

1. Agenda

Documents:

[AGENDA 11-03-16.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 110316.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 110316.PDF](#)

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

November 3, 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 October 20, 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 October 26, 2016 in the amount of **\$ 468,130.67** and November 2, 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 from the Building Inspector’s office November 1, 2016

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 October 28, 2016 in the amount of \$ **946,407.58** and November 4, 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 adjust the line items of the 2016 Debt Service budget and increase the 2016 General Fund budget transfer to meet the debt service requirement for the redemption of the 2016 BAN. This adjustment will only realign the line items of the 2016 Debt Service budget with no increase, however, it will increase the 2016 General Fund budget by \$71,991.28 through a transfer from the Unassigned portion of the fund balance.

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 Tim Carter of Fleet Feet Sports to hold three of four races for the Fleet Feet Frozen 5k Series in the City of Plattsburgh. The Ugly Sweater 5k will be on 12/3 on US Oval to benefit the local food shelf, the Snowman Scramble 5k will be at Blumette Park on January 14 to benefit Elmore SPCA with the race

route using various roads in the West End, and the Shamrock Shuffle 5k will start and finish at Durkee Street on March 11 in conjunction with Irish Festival - race beneficiary TBD.

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 the payment of \$602.82 from the MLD Operating Fund budget to Bruce and Nancy Steadman for damages caused to their clothes washer by high voltage, as alleged in the Notice of Claim dated August 9th, 2016. A release will be required from the claimants.

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. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain’s Office to amend the General Fund budget for the revenue associated with the filing of delinquent land and school taxes as well as the appropriations for the expending of those costs. The General Fund revenue will be increased by \$4,695.00 and expenditures will be increased by \$3,435.00 resulting in a net increase to fund balance of \$1,260.00.

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:

E. RESOLVED: In accordance with the request therefore the Common Council approves Contract # 2016-12 “Survey for City Streets & Properties” be awarded to Machabee Land Survey for the quoted price of \$22,550.

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 two Police Department employees to attend “Physical Fitness Instructor Course (PT) Training” from January 1-5, 2017 in Potsdam, NY at a cost not to exceed \$1,352.50 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:

B. RESOLVED: In accordance with the request therefore the Common Council approves two Police Department employees to attend “Aerosol Subject Restraint Instructor (Pepper Spray) Training” from December 14-16, 2016 in Potsdam, NY at a cost not to exceed \$560.50 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:

C. RESOLVED: In accordance with the request therefore the Common Council approves Municipal Code Inspector James Welch to attend “Basic Code Enforcement Training, Introduction to Code Enforcement Practice, Part II” from November 15 -17, 2016 in Loudonville, NY and “Inspection Procedures for Existing Structures” from November 29- December 1, 2016 at a cost not to exceed \$714. This training is mandatory to become a certified Code Enforcement Officer.

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 Tara Powers of the Northeastern Epilepsy Foundation to hold a 5k Run/Walk on US Oval on November 27, 2016 from 1pm to 3pm to benefit the Epilepsy Foundation of Northeastern New York.

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: _____

11/01/2016 09:04
1427dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 1
picvltprc

DEPARTMENT: Building Inspector

REPORTING PERIOD: 10/17/16 TO 10/31/16



COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
FIRE SAFETY	1
GARBAGE	3
PARKING	2
PROPERTY MAINTENANCE	3
DEPARTMENT TOTALS	9
REPORT TOTALS	9

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

REPORTING PERIOD: 10/17/16 TO 10/31/16



REFERENCE CASE	LOCATION	COMMENT	AREA SOURCE	RESPONSIBLE PARTY SEVERITY	CREATED
504	20 LAFAYETTE ST			ROBERT CARPENTER	COMPLETED

VIOLATION	SEVERITY	AREA	COMPLY BY	COMPLIED	7 DAYS OPEN	
PROPERTY MAINTENANCE AT 20 LAFAYETTE ST. OLD WINDOWS LEANING ON TELEPHONE POLE.	0					
STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INITIAL INSPECT	INSPECTION	DONE		10/27/16	10/31/16	10/31/16
NOTICE	NOTICE	NEW		11/02/16		
FOLLOW UP	INSPECTION	NEW				
ORDER REMEDY	NOTICE	NEW	LETTER			
APPEARANCE TICKET	OTHER	NEW				
COMPLAINT/VIOLATION TOTALS						.00

VIOLATION	SEVERITY	AREA	CITY OF PLATTSBURGH	COMPLY BY	COMPLIED	1 DAYS OPEN
PROPERTY MAINTENANCE DRAINAGE DITCH HAS BEEN FILLED IN BY PMLD.	0					
STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INITIAL INSPECT	INSPECTION	DONE		11/02/16		10/31/16
NOTICE	NOTICE	NEW		11/02/16		
FOLLOW UP	INSPECTION	NEW				
ORDER REMEDY	NOTICE	NEW	LETTER			
APPEARANCE TICKET	OTHER	NEW				
COMPLAINT/VIOLATION TOTALS						.00

VIOLATION	SEVERITY	WRITTEN AREA	JOHN S SEIDEN	COMPLY BY	COMPLIED	6 DAYS OPEN
FIRE SAFETY AT 43 DURKEE ST. SMOKE DETECTOR OUTSIDE 3RD FLOOR ELEVATOR DOORS IS MOUNTED ABOVE DROP CEILING.	0					
STEPS	ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED
INITIAL INSPECT	INSPECTION	DONE		10/28/16	10/26/16	10/31/16
NOTICE	NOTICE	NEW		11/02/16		
FOLLOW UP	INSPECTION	NEW				
ORDER REMEDY	NOTICE	NEW	LETTER			
APPEARANCE TICKET	OTHER	NEW				
INSPECTION	INSPECTOR	REQUESTED	SCHEDULED	RESULTS	FEE AMOUNT	
COMPLAINT	KEN PRIMARD	10/28/16	10/28/16		.00	
COMPLAINT	KEN PRIMARD				.00	
COMPLAINT/VIOLATION TOTALS						.00

500 59 OAK ST
 WRITTEN
 0
 LESTER JUHASZ
 10/20/2016

11/01/2016 09:04
1427dhep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

DEPARTMENT: Building Inspector

REPORTING PERIOD: 10/17/16 TO 10/31/16

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

VIOLATION SEVERITY AREA COMPLY BY COMPLIED 12 DAYS OPEN
PARKING 0
AT 59 OAK STREET PARKING IN FRONT LAWN. HAPPENING FOR 2 YEARS AND CONTRIBUTING TO GENERAL DETERIORATING OF NEIGHBORHOOD.

STEPS ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
INITIAL INSPET DONE 10/21/16 10/25/16 10/25/16
NOTICE NEW 10/26/16
REINSPECT INSPECTION OTHER
APPEARANCE TICK NEW

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KEN PRIMARD 10/21/16 10/21/16 .00
COMPLAINT KEN PRIMARD .00

COMPLAINT/VIOLATION TOTALS .00

501 61 OAK ST DAVID A KOPITA 0 COMPLY BY COMPLIED 12 DAYS OPEN
VIOLATION SEVERITY AREA
PARKING 0
AT 61 OAK STREET PARKING IN FRONT YARD. BEEN GOING ON FOR 2 YEARS AND FEELS THIS CONTRIBUTES TO GENERAL DETERIORATION OF NEI
GHBORHOOD.

STEPS ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
INITIAL INSPET DONE 10/21/16 10/25/16 10/25/16
NOTICE NEW 10/26/16
REINSPECT INSPECTION OTHER
APPEARANCE TICK NEW

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT
COMPLAINT KEN PRIMARD 10/21/16 10/21/16 .00
COMPLAINT KEN PRIMARD .00

COMPLAINT/VIOLATION TOTALS .00

499 68 SAILLY AVE SAMUEL J GORDON 0 COMPLY BY COMPLIED 12 DAYS OPEN
VIOLATION SEVERITY EMAIL AREA
PROPERTY MAINTENANCE 0
AT 68 SAILLY COUCH BEATWEEN SIDEWALK & CURB

STEPS ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
INITIAL INSPET DONE 10/22/16 10/26/16 10/26/16
NOTICE NEW 10/28/16
FOLLOW UP DONE 11/02/16
ORDER REMEDY NEW
APPEARANCE TICKE OTHER 11/27/16

COMPLAINT/VIOLATION TOTALS .00



11/01/2016 09:04
1421dnep

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

P 5
plcvlrpt

DEPARTMENT: Building Inspector

REPORTING PERIOD: 10/17/16 TO 10/31/16

REFERENCE CASE	LOCATION	COMMENT	AREA SOURCE	RESPONSIBLE PARTY SEVERITY	COMPLAINTS/VIOLATIONS	COMPLIED
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COMPLAINTS/VIOLATIONS	COMPLIED
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REPORT TOTALS
COMPLAINT/VIOLATION ACTIVITY 10/17/16-10/31/16: 9 COMPLAINTS/VIOLATIONS
9 CREATED 0 COMPLIED

.00

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





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

DATE: October 24, 2016
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Budget Adjustment – Debt Service

It is being requested to adjust the 2016 Debt Service Fund and General Fund Budgets as follows:

Decrease: Appropriation: Debt Service Interest	7-9710000-7000	\$10,684.76
Decrease: Appropriation: Debt Service Principal	7-9710000-6000	\$74,895.24
Increase: Estimated Revenue: Debt Service General Fund	0-0007228-2810	\$71,991.28
Increase: Appropriation: Debt Service Reserve Interest	7-9710000-7500	\$85,580.00
Decrease: Estimated Revenue: Debt Service Reserve	0-0007228-2882	\$71,991.28
Increase: General Fund Assigned Appropriated Fund Bal.	1-0599	\$71,991.28
Increase: Appropriation: General Fund Debt Service Transfer	1-9570000-9000	\$71,991.28

This request provides for a transfer within the 2016 Debt Service Fund Budget line items where the total cost is correct, but there line items under and line items over budget within the total debt service requirement. The request additionally provides for a supplement to the 2016 General Fund Budget for the estimated cost debt service transfer budget line that was under budgeted, requiring an increase to the total General Fund Budget for 2016 by \$71,991.28.

Thank you for your attention to this request.

Cc: Carole Garcia



Carole S. Garcia
Deputy City Chamberlain

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

TO: Mayor James Calnon and Members of the Common Council

FROM: Carole Garcia, Deputy City Chamberlain *CS*

DATE: October 31, 2016

RE: Finance Department-2016 Budget Amendment

It is being requested from the Finance Department that the 2016 General Fund Budget be amended as follows:

Increase Estimated Revenue:

0000-1112-1235 Charges for Tax Redemption \$4,695.00

Increase Appropriations:

1-1310-000-4440 Fees for Services \$ 3,435.00

Decrease Assigned Appropriated Fund Balance:

1-0599 \$ 1,260.00

This request is to budget fees charged for the filing of delinquent land and school taxes which include filing fees, title searches, mailing costs and publishing costs; as well as providing the appropriations for expending the cost of filing fees, title searches and mailing costs. The publishing costs are already budgeted in the 2016 general fund budget and the fees received as payment of those costs represent a return to fund balance. The General Fund revenue will increase by \$4,695.00, expenditures will be increased by \$3,435.00 resulting in a net increase to fund balance of \$ 1,260.00.

Thank you for your attention to this request.

CC: Richard Marks



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

November 1, 2016

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

**REF: Recommendation of Award for
"Survey for City Streets & Properties;"
Contract #2016-12**

Dear Mayor Calnon & Councilors:

We received and opened proposals on October 25, 2016 for "Survey for City Streets & Properties". One proposal was received and is attached for your reference.

It is recommended that a contract be awarded to **Machabee Land Survey, P.O. Box 2541, Plattsburgh, NY 12901** for the quoted price of **\$22,550.00**.

Sufficient funding is available from the **2016 Street Resurfacing & Improvements Project (H5110.57)**.

Very truly yours,

Kevin R. Farrington, P.E.
City Engineer

/jh

Attach.(1)

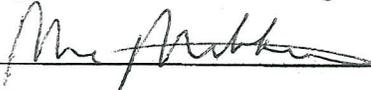
CC: City Clerk
City Chamberlain
Public Works Dept.

NON-COLLUSIVE BIDDING CERTIFICATE

By submission of this bid, each bidder and each person signing on behalf of any bidder affirms, and in the case of a joint bid each party thereto affirms as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quote in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Signed:



Marc Machabee / Owner

Print Name & Title

RESOLUTION - (For Corporate Bidders Only)

Resolved that _____ be authorized to sign
(Individual's Name)

And submit the bid proposal for this corporation for:

(Name of Project)

And to include in such bid or proposal the certificate as to non-collusion required by Section one hundred three - d of the General Municipal Law as the act and deed of such corporation, and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable under the penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by _____ corporation at a meeting of its Board of Directors held on the _____ day of _____, _____ and is still in full force and effect on this _____ day of _____, 20__.

By:

Secretary

Seal of Corporation

Print Name: _____



Machabee Land Surveying
P.O. Box 2541
Plattsburgh NY 12901
www.mlsurvey.com

Hourly Rate Schedule			
1. Survey of Maine Road from New York Road to Dakota Street (1,500')			
	Office Hours	Fieldwork Hours	Task Total
Staff Hourly Rates	\$50.00	\$80.00	
TASK			
1.0: Boundary Survey R.O.W			
1.1 Collect title data	4		
1.2 Field work to locate monuments		3	
1.3 Boundary determination	4		
1.4 Tie in to State Plane Coordinate System	2	4	
Task Fee	\$500.00	\$560.00	\$1,060.00
2.0: Survey control baseline			
2.1 Install PK nails at 50 ft stations		8	
2.2 Swing ties at beginning and end, and all angle points			
Task Fee	\$ -	\$640.00	\$640.00
3.0: Benchmarks at beginning and end of project			
		8	
Task Fee		\$640.00	\$640.00
4.0, 5.0, 7.0, 8.0,9.0,10.0 : Locate all features			
		48	
Task Fee	\$ -	\$3,840.00	\$3,840.00
11.0: Mapping Cross Sections			
	16		
Task Fee	\$800.00	\$ -	\$800.00
11.0: Site Plan with centerline profile underneath			
	16		
Task Fee	\$800.00	\$ -	\$800.00
12.0: Furnish disc/deliverables			
Task Fee	\$ -	\$ -	\$0.00
Total Hours	32	64	
Total			\$7,780.00



Machabee Land Surveying
P.O. Box 2541
Plattsburgh NY 12901
www.mlsurvey.com

Hourly Rate Schedule			
2. Survey of Maine Road from Dakota Street to Kansas Avenue (2,235')			
	Office Hours	Fieldwork Hours	Task Total
Staff Hourly Rates	\$50.00	\$80.00	
TASK			
1.0: Boundary Survey R.O.W			
1.1 Collect title data	7		
1.2 Field work to locate monuments		8	
1.3 Boundary determination	8		
1.4 Tie in to State Plane Coordinate System	8	8	
Task Fee	\$1,150.00	\$1,280.00	\$2,430.00
2.0: Survey control baseline			
2.1 Install PK nails at 50 ft stations		8	
2.2 Swing ties at beginning and end, and all angle points			
Task Fee	\$ -	\$640.00	\$640.00
3.0: Benchmarks at beginning and end of project			
		8	
Task Fee		\$640.00	\$640.00
4.0, 5.0, 7.0, 8.0,9.0,10.0 : Locate all features			
		55	
Task Fee	\$ -	\$4,400.00	\$4,400.00
11.0: Mapping Cross Sections			
	33		
Task Fee	\$1,650.00	\$ -	\$1,650.00
11.0: Site Plan with centerline profile underneath			
	32		
Task Fee	\$1,600.00	\$ -	\$1,600.00
12.0: Furnish disc/deliverables			
Task Fee	\$ -	\$ -	\$0.00
Total Hours	65	71	
Reimbursable Expenses:			
Total			\$11,360.00



Machabee Land Surveying
P.O. Box 2541
Plattsburgh NY 12901
www.mlsurvey.com

Hourly Rate Schedule			
3. Survey of Margaret Street from Brinkerhoff Street to Broad Street (660')			
	Office Hours	Fieldwork Hours	Task Total
Staff Hourly Rates	\$50.00	\$80.00	
TASK			
1.0: Boundary Survey R.O.W			
1.1 Collect title data	3		
1.2 Field work to locate monuments		2	
1.3 Boundary determination	2		
1.4 Tie in to State Plane Coordinate System	2	2	
Task Fee	\$350.00	\$320.00	\$670.00
2.0: Survey control baseline			
2.1 Install PK nails at 50 ft stations		6	
2.2 Swing ties at beginning and end, and all angle points			
Task Fee	\$ -	\$480.00	\$480.00
3.0: Benchmarks at beginning and end of project		2	
Task Fee		\$160.00	\$160.00
4.0, 5.0, 7.0, 8.0,9.0,10.0 : Locate all features		15	
Task Fee	\$ -	\$1,200.00	\$1,200.00
11.0: Mapping Cross Sections	9		
Task Fee	\$450.00	\$ -	\$450.00
11.0: Site Plan with centerline profile underneath	9		
Task Fee	\$450.00	\$ -	\$450.00
12.0: Furnish disc/deliverables			
Task Fee	\$ -	\$ -	\$0.00
<i>Total Hours</i>	18	23	
Reimburseable Expenses:			
Photocopies, prints, etc.			
Total			\$3,410.00



Machabee Land Surveying
P.O. Box 2541
Plattsburgh NY 12901
www.mlsurvey.com

Hourly Rate Schedule			
4. Survey of South Peru Street from South Catherine Street to Sharron Avenue (1,440')			
	Office Hours	Fieldwork Hours	Task Total
Staff Hourly Rates	\$50.00	\$80.00	
TASK			
1.0: Boundary Survey R.O.W			
1.1 Collect title data	8		
1.2 Field work to locate monuments		8	
1.3 Boundary determination	8		
1.4 Tie in to State Plane Coordinate System	8	8	
Task Fee	\$1,200.00	\$1,280.00	\$2,480.00
2.0: Survey control baseline			
2.1 Install PK nails at 50 ft stations		8	
2.2 Swing ties at beginning and end, and all angle points			
Task Fee	\$ -	\$640.00	\$640.00
3.0: Benchmarks at beginning and end of project		8	
Task Fee		\$640.00	\$640.00
4.0, 5.0, 7.0, 8.0,9.0,10.0 : Locate all features		24	
Task Fee	\$ -	\$1,920.00	\$1,920.00
11.0: Mapping Cross Sections	18		
Task Fee	\$900.00	\$ -	\$900.00
11.0: Site Plan with centerline profile underneath	18		
Task Fee	\$900.00	\$ -	\$900.00
12.0: Furnish disc/deliverables			
Task Fee	\$ -	\$ -	\$0.00
Total Hours	36	40	
Photocopies, prints, etc.			
Total			\$7,480.00



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

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

DESMOND J. RACICOT
Chief of Police

October 11, 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 Potsdam NY, for "Physical Fitness Instructor Course (PT) Training" from January 1, 2017- January 5, 2017. The total cost will not exceed \$1,352.5 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



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

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

DESMOND J. RACICOT
Chief of Police

October 11, 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 Potsdam NY, for "Aerosol Subject Restraint Instructor (Pepper Spray) Training" from December 14, 2016- December 16, 2016. The total cost will not exceed \$560.50 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



Plattsburgh, New York

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

October 26, 2016

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

**Ref: Basic Code Enforcement
Training**

Dear Mayor Calnon and Councilors:

Permission is hereby requested for Municipal Code Inspector James Welch to attend continuing education classes for "Basic Code Enforcement Training, Introduction to Code Enforcement Practice, Part II" in Albany/Loudonville, New York on November 15, 16, and 17th, 2016, and "Inspection Procedures for Existing Structures" on November 29, 30 and December 1, 2016 at a cost not to exceed \$714.00. This training is mandatory to become a certified Code Enforcement Officer.

Sincerely,

Joseph McMahon
Building Inspector

/dn

CC: Deputy City Chamberlain

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 11/4/2016

City:	Payee	Description	Amount
	The Depository Trust Company	Debt service for 2015 BAN Principal & Interest - Gen, Rec, Parking, Debt Res - Nov. 4, 201	417,067.23
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	56,603.27
	Mars Mechanical, LLC	Installation of 8 HVAC units (half-down) - Library - October 2016	18,106.90
	Graymont Materials Inc.	Concrete and asphalt for road maintenance - DWP - Sept/Oct 2016	11,485.74
	Platinum Plus for Business	Credit card charges supplies/equip/conferences/travel: PD, IT, Fire, WPCP - Sept 2016	6,435.26
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	3,657.48
	NEWS of New York Inc.	Solid waste charges for dumping at landfill - DPW - October 2016	3,354.54
	Postmaster - USPO	Pre-sorted first class postage advance & stamps - DP & Clerk - November 2016	3,270.00
	MES New York	SCBA flow tests on 41 units - Fire Dept. - October 2016	2,283.00
	Manpower, Inc.	Temporary library clerk labor cost 98.5 hours - Library - thru October 9, 2016	2,218.26
	Cyncon Equipment Inc.	Street vacuum replacement parts - DPW - October 2016 - 1/3, 1/3, 1/3	2,103.54
	Fastenal Co.	Miscellaneous part purchases - DPW & WPCP - October 2016	1,863.17
	City Chamberlain - T&A Acct.	Reimburse payment from T&A for police travel & Data Proc. postage advance	1,794.27
	Surpass Chemical Co.	1,400 gal Surchlor Bulk Sodium Hypochlorite solution - WFP - October 2016	1,576.40
	NYS Office of Real Property Svce	Annual licensing fee use of NY Real Property System - City Assessor 2016-2017	1,500.00
	Adirondack Environmental	Chemical analysis for plant process monitoring - WPCP - October 2016	1,455.00
	Westaff	Temporary Typist for permanent clerical absences - Finance - October 2016	1,361.27
	CVEC - Champlain Valley Exhaust Cleaning	Kitchen exhaust and hood cleaning at the Crete - Rec Complex - Sept 2016	1,200.00
	Rosens Uniform Center	3 uniforms for new recruits - Police - October 2016	1,151.50
	Overdrive Inc.	E-book purchases 25 titles - Library - October 2016	1,052.67
	Others - 66 total others	Various	<u>12,288.19</u>
		Total City	<u>551,827.69</u>
MLD:			
	City Chamberlain	July monthly installment for 2016 City services	45,000.00
	City Chamberlain	July monthly installment for 2016 City PILOT	35,000.00
	HMT, Inc.	Various testing and maintenance charges for substations/equipment - Sept 2016	34,700.00
	PLM Electric Power Eng.	Engineering services for SL#3 substation -September 2016	12,060.81
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	8,420.59
	Woltner-Summit Contracting LLC	IEEP insulation costs program - 36 Grace Ave. - October 2016	3,562.40
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	2,955.94
	Itron Inc.	Annual maintenance for hardware & software - last installment 2016	1,559.64
	Others - 9 others	Various	<u>2,572.02</u>
		Total MLD	<u>145,831.40</u>
Specials:			
	Capital Expenditures	2015 BAN redemption covering borrowed funds on 23 capital projects	7,486,485.61
	Journal Transfers (not expenditures)	Debt service for 2015 BAN Principal & Interest - November 4th, 2016	326,447.86
	Journal Transfers (not expenditures)	2016 Internal fund/Svcs transfers - Water, Sewer, Library, Rec Complex, lights	<u>154,333.86</u>
		Total Specials	<u>7,967,267.33</u>
	Gross Total		\$ 8,664,926.42
	Less: Inter-Fund Transactions		<u>480,781.72</u>
	Total Net Expenditures		<u>\$ 8,184,144.70</u>
Payroll:		Pay Period	Year to Date
	Total Payroll Headcount	84	364
	Base Hourly & Salary	87,500.26	\$ 9,579,866.76
	Overtime, Standby & Shift Differentials	7,148.32 8.17%	810,014.65 8.46%
	Vacation, Holiday, Pers. & Accum. Leave	9,209.26 10.52%	1,563,163.58 16.32%
	Sick, Bereavement Leave	6,198.62 7.08%	395,629.61 4.13%
	Longevity - AFSCME weekly \$2.3k	(YTD Mgt. \$58.7k, Stone \$14.8k)	170,759.74 1.78%
	Higher Class Pay	5.76 0.01%	31,159.03 0.33%
	Sick Leave Buyout		14,750.00 0.15%
	Health Insurance Buyout	E. McDonald - coverage change	31,035.48 0.32%
	Clothing/Uniform Allow - PD, MLD	MLD \$8.7k, PD 2nd half \$12.4k (YTD Police clothing allowance - 1st half)	46,412.50 0.48%
	College Degree Allowances	Police for 2016	14,100.00 0.15%
	Severance - sick leave time	(YTD Bouchard \$4.4k, Welch \$40k, Lucas \$19.5k, \$14 Brown, Martin \$41.4k, Stone \$59.2k, Riley \$36.8k)	206,566.79 2.16%
	Retroactive Pay	(YTD AFSCME & Library contract, de la Chapelle \$2.7k)	87,832.51 0.92%
	Grand Total	<u>\$ 110,062.22</u>	<u>\$12,951,290.65</u>
	Overtime, Standby & Shift Diff	Fire	\$ - 0.00%
		Police	5,901.10 82.55%
		DPW	- 0.00%
		MLD	1,247.22 17.45%
		WPCP	- 0.00%
		Other City Depts.	34,911.26 4.31%
		Library	4,626.08 0.57%
		<u>Overtime, Standby & Shift Diff - by depart.</u>	<u>\$ 7,148.32</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2016 Budget vs. Actual
Payroll Period Ended 11/4/2016
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	161,301.06	136,369.24	288,584.34	(152,215.10)
Police	233,600.00	197,493.15	204,777.80	(7,284.65)
DPW	212,623.00	179,758.50	108,571.27	71,187.23
MLD	185,600.00	156,912.36	110,876.56	46,035.80
WPCP	84,830.00	71,718.08	57,667.34	14,050.74
Other City	35,400.00	29,928.33	34,911.26	(4,982.93)
Library	<u>7,500.00</u>	<u>6,340.75</u>	<u>4,626.08</u>	<u>1,714.67</u>
Total	<u><u>920,854.06</u></u>	<u><u>778,520.40</u></u>	<u><u>810,014.65</u></u>	<u><u>(31,494.25)</u></u>