



# 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-nv.gov](mailto:lawliss@cityofplattsburgh-nv.gov)

## MEMO

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

**FROM:** Fire Chief, Scott Lawliss

**DATE:** February 12, 2019

**RE:** Fire and Ambulance Responses

For this week's period: Tuesday, February 5, 2019 to Monday, February 11, 2019  
our Department has responded to the following:

<b>Fire Calls</b>	<b><u>19</u></b>
	5 alarm activation with investigation
	3 smoke/odor removal
	1 power line down with hazardous mitigation
	8 EMS assist initiated patient care
	1 MVA with patient care and hazardous mitigation
	1 removal of victim from stalled elevator
<b>Ambulance Calls</b>	<b>66</b>
<b>Mutual Aid by CVPH</b>	<b>11</b>

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Location of Event Site: City Hall Building

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Other: *Field not completed.*

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If the request is for the use of Auditorium/Rotunda, and you are an individual or a for-profit organization, please describe how the event is for a public benefit, and which non-profit civic group the event profits will be forwarded to, including contact information for that non-profit civic group: *Field not completed.*

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List of City Parks *Field not completed.*

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Brief Description of Event and Date Requested: "Pray for America" event. The National Day of Prayer is the first Thursday of May every year, this year it is May 2nd. We want to gather on the steps of City Hall starting at 6pm and pray for America, its government, its schools, its military, its families, and its citizens. We would like to set up the day before the event (May 1st) with a tent in case of bad weather and podium and chairs etc. We would also like to explore the possibility of food trucks.

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Will there be food or beverage served at this event? No

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If yes please be aware proper permits will be required. If alcohol is served this no longer qualifies as a small event and Common Council approval will be required.

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\*\*\*Reminder if this qualifies as "small event" please scroll to bottom of page and hit submit.  
*For all other events complete remaining fields.*

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SECTION B:

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Type of Event: *Field not completed.*

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Other: *Field not completed.*

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Event Date(s): *Field not completed.*  
Event Time:

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Set-Up Date/Start Time: *Field not completed.*

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Tear Down Date/End Time: *Field not completed.*

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Estimated Attendance: *Field not completed.*

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Admission Fee: *Field not completed.*

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Event Details: *Field not completed.*

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Is your group a non-profit/charitable organization? *Field not completed.*

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If yes, charitable donation #: *Field not completed.*

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#### OTHER EVENT DETAILS

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Power Required? *Field not completed.*

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Water Required? *Field not completed.*

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Trailer Stage Required? *Field not completed.*

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Firework *Field not completed.*

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Sanitation Facilities? *Field not completed.*

---

Vendors? *Field not completed.*

---

Additional Details/Requirements Not Previously *Field not completed.*

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Mentioned:

Alcohol? *Field not completed.*

NYS Liquor Authority Rules and Regulations <http://www.sla.ny.gov>

Signature: *Field not completed.*

#### ROAD CLOSURES/PUBLIC WORKS

Does your event require road closures? *Field not completed.*

If so what roads/intersections? *Field not completed.*

#### PARADE/WALK INFORMATION

Describe the Proposed Event Route of Parade: *Field not completed.*

#### EMERGENCY MANAGEMENT

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

Designated Emergency Liaison (Event Day): *Field not completed.*

Cell # of Liaison: *Field not completed.*

Alternate Contact Person: *Field not completed.*

Cell # of Alternate Contact: *Field not completed.*

SECURITY *Field not completed.*

First Aid/Training/Evacuation: *Field not completed.*

TENTS                      If we have a tent, it will be on the steps/flat surface between the steps of City Hall

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CHECKLIST                *Field not completed.*

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SECTION C:

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SIGNATURE OF APPLICANT:            Anne-Marie Farrell

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Municipal Events Rules                <http://www.cityofplattsburgh.com/DocumentCenter/Home/View/699>

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Are you in need of insurance?        <https://venueability.com/TULIP/LesseePortal/Home.aspx?cid=WXGZS%2fhTxqezXl4qdSVSdg%3d%3d>

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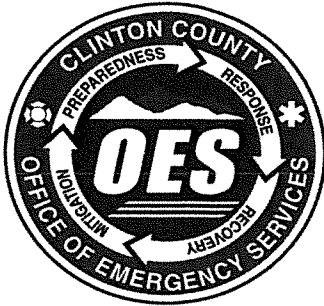
Application Signature/Date:            Anne-Marie Farrell / 16 January 2019

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\*\*\*NOTE: Applications for small events should be submitted 10 days in advance of event. All other events require submission 45 days in advance of event.\*\*\*

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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

February 7, 2019

Eric R. Day  
Director

Kelly C. Donoghue  
Assistant Director

Storm Treanor  
EMS Coordinator

Shanna Davis  
Principal Account Clerk

Craig J. Scholl  
Communication  
Supervisor

ATTN: Colin Read, Mayor  
City of Plattsburgh  
41 City Hall Pl.  
Plattsburgh, NY 12901

Dear Mayor <sup>Colin?</sup> Read:

The letter I write is to inform you of an address review that recently was done off Lake Forest Drive in the City of Plattsburgh. When reviewing the road, it was noticed that there was never an address requested for the Cemetery. **Therefore, it was determined in order to correct the physical identifications of the structure for emergency services personnel, there is a need to issue a 911 address; the following is the address:**

3 Lake Forest Drive = the new Enhanced 9-1-1 Number for the Cemetery located Parcel #221.16-1-17.2

**NOTE: Please retain this confirmation letter with your legal paper work to confirm the official address for the structure.**

Per the Fire Code of New York State **SECTION 505** regarding 9-1-1 address numbering, when you place your Enhanced 9-1-1 number on the structure, numbers shall be a minimum of 4 inches (102 mm) high with a minimum stroke width of 0.5 inch (12.7 mm) and 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. Also, place the number on all three sides of your mailbox (front and two sides) if applicable and or on a post at the end of the driveway to the residence.

If you have any further questions, please feel free to contact me.

Sincerely,

Kelly C. Donoghue  
Assistant Director



# Plattsburgh, New York

**Kristofer Gushlaw, PO**  
Chief Plant Operator

**Water Pollution Control Plant**  
53 Green Street  
Plattsburgh, NY 12901  
518-563-7172  
gushlawk@cityofplattsburgh-ny.gov

February 4, 2019

**RE: BID AWARD RECOMMENDATION  
SODIUM HYPOCHLORITE FOR WPCP/WFP  
CONTRACT #2019-01**

Dear Mayor Read and Councilors:

On January 22, 2019, at 11:00 AM in the Council Chambers, three bids were publicly opened for Contract #2019-01: Sodium Hypochlorite for the WPCP and WFP (133,910 total gallons/year). Sodium Hypochlorite is used at the Water Pollution Control Plant (WPCP) for odor control, disinfection, and microbiological process adjustments. The chemical solution is used at the Water Filtration Plant (WFP) for disinfection.

The length of the contract is for a one-year term beginning on February 15, 2019. The contract stipulates that the contract may be extended for one additional year upon mutual agreement between the City and supplier.

The WPCP's estimated use is 108,910 gal/yr and has budgeted \$93,000 for sodium hypochlorite for 2019. The WFP's portion was based on the usage of 25,000 gal/yr, which totals 133,910 gal/yr. The lowest bid came in from Surpass Chemical at \$115,430.42.

Following a review of the bids, we respectfully request that the contract be awarded to Surpass Chemical, 1254 Broadway, Albany, NY for the lump sum of \$115,430.42 for the WPCP/WFP. The bid tabulation sheet is attached for your convenience.

Best Regards,

**Kristofer Gushlaw, PO**  
Chief WPCP Operator

Cc: J. Ruff  
B. Todd  
File: Bids and Contracts/2019







# Plattsburgh, New York

Kristofer Gushlaw, PO  
Chief Plant Operator

Water Pollution Control Plant  
53 Green Street  
Plattsburgh, NY 12901  
518-563-7172  
gushlawk@cityofplattsburgh-ny.gov

February 4, 2019

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

**RE: CONTRACT EXTENSIONS FOR  
LABORATORY SERVICES AT THE WPCP  
CONTRACT #2017-14**

Dear Mayor Read and Councilors:

The WPCP's current Contract #2017-14: Laboratory Services at the WPCP expires on March 31, 2019. The two laboratories would like to exercise their first one-year extension.

The length of the contract is for a one-year term beginning on April 1, 2019. The contract stipulates that the contract may be extended for one additional year, up to three years upon mutual agreement between the City and laboratory. The two laboratories have two additional one-year extensions remaining.

We respectfully request that the contract for BOD/CBOD testing be extended for one year with **Endyne, Inc**, 315 New York Rd, Plattsburgh, NY 12903 for the lump sum of \$20,800.00. We respectfully request that the contract for 78 other items (not BOD/CBOD) be extended for one year with **ALS Environmental**, 1565 W Jefferson Rd, Building 300, Suite 360, Rochester, NY 14623 for \$18,867.00.

The correspondence is attached for your convenience.

Best Regards,

**Kristofer Gushlaw, PO**  
Chief WPCP Operator

cc: J. Ruff  
J. Henry  
W. Ellsworth  
File: Bids and Contracts/2019

January 24, 2019

Janelle Henry  
WPCP Operator  
City of Plattsburgh  
41 City Hall Place  
Plattsburgh, NY 12901

Dear Ms. Henry,

Endyne, Inc would like to extend the contract renewal with the City of Plattsburgh WPCP, Contract # 2017-14. We will hold the current price schedule throughout the extension of the contract.

We appreciate the opportunity to extend this contract and look forward to working with you in the future.

Please contact me if you have any questions or need more information.

Thanks,

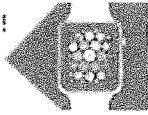
Christina Lafountain  
Laboratory Director  
Endyne, Inc

Watch [this video](#) and see why you should Experience ALS!

Ordering PDBs or RPPS? [ORDER HERE!](#)

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**From:** Henry, Janelle [<mailto:HenryJ@cityofplattsburgh-ny.gov>]

**Sent:** Thursday, January 24, 2019 2:12 PM

**To:** Brady Kalkman <[Brady.Kalkman@alsglobal.com](mailto:Brady.Kalkman@alsglobal.com)>

**Subject:** ALS Contract

Brady,

Do you know if ALS is interested in renewing your contract with the City of Plattsburgh WPCP (Contract #2017-14)? The contract went into effect in 2018 and can be extended three additional one-year terms, based on mutual agreement. Notice of extension must be in writing. You may email the formal request to my attention. If you are interested please submit your request as soon as possible so I can get the paperwork rolling. If you would like suggested language I can supply.

Thank you,

Janelle H. Henry

Water Resource Chemist  
Water Resource Recovery Facility  
53 Green Street  
Plattsburgh, NY 12901

Phone: 518-536-7476

Fax: 518-566-8540

Email: [henryj@cityofplattsburgh-ny.gov](mailto:henryj@cityofplattsburgh-ny.gov)

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Good morning Brady,  
We can renew the contract dropping the NH3 and TKN services. Let me know how you would like to proceed.

Janelle H. Henry

Water Resource Chemist  
Water Resource Recovery Facility  
53 Green Street  
Plattsburgh, NY 12901

Phone: 518-536-7476  
Fax: 518-566-8540  
Email: [henryj@cityofplattsburgh-ny.gov](mailto:henryj@cityofplattsburgh-ny.gov)

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**From:** Brady Kalkman [<mailto:Brady.Kalkman@alsglobal.com>]  
**Sent:** Wednesday, January 30, 2019 4:02 PM  
**To:** Henry, Janelle  
**Subject:** RE: ALS Contract

Hi Janelle,  
We would be interested in renewing our contract, but would like to make 2 changes to the current agreement. Would it be alright to adjust the NH3 price to \$14 and the TKN price to \$22? We would be fine keeping all other pricing and terms the same.

Regards,

**Brady Kalkman**  
Project Manager I, Environmental  
Rochester Laboratory

Due to an emergency medical situation, we may have limited courier availability for non-routine pickups. Please contact your project manager if you require a courier.

**Holiday Hours:**

ALS Rochester will be closed Monday February 18<sup>th</sup> for Presidents Day.



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D +1 585 672 7471  
F +1 585 288 8475  
[Brady.Kalkman@alsglobal.com](mailto:Brady.Kalkman@alsglobal.com)  
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Building 300, Suite 360  
Rochester, NY 14623

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## Henry, Janelle

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**From:** Brady Kalkman <Brady.Kalkman@alsglobal.com>  
**Sent:** Friday, February 01, 2019 9:04 AM  
**To:** Henry, Janelle  
**Subject:** RE: ALS Contract

Thank you Janelle. I spoke with my lab director and that would be fine. Please let me know if there is anything you need from me to implement that change or to sign for renewing the rest of the contract.

Regards,

**Brady Kalkman**  
Project Manager I, Environmental  
Rochester Laboratory

Due to an emergency medical situation, we may have limited courier availability for non-routine pickups. Please contact your project manager if you require a courier.





**Holiday Hours:**

ALS Rochester will be closed Monday February 18<sup>th</sup> for Presidents Day.



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**F** +1 585 288 8475

[Brady.Kalkman@alsglobal.com](mailto:Brady.Kalkman@alsglobal.com)  
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Rochester, NY 14623

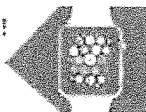
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**From:** Henry, Janelle [mailto:HenryJ@cityofplattsburgh-ny.gov]  
**Sent:** Friday, February 1, 2019 8:13 AM  
**To:** Brady Kalkman <Brady.Kalkman@alsglobal.com>  
**Subject:** RE: ALS Contract



Richard A. Marks  
City Chamberlain

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

DATE: January 29, 2019  
MEMO TO: Mayor Read  
FROM: Richard Marks  
RE: Budget Adjustment – General Fund

It is being requested to adjust the 2019 General Fund Budget, as follows:

Increase: General Fund – Animal Control Contract Services	13510000-4430	\$3,000.00
Increase: General Fund – Assigned Appropriated Fund Balance	1-0599	\$3,000.00

To provide for the carry-over of \$3,000.00 of Animal Control Contract Services budgeted in 2018 for the purpose of making a donation in 2019 to the Animal Rescue and Welfare Services (ARWS) of \$3,000.00 for the rescue, care and feeding of the Feral Cat population in the City of Plattsburgh. The effect of this adjustment will be to increase the 2019 General Fund Budget by \$3,000.00 in appropriations and reduce the General Fund beginning fund balance by the same amount.

Thank you for your attention to this request.

Cc: Barbara Phillips  
Chief Ritter  
Heather Silver