

1. Agenda 012816

Documents: [AGENDA 01-28-16.PDF](#)

2. Supporting Documents

Documents: [MEETING DOCS 012816.PDF](#)

3. Claims Analysis 012816

Documents: [CLAIMS ANALYSIS 012816.PDF](#)

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

January 28, 2016

5:30 P.M.

AGENDA

Present: Mayor James Calnon, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Paul O’Connell (W4), Becky Kasper (W5), Joshua Kretser (W6)

Absent:

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the regular meeting of the Common Council held on January 14, 2016 and a Special Meeting held on January 21, 2016 are approved and placed on file among the public records of the City Clerk’s Office.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending January 20, 2016 in the amount of \$ 506,831.41 and January 27, 2016 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 _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the weeks of January 14 - 27, 2016
- Report from the Building Inspector’s office January 26, 2016
- Report of Public Hearing held by the Zoning Board of Appeals on January 19, 2016
- Report from the Parking Violations Bureau for December 2015

RESOLVED: That the reports as listed are hereby ordered received and placed on file among the public records of the City Clerk’s Office.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. **AUDIT OF CLAIMS:**

RESOLVED: That the bills Audited by the Common Council for the week ending January 22, 2016 in the amount of \$ 779,002.69 and January 29, 2016 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 _____
Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

6. **PERSONS ADDRESSING COUNCIL:**

7. **OTHER ITEMS:**

A. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H7020.18 South Platt St. Facilities Upgrades for 40,000 to provide for the cost of site facilities rehabilitation and replacement work.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves MLD to write-off unpaid final bills from October 1, 2014 to October 31, 2014 in the total amount of \$2,342.49. The percentage of write-offs for this period is .23%.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

C. RESOLVED: In accordance with the request therefore the Common Council approves a leave of absence for Garrett Mastic from his position as Automobile Mechanic in Public Works effective February 1, 2016 until January 31, 2017 to take a position of Line Helper in the Municipal Lighting Department.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

D. Introduced: Local Law P-2 of 2016: To change the form of government from current Mayor-Council format to City Manager format as detailed in the Charter Commission final report. This law, after adoption, will be placed on a referendum ballot for approval by the people of the City of Plattsburgh.

By _____

Public Hearing Date set by Mayor: _____

E. RESOLVED: In accordance with the request therefore the Common Council approves Dana Isabella of Champlain Valley Family Center to hold the 3rd Annual 5kFWD at the Plattsburgh City Beach on Saturday June 25 at 9am.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves Building Inspector Joseph McMahon, Housing Inspectors Kenneth Primard, Claude Bouchard and Kyle Burdo to attend the “21st Annual Lake Placid Conference First Preventer Institute” in Lake Placid, NY from February 29 – March 3, 2016 at a cost not to exceed \$1,140. This codes education conference provides mandatory training hours to retain Code Enforcement Certification.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves two Police Department Employees to attend “2016 NY Tactical Officers Training Conference for Taser Instructor certification, Less Lethal Instructor certification and Chemical Munitions Instructor certification” from April 25 – 28, 2016 in Verona, NY. The total cost will not exceed \$1,634.48 and will be expensed out of the Asset Forfeiture fund.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS:

11. CLOSING PUBLIC COMMENTS:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____
Roll call Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

MEETING ADJOURNED: _____



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7549
Fax: 518-561-8236
lawliss@chief@plattsburgh-ny.gov

MEMO

TO: Mayor James Calnon
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: January 28, 2016

RE: Fire and Ambulance Responses

For this two week period: Thursday, January 14, 2016 through Wednesday, January 27, 2016 our Department has responded to the following:

Fire Calls	<u>26</u>
	1 water rescue
	6 system activation
	5 EMS assist
	3 MVA
	1 smoke/odor removal
	4 excessive heat, scorch burns
	2 water/steam leak
	1 dispatched cancelled en route
	1 refrigeration leak
	2 over pressure rupture
Ambulance Calls	88
Mutual Aid by CVPH	17

January 26, 2016

COMPLAINT REPORT

LOCATION	OWNER NAME	COMPLAINT DATE	VIOLATION DESCRIPTION 1	VIOLATION COMMENT 1	COMP NAME1
47 SETH SQ	<u>STEPHEN HAROLD A BOOKER</u>	01/20/16	FIRE SAFETY	SMALL FIRE WITHIN UNIT.	JOSEPH MCMAHON
9 SMITH ST	<u>RAMATOULAYE D HAMADOU</u>	01/21/16	GARBAGE	GARBAGE CANS NOT COVERED. NEVER COVERED. TRASH ALL OVER STREET. NEEDS TO MOVE GARBAGE TO BACK YARD. UNLICENSED CAR. GARBAGE BLOWS ALL OVER STREET. GARBAGE BLOWN ALL OVER DUE TO CONTAINERS NOT COVERED. CROWS ALL OVER GARBAGE TODAY. IN STREET ALSO. ACROSS THE STREET. UP THE STREET. SHOULD BE FINED. THIS IS CONTINUING PROBLEM.	JULIE KELLY
9 SMITH ST	<u>RAMATOULAYE D HAMADOU</u>	01/21/16	GARBAGE		Anonymous



Plattsburgh, New York

Building & Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

January 21, 2016

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor & Common Council:

At the regular meeting of the Zoning Board of Appeals held on January 19, 2016, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2033	ADIRONDACK REGIONAL THEATRE 115 COURT STREET	CLASS A VARIANCE REQUEST TO EXTEND VARIANCES FOR ESTABLISH OFFICE AND STORAGE SPACE FOR NONPROFIT COMMUNITY THEATER GROUP APPROVED AT ZBM HELD 6/15/15 APPROVED
2034	ADIRONDACK REGIONAL THEATRE 115 COURT STREET	CLASS B VARIANCE REQUEST TO EXTEND VARIANCE FOR REQUEST TO APPROVE PARKING DEFICIENCY APPROVED AT ZBM HELD 6/15/15 APPROVED

Sincerely,

Joseph McMahon
Building Inspector

/dn

CC: City Clerk



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

January 12, 2016

Mayor James E. Calnon
And Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor and Council Members;

Attached please find the monthly report of the Parking Violations Bureau for December 2015.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for December 2015

	<u>Dec 2015</u>	<u>Dec 2014</u>
TICKETS ISSUED:	154	287
TICKETS COLLECTED:	38	267
REVENUE FOR MONTH:	\$1,555.50	\$8,467.00

YEAR TO DATE TOTALS:

	<u>Dec 2015</u>	<u>Dec 2014</u>
TICKETS ISSUED:	2068	3143
TICKETS COLLECTED:	1862	2693
REVENUE:	\$55,384.55	\$69,252.49
COMPARISON:	Parking tickets issued for Dec. 2015: Down 133 Parking tickets collected for Dec. 2015:Down 229 Revenue for Dec. 2015: Down \$6,911.50 Amount Dismissed: \$109.50	

Breakdown for December

CITY OF PLATTSBURGH PARKING TICKET SYSTEM

12/31/2015

SUMMARY OF PARKING TICKETS - BY OFFICER

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
1 HANDICAP	0	0	0	0	36	0
2 NO PARKING	1	55	0	0	245	15
3	0	0	0	1	18	15
4 OVERTIME 30 MIN	0	2	0	0	88	0
5 OVERTIME 2 HRS	0	6	0	0	357	0
6 NO STAND/STOP	0	1	0	0	2	0
7 FIRE HYDRANT	0	0	0	0	13	0
8 FIRE LANE	0	0	0	0	0	0
10 BLOCKING SIDEWALK	0	7	0	0	33	0
11 LEFT WHEEL CURB	0	0	0	0	0	0
12 BLOCKING XWALK	0	2	0	0	11	0
13 BLOCK DRIVEWAY	0	5	0	0	8	0
14 LOADING ZONE	0	0	0	0	3	0
15 DOUBLE PARK	0	2	0	0	2	0
16 TOO CLOSE INTERSE	0	0	0	0	0	0
18 OBST. LANE	0	1	0	0	7	0
19 TAXI ONLY	1	37	0	0	55	15
20 BUS STOP	0	0	0	0	0	0
22 WRONG WAY	0	0	0	0	0	0
23 EMPLOYEE PERMIT	0	0	0	0	0	0
24 PARKING BAN	0	0	0	0	0	0
25 UNINSPECTED	0	3	1	1	253	35
26 OVERTIME PARKING	0	0	0	0	31	0
27 OVERTIME 4 HOUR	0	0	0	0	1	0
40 UNREGISTERED	0	2	2	2	82	100
41 DOUBLE PARK	0	0	0	0	1	0

42 NO PARKING	0	0	0	0	0	0.00	0.00
43 NO STANDING	0	0	0	0	0	0.00	0.00
44 SIDEWALK	0	3	0	0	0	0.00	50.25
45 INTERSECTION	0	3	0	0	0	0.00	55.50
46 CROSSWALK	0	3	0	0	0	0.00	84.00
47 ZONE/CURB	0	1	0	0	8	0.00	334.00
52 HIGHWAY	0	0	0	0	0	0.00	0.00
53 RDW/ROW	0	0	0	0	0	0.00	0.00
54	0	0	0	0	0	0.00	0.00
55 TAXI ZONE	3	9	0	0	37	68.25	1,795.50
56 BUS ZONE	0	0	0	0	1	0.00	15.00
57 CROSSWALK 20'	0	1	0	0	2	0.00	92.25
60 OBST. SIDEWALK	0	1	0	0	1	0.00	35.00
62 FIRE HYDRANT	1	2	0	0	0	0.00	30.00
63 UNLAWMOV	0	0	0	0	2	0.00	33.00
64 WWVY2WAY	0	15	0	0	47	0.00	2,433.00
65 WWVY1WAY	0	0	0	0	2	0.00	30.00
67 ANGLE	0	0	0	0	0	0.00	0.00
68 OVERLINE	0	2	0	0	5	0.00	282.00
69 OVERTIME 10 MIN	0	0	0	0	0	0.00	0.00
70 OVERTIME 30 MIN	0	1	0	0	0	0.00	15.00
71 OVERTIME 1 HR	0	0	0	0	110	0.00	3,519.00
72 OVERTIME 2 HR	0	2	0	0	0	0.00	108.75
73 OVERTIME 4 HR	0	0	0	0	0	0.00	0.00
78 TIME LOADING	0	0	0	0	0	0.00	0.00
79 EMERGENCY	0	0	0	0	0	0.00	0.00
80 FIRELANE	0	0	0	0	0	0.00	0.00
81 HANDICAP	0	1	0	0	0	0.00	75.00
82 TRAILER	0	0	0	0	5	0.00	265.00
86 SNOW BAN	0	51	1	14	35.00	6,402.50	
87 LIM SNOW BAN	0	0	132	264	4,585.00	17,702.00	
88 UNINSPECTED	0	2	0	0	0.00	92.00	
89 UNREG MV	0	0	0	0	0.00	0.00	
90 NO PARKING EVEN	0	1	0	4	0.00	77.25	

91 NO PARKING ODD	0	0	0	0	4	0.00	62.25
92 NO PARK 7AM-5PM	0	0	1	6	33.75	222.75	
95 20' INTERSECTION	0	0	0	3	0.00	81.75	
98 12" CURB	0	1	0	5	0.00	143.25	
99 12"CURB 1 WAY	0	0	0	1	0.00	15.00	
101 FACING WRONG2W	0	0	0	0	0.00	0.00	
105 EXCEEDED 72HRS	0	1	0	0	0.00	15.00	
107 SNOW 12:01-6 AM	0	0	2	2	70.00	70.00	
108 SNOW CPL 2AM-6AM	0	0	7	24	245.00	1,923.00	
111 FRONT YARD	0	0	0	1	0.00	332.00	
Other	0	0	2	76	0.00	0.00	
TOTALS:	5	223	149	1870	5,217.00	105,404.50	

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 254
TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 254

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDLS = 83.07%

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDLS = 83.07%

SUMMARY OF PARKING TICKETS - BY OFFICER

VL --DESCRIPTION-- MANUAL-MTD MANUAL-YTD HH-MTD HH-YTD -VALUE-MTD- -VALUE-YTD-

01 HANDICAP	0	0	0	36	0.00	4,158.00
02 NO PARKING	1	55	0	245	15.00	9,864.00
03 OVERTIME 10MIN.	0	0	1	18	15.00	1,351.50
04 OVERTIME 30 MIN	0	2	0	88	0.00	3,765.75
05 OVERTIME 2HRS.	0	6	0	357	0.00	11,908.75
06 NO STAND/STOP	0	1	0	2	0.00	100.50
07 FIRE HYDRANT	0	0	0	13	0.00	774.50
10 BLOCKING SIDEWL	0	7	0	33	0.00	1,017.75
105 EXCEEDED 72HRS	0	1	0	0	0.00	15.00
107 SNOW 2AM-6AM	0	0	2	2	70.00	70.00
108 SNOW CPL 2AM-6A	0	0	7	24	245.00	1,923.00
111 FRONT YARD	0	0	0	1	0.00	332.00
12 BLOCKING XWALK	0	2	0	11	0.00	329.25

13	BLOCK DRVWAY	0	5	0	8	0.00	555.75
14	LOADING ZONE	0	0	0	3	0.00	215.75
15	DOUBLE PARK	0	2	0	2	0.00	93.75
18	OBSTRUCT LANE	0	1	0	7	0.00	933.00
19	TAXI ONLY	1	37	0	55	15.00	3,129.75
25	UNINSPECTED	0	3	1	253	35.00	20,575.00
26	OVERTIME PARK	0	0	0	31	0.00	596.25
27	OVERTIME 4 HOUR	0	0	0	1	0.00	15.00
40	UNREGISTERED	0	2	2	82	100.00	9,610.50
41	DOUBLE PARK	0	0	0	1	0.00	18.75
44	SIDEWALK	0	3	0	0	0.00	50.25
45	INTERSECTION	0	3	0	0	0.00	55.50
46	CROSSWALK	0	3	0	0	0.00	84.00
47	BEYOND CURB	0	1	0	8	0.00	334.00
55	TAXI ZONE	3	9	0	37	68.25	1,795.50
56	BUS ZONE	0	0	0	1	0.00	15.00
57	CROSSWALK 20'	0	1	0	2	0.00	92.25
60	OBST. SIDEWALK	0	1	0	1	0.00	35.00

62	FIRE HYDRANT	0	2	0	0	0.00	30.00
63	UNLAWMOV	0	0	0	2	0.00	33.00
64	WWWY2WAY	0	15	0	47	0.00	2,433.00
65	WWWY1WAY	0	0	0	2	0.00	30.00
68	OVERLINE	0	2	0	5	0.00	282.00
70	OVERTIME 30MIN	0	1	0	0	0.00	15.00
71	OVERTIME 1 HR	0	0	0	110	0.00	3,519.00
72	OVERTIME 2HR	0	2	0	0	0.00	108.75
81	HANDICAP	0	1	0	0	0.00	75.00
82	TRAILER	0	0	0	5	0.00	265.00
86	SNOW BAN	0	51	1	14	35.00	6,402.50
87	LIM SNOW	0	0	132	264	4,585.00	17,702.00
88	UNINSPECTED	0	2	0	0	0.00	92.00
90	NO PARKING	0	1	0	4	0.00	77.25
91	NO PARK ODD	0	0	0	4	0.00	62.25
92	NO PARK 7AM-5PM	0	0	1	6	33.75	222.75
95	20'INTERSECTION	0	0	0	3	0.00	81.75
98	12" CURB	0	1	0	5	0.00	143.25

99 12"CURB 1WAY	0	0	0	1	0.00	15.00
	0	0	2	76	0.00	0.00

TOTALS: 5 223 149 1,870 5,217.00 105,404.50

TOTAL NUMBER OF TICKETS ISSUED FOR THIS MONTH = 154

TOTAL NUMBER OF TICKETS ISSUED FOR THIS YEAR = 2,093

PERCENT OF THIS MONTHS TICKETS ISSUED MANUALLY = 03.25%

PERCENT OF THIS MONTHS TICKETS ISSUED WITH HANDHELDS = 96.75%

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 10.65%

PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELDS = 89.35%



Plattsburgh, New York

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 January 28th, 2016, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on January 28th, 2016, and

WHEREAS, the Capital Expenditure Plan adopted January 14th, 2016, includes a Recreation Department Facilities category, and

WHEREAS, the Engineering and Planning Department established a 2016 South Platt St. Facilities Upgrades project that was included in the Capital Expenditure Plan adopted January 14th, 2016, and

WHEREAS, the cost of the 2016 South Platt St. Facilities Upgrades project has been estimated by the Engineering and Planning Department to provide for the costs to purchase and install materials and equipment for the project during 2016, as follows:

	2016 Capital Plan	2016 Estimated Cost
South Platt Park upgrade/replace stairs	\$ 23,000	\$ 23,000
South Platt Park dugouts	5,000	5,000
South Platt Park repair/replace fencing	5,000	5,000
South Platt Park other improvements	<u>7,000</u>	<u>7,000</u>
Total	<u>\$ 40,000</u>	<u>\$ 40,000</u>
Project Funding:		
General Fund Advance	Total	<u>\$ 40,000</u>
		<u>\$ 40,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 28th day of January, 2016, as follows:

- 1) That, the amount of Forty Thousand and 00/100 (\$40,000.00) Dollars be and it is hereby appropriated to the Capital Project **2016 South Platt St. Facilities Upgrades (Project H7020.18)** for the cost of the Capital Project as revised above and is hereby authorized to be expended for such purpose.
- 2) That, Forty Thousand and 00/100 (\$40,000.00) Dollars of such appropriation be provided by an advance from the General Fund in order to provide for the cost of the project, but that such advance must 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, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

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

TO: Mayor James Calnon

FROM: William J. Treacy, P.E., Manager 

RE: Unpaid Final Bill Account Write-off

DATE: January 13, 2016

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from *October 1, 2014 to October 31, 2014*. The amount of the write-off will be \$2,342.49. The percentage of write-offs for this period is .23%.

Sales for this time period were \$1,020,983.93.

This write-off of unpaid bills represents 31 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 13 customers
\$50.01 to \$100.00 – 10 customers
\$100.01 to \$150.00 – 4 customers
\$150.01 to \$200.00 – 2 customer
\$200.01 to \$250.00 – 1 customer
\$422.79 – 1 customer

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain
Eileen Sickles, Account Systems Supervisor
Final Bill Account Write-off

Agenda 1/28/16

Mike Brodi
City of Plattsburgh DPW
215 Idaho Av.
Plattsburgh, NY 12903

Mayor Calnon & Council
City Hall
41 City Hall Pl.
Plattsburgh, NY 12901

Dear Mike, Mayor, and council,

Please take this letter as my formal request for my leave of absence from the position of automotive mechanic at the City of Plattsburgh Dept. of public works. I'm requesting this leave to start on February 1st 2016 and to run for a period of one year to an end date of January 31st 2017.

I'm requesting such leave as I have been offered, and have accepted the opportunity to further serve the City of Plattsburgh at its Municipal Lighting Department as a Line Helper. This leave opportunity would add a level of security to my current career in the unlikely event that I am unable to meet the obligations required of me by the City of Plattsburgh Municipal Lighting Department.

Thanks for your time and consideration of this matter.

Sincerely,



Garrett Mastic



Plattsburgh, New York

Building & Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

January 19, 2016

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**Ref: Northern Adirondack Code
Enforcement Officials Association
Training**

Dear Mayor Calnon and Councilors:

Permission is hereby requested for Building Inspector Joseph McMahon, Housing Inspectors Kenneth Primard, Claude Bouchard and Kyle Burdo to attend the "21st Annual Lake Placid Conference "First Preventer Institute" in Lake Placid, New York on February 29 - March 3, 2016 at a cost not to exceed \$1,140.00. This codes education conference provides mandatory training hours to retain Code Enforcement Certification.

Sincerely,

Joseph McMahon
Building Inspector

/dn

CC: City Chamberlain



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

January 25, 2016

Mayor James E. Calnon
And members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Ladies and Gentlemen:

I respectfully request your approval to send two Police Department Employee's to Verona, NY for "2016 NY Tactical Officers Training Conference", for Taser instructor certification, Less Lethal Instructor certification and Chemical Munitions Instructor certification. With the retirement of Sgt. Kevin Riley we are short a Taser Instructor, and the Less Lethal training was approved in 2015 but was cancelled due to the Clinton Correctional manhunt. All of this training is utilized in the Police Academy and saves having to pay for instructors from other agencies. The training is from 04/25/16 to 04/28/16. The total cost will not exceed \$1,634.48 and will be expensed out of the Asset Forfeiture fund. 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,

Chief Desmond J. Racicot
Plattsburgh Police Department

DJR/hls

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 1/29/2016

City:	Payee	Description	Amount
	Plattsburgh City School District	December 2015 receipts delinquent school taxes for 13/14 (final) & 14/15 rolls	257,452.28
	Jacqueline Bellew - Rec of Taxes	2016 property taxes (various) - WFP/Dams, DPW (base/Akey Landfill), Sewer (Compost Plant)	159,905.33
	NYS Municipal Workers' Comp	NYS workers' comp premium 1st qtr. 2016 - all depts.	112,685.54
	ProAct, Inc.	Prescription health care cost January 1st - 15th, 2016 - all departments	94,864.02
	Tyler Technologies	1st qtr Munis support & hosting - DP & Bldg. Insp. - January through March 2016	24,204.75
	City Chamberlain - T&A Acct.	Transfer to wire payment - weekly Blue Shield and monthly CanaRx costs	19,882.39
	Disabled Retirees - (7)	Supplemental allowance costs 207 (a) & (c) - 6 fire & 1 police - January 2016	17,426.00
	City Chamberlain - T&A Acct.	2015 cafeteria contribution for dental & vision - Police - December 2015	15,480.46
	William J. Murray	Library stairs deicer & Marina dock storage deicer power panel - Library & Rec Complex - Dec 2015	11,739.00
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	10,863.80
	New England Organics	164.97 tons of sludge hauling to Grasslands landfill - WPCP - December 2015	8,420.07
	Blue Shield of Northeastern NY	Group fee for administration for January 2016 - all departments	8,378.73
	NYCOM	Annual dues for the City membership for 2016 - 4th year no increase	5,904.00
	Marshall & Sterling Upstate	2016 Marina insurance installments - Rec Complex - January to July 2016	5,022.75
	PrimeLink	January 2015 telephone and internet service fees - all City departments	4,360.89
	NYS Industries for the Disabled	City Court cleaning costs - Municipal Court - December 2015	3,999.30
	Ronnie L. Santor	Last installment for academy fees - Police - December 2015	3,000.00
	Behavioral Health Services North, Inc.	EAS services for all City employees for 2016 1st installment	2,646.00
	Manpower, Inc.	Temporary library clerk labor cost 88.8 hours - Library - thru December 31st, 2015	2,216.06
	Westaff	Temporary Typist for permanent clerical absences - Finance - January 2016	2,167.96
	Rand Hill Lawns	Snow removal, sanding and salting - Library - March 2015	1,750.00
	Glens Falls National Bank	Lock box fees for banking - Data Processing - December 2015	1,713.05
	Nicole Bushey	2016 Town of Altona property taxes Harvey Road landfill property	1,592.86
	Kelly M. Lafountain	Town of Beekmantown 2016 Property Taxes - Rand Hill water & Akey Rd LF prop	1,567.19
	Amazon.com Credit	Various technology purchases and supplies Smart Room- Library - Dec 2015	1,434.14
	Cathedral Corp.	2016 property tax mailing postage deposit - Finance - January 29th, 2016	1,400.00
	James Varin	Referee fees for January 2016 soccer leagues - Rec Complex	1,245.00
	Grainger	Transformers and other electrical parts - WPCP - January 2016	1,053.46
	Postmaster - USPO	Postage stamp purchases - City Clerk - Jan 2016	980.00
	Others -107 total others	Various	15,553.09
		Total City	<u>798,908.12</u>
MLD:			
	New York Power Authority	Electricity purchased for resale for December 2015	645,945.15
	ProAct, Inc.	Prescription health care cost January 1st - 15th, 2016	14,112.45
	NYS Municipal Workers' Comp	NYS workers' comp premium 1st qtr. 2016	10,805.46
	General Roofing Contractors, LLC	Green St. plant roof replacement - December 2015	9,510.84
	Clinton County DSS (19)	Refunds of HEAP payments applied to electricity accounts - June/July 2015	6,381.89
	AES Northeast, PLLC	Roof replacement project design costs plant buildings - October 2015	4,726.47
	Woltnr-Summit Contracting LLC	IEEP insulation costs program -5 Oliver Court - January 2016	3,826.00
	City Chamberlain - T&A Acct.	Transfer to wire payment - weekly Blue Shield and CanaRx costs	2,957.81
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	2,788.11
	Blue Shield of Northeastern NY	Group fee for administration for January 2015	1,131.29
	PLM Electric Power Eng.	Engineering services for SL substations for UFLS requirements - December 2015	1,014.00
	Others - 20 others	Various	5,745.59
		Total MLD	<u>708,945.06</u>
Specials:			
	Capital Expenditures	\$9.7k streets, \$16.5k bldgs., \$6.1k sewer, \$1.2k bank interest to debt svce res	33,505.89
		Total Specials	<u>33,505.89</u>
	Gross Total		\$ 1,541,359.07
	Less: Inter-Fund Transactions		-
	Total Net Expenditures		<u>\$ 1,541,359.07</u>
Payroll:			
		Pay Period	Year to Date
	Total Payroll Headcount	194	267
	Base Hourly & Salary	138,849.20	\$ 746,717.43
	Overtime, Standby & Shift Differentials	11,701.27 8.43%	78,793.88 10.55%
	Vacation, Holiday, Pers. & Accum. Leave	27,343.10 19.69%	279,428.76 37.42%
	Sick, Bereavement Leave	4,538.68 3.27%	23,561.20 3.16%
	Longevity - AFSCME weekly \$2.3k	1,873.05 1.35%	22,654.46 3.03%
	Higher Class Pay	911.42 0.66%	3,264.35 0.44%
	Sick Leave Buyout		-
	Health Insurance Buyout		24,625.00 3.30%
	Clothing/Uniform Allow - PD, MLD		-
	College Degree Allowances		-
	Severance - sick leave time	0.00%	95,910.93
	Retroactive Pay		-
	Grand Total	<u>\$ 185,216.72</u>	<u>\$ 1,274,956.01</u>
	Overtime, Standby & Shift Diff	\$ - 0.00%	\$ 28,833.96 36.59%
	DPW	5,606.68 47.92%	19,717.45 25.02%
	MLD	2,399.28 20.50%	10,625.67 13.49%
	Police	1,705.69 14.58%	10,243.20 13.00%
	WPCP	1,665.46 14.23%	6,613.54 8.39%
	Other City Depts.	259.40 2.22%	2,211.09 2.81%
	Library	64.76 0.55%	548.97 0.70%
	Overtime, Standby & Shift Diff - by depart.	<u>\$ 11,701.27</u>	<u>\$ 78,793.88</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2015 Budget vs. Actual
Payroll Period Ended 1/29/2016
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	161,301.06	12,644.42	28,833.96	(16,189.54)
DPW	212,623.00	16,667.56	19,717.45	(3,049.89)
MLD	185,600.00	14,549.22	10,625.67	3,923.55
Police	233,600.00	18,311.95	10,243.20	8,068.75
WPCP	84,830.00	6,649.84	6,613.54	36.30
Other City	35,400.00	2,775.01	2,211.09	563.92
Library	<u>7,500.00</u>	<u>587.93</u>	<u>548.97</u>	<u>38.96</u>
Total	<u><u>920,854.06</u></u>	<u><u>72,185.95</u></u>	<u><u>78,793.88</u></u>	<u><u>(6,607.93)</u></u>