

1. Agenda

Documents:

[AGENDA 01-17-19.PDF](#)

2. Supporting Documents

Documents:

[MEETING DOCS 011719.PDF](#)

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

January 17, 2019

5:30 P.M.

AGENDA

Pledge of Allegiance

(RC)

Present: Mayor Colin Read, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Peter Ensel (W4), Patrick McFarlin (W5), Jeff Moore (W6)

Absent:

MAYOR'S COMMENTS:

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the Regular Meeting of the Common Council held on January 10, 2019 are approved and placed on file among the public records of the City Clerk's Office.

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

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

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the week ending January 16, 2019 in the amount of \$_____ are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

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

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the week of January 8-14, 2019
- Minutes from the City Infrastructure Committee held on January 10, 2019

• **COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

Governance, Strategy, and City Operations- Chair Councilor Armstrong

City Infrastructure – Chair Councilor Moore

Finance and Budget – Chair Councilor Kelly

Public Safety – Chair Councilor Gibbs

Plattsburgh Public Library – Chair Councilor Ensel

MLD - MLD Board President Councilor McFarlin

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

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

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

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the week ending January 18, 2019 in the amount of \$_____ are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____

(All in Favor/opposed)

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

6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:

7. OTHER ITEMS:

A. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to transfer 11.96% of all budgeted over-time payroll appropriations from all funds in the 2019 budget requiring a total budget transfer of \$144,833.00 of over-time payroll appropriations to contingency appropriations in all funds, as well as, requiring the creation of a contingency appropriations budget line item in each fund without such a budget line, that is all for all funds except the General Fund.

By Councilor _____; Seconded by Councilor _____

Discussion:

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves two Police Department employees to attend “2019 Fire Investigation Academy” from February 24 – March, 1, 2019 and March 4 – 8, 2019 at the Academy of Fire Science in Montour Falls, NY. The total cost will not exceed \$1,980 and will be expensed out of the Asset Forfeiture Fund.

By Councilor _____; Seconded by Councilor _____

Discussion:

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves for three Police Department employees to attend “Law Enforcement Active Shooter Emergency Response Course – Train the Trainer” from January 22-25, 2019 in Oriskany, NY. The total cost will not exceed \$550 and will be expensed out of the Asset Forfeiture Fund. The training and the lodging will be paid for by the Department of Homeland Security.

By Councilor _____; Seconded by Councilor _____

Discussion:

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

C. RESOLVED: In accordance with the request therefore the Common Council approves one Police Department employee to attend “2 Day Defensive Tactics Instructor Refresher Course” from February 6-8, 2019 in Pulaski, NY. This is required to continue his role in the Zone 9 Police Academy as an Instructor. The total cost will not exceed \$394 and will be expensed out of the Asset Forfeiture Fund.

By Councilor _____; Seconded by Councilor _____

Discussion:

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

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

9. RESOLUTIONS FOR INITIAL CONSIDERATION: None

10. NEW BUSINESS AND COUNCILOR REPORTS:

11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____

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

MEETING ADJOURNED: _____



Plattsburgh, New York

Scott Lawliss
Fire Chief

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

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: January 15, 2019

RE: Fire and Ambulance Responses

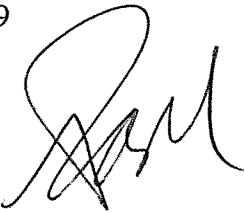
For this week's period: Tuesday, January 8, 2019 to Monday, January 14, 2019
our Department has responded to the following:

| | |
|---------------------------|--|
| Fire Calls | <u>13</u> |
| | 5 alarm activation with investigation |
| | 2 building fire |
| | 1 overheated motor |
| | 1 EMS assist initiated patient care |
| | 2 MVA with patient care and hazardous mitigation |
| | 1 excessive heat/scorch burn |
| | 1 CO detector activation with investigation |
| Ambulance Calls | 50 |
| Mutual Aid by CVPH | 9 |



Richard A. Marks
City Chamberlain

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

DATE: January 16, 2019
MEMO TO: Mayor read
FROM: Richard Marks 
RE: Budget Transfer – Overtime to Contingency – All Funds

It is being requested to adjust the 2019 Budget for all funds, as follows:

| | | |
|---|---------------|--------------|
| Increase: General Fund – Contingency | 11990000-4430 | \$99,134.00 |
| Decrease: General Fund – Common Council O/T Payroll | 11010000-1200 | \$ 48.00 |
| Decrease: General Fund – Finance O/T Payroll | 11310000-1200 | \$ 361.00 |
| Decrease: General Fund – Data Processing O/T Payroll | 11680000-1200 | \$ 269.00 |
| Decrease: General Fund – Police O/T Payroll | 13120000-1200 | \$ 38,239.00 |
| Decrease: General Fund – Fire O/T Payroll | 13410000-1200 | \$ 52,107.00 |
| Decrease: General Fund – Building Inspector O/T Payroll | 13620000-1200 | \$ 911.00 |
| Decrease: General Fund – PW Street Admin O/T Payroll | 15010000-1200 | \$ 789.00 |
| Decrease: General Fund – PW Street Maint O/T Payroll | 15110000-1200 | \$ 1,214.00 |
| Decrease: General Fund – PW Snow & Ice O/T Payroll | 15142000-1200 | \$ 3,836.00 |
| Decrease: General Fund – Community Dev O/T Payroll | 16330000-1200 | \$ 121.00 |
| Decrease: General Fund – Parks Combined O/T Payroll | 17140000-1200 | \$ 90.00 |
| Decrease: General Fund – Zoning O/T Payroll | 18010000-1200 | \$ 299.00 |
| Decrease: General Fund – Waste Collection O/T Payroll | 18160000-1200 | \$ 546.00 |
| Decrease: General Fund – Parks & Beaut O/T Payroll | 18510000-1200 | \$ 304.00 |
| | | |
| Increase: Rec Complex Fund – Contingency | 21990000-4430 | \$ 763.00 |
| Decrease: Rec Complex Fund– Admin O/T Payroll | 27210000-1200 | \$ 431.00 |
| Decrease: Rec Complex Fund – Beach O/T Payroll | 27215000-1200 | \$ 90.00 |
| Decrease: Rec Complex Fund – Crete Center O/T Payroll | 27220000-1200 | \$ 121.00 |
| Decrease: Rec Complex Fund – Gym O/T Payroll | 27221000-1200 | \$ 121.00 |
| | | |
| Increase: Parking Fund – Contingency | 31990000-4430 | \$ 120.00 |
| Decrease: Parking Fund – O/T Payroll | 35650000-1200 | \$ 120.00 |
| | | |
| Increase: Water Fund – Contingency | 41990000-4430 | \$ 7,834.00 |
| Decrease: Water Fund – Administration O/T Payroll | 48310000-1200 | \$ 777.00 |
| Decrease: Water Fund – Purification O/T Payroll | 48330000-1200 | \$ 1,675.00 |
| Decrease: Water Fund – Trans/Distribution O/T Payroll | 48340000-1200 | \$ 5,382.00 |

| | | | |
|--|---------------|-------------|-----------|
| Increase: Sewer Fund – Contingency | 51990000-4430 | \$17,681.00 | |
| Decrease: Sewer Fund – Administration O/T Payroll | 58110000-1200 | \$ 1,229.00 | |
| Decrease: Sewer Fund – Sanitary Sewer O/T Payroll | 58120000-1200 | \$ 8,372.00 | |
| Decrease: Sewer Fund – WPCP Flow O/T Payroll | 58130000-1200 | \$ 4,848.00 | |
| Decrease: Sewer Fund – WPCP BOD O/T Payroll | 58131000-1200 | \$ 1,616.00 | |
| Decrease: Sewer Fund – WPCP Suspended Solids O/T Pay | 58132000-1200 | \$ 1,616.00 | |
| | | | |
| Increase: Library Fund – Contingency | 61990000-4430 | \$ 658.00 | |
| Decrease: Library Fund – O/T Payroll | 67410000-1200 | \$ | 658.00 |
| | | | |
| Increase: MLD – Contingency | M8199000-4430 | \$18,693.00 | |
| Decrease: MLD Payroll – O/T Payroll | M8011100-1200 | \$ | 18,693.00 |

This request provides for a transfer of 11.96% of all budgeted over time payroll appropriations to a contingency account in all of the City’s funds and further provides for the creation of a contingency appropriations account in all of the funds except for the General Fund. The transfer of the combined \$144,833.00 of over-time payroll appropriations to contingency appropriations does not change the 2018 budget in total.

Thank you for your attention to this request.

Cc: Department Heads
Barbara Phillips
Kelly Clookey



Plattsburgh Police Department
45 PINE STREET
Plattsburgh, New York

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

LEVI J. RITTER
Chief of Police

January 14, 2019

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

Ladies and Gentlemen:

Dates: February 6-8, 2019

I respectfully request your approval to send a Police Department employee to Pulaski, NY for the "2 Day Defensive Tactics Instructor Refresher Course" at the NYSDEC Law Enforcement Training Center. This is required to continue his role in the Zone 9 Police Academy as an instructor in Defensive Tactics. *Total cost \$394 to be paid out of Asset Forfeiture*

If you should have any questions or require additional information, please feel free to contact me.

Respectfully,


Chief Levi Ritter
Plattsburgh Police Department



Plattsburgh Police Department

45 PINE STREET

Plattsburgh, New York

518-563-3411

518-566-9000 (FAX)

LEVI J. RITTER

Chief of Police

January 14, 2019

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

Ladies and Gentlemen:

I respectfully request your approval to send two Police Department employee's to Montour Falls, NY for the "2019 Fire Investigation Academy" from 2/24/19 – 3/1/19 and 3/4/19 – 3/8/19 at the Academy of Fire Science. *Total Cost \$1,980 to be paid out of Asset Forfeiture.*

If you should have any questions or require additional information, please feel free to contact me.

Respectfully,


Chief Levi Ritter
Plattsburgh Police Department



Plattsburgh Police Department

45 PINE STREET

Plattsburgh, New York

518-563-3411

518-566-9000 (FAX)

Levi Ritter
Chief of Police

January 10, 2019

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

Ladies and Gentlemen:

I respectfully request your approval to send a three Police Department employee's to Oriskany, NY for the "Law Enforcement Active Shooter Emergency Response Course – Train the Trainer) from January 22-25, 2019. This training will be at NO COST other than meal per diem, as Homeland Security will pay for lodging and the training for this program. *Total cost \$550 to be paid out of Asset Forfeiture.*

If you should have any questions or require additional information, please feel free to contact me.

Respectfully,

A handwritten signature in black ink, appearing to be "L. Ritter", written over a faint circular stamp.

Chief Levi Ritter
Plattsburgh Police Department