

1. Agenda

Documents:

[AGENDA 03-07-19.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 030719.PDF](#)

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

March 7, 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 February 28, 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 March 6, 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 February 26 – March 4, 2019
- Minutes from the Public Safety Committee held on February 28, 2019
- Report from the City Clerk's Office of all monies received during the month of February 2019 in the total amount of \$6,986.69

• **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 March 8, 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 of Plattsburgh’s “Plattsburgh Hunger Games” event on the Oval Field to be held on Saturday, June 8, 2019 instead of April 27, 2019 (previously approved on February 7, 2019) from 12:00pm to 5pm. Alcohol will be served therefore NYS Liquor documentation is required.

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 Mountain Lake PBS to use the auditorium on April 10, 2019 to host “Broadway in the Burgh” performance. Insurance proof is required and Alcohol will be served therefore NYS Liquor documentation is required.

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 Plattsburgh Sustainability Committee to use the auditorium on April 22, 2019 to host an educational forum for the Public and Common Council members about the need benefit of signing the NYS Climate Smart Pledge and becoming a climate smart community. Insurance requirement is waived as this is a public information forum and City of Plattsburgh Common Council will be invited to attend.

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: March 5, 2019

RE: Fire and Ambulance Responses

For this week's period: Tuesday, February 26, 2019 to Monday, March 4, 2019
our Department has responded to the following:

Fire Calls	<u>16</u> 2 electrical wiring equipment problems with investigation 5 alarm activation with investigation 1 heat from short circuit with investigation 1 defective elevator with no occupants 6 EMS assist initiated patient care 1 steam/vapor thought to be smoke with investigation
Ambulance Calls	70
Mutual Aid by CVPH	15

CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of: "Feb19

REVENUE SOURCE	CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City) 25-2540	BINGO 0.00		0.00
Bingo Licenses (State) 1-0632	G 0632 0.00		0.00
Bingo License Fees 3% 25-2540	BINGO 669.53		669.53
Building Permits 25-2555	PRMTS 0.00		0.00
Circus License 25-2502	0.00		0.00
City Code 12-1255	0.00		0.00
Code Civil Compromise 26-2614	0.00		0.00
Contractor Fees 25-2557	CNTRR 0.00		0.00
Dog Licenses 25-2542	DOGLIC 297.50		297.50
State Neuter/Spay surcharge		45.00	45.00
Extract of Records 12-1255	CLERKF 1.00		1.00
Game of Chance Lic. (City) 25-2541	GAMCHN 0.00		0.00
Game of Chance Lic. (State) 1-0632	G 0632 0.00		0.00
Gas Permits 15-1540	FIRFEE 0.00		0.00
Going Out of Business Lic 25-2509	0.00		0.00
Hauler's Licenses 25-2505	REFLIC 380.00		380.00
Housing Code 21-2110	ZONE 0.00		0.00
Impound Fees 15-1550	PUBPND 50.00		50.00
Interest Temp 1124-2401	INTERE 1.66		1.66
Jeweler's Licenses 25-2503	VNDLIC 0.00		0.00
Marriage Licenses 25-2545	MARRIA 175.00	225.00	400.00
Notary Fees 12-1255	CLERKF 0.00		0.00
Peddler/Vendor Licenses 25-2503	VNDLIC 0.00		0.00
Returned Check Charges 12-1255	CLERKF 0.00		0.00
Sign Permits 25-2590	SIGNPM 0.00		0.00
Specifications T-30	T9300	0.00	0.00
Special Use Permits 21-2110	ZONE 0.00		0.00
Subdivision Fee 21-2110	ZONE 0.00		0.00
Subdivision Ordinance 12-1255	CLERKF 0.00		0.00
Taxi Operator's Licenses 25-2507	TXIPRT 150.00		150.00
Taxi Vehicle Licenses 25-2504	TXIVEH 20.00		20.00
Tree/Stump Removal License 25-2508	TREREM 0.00		0.00
Vital Statistics 16-1603	VITSTA 4972.00		4972.00
Zoning Ordinances 21-2110	ZONE 0.00		0.00
Zoning Variances 21-2110	ZONE 0.00		0.00
OTHER REVENUE			
Riverwalk 1127-2753	0.00		0.00
Auditorium 1127-2752	G 2752 0.00		0.00
Centennial Plaques 1127-2705	0.00		0.00
Lake Champlain Memorial 1127-	0.00		0.00
RECOVERED FUNDS			
Telephone 1-1410000-4414	0.00		0.00
Postage 1-1410000-4470	0.00		0.00
Print & Copy 1-1410000-4431	0.00		0.00
DISBURSEMENTS:	\$6,716.69	\$270.00	\$6,986.69
N.Y.S. Dept of Health \$225.00	Check No 1514		
N.Y.S. Dept of Ag & Mkts \$45.00	Check No 1515		
	Total Paid Others:		\$270.00
ADJUSTMENT: None			\$0.00
Shortage/Overage			

Chamberlain (Spec. Deposits)
Chamberlain (Net Revenues)

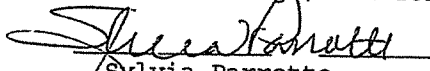
\$0.00
\$6,716.69

Check No
Check No 1516
Amount Due City Chamberlain:

\$6,716.69

\$6,986.69

Dated at Plattsburgh, New York


Sylvia Parrotte,
City Clerk

04-Mar-19

EVENT APPLICATION

EVENTS APPLICATION

Please return completed application form and any additional paperwork to:

Mayor's Office

41 City Hall Place

Plattsburgh, NY 12901

Phone (518) 563-7701 or fax (518) 561-7367

carlinb@cityofplattsburgh-ny.gov

Applications and additional paperwork can be submitted electronically or applicant can mail completed application and additional paperwork to the address above. If submitting additional paperwork electronically please click on the link below.

Additional Paperwork	Field not completed.
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EVENT INFORMATION

If this request is to hold a "small event" please read the information below. If your event qualifies as a "small event" complete Section A of this application, scroll to bottom of page, Section C, complete applicants signature area and hit submit. If you do not qualify as a "small event" complete application in its entirety.

SMALL EVENTS

Small events is defined herein as an event which does not involve a request to close a street or parking space; a parade; or to use, consume or serve alcohol on City property. Similarly a "Small Event" shall not require substantial use of electricity, or other City resources, including Police and DPW personnel.

*****Street Solicitations require Common Council Approval and are not considered a "Small Event" *****

SECTION A:

Name	Beth Davis for Mountian Lake PBS
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Email Address	bdavis@mlpbs.org
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Address	1 Sesame St.
---------	--------------

City	Plattsburgh
------	-------------

State	NY
-------	----

Zip Code	12901
----------	-------

Phone Number	518324-0125
--------------	-------------

Fax Number	Field not completed.
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Location of Event Site: *Field not completed.*

Other: *Field not completed.*

City Hall Auditorium/Rotunda: Mountain Lake PBS will invite members as a thank you for their support.

List of City Parks *Field not completed.*

Brief Description of Event and Date Requested: We would like to host a member event "Broadway in the Burgh" a Mountain Lake PBS celebration. We will delight our members with Broadway tunes presented by professional vocalists along with a talented Pianist. Wednesday April 10, 2019 at 6:00 PM - 9:00 PM

Will there be food or beverage served at this event? Yes

If yes please be aware proper permits will be required. If alcohol is served this no longer qualifies as a small event and Common Council approval will be required.

***Reminder if this qualifies as "small event" please scroll to bottom of page and hit submit.
For all other events complete remaining fields.

SECTION B:

Type of Event: *Field not completed.*

Other: *Field not completed.*

Event Date(s): 4/10/2019 6:00 PM
Event Time:

Set-Up Date/Start Time: 4/10/2019 1:00 PM

Tear Down Date/End Time: 4/10/2019 9:00 PM

Estimated Attendance: 100

Admission Fee: \$40.00

Event Details: Please see above

Is your group a non-profit/charitable organization? Yes

If yes, charitable donation #: 14-1513789

OTHER EVENT DETAILS

Power Required? Yes

Water Required? Yes

Trailer Stage Required? No

Firework No

Sanitation Facilities? No

Vendors? No

Additional Details/Requirements Not Previously Mentioned: *Field not completed.*

Alcohol? Yes

NYS Liquor Authority Rules and Regulations <http://www.sla.ny.gov>

Signature: Beth Davis

ROAD CLOSURES/PUBLIC WORKS

Does your event require road closures? No

If so what roads/intersection *Field not completed.*

s?

PARADE/WALK INFORMATION

Describe the Proposed Event Route of Parade: *Field not completed.*

EMERGENCY MANAGEMENT

All sections MUST be completed before an event will be approved or and event permit issued.

Designated Emergency Liaison (Event Day): *Field not completed.*

Cell # of Liaison: *Field not completed.*

Alternate Contact Person: *Field not completed.*

Cell # of Alternate Contact: *Field not completed.*

SECURITY *Field not completed.*

First Aid/Training/Evacuation: *Field not completed.*

TENTS *Field not completed.*

CHECKLIST *Field not completed.*

SECTION C:

SIGNATURE OF APPLICANT: Beth Davis

Municipal Events Rules <http://www.cityofplattsburgh.com/DocumentCenter/Home/View/699>

Are you in need of insurance? <https://venueliability.com/TULIP/LesseePortal/Home.aspx?cid=WXGZS%2fhTxgezXI4qdSVSdg%3d%3d>

Application Signature/Date: Beth Davis

***NOTE: Applications for small events should be submitted 10 days in advance of event.
All other events require submission 45 days in advance of event.***

Email not displaying correctly? [View it in your browser.](#)



DISCOVER

Plattsburgh

EVENTS APPLICATION

Please return completed application form and any additional paperwork to:

Mayor's Office

41 City Hall Place

Plattsburgh, NY 12901

Phone (518) 563-7701 or fax (518) 561-7367

carlinb@cityofplattsburgh-ny.gov

Applications and additional paperwork can be submitted electronically or applicant can mail completed application and additional paperwork to the address above. If submitting additional paperwork electronically please click on the link below.

Additional Paperwork

No file chosen

EVENT INFORMATION

If this request is to hold a "small event" please read the information below. If your event qualifies as a "small event" complete Section A of this application, scroll to bottom of page, Section C, complete applicants signature area and hit submit. If you do not qualify as a "small event" complete application in its entirety.

SMALL EVENTS

Small events is defined herein as an event which does not involve a request to close a street or parking space; a parade; or to use, consume or serve alcohol on City property. Similarly a "Small Event" shall not require substantial use of electricity, or other City resources, including Police and DPW personnel.

*****Street Solicitations require Common Council Approval and are not considered a "Small Event" *****

SECTION A:

Name

Rachelle Armstrong

Email Address

rachellec.armstrong@gmail.com

Address

15 Massachusetts

City

Plattsburgh

State

NY

Zip Code

12903

Phone Number

518-593-3344

Fax Number

Location of Event Site:

- Plattsburgh City Beach
- Macdonough Monument Bandshell
- Trinity Park
- Plattsburgh City Marina-portopotys must be provided
- Crete Civic Marina
- Plattsburgh Recreation Facility (Room Fees May Apply)
- City Park (Please select from list below)
- City Hall Building (auditorium & perhaps hallway space)
- Other: Please list in box below

Other:

City Hall Auditorium/Rotunda:

The Plattsburgh Sustainability Committee wishes to hold an event to educated the public & Common Council about the need/benefit of

If the request is for the use of Auditorium/Rotunda, and you are an individual or a for-profit organization, please describe how the event is for a public benefit, and which non-profit civic group the event profits will be forwarded to, including contact information for that non-profit civic group.

Signing the NYS Climate Smart Pledge & becoming a Climate Smart Community

List of City Parks

- Belmont Park
- Broadway Park
- Centennial Park
- Champlain Park
- Fort Brown Park
- Hamilton Park
- Jay Park & Terry Gordon Bike Path
- Lakeview Park & Soldier Point
- MacDonough Park
- Melissa Penfield Park
- Peter Blumette Park
- Riverview Park
- South Acres Park
- South Platt Street Park
- Tremblay Park
- Trinity Park
- U.S. Oval
- Wilcox Dock

Brief Description of Event and Date Requested:

If requesting use of electricity or water a fee may apply.

Will there be food or beverage served at this event?

- Yes
- No

If yes please be aware proper permits will be required. If alcohol is served this no longer qualifies as a small event and Common Council approval will be required.

***Reminder if this qualifies as "small event" please scroll to bottom of page and hit submit.

For all other events complete remaining fields.

SECTION B:

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina Booking - portopotys must be provided
- Family Picnic
- Demonstation
- Street Solicitation: No rain dates, map of permitted intersections and guidelines are available from the City Clerk's Office
- Other: Please specify in box below

Other:

Public/Council presentation

Event Date(s): Event Time:

~~04/22/2019~~ 04/22/2019 7:00-9:00

Set-Up Date/Start Time:

~~mm/dd/yyyy~~ ~~hh:mm am/pm~~ ~~4:00~~ 4/22/19

Tear Down Date/End Time:

4/22/19 9:30

Estimated Attendance:

100

Admission Fee:

none

Event Details:

Speakers (student + adult), slide show, music, (PP)

Is your group a non-profit/charitable organization?

- Yes
- No

If yes, charitable donation #:

OTHER EVENT DETAILS

Power Required?

- Yes
- No

If requesting use of electricity a fee will apply.

Water Required?

- Yes
- No

If requesting use of water a fee will apply.

Trailer Stage Required?

- Yes
- No

Event organizer responsible for pick up/return of stage.

Firework

- Yes
- No

Sanitation Facilities?

- Yes
- No

Event organizer responsible for providing sanitation facilities (portopottys)

Vendors?

- Yes
- No

only building bathrooms

Additional Details/Requirements Not Previously Mentioned:

Alcohol?

- Yes
- No

Applicant is responsible for obtaining applicable Liquor License.

NYS Liquor Authority Rules and Regulations

<http://www.sla.ny.gov>

Signature:

By signing you acknowledge that you have read, understand and will comply with the City of Plattsburgh Municipal Alcohol Policy.

Typing in name/submitting is same as a signature.

ROAD CLOSURES/PUBLIC WORKS

Does your event require road closures?

- Yes
- No

If so what roads/intersections?

PARADE/WALK INFORMATION

Describe the Proposed Event Route of Parade:

EMERGENCY MANAGEMENT

All sections MUST be completed before an event will be approved or and event permit issued.

Designated Emergency Liaison (Event Day):

Cell # of Liaison:

First Name, Last Name

Alternate Contact Person:

Cell # of Alternate Contact:

First Name, Last Name

SECURITY

The City Police Department will not provide security for events. Will your event require security, if so please describe how you will secure the event venue. If no security required simply note such.

First Aid/Training/Evacuation:

Who is responsible for first aid at your event, please identify their location? What training will you provide to your volunteers/staff/participants regarding emergencies? How will you evacuate the area in the case of an emergency/disaster? Location of exits?

TENTS

If you plan on having tents at your event, please list all sizes.

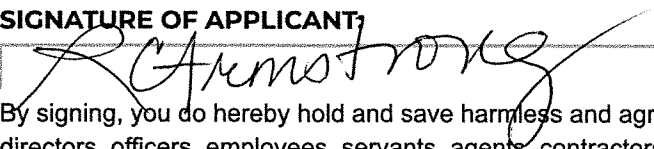
CHECKLIST

- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasions Permit
- Vendors (Food vendors need permit for Clinton County Health Department, Certificate of Liability listing City of Plattsburgh as additional insured and permit from the City Clerk's Office if approved)
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

Please submit the documents mentioned above (if applicable)with your event application. Once all required forms are received your event will be presented to Common Council for approval/disapproval.

SECTION C:

SIGNATURE OF APPLICANT:



By signing, you do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

Typing in name/submitting is same as a signature.

Municipal Events Rules

<http://www.cityofplattsburgh.com/DocumentCenter/Home/View/699>

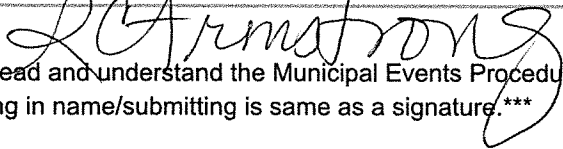
Please click on the link for full text of Municipal Events Rules.

Are you in need of insurance?

<https://venueability.com/TULIP/LesseePortal/Home.aspx?cid=WYGZS%2fhTxqezXl4qdSVSdg%3d%3d>

Please click on the link for access to purchase insurance.

Application Signature/Date:

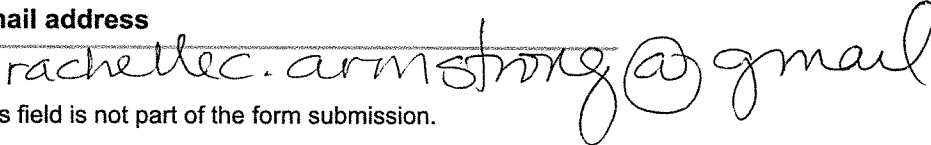

I have read and understand the Municipal Events Procedures and I will abide by all guidelines therein.
Typing in name/submitting is same as a signature.

*****NOTE: Applications for small events should be submitted 10 days in advance of event. All other events require submission 45 days in advance of event.*****

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Email address


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