

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, June 20, 2016**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 20, 2016, 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 - Appointment to the Transportation Commission – Ryan Henry-Wilkinson
- Resolution No. 2 - Reappointing Amanda C. Lewis as a Marriage Officer for the City of Watertown
- Resolution No. 3- Accepting Bid for Ferric Chloride at the Pollution Control Plant, Kemira Water Solutions, Inc.
- Resolution No. 4 - Accepting Bid for Chemicals at the Pollution Control Plant, Slack Chemical Company, Inc.
- Resolution No. 5 - Accepting Bid for Chemicals at the Water Treatment Plant, Slack Chemical
- Resolution No. 6 - Accepting Bid for Chemicals at the Water Treatment Plant, Amrex Chemical Company
- Resolution No. 7 - Accepting Bid for Chemicals at the Water Treatment Plant, Univar USA, Inc.
- Resolution No. 8 - Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of New York, Inc.

- Resolution No. 9 - Approving Amended Franchise Agreement Between the City of Watertown and Top Shelf Hockey, LLC
- Resolution No. 10 - Approving the Site Plan for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114
- Resolution No. 11 - Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 11-05-116.000 Known as 524 Clay Street To Tracy Nguyen/Choice Properties of NNY LLC
- Resolution No. 12 - Accepting Change Order No. 4 for Factory Street Reconstruction Project, CCI Companies, Inc.
- Additional Approving Employment Agreement Between the City of Watertown and Sharon Addison, City Manager

## **ORDINANCES**

- Ordinance No. 1 - An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000
- Ordinance No. 2 - Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

## **LOCAL LAW**

## **PUBLIC HEARING**

7:30 p.m. Resolution Approving the Special Use Permit Request Submitted by Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000

7:30 p.m. Resolution Approving the Special Use Permit Request Submitted by Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000

## **OLD BUSINESS**

## **STAFF REPORTS**

1. Appointment to the Watertown Local Development Corporation Board
2. Request for Waiver from North Country Family Health Center, Inc.
3. Sales Tax Revenue – May 2016

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

1. To discuss proposed, pending or current litigation.
2. To discuss the employment history of a particular individual.

## **WORK SESSION**

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, JULY 5, 2016.**

Res No. 1

June 15, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Appointment to the Transportation Commission

The following individual has been recommended by Council Member Walczyk to be appointed to the Transportation Commission effective immediately:

Ryan Henry-Wilkinson

Attached for City Council consideration is a Resolution appointing him to a three-year term, such term expiring on April 1, 2019.

# RESOLUTION

Page 1 of 1

Appointment to the Transportation  
Commission – Ryan Henry-Wilkinson

Council Member HORBACZ, Cody J.  
 Council Member MACALUSO, Teresa R.  
 Council Member JENNINGS, Stephen A.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

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RESOLVED that the following individual is appointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2019:

Ryan Henry-Wilkinson  
 520 Holcomb Street  
 Watertown, NY 13601

**Seconded by**

Res No. 2

June 15, 2016

To: The Honorable Mayor and City Council  
From: Ann M. Saunders, City Clerk  
Subject: Reappointment of Marriage Officer, Amanda C. Lewis

The attached resolution has been prepared for Council's consideration to reappoint Deputy Clerk Amanda C. Lewis as a Marriage Officer for the City of Watertown. The term of this reappointment is four (4) commencing July 1, 2016 and expiring June 30, 2020.

**RESOLUTION**

Page 1 of 1

Reappointing Amanda C. Lewis as a  
Marriage Officer for the City of Watertown

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

***Introduced by***

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WHEREAS Section 11-C(1) of the New York State Domestic Relations Law permits the City Council of the City of Watertown to appoint one or more Marriage Officers who shall have the authority to solemnize marriages within the City, and

WHEREAS the City Council of the City of Watertown adopted Local Law No. 2 of 2002, establishing the position of City Marriage Officer under Section 45-11.3 of the City Code of the City of Watertown, and

WHEREAS Amanda C. Lewis is over the age of 18 and is a resident of the City of Watertown, as required by Section 11-C(2) of the New York State Domestic Relations Law,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that Amanda C. Lewis shall be appointed as a Marriage Officer for the City of Watertown with the duties established by Section 45-11.3 of the City Code of the City of Watertown and by Article 3 of the New York State Domestic Relations Law for a term of four (4) commencing July 1, 2016 and expiring June 30, 2020.

**Seconded by**

Res No. 3

June 15, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bid for Purchase of Ferric Chloride, Pollution Control Plant, Kemira Water Solutions, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2016-2017 and 2017-2018 fiscal years' requirements Ferric Chloride, per specifications.

Invitations to bid were issued to twenty-eight (28) prospective bidders, with a total of two (2) bids being received that were publicly opened and read in the Purchasing Department on Wednesday, June 8, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Chief Wastewater Treatment Plant Operator Mark Crandall, who provided chemical analysis. It is their recommendation that the award be issued to the lowest qualifying bidder meeting City specifications, for a two-year contract as follows:

			<b>Kemira Water Solutions, Inc.</b>			
			<b>Lawrence, KS</b>			
Chemical	Unit	Est. Annual Usage - Lbs.	<b>Option 1</b>		<b>Option 2</b>	
			<b>One Year</b>		<b>Two Years</b>	
			<b>2016-2017</b>		<b>2016-2018</b>	
			<b>Per Unit Price</b>	<b>Ext. Price</b>	<b>Per Unit Price</b>	<b>Ext. Price</b>
Ferric Chloride	Ton	240	<b>\$443.54</b>	<b>\$106,449.60</b>	<b>\$443.54</b>	<b>\$212,899.20</b>
Notes			<b>Delivery in 2-3 days ARO. Terms are net 30</b>			

The other bid submitted is detailed in the attached report of Ms. Pastuf.

A Resolution has been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Accepting Bid for Ferric Chloride at the Pollution Control Plant, Kemira Water Solutions, Inc.

**Introduced by**

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Pollution Control Plant, for the City’s 2016-2017 and 2017-2018 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) prospective bidders, with a total of two (2) bids received, and

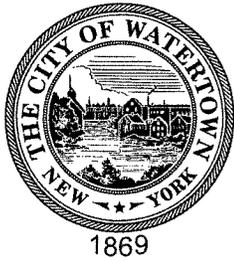
WHEREAS on Wednesday, June 8, 2016, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Chief Waste Water Treatment Plant Operator Mark Crandall, and it is their recommendation that the City Council accept the bid from Kemira Water Solutions, Inc., as detailed below:

			<b>Kemira Water Solutions, Inc.</b>			
			<b>Lawrence, KS</b>			
Chemical	Unit	Est. Annual Usage - Lbs.	<b>Option 1</b>		<b>Option 2</b>	
			<b>One Year</b>		<b>Two Years</b>	
			<b>2016-2017</b>		<b>2016-2018</b>	
			<b>Per Unit Price</b>	<b>Ext. Price</b>	<b>Per Unit Price</b>	<b>Ext. Price</b>
Ferric Chloride	Ton	240	\$443.54	\$106,449.60	\$443.54	\$212,899.20
Notes			<b>Delivery in 2-3 days ARO. Terms are net 30</b>			

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Kemira Water Solutions, Inc., as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Ferric Chloride for use at the City’s Pollution Control Plant.

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL  
 245 WASHINGTON STREET  
 WATERTOWN, NEW YORK 13601-3380  
 E-MAIL APastuf@watertown-ny.gov  
 Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf  
 Purchasing Manager

## MEMORANDUM

**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2016-07 – Ferric Chloride Bid – Pollution Control Plant  
**DATE:** 6/15/2016

The City's Purchasing Department advertised in the Watertown Daily Times on May 12, 2016 calling for sealed bids for the purchase of Ferric Chloride for use by the Pollution Control Plant as per City specifications. Invitations to bid were issued to twenty-eight (28) prospective bidders and two (2) sealed bids were submitted to the Purchasing Department. This bid requires that representative chemical samples be provided for testing one week prior to the bid opening. The samples are tested by the department to determine their effectiveness as coagulants for phosphorus removal in the Pollution Control Plant. The bid is structured with a one-year or two-year award to be determined in the best interest of the City of Watertown. The sealed bids were publically opened and read on Wednesday, June 8, 2016 at 11:00 am, local time. The bid tally is provided below.

			PVS Technologies				Kemira Water Solutions, Inc.			
			Detroit, MI				Lawrence, KS			
Chemical	Unit	Est. Annual Usage - Lbs.	Option 1		Option 2		Option 1		Option 2	
			One Year		Two Years		One Year		Two Years	
			2016-2017		2016-2018		2016-2017		2016-2018	
			Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price	Per Unit Price	Ext. Price
Ferric Chloride	Ton	240	\$447.00	\$107,280.00	\$447.00	\$214,560.00	\$443.54	\$106,449.60	\$443.54	\$212,899.20
Notes							Delivery in 2-3 days ARO. Terms are net 30			

The lowest responsive bid received was from Kemira Water Solutions, Inc., and conformed to the specifications set forth in the bid packet. Chief Operator Mark Crandall reviewed the bid response and the chemical analysis and recommended that the award be made to Kemira Water Solutions, Inc. for a two-year award. It is recommended that the bid be awarded to Kemira Water Solutions, Inc. as the lowest responsive responsible bidder for a two-year contract, July 1, 2016 – June 30, 2018.

If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 4

June 10, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bids for Purchase of Chemicals, Pollution Control Plant,  
Slack Chemical Company, Inc.

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2016-2017 fiscal year's requirements of various water treatment chemicals, per specifications.

Invitations to bid were issued to twenty-eight (28) prospective bidders, with a total of five (5) bids being received that were publicly opened and read in the Purchasing Department on Wednesday, June 8, 2016, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Waste Water Treatment Plant, and it is their recommendation that the award be issued to the lowest qualifying bidder meeting City specifications, as follows:

Description	Company	Unit Price
Sodium Hypochlorite - Gallon	Slack Chemical Co., Inc.	<b>\$0.767</b>
Sodium Bisulfite Solution - Gallon	Slack Chemical Co., Inc.	<b>\$1.299</b>

The other bids submitted are detailed in the attached report of Ms. Pastuf.

A Resolution has been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Pollution Control Plant, Slack Chemical Company, Inc.

***Introduced by***

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Pollution Control Plant, for the City’s 2016-2017 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) prospective bidders, with a total of five (5) bids received, and

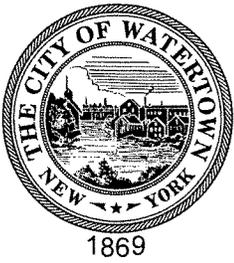
WHEREAS on Wednesday, June 8, 2016, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Waste Water Treatment Plant, and it is their recommendation that the City Council accept the bids from Slack Chemical Company, Inc., as detailed below:

<b>Item Description</b>	<b>2016-2017</b>
	<b>Unit Price</b>
Sodium Hypochlorite	\$0.767
Sodium Bisulfite Solution	\$1.299

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Slack Chemical Company, Inc., as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Sodium Hypochlorite and Sodium Bisulfite Solution for use at the City’s Pollution Control Plant.

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf  
 Purchasing Manager

## MEMORANDUM

**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2016-05 – Disinfection Chemicals for Pollution Control Plant  
**DATE:** 6/9/2016

The City's Purchasing Department advertised in the Watertown Daily Times on May 14, 2106 calling for sealed bids for the purchase of Disinfection Chemicals for use by the Pollution Control Plant as per City specifications. Invitations to bid were issued to twenty-eight (28) prospective bidders and five (5) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on June 8, 2016 at 11:00 am, local time. The bid tabulation is shown below:

Description	UOM	Amrex Chemical Company, Inc.		Holland Company, Inc.		Kuehne Company		PVS Chemical Solutions, Inc.		Slack Chemical Company, Inc.	
		Binghamton, NY		Adams, MA		South Kearny, NJ		Detroit, MI		Carthage, NY	
		2016-2017	2016-2018	2016-2017	2016-2018	2016-2017	2016-2018	2016-2017	2016-2018	2016-2017	2016-2018
		Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price	Unit Price
Sodium Hypochlorite	GA	\$0.775	No Bid	No Bid	No Bid	\$5.500	\$5.500	No Bid	No Bid	\$0.767	No Bid
Sodium Bisulfite Solution	GA	\$1.390	No Bid	\$1.498	\$1.500	No Bid	No Bid	\$1.760	\$1.760	\$1.299	No Bid
Exceptions				2000 gallon minimum deliveries							

It is recommended that the Disinfection Chemicals for use by the Waste Water Treatment Plant be awarded as above shown to **Slack Chemical Company, Inc** for both the Sodium Hypochlorite and Sodium Bisulfite Solution. It should be noted that the unit prices for both items are less than last year when Sodium Hypochlorite was \$.789 and Sodium Bisulfite Solution was \$1.450 per gallon. If there are any questions concerning this recommendation, please contact me at your convenience.

Res Nos. 5, 6, 7, 8

June 15, 2016

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Accepting Bids for Purchase of Chemicals, Water Treatment Plant

The City Purchasing Department advertised in the *Watertown Daily Times* for sealed bids for the purchase of the City's 2016-2017 fiscal years' requirements of various water treatment chemicals, per specifications.

Invitations to bid were issued to twenty-eight (28) prospective bidders, with a total of six (6) bids being received that were publicly opened and read in the Purchasing Department on Wednesday, June 8, 2016 at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Treatment Plant, and it is their recommendation that the award be issued to the lowest qualifying bidder meeting City specifications, as follows:

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017	2016-2018
				Unit Price	Unit Price
Chlorine Liquid	Ton	30	Slack Chemical	\$874.34	No Bid
Copper Sulfate, Size B	Ton	1	Amrex Chemical Company	\$3,700.00	\$3,700.00
Sodium Silicate Liquid	Ton	533	Slack Chemical	\$357.54	No Bid
Hydrofluosilicic Acid Solution ( <b>HFS</b> )	Ton	18	Univar USA, Inc.	\$468.00	No Bid
Aluminum Sulfate Liquid	Ton	366	Thatcher Company of New York, Inc.	\$216.00	No Bid
Powdered Activated Carbon	Ton	1	Amrex Chemical Company	\$2,000.00	\$2,000.00

The other bids submitted are detailed in the attached report of Ms. Pastuf. Please note that only Amrex Chemical Company bid the two-year contract at the low bid pricing.

Resolutions have been prepared for City Council consideration.

**RESOLUTION**

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Accepting Bid for Chemicals at the Water Treatment Plant, Slack Chemical

***Introduced by***

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2016-2017 fiscal year’s requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) bidders, with a total of six (6) bids received, and

WHEREAS on Wednesday, June 8, 2016 at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Treatment Plant, and it is their recommendation that the City Council accept the bid from Slack Chemical of Carthage, New York, as detailed below:

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017
				Unit Price
Chlorine Liquid	Ton	30	Slack Chemical	\$874.34
Sodium Silicate Liquid	Ton	533	Slack Chemical	\$357.54

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Slack Chemical of Carthage, New York, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Chlorine Liquid and Sodium Silicate Liquid for use at the City’s Water Treatment Plant.

**Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Amrex Chemical Company

***Introduced by***

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2016-2017 and 2017-18 fiscal years’ requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) bidders, with a total of six (6) bids received, and

WHEREAS on Wednesday, June 8, 2016, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Treatment Plan, and it is their recommendation that the City Council accept the bids from Amrex Chemical Company, as detailed below:

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017	2016-2018
				Unit Price	Unit Price
Copper Sulfate, Size B	Ton	1	Amrex Chemical Company	\$3,700.00	\$3,700.00
Powdered Activated Carbon	Ton	1	Amrex Chemical Company	\$2,000.00	\$2,000.00

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bids submitted by Amrex Chemical Company, as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Copper Sulfate, Size B, and Powdered Activated Carbon for use at the City’s Water Treatment Plant.

**Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Univar USA, Inc.

***Introduced by***

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2016-2017 fiscal year’s requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) bidders, with a total of six (6) bids received, and

WHEREAS on Wednesday, June 8, 2016, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Treatment Plant, and it is their recommendation that the City Council accept the bid from Univar USA, Inc., as detailed below:

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017	2016-2018
				Unit Price	Unit Price
Hydrofluosilicic Acid Solution ( <b>HFS</b> )	Ton	18	Univar USA, Inc.	\$468.00	No Bid

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Univar USA, Inc., as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Hydrofluosilicic Acid Solution (HFS) for use at the City’s Water Treatment Plant.

**Seconded by**

**RESOLUTION**

Page 1 of 1

Accepting Bid for Chemicals at the Water Treatment Plant, Thatcher Company of New York, Inc.

***Introduced by***

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for the purchase of chemicals for use at the City’s Water Treatment Plant, for the City’s 2016-2017 fiscal year’s requirements, and

WHEREAS invitations to bid were issued to twenty-eight (28) bidders, with a total of six (6) bids received, and

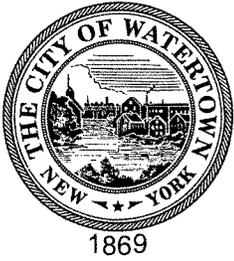
WHEREAS on Wednesday, June 8, 2016, at 11:00 a.m. in the City Purchasing Department, the bids received were publicly opened and read, and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Treatment Plant, and it is their recommendation that the City Council accept the bid from Thatcher Company of New York, Inc., as detailed below:

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017	2016-2018
				Unit Price	Unit Price
Aluminum Sulfate Liquid	Ton	366	Thatcher Company of New York, Inc.	\$216.00	No Bid

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Thatcher Company of New York, Inc. as detailed above, being the lowest qualifying bidder meeting City specifications, for the purchase of Aluminum Sulfate Liquid for use at the City’s Water Treatment Plant.

**Seconded by**



# CITY OF WATERTOWN, NEW YORK

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Amy M. Pastuf  
Purchasing Manager

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## MEMORANDUM

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**TO:** Sharon Addison, City Manager  
**FROM:** Amy M. Pastuf, Purchasing Manager  
**SUBJECT:** Bid 2016-06 - Process Chemicals Water Treatment Plant  
**DATE:** 6/15/2016

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The City's Purchasing Department advertised in the Watertown Daily Times on May 12, 2016 calling for sealed bids for the purchase of Process Chemicals for use by the Water Treatment Plant as per City specifications. Invitations to bid were issued to twenty-eight (28) prospective bidders and six (6) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Wednesday, June 8, 2016 at 11:00 am, local time. The bid is structured to allow for one-year or two-year contract. Only Amrex Chemical Company bid the two-year contract at the low bid pricing. The bid tabulation is attached below.

Chemical	UOM	Est. Annual Usage	Vendor Name	2016-2017	2016-2018
				Unit Price	Unit Price
Chlorine Liquid	Ton	30	Slack Chemical	\$874.34	No Bid
Copper Sulfate, Size B	Ton	1	Amrex Chemical Company	\$3,700.00	\$3,700.00
Sodium Silicate Liquid	Ton	533	Slack Chemical	\$357.54	No Bid
Hydrofluosilicic Acid Solution (HFS)	Ton	18	Univar USA, Inc.	\$468.00	No Bid
Aluminum Sulfate Liquid	Ton	366	Thatcher Company of New York, Inc.	\$216.00	No Bid
Powdered Activated Carbon	Ton	1	Amrex Chemical Company	\$2,000.00	\$2,000.00

It is recommended that the Process Chemicals for the Water Treatment Plant be awarded as above shown. If there are any questions concerning this recommendation, please contact me at your convenience.

Res No. 9

June 15, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Change to Franchise Agreement Between the City of Watertown and Top Shelf Hockey, LLC

On May 16, 2016, City Council adopted a resolution approving the Franchise Agreement Between the City of Watertown and Top Shelf Hockey, LLC. That same date, Superintendent Gardner provided City Council with a staff report with subject, "Naming rights for the Municipal Arena."

In the report, Ms. Gardner recommended advertising opportunities separate from the naming rights to include areas within the Municipal Arena lobby and non-ice areas. Top Shelf Hockey, LLC, expressed concern that such advertising would be in direct competition with their sponsorship. As such, Top Shelf Hockey, LLC, and staff agreed to include language in the Franchise Agreement to address advertising in the lobby, as follows:

"The City Agrees that advertising in the lobby shall be limited to the sponsor awarded the naming rights during the term of this Franchise Agreement."

Attached for Council consideration is a Resolution approving this Agreement with the addition of the above language included in Section V(c).

RESOLUTION

Page 1 of 1

Approving Amended Franchise Agreement Between the City of Watertown and Top Shelf Hockey, LLC

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

**Introduced by**

WHEREAS the City of Watertown owns and operates a facility known as the Watertown Municipal Arena, a community recreational facility, and

WHEREAS the City of Watertown desires to promote recreational activities at the Watertown Municipal Arena for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City, and

WHEREAS in pursuit of that valid public purpose, the City of Watertown desires to enter into a Franchise Agreement with Top Shelf Hockey, LLC, and

WHEREAS Top Shelf Hockey, LLC owns and operates a semi-professional hockey team, as a member and franchise of the Federal Professional Hockey League, and

WHEREAS Top Shelf Hockey, LLC desires to enter into a Franchise Agreement with the City of Watertown to have its team play hockey games within the confines of the Watertown Municipal Arena, and

WHEREAS on May 16, 2016, City Council adopted a Resolution approving the original Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Amended Franchise Agreement between the City and Top Shelf Hockey, LLC, a copy of which is attached hereto and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Franchise Agreement on behalf of the City of Watertown.

**Seconded by**

## **FRANCHISE AGREEMENT**

### **THE CITY OF WATERTOWN, NEW YORK AND TOP SHELF HOCKEY, LLC**

This Franchise Agreement is being made and is intended to be effective as of September 19, 2016 between THE CITY OF WATERTOWN, NEW YORK, with principal offices located at 245 Washington Street, Watertown, New York 13601 (“City”) and TOP SHELF HOCKEY LLC (the TSH) with principal offices located at 820 West Main Street, Watertown, New York 13601.

#### **INTRODUCTION**

WHEREAS, the City is a municipal corporation organized under the laws of the State of New York and, as such, owns a community recreational facility known as the Alex T. Duffy Fairgrounds (the “Fairgrounds”); and

WHEREAS, the Fairgrounds contains many venues, one of which is the Municipal Arena which is used for activities including, but not limited to, an ice rink and bleachers for skating and games; and

WHEREAS, the City desires to promote future recreational activities at its Arena for the valid public purpose of the benefit, recreation, entertainment, amusement, convenience and welfare of the people of the City; and

WHEREAS, in pursuit of that public purpose, the City desires to contract with TSH, an “A” level professional hockey franchise which competes in the Federal Professional Hockey League (or a different league of a different name of comparable caliber of play), for use by TSH of the Watertown Arena as its home venue; and

WHEREAS, the parties desire to set forth an agreement by which TSH may enjoy a franchise for the use of the City facilities at the Watertown Ice Arena for the 2016-2017 professional hockey season in consideration of mutual covenants and agreements as stated herein, the City and TSH agree as follows:

#### **AGREEMENT**

##### **Section 1 – Term of Franchise**

The term of this Franchise Agreement shall be from the period from September 19, 2016 through April 23<sup>rd</sup>, 2017.

##### **Section II – Franchise Facilities Use Grant**

The City grants TSH a franchise for the use of the following facilities at the Watertown Arena:

a. TSH shall have exclusive access to a locker room identified on the building diagram attached as Exhibit "A" as the "home locker room." TSH shall be furnished with a key to the "home locker room", but not a key to the Ice Arena. The risk of loss for TSH equipment and gear shall remain with TSH during the term of this Franchise.

b. TSH may locate a "pro shop" within the Vendor Area for a cost of \$500 for the season. Only souvenirs, equipment and merchandise related to TSH, Federal Hockey League or their sponsor may be sold at the pro shop. The risk of loss of all merchandise, equipment or souvenirs shall remain with TSH during the term of this Franchise.

c. At the time of any home TSH game, other locker rooms shall be made available to the opposing team and to the officials two (2) hours before the start of the game. The opposing team's locker room is identified as the "away locker room" and the officials' locker room is identified as "officials locker room" on Exhibit "A."

d. During the term of this Agreement, TSH will be provided a space by the City for TSH skate sharpening equipment within the main locker room area. TSH shall not have access to, nor use, the City-owned skate sharpener, nor shall the City have access to, nor use, TSH's sharpener. TSH's sharpening equipment shall only be used to sharpen skates of TSH personnel and those affiliated with the organization.

e. TSH shall have access to the arena press box and sound system for all TSH home games at least one hour prior to game time. The equipment to be made available is the City's existing system consisting of: Odyssey Innovation Design single-unit sound system with microphone and scoreboard control panel. Only those employees needing to work from the press box are permitted in the press box area.

f. TSH will not be provided with keys or security codes for after-hours access to the Arena.

g. TSH will be responsible for paying \$240.00 for each unused weekend starting April 7<sup>th</sup>, 2017 through the day of the Championship Game. If TSH makes it to the Championship Game, TSH will only pay for ice time used.

h. The City will be responsible for setting up a "queue" area that will allow up to 250 ticket purchasers to assemble inside the lobby in an organized fashion. This should be clearly marked and should flow without the use of TSH personnel.

### Section III – Other TSH Rights and Privileges Pursuant to Franchise

In addition to grant of this franchise for use of designated City facilities, the City hereby grants an exclusive franchise to TSH for the following sales and concessions:

a. For beer and wine sales see section IV.

b. TSH shall have the exclusive right to sell signage within the arena, including sales on boards (interior and exterior) and framed areas on arena's walls, imbedded in the ice surface and mounted on the City-owned zamboni. The business that is granted naming rights will be permitted to have their name exterior to the Wolves center logo, similar to NHL rinks. Advertising by TSH is not permitted in the lobby of the Municipal Arena. All advertising placed on boards shall be non-permanent in nature and shall adhere to the City's specifications. The City will provide all specification for the wall mounted advertisements. The City reserves the right to review and approve all advertising copies prior to its installation. All advertising must be removed at the end of the hockey season. Arena staff will be responsible for installing and removing all signage. A fee of \$2,000.00 shall be paid to the City Comptroller's Office no later than September 16<sup>th</sup> 2016. TSH will also be granted rights to designate certain arena seating, other than the bleachers, as reserved seating for corporate sponsors, both inside the arena and in the lobby area, and will be responsible for adding signage to designate accordingly.

c. TSH shall be the sole professional hockey team and/or "Junior amateur hockey team, e.g. Syracuse Stars caliber team (this does not include any of the youth programs currently operating in our geographic area) to hold a franchise for games for the 2016-2017 season. TSH will also hold the "Right to first Refusal" in the Franchise Agreement on all subsequent hockey seasons.

#### Section IV – TSH Obligations

The following constitutes the TSH obligations in connection with the franchises granted herein:

a. Rates and Charges.

Ice time for team practices will be billed by the City at the rate of \$100.00 per hour of scheduled time. Ice time for games will be billed at \$120.00 per hour of scheduled time. Payment must be made to the City Comptroller by the 1<sup>st</sup> day of the month for that month's scheduled ice time. If full payment is not made by TSH by the 1<sup>st</sup> day of the month for that month's scheduled ice time or any other unpaid invoice is over 30 days outstanding, TSH will not be authorized use of the facility until full payment is made. An invoice will be generated by the City at the month's end for any additional ice time hours used above and beyond scheduled time by TSH, payable within 30 days. TSH shall not receive credit for any unused, but scheduled, ice time unless TSH gives the Parks and Recreation office 72 hours notice. Any unused ice time canceled with at least 72 hours notice shall be credited toward future payments due to the City, provided that if no future payments are pending or anticipated, City shall refund TSH for unused time within 30 days. TSH will pay the City a \$1000 deposit by April 1<sup>st</sup>, 2017 which will be applied toward the last payment due in April 2017, provided the team still has an active franchise agreement with the City. The City will refund TSH any balance of deposit that exceeds the final payment within 30 days.

b. Beer and Wine Sales.

TSH is granted exclusive rights to provide for the sale of beer and wine at any events to be held in the arena during this time period, as approved by the City Manager, pursuant to the Agreement, and/or to enter into a sub-franchise agreement with a vendor, which shall obtain a seasonal license for the beer and wine sales for the Ice Arena limited to the term of this agreement from September 19<sup>th</sup>, 2016 through April 23<sup>th</sup>, 2017. The City is to provide a location for the sale of beer and wine either in the form of a permanent structure complete with applicable refrigeration facilities or an area where a temporary trailer can be placed. This area must be agreed upon by both TSH and the City. TSH must accommodate to any event requesting beer and wine in the arena during this timeframe of the Franchise Agreement, with the Superintendent's approval. TSH will be provided, at least, a 10 days' notice to ensure proper planning time, in the event the City requests beer and wine to be sold.

TSH sub-franchise agreement with said vendor shall provide that the vendor shall be bound by the terms and conditions of any license issued by the SLA, and shall also be bound by the terms of the City's "ABC Law, Rules and Guidelines," as the same may, from time to time, be amended. A copy of the City's current "ABC Law, Rules and Guidelines" is attached to this Agreement as Exhibit "B."

TSH shall ensure that said vendor shall provide the City with a copy of any application made to the SLA for the seasonal license. The vendor must also agree that it will discontinue the sale of alcohol at any time when directed to do so by the shift supervisor of the Watertown City Police and provide proof of vendor's liquor liability insurance coverage in the amount of \$1,000,000.00 individual/\$2,000,000.00 aggregate.

TSH acknowledges that, as the party responsible for the sub-franchisee, it is obligated not to permit the alcoholic beverages in violation of the New York Alcoholic Beverage and Control Law, the New York Penal Law, and/or the New York General Obligations Law. If it is determined that the vendor has sold beverages in violation of any of the applicable rules and regulations, including any term of this franchise, TSH right to contract with a sub-franchisee for the sale of alcohol on the premises will be immediately revoked.

TSH acknowledge that the City of Watertown is not involved in the sale of alcoholic beverages, and agrees to defend and indemnify the City, including reimbursement of the City's reasonable attorneys' fees, from any and all claims, civil or criminal, arising from any claimed violations of law pertaining to, or statutory duty arising from, the sale of alcoholic beverages.

TSH acknowledges that "tailgating" on City Fairgrounds property is not permitted and that TSH shall be responsible for monitoring the parking areas surrounding the Ice Arena to ensure compliance. No alcohol may be consumed on any City Fairgrounds property except within the Ice Arena.

Any changes to this agreement made necessary by the SLA or any other regulatory authority to ensure the issuance and continuation of vendor's license to offer beer and wine sales shall first be proposed, in writing, by TSH legal counsel. If the City incurs any legal fees in

connection with negotiating and implementing such changes, TSH agrees to reimburse the City its reasonable legal fees and disbursements leading to the adoption of such changes.

c. Food Concessions.

TSH acknowledges that the concession stand located in the Arena will be the only source of food sold during the TSH games. TSH is permitted to provide food and beverages from other outside vending sources to staff and others affiliated with the organization during all team functions, including games, postgame only. TSH will be permitted to set up a VIP area on the second floor in the arena to accommodate for 4 high top tables. This area must be code compliant. A \$4.00 per person fee for all people permitted in the VIP area will be charged to TSH and shall be paid in advance. TSH shall provide a copy of the contract indicating the number of VIP people permitted in the VIP area to the Parks and Recreation office in advance of the VIP event.

d. Birthday Parties

TSH acknowledges that they shall purchase food through the arena concession stand for all birthday parties. TSH acknowledges that the cost to rent the birthday party room is \$25 per hour, per room.

e. Liability Insurance/Worker's Compensation Insurance.

TSH shall provide commercial general liability insurance, naming the City as an additional insured to the City's specifications of coverage in the amount of \$1,000,000.00 individual/\$2,000,000.00, for the term of this franchise. The certificate of insurance must reflect that the additional insured status is in effect for the entire term of this Franchise Agreement, and further reflect that the City shall be entitled to at least 30 days' prior written notice of any cancellation of TSH's insurance for any reason whatsoever. Proof of Insurance shall be provided to the City before September 1<sup>st</sup>, 2016. TSH shall provide proof of Worker's Compensation Insurance to the City before September 1st, 2016.

f. Code Compliance.

TSH acknowledges that all activities are subject to the provisions of the New York State Fire Prevention and Building Code.

g. Security.

TSH shall provide readily identifiable security by a professional security force for each home game. Any private security firm used by TSH shall be registered with the NYS Department of State per N.Y. Gen. Bus. Law Section 89-G. Such professional security force shall be adequate to maintain safety and discipline among the attendees. In the event the City's Superintendent of Parks and Recreation determines, in her sole discretion, that, at any event,

already in progress or otherwise, that TSH security is inadequate, the City shall have the right to require additional security be provided; or to suspend future games until the TSH agree to provide additional security. Inadequate security may be considered a breach of this Agreement.

h. Damages.

In the event any of the locker rooms, lockers, restrooms, office space, or any other public areas are damaged by actions attributable to TSH, their opposing team, or the fans, the repairs to such damage shall be the responsibility of TSH and shall be promptly performed by the City. TSH shall be billed for the costs (materials and labor) associated with the damages. The invoice shall be due and payable within 30 days.

i. Cleaning After Games.

TSH shall provide a cleaning staff, following each home game, to clean the arena, including cleaning of all locker rooms; cleaning of all areas where beer and wine sales are made; and cleaning of the bleachers. All cleaning and disposal of trash, rubbish, etc. must be performed by TSH on the same night when a game is held, and to the satisfaction of the City's Superintendent of Parks and Recreation or his/her designee. This cleaning will consist only of picking up trash from all areas, rough sweeping of bleacher areas, and "spot" mopping of any spilled items. This is not to be considered a "thorough" cleaning of the facility.

j. Trash Removal.

The parties agree that TSH shall pay \$500.00, for the term of this Agreement, for trash removal from the Arena. Said payment shall be due on or in advance of September 19<sup>th</sup>, 2016.

k. After-hours Access.

If TSH requires after-hours/holiday access to the Arena facility, TSH shall arrange for the same in advance and reimburse the City Comptroller for its minimum 2-hour billable employee rate.

l. Hold Harmless.

TSH shall indemnify and hold the City harmless, including reimbursement for reasonable attorneys' fees, from any and all loss, costs or expense arising out of any liability or claim of liability for injury or damages to persons or to property sustained by any person or entity by reason of TSH operation, use, or occupation of designated facilities, and resulting from any act or omission of TSH or any of its officers, agents, employees, guests, patrons or invitees. The liability insurance in the type and amounts identified in Section IV, naming the City as an additional named insured shall be sufficient for purposes of meeting TSH obligations under this paragraph.

Section V – City Obligations.

The City agrees to undertake the following obligations:

- a. The City shall provide the locker rooms.
- b. The City will maintain the ice in good condition.
- c. The City agrees that advertising in the lobby shall be limited to the sponsor awarded the naming rights during the term of this Franchise Agreement.
- d. The City will undertake a good faith effort to reasonably schedule practice ice time at levels comparable to the Wolves schedule for the 2014-2015 season.
- e. Prior to the commencement of this Franchise Agreement and for the term thereof, the City shall have on hand extra glass for the rink board in the event glass breaks during practice or games. TSH will be billed for the costs (materials and labor) associated with any replacement, but City employees will be responsible for installing replacement glass as expeditiously as possible. The invoice is payable within 30 days.
- f. The City shall indemnify and hold the TSH harmless, including reimbursement for reasonable attorneys' fees, from any and all loss, costs or expense arising out of any liability or claim of liability for injury or damages to persons or to property sustained by any person or entity by reason of any act or omission of the City or any of its officers, agents, employees, guests, patrons or invitees.

Section VI – Anticipated Home Games and Contingency.

TSH will proceed to schedule between 26 and 30 home games during the 2016-2017 hockey seasons.

The parties further anticipate TSH participation in playoff games, which games will also likely be evenly split for scheduling purposes.

The parties to this Agreement agree to work together to schedule home games in such a fashion as to result in a minimum disruption to other groups or individuals utilizing the arena ice facility.

This Agreement is expressly contingent on the mutual agreement of the parties to a schedule of games. If the parties cannot come to a written agreement on the schedule prior to September 1<sup>st</sup> 2016, this agreement will not be binding on either party and will be null and void. Each party shall bear its own expense in anticipation of performing the contract, provided that City shall refund any sums prepaid for trash and signage fees hereunder.

Section VII – Maintenance.

The City agrees that it will keep the premises, including any structural or capital repairs and improvements, in good repair during the term of this Franchise Agreement, and at its own expense. The City further agrees that it shall bear the cost of electric facilities and electric service to the premises, except as otherwise provided herein.

Section VIII – Return of Premises.

TSH agrees to return all franchised premises to the City, upon the expiration of this Franchise Agreement, in as good condition as when TSH received possession of the premises, reasonable wear and tear excepted, and excepting damage to the premises caused by others when the premises were not under the control of TSH.

TSH acknowledges that, as of the commencement of this Franchise Agreement, the TSH has received the premises in good condition.

Section IX – Venue and Applicable Law.

- a. This Agreement shall be construed in accordance with the laws of the State of New York.
- b. The City and TSH agree that venue for any legal action arising from a claimed breach of this Franchise Agreement is in the Supreme Court, State of New York, in and for the County of Jefferson.
- c. This instrument contains the entire agreement between the parties and supersedes all prior agreements and understandings, oral and written, with respect to the transactions & performance contemplated herein. No amendment of this Agreement shall be binding unless executed in writing by both parties.

IN WITNESS WHEREOF, the City and TSH have caused this Franchise Agreement to be executed by authorized agents to be effective as of September 19, 2016.

THE CITY OF WATERTOWN, NEW YORK

By: \_\_\_\_\_  
Sharon Addison, City Manager

TOP SHELF HOCKEY LLC

By: \_\_\_\_\_  
Stan Tibbles, Manager/Member

STATE OF NEW YORK    )  
  ) SS:  
COUNTY OF JEFFERSON )

On the \_\_\_\_ day of \_\_\_\_\_, 2016, before me, a notary public in and for said State, personally came Sharon Addison, to me known, who being by me duly sworn, did depose and say that she resides in Watertown, New York; and that she is the City Manager of the CITY OF WATERTOWN, NEW YORK, the municipal corporation described in and which executed the above instrument; and that she signed her name thereto by the authority of the Watertown City Council.

\_\_\_\_\_  
Notary Public

STATE OF NEW YORK    )  
  ) SS:  
COUNTY OF JEFFERSON )

On the \_\_\_\_ day of \_\_\_\_\_, 2016, before me personally came Stan Tibbles to me known, who being by me duly sworn, did depose and say that he resides in \_\_\_\_\_, and that he is the managing member of the TOP SHELF HOCKEY LLC, the corporation described in and which executed the above instrument; and that he signed his name thereto by the authority of the board of directors of said limited liability company.

\_\_\_\_\_  
Notary Public

EXHIBIT A

INSTALLATION GENERAL NOTES

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
2. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
3. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
4. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
5. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
6. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.

INSTALLATION KEYED NOTES - A-100

1. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
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19. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.
20. CONTRACTOR SHALL VERIFY ALL DIMENSIONS TO BE SHOWN TO BE CORRECT.

**Stantec**  
 Stantec Consulting Inc.  
 61 Commercial Street  
 Suite 100  
 Rochester, NY 14614-1400  
 Tel. 585.475.1440  
 Fax. 585.272.1814  
 www.stantec.com  
 Copyright Reserved

Client/Project  
 City of Watertown  
 Watertown Municipal  
 Arena  
 600 William T. Field Drive  
 Watertown, NY 13601

Revision

ISSUE	DATE	BY	ISSUED FOR
1	01.21.15	KC	ISSUED FOR BIDDING
2	01.21.15	KC	ISSUED FOR BIDDING
3	01.21.15	KC	ISSUED FOR BIDDING
4	01.21.15	KC	ISSUED FOR BIDDING
5	01.21.15	KC	ISSUED FOR BIDDING
6	01.21.15	KC	ISSUED FOR BIDDING
7	01.21.15	KC	ISSUED FOR BIDDING
8	01.21.15	KC	ISSUED FOR BIDDING
9	01.21.15	KC	ISSUED FOR BIDDING
10	01.21.15	KC	ISSUED FOR BIDDING
11	01.21.15	KC	ISSUED FOR BIDDING
12	01.21.15	KC	ISSUED FOR BIDDING
13	01.21.15	KC	ISSUED FOR BIDDING
14	01.21.15	KC	ISSUED FOR BIDDING
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16	01.21.15	KC	ISSUED FOR BIDDING
17	01.21.15	KC	ISSUED FOR BIDDING
18	01.21.15	KC	ISSUED FOR BIDDING
19	01.21.15	KC	ISSUED FOR BIDDING
20	01.21.15	KC	ISSUED FOR BIDDING

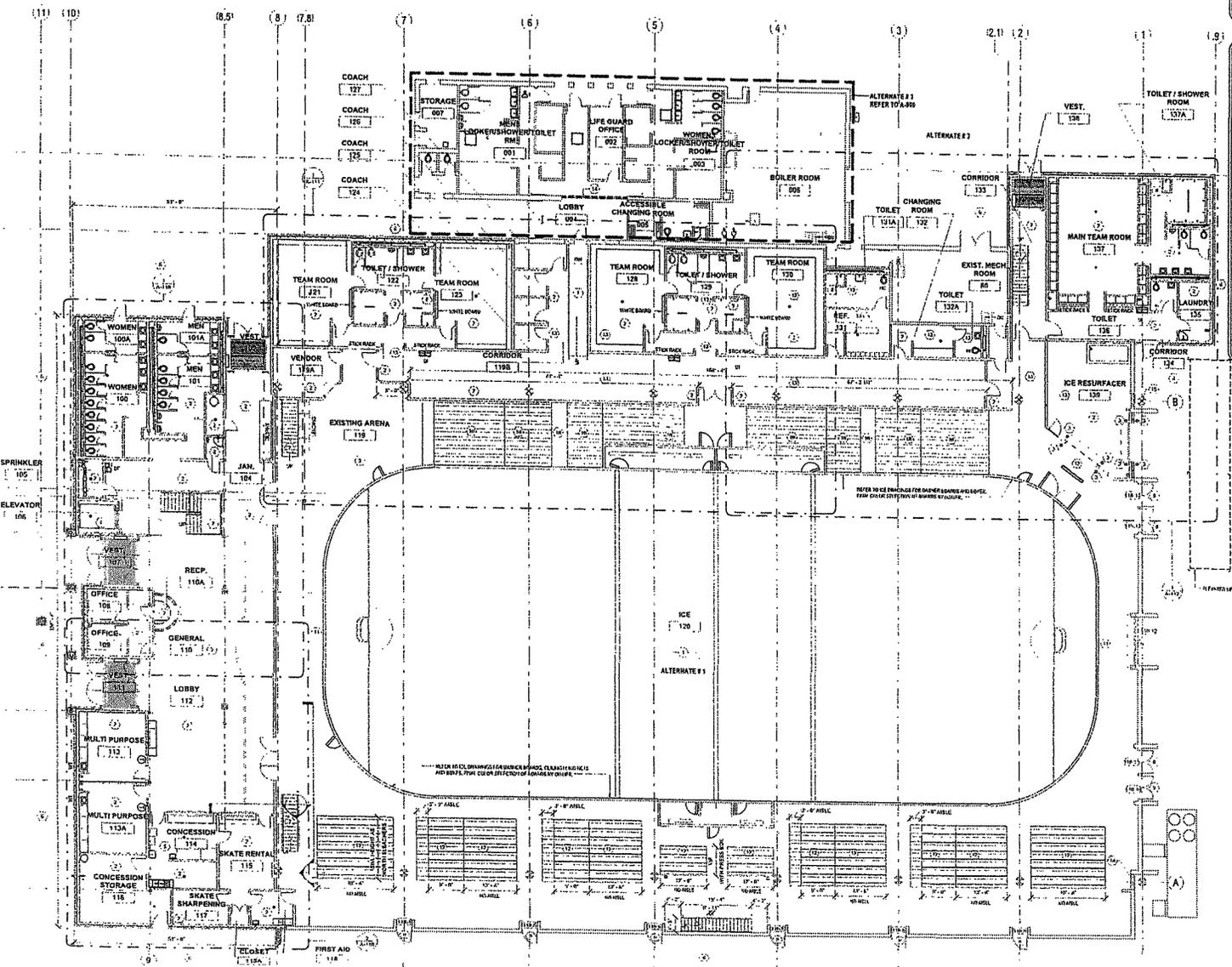
Submission ISSUED FOR BIDDING

Date: 01.21.15

Title:  
 ARCHITECTURAL  
 FIRST FLOOR  
 INSTALLATION PLAN

Project No.  
 19100204  
 Drawing No.

A-100



1 ARCHITECTURAL FIRST FLOOR PLAN  
 SCALE: 3/32" = 1'-0"

## EXHIBIT B

### ABC Law Rules and Guidelines

- You must provide the City of Watertown with a copy of your license certificate at least 24 hours before the start of your event.
- You as the licensee are responsible for the activities of employees and patrons in all parts of the licensed premises, even if you are not always physically present, to ensure that the business is operating in accordance with the ABC Law.
- Your license certificate must be displayed so that it is in a conspicuous place inside the premises near the point of sale. Copies of the certificate for posting purposes are not acceptable.
- If you wish to make any changes in the structure of your corporation, or if you wish to change the individuals on the license, you must file the appropriate application and obtain approval from the Authority before making these changes.
- Appropriate books and records detailing purchases with invoices and the amount of each sale must be maintained at the premises and made available for inspection by SLA investigators.
- Bartenders, waitresses, waiters, hostesses and/or any persons who handle and receive payment for alcoholic beverages must be at least 18 years old.
- Bus persons and dishwashers who handle containers which have held alcoholic beverages must be at least 16 years old and must be directly supervised by someone at least 21 years old.
- According to Section 260.21 of the Penal Law, persons under the age of 16 must be accompanied by a parent or guardian to enter an on premises establishment.
- Alcoholic beverages must be consumed on the premises.
- Hours of sale are determined by the closing hours in the county where your establishment is located and your license/permit. Be sure you know the proper hours.
- You must have a valid bond in effect at all times.
- Purchases of alcoholic beverages must be made from duly licensed manufacturers and wholesalers. Purchases from retail stores or from any other retail licensee for resale are not permitted.
- Gambling of any type, either professional or social, is not permitted on any licensed premises. Exceptions are the sale of lottery tickets when licensed by the Division of the Lottery and bingo or games of chance when authorized by the State Racing and Wagering Board.
- Refilling or tampering with the contents of any container containing alcoholic beverages is not permitted.

- An alcoholic beverage must be dispensed from the container in which it was received from the wholesaler.
- Any plans to make major physical changes or to substantially alter the licensed premises in any way may require permission from the authority prior to construction.
- Patrons may consume drinks purchased before closing hours up until one-half hour after the legal closing hours.
- To prevent sales to minors, ask for proof. It is a crime to give or sell alcoholic beverages to anyone under the age of 21. You should instruct your employees to check for proof of age before selling any alcoholic beverages. Acceptable documents for identification:
  - Valid New York State driver's license or a valid driver's license from any other state or Canada.
  - Valid identification issued by the New York Department of Motor Vehicles (non-Driver ID card).
  - Valid United States military identification.
  - Valid passport or visa from the United States government or any other country.

<p><b>College ID OR Sheriff's ID Cards are <i>NOT</i> acceptable Proof of Age.</b></p>
--

- Have a written policy on what you expect from employees when making alcoholic beverage sales and post the policy for all employees to see.
- Post a "Date Born After" sign in close proximity to all cash registers.
- Establish an ongoing training and education program for all employees.
- Be sure your bartenders, wait staff and clerks understand that they can be arrested for selling alcoholic beverages to minors and/or intoxicated people.
- Support your employees when they refuse to make a sale.
- Encourage responsible drinking when advertising your establishment. Do not use advertising and/or promotions which are designed as inducements for teenagers to drink.

### Recognize the signs of intoxication

Slurred speech

Mood swings

The smell of alcohol

Loud, abusive, profane language

Staggering or falling



**CITY OF WATERTOWN, NEW YORK  
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena  
600 William T. Field Drive  
Watertown, New York 13601  
parksrec@watertown-ny.gov  
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER  
Superintendent

**Date:** June 15, 2016  
**To:** Ms. Sharon Addison, City Manager  
**From:** Erin E. Gardner, Superintendent of Parks and Recreation  
**Subject:** 2016-2017 Watertown Wolves Hockey Season

At the request of Top Shelf Hockey Inc., the City has added an addendum to the 2016-2017 Watertown Wolves Franchise Agreement.

The addendum (Section V.c.) reads "The City agrees that advertising in the lobby shall be limited to the sponsor awarded the naming rights during the term of this Franchise Agreement." Once approved by City Council, Top Shelf Hockey has indicated that they will agree to the Franchise Agreement.

Assistant Superintendent Weller will be in attendance at the Council meeting to answer any questions.

June 14, 2016

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Approving the Site Plan for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114.

A request has been submitted by Matthew R. Morgia of Aubertine and Currier, PLLC, on behalf of Samaritan Medical Center for the above subject site plan approval.

The City Planning Board reviewed the request at its May 3, 2016 and June 7, 2016 meetings and voted to recommend that the City Council approve the site plan subject to the 10 conditions listed in the resolution. Attached is an excerpt from the Planning Board meeting minutes.

The Staff Reports prepared for the Planning Board, the Site Plan application and drawings have all been previously sent to Council as part of the Planning Board agenda package. The complete application package can also be found in the online version of the City Council agenda.

The Zoning Board of Appeals has granted four Area Variance Requests to decrease the minimum parking lot setbacks, as depicted on the submitted site plan, with the condition that the applicant provides curbing around perimeter of the parking lot and landscaping within the parking lot setback.

The resolutions for the Special Use Permit requests for the parking lots on Woodruff Street must be approved before approval of the site plan. The Short Environmental Assessment Form also needs to be completed prior to approving the site plan. If the City Council considered the site plan for the building additions and parking lot construction when responding to the questions in Part II of the Short Environmental Form for the Special Use Permit requests, then it does not have to be done again.

The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment and approves the revised site plan submitted to the City Engineering Department on May 25, 2016, subject to the conditions recommended by the Planning Board.

# RESOLUTION

Page 1 of 3

Approving the Site Plan for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

### *Introduced by*

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WHEREAS Matthew R. Morgia of Aubertine and Currier, PLLC, on behalf of Samaritan Medical Center, has submitted an application for site plan approval for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114.

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on May 3, 2016 and June 7, 2016, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall obtain Special Use Permit approval for the required remote parking areas.
2. The applicant shall indicate snow storage areas for the two remote parking areas on the site plans.
3. All existing and proposed curb ramps and sidewalks within the City margin shall be built to City specifications and shall meet the requirements of Public Right of Way Accessibility Guidelines (PROWAG).
4. Applicant shall coordinate with the Engineering Dept. regarding the review and installation of the proposed crosswalks.
5. The Notice of Intent (NOI) shall be submitted to the NYSDEC and the NOI acknowledgement letter from the DEC shall be forwarded to the City upon receipt.

# RESOLUTION

Page 2 of 3

Approving the Site Plan for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

6. The property owner must obtain the following permits prior to construction: Demolition Permit, Building Permit, Fence Permit, Sidewalk Permit, General City Permit (to work within margin), Disconnect and Plug Permit (capping of existing sanitary ), and Sanitary/Storm Sewer Connection Permit.
7. The applicant must assemble parcels 14-02-101.110, 14-01-102.000, 14-01-139.000 by way of a new metes and bounds description filed with the County Clerk.
8. The applicant must assemble parcels 14-01-112.000, 14-01-113.000, 14-01-114.000 by way of a new metes and bounds description filed with the County Clerk.
9. The applicant must coordinate with the City Fire Department for the location of required Knox Boxes.
10. Details and maintenance agreements for the upkeep of the Water Quality Unit and Underground Stormwater Detention systems shall be submitted to the City.

And,

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant impact on the environment, and

**RESOLUTION**

Page 3 of 3

Approving the Site Plan for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Matthew R. Morgia of Aubertine and Currier, PLLC and Samaritan Medical Center for the construction of a 17,900 s.f., three-story building addition and 53 space parking lot, a 17,300 s.f., two-story building addition and 62 space parking lot, a 33,600 s.f. parking lot and a 9,000 s.f. parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Parcel Numbers 14-02-101.110, 14-01-101, 14-01-102, 14-01-139, 14-01-112, 14-01-113 and 14-01-114 as depicted on the site plan submitted to the City Engineer on May 25, 2016, contingent upon the applicant meeting the conditions listed above.

**Seconded by:**

## **EXCERPT FROM MAY 3, 2016 PLANNING BOARD MEETING MINUTES**

### **SITE PLAN APPROVAL**

#### **830 WASHINGTON STREET AND THE 100 BLOCK OF WOODRUFF STREET – PARCEL NUMBERS 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Morgia began by saying that there was a lot of paper involved in this project and that his team had been working on it since February and they still have more to go. He then said he would start by discussing the proposed northeast parking lot at the corner of Washington and Woodruff Streets.

Mr. Morgia said that the existing structures on these parcels would be demolished and converted to a parking lot. He said that this would net the hospital 27 parking spaces. He noted that there would be one access driveway off of Woodruff Street. He then said that there was a pending variance request before the ZBA that would vary the required setback from 20 feet to 4 feet, 2 inches, which Mr. Morgia said was consistent with the variance in place for Samaritan's existing adjacent parking lot on the north side of Woodruff Street. Mr. Morgia said that he would be appearing before the ZBA later this month.

Mr. Morgia then said that the full 20-foot setback would be adhered to on the Washington Street side of this lot. He said that landscaping was proposed on the Washington Street side and at the corner. Ms. Capone then asked if this was consistent with the adopted Landscaping and Buffer Zone Guidelines. Mr. Lumbis replied that the landscaping layout was consistent with the guidelines.

Mr. Polkowski then said that the owner of one of the neighboring properties spoke out at a recent ZBA meeting and expressed a desire for more landscaping. Mr. Morgia then said that additional landscaping along the northern property line was being explored in response to those comments.

Mr. Morgia then began discussing the proposed women's and children's center addition and started by describing some of the existing conditions on the area of the site where the addition was proposed. He said the proposal was similar to what existed presently, but that the western parking lot would require a slight reconfiguration, including relocating some accessible spaces and making some loading dock improvements so that trucks would be able to enter and leave more efficiently.

Mr. Morgia said that a variance request was pending for this parking lot as well, and that it was also setback-related. He explained the existing configuration of this parking lot predated the establishment of the Health Services District in the Zoning Ordinance.

Mr. Morgia then said that this site plan involved relocating some utilities, including sanitary sewer, storm sewer and lighting. He referenced a concern from a previous meeting with Staff about light spillage and said that a shield had been added to the site plan to deal with that specific light source.

Ms. Capone then asked about fire truck movement. Mr. Polkowski replied that Deputy Fire Chief Randall was here and could answer to those questions. Mr. Morgia said that the Fire Department's concerns would best be discussed once he was finished describing all the different facets of the project.

Mr. Morgia then said that the next portion of the project was the northwest parking lot at the corner of Woodruff and Sherman streets. He said that Samaritan owns three houses on the north side of Woodruff Street and two on the south side. Mr. Morgia then said that they will all be demolished to make room for the proposed parking lot expansion. He added that this was all being done to meet the increased parking requirements generated by the cancer center addition and the women's and children's center addition.

Mr. Morgia said that there are 1,181 existing parking spaces at Samaritan Medical Center and that the current requirement was 1,145. He then said that after both proposed expansions, 1,227 will be required and 1,228 will exist, meaning there was only one spot to play with. He emphasized that this was why two new parking lots were being pursued to fulfill expectations.

Mr. Morgia then said that once again, a pending variance was before the ZBA to vary the required setback from 20 feet to 4 feet, 2 inches, the same as the other Woodruff Street lot. Mr. Morgia added that this proposed parking lot abutted a Residence B district in the rear and on the western side. He then identified some landscaping was proposed to shield these residential parcels from the proposed parking lot.

Ms. Fields then asked if that was all the landscaping that was proposed. Mr. Morgia replied that it was, and added that he could look at adding trees, but that snow storage for this proposed lot was very tight as it was. He said he was worried that the landscaping would be damaged by snow.

Mr. Morgia then discussed the final portion of the project, which was the proposed cancer center addition. Mr. Morgia said that this addition was proposed to be south of Woodruff Street and referred to the site plan.

Mr. Morgia then pointed out the singular entrance to the cancer center which would feed a proposed interior traffic circle. Mr. Morgia said that this would clean up access from the existing six separate access points. He then said that this would also improve ease of interior movements for tractor-trailers and fire trucks. Mr. Drake asked Mr. Randall if he could confirm the potential fire truck movements. Mr. Randall replied that he could not.

Ms. Fields then inquired as to there only being one entrance and exit point. She asked if having two would be more appropriate. Mr. Morgia replied that parking was tight and referenced the calculations he mentioned earlier about having only one parking space to spare. Mr. Morgia also said that a goal of the reconfiguration was to guide more cars onto Woodruff Street and keep them off of Sherman Street, which is still primarily residential.

Mr. Morgia then said that an existing underground stormwater detention chamber in the parking lot limits where they could put things like lights and landscaping. He said that they would need to relocate some underground utilities as it was, including water service. He said that new lighting was proposed for this lot and said that a lighting plan was included as part of the submission package.

Mr. Morgia then said that there was a landscaping buffer requirement along Sherman Street, due to the presence of a Residence A district across the street. He said that a variance request was

pending before the ZBA to vary the parking setback requirement from 20 feet to 10 feet along the south side of Woodruff Street and to 12 feet, 6 inches along the east side of Sherman Street.

Ms. Fields then reiterated her concern about a single access point. Ms. Capone asked how many spaces were proposed to be in this lot. Mr. Morgia replied that 66 spaces were proposed. Mr. Katzman then asked about the timing of arrivals and departures. Mr. Carmen replied that approximately three to four cars per hour would enter and exit the lot, but that these arrivals and departures would be staggered throughout the day depending upon the length of the patient's stay.

Ms. Capone then asked about a proposed mid-block crossing across Woodruff Street. Mr. Drake replied that detectable warning features would need to be installed for the sight impaired. Mr. Drake added that the applicant would need to submit proof to Staff that a mid-block crossing was necessary and said that Staff had included this as a summary item. Mr. Drake then said that he thought it was time for everyone to hear from the Fire Department.

Mr. Randall said that he had no major heartaches with the proposal. He said that as far as fire truck access and angles and turning movements were concerned, that those were Code Enforcement issues and involved using tape and measuring. Mr. Randall then said that the larger issues that he saw were the locations of existing Fire Department connections.

Mr. Randall explained that various expansions over the years have resulted in water connections becoming hidden in difficult to access places. He pointed to two in particular on the plans near the proposed cancer center addition. He said that the Fire Department's preference was to have these connections on Woodruff Street so they could fight a fire from the front without having to maneuver into a corner or extend their fire hose a long distance. He reiterated that the connections as they exist are somewhat hidden and it would be better to move them out front.

Mr. Morgia replied that moving the piping for the Fire Department connections was not that simple. Mr. Morgia explained that there was a maze of overlapping utilities underneath the building and how you would relocate that piping through all the other existing utilities and frost-protect it all the way to the street was problematic.

Ms. Capone then asked about other fire connections. Mr. Morgia replied that each Fire Department connection is intended to be for a different building. Ms. Capone asked Mr. Morgia to confirm that there was a separate, dedicated connection for the proposed cancer center. Mr. Morgia confirmed that there was.

Ms. Capone then said that as she understood it, relocating the existing connections was what the Fire Department wanted. Mr. Randall said that the only reason this comes up is a matter of access. He explained that each new building that has gone up over the years has continued to encroach on access to get a hose back to the existing connections. Mr. Randall then said that Woodruff Street was ideal, but in lieu of that, there had to be a more accessible connection somewhere on that part of the site.

Mr. Morgia said that his understanding was that there was a backup Fire Department connection on the back side of the building. Mr. Randall replied that there were multiple connections, but it is confusing as to what feeds which system. Mr. Katzman then asked if it would be possible to obtain or create a map of Fire Department connections. Mr. Morgia replied that that might be a larger undertaking than everyone thinks.

Ms. Capone asked if Fire Department sign-off was necessary to approve the site plan. Mr. Drake replied that the Fire Department as well as Staff would want to see these connections before

issuing a building permit, but that it need not be site plan contingent. Ms. Capone then asked if there were any other major details other than the pending variances. Mr. Polkowski replied that Mr. Morgia had yet to go down the list of summary items.

Mr. Katzman then suggested tabling the request until everything was prepared and the summary items were addressed. Mr. Morgia then said that his team was on a tight schedule, and that they had a five-month timeline of approvals laid out that included a Planning Board decision next month. Mr. Morgia added that the goal was to get some of these parking lots rebuilt so that building construction could begin in the fall. He said he would rather discuss all of the issues now to make sure everyone was on the same page and so that his team could adequately address as many issues as possible before the next meeting.

Ms. Fields said that she was in favor of going down the list. Mr. Morgia then said that he had replies prepared for the summary items and hoped to eliminate some of them today so that when the Planning Board votes on the request next month, there would be far fewer contingencies attached. The Planning Board then agreed to let Mr. Morgia go down the list.

Mr. Morgia then addressed each of the 33 summary items one-by-one, and said that his team agreed to perform each of them, and that many could be fulfilled during the intermittent month while the request was on the table. The only summary item that generated significant discussion was the applicant's proposal to paint a mid-block crossing on Woodruff Street to connect employee parking to the hospital.

Mr. Morgia said that over 300 Samaritan employees per day would need to cross Woodruff Street, and that the applicant desired the mid-block crossing to ensure employee safety. Mr. Drake said that Staff would like the applicant to complete a study that proved the necessity for the crossing and submit the study to the City Engineering Department. Mr. Morgia said that his team would submit paperwork documenting the need for the mid-block crossing. Mr. Drake also said that if the study justified a mid block crosswalk, appropriate signage and crosswalk markings would have to be installed.

Ms. Fields then moved to table the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Coburn seconded the motion and all voted in favor.

**EXCERPT FROM JUNE 7, 2016 PLANNING BOARD MEETING MINUTES**

**SITE PLAN APPROVAL**

**830 WASHINGTON STREET AND THE 100 BLOCK OF WOODRUFF STREET – PARCEL NUMBERS 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000**

The Planning Board then considered a previously tabled request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Morgia and Chris Bastien of Samaritan Medical Center were in attendance to represent the project.

Mr. Morgia began by saying that his team had received Staff's review comments and had prepared responses for each summary item. He then distributed written copies of the draft responses to the Planning Board and to Staff.

Mr. Morgia then summarized the changes that were made to the application since it was tabled. He said that a center sewer had been shifted and that the connection is proposed within Woodruff Street. He said that crosswalks across Woodruff Street were now depicted as well. He then said that the Women's and Children's Center previously had biohazard storage areas proposed, and said that those had been shifted to another location where dumpsters were previously shown.

Mr. Morgia said that the remote water service connection had been relocated, and added that some investigations were ongoing as to how some of the connectivity would take place. He then said that all of these modifications left them one parking space short of the aggregate needed for the campus, so four spaces were added to the plans in the area of the center island in the Cancer Center lot.

Mr. Morgia then asked if there were any questions. Hearing no questions from the Planning Board, Mr. Coburn asked if Staff had any questions and Mr. Polkowski replied that Staff did not.

Ms. Fields then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for the construction of a 17,900 square-foot, three-story building addition and 53-space parking lot, a 17,300 square-foot, two-story building addition and 62-space parking lot, a 33,600 square-foot parking lot and a 9,000 square-foot parking lot at 830 Washington Street and the 100 Block of Woodruff Street, Respective Parcel Numbers 14-02-101.110, 14-01-101.000, 14-01-102.000, 14-01-139.000, 14-01-112.000, 14-01-113.000 and 14-01-114.000 contingent upon the following:

1. The applicant shall obtain Special Use Permit approval for the required remote parking areas.
2. The applicant shall indicate snow storage areas for the two remote parking areas on the site plans.

3. All existing and proposed curb ramps and sidewalks within the City margin shall be built to City specifications and shall meet the requirements of Public Right of Way Accessibility Guidelines (PROWAG).
4. Applicant shall coordinate with the Engineering Dept. regarding the review and installation of the proposed crosswalks.
5. The Notice of Intent (NOI) shall be submitted to the NYSDEC and the NOI acknowledgement letter from the DEC shall be forwarded to the City upon receipt.
6. The property owner must obtain the following permits prior to construction: Demolition Permit, Building Permit, Fence Permit, Sidewalk Permit, General City Permit (to work within margin), Disconnect and Plug Permit (capping of existing sanitary ), and Sanitary/Storm Sewer Connection Permit.
7. The applicant must assemble parcels 14-02-101.110, 14-01-102.000, 14-01-139.000 by way of a new metes and bounds description filed with the County Clerk.
8. The applicant must assemble parcels 14-01-112.000, 14-01-113.000, 14-01-114.000 by way of a new metes and bounds description filed with the County Clerk.
9. The applicant must coordinate with the City Fire Department for the location of required Knox Boxes.
10. Details and maintenance agreements for the upkeep of the Water Quality Unit and Underground Stormwater Detention systems shall be submitted to the City.

Mr. Neddo seconded the motion and all voted in favor.

Link to complete application package:

<http://watertown-ny.gov/archives/44/06-07-2016%20-%20830%20Washington%20Street%20-%20Site%20Plan%20Approval%20Application.pdf>

Res No. 11

June 16, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Tax sale certificates assignment request

The City has been approached by H. Charles Livingston, Attorney for the Estate of Oliver Wisner requesting the assignment of the City owned tax sale certificate for 524 Clay Street to the proposed buyer of the property. The tax sale certificate was acquired by the City as the default bidder from the tax sale certificate auction held on June 25, 2014. The current redemption price of the certificate is \$4,520.50. Mr. Livingston has an accepted purchase offer for the property to Tracy Nguyen/Choice Properties of NNY LLC; however, the sale is not able to occur until after the redemption period expires, and the estate does not have the funds on hand to satisfy the outstanding taxes prior to the redemption period expiration. Accordingly, the buyer has agreed to be assigned the City's tax sale certificate for the full redemption price if City Council is agreeable.



# RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 11-05-116.000 Known as 524 Clay Street To Tracy Nguyen/Choice Properties of NNY LLC

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 524 Clay Street as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 11-05-116.000, and

WHEREAS Tracy Nguyen/Choice Properties of NNY LLC has requested the assignment of the tax sale certificate from the City for the amount of the tax sale certificate plus the 2014-15 City tax, 2014-15 school tax, 2015 County tax, 2015-16 City tax, 2015-16 school tax and 2016 County tax plus applicable interest per City Charter Section 140,

NOW THEREFORE BE IT RESOLVED that the offer of \$4,520.50 submitted by Tracy Nguyen/Choice Properties of NNY LLC for the purchase of the tax sale certificate for Parcel No. 11-05-116.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City's tax sale certificate for the above parcel to Tracy Nguyen/Choice Properties of NNY LLC upon the Comptroller's receipt of certified funds in the amount of \$4,520.50.

### **Seconded by**

**WISNER, SAUNDERS & LIVINGSTON  
ATTORNEYS AT LAW  
1040 Bradley Street  
Watertown, New York 13601**

-----  
Telephone (315) 782-3201  
Telefax (315) 788-1157

**H. CHARLES LIVINGSTON, JR.**

**K. ROBERT WISNER  
1925-1990**

June 15, 2016

Via facsimile: 786-3488

Christina E. Stone, Esq.  
Slye Law Office  
104 Washington Street  
Watertown, New York 13601

Re: Oliver J. Wisner Estate

Dear Chris:

Per our telephone conversation please accept this correspondence as a summary of my proposal on the 524 Clay Street property.

The Wisner Estate is insolvent and will be unable to address upcoming tax liabilities due June 24, 2016. The two (2) properties concerned are the 524 Clay Street and 321 Sill Street. We have a separate offer on 1205 Columbia Street and expect to close prior to June 24, 2016 with full payment of taxes.

A Tracey Nguyen/Choice Properties of NNY LLC submitted a combined purchase offer of \$20,000.00 on both 524 Clay Street and 321 Sill Street. A copy is annexed hereto for your convenient reference. Both properties are uninhabitable and in poor condition. Title review reveals an outstanding private mortgage held by individuals who are foreign nationals with unknown contact addresses. A copy is annexed hereto for your convenient reference. We tried and failed to locate either mortgagee/mortgage holder. This open mortgage would preclude normal sale of the properties.

However, in order to transfer the 524 Clay Street property, I would propose an assignment of the present tax sale certificate at full amount of outstanding tax liability of \$4,520.50 to Ms. Nguyen/Choice Properties of NNY LLC. The City did get tax notice service on one of the mortgagee's which would cut off the mortgage on a June 24, 2016 tax deed from the City to Ms. Nguyen. Although the City tax deed conveys impaired title, we can cure that status by having the Estate issue a

Christina E. Stone, Esq.  
June 15, 2016  
Page 2 letter

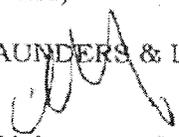
separate tax sale release to the Buyer combined with an Affidavit attesting to the fact that statutes of limitations has cut off any liability under the mortgage note and providing at the Estate expense a fee title policy.

The end result would be a clean transfer of the property to a viable owner with full payment of all outstanding taxes and avoid passing title to the City by default where it would be unlikely the City could recapture the outstanding taxes.

Thank you for your consideration.

Very truly yours,

WISNER, SAUNDERS & LIVINGSTON



H. Charles Livingston, Jr.  
HCLJr/jrj

cc: David A. Renzi, Esq.

Enc. Purchase Offer (copy)  
Mortgage (copy)

Res No. 12

June 15, 2016

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Change Order No. 4 for Factory Street Reconstruction Project,  
CCI Companies, Inc.

On May 18, 2015, City Council approved the bid for the Factory Street Reconstruction Project from CCI Companies, Inc., for a total bid award of \$8,783,851.43. Work is continuing on this project.

As detailed in City Engineer Justin L. Wood's attached report, Change Orders Nos. 1-3 were covered in the Field Change Payment line item. Change Order No. 4 has now been submitted in the amount of \$567,717.22, bringing the total contract amount to \$9,351,568.65.

Attached for Council consideration is a Resolution for Change Order No. 4 as described in Mr. Wood's report. Approval of this Resolution is contingent upon Council also approving the Bond Ordinance Amendment also on tonight's agenda.

# RESOLUTION

Page 1 of 1

Accepting Change Order No. 4 for Factory Street Reconstruction Project, CCI Companies, Inc.

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

YEA	NAY

Total .....

***Introduced by***

WHEREAS on May 18, 2015, City Council accepted the bid from CCI Companies, Inc. in the amount of \$8,783,851.43 for the Factory Street Reconstruction Project, per our specifications , and

WHEREAS Change Orders Nos. 1-3 were covered in the Field Change Payment line item, and

WHEREAS CCI Companies, Inc., has now submitted Change Order No. 4 in the amount of \$567,717.21,

NOW THEREFORE BE IT RESOLVED by the City Council that it hereby accepts Change Order No. 4 submitted by CCI Companies, Inc., in the amount of \$567,717.21 for the Factory Street Reconstruction Project, bringing the total amount to \$9,351,568.65, and

BE IT FURTHER RESOLVED that approval of this resolution is contingent upon Council also approving the Bond Ordinance Amendment to finance this project, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all documents necessary to accept Change Order No. 4 on behalf of the City.

**Seconded by**



CITY OF WATERTOWN  
ENGINEERING DEPARTMENT  
MEMORANDUM

DATE: 14 June 2016

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Factory Street Reconstruction – Change Orders #1-4  
(D032467, PIN 7753.15)

The Factory Street Reconstruction Project was awarded to CCI Companies, Inc. (CCI) of Canastota, NY, by City Council on May 18, 2015, in the amount of \$8,783,851.43.

The first construction season ran from August 2015 to November 2015. During this time period, CCI installed a 24 inch diameter watermain, portions of the large diameter storm sewer system, including the outfall through the Mill Street Bridge, amongst other tasks. Varied field conditions, quantity overruns, and added scope of work in the first construction season resulted in Change Orders #1-3 for a total cost increase of \$165,848.19. These costs were paid out of the \$434k  $\pm$  Field Change Payment (FCP) line item, which is included in the \$8.78 Million bid, as per NYSDOT requirements. The remaining FCP of \$268k  $\pm$  will be applied at the end of the project for final accounting purposes.

Change Order #4 is being presented tonight for approval of \$567,717.21 in cost increases, for work performed during the 2016 construction season. This work includes installation of watermains and services, lining of a 24 inch diameter sanitary sewer and service replacement, storm sewers and structures, and traffic signals. The cost increases are again a combination of varied field conditions, quantity overruns, and added scope of work, which are explained in further detail in the attached documents.

With known change order costs in hand, and anticipated future change orders in mind, I submitted a request for additional funding to NYSDOT. Our local NYSDOT officials are actively looking for opportunities to cover reimbursable cost overruns on behalf of the City, and will notify us should any new funding become available.

Please prepare resolution for Council consideration.

cc: Amy Pastuf, Purchasing Manager  
Jim Mills, City Comptroller

Factory Street Reconstruction  
 PIN 7753.15 LD032467  
 City of Watertown, Jefferson County, NY



Sponsor: City of Watertown  
 Inspection: Barton and Loguidice, D.P.C.  
 Contractor: CCI Companies, Inc.

	Highway Share					City Share					Total Cost
	1.1A GF Street	1.2A GF SW	1.3A GF Storm	1.4A GF Water	1.5A GF Sewer	2.1L Street	2.2L SW	2.3L Storm	2.4L Water	2.5L Sewer	
<b>Awarded Project Amount</b>	\$ 3,817,265.83	\$ 643,007.50	\$ 1,438,445.50	\$ 936,539.00	\$ 23,100.00	\$ 391,331.60	\$ 50,830.00	\$ -	\$ 370,813.00	\$ 1,112,519.00	\$ 8,783,851.43
Change Order #1	\$ (4,767.00)	\$ -	\$ -	\$ 294.00	\$ -	\$ (1,059.00)	\$ -	\$ -	\$ 5,532.00	\$ -	\$ -
Change Order #2	\$ (39,021.14)	\$ 6,200.00	\$ (78,300.00)	\$ 111,121.14	\$ -	\$ (13,269.21)	\$ -	\$ -	\$ 13,269.21	\$ -	\$ -
Change Order #3	\$ (38,447.69)	\$ -	\$ -	\$ 38,447.69	\$ -	\$ (2,709.40)	\$ -	\$ -	\$ 2,709.40	\$ -	\$ -
Change Order #4	\$ 180,208.50	\$ 4,019.58	\$ 47,503.79	\$ 105,945.26	\$ 25,546.28	\$ 48,143.21	\$ -	\$ -	\$ 131,815.10	\$ 24,535.49	\$ 567,717.21
<b>Amended Contract Amount</b>	\$ 3,915,238.50	\$ 653,227.08	\$ 1,407,649.29	\$ 1,192,347.09	\$ 48,646.28	\$ 422,437.20	\$ 50,830.00	\$ -	\$ 524,138.71	\$ 1,137,054.49	\$ 9,351,568.64
<b>Awarded Item 697.03 FCP</b>	\$ 282,487.38					\$ 152,109.00					\$ 434,596.38
FCP Reduction CO#1	\$ (4,767.00)					\$ (1,059.00)					\$ (5,826.00)
FCP Reduction CO#2	\$ (105,595.89)					\$ (13,269.21)					\$ (118,865.10)
FCP Reduction CO#3	\$ (38,447.69)					\$ (2,709.40)					\$ (41,157.09)
<b>Item 697.03 FCP Remaining</b>	\$ 133,676.80					\$ 135,071.39					\$ 268,748.19



**Barton & Loguidice, D.P.C.**  
**Change Order Details**  
**775315**

**Description:** Factory Street (NYS Route 283) Reconstruction;  
 Mill Street to Huntington Street  
 PIN 7753.15 LD032467  
 City of Watertown, Jefferson County, NY

Sponsor: City of Watertown  
 Inspection: Barton and Loguidice, D.P.C.  
 Contractor: CCI Companies, Inc.

**Change Order:** 4 **Date Created:** 04/25/2016  
**Status:** Pending Approval **Date Approved:**  
**Type:** Work to Date Changes

**Summary:**

**Change Order Description:**

**Awarded Project Amount:** \$8,783,851.43  
**Authorized Project Amount:** \$8,783,851.43  
**Change Order Amount:** \$567,717.22  
**Revised Project Amount:** \$9,351,568.65

**Increases/Decreases**

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

**Section: 1 - Default Section**

<b>0030</b>	203.02 E	CY	\$15.250	18,377.00	\$280,249.25	295.56	\$4,507.29	18,672.56	\$284,756.54
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UNCLASSIFIED EXCAVATION AND DISPOSAL

Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.

**Funding Details**

1.1A GF Street	18,177.00	\$277,199.25	152.45	\$2,324.86	18,329.45	\$279,524.11
1.3A GF-Storm	200.00	\$3,050.00	0.00	\$0.00	200.00	\$3,050.00
2.1 L-Street	0.00	\$0.00	143.11	\$2,182.43	143.11	\$2,182.43

<b>0050</b>	203.07 E	CY	\$23.500	7,981.97	\$187,576.30	785.00	\$18,447.50	8,766.97	\$206,023.80
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SELECT GRANULAR FILL

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water main having diameters of 4-inch and 6-inch; although the project documents require it (~147 CY). Additionally, the City directed to use Select Granular Fill to backfill

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount

the 1" and 2" water services under pavement. (508 CY). Finally, a review of the design workup revealed an additional 130 CY of material will be required as backfill for new manholes.

**Funding Details**

1.2A GF Sidewalk	45.00	\$1,057.50	0.00	\$0.00	45.00	\$1,057.50
1.3A GF-Storm	3,495.00	\$82,132.50	0.00	\$0.00	3,495.00	\$82,132.50
1.4A GF-Water	2,241.36	\$52,671.97	470.00	\$11,045.00	2,711.36	\$63,716.97
2.4 L-Water	1,620.61	\$38,084.33	185.00	\$4,347.50	1,805.61	\$42,431.83
2.5 L-Sewer	580.00	\$13,630.00	130.00	\$3,055.00	710.00	\$16,685.00

**0070** 203.25 E CY \$29.000 1,699.72 \$49,291.88 109.06 \$3,162.74 1,808.78 \$52,454.62

**SAND BACKFILL**

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water mains having diameters of 4-inch, 6-inch, 8-inch and 16-inch; although the project documents require it.

**Funding Details**

1.4A GF-Water	1,340.04	\$38,861.16	0.00	\$0.00	1,340.04	\$38,861.16
2.4 L-Water	359.68	\$10,430.72	109.06	\$3,162.74	468.74	\$13,593.46

**0080** 204.01 E CY \$118.000 24.00 \$2,832.00 24.00 \$2,832.00 48.00 \$5,664.00

**CONTROLLED LOW STRENGTH MATERIAL (CLSM)**

Reason: An additional 75 CY was necessary to fill an unanticipated vault at the Mill St Bridge. As a result, 24 CY will be paid under this item.

**Funding Details**

1.1A GF Street	0.00	\$0.00	24.00	\$2,832.00	24.00	\$2,832.00
1.3A GF-Storm	14.00	\$1,652.00	0.00	\$0.00	14.00	\$1,652.00
2.5 L-Sewer	10.00	\$1,180.00	0.00	\$0.00	10.00	\$1,180.00

**0200** 205.050201 E TON \$38.000 4,818.00 \$183,084.00 4,818.00 \$183,084.00 9,636.00 \$366,168.00

**DISPOSAL OF CONTAMINATED NON-HAZARDOUS WASTE SOIL**

Reason: The Engineer's workup of 4818 Tons assumed a percentage of the area identified would be contaminated. With the water main installed, 4421.41 Tons have been removed. With the water main work only representing 16% of the total project work, it would be prudent at this time to increase the quantity to 200% of the bid as Drainage, Sewer and Road work remain to be completed.

**Funding Details**

1.1A GF Street	4,036.00	\$153,368.00	4,036.00	\$153,368.00	8,072.00	\$306,736.00
2.1 L-Street	782.00	\$29,716.00	782.00	\$29,716.00	1,564.00	\$59,432.00

**0220** 206.0201 E CY \$43.000 13,271.00 \$570,653.00 1,484.97 \$63,853.71 14,755.97 \$634,506.71

**TRENCH AND CULVERT EXCAVATION**

Reason: A review of the Engineer's Workup revealed there was no quantity allotted for water mains having diameters of 4-inch, 6-inch, 8-inch and 16-inch; although the project documents require it (~1056 CY). An additional 428.97 CY is required to resolve quantity overruns to date.

**Funding Details**

1.3A GF-Storm	6,006.00	\$258,258.00	0.00	\$0.00	6,006.00	\$258,258.00
1.4A GF-Water	3,042.77	\$130,839.11	827.59	\$35,586.37	3,870.36	\$166,425.48
2.4 L-Water	2,082.23	\$89,535.89	657.38	\$28,267.34	2,739.61	\$117,803.23
2.5 L-Sewer	2,140.00	\$92,020.00	0.00	\$0.00	2,140.00	\$92,020.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised		
				Quantity	Amount	Quantity	Amount	Quantity	Amount	
<b>0240</b>	206.05 E	EACH	\$730.000	10.00	\$7,300.00	7.00	\$5,110.00	17.00	\$12,410.00	
TEST PIT EXCAVATION										
Reason: Additional test pits are required to resolve unknown underground utility conflicts.										
				<b>Funding Details</b>						
				1.1A GF Street	7.00	\$5,110.00	6.00	\$4,380.00	13.00	\$9,490.00
				2.5 L-Sewer	3.00	\$2,190.00	1.00	\$730.00	4.00	\$2,920.00
<b>0340</b>	304.12 E	CY	\$34.000	8,197.00	\$278,698.00	147.78	\$5,024.52	8,344.78	\$283,722.52	
SUBBASE COURSE, TYPE 2										
Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.										
				<b>Funding Details</b>						
				1.1A GF Street	7,132.00	\$242,488.00	76.22	\$2,591.48	7,208.22	\$245,079.48
				1.2A GF Sidewalk	1,040.00	\$35,360.00	0.00	\$0.00	1,040.00	\$35,360.00
				2.1 L-Street	25.00	\$850.00	71.56	\$2,433.04	96.56	\$3,283.04
<b>0470</b>	402.198902 E	TON	\$105.000	205.00	\$21,525.00	49.65	\$5,213.25	254.65	\$26,738.25	
19 F9 BINDER COURSE HMA, 80 SERIES COMPACTION										
Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.										
				<b>Funding Details</b>						
				1.1A GF Street	28.00	\$2,940.00	25.61	\$2,689.05	53.61	\$5,629.05
				1.2A GF Sidewalk	177.00	\$18,585.00	0.00	\$0.00	177.00	\$18,585.00
				2.1 L-Street	0.00	\$0.00	24.04	\$2,524.20	24.04	\$2,524.20
<b>0530</b>	402.378902 E	TON	\$110.000	110.00	\$12,100.00	207.26	\$22,798.60	317.26	\$34,898.60	
37.5 F9 SUPERPAVE HMA, 80 SERIES COMPACTION										
Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.										
				<b>Funding Details</b>						
				1.1A GF Street	0.00	\$0.00	106.90	\$11,759.00	106.90	\$11,759.00
				2.1 L-Street	110.00	\$12,100.00	100.36	\$11,039.60	210.36	\$23,139.60
<b>0550</b>	407.0102 E	GAL	\$7.000	2,805.00	\$19,635.00	73.15	\$512.05	2,878.15	\$20,147.05	
TACK COAT										
Reason: The Typical Sections shown of sheet numbers 11 and 12 of the plans as well as General Plan sheets number 89 and 90 reveal there are no provisions for restoring the water main trench road section on the east side of Mechanic Street after the water main installation. It has been recommended and approved by the City to repair the pavement in the same manner as the proposed storm sewer on the west side of the roadway.										
				<b>Funding Details</b>						
				1.1A GF Street	2,320.00	\$16,240.00	37.73	\$264.11	2,357.73	\$16,504.11
				2.1 L-Street	485.00	\$3,395.00	35.42	\$247.94	520.42	\$3,642.94

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
0750	560.20010009 E	SF	\$137.000	56.00	\$7,672.00	29.34	\$4,019.58	85.34	\$11,691.58
CONCRETE BLOCK MASONRY Reason: Due to field conditions, an additional quantity necessary was required to construct CMU walls to block off access to Mill St. tunnel.									
<b>Funding Details</b>									
		1.2A GF Sidewalk		56.00	\$7,672.00	29.34	\$4,019.58	85.34	\$11,691.58
0840	602.3618 E	LF	\$125.000	188.00	\$23,500.00	4.00	\$500.00	192.00	\$24,000.00
LINING WITH CURED IN PLACE PIPE (CIPP) 18 INCH DIAMETER Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
		2.5 L-Sewer		188.00	\$23,500.00	4.00	\$500.00	192.00	\$24,000.00
0850	602.3624 E	LF	\$150.000	2,735.00	\$410,250.00	38.00	\$5,700.00	2,773.00	\$415,950.00
LINING WITH CURED IN PLACE PIPE (CIPP) 24 INCH DIAMETER Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
		2.5 L-Sewer		2,735.00	\$410,250.00	38.00	\$5,700.00	2,773.00	\$415,950.00
1010	603.99230015 E	LF	\$13.000	13.00	\$169.00	18.00	\$234.00	31.00	\$403.00
POLYVINYL CHLORIDE PIPE, SANITARY SEWER GRAVITY, 8 IN DIAMETER Reason: Additional quantity required based on actual field measurements.									
<b>Funding Details</b>									
		2.5 L-Sewer		13.00	\$169.00	18.00	\$234.00	31.00	\$403.00
1160	604.4060 E	LF	\$360.000	98.00	\$35,280.00	-35.60	-\$12,816.00	62.40	\$22,464.00
ROUND PRECAST CONCRETE MANHOLE TYPE 60 Reason: Drainage structures DS38, DS39, DS39A and DS40 were up-sized from a 60 inch to a 96 inch diameter manhole. Therefore, the quantity for this Item was reduced by the quantities assumed for the structures.									
<b>Funding Details</b>									
		1.3A GF-Storm		98.00	\$35,280.00	-35.60	-\$12,816.00	62.40	\$22,464.00
1180	604.4084 E	LF	\$640.000	22.00	\$14,080.00	-15.90	-\$10,176.00	6.10	\$3,904.00
ROUND PRECAST CONCRETE MANHOLE TYPE 84 Reason: Drainage structure DS03 up-sized from an 84 inch to a 96 inch diameter manhole. Therefore, the quantity for this Item was reduced by the quantity assumed for this structure.									
<b>Funding Details</b>									
		1.3A GF-Storm		22.00	\$14,080.00	-15.90	-\$10,176.00	6.10	\$3,904.00
2030	663.0406 E	LF	\$43.000	370.00	\$15,910.00	10.00	\$430.00	380.00	\$16,340.00
PLASTIC WATER PIPE, 6" Reason: Additional quantity required due to field conditions.									
<b>Funding Details</b>									
		1.4A GF-Water		253.00	\$10,879.00	0.00	\$0.00	253.00	\$10,879.00
		2.4 L-Water		117.00	\$5,031.00	10.00	\$430.00	127.00	\$5,461.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
2070	663.0424 E	LF	\$105.000	3,572.00	\$375,060.00	37.50	\$3,937.50	3,609.50	\$378,997.50
PLASTIC WATER PIPE, 24" Reason: Additional quantity required due to field conditions.									
<b>Funding Details</b>									
	1.4A GF-Water			2,679.00	\$281,295.00	0.00	\$0.00	2,679.00	\$281,295.00
	2.4 L-Water			893.00	\$93,765.00	37.50	\$3,937.50	930.50	\$97,702.50
2080	663.0604 E	LF	\$77.000	1,110.00	\$85,470.00	313.80	\$24,162.60	1,423.80	\$109,632.60
COPPER WATER SERVICE PIPE 1" Reason: Additional quantity required due to field conditions.									
<b>Funding Details</b>									
	1.4A GF-Water			836.00	\$64,372.00	313.80	\$24,162.60	1,149.80	\$88,534.60
	2.4 L-Water			274.00	\$21,098.00	0.00	\$0.00	274.00	\$21,098.00
2090	663.0607 E	LF	\$200.000	32.00	\$6,400.00	28.00	\$5,600.00	60.00	\$12,000.00
COPPER WATER SERVICE PIPE 2" Reason: Additional quantity required due to field conditions.									
<b>Funding Details</b>									
	1.4A GF-Water			32.00	\$6,400.00	28.00	\$5,600.00	60.00	\$12,000.00
2110	663.1006 E	EACH	\$880.000	13.00	\$11,440.00	8.00	\$7,040.00	21.00	\$18,480.00
RESILIENT WEDGE VALVE & VALVE BOX, 6" Reason: The bid quantity is 13 each and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and the Water Fire Service Table has 12 Hydrants, 4 each 6-inch services and 3 each 4-inch services which require a 6 inch valve. Additionally, two 6-inch services were added by the Water Department to vacant lots at Sta. 38+25 LT and Sta. 40+24 LT. The number of 6-inch valves required per plan is (12+4+3= )19 each plus the added valves of 2 is a total of 21 valves needed. Projected valve quantity of 21 minus bid quantity of 13 = 8 each over run.									
<b>Funding Details</b>									
	1.4A GF-Water			13.00	\$11,440.00	2.00	\$1,760.00	15.00	\$13,200.00
	2.4 L-Water			0.00	\$0.00	6.00	\$5,280.00	6.00	\$5,280.00
2120	663.1008 E	EACH	\$2,100.000	3.00	\$6,300.00	1.00	\$2,100.00	4.00	\$8,400.00
RESILIENT WEDGE VALVE & VALVE BOX, 8" Reason: The bid quantity is 3 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 4 valves are required.									
<b>Funding Details</b>									
	2.4 L-Water			3.00	\$6,300.00	1.00	\$2,100.00	4.00	\$8,400.00
2130	663.1012 E	EACH	\$1,910.000	5.00	\$9,550.00	2.00	\$3,820.00	7.00	\$13,370.00
RESILIENT WEDGE VALVE & VALVE BOX, 12" Reason: The bid quantity is 5 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 7 valves are required.									
<b>Funding Details</b>									
	1.4A GF-Water			5.00	\$9,550.00	2.00	\$3,820.00	7.00	\$13,370.00

Line Number	Item	Unit	Unit Price	Current		Change		Revised	
				Quantity	Amount	Quantity	Amount	Quantity	Amount
2210	663.2112 E	EACH	\$110.000	31.00	\$3,410.00	22.00	\$2,420.00	53.00	\$5,830.00
WEDGE TYPE MECHANICAL RESTRAINT GLANDS, 12"									
Reason: The bid quantity is 31 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 53 glands are required.									
<b>Funding Details</b>									
	1.4A GF-Water			2.00	\$220.00	15.00	\$1,650.00	17.00	\$1,870.00
	2.4 L-Water			29.00	\$3,190.00	7.00	\$770.00	36.00	\$3,960.00
2230	663.2124 E	EACH	\$395.000	147.00	\$58,065.00	1.00	\$395.00	148.00	\$58,460.00
WEDGE TYPE MECHANICAL RESTRAINT GLANDS, 24"									
Reason: The bid quantity is 147 and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 148 glands are required.									
<b>Funding Details</b>									
	1.4A GF-Water			127.00	\$50,165.00	0.00	\$0.00	127.00	\$50,165.00
	2.4 L-Water			20.00	\$7,900.00	1.00	\$395.00	21.00	\$8,295.00
2240	663.2504 E	EACH	\$660.000	40.00	\$26,400.00	10.00	\$6,600.00	50.00	\$33,000.00
WATER SERVICE CONNECTION, 1"									
Reason: The bid quantity is 40, and is based on the Water Main Installation Table on page 244 of the plans. A review of the plans and actual field conditions revealed that a total of 50 connections are required.									
<b>Funding Details</b>									
	1.4A GF-Water			29.00	\$19,140.00	10.00	\$6,600.00	39.00	\$25,740.00
	2.4 L-Water			11.00	\$7,260.00	0.00	\$0.00	11.00	\$7,260.00
2280	663.40 E	EACH	\$4,500.000	1.00	\$4,500.00	1.00	\$4,500.00	2.00	\$9,000.00
DISCONNECT AND CAP EXISTING WATER MAIN									
Reason: The bid quantity is 1. A review of the plans and actual field conditions revealed that a total of 18 are required. The additional 16 will be added as new Items based on the diameter of the pipe being capped.									
<b>Funding Details</b>									
	2.4 L-Water			1.00	\$4,500.00	1.00	\$4,500.00	2.00	\$9,000.00
2310	664.40480006 E	LF	\$340.000	62.00	\$21,080.00	6.18	\$2,101.20	68.18	\$23,181.20
PRECAST SANITARY SEWER MANHOLE (48 INCH DIA.)									
Reason: The bid quantity for the sewer manholes height doesn't agree with a the details provided in the Contract plans. Therefore, an additional 6.18 LF will be required as shown on the attached calculations.									
<b>Funding Details</b>									
	2.5 L-Sewer			62.00	\$21,080.00	6.18	\$2,101.20	68.18	\$23,181.20
<b>(29 Items)</b>				<b>Totals</b>	<b>\$2,727,480.43</b>	<b>\$365,113.54</b>	<b>\$3,092,593.97</b>		

## New Items

Line Number	Item	Unit	Pending Quantity	Unit Price	Dollar Amount
<b>Section: 1 - Default Section</b>					
<b>3070</b>	204.01 E	CY	59.00	\$167.000	\$9,853.00
CONTROLLED LOW STRENGTH MATERIAL (CLSM)					
Reason: An additional 75 CY was necessary to fill an unanticipated vault at the Mill St Bridge.As a result, the 200% threshold was reached for this minor Item. Therefore, the contractor renegotiated a new unit price for this Item.					
<b>Funding Details</b>					
		1.3A GF-Storm	59.00	\$167.000	+\$9,853.00
<b>3080</b>	602.3610 E	LF	239.00	\$51.110	\$12,215.29
LINING WITH CURED IN PLACE PIPE (CIPP) 10 INCH DIAMETER					
Reason: Added at Emerson at the City's request.					
<b>Funding Details</b>					
		2.5 L-Sewer	239.00	\$51.110	+\$12,215.29
<b>3090</b>	604.4096 E	LF	51.50	\$1,177.530	\$60,642.80
ROUND PRECAST CONCRETE MANHOLE TYPE 96					
Reason: Drainage structures DS38, DS39, DS39A and DS40 were up-sized from 60 inch to 96 inch & DS03 up-sized from 84 inch to 96 inch as required by design to accomodate necessary storm pipes.					
<b>Funding Details</b>					
		1.3A GF-Storm	51.50	\$1,177.530	+\$60,642.79
<b>3100</b>	663.0112 E	LF	300.00	\$99.880	\$29,964.00
DUCTILE IRON CEMENT LINED WATER PIPE, 12"					
Reason: At the request of the City, 12" ductile iron pipe was used for connections to existing water lines instead of thr PVC pipe proposed.					
<b>Funding Details</b>					
		2.4 L-Water	300.00	\$99.880	+\$29,964.00
<b>3140</b>	950.01 E	DC	13,496.51	\$1.000	\$13,496.51
FAA - MILL STREET VAULT CLEANING					
Reason: See attached for Explanation and Force Account Documentation.					
<b>Funding Details</b>					
		1.4A GF-Water	13,496.51	\$1.000	+\$13,496.51
<b>3150</b>	950.02 E	DC	25,546.28	\$1.000	\$25,546.28
FAA - ADDITIONAL WATER LINE WORK					
Reason: See attached for Explanation and Force Account Documentation.					
<b>Funding Details</b>					
		1.5A GF-Sewer	25,546.28	\$1.000	+\$25,546.28
<b>3160</b>	950.03 E	DC	2,224.78	\$1.000	\$2,224.78
FAA - ADDITIONAL DRAINAGE WORK					
Reason: See attached for Explanation and Force Account Documentation.					
<b>Funding Details</b>					
		1.4A GF-Water	2,224.78	\$1.000	+\$2,224.78

Line Number	Item	Unit	Pending Quantity	Unit Price	Dollar Amount
3180	663.4006 E	EACH	9.00	\$2,763.830	\$24,874.47
AP - DISCONNECT AND CAP EXISTING WATER MAIN, 6"					
Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup.					
<b>Funding Details</b>					
		2.4 L-Water	9.00	\$2,763.830	+\$24,874.47
3190	663.4008 E	EACH	3.00	\$2,828.510	\$8,485.53
AP - DISCONNECT AND CAP EXISTING WATER MAIN, 8"					
Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup.					
<b>Funding Details</b>					
		2.4 L-Water	3.00	\$2,828.510	+\$8,485.53
3200	663.4012 E	EACH	1.00	\$2,997.290	\$2,997.29
AP - DISCONNECT AND CAP EXISTING WATER MAIN, 12"					
Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup.					
<b>Funding Details</b>					
		2.4 L-Water	1.00	\$2,997.290	+\$2,997.29
3210	663.4016 E	EACH	2.00	\$3,771.570	\$7,543.14
AP - DISCONNECT AND CAP EXISTING WATER MAIN, 16"					
Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup.					
<b>Funding Details</b>					
		2.4 L-Water	2.00	\$3,771.570	+\$7,543.14
3220	663.4024 E	EACH	1.00	\$4,760.590	\$4,760.59
AP - DISCONNECT AND CAP EXISTING WATER MAIN, 24"					
Reason: Additional quantity necessary to accomodate actual field conditions. See attached for Cost Analysis Worksheet and Agreed Unit Price Workup.					
<b>Funding Details</b>					
		2.4 L-Water	1.00	\$4,760.590	+\$4,760.59
<b>(12 Items)</b>				<b>Total:</b>	<b>+\$202,603.68</b>

## Funding Summary

Fund Package	Original Amount	Authorized Amount	Pending Amount	Revised Amount
1.1A GF Street	\$3,817,265.83	\$3,735,030.00	+\$180,208.50	\$3,915,238.50
1.2A GF Sidewalk	\$643,007.50	\$649,207.50	+\$4,019.58	\$653,227.08
1.3A GF-Storm	\$1,438,445.50	\$1,360,145.50	+\$47,503.79	\$1,407,649.29
1.4A GF-Water	\$936,539.00	\$1,086,401.83	+\$105,945.26	\$1,192,347.09
1.5A GF-Sewer	\$23,100.00	\$23,100.00	+\$25,546.28	\$48,646.28
2.1 L-Street	\$391,331.60	\$374,293.99	+\$48,143.21	\$422,437.20
2.2 L-Sidewalk	\$50,830.00	\$50,830.00	\$0.00	\$50,830.00
2.3 L-Storm	\$0.00	\$0.00	\$0.00	\$0.00
2.4 L-Water	\$370,813.00	\$392,323.61	+\$131,815.10	\$524,138.71
2.5 L-Sewer	\$1,112,519.00	\$1,112,519.00	+\$24,535.49	\$1,137,054.49
<b>(10 Fund Packages)</b>	<b>\$8,783,851.43</b>	<b>\$8,783,851.43</b>	<b>+\$567,717.21</b>	<b>\$9,351,568.64</b>

Recommended by:

*Chad D. Scofield*

6-13-16

**Resident Engineer, Barton and Loguidice, D.P.C.**

**Date**

*[Signature]*

6/10/16

**CCI Companies, Inc.**

**Date**

**City of Watertown**

**Date**

**NYS DOT RLPL**

**Date**

Res No.

June 20, 2016

To: Members of City Council

From: Joseph M. Butler, Jr., Mayor

Subject: Approving Employment Agreement Between the City of Watertown and Sharon Addison, City Manager

Based on previous discussions with all parties, I am offering for your consideration a resolution in support of an employment agreement with City Manager, Sharon Addison. The contract is for two years commencing on July 1, 2016 and concluding June 30, 2018.

This document has been reviewed by the City Attorney for form, and has been reviewed by Ms. Addison as well.

Resolution No.

June 20, 2016

# RESOLUTION

Page 1 of 1

Approving Employment Agreement Between the City of Watertown and Sharon Addison, City Manager

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### *Introduced by*

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WHEREAS the City Council of the City of Watertown has done a review of the City Manager's contract and performance, and

WHEREAS the City Council feels that the Manager has served the City of Watertown as provided for in the Charter of the City of Watertown and in the Optional City Government Law as contained at Chapter 444 of the Laws of 1914,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Employment Agreement between the City of Watertown and Sharon Addison, a copy of which is attached and made a part of this resolution, commencing on July 1, 2016 through June 30, 2018, and

BE IT FURTHER RESOLVED that the Mayor, Joseph M. Butler, Jr., is hereby authorized and directed to execute the Employment Agreement on behalf of the City of Watertown.

### **Seconded by**

## **EMPLOYMENT AGREEMENT**

**THIS AGREEMENT**, is made and entered into effective the first day of July 2016, by and between the City of Watertown, a municipal corporation hereinafter called "Employer or City Council", and Sharon Addison, hereinafter called "Employee or City Manager."

### **WITNESSETH**

**WHEREAS**, Employer desires to employ the services of Sharon Addison as City Manager of the City of Watertown, as provided for in the Charter of the City of Watertown and in the Optional City Government Law as contained at Chapter 444 of the Laws of 1914; and

**WHEREAS**, it is the desire of the City Council to provide certain benefits, establish certain conditions of employment and to set working conditions of said Employee; and

**WHEREAS**, it is the desire of the City Council to (1) secure and retain the services of Employee, and to provide inducement for her to remain in such employment, (2) to make possible full work productivity and independence by assuring Employee's morale and peace of mind with respect to future security, and (3) to provide a just means for terminating Employee's services at such time that the City Council may desire; and

**WHEREAS**, Employee desires to be employed as City Manager of the City of Watertown;

**NOW, THEREFORE**, in consideration of the mutual covenants herein contained, the parties agree as follows:

#### **Section 1. Powers and Duties of the City Manager.**

The City Council hereby agrees to employ Sharon Addison as City Manager of the City of Watertown to perform the functions and duties specified in the Watertown City Charter and in the Chapter 444 of the Laws of New York of 1914, and to perform other legally permissible and proper duties and functions as the City Council shall from time to time assign, subject to this Agreement.

#### **Section 2. Term.**

- A. The City Manager serves at the pleasure of the City Council and nothing herein shall be taken to prevent, limit or otherwise interfere with the right of the City Council to terminate the services of the City Manager, subject to the provisions of Section 3 of this Agreement.

- B. The term of this Agreement shall be July 1, 2016 through June 30, 2018.
- C. In the event Employee voluntarily resigns as City Manager before expiration of the term of this Agreement, then Employee shall give the City Council thirty (30) calendar days advance notice unless the parties agree otherwise.

**Section 3. Early Termination.**

- A. In the event employment of the City Manager is terminated, other than for just cause, and prior to the expiration of the term of this Agreement (as defined in Paragraph 3 (E), below), the City Council agrees to pay Employee three (3) months salary, on a biweekly basis, and continue to pay Employee's health insurance premiums for a period of three (3) months from termination. In the event Employee commences comparable employment in her field prior to three months from the effective date of termination, the City Council's obligation to pay for health insurance premiums and salary shall then cease. Employee shall make good faith efforts to seek such comparable employment.
- B. The employee shall be compensated for all accrued sick leave, vacation time, and all paid holidays up to termination. The Employer agrees to make a contribution to the Employee's deferred compensation account on the value of this compensation calculated using the rate ordinarily contributed on regular compensation.
- C. For purposes of this Section 3, a failure of the City Council to renew the City Manager's Contract shall not be deemed a termination entitling the City Manager to severance pay if the City Council shall notify the City Manager, in writing, by February 1<sup>st</sup> of the year requiring renewal, that the Contract shall not be renewed. If the City Council does not inform the City Manager by February 1<sup>st</sup> of the year requiring renewal that the Contract will not be renewed, then any subsequent failure to renew shall entitle the City Manager the Severance Pay called for in Section 3(A).
- D. In the event City Council at any time reduces the salary, compensation or other benefits of the City Manager in an amount greater than that applicable as an across-the board reduction for all management and management/confidential employees of the City, or the City Manager resigns following a suggestion, either formal or informal, by the City Council that she resign, then in that event the City Manager may at her option, be deemed terminated, and entitled to the benefits as provided in Sections 3(A) and (B). However, prior to a "deemed" termination, the City Manager must give the City Council notice of her intention to treat a particular action as a termination and provide the City Council ten (10) days to "cure" any claimed termination.

- E. In the event the City Manager is terminated for “just cause,” then the Employer’s only obligation to the City Manager is to pay all compensation and benefits accrued but unpaid at the date of termination. “Just cause” is defined as the commission of crime or other actions involving dishonesty or moral turpitude, or insubordination to a clear City Council direction.
- F. Contemporaneously with the delivery of all of the severance pay set forth above, the City Manager agrees to execute and deliver to Employer a release, releasing Employer from all claims that City Manager may have against Employer.
- G. The terms of this Agreement shall remain in full force and effect unless and until it expires of its own terms, or is sooner terminated.

**Section 4. Salary.**

Employer agrees to pay Sharon Addison for her services as City Manager an annual gross salary of \$125,000 for the full term of the Agreement, payable in installments at the same time as other employees of the City of Watertown are paid.

**Section 5. Retirement Benefits.**

- A. The City Manager shall be covered and governed by the same retirement system as all other non-public safety employees (New York State Employee Retirement System).
- B. In the event the City Manager shall retire (vested with at least 10 years service credit) while in the employ of the City, Employer will pay seventy-five percent (75%) of the premium for health insurance, and the Employee shall pay the remaining.
- C. The City Manager shall have the option of converting up to three (3) sick days and three (3) vacation days, per fiscal year, into dollars to be contributed to the employee’s Section 457 deferred compensation plan.

**Section 6. Health Insurance.**

- A. The City Manager shall be covered by the same health plan as all other management employees. As a new management hire after 1/1/12, the City Manager shall pay 25% of the premium for individual health insurance coverage, or 19% of the health insurance premium for family coverage.

**Section 7. Other Benefits.**

A. Employee may, at her option, carry over not more than ten (10) days vacation leave in any one given year. Such carryover of vacation leave shall not be cumulative from year to year. Employee shall be credited with twenty-five (25) days vacation each year of this Agreement. Employee's accrual of sick leave shall be at the rate per the existing City policy for management employees.

**Section 8. Professional Development.**

Employer agrees to budget for and to pay the professional dues, subscriptions, travel and subsistence expenses of the City Manager for professional participation and travel, meetings and occasions adequate to continue her professional development. Said participation on City time shall include: membership in the International City Management Association (ICMA), the New York State Municipal Management Association annual conference and dues, the New York State Public Employer Labor Relations Association annual conference and dues, and the New York State Conference of Mayors annual conference.

**Section 9. Performance Evaluation.**

The City Council shall review and evaluate the performance of the City Manager as required by the City's Charter. Employer agrees to review base salary and/or other benefits of the City Manager at the time of her review, in such amounts and to such extent as the City Council may determine that it is desirable to do so, in light of performance by City Manager.

**Section 10. Hours of Work**

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the Employer, and to that end, Employee shall be allowed to establish an appropriate work schedule.

**Section 11. Indemnification.**

Employer shall defend and indemnify Employee, in accordance with Section 18 of the N. Y. Public Officers Law, in any action or special proceeding arising from Employee's performance of duties as City Manager, unless those actions were illegal or otherwise outside the scope of her duties or authority.

**Section 12. Notices.**

Notices pursuant to this Agreement shall be given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) EMPLOYER: Mayor of the City of Watertown  
Suite 302, Municipal Building  
245 Washington Street  
Watertown, New York 13601

(2) EMPLOYEE: Sharon Addison  
337 South Pleasant Street  
Watertown, New York 13601

Alternatively, notices required pursuant to this Agreement may be personally served in the same manner as is applicable to civil judicial practice. Notice shall be deemed given as of the date of personal service or as of the date of deposit of such written notice in the course of transmission in the United States Postal Service.

### **Section 13. General Provisions.**

- A. The text herein shall constitute the entire Agreement between the parties.
- B. If any provision, or any portion thereof, contained in this Agreement is held unconstitutional, invalid or unenforceable, the remainder of this Agreement, of portion thereof, shall be deemed severable, shall not be affected, and shall remain in full force and effect.
- C. There shall be no changes in this Agreement unless agreed to in writing and approved by majority vote on the Council and by Employee.
- D. This Agreement is subject to all provisions of the City Charter of Watertown, New York.

**IN WITNESS WHEREOF**, the City of Watertown has caused this Agreement to be signed and executed in its behalf by its Mayor and duly attested by its City Clerk, and the Employee has signed and executed this Agreement, both in duplicate, the day and year first above written.

\_\_\_\_\_  
Mayor of the City of Watertown

ATTEST:

\_\_\_\_\_  
City Clerk  
(Seal)

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney

\_\_\_\_\_  
Sharon Addison, City Manager

Ord No. 1

June 14, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Bond Ordinance Amendment – Factory Street Reconstruction

Earlier tonight City Council was presented with a resolution to accept the change order submitted by CCI Companies Inc. for the reconstruction of Factory Street. Funding for the supplemental agreement was contingent upon City Council also approving a bond ordinance amendment for the project.

A summary of the project's current costs are as follows:

AECOM		
Base contract	\$ 612,000	
Supplemental agreement #1	284,000	
Supplemental agreement #2	864,000	
Supplemental agreement #3	<u>576,000</u>	\$ 2,336,000
CCI Companies Inc.		
Base contract	8,783,852	
Supplemental agreement #1-4	<u>567,717</u>	9,351,569
Barton & Loguidice		
Base contract	\$ 39,600	
Supplemental agreement #1	<u>1,300,000</u>	1,339,600
Right-of-way acquisitions		352,500
Other Costs (i.e. Traffic Counts, Borings)		25,000
Bonding Costs and Contingency		<u>95,331</u>
Bond Ordinance		<u>\$13,500,000</u>

**ORDINANCE**

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Council Member WALCZYK, Mark. C.  
Mayor BUTLER, Jr., Joseph M.  
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 June 20, 2016, 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 Council Member \_\_\_\_\_, who moved its adoption, seconded by Council Member \_\_\_\_\_, to wit:

**BOND ORDINANCE DATED JUNE 20, 2016.**

WHEREAS, by ordinance dated September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013 March 3, 2014, October 6, 2014 and May 18, 2015, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$12,900,000 bonds of said City to pay the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$12,900,000, in and for the City of Watertown, Jefferson County, New York; and

# ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark. C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

Page 2 of 6

WHEREAS, the Council now wishes increase the estimated maximum cost of the aforesaid class of objects or purposes from \$12,900,000 to \$13,500,000, an increase of \$600,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost;

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

Section A. The title and Sections 1 and 2 of the ordinance of this Council dated and duly adopted September 6, 2011, as amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, authorizing the issuance of \$12,900,000 bonds to pay design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, at an estimated maximum cost of \$12,900,000, in and for the City of Watertown, Jefferson County, New York, are hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$13,500,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE FACTORY STREET RECONSTRUCTION, IN AND FOR SAID CITY.”

....

“Section 1. For the class of objects or purposes of paying the design and construction costs of the Factory Street reconstruction, in and for the City of Watertown, Jefferson County, New York, including related utility improvements or replacements and design and incidental expenses in connection therewith, there are hereby authorized to be issued \$13,500,000 bonds of said City pursuant to the provisions of the Local Finance Law.

# ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark. C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$13,500,000 and that the plan for the financing thereof is by the issuance of the \$13,500,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State or Federal aid or any other revenue received by the City from other sources for such class of objects or purposes.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is fifteen (15) years, pursuant to subdivision ninety-one of paragraph a of Section 11.00 of the Local Finance Law, as the aforesaid class consists of items which each have a period of at least fifteen (15) years under one or more of subdivisions 1, 3, 4, 10 or 20 of said paragraph a.”

Section B. 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.

Section C. Upon this ordinance taking effect, the same shall be published in summary 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.

**ORDINANCE**

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Council Member WALCZYK, Mark. C.  
Mayor BUTLER, Jr., Joseph M.  
Total .....

YEA	NAY

Page 4 of 6

Section D. This resolution is effective immediately.

Unanimous consent moved by Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, 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

\_\_\_\_\_, 2016  
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:

# ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark. C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

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 June 20, 2016, 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.

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

### ORDINANCE

An Ordinance Amending the Ordinance Dated September 6, 2011, as Amended November 21, 2011, January 21, 2013, July 1, 2013, March 3, 2014, October 6, 2014 and May 18, 2015, Authorizing the Issuance of \$12,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Design and Construction Costs of the Factory Street Reconstruction, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$13,500,000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark. C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on June \_\_, 2016.

---

City Clerk  
 (CORPORATE SEAL)

Ord No. 2

June 14, 2016

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

Bryan J. Donegan of I-Site Realty has submitted the above subject zone change request. The Planning Board reviewed the request at its June 7, 2016 meeting and adopted a motion by a 5-0 vote recommending that City Council approve the zone change request as submitted.

Attached is report on the zone change request prepared for the Planning Board and an excerpt from its meeting minutes.

The ordinance attached for City Council consideration approves the zone change as requested. The City Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 p.m. on Tuesday, July 5, 2016. A SEQRA resolution will be presented for City Council consideration at that meeting.

# ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

Council Member HORBACZ, Cody J.

Council Member JENNINGS, Stephen A.

Council Member MACALUSO, Teresa R.

Council Member WALCZYK, Mark C.

Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### *Introduced by*

BE IT ORDAINED where Bryan J. Donegan of I-Site Realty has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial, and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its June 7, 2016 meeting and adopted a motion recommending that City Council approve the zone change, and

WHEREAS a public hearing was held on the proposed zone change on July 5, 2016, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed zone change according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, shall be changed from Neighborhood Business to Commercial District, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the zone change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

### **Seconded by**

# I-Site Realty, LLC

PO Box 669

Alexandria Bay, New York 13607

May 20, 2016

City of Watertown Municipal Office  
Honorable Mayor and City Council  
Engineering Department, Room 30  
245 Washington Street  
Watertown, New York 13601



Re: Request for Zone Change

Dear Honorable Mayor and City Council:

I-Site Realty LLC (I-Site) hereby respectfully requests a Zone Change pertaining to property located on Bellew Avenue South in the City of Watertown designated as tax parcel 9-11-133.110. The subject property is owned by I-Site and is presently vacant.

Submitted herewith please find a copy of a survey map titled "Final Subdivision Plat prepared for I-Site Realty, LLC" dated March 17, 2014. This survey map was prepared to accompany a 2014 subdivision application that was approved on September 9, 2014. The survey map was recorded in the Jefferson County Clerk's Office on September 16, 2014 at Map File 6114. This map shows a 0.50 acre parcel of land that was acquired by I-Site in 2015 and merged with a 0.47 acre parcel acquired by I-Site in 2013 that fronts on Bellew Avenue South.

The 0.47 acre parcel acquired by I-Site in 2013 that fronts on Bellew Avenue South is located in the Neighborhood Business Zoning District. The 0.50 acre parcel acquired by I-Site in 2015 is located in the Commercial Zoning District. In order to extinguish dual zoning I-Site Realty LLC requests that the 0.47 acre portion of tax parcel 9-11-133.110 be added to the adjoining Commercial Zoning District.

Along with a check in the amount of \$100.00, enclosed please find 15 copies of the following:

- Legal description of portion to be re-zoned;
- Short Environmental Assessment Form;
- Aerial Photograph;
- Zoning Map;
- Survey map;
- Tax map.

Please let me know when the planning board will be able to review this Zoning Change Request and I will attend the meeting to answer questions.

**Bryan J. Donegan**

(315) 286 - 9358

bryan.james.donegan@gmail.com



LaFave, White & McGivern, L.S., P.C.  
LAND SURVEYORS & PHOTOGRAMMETRISTS

THERESA - BOONVILLE - ROME

I-Site Realty, LLC  
0.47 Acre Parcel

All that parcel of land located in the City of Watertown, County of Jefferson and State of New York, bounded and described as follows:

Beginning at a point in the west street boundary of Bellew Avenue South at the southeast corner of lands conveyed to Cole WG Watertown NY, LLC (Instrument 2011-00010881); and runs thence from the point of beginning in a southwesterly direction along the west street boundary of Bellew Avenue South on a curve to the right with a radius of 883.73 feet an arc distance of 137.08 feet to an existing iron pipe at the northeast corner of lands conveyed to Mike Ostrow Real Estate, LLC (Instrument 2007-00008431), said iron pipe being South 31 degrees 02 minutes West, 136.88 feet from the point of beginning; thence North 71 degrees 57 minutes 30 seconds West, 134.30 feet along the north line of said lands of Mike Ostrow Real Estate, LLC to an existing iron pipe at the southeast corner of lands conveyed to Flagship Limited Partnership (Liber 1377, Page 307); thence North 15 degrees 22 minutes 04 seconds East, 131.94 feet along the east line of lands of Flagship Limited Partnership to an existing iron pipe at the southwest corner of the aforementioned lands of Cole WG Watertown NY, LLC; thence South 72 degrees 29 minutes 17 seconds East, 171.23 feet along the south line of said lands of Cole WG Watertown NY, LLC to the point of beginning, containing 0.47 acre of land.

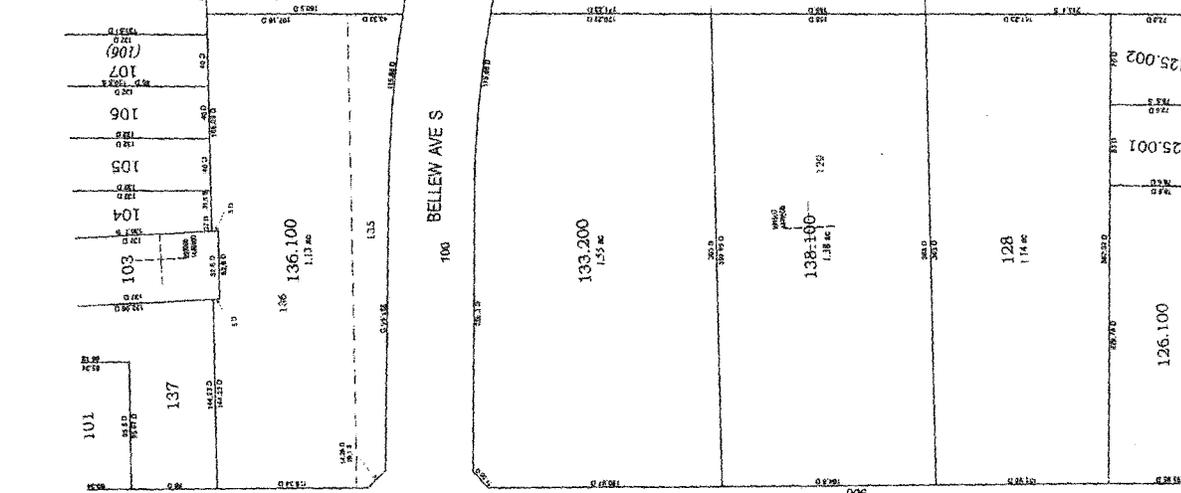
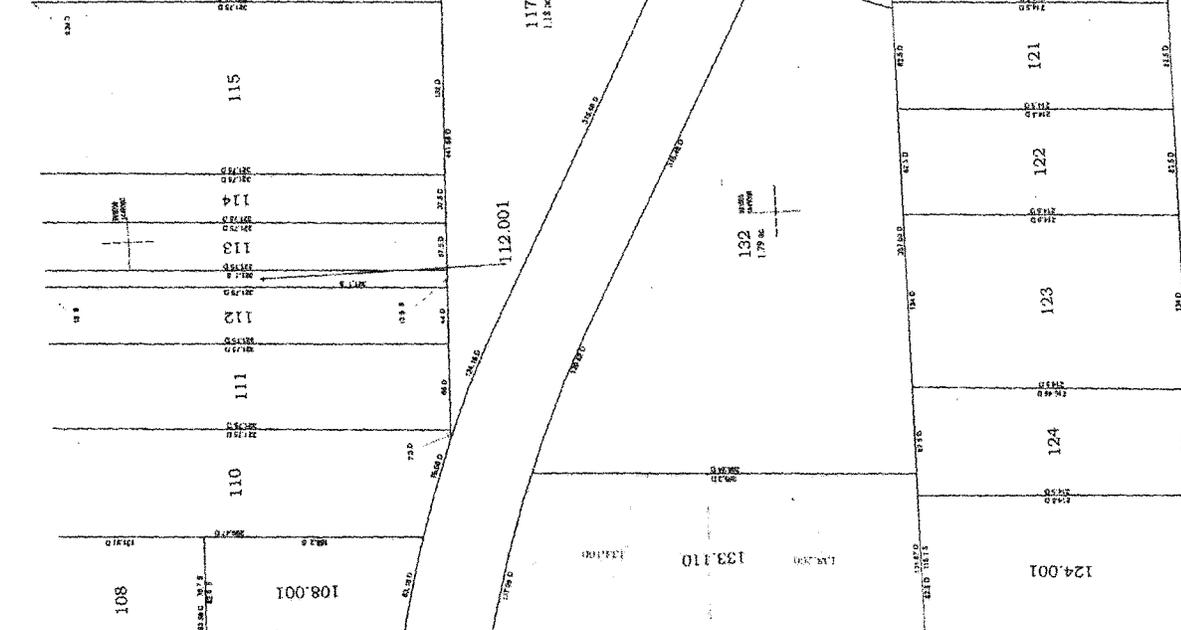
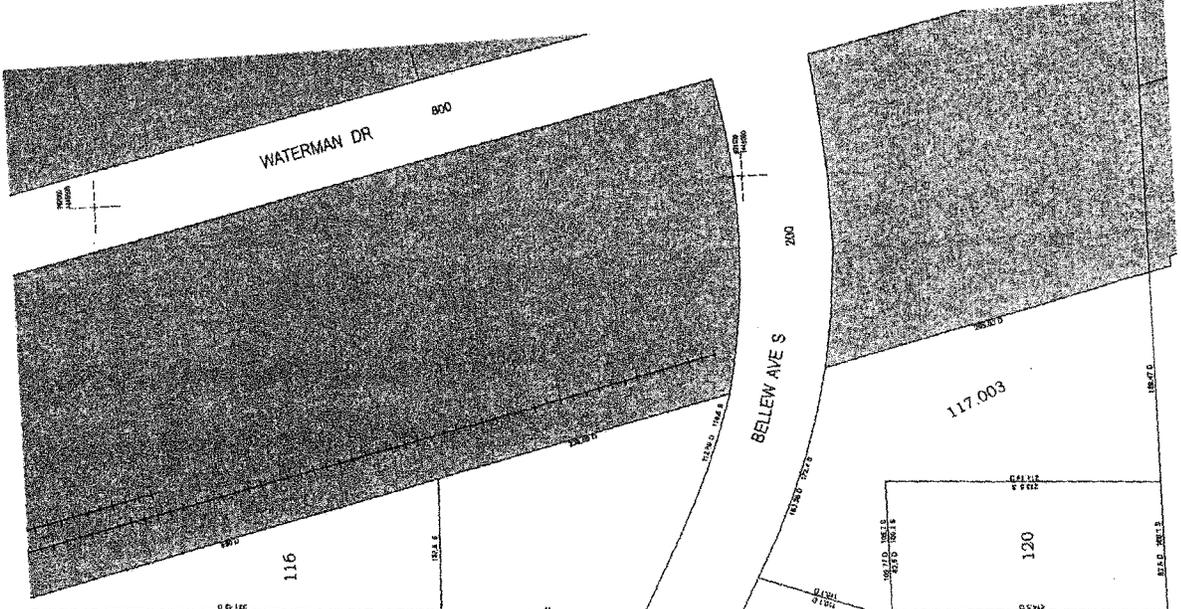
Intending to better describe and being the same as lands conveyed by Arbell, LLC to I-Site Realty, LLC by deed dated November 6, 2013 and recorded in the Jefferson County Clerk's Office on November 25, 2013 at Instrument 2013-00017753.

The above described parcel is subject to rights, covenants, easements, restrictions and rights of way of record.



File 2014I-02  
March 18, 2014





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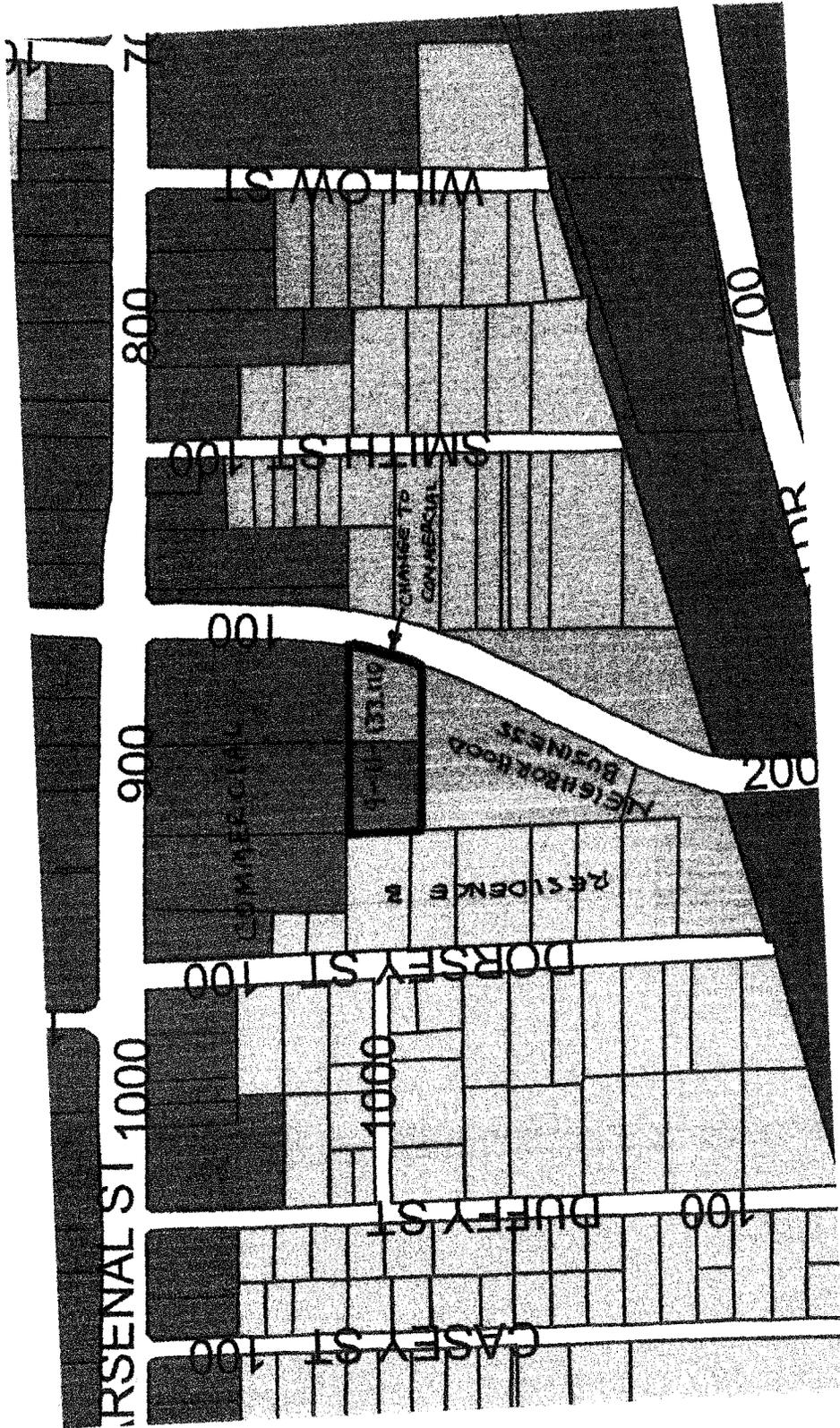
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# MEMORANDUM

CITY OF WATERTOWN, NEW YORK  
OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT  
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601  
PHONE: 315-785-7740 – FAX: 315-785-7829

TO: Planning Board Members

FROM: Michael A. Lumbis, Planning and Community Development Director

SUBJECT: Zone Change – VL Bellew Avenue South

DATE: June 2, 2016

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**Request:** To change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110, from Neighborhood Business to Commercial

**Applicant:** Bryan J. Donegan of I-Site Realty, LLC

**Owner:** I-Site Realty, LLC

**SEQRA:** Unlisted

**County review:** Yes

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**Comments:** The applicant is requesting a zone change in order to create uniform zoning on a parcel that is presently split-zoned. The western half of the parcel is already zoned Commercial. The eastern half of the parcel, fronting on Bellew Avenue South, is currently zoned Neighborhood Business. The parcel in question is bounded on the north by two Commercial-zoned parcels that both front on Arsenal Street. It is across the street from two parcels that are both zoned Residence B. To the south on Bellew Avenue S, there are Neighborhood Business districts on both sides of the street.

The applicant does not specify in his cover letter a specific future use that he seeks to establish. The City's Zone Change Application Instructions specifically require the applicant to prepare a detailed cover letter describing what the applicant seeks to accomplish, including the proposed future use of the property.

The eastern (front) half of the parcel currently consists of asphalt pavement. This existing pavement extends all the way to the front property line across the entire width of the parcel. If the applicant wishes to establish a commercial use on the property in the future, such a use would require a minimum 15-foot landscaped buffer, which the applicant would be expected to include in any potential future site plan submission. The western (rear) half is currently undeveloped and consists of a cluster of several trees and other vegetation.

**SEQR:** The applicant indicates in his response to Questions 10 and 11 that the proposed action will connect to an existing public/private water supply and to existing wastewater utilities. At this time, the only action proposed is a zone change. There is no construction, nor are there any physical alterations, proposed in this application. Therefore, there is nothing to connect to water infrastructure. The applicant should change the answers for Questions 10 and 11 to “no.”

The applicant did not sign or date the submitted Short EAF. The applicant must sign and date the revised Short EAF after making the above changes.

**Land Use Plan:** The City’s adopted Land Use Plan designates the northern half of the parcel as Commercial and the southern half as Low Density Residential. Therefore, the proposed zone change for the front portion of the parcel would be partially consistent with the Land Use Plan. It is Staff’s opinion that the area planned for Commercial use was likely measured south from Arsenal Street when the Plan was prepared in 1987, and parcel boundaries were different from what they are today.

Please refer to the attached map, prepared by City Staff, for clarification on the overlap of the Land Use Plan with present day parcel boundaries and zoning.

cc: City Council Members  
Brian Drake, Civil Engineer II  
Michael J. Bourcy, Senior Planner, Jefferson County Planning Department  
Bryan J. Donegan, I-Site Realty, LLC, P.O. Box 669, Alexandria Bay, NY 13607

**EXCERPT FROM JUNE 7, 2016  
PLANNING BOARD MEETING MINUTES**

**ZONE CHANGE  
EAST SECTION OF VL BELLEW AVENUE SOUTH – PARCEL # 9-11-133.110  
NEIGHBORHOOD BUSINESS to COMMERCIAL**

The Planning Board then considered a request submitted by Bryan J. Donegan of I-Site Realty to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110 from Neighborhood Business to Commercial.

Mr. Donegan was in attendance to represent the request. Mr. Donegan began by saying that he had been in discussion with a doctor that was interested in developing the property. Mr. Donegan then said that the doctor did not want to purchase the property from I-Site Realty unless the zoning was changed. He added that to doctor was interested in building something similar to the existing dentist's office across the street.

Mr. Donegan then said that he was confused because the previous owner of this property operated a car dealership, which the Zoning Ordinance does not permit in a Neighborhood Business District.

Mr. Polkowski replied to the applicant and said that it was possible that the previous owner had a Special Use Permit to operate a car dealership. Mr. Urda added that it was also possible that the parcel boundaries had changed in the intermittent time since the car dealership closed, which may have led to a split-zoned parcel.

Mr. Coburn then said that he wanted to address a SEQR concern identified in Staff's memorandum to the Planning Board. Mr. Coburn said that the answers to Questions 10 and 11 needed to be changed and asked if Staff had received a modified Short Environmental Assessment Form (EAF).

Mr. Urda replied that Staff had not yet received a revised EAF. Mr. Coburn explained to Mr. Donegan that these two questions dealt with water and sewer connections, and that all the Planning Board was considering today was a proposed zone change. He then advised the Mr. Donegan to submit a revised form.

Mr. Lumbis said that the applicant could submit a revised EAF anytime within the next week or so. Mr. Donegan asked if a digital copy would suffice or if Staff needed a hard copy. Mr. Urda replied that a hard copy was necessary because the applicant must sign the form.

Mr. Coburn then asked about Staff's comments in the memorandum that the applicant had not specified in his cover letter what he sought to accomplish with the requested zone change. Mr. Urda replied that Mr. Donegan had emailed Staff the previous day explaining his desire to sell the property to a doctor interested in developing the site. Mr. Urda added that this email would suffice to serve as the required written description of the request's purpose.

Ms. Fields then moved to recommend that City Council approve the zone change request submitted by Bryan J. Donegan of I-Site Realty to change the approved zoning classification of the east section of VL Bellew Avenue South, Parcel Number 9-11-133.110 from Neighborhood Business to Commercial.

The motion was seconded by Mr. Neddo and all voted in favor, except Ms. Capone who had not yet arrived at the meeting.

Public Hearing – 7:30 p.m.

June 14, 2016

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning & Community Development Director

Subject: Approving the Special Use Permit Request Submitted by Matthew R. Morgia, of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000

The City Council has scheduled a public hearing on the above subject request for 7:30 p.m. on Monday, June 20, 2016.

The City Planning Board reviewed the request at its May 3, 2016 meeting, and voted to recommend that the City Council approve the Special Use Permit.

Once the public hearing has been held, the City Council must complete Part II of the Environmental Assessment Form before voting on the resolution. If the City Council also considers the Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street as well as the Site Plan for the building additions and parking lot expansion projects when completing the environmental review, the Council will only have to respond to the questions in Part II once.

The resolution prepared for City Council consideration finds that the proposal will not have a significant effect on the environment and approves the Special Use Permit as submitted.

# RESOLUTION

Page 1 of 1

Approving the Special Use Permit Request Submitted by Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000

Council Member HORBACZ, Cody J.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Council Member WALCZYK, Mark C.  
Mayor BUTLER, Jr., Joseph M.  
Total .....

YEA	NAY

### *Introduced by*

Council Member Stephen A. Jennings

WHEREAS Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center, has made an application for a Special Use Permit to allow a parking lot as the sole use of the property located at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000.

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on May 3, 2016, and recommended that the City Council of the City of Watertown approve the request as submitted, and

WHEREAS a public hearing was held on the proposed Special Use Permit on June 20, 2016, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow a parking lot is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, that a Special Use Permit is hereby granted to Samaritan Medical Center to allow a parking lot as the sole use of the property located at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000.

**Seconded by** Council Member Teresa R. Macaluso



# CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601  
Office: (315) 785-7740 - Fax: (315) 785-7829

## Special Use Permit Application

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### APPLICANT INFORMATION

Name: Aubertine and Currier PLLC attn. Matt Morgia P.E.

Mailing Address: 522 Bradley Street Watertown, NY 13601

Phone Number: 315-782-2005

Email: mrm@aubertinecurrier.com

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### PROPERTY INFORMATION

Property Address: 150,154,158 Woodruff Street

Tax Parcel Number(s): 14-01-112.000, 14-01-113.000, 14-01-114.000

Property Owner (if not applicant): Samaritan Medical Center

If applicant is not owner or owner's representative, indicate interest in the property:

Signed Purchase Agreement (attach)       Signed Lease (attach)       None yet

Zoning District: Health Services

Land Use: Mixed use of Residential and Commercial

Required Attachments:

- 8.5x11 parcel map with property outlined with heavy black ink
- Sketch of the site drawn to an engineering scale (e.g. 1"=20')
- Completed Part I of the Environmental Assessment Form (SEQR)

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### REQUEST DETAILS

Proposed Use: Parking Area Expansion

Explain proposal (use additional 8.5x11 sheets if necessary):

Expanding the existing parking area to provide additional parking spaces for the Samaritan Medical Center located at 830 Washington Street. Additional parking is required for the proposed Cancer Center Addition and the Women's and Children's Addition.

I certify that the information provided in this application is true to the best of my knowledge.

Signature:

*Matt Morgia*

Date:

04/21/2016

December 1, 2015



# MEMORANDUM

CITY OF WATERTOWN – PLANNING OFFICE  
245 Washington Street, Suite 304, Watertown, New York 13601  
Phone: 315-785-7740 – Fax: 315-782-7829

**TO:** Planning Board Members

**FROM:** Michael A. Lumbis, Planning and Community Development Director

**SUBJECT:** Special Use Permit Approval – 150, 154, 158 Woodruff Street

**DATE:** April 28, 2016

**Request:** Special Use Permit to allow a parking lot at 150, 154, 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000, and 14-01-114.000.

**Applicant:** Matthew R. Morgia, P.E., Aubertine & Currier

**Proposed Use:** Parking lot

**Property Owner:** Samaritan Medical Center

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**Submitted:**

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8 ½” x 11” Copy of Parcel Map: Yes	A Sketch of the Site to Scale: Yes
Completed Part I of an Environmental Assessment Form: Yes	SEQRA: Unlisted Action
County Planning Board Review Required: No	

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**Comments:** The applicant proposes to build a parking lot as the sole use of the property. The parking lot would be constructed on three separate parcels, in place of three existing houses. Samaritan Medical Center owns the subject property and the parking lot will be utilized for the hospital. Since the proposed parking area is located on parcels that are separate from the parcel containing the principal use, a Special Use Permit is required.

As depicted on the plans, the parking lot does not meet setback requirements; however the applicant has applied for a variance. The applicant is requesting a variance to reduce the 20’ parking setback to 4’-2” (79.15% reduction) along the north side of Woodruff Street. The area variance would be required to accommodate 118 spaces in the new parking area. The 4’-2” parking setback would be consistent with the 4’-2” parking setback for the existing Woodruff Street North Parking which was obtained through a variance in 2002. The variance was granted contingent upon 4’ of landscaping along the front of the parking lot, landscaping around the perimeter of the lot and contingent and upon the addition of a full length curb around the perimeter of the parking lot. The 118 spaces are required to meet the 1,227 spaces required for the entire Samaritan Medical Center Complex. The ZBA is scheduled to hold a public hearing on this request at its May 18, 2016 meeting.

Site plan approval is also required for construction of the proposed parking lot. The details of the any required landscaping can be addressed during that review. The applicant has submitted site plan application materials that will also be discussed at the Planning Board meeting.

Surrounding uses include detached housing to the immediate east, and north; as well as the Samaritan Medical Center to the immediate south that will be served by the proposed parking lot and an already existing Health Services District parking lot.

Special Use permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3. Details for a special use permit for vehicle storage and off-street parking facilities are outline in Section 310-51(B).

cc: City Council Members  
Brian Drake, Civil Engineer II  
Matthew R. Morgia, P.E., Aubertine & Currier, 522 Bradley St.



## CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD  
ROOM 304, WATERTOWN CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7740

MEETING: May 3, 2016

**PRESENT:**

Larry Coburn, Chairperson  
Linda Fields  
Neil Katzman  
Anthony Neddo  
Steve Rowell  
Michelle Capone

**ALSO:**

Michael A. Lumbis, Planning & Community  
Development Director  
Jeffrey Polkowski, Planner  
Geoffrey Urda, Planner  
Brian Drake, Civil Engineer II  
Russell Randall, Deputy Fire Chief

**ABSENT:**

None

The May 3, 2016 Planning Board Meeting was called to order at 3:01 PM by Planning Board Chair Larry Coburn. Mr. Coburn called for a reading of the Minutes from the April 5, 2016 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. The motion was seconded by Mr. Katzman and all voted in favor.

**SPECIAL USE PERMIT  
150, 154, 158 WOODRUFF STREET –  
PARCEL NUMBERS 14-01-112.000, 14-01-113.000 and 14-01-114.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 150, 154 and 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Morgia, as well as Thomas Carmen and Chris Bastien of Samaritan Medical Center were in attendance to represent the request.

Mr. Polkowski noted that Samaritan Medical Center had two Special Use Permit applications as well as a Site Plan application before the Planning Board today, but that the Planning Board would not be able to act on the latter, because it still had four variance requests pending before the Zoning Board of Appeals (ZBA).

Ms. Capone then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to all a parking lot at 150, 154 and 158 Woodruff Street, Respective Parcel Numbers 14-01-112.000, 14-01-113.000 and 14-01-114.000.

Mr. Katzman seconded the motion and all voted in favor.

## Short Environmental Assessment Form

### Part 1 - Project Information

#### Instructions for Completing

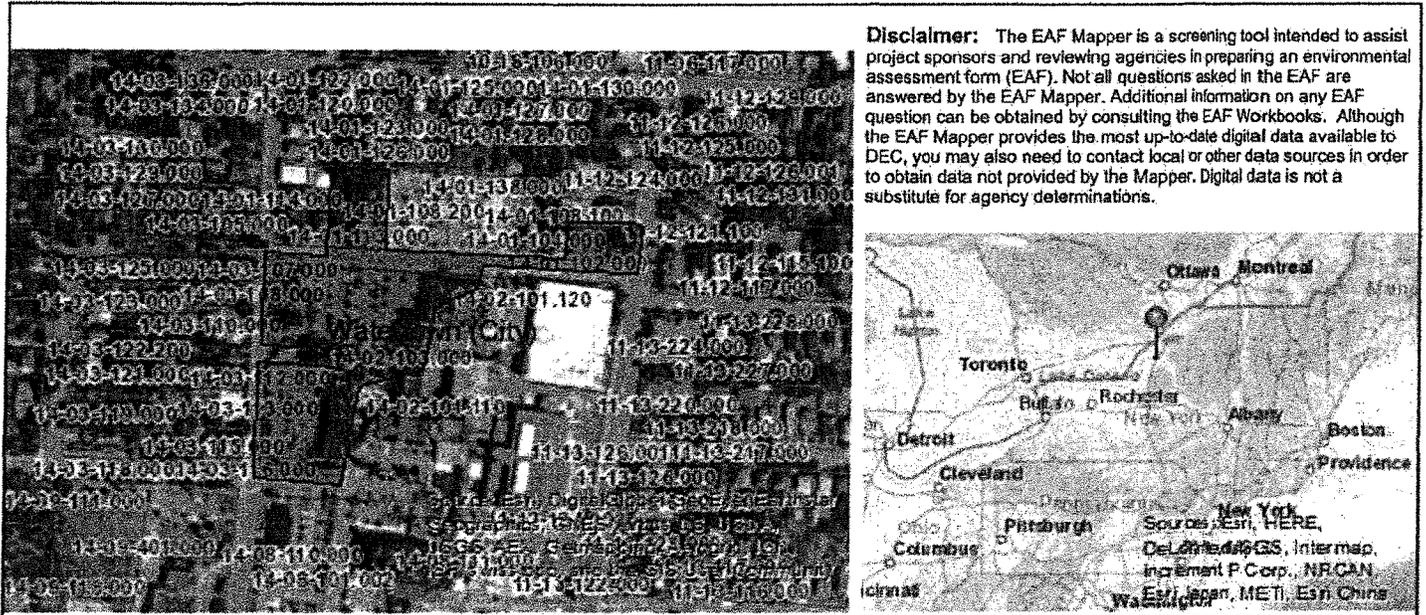
**Part 1 - Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 - Project and Sponsor Information</b>				
Name of Action or Project: Samaritan Medical Center				
Project Location (describe, and attach a location map): City of Watertown Tax Parcel No.'s 14-01-101, 14-01-102, 14-01-112, 14-01-113, 14-01-114, 14-01-139 and 14-02-101.110				
Brief Description of Proposed Action: Proposed expansion of the existing Samaritan Medical Center will include the construction of a Cancer Center Addition and parking area reconstruction, a Women's and Children's Addition and parking area reconstruction, parking area expansion on the northwest side of Woodruff St. and a new parking area located at the intersection of Woodruff St. and Washington St. Site amenities will include the construction of new sidewalks, site lighting and landscaping. Site utility construction will include the relocation of existing utilities and new utilities that include domestic water and fire service, sanitary sewer, stormwater system, gas, electric and underground fuel oil tank. The proposed action will also include an Area Variances request along Woodruff Street and Sherman Street for the construction of additional vehicle parking areas required for the proposed Cancer Center Addition and Women's and Children's Addition.				
Name of Applicant or Sponsor: Samaritan Medical Center, attn Chris Bastien		Telephone: 315-782-6866 E-Mail: cbastien@shsny.com		
Address: 830 Washington Street				
City/PO: Watertown	State: New York	Zip Code: 13601		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Area Variances from ZBA Site Plan referral from Planning Board and City Council Approval			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		3.83 acres		
b. Total acreage to be physically disturbed?		3.83 acres		
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		17.4 acres		
4. Check all land uses that occur on, adjoining and near the proposed action. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input checked="" type="checkbox"/> Other (specify): <u>Medical Center/Hospital</u> <input type="checkbox"/> Parkland				



<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p>	<p>NO</p> <p><input type="checkbox"/></p>	<p>YES</p> <p><input checked="" type="checkbox"/></p>
<p><b>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b></p> <p>Applicant/sponsor name: <u>Chris Bartles, AWP SPT Svc</u> Date: <u>3-28-16</u></p> <p>Signature: _____</p>		



**Disclaimer:** The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.

Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National Register of Historic Places]	No
Part 1 / Question 12b [Archeological Sites]	No
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	No
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	Yes

## SHORT EAF SUMMARY REPORT:

The Short EAF was completed utilizing the online NYSDEC EAF Mapper. The Mapper will provide yes or no answers to certain parts of the Short EAF. If the mapper answered yes to any of the questions, supplemental information was provided below.

### Narrative Description for Part 1; Questions 15.

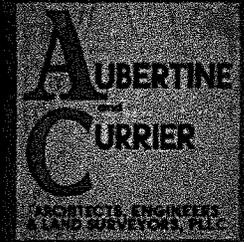
If the question was answered "yes" the proposed action or lands may contain a species of animal, or associated habitats, listed by the State or Federal government and threatened or endangered.

Reviewing several online resources including NYSDEC, NY Natural Heritage and US Fish and Wildlife Services, the project site may be in a general location that may contain threatened and endangered species. However this does not mean that they are located on the specific project site. Local municipality may have further information if the project site contains any threatened or endangered species.

### Narrative Description for Part 1; Questions 20.

If the question was answered "yes" the proposed action or lands may be within a 2,000 foot buffer of a (ongoing or completed) remediation project of hazard waste.

Reviewing the online NYSDEC Environmental Navigator, it appears that there was a Voluntary Cleanup Program Site located near the intersection of Washington Street and Chestnut Street. This site is located approximately 1,700 feet away from the proposed action.



**NYS WBE/DBE Certified**  
**SBA Women Owned**  
**Small Business (WOSB)**

[aubertinecurrier.com](http://aubertinecurrier.com)

522 Bradley Street  
Hoboken, New York 11501

Phone: 315.782.2005  
Fax: 315.782.1472

Managing Partner  
Annette M. Mason, P.E.  
Structural Engineer

Partners  
Michael L. Aubertine, R.A.  
Architect

Patrick J. Currier, R.A.  
Architect

Brian A. Jones, AIA,  
LEED AP BD+C  
Architect

Matthew R. Morgie, P.E.  
Civil Engineer

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

Agency Use Only [If applicable]

Project:

Date:

**Short Environmental Assessment Form  
Part 2 - Impact Assessment**

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept "Have my responses been reasonable considering the scale and context of the proposed action?"

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input type="checkbox"/>	<input type="checkbox"/>
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?	<input type="checkbox"/>	<input type="checkbox"/>
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?	<input type="checkbox"/>	<input type="checkbox"/>
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?	<input type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:	<input type="checkbox"/>	<input type="checkbox"/>
a. public / private water supplies?	<input type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input type="checkbox"/>	<input type="checkbox"/>
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?	<input type="checkbox"/>	<input type="checkbox"/>
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input type="checkbox"/>	<input type="checkbox"/>

Agency Use Only [If applicable]

Project:

Date:

**Short Environmental Assessment Form**  
**Part 3 Determination of Significance**

For every question in Part 2 that was answered "moderate to large impact may occur", or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.	
<input type="checkbox"/> Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.	
Name of Lead Agency	Date
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)

**PRINT FORM**

Public Hearing – 7:30 p.m.

June 14, 2016

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning & Community Development Director

Subject: Approving the Special Use Permit Request Submitted by Matthew R. Morgia, of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000

The City Council has scheduled a public hearing on the above subject request for 7:30 p.m. on Monday, June 20, 2016.

The City Planning Board reviewed the request at its May 3, 2016 meeting, and voted to recommend that the City Council approve the Special Use Permit.

If the City Council considered both Special Use Permit requests when responding to the questions in Part II of the Short Environmental Form, then it does not have to be done again.

The resolution prepared for City Council consideration finds that the proposal will not have a significant effect on the environment and approves the Special Use Permit as submitted.

# RESOLUTION

Page 1 of 1

Approving the Special Use Permit Request Submitted by Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center to Allow a Parking Lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000

Council Member HORBACZ, Cody J.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Council Member WALCZYK, Mark C.  
Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

### *Introduced by*

Council Member Stephen A. Jennings

WHEREAS Matthew R. Morgia of Aubertine & Currier, PLLC, on behalf of Samaritan Medical Center, has made an application for a Special Use Permit to allow a parking lot as the sole use of the property located at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000,

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on May 3, 2016, and recommended that the City Council of the City of Watertown approve the request as submitted, and

WHEREAS a public hearing was held on the proposed Special Use Permit on June 20, 2016, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow a parking lot is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, that a Special Use Permit is hereby granted to Samaritan Medical Center to allow a parking lot as the sole use of the property located at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

**Seconded by Council Member Teresa R. Macaluso**



# CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601  
Office: (315) 785-7740 – Fax: (315) 785-7829

## Special Use Permit Application

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### APPLICANT INFORMATION

Name: Aubertine and Currier PLLC attn. Matt Morgia P.E.

Mailing Address: 522 Bradley Street Watertown, NY 13601

Phone Number: 315-782-2005

Email: mrm@aubertinecurrier.com

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### PROPERTY INFORMATION

Property Address: 110 Woodruff Street, 724 and 728 Washington Street

Tax Parcel Number(s): 14-01-102.000, 14-01-139.000, 14-01-101.000

Property Owner (if not applicant): Samaritan Medical Center

If applicant is not owner or owner's representative, indicate interest in the property:

Signed Purchase Agreement (attach)       Signed Lease (attach)       None yet

Zoning District: Health Services

Land Use: Commercial and Vacant lots

Required Attachments:

- 8.5x11 parcel map with property outlined with heavy black ink
- Sketch of the site drawn to an engineering scale (e.g. 1"=20')
- Completed Part I of the Environmental Assessment Form (SEQR)

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### REQUEST DETAILS

Proposed Use: Parking Area

Explain proposal (use additional 8.5x11 sheets if necessary):

New parking area to provide additional parking spaces for the Samaritan Medical Center located at 830 Washington Street. Additional parking is required for the proposed Cancer Center Addition and the Women's and Children's Addition.

I certify that the information provided in this application is true to the best of my knowledge.

Signature:

*Matt Morgia*

Date:

04/21/2016

December 1, 2015



# MEMORANDUM

## CITY OF WATERTOWN – PLANNING OFFICE

245 Washington Street, Suite 304, Watertown, New York 13601

Phone: 315-785-7740 – Fax: 315-782-7829

**TO:** Planning Board Members

**FROM:** Michael A. Lumbis, Planning and Community Development Director

**SUBJECT:** Special Use Permit Approval – 110 Woodruff Street; 724 and 728 Washington Street

**DATE:** April 28, 2016

**Request:** Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

**Applicant:** Matthew R. Morgia, P.E., Aubertine & Currier

**Proposed Use:** Parking lot

**Property Owner:** Samaritan Medical Center

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### Submitted:

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8 ½" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: Yes

Completed Part I of an  
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: No

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**Comments:** The applicant proposes to build a parking lot as the sole use of the property. The parking lot would be constructed on three separate parcels, in place of three existing houses. Samaritan Medical Center owns the subject property and the parking lot will be utilized for the hospital. Since the proposed parking area is located on parcels that are separate from the parcel containing the principal use, a Special Use Permit is required.

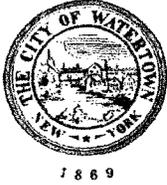
As depicted on the plans, the parking lot does not meet setback requirements; however the applicant has applied for a variance. The applicant is requesting a variance to reduce the 20' parking setback to 4'-2" (79.15% reduction) along the north side of Woodruff Street. The area variance would be required to accommodate 27 spaces in the new parking area. The 4'-2" parking setback would be consistent with the 4'-2" parking setback for the existing Woodruff Street North Parking which was obtained through a variance in 2002. The variance was granted contingent upon 4' of landscaping along the front of the parking lot, landscaping around the perimeter of the lot and contingent and upon the addition of a full length curb around the perimeter of the parking lot. The 27 spaces are required to meet the 1,227 spaces required for the entire Samaritan Medical Center Complex. The ZBA is scheduled to hold a public hearing on this request at its May 18, 2016 meeting.

Site plan approval is also required for construction of the proposed parking lot. The details of the any required landscaping can be addressed during that review. The applicant has submitted site plan application materials that will also be discussed at the Planning Board meeting.

Surrounding uses include detached housing to the immediate west, limited businesses to the north, a Health Services District office building to the immediate east; as well as the Samaritan Medical Center to the immediate south that will be served by the proposed parking lot. Further west of the subject property are additional Health Services District parking facilities.

Special Use permits require City Council approval after recommendation from the Planning Board and a Public Hearing. The procedure is outlined in Section 310.67 of the Zoning Ordinance. The standards are in Section 310-52.3. Details for a special use permit for vehicle storage and off-street parking facilities are outlined in Section 310-51(B).

cc: City Council Members  
Brian Drake, Civil Engineer II  
Matthew R. Morgia, P.E., Aubertine & Currier, 522 Bradley St.



## CITY OF WATERTOWN, NEW YORK

CITY PLANNING BOARD  
ROOM 304, WATERTOWN CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7740

MEETING: May 3, 2016

PRESENT:

Larry Coburn, Chairperson  
Linda Fields  
Neil Katzman  
Anthony Neddo  
Steve Rowell  
Michelle Capone

ALSO:

Michael A. Lumbis, Planning & Community  
Development Director  
Jeffrey Polkowski, Planner  
Geoffrey Urda, Planner  
Brian Drake, Civil Engineer II  
Russell Randall, Deputy Fire Chief

ABSENT:

None

The May 3, 2016 Planning Board Meeting was called to order at 3:01 PM by Planning Board Chair Larry Coburn. Mr. Coburn called for a reading of the Minutes from the April 5, 2016 Planning Board Meeting. Ms. Fields made a motion to accept the minutes as written. The motion was seconded by Mr. Katzman and all voted in favor.

### **SPECIAL USE PERMIT**

**724 AND 728 WASHINGTON STREET AND 110 WOODRUFF STREET –  
PARCEL NUMBERS 14-01-139.000, 14-01-101.000 and 14-01-102.000**

The Planning Board then considered a request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

Mr. Morgia, as well as Thomas Carmen and Chris Bastien of Samaritan Medical Center were in attendance to represent the request.

Ms. Capone then moved to recommend that City Council approve the request submitted by Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC on behalf of Samaritan Medical Center for a Special Use Permit to allow a parking lot at 724 and 728 Washington Street and 110 Woodruff Street, Respective Parcel Numbers 14-01-139.000, 14-01-101.000 and 14-01-102.000.

Ms. Fields seconded the motion and all voted in favor.

June 14, 2016

To: The Honorable Mayor and City Council  
From: Michael A. Lumbis, Planning & Community Development Director  
Subject: Appointment to the Watertown Local Development Corporation Board

Article III of the Watertown Local Development Corporation's (WLDC) Bylaws defines the membership of the WLDC's Board of Directors. Membership includes the Mayor, the CEO of the Jefferson County Industrial Development Agency, a representative of Empire State Development Corporation, representatives from local banks and a representative of low and middle income groups in the City. In addition, one of the members is a person appointed by the City Council.

Kenneth Mix, the former Planning and Community Development Coordinator, was appointed to serve on the WLDC Board by the City Council on July 16, 2012. Mr. Mix appointed me as his alternate on December 4, 2012.

Prior to Mr. Mix's retirement, I was attending meetings to become familiar with the WLDC Board and since his retirement, I have been serving as a voting member of the Board as his designee. During that time, I have found the experience of serving on the Board to be enjoyable and professionally rewarding.

Now that he has retired, the City Council will have to appoint a replacement for Mr. Mix. If the City Council wishes to have me continue to serve on the Board, or if someone different is selected, staff will prepare a resolution for the July 5, 2016 City Council meeting accordingly.



**CITY OF WATERTOWN, NEW YORK  
PARKS & RECREATION DEPARTMENT**

Watertown Municipal Arena  
600 William T. Field Drive  
Watertown, New York 13601  
parksrec@watertown-ny.gov  
Phone (315) 785-7775 • Fax (315) 785-7776



ERIN E. GARDNER  
Superintendent

June 14, 2016

To: Sharon Addison, City Manager

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Reduction or Waiver of \$200.00 fee for North Country Family Health Center, Inc.

A request has been received to reduce or waive the \$200.00 fee for the use of the pavilion at Thompson Park for their staff appreciation and team building event. I do not recommend reducing or waiving this fee. Assistant Superintendent Weller will be present at the Council Meeting to answer any questions.



North Country Family Health Center, Inc.  
238 Arsenal Street Watertown, NY 13601  
phone: 315.782.9450 FAX: 315.782.2643

NoCoFamilyHealth.org



*cc: City Manager*

June 1, 2016

City Council Members  
City Hall  
245 Washington St., Rm 302A  
Watertown, New York 13601

Dear Council Members:

We are writing to request a reduction or waiver of the \$200 fee for use of the pavilion at Thompson Park.

We are a not-for-profit agency and wish to use the space on August 19, 2016 for a staff appreciation and team building event to celebrate National Community Health Center Week. North Country Family Health Center has been a part of the Watertown community for 40 plus years. Our mission is to improve the health, wellness, and quality of life of individuals in our community by providing accessible, high quality, affordable, patient centered, and integrated health services.

We hope you will consider our request.

Best Regards,

A handwritten signature in black ink, appearing to read 'Joey M. Horton'.

Joey M. Horton,  
Executive Director  
JMH:ml

June 14, 2016

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Sales Tax Revenue – May 2016

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to May 2015, this month's sales tax revenue on an actual to actual basis is up \$59,625 or 4.63%. In comparison to the original budget projection for the month, sales tax is up \$26,128 or 1.98%.

The year-to-date actual receipts are down \$123,850 or 0.80% while the year-to-date receipts on a budget basis are down \$524,269 or 3.32%. Year-to-date sales tax revenue is at \$15,278,872.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2011-12, 2012-13, 2013-14 and 2014-15 have been included for historical perspective.

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Variance</u>	<u>% Inc/(Dec) to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 96,496	6.83%		
August	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 246,834	19.78%		
September	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ (523,169)	-23.71%	(179,839)	-3.69%
October	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ 1,339,731	\$ (66,043)	-4.70%		
November	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ 1,375,619	\$ (22,783)	-1.63%		
December	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ 1,351,562	\$ (189,164)	-12.28%	(277,990)	-6.40%
January	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ 1,332,286	\$ 71,051	5.63%		
February	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ 1,084,467	\$ 25,146	2.37%		
March	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ 1,426,339	\$ 131,266	10.14%	227,462	6.29%
April	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ 1,333,096	\$ 46,891	3.65%		
May	\$ 1,224,057	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ 1,348,173	\$ 59,625	4.63%		
June	\$ 2,029,525	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ -	\$ -		106,517	2.48%
YTD	\$ 17,215,066	\$ 17,247,801	\$ 17,017,001	\$ 17,129,685	\$ 15,278,872	\$ (123,850)	-0.80%		

Original Budget

	<u>2015-16</u>	<u>Actual 2015-16</u>	<u>Variance</u>	<u>%</u>		
July	\$ 1,449,558	\$ 1,509,325	\$ 59,767	4.12%		
August	\$ 1,280,396	\$ 1,494,788	\$ 214,392	16.74%		
September	\$ 2,264,021	\$ 1,683,486	\$ (580,535)	-25.64%	(306,376)	-6.13%
October	\$ 1,442,320	\$ 1,339,731	\$ (102,589)	-7.11%		
November	\$ 1,434,756	\$ 1,375,619	\$ (59,137)	-4.12%		
December	\$ 1,580,780	\$ 1,351,562	\$ (229,218)	-14.50%	(390,944)	-8.77%
January	\$ 1,294,023	\$ 1,332,286	\$ 38,263	2.96%		
February	\$ 1,086,860	\$ 1,084,467	\$ (2,393)	-0.22%		
March	\$ 1,328,741	\$ 1,426,339	\$ 97,598	7.35%	133,468	3.60%
April	\$ 1,319,641	\$ 1,333,096	\$ 13,455	1.02%		
May	\$ 1,322,045	\$ 1,348,173	\$ 26,128	1.98%		
June	\$ 1,771,860	\$ -	\$ -		39,582	0.90%
YTD	\$ 17,575,000	\$ 15,278,872	\$ (524,269)	-3.32%		