

1. Agenda

Documents:

[AGENDA 07-28-16.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 072816.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 072816.PDF](#)

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

July 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 July 14, 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 weeks ending July 20, 2016 in the amount of **\$ 506,510.91** and July 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 July 14 - 27, 2016
- Report from the Building Inspector’s office July 13 – 26, 2016
- Report from the Parking Violations Bureau for June 2016
- Report of Public Hearing held by the Zoning Board of Appeals on July 18, 2016
- Report from City Engineer to Establish Traffic Zone Designation No. 959

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 weeks ending July 22, 2016 in the amount of \$ **382,633.99** and July 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 MLD to write-off unpaid final bills from April 1, 2015 to April 30, 2015 in the total amount of \$7,799.07. The percentage of write-offs for this period is .36%.

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 the Building Inspector to refund \$80.00 to Ryan’s Masonry for Building Permit # 1823 (for 175 Prospect Ave) because the homeowner has cancelled the contract with Ryan’s Masonry for the proposed 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:

C. MAYOR CALNON REQUESTS PERMISSION TO APPOINT JANELLE HENRY TO WATER RESOURCE CHEMIST IN THE WATER POLLUTION CONTROL PLANT AT RANGE 2 STEP 9 AT A SALARY OF \$52,160 ON THE MANAGEMENT SALARY SCHEDULE EFFECTIVE JULY 29, 2016.

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

D. RESOLVED: In accordance with the request therefore the Common Council approves SUNY Police to divert and direct one-way traffic in a westerly direction (as in past school years) on Rugar St between the Myers Building and Sanborn Ave on August 27, 2016 from 7am to 7pm.

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:

E. RESOLVED: In accordance with a request from Clinton County Emergency Services the Common Council approves removing “Bernards Way, Lake Way and Freedom Way” as official private Right-of-Way’s established for 911 purposes only since the purpose of these property’s has changed and it is no longer necessary to have a named private right-of-way.

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:

F. RESOLVED: In accordance with the request therefore the Common Council approves the North Country Co-op “Prep Room” be awarded to Dan Dessurault/Handy Dan Construction for the total amount of \$ 23,232.00 and preparing the area to receive the new walk-in cooler for \$ 1,600.00.

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:

G. RESOLVED: In accordance with the request therefore the Common Council approves Environmental Manager to advertise for Request for Proposals for Beach Swimming Area Improvements.

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:

H. RESOLVED: In accordance with the request therefore the Common Council approves Erin McCartan to hold the Plattsburgh Polar Plunge at the Plattsburgh City Beach on November 13, 2016 to benefit the Special Olympics.

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:

I. RESOLVED: In accordance with the request therefore the Common Council approves Clinton Dederick to hold a medieval demonstration at Waterhouse park on September 3, 2016.

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 City Clerk Sylvia Parrotte to attend “Fall Training School for City and Village Clerks” in Saratoga Springs, NY from September 12-16, 2016 at a cost not to exceed \$1,000.

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 one Police Department employee to attend “Forensic Interviewing Training” from August 8-11, 2016 in Canton, NY at a cost not to exceed \$205 which will be reimbursed by CAC and NY State.

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:

1. Request from City Engineer Kevin Farrington with respect to the city marina expansion project.

Whereas, the City of Plattsburgh intends to expand the City Marina

Whereas, pursuant to SEQR, the Common Council has determined the proposed action to be a Type 1 Action; and

Whereas, the proposed action requires the approval of several agencies, including the Common Council; and

Whereas, the Common Council desires to serve as Lead Agency for the purpose of conducting an environmental review of the proposed action in accordance with SEQR regulations; and

Whereas, the City intends to prepare a Notice of Intent to Serve as Lead Agency for the purpose of establishing itself as lead agency; and

Whereas, the City intends to prepare an Environment Assessment Form to evaluate the potential impacts of the proposed action;

Now, therefore, be it resolved, that provided no other involved agency indicates a desire to serve as Lead Agency within thirty days of the date of this notice, the Common Council will serve in that capacity, in accordance with SEQR regulations.

It is further resolved, that this resolution will be effective immediately.

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@cityofplattsburgh-ny.gov

MEMO

TO: Mayor James Calnon
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: July 28, 2016

RE: Fire and Ambulance Responses

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

Fire Calls 26

- 1 building fire
- 4 system activation
- 6 EMS assist
- 6 MVA
- 3 dispatched cancelled en route
- 2 outside rubbish fires
- 2 hazmat release investigations
- 1 electrical wiring problem
- 1 carbon monoxide incident

Ambulance Calls **107**

Mutual Aid by CVPH **18**

07/26/2016 08:19
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 1
plcvl.rpt

DEPARTMENT: Building Inspector

REPORTING PERIOD: 07/13/16 TO 07/26/16

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GARBAGE	4
GRASS	9
PARKING	1
PROPERTY MAINTENANCE	3
WORKING WITHOUT PERMIT	1
ZONING VIOLATION	1
DEPARTMENT TOTALS	19
REPORT TOTALS	19

** END OF REPORT - Generated by Denise Nephew **

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CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P
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2

DEPARTMENT: Building Inspector

REPORTING PERIOD: 07/13/16 TO 07/26/16

REFERENCE LOCATION
CASE SOURCE
COMPLAINT/VIOLATION COMMENT
RESPONSIBLE PARTY
SEVERITY
CREATED
COMPLETED

402 13 COUCH ST

VIOLATION GRASS
AT 13 COUCH ST. GRASS TOO HIGH.
SEVERITY 0
AREA DORIS DEIF
COMPLY BY COMPLETED
7 DAYS OPEN
07/19/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET
ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER
STATUS
DONE
DONE
NEW
NEW
NOTICE
LETTER
SCHEDULED
STARTED
COMPLETED
07/21/16
07/22/16
07/21/16
08/20/16

INSPECTION INSPECTOR
COMPLAINT KYLE BURDO
COMPLAINT KYLE BURDO
REQUESTED 07/21/16
SCHEDULED 07/29/16
07/21/16
RESULTS FAILED
FEE AMOUNT .00
.00
07/21/2016

406 135 CORNELIA ST

VIOLATION GRASS
AT 135 CORNELIA ST. GRASS NOT MOWED.
SEVERITY 0
AREA WILLIAM W DREW
COMPLY BY COMPLETED
5 DAYS OPEN
07/21/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET
ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER
STATUS
NEW
NEW
NEW
NEW
NOTICE
LETTER
SCHEDULED
STARTED
COMPLETED
07/23/16

INSPECTION INSPECTOR
COMPLAINT KEN PRIMARD
COMPLAINT KEN PRIMARD
REQUESTED 07/23/16
SCHEDULED 07/23/16
RESULTS
FEE AMOUNT .00
.00
07/21/2016

COMPLAINT/VIOLATION TOTALS

07/19/2016

403 15 COUCH ST

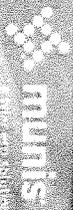
VIOLATION GRASS
AT 15 COUCH ST. GRASS TOO HIGH. ALSO WEEDS NEED TO BE CUT NOT JUST IN FRONT OF BARRIERS BUT INTERIOR OF THE LOT.
SEVERITY 0
AREA 55 ELM STREET PROPERTIES INC
COMPLY BY COMPLETED
7 DAYS OPEN
07/19/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET
ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER
STATUS
NEW
NEW
NEW
NEW
NOTICE
LETTER
SCHEDULED
STARTED
COMPLETED
07/21/16

INSPECTION INSPECTOR
COMPLAINT KEN PRIMARD
COMPLAINT KEN PRIMARD
REQUESTED 07/23/16
SCHEDULED 07/23/16
RESULTS
FEE AMOUNT .00
.00
07/21/2016

07/26/2016 08:19
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT



P 3
picvirp

DEPARTMENT: Building Inspector
REFERENCE LOCATION
CASE
COMPLAINT/VIOLATION
COMMENT
AREA SOURCE
RESPONSIBLE PARTY SEVERITY
REPORTING PERIOD: 07/13/16 TO 07/26/16
CREATED
COMPLETED

INSPECTION INSPECTOR
COMPLAINT KYLE BURDO
COMPLAINT KYLE BURDO
COMPLAINT/VIOLATION TOTALS
REQUESTED 07/21/16
SCHEDULED 07/21/16
RESULTS
FEE AMOUNT
.00
.00
.00

396 18 SAILLY AVE
VIOLATION
PROPERTY MAINTENANCE
SEVERITY 0
DONALD E SMITH
COMPLY BY COMPLETED
8 DAYS OPEN
07/18/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET
ACTION TYPE
STATUS
DONE
DONE
NEW
NEW
NOTICE
OTHER
REQUESTED 07/20/16
SCHEDULED 07/20/16
07/25/16
RESULTS
FEE AMOUNT
.00
.00
.00

398 2 COUCH ST
VIOLATION
GRASS
AT 2 COUCH ST. GRASS TOO HIGH.
SEVERITY 0
ACR PROPERTIES LLC
COMPLY BY COMPLETED
07/21/2016
07/19/2016
07/21/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET
ACTION TYPE
STATUS
DONE
NEW
NEW
NOTICE
LETTER
REQUESTED 07/21/16
SCHEDULED 07/21/16
RESULTS
PASSED
FEE AMOUNT
.00
.00

407 2 MORRISON AVE
VIOLATION
PARKING
AT 2 MORRISON AVE. CAR PARKING ON LAWN FOR ATLEAST 1 MONTH.
SEVERITY 0
CHRISTOPHER C CARRON
COMPLY BY COMPLETED
1 DAYS OPEN
07/25/2016

STEPS
INITIAL INSPECT
ACTION TYPE
INSPECTION
STATUS
NEW
NOTICE
SCHEDULED
STARTED
COMPLETED
07/26/16

07/26/2016 08:19
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P
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picvi1pt

DEPARTMENT: Building Inspector
REFERENCE LOCATION
CASE

REPORTING PERIOD: 07/13/16 TO 07/26/16

COMPLAINT/VIOLATION

COMMENT

AREA SOURCE RESPONSIBLE PARTY SEVERITY

CREATED
COMPLETED

NOTICE REINSPECT APPEARANCE TICK
NEW
NEW
OTHER

INSPECTION COMPLAINT
INSPECTOR KEN PRIMARD
COMPLAINANT KEN PRIMARD

REQUESTED 07/26/16
SCHEDULED 07/26/16

RESULTS

FEE AMOUNT
.00
.00

COMPLAINT/VIOLATION TOTALS

391 255 CORNELIA ST

ROBERT A DOUGLAS

07/13/2016

VIOLATION GRASS
AT 255 CORNELIA ST. GRASS NOT CUT IN FRONT AND BACK.

SEVERITY 0

AREA

COMPLY BY COMPLETED

13 DAYS OPEN

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICK

ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER

STATUS
NEW
NEW
NEW
NEW
NEW

NOTICE
LETTER

SCHEDULED 07/15/16

STARTED

COMPLETED

INSPECTION COMPLAINT
INSPECTOR KEN PRIMARD
COMPLAINANT KEN PRIMARD

REQUESTED 07/15/16
SCHEDULED 07/15/16

RESULTS

FEE AMOUNT
.00
.00

COMPLAINT/VIOLATION TOTALS

404 27 MARYLAND RD

ROBERT J TUREK

07/20/2016

VIOLATION WORKING WITHOUT PERMIT
AT 27 MARYLAND ROAD NO BUILDING PERMIT FILED FOR WINDOW INSTALLATION. CUT THROUGH BRICKS.

SEVERITY 0

AREA

COMPLY BY COMPLETED

6 DAYS OPEN

STEPS
INITIAL INSPECT
STOP WORK
SECURE PERMIT

ACTION TYPE
INSPECTION
NOTICE
OTHER

STATUS
NEW
NEW
NEW

NOTICE
LETTER

SCHEDULED 07/21/16

STARTED

COMPLETED

INSPECTION COMPLAINT
INSPECTOR KYLE BURDO

REQUESTED 07/21/16
SCHEDULED 07/21/16

RESULTS

FEE AMOUNT
.00

COMPLAINT/VIOLATION TOTALS

399 4 COUCH ST

RONALD LAVARWAY

07/19/2016
07/21/2016

VIOLATION GRASS
AT 4 COUCH ST. GRASS TOO HIGH.

SEVERITY 0

AREA

COMPLY BY COMPLETED
07/21/2016

07/19/2016
07/21/2016

07/26/2016 08:19
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P
picvirtp
5

DEPARTMENT: Building Inspector

REPORTING PERIOD: 07/13/16 TO 07/26/16

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

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
INITIAL INSPECT DONE 07/21/16
NOTICE INSPECTION NEW 07/23/16
FOLLOW UP INSPECTION NEW
ORDER REMEDY NOTICE NEW
APPEARANCE TICKE OTHER LETTER

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO 07/21/16 07/21/16 PASSED .00
COMPLAINT/VIOLATION TOTALS .00

394 460 MARGARET ST PLATTSBURGH BAY COMMONS 07/15/2016

VIOLATION SEVERITY INTERNAL AREA COMPLY BY COMPLETED
GRASS 0 SEVERITY 0 07/15/2016
GRASS AND WEEDS BETWEEN CURB AND WALK VERY HIGH

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
INITIAL INSPECT DONE 07/17/16
NOTICE INSPECTION NEW 07/16/16
FOLLOW UP INSPECTION DONE 07/18/16
ORDER REMEDY NOTICE NEW 08/07/16
APPEARANCE TICKE OTHER LETTER

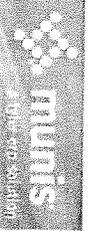
INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO 07/17/16 07/14/16 PASSED .00
COMPLAINT KYLE BURDO 07/18/16 07/08/16 FAILED .00
COMPLAINT/VIOLATION TOTALS .00

405 61 BRINKERHOFF ST F SCOTT CULLEY 07/21/2016

VIOLATION SEVERITY EMAIL AREA COMPLY BY COMPLETED
PROPERTY MAINTENANCE 0
AT 61 BRINKERHOFF LOW HANGING BRANCHES.

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
INITIAL INSPECT NEW
NOTICE INSPECTION NEW 07/23/16
FOLLOW UP INSPECTION NEW
ORDER REMEDY NOTICE NEW
APPEARANCE TICKE OTHER LETTER

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT JOSEPH MCMAHON 07/23/16 07/23/16 PASSED .00
COMPLAINT JOSEPH MCMAHON .00
COMPLAINT/VIOLATION TOTALS .00



07/26/2016 08:19
1427dneq

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 6
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DEPARTMENT: Building Inspector

REPORTING PERIOD: 07/13/16 TO 07/26/16

REFERENCE CASE	LOCATION	AREA SOURCE	RESPONSIBLE PARTY	SEVERITY	CREATED
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392 61 CLINTON ST

VIOLATION		IN PERSON	61-67 CLINTON ST INC	0	07/14/2016
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GARBAGE		AREA	COMPLY BY	COMPLIED	12 DAYS OPEN
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COUCH BEHIND 61-67 CLINTON ST. LAW OFFICE OF MARY ANNE BUKOLT-RYDER

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
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INITIAL INSPECT	INSPECTION	DONE	VERBAL	07/13/16	07/13/16	07/13/16
NOTICE	NOTICE	DONE		07/13/16	07/13/16	07/13/16
REINSPECT	INSPECTION	DONE		07/14/16	07/14/16	07/14/16
ORDER PICK UP	OTHER	NEW		07/15/16		

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT	
COMPLAINT	KEN PRIMARD	07/15/16	07/15/16		.00	
COMPLAINT	KEN PRIMARD	07/14/16			.00	

COMPLAINT/VIOLATION TOTALS .00

390 62 MARGARET ST WOO PO SUN 07/13/2016

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLIED	13 DAYS OPEN
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GARBAGE 0 BEHIND SHISHI PLACE OFF DURKEE ST. THE ALLEY - BETWEEN 31 AND 33 FOOD BEING DUMP. BAD SMELLS. LOT OF FLIES & RODENTS. GREASE IS ALL OVER.

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
-------	-------------	--------	--------	-----------	---------	-----------

INITIAL INSPECT	INSPECTION	DONE		07/13/16	07/13/16	07/13/16
NOTICE	NOTICE	NEW		07/14/16		
REINSPECT	INSPECTION	NEW				
ORDER PICK UP	OTHER	NEW				

COMPLAINT/VIOLATION TOTALS .00

389 65 MILLER ST AFZAL RANA 07/13/2016

VIOLATION	SEVERITY	PHONE CALL	AREA	COMPLY BY	COMPLIED	07/18/2016
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GARBAGE 0 AT 65 MILLER PEOPLE LIVING IN A CAMPER AT THIS LOCATION. LOTS OF TRASH REAR OF BUILDING. APARTMENT #1 HAS ANIMALS FECHES ALL OVER AND SMELL IS DISMENTATING INTO OTHER APARTMENTS.3 DOGS AND 6 CATS LIVING IN FILTH. POSSIBLE NO WATER AND FOOD.

STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
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INITIAL INSPECT	INSPECTION	DONE		07/14/16		07/18/16
NOTICE	NOTICE	NEW		07/19/16		
REINSPECT	INSPECTION	NEW				
ORDER PICK UP	OTHER	NEW				

INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT	
COMPLAINT	KEN PRIMARD	07/14/16	07/14/16	PASSED	.00	

COMPLAINT/VIOLATION TOTALS .00

07/26/2016 08:19
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

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plcvirpct
7

REPORTING PERIOD: 07/13/16 TO 07/26/16



DEPARTMENT: Building Inspector
REFERENCE LOCATION
CASE
COMPLAINT/VIOLATION

COMMENT
AREA SOURCE
RESPONSIBLE PARTY
SEVERITY

CREATED
COMPLETED

400 7 COUCH ST

VIOLATION
GRASS
AT 7 COUCH ST. GRASS TOO HIGH.

SEVERITY 0
AREA
LAURENT JOSIEN
COMPLY BY COMPLETED

07/19/2016
7 DAYS OPEN

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET

ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER
STATUS
DONE
NEW
DONE
NEW
NEW
LETTER
SCHEDULED
07/21/16
07/23/16
08/20/16

STARTED
COMPLETED
07/21/16
07/21/16
07/21/16

INSPECTION INSPECTOR
COMPLAINT KYLE BURDO
COMPLAINT KYLE BURDO

REQUESTED
07/21/16
SCHEDULED
07/21/16
NOTICE
07/21/16
RESULTS
FAILED

FEE AMOUNT
.00
.00
.00

07/18/2016

VIOLATION
GARBAGE
COUCH ON CITY PROPERTY AND CLEAN OUT TO TALL

SEVERITY 0
AREA
RUSSELL F JR DUPREY
COMPLY BY COMPLETED

07/18/2016
8 DAYS OPEN

STEPS
INITIAL INSPECT
NOTICE
REINSPECT
ORDER PICK UP

ACTION TYPE
INSPECTION
NOTICE
INSPECTION
OTHER
STATUS
DONE
NEW
NEW
NEW
LETTER
SCHEDULED
07/18/16
07/18/16
07/18/16
07/18/16

STARTED
COMPLETED
07/18/16
07/18/16
07/18/16
07/18/16

INSPECTION INSPECTOR
COMPLAINT KEN PRIMARD
COMPLAINT KEN PRIMARD

REQUESTED
07/19/16
SCHEDULED
07/19/16
07/19/16
RESULTS

FEE AMOUNT
.00
.00
.00

07/19/2016

401 9 COUCH ST

VIOLATION
GRASS
AT 9 COUCH ST. GRASS TOO HIGH.

SEVERITY 0
AREA
CATHERINE A HENDRIX
COMPLY BY COMPLETED
07/21/2016

07/19/2016
07/21/2016

STEPS
INITIAL INSPECT
NOTICE
FOLLOW UP
ORDER REMEDY
APPEARANCE TICKET

ACTION TYPE
INSPECTION
NOTICE
INSPECTION
NOTICE
OTHER
STATUS
DONE
NEW
DONE
NEW
NEW
LETTER
SCHEDULED
07/21/16
07/23/16
08/20/16

STARTED
COMPLETED
07/21/16
07/21/16
07/21/16

07/26/2016 08:19
1427dhep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 8
ptcvlrpt

DEPARTMENT: Building Inspector

REPORTING PERIOD: 07/13/16 TO 07/26/16

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

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO PASSED .00

COMPLAINT/VIOLATION TOTALS .00

393 95 MAIN MILL ST BOMBARDIER MASS TRANSIT CORP 07/14/2016

VIOLATION SEVERITY 0 EMAIL AREA 0 COMPLI BY COMPLETED

PROPERTY MAINTENANCE 0
BOMBARDIER MASS TRANSIT HAS YARD FULL OF RACKS, PARTS, PLYWOOD BOXES, CARDBOARD & PAPER BALLS. ACCORDING TO MINUTES OF ZB AND
TRANSCRIPT BEFORE JUDGE MULLER, ALL MATERIALS WOULD BE INSIDE. NO FORKLIFT OUTSIDE. WANTS NO OUTSIDE STORAGE. WANTS CLEANED.
12 DAYS OPEN

STEPS INITIAL INSPECT ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
NOTICE INSPECTION NEW 07/16/16
FOLLOW UP NEW
ORDER REMEDY INSPECTION NEW
APPEARANCE TICKE NOTICE NEW
OTHER LETTER

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO 07/16/16 07/16/16 .00
COMPLAINT KYLE BURDO .00

COMPLAINT/VIOLATION TOTALS .00

397 95 MAIN MILL ST BOMBARDIER MASS TRANSIT CORP 07/19/2016

VIOLATION SEVERITY 0 EMAIL AREA 0 COMPLI BY COMPLETED

ZONING VIOLATION 0
AT 95 MAIN MILL-BOMBARDIER BEARING HITTING A SCORED SPOT EVERY 10 MINUTES. GOING ON 3 WKS. ALSO LISTENING TO PUMP SURGING GO
ING ON FOR 1 WK. NOT GETTING A GOOD NIGHTS SLEEP. SOMEONE NEAR HER WINDOW PULLING CHAIN OFF PIECE OF EQUIPMENT.
7 DAYS OPEN

STEPS INITIAL INSPECT ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED
NOTICE INSPECTION NEW 07/21/16
FOLLOW UP NEW
ORDER REMEDY INSPECTION NEW
APPEARANCE TICKE NOTICE NEW
OTHER LETTER

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KYLE BURDO 07/21/16 07/21/16 .00
COMPLAINT KYLE BURDO .00

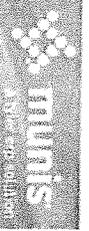
COMPLAINT/VIOLATION TOTALS .00

DEPARTMENT TOTALS 19 COMPLAINTS/VIOLATIONS 5 COMPLETED .00
COMPLAINT/VIOLATION ACTIVITY 07/13/16-07/26/16: 19 CREATED



07/26/2016 08:19
1427dmp

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT



P
picv1rpt
9

REPORTING PERIOD: 07/13/16 TO 07/26/16

DEPARTMENT: Building Inspector
REFERENCE LOCATION
CASE
COMPLAINT/VIOLATION

COMMENT

AREA SOURCE RESPONSIBLE PARTY SEVERITY

CREATED
COMPLETED

REPORT TOTALS
COMPLAINT/VIOLATION ACTIVITY 07/13/16-07/26/16:

19 COMPLAINTS/VIOLATIONS
19 CREATED 5 COMPLETED

.00

** END OF REPORT - Generated by Denise Nephew **



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York
518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

July 7, 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 June 2016.

Respectfully Submitted,

Chief Desmond J. Racicot
Plattsburgh Police Department

HLS

PARKING VIOLATIONS BUREAU

Monthly Report for June 2016

	<u>Jun 2016</u>	<u>Jun 2015</u>
TICKETS ISSUED:	74	264
TICKETS COLLECTED:	107	195
REVENUE FOR MONTH:	\$3,626.50	\$4,014.75

YEAR TO DATE TOTALS:

	<u>Jun 2016</u>	<u>Jun 2015</u>
TICKETS ISSUED:	1389	1418
TICKETS COLLECTED:	1345	1235
REVENUE:	\$35,569.50	\$35,747.75
COMPARISON:	Parking tickets issued for Jun. 2016: Down 190 Parking tickets collected for Jun. 2016:Down 88 Revenue for Jun. 2016: Down \$388.25 Amount Dismissed: \$67.50	

Breakdown for June

CITY OF PLATTSBURGH PARKING TICKET SYSTEM
SUMMARY OF PARKING TICKETS - BY OFFICER

6/30/2016

VL --DESCRIPTION--	MANUAL-MTD	MANUAL-YTD	HH-MTD	HH-YTD	-VALUE-MTD-	-VALUE-YTD-
1 HANDICAP	0	7	12	54	846	5674.5
2 NO PARKING	0	10	8	274	147	6397.75
3 OVERTIME 10 MIN	0	1	3	65	62.25	2157.75
4 OVERTIME 30 MIN	0	0	8	98	171.75	2585.25
5 OVERTIME 2 HRS	0	0	5	246	75	7353.75
6 NO STAND/STOP	0	0	0	1	0	30
7 FIRE HYDRANT	0	0	1	91	50	5652
8 FIRE LANE	0	0	0	0	0	0
10 BLOCKING SIDEWALK	0	1	4	30	74.25	849
11 LEFT WHEEL CURB	0	0	0	0	0	0
12 BLOCKING XWALK	0	1	0	7	0	174
13 BLOCK DRIVEWAY	0	2	0	7	0	382.5
14 LOADING ZONE	0	0	0	0	0	0
15 DOUBLE PARK	0	0	0	0	0	0
16 TOO CLOSE INTERSE	0	0	0	0	0	0
18 OBST. LANE	0	0	1	3	0	105
19 TAXI ONLY	0	3	6	53	96.75	1134.75
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	9	5	84	204	5876
26 OVERTIME PARKING	0	0	0	12	0	210.75
27 OVERTIME 4 HOUR	0	0	0	0	0	0
40 UNREGISTERED	0	0	0	7	0	395
41 DOUBLE PARK	0	0	0	0	0	0

42 NO PARKING	0	0	0	0	0	0	0.00	0.00
43 NO STANDING	0	0	0	0	0	0.00	0.00	
44 SIDEWALK	0	1	0	0	1	0.00	30.00	
45 INTERSECTION	0	0	0	0	0	0.00	0.00	
46 CROSSWALK	0	0	0	0	1	0.00	15.00	
47 ZONE/CURB	0	0	0	0	2	0.00	70.00	
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	0	1	3	0	42	45.00	987.00	
56 BUS ZONE	0	0	0	0	0	0.00	0.00	
57 CROSSWALK 20'	0	0	0	0	3	0.00	153.75	
60 OBST. SIDEWALK	0	0	0	0	3	0.00	60.00	
62 FIRE HYDRANT	0	0	0	0	2	0.00	65.00	
63 UNLAWMOV	0	0	0	0	0	0.00	0.00	
64 WWY2WAY	0	1	7	0	70	113.25	1,507.75	
65 WWY1WAY	0	0	0	0	0	0.00	0.00	
67 ANGLE	0	0	0	0	0	0.00	0.00	
68 OVERLINE	0	0	2	0	23	36.75	523.50	
69 OVERTIME 10 MIN	0	0	0	0	1	0.00	15.00	
70 OVERTIME 30 MIN	0	0	1	1	6	15.00	90.00	
71 OVERTIME 1 HR	0	0	1	1	14	21.00	482.25	
72 OVERTIME 2 HR	0	0	0	0	13	0.00	195.00	
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	0	1	1	2	75.00	150.00	
82 TRAILER	0	0	0	0	1	0.00	56.00	
86 SNOW BAN	0	0	0	0	0	0.00	0.00	
87 LIM SNOW BAN	0	0	0	0	31	0.00	1,896.00	
88 UNINSPECTED	0	0	0	0	0	0.00	0.00	
89 UNREG MV	0	0	0	0	0	0.00	0.00	
90 NO PARKING EVEN	0	0	0	0	1	0.00	19.50	

91 NO PARKING ODD	0	0	0	7	0.00	116.25
92 NO PARK 7AM-5PM	0	0	0	0	0.00	0.00
95 20' INTERSECTION	0	0	0	1	0.00	15.00
98 12" CURB	0	0	0	20	0.00	526.50
99 12" CURB 1 WAY	0	0	1	7	15.00	111.00
101 FACING WRONG2W	0	0	0	0	0.00	0.00
105 EXCEEDED 72HRS	0	0	0	0	0.00	0.00
107 SNOW 12:01-6 AM	0	0	0	2	0.00	70.00
108 SNOW CPL 2AM-6AM	0	0	0	0	0.00	0.00
110 EXCEEDED 90 MIN	0	0	0	1	0.00	15.00
111 FRONT YARD	0	0	0	1	0.00	50.00
Other	0	0	5	68	0.00	0.00
TOTALS:	0	37	74	1355	2,083.00	46,197.50

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 HANDHELD = 83.0%

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 16.93%
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELD = 83.0%

PERCENT OF THIS YEARS TICKETS ISSUED MANUALLY = 2.66 %
PERCENT OF THIS YEARS TICKETS ISSUED WITH HANDHELD = 97.34 %



Plattsburgh, New York

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

July 20, 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 July 18, 2016, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2071	BETTY JOCK 16 ELIZABETH STREET	CLASS B VARIANCE ADD BEDROOM AND BATH TO REAR OF HOUSE WHICH ENCROACHES IN SIDE YARD SETBACK POSTPONED
2073	HILZACK PROPERTIES LLC 78 SOUTH PERU STREET	CLASS B VARIANCE MODIFICATION OF VARIANCE APPEAL #2047 TO CHANGE BUILDING HEIGHT FROM 13' TO 19' APPROVED WITH STIPULATIONS
2076	KATHIE CAMERON MURRAY 61 PROSPECT AVENUE	CLASS B VARIANCE REQUEST TO WIDEN DRIVEWAY IN FRONT YARD WITHDRAWN
2077	DAVID BOVER 80 STELTZER ROAD	CLASS B VARIANCE REPLACE ROTTING ROOF IN FRONT ENTRY WHICH PROTRUDES INTO FRONT YARD SETBACK APPROVED
2078	MARIA ALEXANDER 58 LYNDE STREET	SPECIAL USE PERMIT REQUEST TO INSTALL 8' FENCE APPROVED

Ltr. To: Mayor & Council
From: J. McMahon
Date: July 20, 2016
Ref: Zoning Results
Page 2

2079	JAMES FRANCISCO 31 LORRAINE STREET	CLASS B VARIANCE REQUEST TO BUILD ONTO EXISTING BARN FOR CAR PORT APPROVED
2080	BRUCE MARTIN 11 GRACE AVENUE	CLASS B VARIANCE REPLACE GARAGE THAT IS TOO CLOSE TO PROPERTY LINE APPROVED
2081	JOSHUA KRETZER 4 MACDONOUGH STREET	CLASS B VARIANCE REQUEST FOR LESS PARKING THAN REQUIRED POSTPONED
2082	DAVID STONE 180 PROSPECT AVENUE	CLASS B VARIANCE REQUEST TO CREATE SUBSTANDARD SIZE LOT WHICH LACKS REQUIRED WIDTH WITHDRAWN

Sincerely,



Joseph McMahon
Building Inspector

/dn

CC: City Clerk

TRAFFIC ZONE DESIGNATION No. 959

Date: July 26, 2016

In accordance with Chapter 253 of the Code of the City of Plattsburgh, New York, the following traffic control zone is hereby established:

1. Establish 15-minute parking at 104 Montcalm Avenue.

The establishment of this zone shall become effective upon the erection of the proper signs and pavement markings designating the zone.

All traffic zone designations previously established that are inconsistent with this traffic zone designation are hereby repealed and superseded by this traffic zone designation. All traffic zones established for other purposes that are consistent with this traffic zone designation shall remain in effect.



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: July 11, 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 *April 1, 2015 to April 30, 2015*. The amount of the write-off will be \$7,799.07. The percentage of write-offs for this period is .36%.

Sales for this time period were \$2,185,131.44.

This write-off of unpaid bills represents 35 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 10 customers
\$50.01 to \$100.00 – 3 customers
\$150.01 to \$200.00 – 6 customer
\$200.01 to \$250.00 – 4 customers
\$250.01 to \$300.00 – 2 customers
\$300.01 to \$350.00 – 2 customer
\$350.01 to \$400.00 3- customer
\$400.01 to \$450.00 - 1 customer
\$550.00 to \$600.00 – 3 customers
\$953.63 – 1 customer

I thank you for your attention to this matter.

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



Plattsburgh, New York

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

July 14, 2016

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

Dear Mayor & Common Council:

**Ref: Request for Refund for
Building Permit Application Fee**

Dear Mayor Calnon and Common Council:

It is respectfully requested that Ryan's Masonry, 35 Blake Road, Plattsburgh, NY be refunded the fee of \$80.00 for Building Permit Application #1823 for 175 Prospect Avenue. This permit was applied for on June 29, 2016 but the home owner has since cancelled the contract with Ryan's Masonry for the proposed work.

Sincerely,

Joseph McMahon
Building Inspector

/dn

Att.: BP application #1823

CC: City Clerk

APPLICATION FOR BUILDING AND ZONING PERMIT
 CITY OF PLATTSBURGH
 41 CITY HALL, PLATTSBURGH, NY 12901

IT'S THE LAW!
 CALL DIG SAFELY
 NEW YORK 2
 WORKING DAYS
 BEFORE YOU DIG
 1-800-962-7962

Date: 6/29/16

Building Permit Application: 1823

Application is hereby made to the Building Inspector for the issuance of a Building and Zoning Permit pursuant to the City of Plattsburgh Zoning Ordinance and the NYS Uniform Fire Prevention and Building Code for the construction of buildings, structures, renovations, alterations, and change in use, demolitions, fences, paving and electrical. The applicant or owner agrees to apply with all applicable regulations and all conditions expressed on the back of this application, and will also allow all inspectors to enter the premises for the required inspections.

Note: Read Instructions On Reverse Side. Applicant is responsible for accurate information.

Address of Work Site: 175 Prospect Ave
 Land Use: Commercial _____ Residential X
 Residential two family _____ Multi-Residential _____
 Mixed _____ Industrial _____

Zoning District: _____
 Type of Project:
 New Construction: _____
 Structural Alterations: _____
 Renovations: _____

Description of Project: Concrete step 5' wide x 16" tread
5" rise Sidewalks 3' wide x 21' long
install 22x22' concrete patio

Accessory Structure: _____
 Electrical _____ Plumbing _____ Conversion _____
 Demolition _____ Fence _____ Pool _____ Deck _____

ESTIMATED COST \$ 12,900.00 FEE \$ 80.00

Other _____
 Business Name Ryan's Masonry

Applicant: Mindy Smith

Telephone: 561-3146

Applicant's Address: 35 Blake Rd Plattsburgh NY 12901

Owner's Name: Debbie Spellman

Owner's Address: 175 Prospect Ave Plattsburgh NY 12901

Contractor: Ryan's Masonry LLC

Registration: _____

Architect: _____

Insurance: _____

Plumbing: _____

Electrical: _____

Square Feet: _____

Foundation Permit Issued: _____

[Signature]
 Signature of Applicant

 Signature of Owner or Authorized Agent

ALL ELECTRICAL WORK MUST BE INSPECTED BY AND A CERTIFICATE OF APPROVAL OBTAINED FROM A CERTIFIED ELECTRICAL INSPECTION AGENCY

Historical Site _____ Storage Tanks Requiring Excavation: _____

UTILITY APPROVAL REQUIRED WHEN APPLICABLE

THIS APPLICATION IS HEREBY APPROVED SUBJECT TO THE BUILDING PERMIT INSPECTION REPORT

DATE _____ BUILDING INSPECTOR _____
 NOTES: MLD _____ INS _____ CONT. REG. _____ FEE _____ PLANS _____ OTHER _____

2074



July 18, 2016

Honorable James Calnon
Mayor, City of Plattsburgh
City Hall
Plattsburgh, NY 12901

UNIVERSITY POLICE

HEALTH CENTER
101 Broad Street
Plattsburgh, NY 12901-2681
Tel: 518-564-2022
Fax: 518-564-4025

Dear Mayor Calnon:

State University of New York College at Plattsburgh begins the 2016-2017 Academic Year with opening day on Saturday, August 27, 2016. On that day, hundreds of new students move into campus residence halls. Consequently, there is very heavy traffic flow and congestion on Rugar Street in the vicinity of the SUNY College at Plattsburgh.

It has been the practice for the past several years that only one-way vehicular traffic is permitted on Rugar Street – in the vicinity of State University property – on opening day from 7 A.M. to 7 P.M. The direction of travel will be westerly from the Myers Building roadway to the intersection with Sanborn Avenue. Additionally, the portion of Sanborn Avenue in front of our residence halls will be one-way only. The direction of travel will be northerly from Rugar Street out to Park Avenue. This practice was employed to enhance safety and relieve traffic congestion.

Therefore, I am requesting that University Police personnel be allowed to divert and direct a one-way traffic pattern in a westerly direction on Rugar Street between Myers Building roadway/Rugar Street intersection and the intersection of Sanborn Avenue/Rugar Street out to Park Avenue on Saturday, August 27th.

Attached to this letter is a 2016-2017 Academic Year schedule.

Thank you for your consideration in this matter. Should you need further information, please advise me.

Sincerely Yours,

Jerry Lottie
Chief of University Police

Attachment

cc: Dr. John Ettlting, President
Mr. Bryan Hartman, Vice President for Student Affairs
Mr. Keith Tyo, Executive Assistant to the President
Mr. Desmond Racicot, Plattsburgh City Police Chief
Mr. Randy Stone, Plattsburgh City Fire Chief
Mr. Patrick Keleher, Assistant Chief of University Police

JUL 20 2016

[Skip to Content](#)

Fall 2016 Academic Calendar | SUNY Plattsburgh



[SUNY Plattsburgh](#) > [Academics](#) > [Academic Calendar](#)

Fall 2016 Official Academic Calendar

August

- Monday, August 8: Non-matriculated student registration begins (10 a.m.)
- Friday, August 26 - Sunday, August 28: Fall 2016 registration access ends for continuing, matriculated undergraduate students (8 a.m.), see Banner for next available access date
- Saturday, August 27: Residence halls open (8 a.m.); Fall Convocation (5 p.m.)
- Sunday, August 28: New student course advisement/registration (10 a.m.); course add/drop for continuing students begins (5:15 p.m.); non-matriculated student registration reopens (6 p.m.)
- **Monday, August 29: Classes begin**

September

- Friday, September 2: Last day to submit *Authorization to Register for Credit-hour Overload* (4 p.m.); deadline for submission of independent study, research practicum and internship registration paperwork to the Registrar's Office (4 p.m.)
- Sunday, September 4: Course add/drop ends for all students (11:30 p.m.)
- Monday, September 5: Labor Day (**classes in session**)
- Wednesday, September 14: Deadline for withdrawing from courses meeting the first five weeks of semester; link to course withdrawal schedule <http://www.plattsburgh.edu/register/coursewithdrawal.php>; winter/spring 2017 Arts and Science course schedules due in dean's office
- Wednesday, September 21: Winter/Spring 2017 EHHS, LIS, and SBE course schedules due in deans' offices; final date for approval of new courses for Winter/Spring 2017 offering.
- Friday, September 23: Last day to apply for in-state residency for Fall semester

October

- **Monday, October 10- Tuesday, October 11: Fall break (no classes)**
- Friday, October 14: New courses being offered Spring 2017 must be approved and ready to be placed on the master schedule
- Wednesday, October 19: Midterm grades due (11:30 p.m.)
- Friday, October 21: Winter/Spring 2017 registration material distribution to departments
- Monday, October 24: Winter/Spring 2017 course advisement begins
- Sunday, October 30: Spring 2017 priority registration begins for all matriculated graduate students, Nursing (RN option) students, students studying abroad Fall 2016, and all branch campus students at ACC and HVCC, and spring readmits (10 a.m.); Winter 2017 priority registration begins for all matriculated students at the main campus and the branch campus (10 a.m.)

November

- Friday, November 4: Course advisement ends; last day for unrestricted course withdrawal
- Sunday, November 6: Spring 2017 priority registration begins for matriculated, undergraduate students at the main campus (10 a.m.)
- Sunday, November 20: Spring 2017 priority registration ends for main campus, undergraduate students (11:30 p.m.); Winter 2017 registration continues
- Monday, November 21: Spring 2017 priority course adjustment begins (9a.m.)
- **Tuesday, November 22: Classes end (10 p.m.)**
- Wednesday, November 23: Residence halls close (noon)
- Sunday, November 27: Residence halls open (noon)
- **Monday, November 28: Classes resume;**
- Wednesday, November 30: *Diploma Applications* due for May graduates

December

- Saturday, December 10: Final week begins
- **Friday, December 16: Fall semester ends (noon)**; Spring 2017 waitlists purged (8 a.m.)
- Saturday, December 17: Commencement (10 a.m.); Residence halls close (10 a.m.); Residence halls close for graduating seniors (5 p.m.)
- Sunday, December 18: Spring 2017 priority course adjustment ends for main campus, undergraduate students (11:30 p.m.)
- **Monday, December 19: Winter (5 week web) classes begin**
- Tuesday, December 20: New Spring 2017 transfers' online registration begins (10 a.m.)
- Wednesday, December 21: Final grades due (noon)
- **Monday, December 26: Christmas Day Observed (no classes)**

Contact Information

If you have any questions about the SUNY Plattsburgh Academic College Calendar, please contact:

Office of the Registrar

Phone: (518) 564-2100

Fax: (518) 564-4900

Email: registrar@plattsburgh.edu

Mailing Address:

Registrar's Office
SUNY Plattsburgh
101 Broad St
Plattsburgh, NY 12901

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Spring 2017 Academic Calendar | SUNY Plattsburgh



[SUNY Plattsburgh](#) > [Academics](#) > [Academic Calendar](#)

Spring 2017 Official Academic Calendar

January

- Monday, January 9: Spring 2017 non-matriculated student registration begins (10 a.m.)
- Saturday, January 21: Residence halls open for new students (11 a.m.)
- Sunday, January 22: New student course advisement/registration (10 a.m.); course add/drop for continuing student begins (5:15 p.m.); non-matriculated student registration reopens (6 p.m.)
- **Monday, January 23: Classes begin**
- Friday, January 27: *Permission to Register for Credit-hour Overload*, independent study, research practicum and internship registration paperwork due in Registrar's Office (4 p.m.)
- Sunday, January 29: Course add/drop ends (11:30 p.m.)

February

- Wednesday, February 8: Deadline for withdrawing from courses meeting the first five weeks of semester; link to course withdrawal schedule <http://www.plattsburgh.edu/register/coursewithdrawal.php>; Fall/Summer 2017 Arts and Science course schedules due in dean's office
- Wednesday, February 15: Fall/Summer 2017 EHHS, LIS, and SBE course schedules due in deans' offices; final date for approval of new courses for Fall/Summer 2016 offering
- Friday, February 17: Last day to apply for in-state residency for Fall 2017 semester

March

- **Friday, March 10: Classes end (10 p.m.)**
- Saturday, March 11: Spring break begins; residence halls close (noon)
- Sunday, March 19: Residence halls open (noon)
- **Monday, March 20: Classes resume**
- Wednesday, March 22: Midterm grades due (11:30 p.m.)
- Friday, March 24: Registration material distribution to departments
- Monday, March 27: Fall/Summer 2017 course advisement begins

April

- Sunday, April 2: Fall registration begins for all matriculated graduate students, Nursing (RN option) students, students studying abroad Spring 2017, and all SUNY Plattsburgh at Queensbury (10 a.m.); Summer 2017 registration begins for all matriculated students at the main campus and SUNY Plattsburgh at Queensbury (10 a.m.)
- Friday, April 7: Course advisement ends; last day for unrestricted course withdrawal
- Sunday, April 9: Fall 2017 priority registration begins for all matriculated, undergraduate students attending the Main Campus (8 a.m.)
- Sunday, April 23: Fall 2017 priority registration ends for main campus matriculated undergraduate students (11:30 p.m.)
- Monday, April 24: Fall 2017 priority course adjustment begins (9 a.m.)
- Sunday, April 30: *Diploma Applications* due for December 2017 and January 2018 graduates

May

- Saturday, May 6: Final week begins
- **Friday, May 12: Spring semester ends; Spring Convocation (5 p.m.)**

- Saturday, May 13: Commencement (9 a.m. for undergraduate and graduate students from the School of Business and Economics and Health, Education, and Human Services; 2 p.m. for undergraduate and graduate students from the Arts & Science division); residence halls close (10 a.m.) - for graduating seniors (5 p.m.)
- Wednesday, May 17: Final grades due (noon)
- Thursday, May 18: Branch campus commencement (7 p.m.)

June

- Sunday, June 4: Course adjustment ends (11:30 p.m.);
- Monday, June 5: Fall 2017 waitlist purged
- Friday, June 23: New fall 2017 transfers' online registration begins (10 a.m.)

Contact Information

If you have any questions about the SUNY Plattsburgh Academic College Calendar, please contact:

Office of the Registrar

Phone: (518) 564-2100
Fax: (518) 564-4900
Email: registrar@plattsburgh.edu

Mailing Address:

Registrar's Office
SUNY Plattsburgh
101 Broad St
Plattsburgh, NY 12901

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Carlin, Beth

From: Donoghue, Kelly <Kelly.Donoghue@clintoncountygov.com>
Sent: Thursday, July 21, 2016 12:54 PM
To: Carlin, Beth
Cc: Calnon, Jim; Farrington, Kevin; Decoste, Tracy
Subject: RE: Resolution requested for removal of Bernards Way as a Private Right-of-Way.

Beth, I am reviewing two other street names that were ROW's that are no longer needed can you add them to the resolution to remove them as official Private Right-of-Way's for 911 purpose only = Lake Way & Freeland Way. Thank you

From: Carlin, Beth [<mailto:CarlinB@cityofplattsburgh-ny.gov>]
Sent: Wednesday, July 20, 2016 9:34 AM
To: Donoghue, Kelly
Cc: Calnon, Jim; Farrington, Kevin
Subject: RE: Resolution requested for removal of Bernards Way as a Private Right-of-Way.

Hi Kelly,

Mayor Calnon said we will place this on our next agenda (Thursday, July 28, 2016)for Council consideration.

Thanks,
Beth

Beth A Carlin
Assistant to Mayor Calnon
41 City Hall Place
Plattsburgh, NY 12901
518-563-7701 ph
518-561-7367 fax
carlinb@cityofplattsburgh-ny.gov
www.cityofplattsburgh.com



From: Donoghue, Kelly [<mailto:Kelly.Donoghue@clintoncountygov.com>]
Sent: Wednesday, July 20, 2016 9:00 AM
To: Carlin, Beth
Cc: Calnon, Jim; jcalnon@primelink1.net
Subject: Resolution requested for removal of Bernards Way as a Private Right-of-Way.

Beth I sent a copy of letter informing Randy and Jennifer Dame of an address change and bc'd you. I would like you to please ask the Mayor to place on order of business to make a resolution removing Bernards Way as an official private Right-of-Way established for 911 purpose only since the purpose of property has changed and it is no longer necessary to have a named private right-of-way.

Kelly C. Donoghue, Assistant Director
Clinton County Office of Emergency Services
16 Emergency Services Drive
Plattsburgh NY 12903

**** (Please note I have a new email address change and a new telephone number) ****

(W) (518)-565-4791

(518)-565-4418

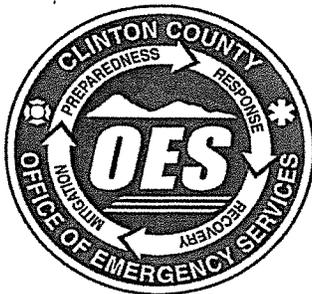
(F) (518)-566-1202

kelly.donoghue@clintoncountygov.com

www.clintonoes.org



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**COUNTY OF CLINTON
OFFICE OF EMERGENCY SERVICES**

16 Emergency Services Drive ~ Plattsburgh, New York 12903
(P) 518-565-4791 ~ (F) 518-566-1202

July 20, 2016

Eric R. Day
Director

Kelly C. Donoghue
Assistant Director

Storm Treanor
EMS Coordinator

Wendy W. Plympton
Senior Stenographer

Craig J. Scholl
Communication
Supervisor

Randy Dame
Jennifer Dame
58 Old Dock Rd
Plattsburgh, NY 12901

Dear Randy and Jennifer Dame:

The letter you receive today confirms the address change for the Single Section Mobile Home located on Parent Parcel # 221.20-1-12.1. Randy we spoke several days ago about the consideration of removing Bernards Way as an official Right-of-Way and make a change of address for the Single Section Mobile Home to identify off US Ave.

I spoke with you about what the addressing needs of the properties you own located off US Ave and Bernards Way, (One Structure located on parcel #221.20-1-12.2 {4773 US Ave formerly 8 Bernards Way – former business Modern Neon Signs} and two located on Parcel # 221.20-1-12.1 {4775 US Ave & 3 Bernards Way but the present tenant is using 5 Bernards Way). It was determined that there is not a need for a permanent address for the building that the business was located in since the business has closed. The building use will be for storage thus leaving the only two structures that officially need a 9-1-1 address off the private driveway are the Apartment Building and the Single Section Mobile Home structure - if you need to identify the former business building turned into storage, you may use 4773 US Ave. Therefore, since there is no longer a need for the private Right-of-Way I am requesting the City of Plattsburgh officially remove the road as a designated private Right-of-Way.

The **new address 4771 US Ave** replaces what the tenant is using, 5 Bernards Way, **which is for the Single Section Mobile Home**. (The Apartment Building will remain the same number as 4775 US Ave with the individual apartments identified separately). The change of address should take effect by September 1, 2016.

This letter is confirmation of the address issued to you please retain with your legal property information.

Randy Dame
Jennifer Dame
Page 2
07/19/16

You will need to contact the local postal service to inform them of the official address change as well your tenant(s) will need to do an official address change with the Post Office, as this office is not responsible for the postal districts. You will also need to contact the local utility companies with the City of Plattsburgh (Electric, Water) to let them know of the address change. Your tenants will need to contact other agencies (Telephone, Board of Elections, Motor Vehicle Department, etc....) to inform them of the new Enhanced 9-1-1 address.

Per the Fire Code of New York State **SECTION 505** regarding 9-1-1 address numbering: when you place the Enhanced 9-1-1 number on the structures the numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). The numbers should be placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background and shall be Arabic numerals or alphabet letters.

If there are any questions, please feel free to contact me.

Sincerely,

A handwritten signature in cursive script, appearing to read "Kelly C. Donoghue".

Kelly C. Donoghue
Assistant Director



North Country Food Co-op
25 Bridge Street
Plattsburgh, NY 12901

July 22nd, 2016

Paul DeDominicas
Director of Community Development
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

Re: North Country Food Co-op's Prep Room Portion of CFA Project

Dear Paul:

North Country Food Co-op (NCFC) has received one bid for another portion of our CFA renovation project: One bid was obtained to install a new prep room within NCFC's building after several attempts were made to obtain multiple bids.

NCFC has reviewed the received bid and approves moving forward with **Dan Dessurault/Handy Dan Construction** to carry out construction of our new prep room. The received bid is enclosed with this letter.

Sincerely,

Jeremiah Ward
Project Manager
North Country Food Co-op



Plattsburgh, New York

Jonathan P. Ruff, P.E.
Environmental Manager

41 City Hall Place
Plattsburgh, NY 12901
Phone: 518-536-7519
Fax: 518-563-6083
ruffj@cityofplattsburgh-ny.gov

July 26, 2016

To: Mayor Calnon and Members
Of the Common Council

Fr: Jonathan Ruff

Re: RFP for Beach Swimming Area Improvements

As has been recently discussed, the beach water quality study is a long term project. While we are a ways off from definitive identification of sources, it is likely that some of them will not be easily mitigated. In particular, stormwater runoff and lake sediment stirred up by wind. With that in mind, "point of use" control should be considered. Attached is a scope of work for evaluating the construction of a bathing area that reduces turbidity and microbiological effects caused by weather and contaminant inputs to the lake. It is respectfully requested that the Council authorize circulation of the RFP.

Please contact me if you have any questions.

The City of Plattsburgh municipal beach is on Lake Champlain. The water quality can be variable depending on a variety of circumstances. Sometimes the beach needs to be closed due to water quality.

The City desires to improve water quality in the bathing areas and reduce or, preferably, eliminate closures due to water quality. One of the ideas the City would like to explore is to construct a bathing area that reduces turbidity and microbiological effects caused by weather and contaminant inputs to the lake. Accordingly, the City is seeking proposals to:

1. Evaluate different methods to isolate and treat lake water within the bathing area.
 - a. Pros/Cons
 - b. Rough costs
2. Short list two types for further development.
 - a. Develop schematics for the two short list types.
 - i. Develop list of pros/cons.
 - ii. Develop cost estimates for each
3. Design of the alternative selected by the City for bidding.

The technologies evaluated should consider:

1. Significant wind/wave action
2. Potential for silt/sand buildup in, around, or adjacent to structure
3. Ability to dock boats if wanted/needed
4. Lifeguard stations, ADA Accessibility, additional recreation structures
5. Significant variability of lake height—need a mechanism to move docks in and out on an almost daily basis
6. Construct docks that permits the “skidding” of docks on the sand for winter storage or other easy method.
7. Scalability—construction in such a way that would allow the addition of more docks should the need arise.

Completion of tasks 1 and 2 must be by October 19, 2016. Task 3 will be negotiated once the design alternative is selected.



Date of Application

Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.

Street Solicitation Requests will not be accepted until February 1.

8.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: Erin McCartan Contact # (day of) (518)810-4218

Location of Event Site – A fee may be assessed based on content of the application.

Please mark all that apply:

- Beach booking
 - Band shell booking
 - Trinity Park
 - City Marina
 - Crete Civic Center
 - City Gym
 - US Oval
 - Street Solicitation -No rain date for street solicitation; map of permitted intersections and guidelines are available from the City Clerk's Office.
 - City Hall Building
 - Other Please list:
-
-

ALCOHOL

Alcohol at event YES ___ NO Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy *Chris McCortese* SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? YES ___ NO

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) YES ___ NO ___ Location: _____

Additional Accessible parking signed dropped YES ___ NO ___ Location: _____

PARKING

Satellite Parking Location: Beach parking

Bicycle Parking YES ___ NO Location: _____

Additional Handicap Parking YES ___ NO Location: _____

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached YES ___ NO ___

Describe the Proposed Event Route of parade _____

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): Scott Ewing

Cell Number: (518) 534-2407 Other (PIN) _____

Alternate Contact person : _____ Cell: _____

Where will liaison meet Emergency Services in the event of an emergency?

Emergency Services will be onsite

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

N/A

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

Cumberland Head Fire Dept

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

All volunteers will be prepared to contact EMS at the time of an incident.

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?

Evacuation Area

Using beach exit + convention center exit.
Law Enforcement will be onsite + prepared to help if an evacuation is necessary!

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? YES NO

Please list the sizes: (1) 20'x40' (2) 10'x10'

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES NO

Dunkin Donuts

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

I/We the Event organizer Erin McCattan, on behalf of Special Olympics New York the party requesting the use of the City of Plattsburgh facility/park noted in the above application 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.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: Erin McCattan Date 7/25/10

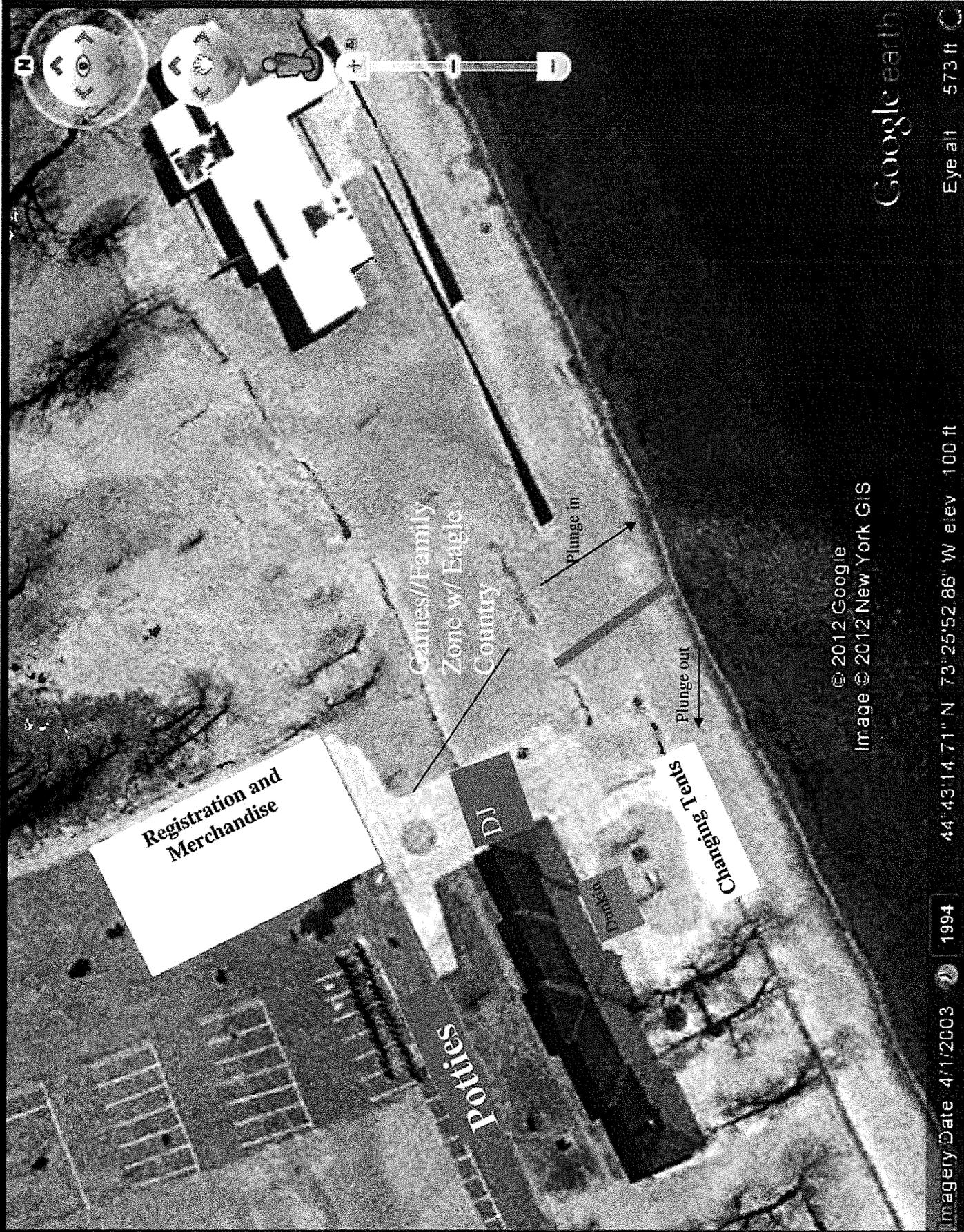
FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		



Registration and Merchandise

Potties

DM

Dunkin'

Changing Tents

Games/Family Zone w/ Eagle Country

Plunge in

Plunge out

Image Date 4/1/2003

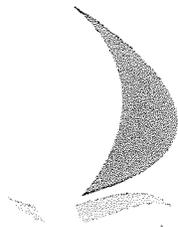
1994

44°43'14.71" N 73°25'52.86" W elev 100 ft

© 2012 Google
Image © 2012 New York GIS

Google earth

Eye all 573 ft



Date of Application
Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
 41 City Hall Place
 Plattsburgh, NY 12901
 Phone (518) 536-7458 OR (518)536-7509
 events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.
 Street Solicitation Requests will not be accepted until February 1.

B.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: Clinton DeJericik Contact # (day of) 518-572-7191

Location of Event Site – A fee may be assessed based on content of the application.
 Please mark all that apply:

- Beach booking
- Band shell booking
- Trinity Park
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation - No rain date for street solicitation; map of permitted intersections and guidelines are available from the City Clerk's Office.
- City Hall Building

Other Please list: Waterhouse park on
Waterhouse St

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other _____

Actual Event Date(s): 9-3-16 Time of Event: 10⁰⁰ AM - 6⁰⁰ PM

Set-Up Date: 9-2-16 Start Time: 3⁰⁰ PM

Tear Down Date: 9-4-16 End Time: NOON

Rain date: _____ Annual Event YES NO _____

(No rain date is permitted for Street Solicitations)

Estimated Attendance: 150 Admission Fees: Free

Event Details (Please describe the purpose of your event)

This is a Medieval Demo with period
Tents Armoured combat, fencing and
Medieval Displays

ORGANIZER/ APPLICANT INFORMATION

Name of Organization: Society for Creative Anachronism

Primary Contact Person: Clinton Dederick

Mailing Address: 46 Waterhouse St.

Town/City: Plattsburgh State: NY

Postal Code: 12901 email: clintondedericK@IeeHoo

Daytime Phone Number: 518-572-7191 Cell: _____

Alternate Contact Person: Brian Wilson Phone: 518-645-1773

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # NO

Social Media Contact Information

Twitter _____ Facebook Shire of Coldwood

You tube _____ Website _____

SITE PLAN

Site Plan Attached YES NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO Specifics: _____

Water Required? YES NO

Trailer Stage Required? YES NO (Event Organizer responsible for pick up/return of stage)

Portable Stage Required? YES NO
If YES, what dimensions?

Fireworks YES NO Sound Amplification YES NO

Sanitation Facilities YES NO *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ YES NO

Animals (Petting zoo) YES NO Company Contact information: _____

Amusement Rides YES NO Contact Information: _____

ALCOHOL

Alcohol at event YES ___ NO Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy _____ SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? YES ___ NO

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) YES ___ NO Location: _____

Additional Accessible parking signed dropped YES ___ NO Location: _____

PARKING

Satellite Parking Location: _____

Bicycle Parking YES ___ NO Location: _____

Additional Handicap Parking YES ___ NO Location: _____

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached YES _____ NO _____

Describe the Proposed Event Route of parade _____

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): Linda Murphey

Cell Number: 518-335-8637 Other (PIN) _____

Alternate Contact person : _____ Cell: _____

Where will liaison meet Emergency Services in the event of an emergency?

Welcoming Tent

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

Linda Murphey (RN)

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?
Evacuation Area

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? YES NO

Please list the sizes: These are period tents and very
IN size

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES NO

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

I/We the Event organizer Clinton Dederick, on behalf of THE SCA, the party requesting the use of the City of Plattsburgh facility/park noted in the above application 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.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: _____

Date

7-26-16

FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		

Waterhouse park
on waterhouse street

Parking

← Entrance /
Exit

Porta
Puddy

welcome
Tent
First Aid

Period
Tents
+
Displays

Roped off
Fighting
Area
50 x 50

Roped
off
Archery
Area
w/
Safety
Net

Jaleway

Jaleway

Fenced
Area
for
Horses
40 yards
x
15 yards

Sassaparilla River



Plattsburgh, New York

Sylvia Parrotte
City Clerk

Office of the City Clerk
41 City Hall Place
Plattsburgh, New York 12901
T: (518) 563-7702
F: (518) 562-5844

Date: 7/21/2016

To: Mayor

From: Sylvia Parrotte

Re: NYCOM Fall Training School

3 nights hotel \$116/night = \$348.00

Per Diem travel first and last day \$48/day = \$96.00

Per Diem meals 2 full days \$64/day 2 partial days \$48/day = \$224

Registration = \$285.00

Parking \$10.00/day = \$40.00

Total = \$993.00

As City Clerk, I hereby request permission to attend the NYCOM Fall Training School from September 12-16 to be held in Saratoga Springs, NY at an estimated cost of \$993.00.



Plattsburgh Police Department
45 Pine Street

Plattsburgh, New York

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

DESMOND J. RACICOT
Chief of Police

July 25th, 2016

Mayor James Calnon
Members of the Common Council
41 City Hall Place
Plattsburgh, N.Y. 12901

Ladies and Gentlemen:

I respectfully request your approval to send one Police Department employee to Canton N.Y. for "Forensic Interviewing Training", hosted by the Child Advocacy Center (C.A.C) on August 8th through Aug 11th, 2016. The total initial cost for this travel will not exceed \$205.00 which will be reimbursed by the C.A.C and the State of New York. 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/swb

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 7/29/2016

City:	Payee	Description	Amount
	Clinton County Treasurer	June 2016 receipts for property taxes for 2016 tax roll	827,509.58
	Plattsburgh City School District	June 2016 receipts delinquent school taxes for 14/15 & 15/16 rolls plus PHA allocation	214,708.68
	ProAct, Inc.	Prescription health care cost July 1st -15th, 2016 - all departments	57,442.70
	Icon Enterprises, Inc.	2nd year website set-up fees - IT - July 2016	17,653.02
	Disabled Retirees - (7)	Supplemental allowance costs 207 (a) & (c) - 6 fire & 1 police - June 2016	17,426.00
	Triangle Electric	Miscellaneous electrical services pollution control plant - WPCP - June 2016	15,233.00
	Van Bortel Ford Inc.	Equipment additions for 2 2016 Ford Explorer SUV's - Police - June 2016	8,060.70
	NEWS of New York Inc.	Solid waste charges & 6.99 tons of grit dumping at landfill - DPW - June 2016	7,350.78
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	6,126.60
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	5,400.30
	Surpass Chemical Co.	5,994 gal Surchlor Bulk 15% Sodium Hypochlorite for purification - WPCP - July 20	4,879.12
	PrimeLink	July 2016 telephone and internet service fees - all City departments	4,456.84
	Otis Elevator	Annual service contract for elevator - Library - April 2016 to March 2017	4,452.13
	VP Supply Corporation	Repair parts for water distribution system - DPW - May 2016	4,039.81
	Graymont Materials Inc.	Concrete and asphalt for road maintenance - DWP - June 2016	3,884.06
	Ferguson Waterworks #576	Various water system plumbing parts inventory - DPW - June/July 2016	3,530.17
	Industrial Med Testing	Yearly physical exams for firemen- Fire - July 2016	3,180.00
	Stewart & Stevenson Power Products	Repairs to station #1 generator - Fire - June 2016	3,156.99
	Behavioral Health Services North, Inc.	EAS services for all City employees for 2016 2nd installment	2,646.00
	Sherwin Williams	Paint and painting supplies for fields - Recreation - April 2016	2,499.50
	Endyne, Inc.	Process monitoring for waste water purification - WPCP - July 2016	1,788.00
	Westaff	Temporary Typist for permanent clerical absences - Finance - July 2016	1,678.18
	Glens Falls National Bank	Lock box fees for banking - Data Processing - June 2016	1,536.13
	A. H. Harris & Sons	Materials & supplies purchases street /sidewalk work - DPW - June/July 2016	1,523.69
	Taylor Rental Center	Tools, supplies, clothing, yard items - DPW - May/June 2016 1/3, 1/3, 1/3	1,420.08
	Jeffords Steel & Engineering Co.	Steel repair materials for truck #35 - DPW - June 2016	1,211.15
	MX Fuels & Propane/Vaincourt Fuels Div.	644.50 gallons of gasoline - Police - July 2016	1,162.55
	Dames Rental & Sales Center	Supplies & repair parts grounds equipment - Parks & Beautification - June 2016	1,060.94
	Others - 82 total others	Various	<u>17,081.80</u>
		Total City	<u>1,242,098.50</u>
MLD:			
	New York Power Authority	Electricity purchased for resale for June 2016	408,679.21
	ProAct, Inc.	Prescription health care cost July 1st -15th, 2016	8,545.47
	Trugreen Chemlawn	Vegetation control for 25 substations and other properties - July 2016	5,606.53
	Woltner-Summit Contracting LLC	IEEP insulation costs program - 65 Leonard Ave. - July 2016	3,243.00
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	3,086.05
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	911.42
	Stephen Ducatte	Office cleaning at 6 Miller St. - July 2016	750.00
	Others - 13 others	Various	<u>2,496.24</u>
		Total MLD	<u>433,317.92</u>
Specials:			
	Capital Expenditures	\$14.9k streets, \$217.9k equip., \$23.7k water sys	256,425.89
	Special Revenue	North Country Co-Op - economic development revolving loan	<u>7,895.00</u>
		Total Specials	<u>264,320.89</u>
			<u>\$ 1,939,737.31</u>
	Gross Total		\$ 1,939,737.31
	Less: Inter-Fund Transactions		-
	Total Net Expenditures		<u>\$ 1,939,737.31</u>
Payroll:		Pay Period	Year to Date
	Total Payroll Headcount	84	353
	Base Hourly & Salary	75,890.58	\$ 6,445,529.66
	Overtime, Standby & Shift Differentials	8,109.52	520,101.98
	Vacation, Holiday, Pers. & Accum. Leave	19,744.62	1,075,665.66
	Sick, Bereavement Leave	4,944.20	227,620.11
	Longevity - AFSCME weekly \$2.3k	---	137,235.09
	Higher Class Pay	561.56	22,481.13
	Sick Leave Buyout	---	14,750.00
	Health Insurance Buyout	453.51	30,953.51
	Clothing/Uniform Allow - PD, MLD	---	46,412.50
	College Degree Allowances	---	14,100.00
	Severance - sick leave time	---	202,068.66
	Retroactive Pay	---	85,149.17
	Grand Total	<u>\$ 109,703.99</u>	<u>\$ 8,822,067.47</u>
	Overtime, Standby & Shift Diff	\$ -	\$ 188,507.54
	Fire	6,390.39	117,180.07
	Police	-	77,688.34
	DPW	1,719.13	73,399.93
	MLD	-	37,949.13
	WPCP	-	22,497.96
	Other City Depts.	-	2,879.01
	Library	-	-
	Overtime, Standby & Shift Diff - by depart.	<u>\$ 8,109.52</u>	<u>\$ 520,101.98</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2016 Budget vs. Actual
Payroll Period Ended 7/29/2016
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	161,301.06	93,029.99	188,507.54	(95,477.55)
Police	233,600.00	134,728.23	117,180.07	17,548.16
DPW	212,623.00	122,629.79	77,688.34	44,941.45
MLD	185,600.00	107,044.34	73,399.93	33,644.41
WPCP	84,830.00	48,925.49	37,949.13	10,976.36
Other City	35,400.00	20,416.86	22,497.96	(2,081.10)
Library	<u>7,500.00</u>	<u>4,325.61</u>	<u>2,879.01</u>	<u>1,446.60</u>
Total	<u><u>920,854.06</u></u>	<u><u>531,100.32</u></u>	<u><u>520,101.98</u></u>	<u><u>10,998.34</u></u>