVPH	12



Richard A. Marks
City Chamberlain

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

DATE: May 13, 2019
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Fund Budget, as follows:

Increase: Appropriations – Police IT Vehicle Expense	13210000-4434	\$5,049.60
Increase: Estimated Revenue – Stop DWI	00001126-2615	\$5,049.60

To provide for the addition of an in-car camera system for \$5,049.60 in the Police Department budget under IT Vehicle Expense not budgeted for in 2019 with a corresponding donation from the Clinton County Treasurer in 2019 to the Stop DWI estimated revenue account to cover the cost of the camera for the City of Plattsburgh Police Department. The effect of this adjustment will be to increase the 2019 General Fund Budget by \$5,049.60 in estimated revenues and appropriations leaving the General Fund beginning fund balance unchanged.

Thank you for your attention to this request.

Cc: Barbara Phillips
Chief Ritter
Heather Silver



Richard A. Marks
City Chamberlain

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

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held May 16th, 2019, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on May 16th, 2019, and

WHEREAS, the Capital Expenditure Plan adopted January 10th, 2019, includes a Bridge & Waterfront category, and

WHEREAS, the Infrastructure Division is establishing a 2019 Monument Stage project for an item being revised in the Bridge & Waterfront category of the Capital Expenditure Plan adopted January 10th, 2019, and

WHEREAS, the cost of the 2019 Monument Stage project has been estimated by the Infrastructure Division for the costs of the planned expenditures as noted below to purchase and construct an item being revised in the expenditure plan during 2019, as follows:

	2019 Capital Plan	2019 Estimated Cost	2019 Revised Cost
Events Tents	\$ 30,000	\$ 30,000	\$ -
Monument Stage	<u>-</u>	<u>-</u>	<u>80,000</u>
Total	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 80,000</u>
 Project Funding:			
General Fund	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 80,000</u>
Total	<u>\$ 30,000</u>	<u>\$ 30,000</u>	<u>\$ 80,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 16th day of May 2019, as follows:

- 1) That, the amount of Eighty Thousand and 00/100 (\$80,000.00) Dollars is hereby appropriated for the capital project **2019 Monument Stage (H5110.68)** for the revised cost of the items listed above and is hereby authorized to be expended for such purpose.
- 2) That, Eighty Thousand and 00/100 (\$80,000.00) Dollars of such appropriation be provided by the General Fund.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Richard A. Marks
City Chamberlain

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

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held May 16th, 2019, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on May 16th, 2019, and

WHEREAS, the Capital Expenditure Plan adopted December 23rd, 2014, included a Public Service Buildings category, and

WHEREAS, the Infrastructure Division is revising the 2015 Building Improvements project for items not included in the Public Service Buildings category of the Capital Expenditure Plan adopted December 23rd, 2014, and

WHEREAS, the cost of the 2015 Building Improvements project had been estimated by the Engineering and Planning Department for the costs to implement the improvements during 2015, and has been requested to again be revised by the Infrastructure Division, as follows:

	2015 Capital Plan	2015 Estimated Cost	2015 Revised Cost	2019 Revised Cost
City Hall – roof, drainage & exterior	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
City Hall – floors, finishes & painting	100,000	100,000	100,000	100,000
City Hall – energy, lights & windows	100,000	100,000	100,000	300,000
Plant Building Improvements (DPW)	<u>-</u>	<u>-</u>	<u>50,000</u>	<u>50,000</u>
Total	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 650,000</u>

Project Funding:

General Fund	\$ 350,000	\$ 350,000	\$ 350,000	\$ 350,000
DASNY SAM Grant	<u>-</u>	<u>-</u>	<u>-</u>	<u>300,000</u>
Total	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 350,000</u>	<u>\$ 650,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 16th day of May 2019, as follows:

- 1) That, the amount of Six Hundred Fifty Thousand and 00/100 (\$650,000.00) Dollars is hereby appropriated for the revised capital project **2015 Building Improvements (H5110.51)** for the cost of the improvements revised above and is hereby authorized to be expended for such purpose.
- 2) That, the amount of Three Hundred Fifty Thousand and 00/100 (\$350,000.00) Dollars of such appropriation be provided by an advance from the General Fund, but that such advance is to be repaid to the General Fund by year end through funding of this portion of the project with Bond Anticipation Notes or Serial Bonding.
- 3) That, the amount of Three Hundred Thousand and 00/100 (\$300,000.00) Dollars of such appropriation be provided by a grant from the Dormitory Authority of the State of New York (DASNY) under the State and Municipal Facilities Program (SAM) secured by the City on April 18th, 2018, and expiring on April 18th, 2021.
- 4) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Richard A. Marks
City Chamberlain

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

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held May 16th, 2019, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on May 16th, 2019, and

WHEREAS, the Capital Expenditure Plan for 2018 adopted October 5th, 2017, includes a Downtown Improvements category, and

WHEREAS, the Infrastructure and Planning Department established a 2018 Glens Falls National Bank Parking Lot project that was not included in the Capital Expenditure Plan adopted October 5th, 2017, and

WHEREAS, the cost of the 2018 Glens Falls National Bank Parking Lot project has been estimated to provide for the costs for the project during 2018, and is being revised for 2019, and is also being renamed, as follows:

	2018 Capital Plan	2018 Estimated Cost	2019 Revised Cost
Arnie Pavone Memorial Parking Plaza	\$ -	\$ 500,000	\$ 500,000
Eng. design, remediation & bid work	<u>-</u>	<u>-</u>	<u>43,988</u>
Total	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 543,988</u>

Project Funding:

Parking (SAD) Fund Advance	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 543,988</u>
Total	<u>\$ -</u>	<u>\$ 500,000</u>	<u>\$ 543,988</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 16th day of May, 2019, as follows:

- 1) That, the amount of Five Hundred Forty-three Thousand Nine Hundred Eighty-eight and 00/100 (\$543,988.00) Dollars is hereby appropriated to the Capital Project **2018 Arnie Pavone Memorial Parking Plaza (H5110.65)** for the revised cost of the project described above and is hereby authorized to be expended for such purpose.
- 2) That, Five Hundred Forty-three Thousand Nine Hundred Eight-eight and 00/100 (\$543,988.00) Dollars of such appropriation be provided by an advance from the Parking Fund (SAD) Fund in order to pay for the improvements listed above, but that such advance must be repaid to the Parking Fund by year end 2019 in the event that funding for this project is sourced through Bond Anticipation Notes, Serial Bonds or other sources.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 5/17/2019

City:	Payee	Description	Amount
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	91,070.33
	Franklin County Landfill	Tipping fees sludge hauled to the landfill 822.46 tons - WPCP - Mar & Apr 2019	32,075.94
	ProAct, Inc.	Prescription health care cost for actives & retirees - Apr 16th - 30th, 2019 - all depts.	20,351.51
	Wind River Environmental LLC	35 loads of sludge hauled to Franklin County & Grasslands - WPCP - April 2019	15,000.50
	Triangle Electric	Electrical service hours for various repairs & maint. items - WPCP - April 2019	11,634.00
	Slack Chemical Co.	4400 lbs sta floc 6532 - WPCP - April 2019	8,580.00
	Goldberger & Kremer	Labor matters retainer and Part B services - Corp Counsel - April 2019	6,284.76
	Law Offices of Dean C. Schneller	Corporate Counsel services all City Depts. net of payroll - Mar 27 - Apr 26, 2019	5,615.00
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	4,384.01
	Saratoga Associates P.C.	DRI streetscape & riverfront consulting - CD - April 2019	4,251.05
	Verizon Wireless	Mobile phone billing monthly charges - April 2019 - all departments	3,682.58
	Surpass Chemical Co.	4015 gal Surchlor Bulk Sodium Hypochlorite - WPCP - May 2019	3,460.93
	J&S Steel LLC	Road plates for street maintenance - DPW - April 2019	3,113.00
	NYS Industries for the Disabled	City Court reimbursable cleaning costs - Municipal Court - April 2019	3,083.33
	ARWS	Feral Cat Control Services for the period 02/01/19 to 02/01/20	3,000.00
	NYS Electric & Gas	Elec. & gas charges all facilities - WPCP (sewer & compost), Rec - April 2019	2,924.85
	Mail Finance	Inserting machine lease payment reimbursed - Data Proc. - 2nd Qtr. 2019	1,688.10
	Amy Bonn	Consulting services for multiple CFA grants - CD - April 2019	1,688.00
	AuSable Valley Fuel, Inc.	Gasoline purchases 554.4 gallons- Police - May 2019	1,315.81
	Wantman Group, Inc.	Parking study downtown area based on ESD Grant - Parking Fund - thru Mar 2019	1,275.00
	Manion Electric Motor	5 HP motor, 2-phase explosion proof - WPCP - April 2019	1,257.00
	Taylor Rental Center	Asphalt rake/lute, axle spacer, mower blade, groundkpg, rotary hammer rent DPW - April 19	1,026.36
	Others - 96 total others	Various (average \$141.25 each)	<u>13,559.67</u>
		Total City	<u>240,321.73</u>

MLD:	New York Power Authority	Electricity purchased for resale for April 2019	640,406.63
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	6,609.96
	Verizon	Substation Safety Lines for data transmission - April/May 2019	2,529.98
	Others - 15 total	Various (average \$93.83 each)	<u>1,407.46</u>
		Total MLD	<u>650,954.03</u>

Gross Total	\$ 891,275.76
Less: Inter-Fund Transactions	<u>-</u>
Total Net Expenditures	<u>\$ 891,275.76</u>

Payroll:		Pay Period		Year to Date	
Total Payroll Headcount		75		278	
Base Hourly & Salary		45,584.54		\$ 3,961,501.64	
Overtime, Standby & Shift Differentials		8,064.10	17.69%	457,732.87	11.55%
Vacation, Holiday, Pers. & Accum.					
Leave & severance	Bell 12.0k (YTD McFalls 5.3k, Primard 4.8k)	4,442.22	9.75%	674,785.43	17.03%
Sick, Bereavement Leave, Jury		2,776.26	6.09%	222,603.37	5.62%
Longevity - AFSCME bi-weekly \$4.3k	Mgmt. bi-weekly \$3k		0.00%	72,980.86	1.84%
Higher Class Pay		34.56	0.08%	18,652.28	0.47%
Sick Leave Buyout				-	0.00%
Health Insurance Buyout				24,750.00	0.62%
Clothing/Uniform Allow - PD, MLD	(YTD MLD \$7.8K, Police \$10.2k & Police clothing allowance)			-	0.00%
College Degree Allowances				-	0.00%
Severance - sick leave time	Bell 29.9k (YTD McFalls 15.3k, Primard 11.2k)			56,374.76	1.42%
Retroactive Pay	MLD retro pay from 7/1/2017	<u>86,405.02</u>	189.55%	<u>693,161.01</u>	17.50%
Grand Total		<u>\$ 147,306.70</u>		<u>\$ 6,182,542.22</u>	
Overtime, Standby & Shift Diff	Fire		0.00%	\$ 165,376.65	36.71%
	Police	8,064.10	100.00%	110,147.16	24.45%
	DPW		0.00%	84,591.66	18.78%
	MLD		0.00%	44,966.82	9.98%
	WPCP		0.00%	27,331.98	6.07%
	Other City Depts.		0.00%	16,618.01	3.69%
	Library		0.00%	<u>1,453.53</u>	0.32%
	Overtime, Standby & Shift Diff - by depart.	<u>\$ 8,064.10</u>		<u>\$ 450,485.81</u>	

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2019 Budget vs. Actual
Payroll Period Ended 5/17/2019
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	383,573.00	143,798.63	165,376.65	(21,578.02)
Police	281,486.00	105,526.98	110,147.16	(4,620.18)
DPW	177,577.00	66,572.28	84,591.66	(18,019.38)
MLD	137,607.00	51,587.83	44,966.82	6,621.01
WPCP	59,475.00	22,296.73	27,331.98	(5,035.25)
Other City	21,930.00	8,221.39	16,618.01	(8,396.62)
Library	<u>4,842.00</u>	<u>1,815.23</u>	<u>1,453.53</u>	<u>361.70</u>
Total	<u>1,066,490.00</u>	<u>399,819.06</u>	<u>450,485.81</u>	<u>(50,666.75)</u>
Net O/T Cost	YTD Actual	O/T Recoveries	Net O/T Cost	Net YTD Variance
Fire	165,376.65		165,376.65	(21,578.02)
Police	110,147.16		110,147.16	(4,620.18)
DPW	84,591.66		84,591.66	(18,019.38)
MLD	44,966.82		44,966.82	6,621.01
WPCP	27,331.98		27,331.98	(5,035.25)
Other City	16,618.01		16,618.01	(8,396.62)
Library	<u>1,453.53</u>	<u> </u>	<u>1,453.53</u>	<u>361.70</u>
Total	<u>450,485.81</u>	<u> </u>	<u>450,485.81</u>	<u>(50,666.75)</u>