

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, January 4, 2010, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Designating Depositories of City Funds for 2010
- Resolution No. 2 - Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Jeffrey J. Weldon
- Resolution No. 3 - Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees
- Resolution No. 4 - Authorizing Public Auction for Sale of City Owned Properties
- Resolution No. 5 - Finding that Construction of a Hospice Residential Center at 1398 Gotham Street, Parcel No. 13-18-103.200, Will Not Have a Significant Negative Impact on the Environment

ORDINANCES

- Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Elected and Appointed Officials, NYS Retirement System, New Regulation Reporting Requirements
2. Wastewater Treatment Plant, New Customer Update

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY,
JANUARY 19, 2010.**

Res No. 1

December 29, 2009

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Annual Designation of Bank Depositories

In accordance with City Charter Section 30, City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly, a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2010 through December 31, 2010.

Designating Depositories of
City Funds for 2010

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

YEA	NAY

Introduced by

RESOLVED that the following banks be and they are hereby designated as depositories of the City of Watertown, New York for the year beginning January 1, 2010 and ending December 31, 2010:

- Community Bank, N.A.
- HSBC Bank USA
- Key Bank
- WSB Municipal Bank

And,

BE IT FURTHER RESOLVED that Community Bank, N.A., HSBC Bank USA, WSB Municipal Bank and Key Bank each be required to either execute a bond, deliver to the City of Watertown, New York approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to FIFTEEN MILLION DOLLARS (\$15,000,000).

Seconded by

December 23, 2009

To: Members of the City Council

From: Mayor Jeffrey E. Graham

Subject: Appointment to the Roswell P. Flower Memorial Library Board of Trustees,
Jeffry J. Weldon

As you know, there has been a vacancy on the Flower Memorial Library Board created by the departure of Marlene Casey.

After consultation, I am nominating Jeffry J. Weldon, to fill the term of Marlene Casey, which expires December 31, 2016. Mr. Weldon manages the local office of Strategies for Wealth, a White Plains, New York, and New York City firm.

Mr. Weldon is enthusiastic about joining the Library Board and would be an excellent addition to this body. He plans to attend the Council meeting on Monday, January 4.

Council consideration on this nomination is greatly appreciated.

RESOLUTION

Page 1 of 1

Appointment to the Roswell P. Flower Memorial Library Board of Trustees, Jeffrey J. Weldon

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby appoints Jeffrey J. Weldon, 929 Ives Street, Watertown, New York, to the Roswell P. Flower Memorial Library Board of Trustees, to fill the unexpired term of Marlene Casey, which term expires December 31, 2016.

Seconded by



FROM THE DESK OF JEFFRY J. WELDON, J.D.
Financial Advisor

120 WASHINGTON STREET
SUITE 410
WATERTOWN, NY 13601
T 315 782 7442
F 315 788 2544

800 WESTCHESTER AVENUE
SUITE N-409
RYE BROOK, NY 10573
T 914 288 8800
F 914 288 8803

strategiesforwealth.com

December 7, 2009

Mayor Jeffrey E. Graham
City Hall
245 Washington Street
Room 302-A
Watertown, NY 13601

929 103 86

Dear Mayor Graham:

I was approached by Maxine Quigg, Vice President, Trustee of the Flower Memorial Library board, last week because my name had surfaced as a candidate to serve as a Trustee. I am delighted to respond and humbled and honored to be considered and would be most willing to serve. Maxine suggested that I write you to inform you of my background and accomplishments and to let you know of my interest in serving as a library Trustee.

I was born and raised in Watertown, graduated from Immaculate Heart Central School, did a postgraduate year at Canterbury Preparatory School in New Milford, CT, and landed at Catholic University in Washington, D.C., where I earned a B.A. in English. During college I taught reading and math to inner-city, elementary-age schoolchildren and was active in campus ministry. I moved on to The Columbus School of Law at Catholic University and before graduating with a J.D. in law, was appointed to the inaugural editorial staff of the law review, *The Journal of Contemporary Health Law and Policy*. This was particularly gratifying as my father had served as an editor of *The Columbus School of Law's* first law review at its inception in the late 1940s. I was also involved in student government, volunteered at a free legal clinic for impoverished people, and worked in the D.C. prison teaching English to men who were incarcerated.

After law school I returned to Watertown and began focusing on building a name for myself in the estate, business, and financial planning field. Within four years I joined Strategies for Wealth, a White Plains, NY and New York City firm that focuses on maximizing wealth and bringing uncommon value to individuals, families, and businesses. I am presently in my 19th year with this firm and have been one of their top producers most of those years. I spend about 75% of my time in Watertown and the remainder serving clients in the Connecticut, New York City area, Rochester, Syracuse, and Florida. I continue to stay connected with The Columbus School of Law through The Securities Law Alumni Association at The Columbus School of Law.

I have served on various boards and committees throughout the years and was a founding member of Watertown's morning Rotary club. I served on the Sacred Heart Foundation board for nine years, served on the Mayors Ball Committee for several years, served on the finance council at St. Patrick's Church for five years, volunteered with the United Way, and have emceed the Association for the Blind golf

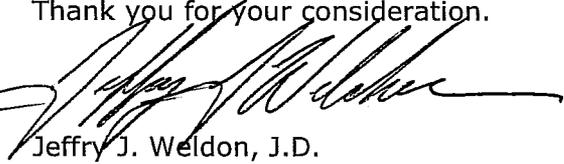
tournament for the last ten years. I currently serve on the Hospice Foundation board and the CREDO board.

I have been very grateful for the success I have enjoyed in my business and from the start of my career I have made it a point to give back to the community that has given so much to me. I have had two inspirations in this regard: my father, Robert M. Weldon Sr., and my grandfather, James J. Weldon, who was one of the City of Watertown's first councilmen.

My family uses the library a lot and gets tremendous value from it. My two daughters, now college-age, began their love of reading and books by attending pre-school story hours and continued to use the children's' room's books and supplies well into their school years. DVD rentals and a very good supply of recent bestsellers and new releases keep my wife coming back for more. Public Internet access, genealogy research, art shows, book discussion groups and community gatherings and fundraisers are other important services the library provides. I am aware that funding for public libraries is not as forthcoming as it used to be, but I believe that Flower Memorial Library is an important community resource that should be preserved, and I would welcome the opportunity to play a part in that.

I am very interested in working as a Flower Memorial Library Trustee and look forward to hearing from you. If I can provide you with additional information, please let me know.

Thank you for your consideration.



Jeffrey J. Weldon, J.D.
Strategies for Wealth
120 Washington St. #410
Watertown, NY 13601
fund-raisersOffice 315-782-7442
Cell 315-408-9655

jeffweldon.com

December 28, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Salary Structure and Annual Increase for
Watertown Housing Authority Employees

In conformity with the requirements of the New York State Housing Law and the United States Housing Act, the City Council of the City of Watertown is being asked to approve salary increases for the employees of the Watertown Housing Authority (WHA). By correspondence dated December 18, 2009, the City was notified that the Watertown Housing Authority Board adopted a resolution establishing the cost of living increase for all employees at three percent (3%) for calendar year 2010.

A resolution approving the recommended three percent (3%) cost of living increase for all employees of the Watertown Housing Authority is attached for City Council review. A copy of the 2010 salary schedules for the WHA is attached for your review.

RESOLUTION

Page 1 of 1

Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

WHEREAS in conformity with the requirements of the New York State Public Housing Law § Section 32, Sub Division 1, compensation for Watertown Housing Authority employees can be fixed only upon the approval of the local legislative body, which is the City Council of the City of Watertown, and

WHEREAS the Watertown Housing Authority has reported that based on a comparability review of salaries for their employees with prevailing local government salaries, it is the desire of the Watertown Housing Authority Board to authorize a three percent (3%) cost of living increase for all employees effective January 1, 2010, and

WHEREAS by resolution adopted on December 15, 2009, the Watertown Housing Authority Board approved a three percent (3%) cost of living increase for all employees, effective January 1, 2010, by modification to its existing Administrative and Maintenance salary structures,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2010 salary structure for all employees of the Watertown Housing Authority which contains a three percent (3%) cost of living increase, effective January 1, 2010, salary structures are attached and made part of this resolution and

BE IT FURTHER RESOLVED that the City Manager, Mary M. Corriveau, is hereby authorized and directed to forward certified copies of the resolution to the Watertown Housing Authority.

Seconded by

WATERTOWN HOUSING AUTHORITY
Administrative Office
Midtown Towers, 142 Mechanic Street
Watertown, NY 13601



Resolution #2009-45

The following Resolution was moved by Mark Lavarney, seconded by Nickolas Darling and unanimously carried:

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve a 3% Cost of Living increase for all Watertown Housing Authority employees effective January 1st, 2010.

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority of December 15th, 2009, and that said meeting was regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 15th day of December, 2009.

S
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A
L

A handwritten signature in black ink, appearing to read "Michael Robare".

Michael Robare, Executive Director

Step System (Administration) that will become effective January 1, 2010

Watertown Housing Authority

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA) approved by the WHA Board, then by the City Council.

2010 COLA = 3.0%

Step Increase (%) =	1.035	2008 COLA	2009 COLA	2010 COLA	2011 COLA	2012 COLA	2013 COLA	2014 COLA
		1.035	1.025	1.030	1.000	1.000	1.000	1.000

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
MANAGEMENT EMPLOYEES								
Asst. Ex. Director (Salary)	\$43,032	\$44,538	\$46,097	\$47,710	\$49,380	\$51,108	\$52,897	\$54,748
Asst. Ex. Director (Hourly)	\$23.64	\$24.47	\$25.33	\$26.21	\$27.13	\$28.08	\$29.06	\$30.08
Mod. Coord. (Salary)	\$39,337	\$40,714	\$42,139	\$43,614	\$45,140	\$46,720	\$48,356	\$50,048
Mod. Coord. (Hourly)	\$21.61	\$22.37	\$23.15	\$23.96	\$24.80	\$25.67	\$26.57	\$27.50
Occ. Supervisor (Salary)	\$38,019	\$39,350	\$40,727	\$42,153	\$43,628	\$45,155	\$46,736	\$48,371
Occ. Supervisor (Hourly)	\$20.89	\$21.62	\$22.38	\$23.16	\$23.97	\$24.81	\$25.68	\$26.58
Principal Acct. Clerk (Salary)	\$36,059	\$37,321	\$38,627	\$39,979	\$41,379	\$42,827	\$44,326	\$45,877
Principal Acct. Clerk (Hourly)	\$19.81	\$20.51	\$21.22	\$21.97	\$22.74	\$23.53	\$24.35	\$25.21
NON-MANAGEMENT EMPLOYEES								
Occupancy Clerks								
Clerks (Salary)	\$22,770	\$23,567	\$24,391	\$25,245	\$26,129	\$27,043	\$27,990	\$28,969
Clerks (Hourly)	\$12.51	\$12.95	\$13.40	\$13.87	\$14.36	\$14.86	\$15.38	\$15.92
Senior Clerks								
Senior Clerks (Salary)	\$25,188	\$26,069	\$26,982	\$27,926	\$28,904	\$29,915	\$30,962	\$32,046
Senior Clerks (Hourly)	\$13.84	\$14.32	\$14.83	\$15.34	\$15.88	\$16.44	\$17.01	\$17.61
Account/Clerk Typist								
Acct. Clerk Typist (Salary)	\$25,886	\$26,792	\$27,730	\$28,700	\$29,705	\$30,745	\$31,821	\$32,934
Acct. Clerk Typist (Hourly)	\$14.22	\$14.72	\$15.24	\$15.77	\$16.32	\$16.89	\$17.48	\$18.10
Senior Account Clerk								
Senior Account Clerk (Salary)	\$29,999	\$31,049	\$32,135	\$33,260	\$34,424	\$35,629	\$36,876	\$38,167
Senior Account Clerk (Hourly)	\$16.48	\$17.06	\$17.66	\$18.27	\$18.91	\$19.58	\$20.26	\$20.97
Stock Attendant								
Stock Attendant (Salary)	\$27,318	\$28,274	\$29,263	\$30,287	\$31,347	\$32,445	\$33,580	\$34,756
Stock Attendant (Hourly)	\$13.13	\$13.59	\$14.07	\$14.56	\$15.07	\$15.60	\$16.14	\$16.71
Tenant Relations Coord.								
Ten. Rel. Coord. (Salary)	\$27,480	\$28,442	\$29,438	\$30,468	\$31,534	\$32,638	\$33,780	\$34,963
Ten. Rel. Coord. (Hourly)	\$15.10	\$15.63	\$16.17	\$16.74	\$17.33	\$17.93	\$18.56	\$19.21
Modernization Aide								
Mod. Aide (Salary)	\$28,040	\$29,021	\$30,037	\$31,088	\$32,176	\$33,302	\$34,468	\$35,674
Mod. Aide (Hourly)	\$15.41	\$15.95	\$16.50	\$17.08	\$17.68	\$18.30	\$18.94	\$19.60
Inspector								
Inspector (Salary)	\$32,653	\$33,796	\$34,979	\$36,203	\$37,470	\$38,782	\$40,139	\$41,544
Inspector (Hourly)	\$17.94	\$18.57	\$19.22	\$19.89	\$20.59	\$21.31	\$22.05	\$22.83
Technical Support (IT)								
Tech. Support (Salary)	\$34,681	\$35,895	\$37,151	\$38,452	\$39,798	\$41,190	\$42,632	\$44,124
Tech. Support (Hourly)	\$19.06	\$19.72	\$20.41	\$21.13	\$21.87	\$22.63	\$23.42	\$24.24

Step System (Maintenance) that will become effective January 1, 2010

Watertown Housing Authority

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA)

approved by the WHA Board, then by the City Council.

2010 COLA = 3.0%

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<u>Painters/Cleaners</u>										
Painters & Cleaners (Salary)	\$23,342	\$24,159	\$25,005	\$25,880	\$26,786	\$27,723	\$28,694	\$29,698	\$30,737	\$31,813
Painters & Cleaners (Hourly)	\$11.22	\$11.62	\$12.02	\$12.44	\$12.88	\$13.33	\$13.80	\$14.28	\$14.78	\$15.29

<u>Building Maintenance Workers</u>										
Maint. Employees (Salary)	\$25,656	\$26,553	\$27,483	\$28,445	\$29,440	\$30,471	\$31,537	\$32,641	\$33,783	\$34,966
Maint. Employees (Hourly)	\$12.33	\$12.77	\$13.21	\$13.68	\$14.15	\$14.65	\$15.16	\$15.69	\$16.24	\$16.81

<u>Crew Chief</u>										
Crew Chief (Salary)	\$32,802	\$33,950	\$35,138	\$36,368	\$37,641	\$38,958	\$40,322	\$41,733	\$43,194	\$44,705
Crew Chief (Hourly)	\$15.77	\$16.32	\$16.89	\$17.48	\$18.10	\$18.73	\$19.39	\$20.06	\$20.77	\$21.49

**WATERTOWN HOUSING AUTHORITY
ADMINISTRATIVE OFFICE
142 Mechanic Street
Watertown, New York 13601
TEL (315) 782-1251
FAX (315) 782-9394**



December 18, 2009

Mary Corriveau
City Manager
Watertown Municipal Building
245 Washington Street
Watertown, New York 13601

Re: Annual Salary Comparability Approval by City Council

Dear Ms. Corriveau:

As required by the New York State Public Housing Law and the New York State Housing Act, the City Council of the City of Watertown needs to approve the salary comparability for the Watertown Housing Authority (WHA) employees with prevailing local government salaries. Therefore, I'm enclosing the most recently adopted salary structure that will become effective January 1, 2010 for the WHA employees.

At its regular meeting that was held at Midtown Towers, 142 Mechanic Street, Watertown, New York on Monday, December 15, 2009, the WHA Board approved a 3% cost of living adjustment effective January 1, 2010.

The WHA Board is requesting a resolution by the City Council of Watertown approving the 3% cost of living adjustment effective January 1, 2010. A copy of the WHA's Board resolution and salary structure are enclosed for your review.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael Robare".

Michael Robare
Executive Director

December 30, 2009

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Public Auction for Sale of City Owned Properties

At the City Council meeting held on December 7th, City Council reviewed various parcels of property that the City of Watertown had taken title to through its tax sale process. After reviewing each parcel it was decided to conduct a public auction to dispose of the parcels. Accordingly, the attached resolution authorizes my office to advertise the parcels and hold a public auction on Monday, January 25th at 10:00 a.m. in City Council chambers. The attached resolution also establishes the minimum auction bid prices for each parcel.

It should be noted that the resolution authorizing the auction, the legal advertisement, the Purchase Offer signed by the prospective buyer, and the deed will all contain language to the effect that the buyer of the property agrees to bring it into compliance with all applicable provisions of the New York State Fire Prevention and Building Code, and all City of Watertown zoning and health codes within one (1) year of the sale to the buyer and if the property is not brought into compliance within one (1) year the City can seek reversion of the property.

RESOLUTION

Page 1 of 3

Authorizing Public Auction for Sale
of City Owned Properties

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown owns certain lots of land acquired at Tax Sale and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as follows:

<u>Parcel Number</u>	<u>Address</u>
4-23-102.000	525 Main Street East
4-23-101.000	531 Main Street East
4-15-103.000	659 Main Street East
4-16-103.001	575 Water Street
4-16-105.001	563 Water Street
4-16-106.000	555 Water Street

And,

WHEREAS title to said land has been retained by the City of Watertown, and

WHEREAS the City Council deems the properties to be excess and not required for any City purposes, and

WHEREAS the City Council desires to ensure that properties such as those listed above be brought into compliance with all applicable provisions of the New York State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the parcels of land above mentioned once a week for three (3) consecutive weeks in the official newspaper of

RESOLUTION

Page 2 of 3

Authorizing Public Auction for Sale
of City Owned Properties

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

the City of Watertown to the effect that said parcels of land will, at 10:00 a.m. on the 25th day of January, 2010, in the 3rd Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder and there present, under the conditions herein set forth:

The aforesaid parcels are conveyed, together with all rights and privileges affecting the same, and also together with all buildings, improvements and appurtenances located upon said described parcels, and

BE IT FURTHER RESOLVED that the City Comptroller be and he hereby is authorized to accept bids for said parcels, in an amount not less than the minimum price set below, subject to the rights of the said City Council to reject any and all bids, and

<u>Parcel Number</u>	<u>Address</u>	<u>Minimum Bid Price</u>
4-03-102.000	525 Main Street East	\$ 250
4-03-101.000	531 Main Street East	\$ 100
4-15-103.000	659 Main Street East	\$ 100
4-16-103.001	575 Water Street	\$ 600
4-16-105.001	563 Water Street	\$ 500
4-16-106.000	555 Water Street	\$ 300

BE IT FURTHER RESOLVED that the highest bidder deposit at least ten percent (10%) of the bid price at the same time of each said successful bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said parcels of land shall be then sold to the successful bidder for cash or certified funds only, and

BE IT FURTHER RESOLVED that the Notice of Sale, any offer to purchase, and any deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the State Fire Prevention and Building Code and all

RESOLUTION

Page 3 of 3

Authorizing Public Auction for Sale
of City Owned Properties

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

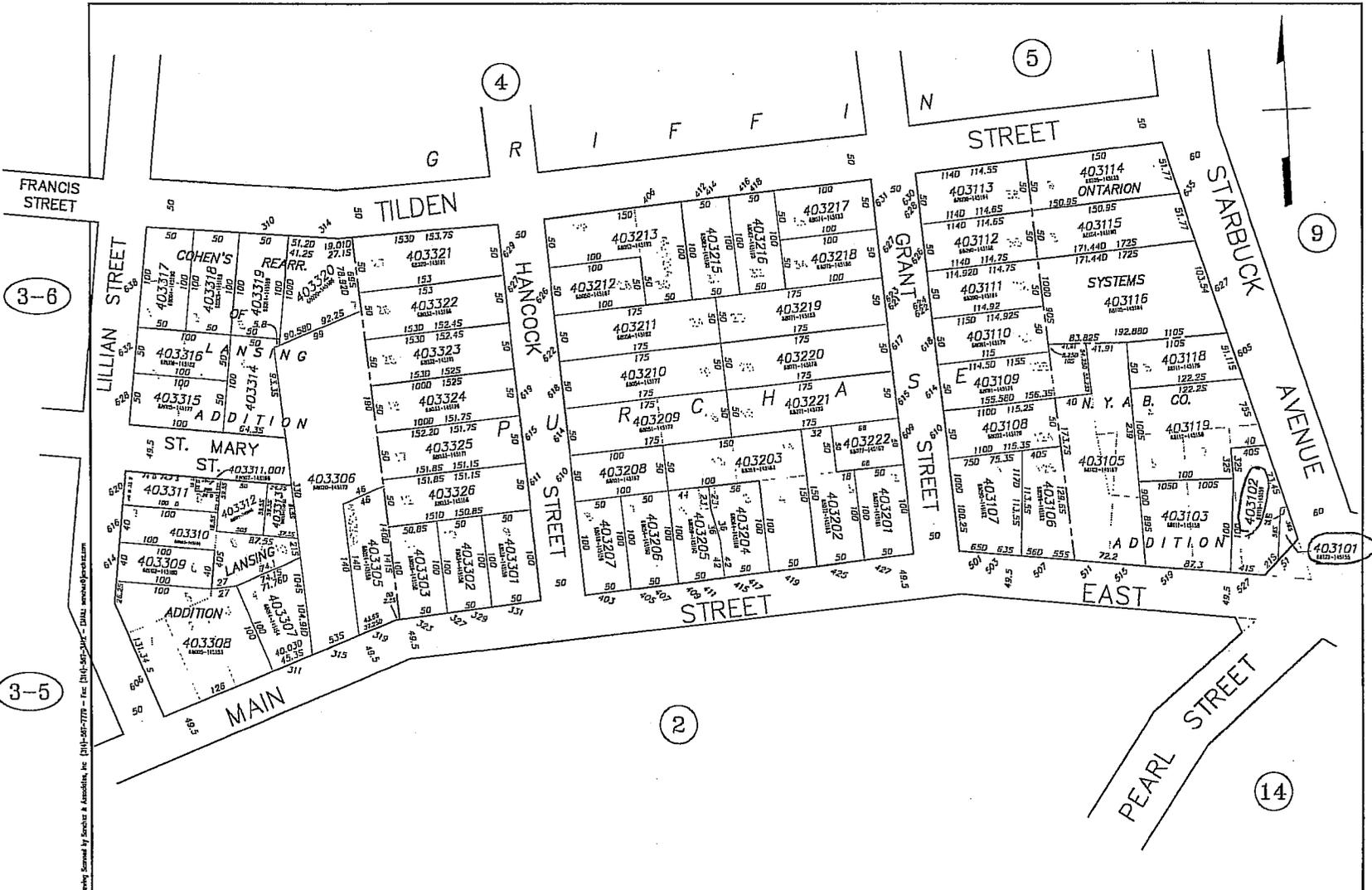
YEA	NAY

City of Watertown zoning and health codes within one (1) year of the City’s delivery of the deed to the buyer, the City shall have the right to seek reversion of title to the City, and

BE IT FURTHER RESOLVED that the said bids shall be submitted to the Mayor and City Council for their approval or rejection, and

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any parcel prior to the public sale of said parcels.

Seconded by

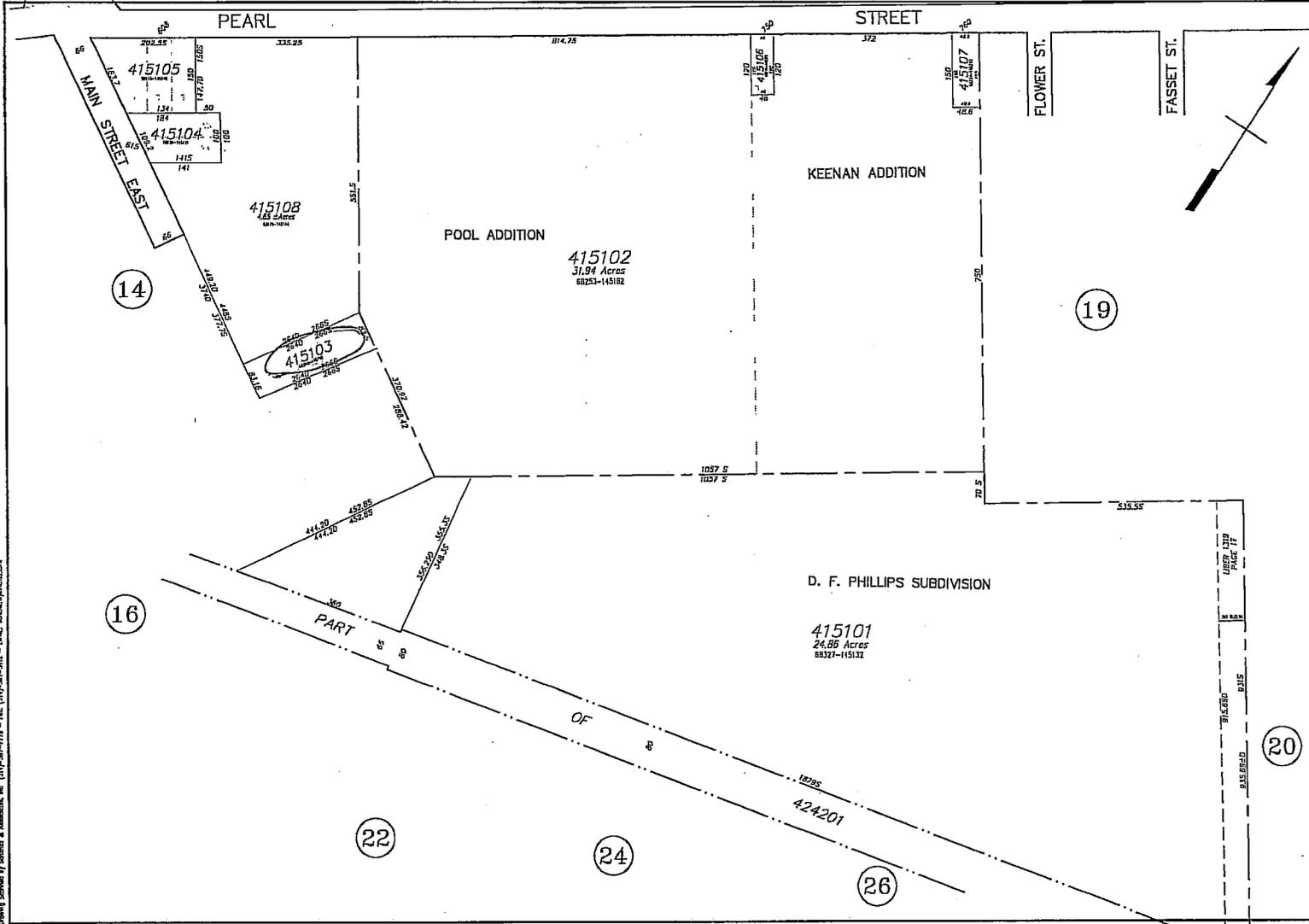


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REVISED NOVEMBER 19, 2003

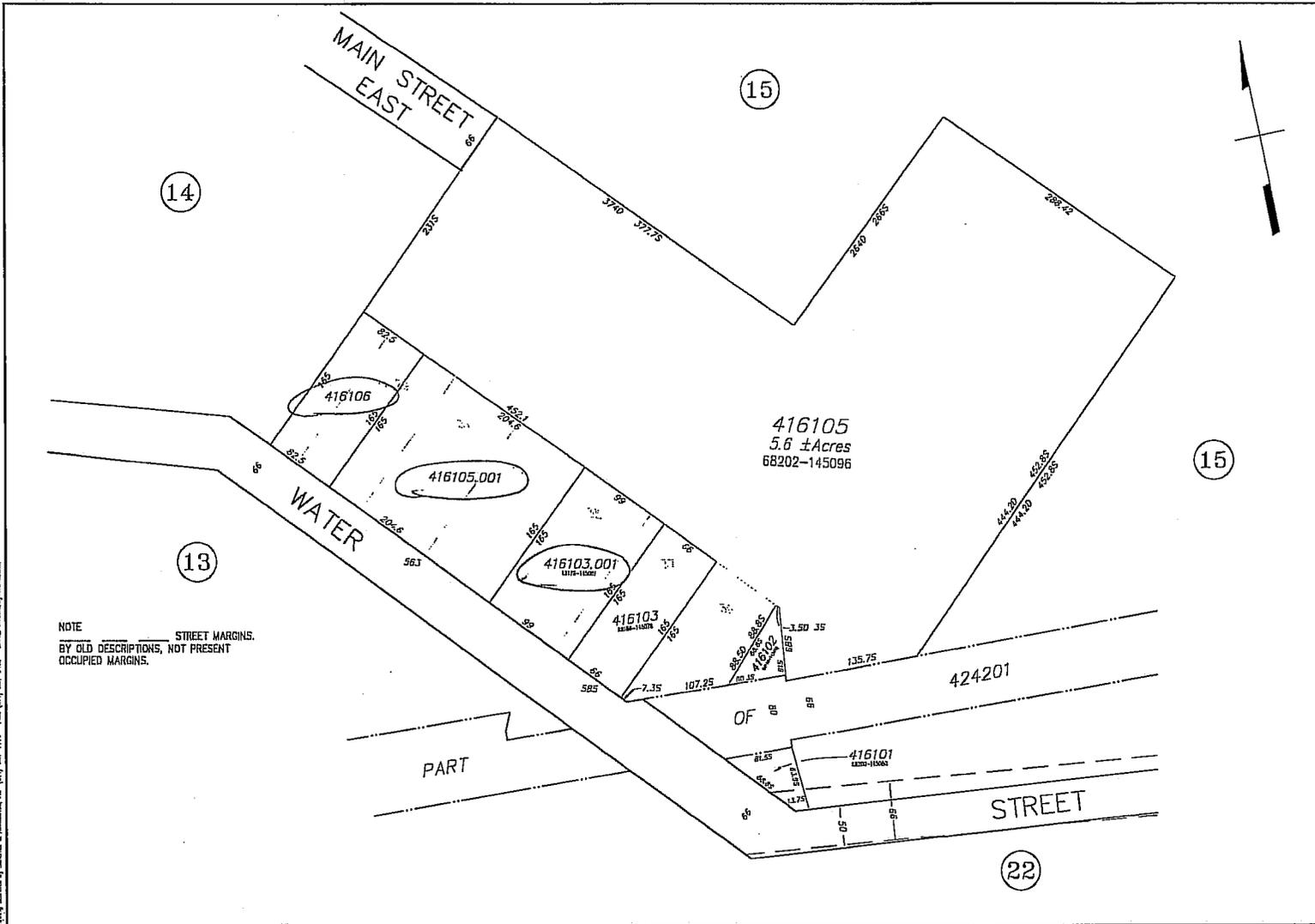
DISTRICT 4 MAP 3



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DISTRICT 4 MAP
REVISED NOVEMBER 21, 2003



NOTE
STREET MARGINS.
BY OLD DESCRIPTIONS, NOT PRESENT
OCCUPIED MARGINS.

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NOT TO BE USED FOR CONVEYANCE

REVISED NOVEMBER 21, 2003
DISTRICT 4 MAP 16

December 30, 2009

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Finding That the Construction of a Hospice Residential Center at 1398 Gotham Street, Parcel No. 13-18-103.200, Will Not Have Any Significant Adverse Impacts on the Environment

The Planning Board reviewed the application for site plan approval of the residential center proposed by Hospice of Jefferson County at 1398 Gotham Street on September 1, 2009. The project includes a 17,000 square foot building that will house offices for Hospice and an 8-bed residential center and a 1,120 square foot maintenance building. The Board recommended approval with conditions, which required some modifications to the plans.

The modifications requested by the Planning Board are not yet complete; however, Hospice's state funding source is requesting a SEQRA determination as soon as possible. The project is an unlisted action, which does not require a coordinated review. Each involved agency is therefore responsible for its own environmental determination. The City Council may make its determination based on the original plan submission, which the Council received in August, and the conditions proposed by the Planning Board, which can be found in their meeting minutes.

Attached are copies of the report prepared for the Planning Board and an excerpt from its minutes.

The applicant has submitted a Full Environmental Assessment Form for the City Council's review. The Council must respond to the questions in Part 2, and Part 3 if necessary, of the Environmental Assessment Form before voting on the resolution. The resolution states that the proposed project will not have any significant adverse impacts on the environment.

RESOLUTION

Page 1 of 2

Finding that Construction of a Hospice Residential Center at 1398 Gotham Street, Parcel No. 13-18-103.200, Will Not Have Any Significant Adverse Impacts on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Matthew Morgia of Aubertine and Currier, on behalf of Hospice of Jefferson County, has made an application for site plan approval of a 17,000 square foot building that will include offices for Hospice and an 8-bed residential center and a 1,120 square foot maintenance building at 1398 Gotham Street, Parcel No. 13-18-103.200, and

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Quality Review Act (SEQRA) and the regulations promulgated pursuant thereto, and

WHEREAS construction of the proposed project would constitute such an “action,” and

WHEREAS the City Council has determined that the proposed project is an “unlisted action” as that term is defined in 6NYCRR Section 617.2(ak), and

WHEREAS to aid the City Council in its determination as to whether the proposed project will have a significant adverse impact on the environment, Part I of a Full Environmental Assessment Form has been prepared by the applicant, a copy of which is attached and made part of this resolution,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that

1. Based upon its examination of the Full Environmental Assessment Form and comparison of the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant adverse impact on the environment is known and the approval and construction of the proposed project will not have any significant adverse impacts on the environment.

RESOLUTION

Page 2 of 2

Finding that Construction of a Hospice Residential Center at 1398 Gotham Street, Parcel No. 13-18-103.200, Will Not Have Any Significant Adverse Impacts on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

2. The Mayor of the City of Watertown is authorized to execute a negative declaration under SEQRA.
3. This resolution shall take effect immediately.

Seconded by



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

TO: Norman J. Wayte II, Chairman, Planning Board

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Approval – 1398 Gotham Street

DATE: August 25, 2009

Request: Site Plan Approval for 1398 Gotham Street, Parcel Number 13-18-103.200

Applicant: Timothy F. Titus of Aubertine and Currier on behalf of Hospice of Jefferson County

Proposed Use: Administrative Offices and a Residential Center

Property Owner: Hospice of Jefferson County

Submitted:

Property Survey: Yes

Preliminary Architectural Drawings: Yes

Site Plan: Yes

Preliminary Site Engineering Plans: Yes

Vehicle and Pedestrian Circulation Plan: Yes

Construction Time Schedule: No

Landscaping and Grading Plan: Yes

Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: Yes

Zoning Information:

District: PDD 2

Maximum Lot Coverage: 40%

Setback Requirements: 50 ft – Rear, Side, and Front

Buffer Zone Required: Up to the discretion of the Planning Board and the City Council

Parking: The applicant has split the building according to use and has shown the required parking associated with each use. There is 7,216 square feet of office space, which requires 36 parking spaces. The rest of the building is under hospital guidelines for parking and requires 1 parking space for every two beds, yielding 4 spaces for the 8 beds in this residential section. The remaining area under hospital parking guidelines is required to have 5 spaces for each 1000 square feet and with this remaining 4,686 square feet they must have 23 spaces. The applicant is required to have a minimum of 63 parking spaces and has exceeded that by providing 65 parking spaces plus an additional 3 handicapped parking spaces for a total of 68 overall.

Grading, Drainage and Utilities: The applicant must provide final storm water calculations, storm water management pond calculations, and elevations for the property. They also must provide a copy of the SWPPP with final storm water calculations as well as a copy of the Engineering Report with final storm water calculations to the Engineering Department. A copy of all submittals sent to NYS Dept. of Health for the water main extension should also be provided.

In regard to sanitary, per 10 States Recommended Standards for Wastewater Facilities 2004 Ed., the minimum force main diameter shall not be less than 4 inches if it is to be dedicated to the City. Therefore the applicant must provide calculations utilizing a 4 inch diameter force main as well as providing a copy of all submittals sent to NYS DEC for the sanitary sewer extension.

Easements for the water main and sanitary sewer are shown on other properties and drafts of the easements should be submitted to the Engineering Department for approval. The easements shall then be obtained by the applicant, filed with the County Clerk and a copy sent to the City Engineering prior to dedication of the utility mains to the City.

Lighting: The applicant did not provide a photometric plan with their application package and it appears that there are no light poles shown on the site plan. The applicant has been working NYSERDA on the lighting of the property, but does not have it completed at this time.

Landscaping: The Planning Board's Landscaping and Buffer Zone Guidelines recommends a number of different landscaping options to be utilized for site plans. First, the guidelines recommend that a 15' wide landscaped strip be provided adjacent to all public streets. A 40'+ landscaped setback has been provided on the plans along Gotham Street that consists of a lawn area and a variety of different tree species spaced 20'-30' apart. A portion of the front parking area is also proposed to be screened by a 2' high berm.

Interior parking lot trees and landscaping are also recommended and have been provided. Based on the size of the lot, 5 interior parking lot trees are recommended and have been shown on the plans in landscaped islands in the front parking area.

The guidelines also recommend an 8' wide landscaped strip around the perimeter of all parking lots. This would be applicable along the west side of the property around the outside of the proposed 30-space parking lot. A lawn area is proposed for this area, however no trees or other plantings are shown.

The applicant has proposed a wide variety of tree species for the site as recommended in the guidelines. This is important because there are various diseases and insects that attack certain species of trees and if only one species is planted, it could mean a loss of all of the trees sometime in the future. One such insect, the Emerald Ash Borer (EAB), has recently been discovered in New York and is getting closer to this area. The EAB attacks and kills all types of ash trees, meaning the Green Ash and Autumn Purple Ash proposed for this site could be destroyed if/when the EAB comes to our area. It is recommended that the Ash species shown on the plan be changed to different varieties. Given the depth to bedrock and dry

soil conditions, drought tolerant species such as Bur Oak (*Quercus macrocarpa*), Honeylocust (*Gleditsia triacanthos inermis*), Northern Catalpa (*Catalpa speciosa*), Hackberry (*Celtis occidentalis*) or Ginkgo (*Ginkgo biloba*) are recommended.

There are no trees proposed along the sidewalks or around the building. Also, no foundation plantings are proposed for the building.

Other Comments: Final approval for this application will be given by the City Council after a recommendation from the Planning Board.

The City's Fire Department feels that the site should have more than one access point from Gotham Street and suggest adding another driveway entrance onto the property. They also would like to have another fire hydrant added to the rear of the property that could provide better access to the rear portion of the building. They suggest moving the fire hydrant, located by Gotham Street, to the rear portion of the parking on the western portion of the property. The Fire Department would also like to know if the rear access drive will be maintained during the winter and what the weight limit is for that rear access drive.

Any proposed signage for the project will not be approved as part of the site plan submission. Any proposed signage will be handled as a separate matter through the Bureau of Code Enforcement.

Summary: The following lists several key issues that should be addressed:

1. Consideration should be given to adding trees around the perimeter of the 30-space parking lot, changing the ash tree varieties specified to different species of trees and adding trees and foundation plantings around the building.
2. Provide final storm water calculations, storm water management pond calculations, elevations, and a copy of the SWPPP.
3. Provide a copy of all submittals sent to NYS Dept. of Health for the water main extension.
4. Per 10 States Recommended Standards for Wastewater Facilities 2004 Ed., the minimum force main diameter shall not be less than 4 inches if it is to be dedicated to the City. Provide calculations utilizing a 4 inch diameter force main.
5. Provide a copy of all submittals sent to NYS DEC for the sanitary sewer extension.
6. Provide a Photometric Plan if lighting is proposed for the site.
7. Provide a copy of the proposed easements for the water main and sanitary sewer to the Engineering Department for approval. The easements shall then be obtained from the property owner by the applicant, filed with the County Clerk and a copy sent to the City Engineering prior to dedication of the utility mains to the City.
8. Add another entrance from Gotham Street.
9. Move the fire hydrant, located near Gotham Street, to the rear portion of the western parking lot.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Timothy F. Titus, 516 Bradley Street, Watertown, NY 13601
Hospice of Jefferson County, 425 Washington Street, Watertown, NY 13601

August 11, 2009

Kurt W. Hauk, P.E.
City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601

**Re: Site Plan Review Application
Hospice of Jefferson County, New Residential Center
(A&C Project #2006-134)
425 Washington Street, Watertown, NY**

Dear Mr. Hauk:

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC on behalf of Hospice of Jefferson County is requesting to be included on the agenda for the next City of Watertown Planning Board meeting for Site Plan review for a new Hospice Residential Center and Offices located at 1398 Gotham Street. Attached are four (4) copies of the Site Plan, Site Details, Building Floor Plans, and Elevations, Application, Long EAF and Engineering Report. Twelve (12) additional copies of the plan have been provided on 11"x17". Site Plan Application and Long EAF are also attached, with a check for \$50.00 for the review fee.

The property is located on Tax Parcel No.13-18-103.200. The southerly property line is on the City of Watertown/Town of Watertown corporation line. The parcel was rezoned from Residence A to a PDD Planned Development District #24 on June 4, 2009. The project will consist of a 17,000 square foot single story building, maintenance building and parking areas. The building will be used by Hospice for their Administrative Offices and an 8 Bed Residential Center. The property is currently not served by municipal water and sanitary sewer. As part of this project, the municipal water main will be extended approximately 760' to the property. A new pump station will be located on-site which will pump wastewater through approximately 920' of new forcemain. The forcemain will cross Gotham Street and run along the Northeast side of the street and connect to an existing sanitary sewer manhole in Gotham Street, Northwest of the site. The site is currently an overgrown meadow containing brush and small trees.

Hospice intends to begin clearing and earthwork activities later this fall with equipment and manpower provided by various County and Town/Village Municipalities.

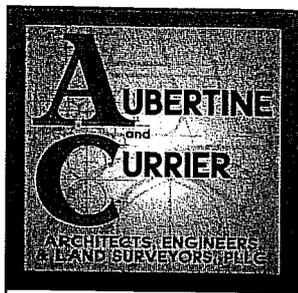
Please do not hesitate to contact me if you have any questions or need additional information.

Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Timothy F. Titus
Civil Designer

Attachments
Cc: Linda Sharlow, Hospice of Jefferson County



516 Bradley Street
Watertown, New York 13601

aubertinecurrier.com

Phone: 315/821-2005
Fax: 315/821-4772

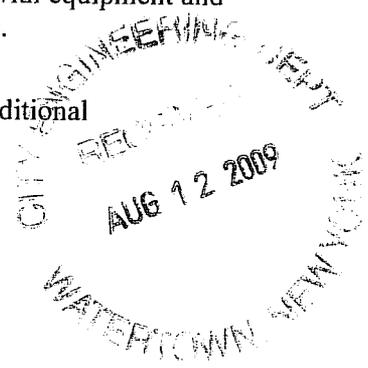
Managing Partners
Michael L. Aubertine, R.A.
Architect

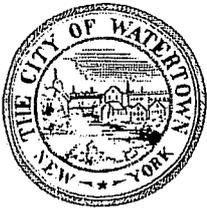
Patrick J. Currier, R.A.
Architect

Partners
Brian A. Jones, R.A., AIA
Architect

Matthew R. Morgia, P.E.
Civil Engineer

Jayson J. Jones, P.L.S.
Land Surveyor





1869

CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

NEW YORK
RECEIVED
AUG 12 2010

The applicant is responsible for completeness of application and inclusion of all required information.

****INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED****

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:

1. Is the use a one, two, or three family dwelling?
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 4)
4. Is your proposed building the first on the lot?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?
 YES (Site Plan Review required. Submit the Site Plan Application Form.)
 NO (*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

* The City of Watertown Planning Board reserves the right to require Site Plan Review.

B. When Jefferson County Planning Board review is necessary, one additional set is required. SUBMISSION MUST CONTAIN COMPLETE COLLATED SETS OF ALL DATA.

A complete submittal set at a minimum contains the following:

1. For Site Plan Approval *
 - 15 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible.
 - Completed Site Plan Application (see attached application form).
 - * City Council Approval is required for Site Plans.

2. For Site Plan Waiver Approval **
 - 10 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible
 - Completed Site Plan Waiver Application (see attached application form).
 - ** Site Plan approval of City Council would be waived by the City of Watertown Planning Board.

C. Address submittals to:

Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601



D. A **\$50.00** application fee must accompany the submittal.

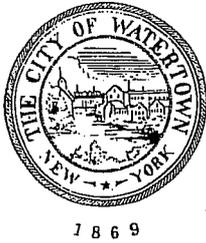
A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.

Make checks payable to the City of Watertown.

E. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 1:30 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

CITY OF WATERTOWN PLANNING BOARD 2009 (1 ST TUES. MONTH)		CITY OF WATERTOWN CITY COUNCIL 2009 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2009 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 6	Dec. 23	Jan. 5, 20★		Jan. 27	Jan. 13
Feb. 3	Jan. 20	Feb. 2, 17★		Feb. 24	Feb. 10
March 3	Feb. 17	March 2, 16		March 31	March 17
April 7	March 24	Apr. 6, 20		April 28	April 14
May 5	April 21	May 4, 18		May 26	May 12
June 2	May 19	Jun. 1, 15		June 30	June 16
July 7	June 23	July 6, 20		July 28	July 14
Aug. 4	July 21	Aug. 3, 17		<u>Aug. 25</u>	<u>Aug. 11</u>
<u>Sept. 1</u>	<u>Aug. 18</u>	Sept. 8★, 21		Sept. 29	Sept. 15
Oct. 6	Sept. 22	Oct. 5, 19		Oct. 27	Oct. 13
Nov. 3	Oct. 20	Nov. 2, 16		Nov. 24	Nov. 10
Dec. 1	Nov. 17	Dec. 7, 21		Dec. 29	Dec. 15

★ Meeting will be held the next day when Monday is a holiday



CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1

AUG 12 2009

** Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

PROPERTY LOCATION

Proposed Project Name: HOSPICE OF JEFFERSON CO. - NEW RESIDENTIAL CENTER
Tax Parcel Number: 18-13-103.200
Property Address: 1398 GOTHAM STREET
Existing Zoning Classification: PDD #24

OWNER OF PROPERTY

Name: HOSPICE OF JEFFERSON CO. INC. ATTN: LINDA SHARLOW
Address: 425 WASHINGTON STREET
WATERTOWN N.Y. 13601
Telephone Number: 315-788-7323
Fax Number: 315-785-9932

APPLICANT

Name: AUBERTINE AND CURRIER PLLC., ATTN: MATTHEW R. MORGIA, PE
Address: 522 BRADLEY STREET
WATERTOWN N.Y. 13601
Telephone Number: 315-782-2005
Fax Number: 315-782-1472
Email Address: mrm@aubertinecurrier.com

ENGINEER/ARCHITECT/SURVEYOR

Name: AUBERTINE AND CURRIER PLLC
Address: 522 BRADLEY STREET
WATERTOWN N.Y. 13601
Telephone Number: 315-782-2005
Fax Number: 315-782-1472
Email Address: _____

PROJECT DESCRIPTION

Describe project and proposed use briefly:

NEW 17,000 SF SINGLE STORY BUILDING THAT WILL
INCLUDE OFFICES FOR HOOPICE AND AN 8 BED
RESIDENTIAL CENTER. PROJECT WILL ALSO INCLUDE
1,120 MAINTENANCE BUILDING, UTILITY EXTENSIONS
AND PARKING AREAS.

Is proposed Action:

- New Expansion Modification/Alteration

AUG 12 2009

Amount of Land Affected:

Initially: 5.0 Acres Ultimately: 5.0 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

- Yes No If no, describe briefly

What is present land use in vicinity of project?

- Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: CHURCH

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

- Yes No If yes, list agency(s) and permit/approval(s)

State Senator Member Item, NYSEBDA Grant
DOH Certificate of Need

Does any aspect of the project have a currently valid permit or approval?

- Yes No If yes, list agency(s) and permit/approval(s)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): N/A

Proposed building area: 1st Floor 18,120 Sq. Ft.

2nd Floor _____ Sq. Ft.

3rd Floor _____ Sq. Ft.

Total 18,120 Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: 700 sf + 1,120 sf Maintenance Bldg. Sq. Ft.

Number of parking spaces proposed: 65 WITH 3 HANDICAPPED SPACES

Construction Schedule: EARTH WORK 2009
SITE & BLDG SPRING 2010

Hours of Operation: 8AM - 5PM (OFFICES) 24HR/7DAY (RESIDENTIAL CENTER)

Volume of traffic to be generated: _____ ADT



REQUIRED DRAWINGS:

** The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

BOUNDARY & TOPOGRAPHIC SURVEY

(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.

All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

1' contours are shown & labeled with appropriate spot elevations.

All existing features on and within 50 feet of the subject property are shown and labeled.

All existing utilities on and within 50 feet of the subject property are shown and labeled.

All existing easements and/or right-of-ways are shown and labeled.

Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

The north arrow & graphic scale are shown.

DEMOLITION PLAN (If Applicable)

All existing features on and within 50 feet of the subject property are shown and labeled.

All items to be removed are labeled in darker text.

SITE PLAN

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

All proposed easements & right-of-ways are shown and labeled.

Land use, zoning, & tax parcel number are shown.

- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, "No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property".
- The north arrow & graphic scale are shown.

GRADING PLAN

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1' existing contours are shown dashed & labeled with appropriate spot elevations.
- 1' proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).
- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

UTILITY PLAN

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.

- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, "All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supercede all other plans and specifications provided."

LANDSCAPING PLAN

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City's Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

PHOTOMETRIC PLAN (If Applicable)

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.

- The following note must be added to the drawings stating:
"All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

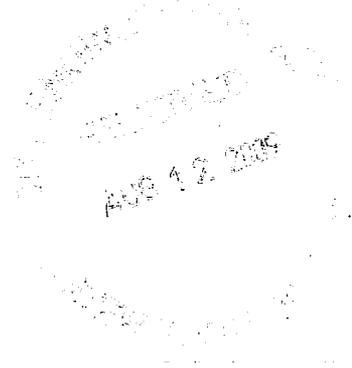
PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

ENGINEERING REPORT

**** The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary



GENERAL INFORMATION

ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department

If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

Explanation for any item not checked in the Site Plan Checklist.

Additional items pending further design.

Completed SEQR – ^{LONG}~~Short~~ Environmental Assessment Form – Part I.
*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

I certify that the information provided above is true to the best of my knowledge.

Applicant (please print) Matthew R. Morgio, PE

Applicant Signature Matthew R. Morgio Date: 8/11/2009

Excerpt from Planning Board's 9/1/09 Meeting Minutes
SITE PLAN APPROVAL REQUEST – 1398 GOTHAM STREET –
PARCEL NO. 13-18-103.200

The next item on the agenda is the site plan approval request submitted by Timothy F. Titus of Aubertine and Currier on behalf of Hospice of Jefferson County to build a 17,000 square foot residential center at 1398 Gotham Street, Parcel No. 13-18-103.200. Present were Tim Titus, Mike Aubertine and Matt Morgia to review the project. They explained that the subdivision was completed earlier this year to subdivide 5.92 acres, and they have a zone change from Residence A to a PDD. They continued to say that they are well within the setback requirements for the building, which will be 17,300 square feet containing both office and residential area, as well as an accessory structure for a garage. They have met the parking requirements, dividing it up between the office space and residential portion, totaling 68 parking spaces, which is well within the requirements needed for this use.

They went on to explain that the utilities for this property will have to be extended 700 feet for water and 900 feet for sewer, and that they will be creating a pump station on the property as well. The storm water drainage will be directed to the side and back to a storm water management pond that will be located in the rear of the building. There will be a berm with trees in the front of the building and within the parking areas as well as some trees in the back. Mr. Titus then addressed the comments made on the Planning Board memo, and he said that they still have to finalize the storm water plan, lighting (they are working with NYSERDA on this issue), and that they are working on the force main issues with the pump station. Mr. Harris noted that they have turned in a preliminary site plan and asked if they would come back to the Planning Board, and Mr. Titus replied that they would, after they have addressed the issues. Mr. Harris inquired about a second entrance for the property.

Captain DeMar asked about the flow testing, and Mr. Titus replied that there is strong pressure and volume at that site from the tests that they have completed. Captain DeMar then inquired about the second entrance, and he explained that in case of an emergency and the first entrance was blocked due to some sort of accident, they would really like to see a second entrance in order to gain access if there were a fire or needed emergency personnel at the building. Captain DeMar said that the second entrance could be graveled if not paved, as long as it was wide enough and strong enough to hold a fire truck. Mr. Titus explained that given the nature of the use, there is very low traffic in and out of the site, and they do not think it would be justified having another entrance into this residential facility, but that a graveled drive could be possible for emergency access only. Captain DeMar then asked if there is access all around this site, and Mr. Titus responded that there will be a permeable path around the site and gravel road access around the rear. They were planning to gravel the rear access drive to keep costs down. Captain DeMar asked if this was all one building, and Mr. Aubertine replied that it is considered two buildings. Captain DeMar then asked if there is a water connection for both buildings, and Mr. Aubertine replied that the office is not required to be sprinklered but that the residence portion is.

Mr. Aubertine stated again that as far as the lighting is concerned, they are continuing to work with NYSERDA, and they will have site lighting and building lighting, and

they will have drop down lighting during different parts of the day. Mrs. Freda asked about when the light plan would be established, and Mr. Aubertine replied it should be done in a month. He also discussed the schedule for building and stated that the Department of Health would have an approval by the second week of January, but that they do have support from the local towns and villages to agree to help clear the site to put in the base for the building. They discussed this timeline with the reason that they would like to have a base for the building done for one freeze and thaw cycle. There was then some discussion as to if they should be granted approval or have the application tabled. Mr. Mix explained that if the Planning Board desired, they could recommend approval which would mean they would get City Council approval at the September 21, 2009 City Council meeting if they have met all the conditions at that time.

Mrs. Freda then inquired as to the exact use of the building, asking if some background could be provided as to what would be occurring on the site. Mike Forbes was present from Hospice of Jefferson County to explain that they have outgrown their present facility and that there is a need for a primary care giver for people who do not have one. As of now, Hospice is only able to help those who have primary care givers. For those without a primary care giver, they need a place to go, thus creating the need for the residential building. There was a short discussion on whether the tree species change was acceptable along with the foundation plantings. Mr. Lumbis said it was. Mr. Titus said that there were going to be some foundation plantings near the rear. Hospice said that they will have a memorial gardens and other plantings.

Mrs. Freda moved to recommend site plan approval for 1398 Gotham Street, Parcel No. 13-18-103.200, conditioned upon the following:

1. Consideration should be given to adding trees around the perimeter of the 30-space parking lot, changing the ash tree varieties specified to different species of trees and adding trees and foundation plantings around the building.
2. Provide final storm water calculations, storm water management pond calculations, elevations, and a copy of the SWPPP.
3. Provide a copy of all submittals sent to NYS Department of Health for the water main extension.
4. Per 10 States Recommended Standards for Wastewater Facilities 2004 Edition, the minimum force main diameter shall not be less than 4 inches if it is to be dedicated to the City. Provide calculations utilizing a 4 inch diameter force main.
5. Provide a copy of all submittals sent to NYS DEC for the sanitary sewer extension.
6. Provide a Photometric Plan if lighting is proposed for the site.
7. Provide a copy of the proposed easements for the water main and sanitary sewer to the Engineering Department for approval. The easements shall then be obtained from the property owner by the applicant, filed with the County Clerk and a copy sent to the City Engineering prior to dedication of the utility mains to the City.
8. Add another entrance from Gotham Street. Emergency access only is acceptable.
9. Move the fire hydrant, located near Gotham Street, to the rear portion of the western parking lot.

The motion was seconded by Mr. Harris. All voted in favor.

617.20
Appendix A
State Environmental Quality Review
FULL ENVIRONMENTAL ASSESSMENT FORM

PA 12 2009

Purpose: The full EAF is designed to help applicants and agencies determine, in an orderly manner, whether a project or action may be significant. The question of whether an action may be significant is not always easy to answer. Frequently, there are aspects of a project that are subjective or unmeasurable. It is also understood that those who determine significance may have little or no formal knowledge of the environment or may not be technically expert in environmental analysis. In addition, many who have knowledge in one particular area may not be aware of the broader concerns affecting the question of significance.

The full EAF is intended to provide a method whereby applicants and agencies can be assured that the determination process has been orderly, comprehensive in nature, yet flexible enough to allow introduction of information to fit a project or action.

Full EAF Components: The full EAF is comprised of three parts:

- Part 1:** Provides objective data and information about a given project and its site. By identifying basic project data, it assists a reviewer in the analysis that takes place in Parts 2 and 3.
- Part 2:** Focuses on identifying the range of possible impacts that may occur from a project or action. It provides guidance as to whether an impact is likely to be considered small to moderate or whether it is a potentially-large impact. The form also identifies whether an impact can be mitigated or reduced.
- Part 3:** If any impact in Part 2 is identified as potentially-large, then Part 3 is used to evaluate whether or not the impact is actually important.

THIS AREA FOR LEAD AGENCY USE ONLY

DETERMINATION OF SIGNIFICANCE -- Type 1 and Unlisted Actions

Identify the Portions of EAF completed for this project:

Part 1

Part 2

Part 3

Upon review of the information recorded on this EAF (Parts 1 and 2 and 3 if appropriate), and any other supporting information, and considering both the magnitude and importance of each impact, it is reasonably determined by the lead agency that:

- A. The project will not result in any large and important impact(s) and, therefore, is one which **will not** have a significant impact on the environment, therefore **a negative declaration will be prepared.**
- B. Although the project could have a significant effect on the environment, there will not be a significant effect for this Unlisted Action because the mitigation measures described in PART 3 have been required, therefore **a CONDITIONED negative declaration will be prepared.***
- C. The project may result in one or more large and important impacts that may have a significant impact on the environment, therefore **a positive declaration will be prepared.**

*A Conditioned Negative Declaration is only valid for Unlisted Actions

Hospice of Jefferson County- Residential Center

Name of Action

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

PART 1--PROJECT INFORMATION

Prepared by Project Sponsor

NOTICE: This document is designed to assist in determining whether the action proposed may have a significant effect on the environment. Please complete the entire form, Parts A through E. Answers to these questions will be considered as part of the application for approval and may be subject to further verification and public review. Provide any additional information you believe will be needed to complete Parts 2 and 3.

It is expected that completion of the full EAF will be dependent on information currently available and will not involve new studies, research or investigation. If information requiring such additional work is unavailable, so indicate and specify each instance.

Name of Action Hospice of Jefferson County - New Residential Center

Location of Action (include Street Address, Municipality and County)

1398 Gotham Street Watertown, NY 13601 (City of Watertown, Jefferson County)

Name of Applicant/Sponsor Aubertine & Currier Architects, Engineers & Land Surveyors

Address 522 Bradley Street

City / PO Watertown

State New York

Zip Code 13601

Business Telephone 315-782-2005

Name of Owner (if different) Hospice of Jefferson County Inc.

Address 425 Washington Street

City / PO Watertown

State New York

Zip Code 13601

Business Telephone 315-788-7323

Description of Action:

Construct a 17,000 s.f. office and 8 Bed Residential Center, maintenance garage, parking areas, and related utilities, etc.

Please Complete Each Question--Indicate N.A. if not applicable

A. SITE DESCRIPTION

Physical setting of overall project, both developed and undeveloped areas.

1. Present Land Use: Urban Industrial Commercial Residential (suburban) Rural (non-farm)
 Forest Agriculture Other _____

2. Total acreage of project area: 5.29 acres.

APPROXIMATE ACREAGE	PRESENTLY	AFTER COMPLETION
Meadow or Brushland (Non-agricultural)	<u>5.11</u> acres	_____ acres
Forested	_____ acres	_____ acres
Agricultural (Includes orchards, cropland, pasture, etc.)	_____ acres	_____ acres
Wetland (Freshwater or tidal as per Articles 24,25 of ECL)	_____ acres	_____ acres
Water Surface Area	_____ acres	_____ acres
Unvegetated (Rock, earth or fill)	_____ acres	_____ acres
Roads, buildings and other paved surfaces	<u>0.18</u> acres	<u>1.9</u> acres
Other (Indicate type) <u>Lawn Area</u>	_____ acres	<u>3.39</u> acres

3. What is predominant soil type(s) on project site? Type C (GbB & FaB)

- a. Soil drainage: Well drained _____% of site Moderately well drained 100% of site.
 Poorly drained _____% of site

b. If any agricultural land is involved, how many acres of soil are classified within soil group 1 through 4 of the NYS Land Classification System? n/a acres (see 1 NYCRR 370).

4. Are there bedrock outcroppings on project site? Yes No

a. What is depth to bedrock 0.5'-2.5' (in feet)

5. Approximate percentage of proposed project site with slopes:

- 0-10% 100% 10- 15% _____% 15% or greater _____%

6. Is project substantially contiguous to, or contain a building, site, or district, listed on the State or National Registers of Historic Places? Yes No

7. Is project substantially contiguous to a site listed on the Register of National Natural Landmarks? Yes No

8. What is the depth of the water table? 2 (in feet) seasonal

9. Is site located over a primary, principal, or sole source aquifer? Yes No

10. Do hunting, fishing or shell fishing opportunities presently exist in the project area? Yes No

AUG 12 2019

11. Does project site contain any species of plant or animal life that is identified as threatened or endangered? Yes No

According to:

Terrestrial Environmental Specialists, Inc.
Wetland Delineation and Endangered Species Report

Identify each species:

[Empty box for identifying species]

12. Are there any unique or unusual land forms on the project site? (i.e., cliffs, dunes, other geological formations?)

Yes No

Describe:

[Empty box for describing land forms]

13. Is the project site presently used by the community or neighborhood as an open space or recreation area?

Yes No

If yes, explain:

[Empty box for explaining usage]

14. Does the present site include scenic views known to be important to the community? Yes No

[Empty box for scenic views]

15. Streams within or contiguous to project area:

n/a

a. Name of Stream and name of River to which it is tributary

[Empty box for stream name with stamp: AUG 12 2009]

16. Lakes, ponds, wetland areas within or contiguous to project area:

Federal Wetlands Inventory Map shows a (PFO1E) Palustrine, Broad-Leaved forested wetland and a (PUBHh) Diked Permanent Pond located on the adjacent property to the Northwest & Southwest of the project. This area was delineated and denoted as wetlands A in the TES, Inc. Wetlands Delineation Report in February 2009.

b. Size (in acres):

approximately 5.89 acres

17. Is the site served by existing public utilities? Yes No
- a. If **YES**, does sufficient capacity exist to allow connection? Yes No
- b. If **YES**, will improvements be necessary to allow connection? Yes No
18. Is the site located in an agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? Yes No
19. Is the site located in or substantially contiguous to a Critical Environmental Area designated pursuant to Article 8 of the ECL, and 6 NYCRR 617? Yes No
20. Has the site ever been used for the disposal of solid or hazardous wastes? Yes No

B. Project Description

1. Physical dimensions and scale of project (fill in dimensions as appropriate).
- a. Total contiguous acreage owned or controlled by project sponsor: 5.29 acres.
- b. Project acreage to be developed: 5.0 acres initially; 5.0 acres ultimately.
- c. Project acreage to remain undeveloped: 0.29 acres.
- d. Length of project, in miles: n/a (if appropriate)
- e. If the project is an expansion, indicate percent of expansion proposed. n/a %
- f. Number of off-street parking spaces existing 0; proposed 68
- g. Maximum vehicular trips generated per hour: 20 (upon completion of project)?
- h. If residential: Number and type of housing units:
- | | One Family | Two Family | Multiple Family | Condominium |
|------------|------------|------------|-----------------|-------------|
| Initially | _____ | _____ | _____ | _____ |
| Ultimately | _____ | _____ | _____ | _____ |
- i. Dimensions (in feet) of largest proposed structure: 20 height; 225 width; 200 length.
- j. Linear feet of frontage along a public thoroughfare project will occupy is? 588 ft.
2. How much natural material (i.e. rock, earth, etc.) will be removed from the site? 0 tons/cubic yards.
3. Will disturbed areas be reclaimed Yes No N/A
- a. If yes, for what intended purpose is the site being reclaimed?
- cut/fill and lawn area
- b. Will topsoil be stockpiled for reclamation? Yes No
- c. Will upper subsoil be stockpiled for reclamation? Yes No
4. How many acres of vegetation (trees, shrubs, ground covers) will be removed from site? 5.0 acres.

5. Will any mature forest (over 100 years old) or other locally-important vegetation be removed by this project?

Yes No

6. If single phase project: Anticipated period of construction: 15 months, (including demolition)

7. If multi-phased:

a. Total number of phases anticipated _____ (number)

b. Anticipated date of commencement phase 1: _____ month _____ year, (including demolition)

c. Approximate completion date of final phase: _____ month _____ year.

d. Is phase 1 functionally dependent on subsequent phases? Yes No

8. Will blasting occur during construction? Yes No

9. Number of jobs generated: during construction 30 ; after project is complete 5

10. Number of jobs eliminated by this project 0 .

11. Will project require relocation of any projects or facilities? Yes No

If yes, explain:

12. Is surface liquid waste disposal involved? Yes No

a. If yes, indicate type of waste (sewage, industrial, etc) and amount _____

b. Name of water body into which effluent will be discharged _____

13. Is subsurface liquid waste disposal involved? Yes No Type _____

14. Will surface area of an existing water body increase or decrease by proposal? Yes No

If yes, explain:

15. Is project or any portion of project located in a 100 year flood plain? Yes No

16. Will the project generate solid waste? Yes No

a. If yes, what is the amount per month? 0.25 tons

b. If yes, will an existing solid waste facility be used? Yes No

c. If yes, give name DANC Regional Landfill ; location Rodman, NY

d. Will any wastes not go into a sewage disposal system or into a sanitary landfill? Yes No

e. If yes, explain:

Medical wastes will be disposed of as required.

17. Will the project involve the disposal of solid waste? Yes No

a. If yes, what is the anticipated rate of disposal? _____ tons/month.

b. If yes, what is the anticipated site life? _____ years.

18. Will project use herbicides or pesticides? Yes No

19. Will project routinely produce odors (more than one hour per day)? Yes No

20. Will project produce operating noise exceeding the local ambient noise levels? Yes No

21. Will project result in an increase in energy use? Yes No

If yes, indicate type(s)

Electricity and heating fuels.

22. If water supply is from wells, indicate pumping capacity n/a gallons/minute.

23. Total anticipated water usage per day 2,122 gallons/day.

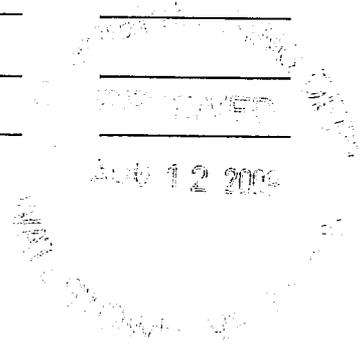
24. Does project involve Local, State or Federal funding? Yes No

If yes, explain:

NYSERDA Grant
State Senator Member Item

25. Approvals Required:

			Type	Submittal Date
City, Town, Village Board	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>City Site Plan</u>	<u>08/11/2009</u>
			_____	_____
			_____	_____
City, Town, Village Planning Board	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>City Planning Board</u>	<u>08/11/2009</u>
			_____	_____
			_____	_____
City, Town Zoning Board	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
			_____	_____
			_____	_____
City, County Health Department	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
			_____	_____
			_____	_____
Other Local Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
			_____	_____
			_____	_____
Other Regional Agencies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>Jefferson County Planning</u>	<u>08/11/2009</u>
			<u>Board</u>	_____
			_____	_____
State Agencies	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	<u>NYS DOH Certificate of</u>	<u>06/30/2009</u>
			<u>Need</u>	_____
			_____	_____
Federal Agencies	<input type="checkbox"/> Yes	<input type="checkbox"/> No	_____	_____
			_____	_____
			_____	_____



C. Zoning and Planning Information

1. Does proposed action involve a planning or zoning decision? Yes No

If Yes, indicate decision required:

- | | | | |
|---|---|--|--------------------------------------|
| <input type="checkbox"/> Zoning amendment | <input type="checkbox"/> Zoning variance | <input type="checkbox"/> New/revision of master plan | <input type="checkbox"/> Subdivision |
| <input checked="" type="checkbox"/> Site plan | <input type="checkbox"/> Special use permit | <input type="checkbox"/> Resource management plan | <input type="checkbox"/> Other |

2. What is the zoning classification(s) of the site?

PDD- Planned Development District #24

3. What is the maximum potential development of the site if developed as permitted by the present zoning?

[Empty text box for question 3]

4. What is the proposed zoning of the site?

[Empty text box for question 4]

5. What is the maximum potential development of the site if developed as permitted by the proposed zoning?

[Empty text box for question 5]

6. Is the proposed action consistent with the recommended uses in adopted local land use plans? Yes No

[Empty text box for question 6]

7. What are the predominant land use(s) and zoning classifications within a ¼ mile radius of proposed action?

Residential
Church
Park

[Large empty text box for question 7]

8. Is the proposed action compatible with adjoining/surrounding land uses with a ¼ mile? Yes No

9. If the proposed action is the subdivision of land, how many lots are proposed? n/a

a. What is the minimum lot size proposed? _____

10. Will proposed action require any authorization(s) for the formation of sewer or water districts? Yes No

11. Will the proposed action create a demand for any community provided services (recreation, education, police, fire protection)?

Yes No

a. If yes, is existing capacity sufficient to handle projected demand? Yes No

12. Will the proposed action result in the generation of traffic significantly above present levels? Yes No

a. If yes, is the existing road network adequate to handle the additional traffic. Yes No

D. Informational Details

Attach any additional information as may be needed to clarify your project. If there are or may be any adverse impacts associated with your proposal, please discuss such impacts and the measures which you propose to mitigate or avoid them.

E. Verification

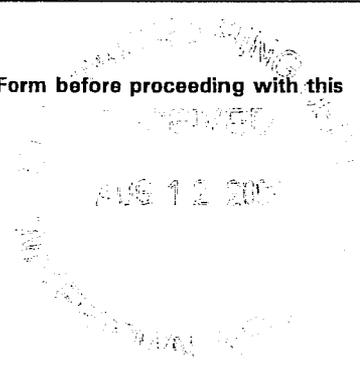
I certify that the information provided above is true to the best of my knowledge.

Applicant/Sponsor Name Matthew R. Morgia, P.E. Date 08/11/2009

Signature *Matthew R. Morgia*

Title Civil Engineer, Aubertine and Currier

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment.



PART 2 - PROJECT IMPACTS AND THEIR MAGNITUDE

Responsibility of Lead Agency

General Information (Read Carefully)

- ! In completing the form the reviewer should be guided by the question: Have my responses and determinations been **reasonable**? The reviewer is not expected to be an expert environmental analyst.
- ! The **Examples** provided are to assist the reviewer by showing types of impacts and wherever possible the threshold of magnitude that would trigger a response in column 2. The examples are generally applicable throughout the State and for most situations. But, for any specific project or site other examples and/or lower thresholds may be appropriate for a Potential Large Impact response, thus requiring evaluation in Part 3.
- ! The impacts of each project, on each site, in each locality, will vary. Therefore, the examples are illustrative and have been offered as guidance. They do not constitute an exhaustive list of impacts and thresholds to answer each question.
- ! The number of examples per question does not indicate the importance of each question.
- ! In identifying impacts, consider long term, short term and cumulative effects.

Instructions (Read carefully)

- a. Answer each of the 20 questions in PART 2. Answer **Yes** if there will be **any** impact.
- b. **Maybe** answers should be considered as **Yes** answers.
- c. If answering **Yes** to a question then check the appropriate box(column 1 or 2)to indicate the potential size of the impact. If impact threshold equals or exceeds any example provided, check column 2. If impact will occur but threshold is lower than example, check column 1.
- d. Identifying that an impact will be potentially large (column 2) does not mean that it is also necessarily **significant**. Any large impact must be evaluated in PART 3 to determine significance. Identifying an impact in column 2 simply asks that it be looked at further.
- e. If reviewer has doubt about size of the impact then consider the impact as potentially large and proceed to PART 3.
- f. If a potentially large impact checked in column 2 can be mitigated by change(s) in the project to a small to moderate impact, also check the **Yes** box in column 3. A **No** response indicates that such a reduction is not possible. This must be explained in Part 3.

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

Impact on Land

1. Will the Proposed Action result in a physical change to the project site?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Any construction on slopes of 15% or greater, (15 foot rise per 100 foot of length), or where the general slopes in the project area exceed 10%. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Construction on land where the depth to the water table is less than 3 feet. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Construction of paved parking area for 1,000 or more vehicles. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Construction on land where bedrock is exposed or generally within 3 feet of existing ground surface. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Construction that will continue for more than 1 year or involve more than one phase or stage. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Excavation for mining purposes that would remove more than 1,000 tons of natural material (i.e., rock or soil) per year. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

	1	2	3
	Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

- Construction or expansion of a sanitary landfill. Yes No
- Construction in a designated floodway. Yes No
- Other impacts: Yes No

2. Will there be an effect to any unique or unusual land forms found on the site? (i.e., cliffs, dunes, geological formations, etc.)

NO YES

- Specific land forms: Yes No

Impact on Water

3. Will Proposed Action affect any water body designated as protected? (Under Articles 15, 24, 25 of the Environmental Conservation Law, ECL)

NO YES

Examples that would apply to column 2

- Developable area of site contains a protected water body. Yes No
- Dredging more than 100 cubic yards of material from channel of a protected stream. Yes No
- Extension of utility distribution facilities through a protected water body. Yes No
- Construction in a designated freshwater or tidal wetland. Yes No
- Other impacts: Yes No

4. Will Proposed Action affect any non-protected existing or new body of water?

NO YES

Examples that would apply to column 2

- A 10% increase or decrease in the surface area of any body of water or more than a 10 acre increase or decrease. Yes No
- Construction of a body of water that exceeds 10 acres of surface area. Yes No
- Other impacts: Yes No

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

6. Will Proposed Action alter drainage flow or patterns, or surface water runoff?

NO YES

Examples that would apply to column 2

- | | | | |
|--|--|--|--|
| <ul style="list-style-type: none"> • Proposed Action would change flood water flows • Proposed Action may cause substantial erosion. • Proposed Action is incompatible with existing drainage patterns. • Proposed Action will allow development in a designated floodway. • Other impacts: | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No |
|--|--|--|--|

IMPACT ON AIR

7. Will Proposed Action affect air quality?

NO YES

Examples that would apply to column 2

- | | | | |
|---|--|--|--|
| <ul style="list-style-type: none"> • Proposed Action will induce 1,000 or more vehicle trips in any given hour. • Proposed Action will result in the incineration of more than 1 ton of refuse per hour. • Emission rate of total contaminants will exceed 5 lbs. per hour or a heat source producing more than 10 million BTU's per hour. • Proposed Action will allow an increase in the amount of land committed to industrial use. • Proposed Action will allow an increase in the density of industrial development within existing industrial areas. • Other impacts: | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--|--|--|

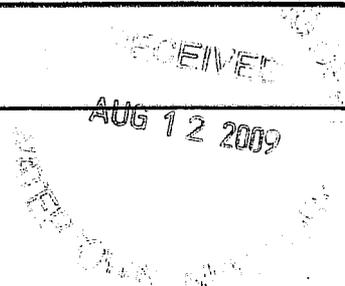
IMPACT ON PLANTS AND ANIMALS

8. Will Proposed Action affect any threatened or endangered species?

NO YES

Examples that would apply to column 2

- | | | | |
|---|--------------------------|--------------------------|--|
| <ul style="list-style-type: none"> • Reduction of one or more species listed on the New York or Federal list, using the site, over or near the site, or found on the site. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes <input type="checkbox"/> No |
|---|--------------------------|--------------------------|--|



	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• Removal of any portion of a critical or significant wildlife habitat.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Application of pesticide or herbicide more than twice a year, other than for agricultural purposes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

9. Will Proposed Action substantially affect non-threatened or non-endangered species?

NO YES

Examples that would apply to column 2

• Proposed Action would substantially interfere with any resident or migratory fish, shellfish or wildlife species.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action requires the removal of more than 10 acres of mature forest (over 100 years of age) or other locally important vegetation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

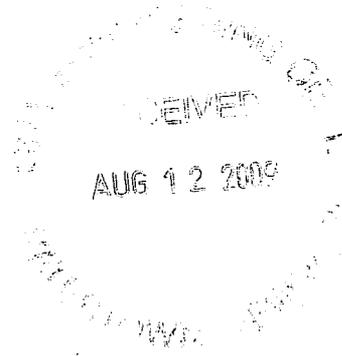
IMPACT ON AGRICULTURAL LAND RESOURCES

10. Will Proposed Action affect agricultural land resources?

NO YES

Examples that would apply to column 2

• The Proposed Action would sever, cross or limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Construction activity would excavate or compact the soil profile of agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• The Proposed Action would irreversibly convert more than 10 acres of agricultural land or, if located in an Agricultural District, more than 2.5 acres of agricultural land.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No



	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• The Proposed Action would disrupt or prevent installation of agricultural land management systems (e.g., subsurface drain lines, outlet ditches, strip cropping); or create a need for such measures (e.g. cause a farm field to drain poorly due to increased runoff).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

IMPACT ON AESTHETIC RESOURCES

11. Will Proposed Action affect aesthetic resources? (If necessary, use the Visual EAF Addendum in Section 617.20, Appendix B.)

NO YES

Examples that would apply to column 2

• Proposed land uses, or project components obviously different from or in sharp contrast to current surrounding land use patterns, whether man-made or natural.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed land uses, or project components visible to users of aesthetic resources which will eliminate or significantly reduce their enjoyment of the aesthetic qualities of that resource.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Project components that will result in the elimination or significant screening of scenic views known to be important to the area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

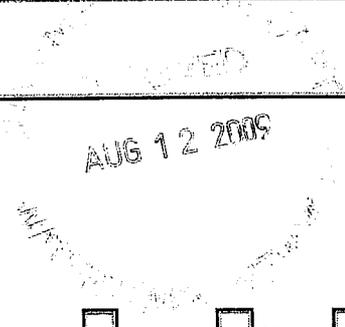
IMPACT ON HISTORIC AND ARCHAEOLOGICAL RESOURCES

12. Will Proposed Action impact any site or structure of historic, prehistoric or paleontological importance?

NO YES

Examples that would apply to column 2

• Proposed Action occurring wholly or partially within or substantially contiguous to any facility or site listed on the State or National Register of historic places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Any impact to an archaeological site or fossil bed located within the project site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action will occur in an area designated as sensitive for archaeological sites on the NYS Site Inventory.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No



	1	2	3	
	Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

• Other impacts:

IMPACT ON OPEN SPACE AND RECREATION

13. Will proposed Action affect the quantity or quality of existing or future open spaces or recreational opportunities?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • The permanent foreclosure of a future recreational opportunity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • A major reduction of an open space important to the community. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON CRITICAL ENVIRONMENTAL AREAS

14. Will Proposed Action impact the exceptional or unique characteristics of a critical environmental area (CEA) established pursuant to subdivision 6NYCRR 617.14(g)?

NO YES

List the environmental characteristics that caused the designation of the CEA.

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action to locate within the CEA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in a reduction in the quantity of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in a reduction in the quality of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will impact the use, function or enjoyment of the resource? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

1	2	3
Small to Moderate Impact	Potential Large Impact	Can Impact Be Mitigated by Project Change

IMPACT ON TRANSPORTATION

15. Will there be an effect to existing transportation systems?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Alteration of present patterns of movement of people and/or goods. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will result in major traffic problems. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

IMPACT ON ENERGY

16. Will Proposed Action affect the community's sources of fuel or energy supply?

NO YES

Examples that would apply to column 2

- | | | | | |
|---|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Proposed Action will cause a greater than 5% increase in the use of any form of energy in the municipality. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two family residences or to serve a major commercial or industrial use. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

NOISE AND ODOR IMPACT

17. Will there be objectionable odors, noise, or vibration as a result of the Proposed Action?

NO YES

Examples that would apply to column 2

- | | | | | |
|--|--------------------------|--------------------------|------------------------------|-----------------------------|
| • Blasting within 1,500 feet of a hospital, school or other sensitive facility. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Odors will occur routinely (more than one hour per day). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will produce operating noise exceeding the local ambient noise levels for noise outside of structures. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Proposed Action will remove natural barriers that would act as a noise screen. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Other impacts: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

1
Small to
Moderate
Impact

2
Potential
Large
Impact

3
Can Impact Be
Mitigated by
Project Change

IMPACT ON PUBLIC HEALTH

18. Will Proposed Action affect public health and safety?

NO YES

- Proposed Action may cause a risk of explosion or release of hazardous substances (i.e. oil, pesticides, chemicals, radiation, etc.) in the event of accident or upset conditions, or there may be a chronic low level discharge or emission. Yes No
- Proposed Action may result in the burial of "hazardous wastes" in any form (i.e. toxic, poisonous, highly reactive, radioactive, irritating, infectious, etc.) Yes No
- Storage facilities for one million or more gallons of liquefied natural gas or other flammable liquids. Yes No
- Proposed Action may result in the excavation or other disturbance within 2,000 feet of a site used for the disposal of solid or hazardous waste. Yes No
- Other impacts: Yes No

**IMPACT ON GROWTH AND CHARACTER
OF COMMUNITY OR NEIGHBORHOOD**

19. Will Proposed Action affect the character of the existing community?

NO YES

Examples that would apply to column 2

- The permanent population of the city, town or village in which the project is located is likely to grow by more than 5%. Yes No
- The municipal budget for capital expenditures or operating services will increase by more than 5% per year as a result of this project. Yes No
- Proposed Action will conflict with officially adopted plans or goals. Yes No
- Proposed Action will cause a change in the density of land use. Yes No
- Proposed Action will replace or eliminate existing facilities, structures or areas of historic importance to the community. Yes No
- Development will create a demand for additional community services (e.g. schools, police and fire, etc.) Yes No

	1 Small to Moderate Impact	2 Potential Large Impact	3 Can Impact Be Mitigated by Project Change
• Proposed Action will set an important precedent for future projects.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Proposed Action will create or eliminate employment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No
• Other impacts:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes <input type="checkbox"/> No

20. Is there, or is there likely to be, public controversy related to potential adverse environment impacts?

NO YES

If Any Action in Part 2 Is Identified as a Potential Large Impact or If you Cannot Determine the Magnitude of Impact, Proceed to Part 3



Part 3 - EVALUATION OF THE IMPORTANCE OF IMPACTS

Responsibility of Lead Agency

Part 3 must be prepared if one or more impact(s) is considered to be potentially large, even if the impact(s) may be mitigated.

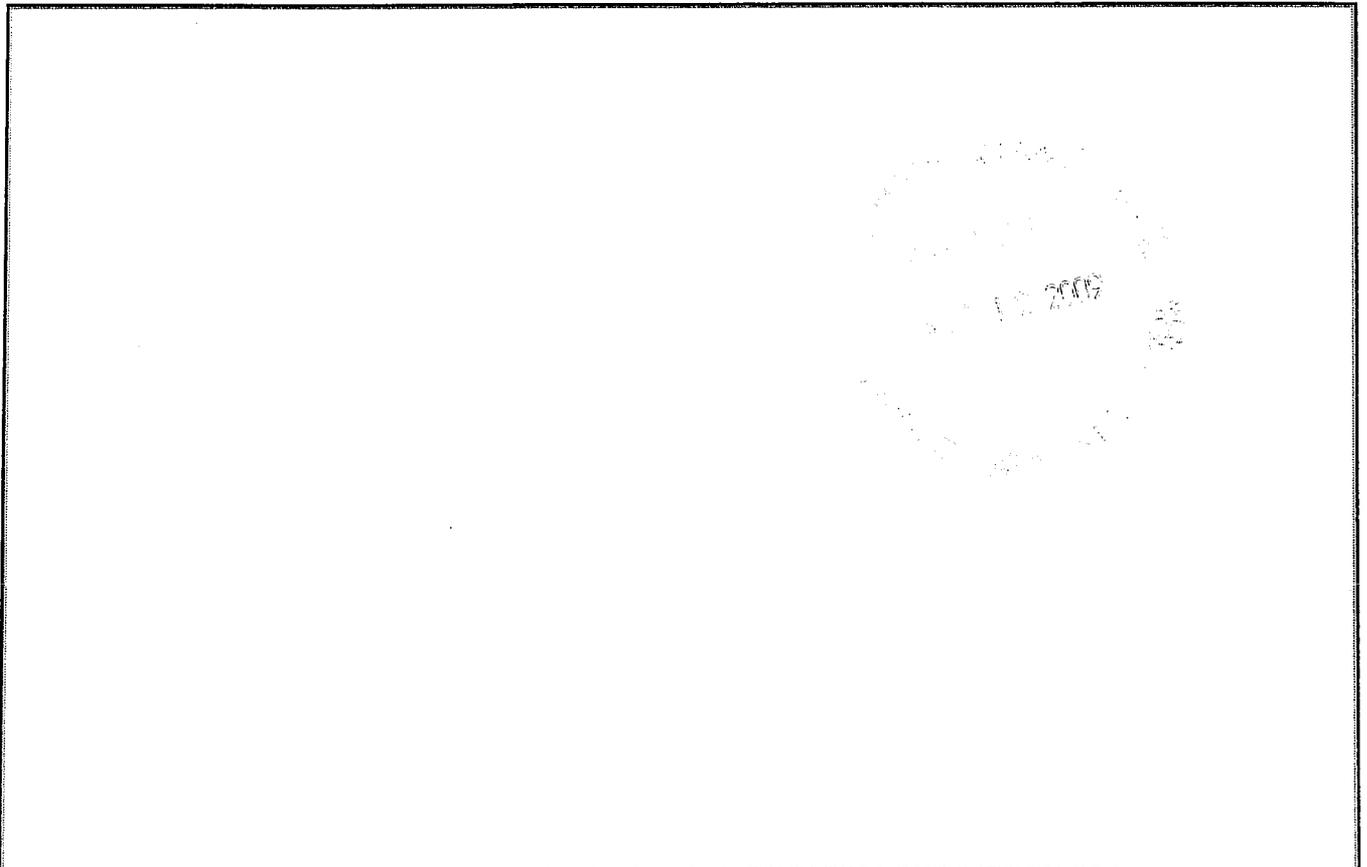
Instructions (If you need more space, attach additional sheets)

Discuss the following for each impact identified in Column 2 of Part 2:

1. Briefly describe the impact.
2. Describe (if applicable) how the impact could be mitigated or reduced to a small to moderate impact by project change(s).
3. Based on the information available, decide if it is reasonable to conclude that this impact is **important**.

To answer the question of importance, consider:

- ! The probability of the impact occurring
- ! The duration of the impact
- ! Its irreversibility, including permanently lost resources of value
- ! Whether the impact can or will be controlled
- ! The regional consequence of the impact
- ! Its potential divergence from local needs and goals
- ! Whether known objections to the project relate to this impact.



December 29, 2009

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Yard Waste Collection Units

Included in the Fiscal Year 2009-10 Capital Budget was the purchase of two yard waste collection units at an estimated cost of \$290,000. As discussed at the December 14, 2009 Work Session, the current estimate for the purchase of these two vehicles is now \$280,000.

Funding to support this project will be through the use of current funds on hand of \$62,500 from a General Fund transfer in FY 2007-08 for a yard waste vehicle that was not purchased due to an unsuccessful grant application and the remainder of \$217,500 through the issuance of serial bonds.

Based on a review of State Finance Law, the serial bonds would be repaid over a five year period rather than the ten year period presented in the budget. Accordingly, a Bond Ordinance has been prepared for City Council consideration.

ORDINANCE

Page 1 of 5

An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City.

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on January 4, 2010, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by _____, and upon roll being called, the following were

PRESENT:

ABSENT:

The following ordinance was offered by Councilman _____, who moved its adoption, seconded by Councilman _____, to wit:

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital purposes;

NOW THEREFORE BE IT ORDAINED, by the Council of the City of Watertown, Jefferson County, New York, as follows:

Section 1. To pay part of the cost of the purchase of refuse/yard waste collection vehicles, in and for the City of Watertown, Jefferson County, New York, and incidental expenses in connection therewith, a class of objects or purposes, there are hereby authorized to be issued \$217,500 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$280,000 and that the plan for the financing thereof is by the issuance of the \$217,500 bonds of said City authorized to be issued pursuant to this bond ordinance and \$62,500 current funds of the City, hereby appropriated therefor.

ORDINANCE

Page 2 of 5

An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five years, pursuant to subdivision twenty-nine of paragraph a of Section 11.00 of the Local Finance Law.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the bonds herein authorized, including renewals of such notes, is hereby delegated to the City Comptroller, the chief fiscal officer. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said City Comptroller, consistent with the provisions of the Local Finance Law.

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. To the extent such appropriation is not made from other sources, there shall annually be levied on all the taxable real property of said City a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable, as shall be established in proceedings under Section 93 of the City Charter.

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

ORDINANCE

Page 3 of 5

An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Section 8. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 10. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

ORDINANCE

Page 4 of 5

An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City.

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Section 11. This ordinance, which takes effect immediately, shall be published in full in the Watertown Daily Times, the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by Councilman _____, seconded by Councilman _____, with all voting "AYE".

The question of the adoption of the foregoing ordinance was duly put to a vote on roll call, which resulted as follows:

_____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____
 _____ VOTING _____

The ordinance was thereupon declared duly adopted.
* * *

APPROVED BY THE MAYOR
_____, 2010.
Mayor

STATE OF NEW YORK)
) ss.:
COUNTY OF JEFFERSON)

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on January 4, 2010, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

ORDINANCE

Page 5 of 5

An Ordinance Authorizing the Issuance of \$217,500 Bonds of the City of Watertown, Jefferson County, New York, to Pay Part of the \$280,000 Estimated Maximum Cost of the Purchase of Refuse/Yard Waste Collection Vehicles, in and for Said City.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

I FURTHER CERTIFY that, pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News Media	Date Given
-----------------------------------	------------

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

I FURTHER CERTIFY that PRIOR to the time of said meeting, I duly caused public notice of the time and place of said meeting to be conspicuously posted in the following designated public location(s) on the following dates:

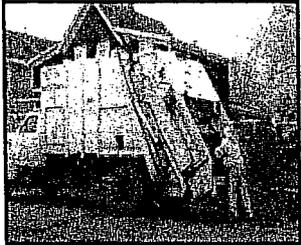
Designated Location(s) of Posted Noticed	Date of Posting
--	-----------------

Regular meeting of the City Council held in accordance with Section 14-1 of the Municipal Code

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on January _____, 2010.

 City Clerk
 (CORPORATE SEAL)

FISCAL YEAR 2009-2010
CAPITAL BUDGET
VEHICLES AND EQUIPMENT
REFUSE & RECYCLING

PROJECT DESCRIPTION	COST
<p>Yard Waste Collection Units (2):</p> <p>Vehicle 1-5 and 1-8 are two of three (3) identical yard waste collection units. They are 1994 Ford F700 dual drive chassis with 1987 20yd³ PAK-MOR rear load packer bodies. In addition to being green waste collection units they also serve as back-ups to the refuse vehicles if needed. Both the body and chassis are showing advanced mechanical wear as well as severe corrosion which has created a series of electrical problems. The replacement units will be obtained through competitive bid or OGS contact, if available.</p> <div style="display: flex; justify-content: space-around;">    </div> <p>Funding to support this project will be through the use of \$62,500 from a transfer from the General Fund in FY 2007-08 for vehicle 1-5 and the remainder (\$227,500) funded through a 10 year bond with FY 2010-11 projected debt service of \$34,125.</p>	\$290,000
TOTAL	\$290,000

December 31, 2009

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Elected and Appointed Officials, NYS Retirement System,
New Regulation Reporting Requirements

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials, elected or appointed to a new term. For the City of Watertown, this requirement will affect members of the City Council Members who are sworn into a new term of office on or after January 1, 2010, and are also members of the NYS Retirement System.

I've attached for your review, a summary of the new reporting requirements; a description of the standard work day and reporting resolution; a write-up on keeping a record of activities; and a list of questions and answers prepared by the State Retirement System.

Based on the new regulations, by June 21, 2010, the City Council will need to adopt a resolution that includes the title and the standard work day for each of its members, the resolution must also:

- Identify the term of office and expiration for each elected official;
- Attest that each official has submitted a sample three-month log or time sheets of actual time worked; and
- Specify the number of days per month to be reported for each official based on his or her log.

In order to have the information needed to draft this resolution, members of the City Council who are members of the Retirement System must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment. These records must now be submitted to the City Clerk, who must retain the record of activities for a period of at least 10 years. The required resolution must be adopted at the first regular meeting held no later than 180 days following a new term. Therefore the records of activities must be submitted to the City Clerk no later than June 14, 2010.

I've attached an example of one month of an Elected Official's Record of Activities for your review along with calendars for the months of January through June 2010. Please review the guidelines for activities that are / are not considered work-related to determine which of your activities should be reported.

Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

A Step-by-Step Guide for Appointed/Elected Officials

New Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation became effective August 12, 2009.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
Elected or Appointed Official*	Keeps three-month record of work activities.	Starts record when term or appointment begins. Record must be complete within 150 days of taking office.
Elected or Appointed Official*	Submits record to secretary or clerk of the governing board.	Record must be submitted within 180 days of taking office.
Governing Board	Adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after 180 days of term's beginning.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 45 days of resolution's adoption.
Secretary or Clerk	Retains records of work activities for 10 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

* Elected and appointed officials are required to keep a record of work activities if:

- They are members of the Retirement System and
- They do not participate in an employer's time keeping system that shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

** The Standard Work Day and Reporting Resolution ensures days worked reported to the Retirement System are correct. It establishes the number of hours in a standard work day for each elected or appointed office and must also state:

- The term expiration;
- That the employer maintains daily records of time worked or the official has submitted a record of work activities to the clerk or secretary;
- The total number of days per month to be reported for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

Decision Tree

DAY 1 If Your Term of Office or Appointment To Office Begins On...	DAY 150 Your Log Should Be Completed By	DAY 180 Submit Your Log To Clerk By
August 12, 2009	January 8, 2010	February 7, 2010
January 1, 2010*	May 30, 2010	June 29, 2010
April 1, 2010	August 28, 2010	September 27, 2010
July 1, 2010	November 27, 2010	December 27, 2010
January 1, 2011	May 30, 2011	June 29, 2011
April 1, 2011	August 28, 2011	September 27, 2011
July 1, 2011	November 27, 2011	December 27, 2011

* As an example, a County Sheriff who is elected on Tuesday, November 3, 2009 would begin his/her new four-year term on January 1, 2010.

About the Regulation

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[Your Record of Work Activities
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Resources

[Step-by-Step Guide \(pdf\)](#)

[Record of Work Activities
Example \(pdf\)](#)

[Work-Related & Non-Work-
Related Activities \(pdf\)](#)

**Decision Tree — Due Dates
for Your Log**

[Sample Standard Work Day
and Reporting Resolution
\(pdf\)](#)

[Sample Affidavit of Posting
\(pdf\)](#)

[Regulation 315.4 \(pdf\)](#)

Frequently Asked Questions

Q: I've never been asked to keep a record of activities before. Was I supposed to?

A: Since 1976, every elected or appointed official who is a member of the Retirement System has been required to keep a record of work activities and submit it to his/her governing board if you do not participate in your employer's time keeping system which shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Q: When do I have to submit my record of activities to the clerk of the governing board?

A: Effective August 12, 2009, you have to prepare your log within 150 days of the start of a new term or appointment, and you have to submit it to the clerk no later than 180 days of taking office. See our [decision tree](#) for help determining what to do and when to do it.

Q: My term of office began before August 12, 2009. What does this new regulation mean to me? How do I comply with it?

A: The first time these new requirements will affect those who are currently serving as elected or appointed officials will be the start of the term after their next election/appointment to office.

Q: Do I have to submit a record of my work activities if my term of office began before August 12, 2009?

A: You still have to keep a log and submit to your governing board. Since your term began prior to August 12, 2009, you are only required to keep a log for one month. We encourage everyone to keep a three-month log, but the regulation doesn't require this until the start of the term after your next election/appointment to office.

Q: I was appointed to my position prior to August 12, 2009 and serve continuously. Will the new regulation apply to me?

A: Yes. Your term is considered to be coterminous with your appointer's term of office. You will need to comply with the requirements of the new regulation at the beginning of your appointer's term after his or her next election or appointment to office.

Q: What should I do if I take a two week vacation during the three-month time period when I'm keeping a record of my work activities?

A: You should extend your record by two weeks.

Q: I already submit time sheets. Do I also need to keep a log?

A: Not if your time sheets track the actual hours you've worked. Like the regulation it amends, new regulation 315.4 does not require officials who already submit records of the time they've worked to keep a log.

Q: Could you give me examples of activities that are, and are not, considered work-related?

A: Work-related activities can include attending an employer-sponsored event, addressing constituent matters and responding to an emergency. Activities that should be excluded from your log are hours spent attending electoral and campaign events, attending a candidates forum, on call time and time spent socializing after board meetings.

Q: I know that I cannot receive service credit for electoral fundraisers, but how about other events like attending testimonial dinners or fundraising events for not-for-profit organizations?

A: An event can be included on your [record of activities \(log\) \(pdf\)](#), if you attended in your capacity as an elected or appointed official — not as a private citizen. For example, a testimonial dinner at which you presented a formal proclamation would be considered work-related and could be included in your log. However, a fundraising dinner for a not-for-profit organization on whose board you sit as a private citizen cannot be included.

Q: What should I do if, after preparing a record of work activities for three consecutive months, I decide that the log isn't a good representation of the time I actually work?

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[Decision Tree — Due Dates for Your Log](#)

[Sample Standard Work Day and Reporting Resolution \(pdf\)](#)

[Sample Affidavit of Posting \(pdf\)](#)

[Regulation 315.4 \(pdf\)](#)

A: You can submit a new record of work activities for a different three-month period.

Q: Do I need to keep a log each time I begin a new term?

A: If you feel a previously submitted three-month log is still representative of the time you actually work, you can certify in writing that your duties, responsibilities and hours have not changed substantially. You would submit your written certification to the governing board no later than 180 days of taking office. A record of work activities can be valid for up to eight years.

Q: Who can I contact if I have questions about following these new regulations?

A: You can always [email our Member & Employer Services Bureau](#) if you are unsure about how to correctly comply with this new regulation.

Elected and Appointed Officials

Keeping a Record of Activities (Log)

Since elected and appointed officials do not usually work a fixed schedule or have pre-set work hours, they must keep a record of their work-related activities so you can accurately determine the number of days worked to report.

Effective August 12, 2009, each elected or appointed official who is a member of the Retirement System and who does not participate in your time and attendance system must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment.

The log must contain a daily detail of hours worked and duties performed that are directly related to the elected or appointed position, including official duties performed outside normal business hours. Activities can include attending an employer-sponsored event, addressing constituent concerns and responding to an emergency. Activities that would **not** be considered work-related include time attending electoral and campaign events, time spent socializing after town board meetings, attendance at a candidates forum and on call time.

By certifying that a previously submitted three-month log is still representative of time worked, officials elected or appointed to new terms will not have to keep a new log for up to eight years. If an official who believes their initial three-month log is not representative of the average number of hours worked, he or she may submit a new record of activities for an alternative three-month period.

A new record of activities should be kept periodically to ensure the accuracy of the days worked being reported or

- If the number of hours worked changes or
- When a new person is elected or appointed to the position.

Please note: the legislative clerk or secretary must retain each record of activities for a period of at least ten years and provide full and complete copies to the Office of the State Comptroller upon request.

Reviewing the Record and Calculating Days Worked

Before you can properly determine the number of days worked to report, you must know:

- The standard work day for that member's position and
- The total hours that member worked during the reporting period.

After an elected or appointed official completes his or her record of activities, the governing board must review it to determine:

- If the activities listed constitute reasonable and appropriate work for the position and
- If the hours reported seem appropriate for the duties.

Once approved, you must keep the record of activities on file.

Now that you know the standard work day for the position and the number of hours the official typically works in a three-month period, you can calculate the number of days to report. Divide the total number of hours approved by the governing board by three to find the average number of monthly hours worked. Next divide the monthly average by the standard work day. The result is the number of days you report each month.

Formula:

$$\begin{array}{l} \text{Approved number of} \\ \text{hours on the record} \\ \text{of activities} \end{array} \div 3 \div \begin{array}{l} \text{Number of hours in the} \\ \text{standard work day} \end{array} = \begin{array}{l} \text{Number of days worked to} \\ \text{be reported (rounded up to} \\ \text{2 decimal points)} \end{array}$$

Example:

$$\begin{array}{l} 186 \text{ approved} \\ \text{hours on the record} \\ \text{of activities} \end{array} \div 3 \div 6 \text{ hour standard work day} = \begin{array}{l} 10.34 \text{ days to include on} \\ \text{the monthly report} \\ (10.333 \text{ rounded up to 2} \\ \text{decimal points}) \end{array}$$

Appropriate Time

- Answering constituent phone calls or letters
- Attending town-sponsored forum
- Discussing issues with constituents while at market
- Town board and committee meetings
- Preparing for town board meetings

Inappropriate Time

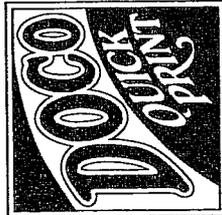
- Time attending campaign events
- Attendance at political party rally/candidates forum
- On call time
- Board and committee meetings for private organizations
- Socializing after town board meeting



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January 2010

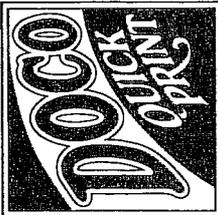
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			DECEMBER '09 S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	1	2
3	4	5	6	7	8 NEW YEAR'S DAY	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25 MARTIN LUTHER KING, JR. DAY	26	27	28	29	30
31						



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February 2010

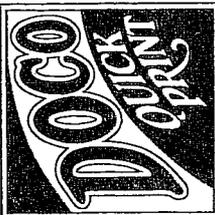
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 GROUNDHOG DAY	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21 VALENTINE'S DAY	22 PRESIDENT'S DAY	23 MARDI GRAS	24 ASH WEDNESDAY	25	26	27
28	JANUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31		MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31			



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March 2010

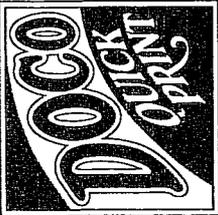
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14 DAYLIGHT SAVINGS TIME BEGINS	15	16	17 ST. PATRICK'S DAY	18	19	20
21	22	23	24	25	26	27 FIRST DAY OF SPRING
28 PALM SUNDAY	29	30	31 PASCHER	FEBRUARY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30		



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April 2010

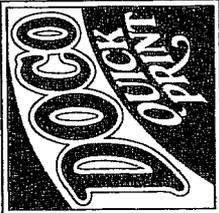
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		MARCH S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1	2	3
4	5	6	7	8	9	10
EASTER						
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	ARBOR DAY
			ADMINISTRATIVE PROFESSIONAL'S DAY			



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May 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				APRIL S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	JUNE S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
MOTHER'S DAY 16	17	18	19	20	21	22 ARMED FORCES DAY
23	24	25	26	27	28	29
30	31 MEMORIAL DAY					



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June 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
MAY S M T W T F S I 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	FLAG DAY 21	22	23	24	25	26
FATHER'S DAY 27	SUMMER BEGINS 28	29	30			

Elected and Appointed Officials

The Standard Work Day and Reporting Resolution

Just as hourly or salaried positions must have standard work days, elected and appointed officials must have them too. Without a standard work day, you cannot determine the correct number of days worked to report for an official. Since retirement benefits are based in part on service credit, correctly reporting the number of days these members work during a reporting period helps ensure they receive the benefits they deserve.

Your governing board establishes standard work days for your elected and appointed officials by adopting a resolution. The resolution must list the employee title and the number of hours in the standard work day for that title.

Each employee title (e.g. town clerk, town justice, etc.) must have a standard work day, even if you do not currently have an employee in that title. For Tier 2, 3 and 4 members, the minimum number of hours in a standard work day is 6, while the maximum is 8.

In addition to the employee title and standard work day, the resolution must:

- Identify the term of office and expiration for each elected and appointed official;
- Attest that each official has submitted a sample three-month log or time sheets of actual time worked; and
- Specify the number of days per month to be reported for each official based on his or her log.

The resolution must be adopted at the first regular meeting held no later than 180 days following a new term, or whenever a new elected or appointed office is established. The resolution must be posted on your public website for at least 30 days or, if a website isn't available to the public, on the official sign-board or at the main entrance to the clerk's office. An affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

Please note: we are in the process of creating an online certification method that will enable you to conveniently send us this information. We will keep you informed as details about this program become available.

Regulation on Reporting for Elected or Appointed Officials

315.4 Additional reporting requirements for elected or appointed officials of a participating employer.

(a) Record of Work Activities.

(i) Except as otherwise provided in this subdivision, an elected or appointed official shall record his or her work activities for a period of three consecutive months. Such requirement shall not apply to any elected or appointed official who is not a member of the Retirement System nor to any elected or appointed official whose employer maintains a daily record of actual time worked. In recording work activities, such official may include time outside the normal working hours that requires his or her attention to attend to official duties, including responding to an emergency, attending an employer sponsored event, or meeting with or responding to members of the public on matters of official business. Such record of activities shall be completed within 150 days of taking office and shall be submitted by such official to the secretary or clerk of the governing board within 180 days of taking office. Such record of activities shall be accepted by such secretary or clerk as submitted without alteration thereof. An elected or appointed official who has prepared a record of activities pursuant to this subdivision for a previous term, may certify in writing to the governing board within 180 days of taking office that his or her duties, responsibilities and hours have not substantially or materially changed. A record of work activities and any certification based upon such record shall not be valid for more than eight years from the date of the taking of office for which the record of activities was initially maintained. Each such record of activities and any subsequent certification shall be retained by the employer for a period of at least ten years and full and complete copies thereof shall be provided to the State Comptroller upon his or her request.

(ii) In the event the initial recording of work activities for a period of three consecutive months is not representative of the average number of hours worked by the elected or appointed official, he or she may record work activities during the same calendar year for an alternative period of three consecutive months which is representative of the average number of hours worked by such official. Such alternate record of work activities shall be submitted to the governing board.

(b) Standard Work Day and Reporting Resolution.

In addition to the reporting requirements set forth in subpart 315.3 of this Part, and for the sole purpose of reporting days worked to the Retirement System, the governing board of a participating employer of an elected or appointed official shall establish, by resolution, a standard work day for each elective or appointive office or position. Such resolution shall indicate: (i) the number of hours prescribed as a standard work day for each such elective or appointed office or position; (ii) the expiration of the term for each such office or position; (iii) that the employer maintains an actual daily record of time worked for the elected or appointed official or that the official holding the office has recorded and

submitted to the clerk his or her work activities for a period of three consecutive months; and (iv) for each elected and appointed official who has submitted a record of work activities pursuant to paragraph (i) of subdivision (a) of this section, the total number of days per month to be reported based upon such record of work activities. For the purpose of determining days worked, no fewer than six hours nor more than eight hours shall be established as a full-time standard work day. Such resolution shall be adopted no later than the first regular meeting held 180 days following commencement of the term of office and shall be applicable to employers whose elected and appointed officials are members of the Retirement System and are reported to the Retirement System by the employer. In the event an official submits an alternate record of activities pursuant to Paragraph (ii) of subdivision (a) of this section, the governing board may pass an additional resolution amending the maximum total number of days per month that will be reported for such official and directing the appropriate personnel to submit an adjustment report amending the number of days previously reported to the Retirement System.

(c) Resolution: Filing and Posting Requirements.

The resolution required by subdivision (b) of this section shall be posted on the employer's website for a minimum of thirty days or, in the event the employer does not maintain a website available to the public, such resolution shall be posted on the official sign-board or at the main entrance to the office of the clerk for the municipality or similar office of the employer for a minimum of thirty days. A certified copy of the resolution and an affidavit of posting shall be filed by the secretary or clerk of the governing board with the Office of the State Comptroller within 45 days of the adoption of the resolution. The failure of the governing board to adopt such resolution shall result in the suspension of service crediting and Retirement System membership benefits for the elected or appointed official until such time as the resolution is adopted, posted, and filed with the Comptroller. In the event the governing board submits an additional resolution amending the maximum total number of days per month that will be reported for an official pursuant to subdivision (b) of this section, such additional resolution shall be subject to the posting and filing requirements set forth in this subdivision.

Standard Work Day and Reporting Resolution

BE IT RESOLVED, that the _____ Town of Willabee _____ hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Elected Officials					
Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time worked (Y/N)	Days/Month (based on Record of Activities)
Supervisor	John Smith	8	01/01/2010 - 12/31/2013	N	20
Town Clerk	Jane Summers	8	01/01/2010 - 12/31/2013	N	20
Receiver of Taxes	Michael Jones	8	01/01/2010 - 12/31/2013	N	20
Town Justice	Michael Hall	6	01/01/2010 - 12/31/2011	Y	N/A
Town Justice	Eileen Reynolds	6	01/01/2010 - 12/31/2011	Y	N/A
Board Member	Tim LeMont	6	01/01/2010 - 12/31/2013	N	5
Board Member	Eyrone Best	6	01/01/2010 - 12/31/2013	N	7
Appointed Officials					
Planning Board	Paula Jonas	7	01/01/2008 - 12/31/2009	N	5
Planning Board Member	Edward Whitt	7	01/01/2008 - 12/31/2009	N	5
Treasurer	James R. Foxx	7	01/01/2008 - 12/31/2009	N	5
Assessor	William H. Molitar	7	01/01/2008 - 12/31/2009	N	10

On this _____ day of _____, 20_____

 (Signature of clerk) Date enacted: _____

I, _____, clerk of the governing board of the _____,
 (Name of Employer)

of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 20_____ on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of _____ members, and that _____ of such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

(seal)

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the

 (Name of Employer)



December 31, 2009

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Wastewater Treatment Plant, New Customer Update

Attached for City Council review is a report from Michael J. Sligar, Chief Operator of the City's Wastewater Treatment Plant regarding a new customer to the City's treatment facility. The City's Wastewater treatment facility treats approximately 12,000,000 gallons of wastewater each day, which includes tanker hauled wastes. Earlier this year the City was asked if we could handle the acceptance of "flowback" wastewater from a vertical gas well drilling operation. After a thorough analysis of the water to be delivered and the City's ability to treat and dispose of it without impact to the plant operation or the environment, the New York State Department of Environmental Conservation (NYS DEC) has authorized the City to begin treating wastewater generated at the Ross #1 vertical gas well drilled in Otsego County New York.

As you can see from Mr. Sligar's report, the development and siting of this type of natural gas well fields has been controversial, therefore I wanted the City Council to be aware of the fact that on Tuesday, January 5, 2010, the City of Watertown will begin treating and disposing of 35,000± gallons of well flowback wastewater authorized by the DEC.

INTER-OFFICE MEMORANDUM

TO: Mary Corriveau, City Manager

DATE: December 30, 2009

THRU: Kurt Hauk, City Engineer

FROM: Michael J. Sligar, Chief Operator

SUBJECT: Treating Flowback Wastewater from the Ross #1 Gas Well

By letter dated December 29, 2009 the NYS Department of Environmental Conservation has approved the City's Wastewater Treatment Plant (the STP) for the treatment and disposal of 35,000 ± gallons of "flowback" wastewater generated at the Ross #1 vertical well drilled in Otsego County, NY. Such wells employing the hydro-fracturing process are to enable the recovery of large quantities of natural gas stored within the various shale deposits in the Northeastern United States. While the "Marcellus Shale" has received the most notoriety, this particular site in Otsego County is developed in the "Utica Shale" group. Natural gas well development is controversial and the siting of the wells is as polarizing as is landfill or wind farm development. The considerable economic advantage to New York State strongly favors their development while legitimate environmental concerns as well as the "not in my back yard" syndrome are the opposing forces.

The City's STP as a rule accepts wastewater for treatment and disposal via truck hauled tankers from users located outside the City and recovers fees for such service. The guiding principle is: if we can satisfactorily treat and dispose of the wastewater consistent with regulatory requirements, then it is accepted, and if we cannot – we don't. The developer of the Ross #1 well site approached the City for potential disposal of its flowback wastewater in 2008 and the City participated with the developer in seeking requisite regulatory approvals to proceed.

The NYSDEC controls the development process and is significantly pressured by special interests on both sides of the development argument. The approval process is extensive. Well water was extracted from the ground and stored at the Otsego site. The water was tested for a host of

elements identified by the regulatory agencies and special interest groups. Wet and dry chemistry, nuclear chemistry and toxicity testing was employed. The process took well over a year to complete. It has been evaluated in detail and determined that the City's facility is capable of effectively and safely treating and disposing of the wastewater while satisfying all regulatory requirements and concerns.

The 35,000 ± gallons shall be delivered via 6,000 gallon tankers with the first two to be received January 5, 2010. A 35 day specifically designed "short term high intensity monitoring program" to be conducted at the City's STP has been made a requirement and the unique costs of same shall be paid by the developer of the wells. The monitoring program is a quality assurance measure conservatively and prudently ordered by the NYSDEC to confirm that the wastewater disposal resulted in no adverse impacts upon the STP or the Black River (the STP's receiving stream).

To our knowledge, there is no other STP in New York State currently approved to accept and treat this particular category of wastewater.