

1. Agenda

Documents:

[AGENDA 06-06-19.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 060619.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 060619.PDF](#)

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

June 6, 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 30, 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 June 5, 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 28 - June 3, 2019
- Report from the Building Inspector's office for the week of May 29 - June 4, 2019
- Report from the City Clerk's Office of all monies received during the month of May 2019 in the total amount of \$9,879.40

• **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 June 7, 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: None

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves a

Police Department employee to attend "Police Mental Health New Instructor Training" from June 17 - 19, 2019 in Rochester, NY. The total cost will not exceed \$658.75 and will be expensed out of the Asset Forfeiture Fund.

By Councilor _____; Seconded by Councilor _____

Discussion:

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

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: June 4, 2019

RE: Fire and Ambulance Responses

For this week's period: Tuesday, May 28, 2019 to Monday, June 3, 2019
our Department has responded to the following:

Fire Calls

7

- 3 EMS assist initiated patient care prior to transport ambulance
- 2 alarm activation with investigation of cause
- 1 excessive heat, scorch burns with investigation
- 1 MVA with patient care and hazardous mitigation

Ambulance Calls

63

Mutual Aid by CVPH

14

06/04/2019 11:09
14271bee

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P
picvi1ptc
1

DEPARTMENT: Building Inspector

REPORTING PERIOD: 05/29/19 TO 06/04/19

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GARBAGE	4
DEPARTMENT TOTALS	4
REPORT TOTALS	4

** END OF REPORT - Generated by Lisa Beebie **





DEPARTMENT: Building Inspector REPORTING PERIOD: 05/29/19 TO 06/04/19 CREATED
 COMPLAINT/VIOLATION COMMENT AREA SOURCE RESPONSIBLE PARTY SEVERITY COMPLIED

1686 119 COURT ST SEVERITY 0 PHONE CALL 0 NANCY WOODWARD COMPLIED BY COMPLIED 06/04/2019

VIOLATION GARBAGE PILES OF BRUSH THAT HAVE BEEN IN YARD FOR DAYS
 STEPS INITIAL INSPECT ACTION TYPE INSPECTION STATUS NEW NOTICE SCHEDULED STARTED COMPLETED
 NOTICE INSPECTION NEW 06/05/19
 REINSPECT NEW
 ORDER PICK UP OTHER NEW

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
 COMPLAINT NICK WALKER 06/05/19 06/05/19 .00
 COMPLAINT NICK WALKER 06/05/19 06/05/19 .00

COMPLAINT/VIOLATION TOTALS .00

1685 127 MILLER ST SEVERITY 0 THOMAS LAWRENCE COMPLIED BY COMPLIED 06/04/2019
 VIOLATION GARBAGE PILES OF BRUSH THAT HAVE BEEN IN YARD FOR DAYS

STEPS INITIAL INSPECT ACTION TYPE INSPECTION STATUS NEW NOTICE SCHEDULED STARTED COMPLETED
 NOTICE INSPECTION NEW 06/05/19
 REINSPECT NEW
 ORDER PICK UP OTHER NEW

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
 COMPLAINT NICK WALKER 06/05/19 06/05/19 .00
 COMPLAINT NICK WALKER 06/05/19 06/05/19 .00

COMPLAINT/VIOLATION TOTALS .00

1683 5014 SO CATHERINE ST SEVERITY 0 BAER STEVEN R . COMPLIED BY COMPLIED 05/29/2019
 VIOLATION GARBAGE PILED UP AT RESIDENCE SINCE SUNDAY AREA 0 COMPLIED BY COMPLIED 6 DAYS OPEN

STEPS INITIAL INSPECT ACTION TYPE INSPECTION STATUS NEW NOTICE SCHEDULED STARTED COMPLETED
 NOTICE INSPECTION NEW 05/30/19
 REINSPECT NEW
 ORDER PICK UP OTHER NEW

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
 COMPLAINT 05/30/19 05/30/19 .00
 COMPLAINT 05/30/19 05/30/19 .00

REFERENCE LOCATION AREA RESPONSIBLE PARTY
 CASE SOURCE SEVERITY
 COMPLAINT/VIOLATION COMMENT

COMPLAINT/VIOLATION TOTALS .00

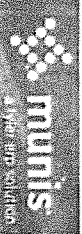
1684 69 BRINKERHOF ST SEVERITY PHONE CALL 0 STEPHEN H TAHY 06/03/2019
 VIOLATION AREA COMPLY BY COMPLIED 1 DAYS OPEN
 GARBAGE
 CALLER SAYS GARBAGE HAS BEEN PILED UP AT THIS ADDRESS SINCE COLLEGE STUDENTS LEFT FOR THE SUMMER.

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
 INITIAL INSPECT NEW NEW 06/04/19
 NOTICE INSPECTION NEW NEW
 REINSPECT INSPECTION NEW
 ORDER PICK UP OTHER NEW
 INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
 COMPLAINT NICK WALKER 06/04/19 06/04/19 .00
 COMPLAINT NICK WALKER .00
 COMPLAINT/VIOLATION TOTALS .00

DEPARTMENT TOTALS 4 COMPLAINTS/VIOLATIONS 0 COMPLETED .00
 COMPLAINT/VIOLATION ACTIVITY 05/29/19-06/04/19: 4 CREATED

REPORT TOTALS 4 COMPLAINTS/VIOLATIONS 0 COMPLETED .00
 COMPLAINT/VIOLATION ACTIVITY 05/29/19-06/04/19: 4 CREATED

** END OF REPORT - Generated by Lisa Beebie **



CITY OF PLATTSBURGH, NEW YORK
OFFICE OF THE CITY CLERK

Following is a complete statement of all monies received during the month of: May19

REVENUE SOURCES			CITY REVENUE	DUE OTHERS	TOTAL
Bingo Licenses (City)	25-2540	BINGO	\$0.00		\$0.00
Bingo Licenses (State)	1-0632	G 0632			\$0.00
Bingo License Fees 3%	25-2540	BINGO	\$352.93		\$352.93
Building Permits	25-2555	PRMTS			\$0.00
Circus License	25-2502				\$0.00
City Code	12-1255				\$0.00
Code Civil Compromise	26-2614				\$0.00
Contractor Fees	25-2557	CNTRR			\$0.00
Dog Licenses	25-2542	DOGLIC	\$497.50		\$497.50
State Neuter/Spay Surcharge				\$77.00	\$77.00
Extract of Records	12-1255	CLERKF			\$0.00
Game of Chance Lic. (City)	25-2541	GAMCHN			\$0.00
Game of Chance Lic. (State)	1-0632	G 0632			\$0.00
Gas Permits	15-1540	FIRFEE	\$130.00		\$130.00
Going Out of Business Lic	25-2509				\$0.00
Hauler's License	25-2505	REFLIC			\$0.00
Housing Code	21-2110	ZONE			\$0.00
Impound Fees	15-1550	PUBPND	\$100.00		\$100.00
Interest Temp	1124-2401	INTERE	\$1.97		\$1.97
Jeweler's Licenses	25-2503	VNDLIC			\$0.00
Marriage Licenses	25-2545	MARRIA	\$577.50	\$742.50	\$1,320.00
Notary Fees	12-1255	CLERKF			\$0.00
Peddler/Vendor License	25-2503	VNDLIC	\$0.00		\$0.00
Returned Check Charges	12-1255	CLERKF			\$0.00
Sign Permits	25-2590	SIGNPM			\$0.00
Specifications	T-30	TP300			\$0.00
Special Use Permits	21-2110	ZONE			\$0.00
Subdivision Fee	21-2110	ZONE	\$0.00		\$0.00
Subdivision Ordinance	12-1255	CLERKF			\$0.00
Taxi Operator's Licenses	25-2507	TXIPRT	\$150.00		\$150.00
Taxi Vehicle Licenses	25-2504	TXIVEH	\$0.00		\$0.00
Tree/Stump Removal License	25-2508	TREREM	\$520.00		\$520.00
Vital Statistics	16-1603	VITSTA	\$6,730.00		\$6,730.00
Zoning Ordinances	21-2110	ZONE			\$0.00
Zoning Variances	21-2110	ZONE			\$0.00
OTHER REVENUE					
Riverwalk					
1127-2753					\$0.00
Auditorium					
1127-2752		G 2752	\$0.00		\$0.00
Centennial Plaques					
1127-2705					\$0.00

Lake Champlain Memorial

1127-

RECOVERED FUNDS

Telephone

1-1410000-4414

\$0.00

Postage

1-1410000-4470

\$0.00

Print & Copy

1-1410000-4431

\$0.00

DISBURSEMENTS:

\$9,059.90 \$819.50

\$9,879.40

NYS Dept of Health

\$742.50 Check No 1523

NYS Dept of Ag & Mkts

\$77.00 Check No 1524

TOTAL PAID OTHERS:

\$819.50

ADJUSTMENT: NONE

Shortage/Overage

Chamberlain (Spec. Deposits)

\$0.00 Check No

Chamberlain (New Revenue)

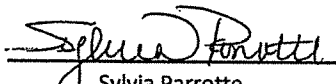
\$9,059.90 Check No 1525

Amount Due City Chamberlain:

\$9,059.90

Dated at Plattsburgh, New York

\$9,879.40


Sylvia Parrotte,

City Clerk

4-Jun-19



Plattsburgh Police Department

45 PINE STREET

Plattsburgh, New York

518-563-3411

518-566-9000 (FAX)

LEVI J. RITTER

Chief of Police

May 28, 2019

Mayor Colin L. Read
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval for a Police Department employee to travel to Rochester, NY for "Police Mental Health New Instructor Training" in Rochester, NY on 6/17/19- 6/19/19, with a travel day of 6/16/19. The total cost should not exceed \$658.75 as there is no cost for the training and the lodging and meal per diem will be paid out of asset forfeiture. Because of the late notice of this training it will need to be approved at the next Common Council meeting on 6/6/19. Your consideration in this matter is very much appreciated. If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "L. Ritter", written over a vertical line that extends from the signature down to the typed name below.

Chief Levi Ritter
Plattsburgh Police Department

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 6/07/2019

City:	Payee	Description	Amount
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	71,676.53
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	30,635.89
	ProAct, Inc.	Prescription health care cost for actives & retirees - May 1st - 15th, 2019 - all depts.	27,638.97
	Wind River Environmental LLC	39 loads of sludge hauled to Franklin County & Grasslands - WPCP - May 2019	16,827.82
	Exxon-Mobil Fleet Services	Fuel for City vehicles for all departments - April/May 2019 usage	12,979.75
	Firematic Supply Co.	Replacement faulty foam pump, engine #283 - Fire - May 2019	10,298.94
	Thatcher Company of New York	4959.6 gallons 30% Sodium Thiosulfate solution purification - WPCP - May 2019	8,941.57
	Robert Loughan	207(a) retro pay from 01/2012 - 04/2015 - Fire Benefits - May 2019	7,452.88
	Platinum Plus for Business	Credit card - WPCP, DPW, Pol, Fire, Mayor, CD/Rec, 2019	4,107.58
	Pitney Bowes Reserve Account	Postage for mail machine reserve account - Data Proc - May 2019	4,000.00
	Hanes Supply Inc.	Signs, sign stands, harnesses, tripod - DPW - May 2019	2,878.23
	Clinton County Treasurer	Ambulance supplies purchased through hospital - Fire - April 2019	2,803.08
	Fleet Business Products Inc.	#10 window envelopes for utility billing - Data - May 2019	2,784.80
	NYS Electric & Gas	Elec. & gas charges all facilities - WPCP (Pump), Pol, Lib, DPW - May 2019	2,703.47
	Surpass Chemical Co.	3006 gal Surchlor Bulk Sodium Hypochlorite - WFP - May 2019	2,591.17
	NEWS of New York Inc.	Solid waste landfill disposal fees - DPW - May 2019	2,394.02
	Ferguson Waterworks #576	Repair parts for water leak at 29 Fort Brown Dr - DPW - May 2019	1,880.70
	Devin Clarke	Tuition reimbursement - Summer class - June 2019	1,860.06
	G & G Tire	Various tire/repair costs Police & DPW - May 2019	1,854.61
	Showtime Gigs Entertainment	Music by Glass Onion for Hunger Games - Celebrations - June 2019	1,500.00
	AuSable Valley Fuel, Inc.	Gasoline purchases 649.8 gallons- Police - May 2019	1,412.66
	Midwest Tape LLC	Misc DVDs & talking books - Library - April 2019	1,321.52
	Underhill Garage, Inc.	KT oilpan, bolts, towels, pump, chambers - DPW - May 2019	1,316.94
	Baker & Taylor	Book purchases for the month of April 2019 - Library	1,196.31
	Jointa Lime Company	Asphalt purchased for road repairs - DPW - May 2019	1,141.07
	Lowe's Companies Inc.	DPW, WFP, Rec Ctr, and WPCP - May 2019	1,138.82
	Temp-Press Inc.	Quarterly calibration of water filtration plant instruments - DPW - May 2019	1,095.00
	Cyncon Equipment Inc.	Pilot check valves & nozzle for Johnston Sweeper - DPW - May 2019	1,094.12
	W.B. Mason	Various supply purchases for City departments - May 2019	1,092.86
	Upstone (f/k/a Graymont) Materials Inc.	Top for road maint & repairs- DPW - May 2019	1,061.28
	Soundesign Entertainment	Sound production for Hunger Games - Celebrations - June 2019	1,000.00
	Others - 95 total others	Various (average \$135.07 each)	<u>12,831.75</u>
		Total City	<u>243,512.40</u>
MLD:			
	City Chamberlain	June 2019 PILOT (\$35,000) & City Svcs (\$45,000)	80,000.00
	City Chamberlain - Reserves	Trans MLD operating cash to MLD HDLS Restricted	42,918.26
	IEEP - Energy Efficiency Program	Monthly Efficiency Program payment from customer collections May 2019	41,826.48
	City Chamberlain	Sales tax for May 2019 transfer to make state payment	31,225.50
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	6,243.16
	Exxon-Mobil Fleet Services	360.66 gallons gasoline & 536.11 gallons diesel - April/May 2019	2,209.13
	Refunds (5)	Refund customers deposits & credit balances - May/June 2019	2,039.46
	Unifirst Corp.	Uniform service for 16 MLD workkrs - May 2019	2,029.45
	Taylor Rental Center	Male univers plug, excavator rental, hose, asphalt blade, saw rental - May 2019	1,814.88
	Hynes Electric Company	DP RWF series stat kit - replacement for Babe Ruth Field lights - May 2019	1,701.64
	Clinton County DSS (4)	Refunds of HEAP payments applied to electricity accts - Dec 2017/May 2019	1,455.33
	Others - 8 total	Various (average \$290.88 each)	<u>2,327.11</u>
		Total MLD	<u>215,790.40</u>
Specials:			
	Journal Vouchers (not expenditures)	May month-end City utility invoice payment transfers - processed 5/31/2019	36,127.90
	Capital Expenditures	Crete Ctr floor repairs - Feb 2019	7,693.91
		Total Specials	<u>43,821.81</u>
	Gross Total		\$ 503,124.61
	Less: Inter-Fund Transactions		<u>159,046.16</u>
	Total Net Expenditures		<u>\$ 344,078.45</u>
Payroll:			
		Pay Period	Year to Date
	Total Payroll Headcount	252	292
	Base Hourly & Salary	353,490.03	\$ 4,747,397.71
	Overtime, Standby & Shift Differentials	53,017.84 15.00%	550,168.18 11.59%
	Vacation, Holiday, Pers. & Accum. (YTD Morse 2.7k, Bell 12.0k, McFalls 5.3k, Primard 4.8k)	68,482.58 19.37%	782,056.43 16.47%
	Leave & severance	21,227.59 6.01%	272,433.80 5.74%
	Sick, Bereavement Leave, Jury Longevity - AFSCME bi-weekly \$4.3k Mgmt. bi-weekly \$3k	7,336.07 2.08%	87,653.00 1.85%
	Higher Class Pay	48.27 0.01%	20,480.00 0.43%
	Sick Leave Buyout		-
	Health Insurance Buyout		24,750.00 0.52%
	Clothing/Uniform Allow - PD, MLD	Pol Uniform Maint 23.1k	23,125.00 0.49%
	College Degree Allowances		-
	Severance - sick leave time (YTD Bell 29.9k, McFalls 15.3k, Primard 11.2k)		56,374.76 1.19%
	Retroactive Pay	0.00%	<u>693,161.01</u> 14.60%
	Grand Total	<u>\$ 503,602.38</u>	<u>\$ 7,257,599.89</u>
	Overtime, Standby & Shift Diff	Fire \$ 16,413.33 30.96%	\$ 190,278.70 34.59%
		Police 9,275.04 17.49%	141,050.20 25.64%
		DPW 16,611.62 31.33%	106,854.33 19.42%
		MLD 6,091.71 11.49%	56,109.14 10.20%
		WPCP 2,836.99 5.35%	32,665.02 5.94%
		Other City Depts. 1,789.15 3.37%	21,521.31 3.91%
		Library - 0.00%	<u>1,689.48</u> 0.31%
		Overtime, Standby & Shift Diff - by depart.	<u>\$ 53,017.84</u>
			<u>\$ 550,168.18</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2019 Budget vs. Actual
Payroll Period Ended 6/7/2019
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	383,573.00	166,007.81	190,278.70	(24,270.89)
Police	281,486.00	121,825.25	141,050.20	(19,224.95)
DPW	177,577.00	76,854.13	106,854.33	(30,000.20)
MLD	137,607.00	59,555.38	56,109.14	3,446.24
WPCP	59,475.00	25,740.38	32,665.02	(6,924.64)
Other City	21,930.00	9,491.16	21,521.31	(12,030.15)
Library	<u>4,842.00</u>	<u>2,095.58</u>	<u>1,689.48</u>	<u>406.10</u>
Total	<u>1,066,490.00</u>	<u>461,569.69</u>	<u>550,168.18</u>	<u>(88,598.49)</u>
Net O/T Cost	YTD Actual	O/T Recoveries	Net O/T Cost	Net YTD Variance
Fire	190,278.70		190,278.70	(24,270.89)
Police	141,050.20		141,050.20	(19,224.95)
DPW	106,854.33		106,854.33	(30,000.20)
MLD	56,109.14		56,109.14	3,446.24
WPCP	32,665.02		32,665.02	(6,924.64)
Other City	21,521.31		21,521.31	(12,030.15)
Library	<u>1,689.48</u>	<u></u>	<u>1,689.48</u>	<u>406.10</u>
Total	<u>550,168.18</u>	<u>-</u>	<u>550,168.18</u>	<u>(88,598.49)</u>