

**CITY INFRASTRUCTURE COMMITTEE
THURSDAY, FEBRUARY 14, 2019
CITY OF PLATTSBURGH COMMON COUNCIL CHAMBERS
MINUTES
4:30PM**

Roll Call: Chair Councilor Moore; Councilor Gibbs; Mayor Read

Others Present: Councilor Armstrong, Councilor Kelly, Councilor Ensel and Councilor McFarlin (arrived after Roll Call at 4:34pm)

Absent: None

1. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY: None

2. REPORTS FROM DEPARTMENT REPRESENTATIVES AND DISCUSSION WITH COUNCILORS: None

3. AGENDA ITEMS BROUGHT FORWARD FROM DEPARTMENTS TO BE APPROVED BY COMMITTEE AND RECOMMENDED TO COUNCIL:

1. Request from Mic and Anne-Marie Farrell to hold a “Pray for America” event on the steps of City Hall on Thursday, May 2, 2019 at 6pm – 7pm. A tent will be installed, therefore, Insurance certificate and dig safe permit (if necessary) are required.

Discussion: Remove “A tent will be installed, therefore, Insurance certificate and dig safe permit (if necessary) are required.” Group will no long have tent.

2. Request from Clinton County Office of Emergency Services, the Common Council approves issuing a 911 address for Cemetery parcel #221.16-1-17.2 of 3 Lake Forest Drive.
3. Request from Chief WPCP Operator Kris Gushlaw that Contract # 2019-01 “Sodium Hypochlorite for Water Pollution Control Plant and Water Filtration Plant” be awarded to Surpass Chemical for the lump sum of \$115,430.42.
4. Request from Chief WPCP Operator Kris Gushlaw that Contract #2017-14 “Laboratory Services at Water Pollution Control Plant” be awarded as listed; BOD/CBOD Testing awarded to Endyne Inc for lump sum of \$20,800, Contract for 78 other items awarded to ALS Environmental \$18,867.
5. Request from Councilor Moore to establish a Livable Community Advisory Committee.

Whereas citizen advisory committees are a valuable means of enhancing the exchange of ideas between City residents and the City of Plattsburgh Common Council; and

Whereas advisory committees are able to focus on a single issue, and are able to provide, through

research, recommendations to the Common Council in a timely fashion; and

Whereas, “livability” is the sum of the factors that add up to a community's quality of life—including the built and natural environments, economic prosperity, social stability and equity, educational opportunity, pedestrian access, crime and nuisance, beautification, and cultural, arts, entertainment and recreation possibilities.

NOW THEREFORE, Be It Resolved that the Common Council establishes a Livable Community Advisory Committee (“Committee”). The purpose of the Committee is to research and review the issues and problems identified by City residents in their experience as City residents. Upon identifying issues and problems, the Committee will seek to compile a list of potential solutions that could enhance the livability in the City for the benefit of the residents; and it is further

RESOLVED, that members of the Committee, per the nominations and selections below, will be approved by the Common Council. Each Committee member will be appointed for a three-month term and will serve without compensation. The Committee shall include the following representatives:

- a. Two City Councilors nominated by the Common Council.
- b. One representative nominated by SUNY Plattsburgh.
- c. Up to seven City residents nominated by the City Governance Committee, as compiled from a list of volunteers who will register their interest with the Mayor’s Office by completing an application; and it is further

RESOLVED, that the Committee shall vote to elect their Chair and Vice Chair and shall establish their agenda and schedule for meetings at their first meeting; and it is further

RESOLVED, that the Committee shall comply with the New York Open Meetings Law and the New York Freedom of Information Act; and it is further

RESOLVED, that at the conclusion of the three month period, or sooner if appropriate, the Committee will present their research, findings, advice and proposed solutions to the Common Council at which point the Committee will be disbanded.

Motion to add item “d. Mayor will also serve on committee as ex-officio.” under the following section: “**RESOLVED**, that members of the Committee, per the nominations and selections below, will be approved by the Common Council. Each Committee member will be appointed for a three-month term and will serve without compensation. The Committee shall include the following representatives”

By Councilor Gibbs; Seconded by Councilor Moore
(RC) Roll call: Chair Councilor Moore; Councilor Gibbs; Mayor Read
(All voted in the affirmative to add Item “d”)

6. Request from the City Chamberlain to increase the 2019 budget by \$3,000.00 to appropriate a donation to ARWS approved by Common Council resolution on February 7th, 2019. The budget adjustment will increase budgeted Animal Control Contract Services by \$3,000.00 and increase

Assigned Appropriated Fund Balance in the General Fund by \$3,000.00 as per the budget adjustment memo provided for the meeting documentation.

Motion to amend Item #6 as follows:

- 6. Request from the City Chamberlain to increase the 2019 budget by \$3,000.00 to appropriate a contracted fee to ARWS approved by Common Council resolution on February 7th, 2019. The budget adjustment will increase budgeted Animal Control Contract Services by \$3,000.00 and increase Assigned Appropriated Fund Balance in the General Fund by \$3,000.00 as per the budget adjustment memo provided for the meeting documentation.

By Councilor Gibbs; Seconded by Councilor Moore
(RC) Roll call: Chair Councilor Moore; Councilor Gibbs; Mayor Read
(All voted in the affirmative to amend Item #6)

By Councilor Gibbs; Seconded by Councilor Moore
(RC) Roll call: Chair Councilor Moore; Councilor Gibbs; Mayor Read
(All voted in the affirmative)

4. OLD BUSINESS: None

5. NEW BUSINESS:

Councilor Gibbs asked if composting can happen as part of the garbage service in the city.

[further discussion ensued]

Assistant Superintendent Mike Bessette presented complete Over Time report in detail to Council

[further discussion ensued]

Motion to Adjourn by Councilor Gibbs; Seconded by Mayor Read
(RC) Roll call: Chair Councilor Moore; Councilor Gibbs; Mayor Read
(All voted in the affirmative)

MEETING ADJOURNED: 5:15 pm



DISCOVER

Plattsburgh
NEW YORK

Department of Public Works

Arsene M. Brodi
Superintendent

Michael M. Bessette
Assistant Superintendent

Department of Public Works

BUDGET: Funding is split between three separate funds (WATER, SEWER AND GENERAL)

Those three funds and broken down as follows.

-Water

1. Water Administration
2. Source of Supply
3. Purification
4. Transmission and Distribution

-Sewer

1. Sewer Administration
2. Sanitary Sewers

-General

1. Street Administration
2. Street Maintenance (April- November)
3. Snow/Ice (December-March)
4. Refuse
5. Parks and Beautification

TIMEKEEPING: (See attached DPW Timesheet)

1. Employee timesheets are coded each pay period with the types of work performed. There are 12 Code Descriptions used to categorize work items (i.e. Building, Vehicle, Garbage, Signs, Etc).
2. Employees also choose from 24 descriptions of Work Type Descriptions (i.e. Repairing, Cleaning, Testing, Office Work, Etc).
3. Employees choose from a list of Work Activities (i.e. Clean Sanitary Main w/sewer jet, Fire Hydrant out of service, New meter installation, etc)

OVERTIME:

1. What generates it?
 - Emergency events (snow/ice, water leaks, sewer blockages, etc.)
 - Special events and activities (4th July, Mayors Cup, Marathons, etc.)
2. Who determines if it is required?

Department of Public Works

215 Idaho Avenue, Plattsburgh, NY 12903

www.CityofPlattsburgh-NY.gov Phone: 518-563-1120 Fax: 518-562-1128

- DPW Superintendent, DPW Assistant Superintendent, DPW Maintenance and Crew Supervisors
- Emergency callout by city police department
- Mayor and council (Special Events)

3. Overtime equalization

- As per Article XII Section 4 of ASME Local 788 contract. (See attached quarterly call out sheet)

*Managements biggest responsibility is to determine if use OT is warranted (Can the work be put off until regular hours).

**DPW has to respond to all emergency calls made by police department (Prior Notice)

***MAYOR and COUNCIL decisions also override DPW when it comes to use of our OT.

DEPARTMENT STAFFING:

DPW is currently staffed as follows: ASME UNION

- 1 ea. Maintenance Supervisor
- 2 ea. Crew Supervisors
- 1ea. MEO IV
- 9 ea. PW II
- 9 ea. PWI
- 1 ea Marina Maintainer
- 1 ea Groundskeeper
- 4 ea. Laborers
- 2 ea. MEO 1
- 1 ea. Office Manager
- 1 ea. AC/Typist
- 2 ea. Water Meter Maintainers
- 3 ea. Auto Mechanics

CURRENT TOTAL: 37

We are currently short 1 PWII and 1 PWI position.