

1. Agenda

Documents:

[AGENDA 07-01-20.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 070120.PDF](#)

3. Claims Analysis

Documents:

[CLAIMS ANALYSIS 070120.PDF](#)

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

July 1, 2020

5:00 P.M.

AGENDA

Pledge of Allegiance

(RC)

Present: Mayor Colin Read, Councilors Ira Barbell (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Steve Brodi (W4), Patrick McFarlin (W5), Jeff Moore (W6)

Absent:

MAYOR'S COMMENTS:

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on June 25, 2020 are approved and placed on file among the public records of the City Clerk's Office

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending July 1, 2020 in the amount of \$_____ are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Minutes from the Public Safety Committee meeting held on June 25, 2020
- Reports from the Police Department dated June 29, 2020

COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:

Governance, Strategy, and City Operations- Chair Councilor Barbell

City Infrastructure – Chair Councilor Moore

Finance and Budget – Chair Councilor Kelly

Public Safety – Chair Councilor Gibbs

Plattsburgh Public Library – Chair Councilor McFarlin

MLD - MLD Board President Councilor McFarlin

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

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the week ending June 26, 2020 in the amount of \$_____are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____
(All in Favor/opposed)

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:

7. OTHER ITEMS:

A. RESOLVED: In accordance with the request therefore the Common Council approves two bond resolutions each authorizing \$240,000 of additional debt to be issued by the City of Plattsburgh to provide funding for appropriations authorized by the Common Council on June 18th, 2020, under the capital projects created for the Arnie Pavone Parking Plaza construction and for the Broad Street Parking Lot renovation.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to adjust the 2020 General Fund budget by a transfer of \$400.00 from Fire Office Equipment to Fire Print & Copy for an un-budgeted expense line item.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

C. RESOLVED: In accordance with the request therefore the Common Council accepts and authorizes the property owner to enter into a contract with the lowest priced, qualified selected bid for “Downtown Grant Program – 47 Clinton Street Renovations” for renovation work related to the 47 Clinton Street project pursuant to the Downtown Grant Program Administrative Plan.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

D. RESOLVED: In accordance with the request therefore the Common Council accepts and authorizes the property owner to enter into a contract with the lowest priced, qualified selected bid for “Downtown Grant Program – 15 Clinton Street Renovations” for renovation work related to the 15 Clinton Street project pursuant to the Downtown Grant Program Administrative Plan.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

8. TRAVEL REQUEST: None

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS AND COUNCILOR REPORTS:

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____

Roll call: Councilors Barbell, Kelly, Gibbs, Brodi, McFarlin, Moore

MEETING ADJOURNED: _____

BLUIEK ACTIVITY REPORT

By Time of Day

FOR DATE RANGE OF 01/01/2020 00:00 TO 06/28/2020 0:00

Call Type	Invalid Time	0000-0159	0200-0359	0400-0559	0600-0759	0800-0959	1000-1159	1200-1359	1400-1559	1600-1759	1800-1959	2000-2159	2200-2359	TOTALS
ABANDONED 911	0	7	6	0	8	6	6	4	8	3	6	12	6	72
ABC VIOLATIONS	0	13	0	0	0	0	0	1	0	0	1	2	3	20
ABSCONDED	0	1	1	1	1	1	1	0	1	2	0	0	2	11
ADMINISTRATIVE	0	3	2	2	2	6	1	2	1	2	3	8	4	36
AIDED MEDICAL	0	12	11	5	6	4	10	12	14	16	17	13	8	128
ALARM	0	7	16	6	16	17	13	14	12	10	11	7	6	135
ANIMAL DOMESTIC	0	2	3	3	1	7	12	14	9	8	12	10	8	89
ANIMAL WILD	0	0	0	0	0	1	2	3	0	0	2	0	1	9
ARSON	0	0	0	0	0	0	1	0	0	0	0	0	0	1
ASSAULT	0	2	4	0	4	0	1	2	0	3	2	4	1	23
BEAT MONITORING	0	21	10	0	0	0	0	0	0	0	1	0	0	32
BKGRND INVT CIVILIAN	0	0	0	6	36	90	72	53	8	1	0	0	0	266
BKGRND INVT SWORN	0	0	0	0	0	0	2	0	0	0	0	0	0	2
BURGLARY	0	0	0	1	0	2	0	2	3	4	1	4	0	17
CHILD SEAT INSTALL	0	0	0	0	0	0	0	0	0	0	1	3	0	4
CITY CODE VIOLATION	0	2	1	1	1	3	3	2	8	5	7	8	0	41
CRIMINAL MISCHIEF	0	4	1	3	4	8	7	7	9	7	8	3	0	61
CROSSING GUARD	0	0	1	2	1	0	0	0	0	1	0	0	1	6
DEATH INVEST	0	0	2	1	2	3	2	1	1	0	0	1	2	15
DISORDERLY PERSONS	0	15	10	5	4	9	15	8	13	20	19	5	20	143
DOG SEIZURE	0	0	0	0	0	0	0	3	1	1	0	0	0	5
DOMESTIC	0	24	9	7	6	13	18	15	16	20	28	25	32	213
DOOR UNLOCKING	0	2	3	1	6	7	19	16	19	19	14	10	5	121
DRUG INVESTGATION	0	4	1	2	2	13	11	16	23	10	8	8	7	105
DWI / IMPRD / DRUGS	0	1	3	0	1	0	0	0	0	0	0	3	5	13
EMOTIONALLY DISTRBD PERSON	0	5	5	3	3	7	9	10	7	13	14	9	17	102
ENDANGERING WELFARE	0	1	0	0	0	0	0	0	0	1	0	0	0	2
FINGERPRINTING	0	0	0	0	3	16	34	31	23	5	4	2	1	119

PIKE	0	0	1	1	1	0	0	0	0	0	1	2	3	0	3	3	1	15
FOOT PATROL	0	103	81	29	0	20	44	23	40	18	6	61	93	518				
FRAUD	0	0	0	0	0	2	3	4	3	1	3	3	0	19				
HARASSMENT	0	5	3	1	2	5	14	17	18	22	19	20	20	146				
INSECURE PROPERTY	0	17	25	2	0	5	11	5	10	3	3	6	12	99				
JUVENILE	0	2	1	0	1	9	11	12	12	10	7	3	5	73				
LARCENY	0	6	1	1	3	12	29	30	22	18	13	9	3	147				
LOST AND FOUND	0	3	7	4	7	15	14	21	17	23	8	4	4	127				
M/V ACCIDENT	0	3	2	1	11	22	33	54	75	40	25	10	6	282				
M/V OFFENSE	0	4	2	0	0	1	3	3	2	5	4	11	8	43				
M/V THEFT	0	0	1	0	0	0	0	0	0	0	0	0	0	1				
MARIHUANA INVST	0	0	0	0	0	1	0	0	0	1	0	1	0	3				
MEDIATION-NO OFFENSE	0	1	1	0	1	1	6	4	3	0	3	0	2	22				
MISC CALLS	0	13	17	3	6	31	26	36	39	50	37	37	33	328				
MISC OFFENSES	0	4	1	0	0	7	9	4	11	10	2	2	4	54				
MISSING PERSON	0	0	0	0	3	1	1	1	0	2	3	0	2	13				
NARCO INTEL	0	0	0	1	0	0	0	0	0	0	0	0	1	2				
NEIGHBOR CRISIS	0	1	0	0	1	3	5	11	6	4	9	7	2	49				
NOISE VIOLATION	0	47	22	6	4	5	13	15	21	26	22	53	67	301				
OPEN CONTAINER	0	0	0	0	0	0	0	0	0	0	0	0	1	1				
OUTSIDE AGENCY ASSIST	0	4	3	1	0	5	5	4	5	6	4	3	7	47				
PARKING VIOLATIONS	0	7	1	1	1	2	8	13	11	3	3	2	0	52				
PAROLE NOTIFICATION	0	0	0	0	2	19	11	15	6	0	0	0	0	53				
PRISONER TRANSPORT	0	0	1	0	3	27	10	5	6	5	6	6	0	69				
PROPERTY RETRIEVAL	0	0	0	0	0	4	8	8	13	9	8	11	5	66				
REPOSESSION	0	0	0	0	0	0	0	0	0	1	0	0	0	1				
ROBBERY	0	0	0	0	0	0	0	1	0	0	0	0	0	1				
SAFE SCRIPTS PROGRAM	0	0	0	0	0	5	9	5	10	0	0	0	0	29				
SERVICES	0	4	3	3	3	45	17	19	21	9	4	8	6	142				
SEX CRIMES	0	0	0	0	0	2	5	8	4	7	4	1	1	32				
SEX OFFNDR REGISTRATION	0	0	0	0	1	36	22	8	11	3	1	0	0	82				
SICK LEAVE	0	1	8	16	10	6	10	11	34	18	7	4	10	135				
SUSPICIOUS ACTIVITY RPT	0	19	19	6	4	5	10	8	11	7	7	21	24	141				

TRAFFIC DETAIL	0	481	359	143	184	547	669	649	671	532	466	662	648	6011
TRAFFIC STOP	0	81	47	11	1	10	33	22	33	28	32	179	159	636
TRESPASSING	0	5	9	1	4	2	11	8	10	8	11	5	11	85
WARRANT	0	3	1	3	1	3	3	3	4	6	1	6	2	36
WELFARE CHECK	0	22	13	3	8	23	45	52	33	37	51	44	30	361
Totals:	0	481	359	143	184	547	669	649	671	532	466	662	648	6011



Richard A. Marks
City Chamberlain

Department of Finance
41 City Hall Place
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: June 26, 2020
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2020 General Fund Budget, as follows:

Increase: General Fund – Fire Print & Copy	13410000-4431	\$400.00
Decrease: General Fund – Fire Office Equipment	13410000-2200	\$400.00

To provide for unbudgeted appropriations for the Fire Department in the General Fund for the purchases for printing and copying needs. The budget adjustment will not increase the General Fund budget for appropriations in 2020 because of the increase in Print & Copy expenses being offset by a decrease in Office Equipment expenses.

Thank you for your attention to this request.

Cc: Chief Lawliss
Kathy Leavine



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

June 16, 2020

Richard Marks
City Chamberlain
41 City Hall Place
Plattsburgh, NY 12901

Rich;

I respectfully request your approval for the following budget revision:

INCREASE:

Printing & Copying	\$400.00
1-3410-0000-4431	

DECREASE:

Office Equipment	\$400.00
1-3410-0000-2200	

This amount is to be transferred to cover the remaining costs of the Symquest printer maintenance agreement as we don't see these bills and to be honest, forgot they were being pulled from that line item and we pulled our printed forms from same.

Your consideration in this matter is very much appreciated. If you should have any questions or need additional information, please feel free to contact me.

Respectfully,

Scott Lawliss
Fire Chief

SL/kl

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 07/02/2020

City:	Payee	Description			Amount
	City Chamberlain - T&A Acct.	Transfer ACH payment - weekly Blue Shield & monthly CanaRx cost			45,746.67
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding			24,344.18
	Thatcher Company of New York	9994.4 gallons 30% Sodium Thiosulfate solution purification - WPCP - May/June 2020			18,389.67
	Temp-Press Inc.	Qtrly instrument calibration - WFP & WPCP - June 2020			9,053.00
	Exxon-Mobil Fleet Services	Fuel for City vehicles for all departments - May/June 2020 usage			5,045.56
	Surpass Chemical Co.	Sodium hypochlorite 5,774 gal - WPCP June 2020			4,977.19
	Endyne, Inc.	Process monitoring for bacteria, etc. - WFP & WPCP - June 2020			3,858.00
	NEWS of New York Inc.	Solid waste disposal - DPW & Grit removal - WPCP - June 2020			3,816.45
	The Guardian Life Insurance Co.	Disability insurance coverage for 2nd Qtr, April - June 2020 - all departments			3,282.43
	Champlain Peterbilt	Leaking lift cylinder repair & oil for engine #289 - Fire - June 2020			2,288.04
	Noah Phillips	Animal control services - Police - June 2020			2,083.33
	Galls, Inc.	Clothing & other access. for employees - Police - June 2020			1,706.00
	Robert Garrard	Lease of 79 Margaret St. for station use - Police - July 2020			1,200.00
	Others - 62 total others	Various (average \$127.57 each)			<u>7,909.40</u>
		Total City			<u>133,699.92</u>
MLD:					
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H			5,796.32
	WESCO Dist. Inc.	Cable prep kit, rubber sleeves, brackets - June 2020			2,028.41
	Read and Laniado, LLP	Professional services - NYSEG issue - May 2020			1,359.00
	Others - 11 total	Various (average \$156.07 each)			<u>1,716.75</u>
		Total MLD			<u>10,900.48</u>
	Gross Total				\$ 144,600.40
	Less: Inter-Fund Transactions				<u>-</u>
	Total Net Expenditures				<u>\$ 144,600.40</u>
Payroll:					
			Pay Period		Year to Date
	Total Payroll Headcount		186		264
	Base Hourly & Salary		294,263.86		\$ 5,470,567.74
	Overtime, Standby & Shift Differentials	Fire holiday and O/T adjustments	30,181.21	10.26%	538,726.17 9.85%
		(Kirby 14.4k, Todd 12.7k, Drolette .8k, Ellsworth 12.1k, Martineau 1.3k, Polhemus 1.4k, Tardiff 2.8, Trim 1.1k, Williamson .2k, Wood .2k, Kiroy .3k, Pelletier 3.6k, Brown 1.7k, Maurice 5.1k, Sciole 18.0k)			
	Vacation, Holiday, Pers. & Accum. Leave & severance		62,935.99	21.39%	883,240.42 16.15%
	Sick, Bereavement Leave, Jury Longevity - AFSCME bi-weekly \$4.3k	Mgmt. bi-weekly \$3k	14,469.61	4.92%	288,640.21 5.28%
	Higher Class Pay		6,271.85	2.13%	120,534.21 2.20%
	Sick Leave Buyout		4,364.62	1.48%	34,558.08 0.63%
	Health Insurance Buyout			0.00%	- 0.00%
	Clothing/Uniform Allow - PD, MLD			0.00%	31,479.74 0.58%
	College Degree Allowances	Police		0.00%	37,050.00 0.68%
		(Kirby 18.5k, Todd 41.6k, Drolette .1k, Ellsworth 39.7k, Tardiff .2k, Trim .2k, Wood .2k, Kiroy 22.5k, Pelletier .1k, Brown 2.1k, Maurice 9.4k, Sciole 24.8k)			12,600.00 0.23%
	Severance - sick leave time			0.00%	159,461.66 2.91%
	Retroactive Pay			0.00%	<u>5,349.65</u> 0.10%
	Grand Total		<u>\$ 412,487.14</u>		<u>\$ 7,582,207.88</u>
	Overtime, Standby & Shift Diff	Fire	\$ 17,707.56	58.67%	\$ 205,273.67 38.10%
		DPW	1,663.04	5.51%	74,090.50 13.75%
		Police	3,970.53	13.16%	131,069.91 24.33%
		MLD	4,238.68	14.04%	75,147.42 13.95%
		WPCP	2,572.30	8.52%	38,136.36 7.08%
		Other City Depts.	29.10	0.10%	13,770.21 2.56%
		Library		0.00%	<u>1,238.10</u> 0.23%
		Overtime, Standby & Shift Diff - by depart.	<u>\$ 30,181.21</u>		<u>\$ 538,726.17</u>

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2020 Budget vs. Actual
Payroll Period Ended 7/2/2020
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	266,000.00	133,702.52	205,273.67	(71,571.15)
DPW	209,627.00	105,367.13	74,090.50	31,276.63
Police	266,000.00	133,702.52	131,069.91	2,632.61
MLD	163,440.00	82,151.65	75,147.42	7,004.23
WPCP	71,310.00	35,843.33	38,136.36	(2,293.03)
Other City	45,154.00	22,696.25	13,770.21	8,926.04
Library	<u>4,842.00</u>	<u>2,433.79</u>	<u>1,238.10</u>	<u>1,195.69</u>
Total	<u><u>1,026,373.00</u></u>	<u><u>515,897.19</u></u>	<u><u>538,726.17</u></u>	<u><u>(22,828.98)</u></u>

Net O/T Cost	YTD Actual	O/T Recoveries	Net O/T Cost	Net YTD Variance
Fire	205,273.67	420.00	204,853.67	(71,151.15)
DPW	74,090.50		74,090.50	31,276.63
Police	131,069.91	2,636.84	128,433.07	5,269.45
MLD	75,147.42		75,147.42	7,004.23
WPCP	38,136.36		38,136.36	(2,293.03)
Other City	13,770.21		13,770.21	8,926.04
Library	<u>1,238.10</u>	<u></u>	<u>1,238.10</u>	<u>1,195.69</u>
Total	<u><u>538,726.17</u></u>	<u><u>3,056.84</u></u>	<u><u>535,669.33</u></u>	<u><u>(19,772.14)</u></u>