

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, January 3, 2011, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Designating Depositories of City Funds for 2011
- Resolution No. 2 - Readopting Fiscal Year 2010-11 General Fund Budget
- Resolution No. 3- Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees
- Resolution No. 4 - Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program
- Resolution No. 5 - Approving the Site Plan for the Construction of a 1,800 Square Foot Gas Pump Canopy Addition and Related Grading and Paving Improvements Located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120

ORDINANCES

- Ordinance No. 1 - Amending City Municipal Code § 293, Vehicles and Traffic
- Ordinance No. 2 - An Ordinance Amending the Ordinance Dated July 6, 2010, Authorizing the Issuance of \$390,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of Riggs Avenue, Including Street, Sidewalks, Storm Sewer, Water Main and Sanitary Sewers, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$430,000

Ordinance No. 3 - An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

LOCAL LAW

PUBLIC HEARING

7:30 p.m. Resolution - Establishing Assessment Charge for Sidewalks, Spring and Fall 2011 Pursuant to Section 93 of the City Charter

OLD BUSINESS

Tabled - Naming of Street and Approving Addition to the City of Watertown's Local Highway Inventory

STAFF REPORTS

1. City Manager's and City Clerk's Annual Review
2. Woodruff Professional Group, LLC, February 10, 2006 Letter to the City Manager
3. Letter from Elizabeth C. Fipps, Fort Drum Regional Liaison Organization
4. Tree Watertown 2010 Annual Report

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS TUESDAY, JANUARY 18, 2011.

Res No. 1

December 28, 2010

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

In accordance with City Charter section 30 City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2011 through December 31, 2011.

RESOLUTION

Page 1 of 1

Designating Depositories of
City Funds for 2011

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

YEA	NAY

Introduced by

WHEREAS Section 30 of the City Charter requires the City Council to designate each year at its first meeting some incorporated bank or banks or trust company located in the City of Watertown for the deposit of all moneys belonging to the City,

NOW THEREFORE BE IT RESOLVED that the following banks be and they are hereby designated as depositories of the City of Watertown, New York for the year beginning January 1, 2011 and ending December 31, 2011:

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

And,

BE IT FURTHER RESOLVED that Community Bank, N.A., HSBC Bank USA, Key Bank and WSB Municipal Bank each be required to either execute a bond, deliver to the City of Watertown, New York approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to TWENTY MILLION DOLLARS (\$20,000,000).

Seconded by

Res No. 2

December 28, 2010

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Fiscal Year 2010-11 General Fund Budget Re-Adoption

Included in the FY 2010-11 General Fund Budget for Transfers to the Capital Project Fund was funding for the sidewalk construction costs associated with the sidewalk special assessment district Nos. 6 and 7 in the amount of \$100,000. District #6 has been completed and now the City is looking to start District #7.

The City's share of the District #6 costs was approximately \$26,000 leaving a budget balance of \$74,000 to cover the City's share of the District #7 costs. However the projected City share of the District #7 costs is \$102,465. City Council can fund the \$28,465 deficit by:

- Increasing the per square foot charge to the property owner by \$1.50 to \$6.75 thus raising \$27,867 (every \$0.25 per square foot increase results in \$4,645 in additional revenue)
- Appropriating funds in FY 2011-12 budget towards District #7 as the district will be spanning two fiscal years and will not need the full amount of the projected deficit by June 30, 2011
- Transferring appropriations within the General Fund to increase the Transfer to Capital Fund line item
- Re-adopting the General Fund budget and appropriating additional fund balance

Based upon the discussion held at the November 15th City Council meeting the deficit was to be funded from the General Fund. There are currently no known line items that could generate the budget savings necessary to allow a supplemental transfer of appropriations to cover the projected shortfall. Accordingly a resolution to re-adopt the Fiscal Year 2010-11 General Fund Budget to appropriate an additional \$28,465 has been prepared for City Council consideration. Any change to the per square foot charge for the sidewalk assessment program would reduce the amount of the budget re-adoption.

RESOLUTION

Page 1 of 1

Readopting Fiscal Year 2010-11
General Fund Budget

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

YEA	NAY

Introduced by

WHEREAS on June 7, 2010 the City Council passed a resolution adopting the Budget for Fiscal Year 2010-11, of which \$36,193,378 was appropriated for the General Fund, and

WHEREAS on January 3, 2011 the City Council was presented with an analysis of the estimated costs of the District #7 Sidewalk Assessment District which indicated that the remaining budgeted appropriation for the City’s share of the costs of the Sidewalk Assessment District #7 was underfunded by \$28,465,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the General Fund Budget for Fiscal Year 2010-11 in the total amount of \$ 36,221,843 and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted General Fund Budget.

<u>Revenues</u>		
Appropriated Fund Balance		<u>\$ 28,465</u>
Total		<u>\$ 28,465</u>
 <u>Expenditures</u>		
A 9950.0900	Transfer to Capital Fund	<u>\$ 28,465</u>
Total		<u>\$ 28,465</u>

Seconded by

Res No. 3

December 30, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

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

In conformity with the requirements of the New York State Housing Law and the United States Housing Act, the City Council of the City of Watertown is being asked to approve salary increases for the employees of the Watertown Housing Authority (WHA). By correspondence dated December 29, 2010, the City was notified that the Watertown Housing Authority Board adopted a resolution establishing the cost of living increase for all employees at two and one half percent (2.5%) for calendar year 2011.

In addition to approving the cost of living increases for the WHA employees, the Board of also approved changes to four positions. Michael Robare, Executive Director of the Watertown Housing Authority has provided a justification letter, a copy of which is attached, for the four positions that are being changed and for the two and one-half percent cost of living adjustment. As you can see from his letter, with the consolidation of positions, the proposed salary changes will still bring the salaries for the organization in \$80,000 less than 2010.

A resolution approving the recommended two and one-half percent (2.5%) cost of living increase for all employees of the Watertown Housing Authority is attached for City Council review. A copy of the 2011 salary schedules for the WHA is attached for your review. Mr. Robare will be present at Monday's City Council meeting should the Council have any further questions regarding the WHA's recommendations.

RESOLUTION

Page 1 of 1

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

Introduced by

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

YEA	NAY

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

WHEREAS the Watertown Housing Authority has reported that based on a comparability review of salaries for their employees with prevailing local government salaries, it is the desire of the Watertown Housing Authority Board to authorize a two and one-half percent (2.5%) cost of living increase for all employees effective January 1, 2011, and

WHEREAS by resolution adopted on December 22, 2010, the Watertown Housing Authority Board approved a two and one-half percent (2.5%) cost of living increase for all employees, effective January 1, 2011, by modification to its existing Administrative and Maintenance salary structures, and

WHEREAS by resolution adopted on December 22, 2010, the Watertown Housing Authority adopted a resolution making changes to titles, duties and/or work hours and amending the salary structure for four positions within the organization,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2011 salary structure for all employees of the Watertown Housing Authority which contains amendments to the salaries for four positions and also includes a two and one-half percent (2.5%) cost of living increase, effective January 1, 2011, said salary structures for 2011 are attached and made part of this resolution and

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

Seconded by

Step System (Administration) that will become effective January 1, 2011

Watertown Housing Authority

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

2011 COLA = 2.5%

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

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
MANAGEMENT EMPLOYEES								
Exec. Asst. / Asst. Ex. Dir. (Salary)	\$38,254	\$39,593	\$40,979	\$42,413	\$43,897	\$45,434	\$47,024	\$48,670
Exec. Asst. / Asst. Ex. Dir. (Hourly)	\$21.02	\$21.75	\$22.52	\$23.30	\$24.12	\$24.96	\$25.84	\$26.74
Mod. & Maint. Manager (Salary)	\$46,493	\$48,120	\$49,804	\$51,548	\$53,352	\$55,219	\$57,152	\$59,152
Mod. & Maint. Manager (Hourly)	\$25.55	\$26.44	\$27.37	\$28.32	\$29.31	\$30.34	\$31.40	\$32.50
Occ. Supervisor (Salary)	\$38,970	\$40,334	\$41,746	\$43,207	\$44,719	\$46,284	\$47,904	\$49,581
Occ. Supervisor (Hourly)	\$21.41	\$22.16	\$22.94	\$23.74	\$24.57	\$25.43	\$26.32	\$27.24
Accounting Supervisor (Salary)	\$40,980	\$42,414	\$43,898	\$45,435	\$47,025	\$48,671	\$50,374	\$52,137
Accounting Supervisor (Hourly)	\$22.52	\$23.30	\$24.12	\$24.96	\$25.84	\$26.74	\$27.68	\$28.65
NON - MANAGEMENT EMPLOYEES								
Occupancy Clerks								
Clerks (Salary)	\$23,339	\$24,156	\$25,001	\$25,876	\$26,782	\$27,719	\$28,690	\$29,694
Clerks (Hourly)	\$12.82	\$13.27	\$13.74	\$14.22	\$14.72	\$15.23	\$15.76	\$16.32
Senior Occupancy Clerks								
Senior Clerks (Salary)	\$25,818	\$26,721	\$27,656	\$28,624	\$29,626	\$30,663	\$31,736	\$32,847
Senior Clerks (Hourly)	\$14.19	\$14.68	\$15.20	\$15.73	\$16.28	\$16.85	\$17.44	\$18.05
Account Clerk								
Acct. Clerk (Salary)	\$26,533	\$27,462	\$28,423	\$29,418	\$30,448	\$31,513	\$32,616	\$33,758
Acct. Clerk (Hourly)	\$14.58	\$15.09	\$15.62	\$16.16	\$16.73	\$17.31	\$17.92	\$18.55
Senior Account Clerk								
Senior Account Clerk (Salary)	\$30,749	\$31,825	\$32,939	\$34,092	\$35,285	\$36,520	\$37,798	\$39,121
Senior Account Clerk (Hourly)	\$16.89	\$17.49	\$18.10	\$18.73	\$19.39	\$20.07	\$20.77	\$21.50
Tenant Relations Coord.								
Ten. Rel. Coord. (Salary)	\$28,167	\$29,153	\$30,174	\$31,230	\$32,323	\$33,454	\$34,625	\$35,837
Ten. Rel. Coord. (Hourly)	\$15.48	\$16.02	\$16.58	\$17.16	\$17.76	\$18.38	\$19.02	\$19.69
Modernization Aide								
Mod. Aide (Salary)	\$28,741	\$29,747	\$30,788	\$31,865	\$32,981	\$34,135	\$35,330	\$36,566
Mod. Aide (Hourly)	\$15.79	\$16.34	\$16.92	\$17.51	\$18.12	\$18.76	\$19.41	\$20.09
Information Tech. Specialist								
Info. Tech. Specialist (Salary)	\$35,548	\$36,792	\$38,080	\$39,413	\$40,792	\$42,220	\$43,698	\$45,227
Info. Tech. Specialist (Hourly)	\$19.53	\$20.22	\$20.92	\$21.66	\$22.41	\$23.20	\$24.01	\$24.85
Stock Attendant								
Stock Attendant (Salary)	\$28,000	\$28,980	\$29,995	\$31,045	\$32,131	\$33,256	\$34,420	\$35,624
Stock Attendant (Hourly)	\$13.46	\$13.93	\$14.42	\$14.93	\$15.45	\$15.99	\$16.55	\$17.13
Building Inspector								
Building Inspector (Salary)	\$37,108	\$38,407	\$39,751	\$41,142	\$42,582	\$44,073	\$45,615	\$47,212
Building Inspector (Hourly)	\$17.84	\$18.46	\$19.11	\$19.78	\$20.47	\$21.19	\$21.93	\$22.70

Step System (Maintenance) that will become effective January 1, 2011

Watertown Housing Authority

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

2011 COLA = 2.5%

Step Increase (%) = 1.035	2008	2009	2010	2011	2012	2013	2014	2015	2016
	<u>COLA</u>								
	1.035	1.025	1.030	1.025	1.000	1.000	1.000	1.000	1.000

POSITION	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10
<u>Painters/Cleaners</u>										
Painters & Cleaners (Salary)	\$23,926	\$24,763	\$25,630	\$26,527	\$27,455	\$28,416	\$29,411	\$30,440	\$31,506	\$32,608
Painters & Cleaners (Hourly)	\$11.50	\$11.91	\$12.32	\$12.75	\$13.20	\$13.66	\$14.14	\$14.63	\$15.15	\$15.68
<u>Building Maintenance Worker</u>										
Building Maintenance (Salary)	\$26,297	\$27,217	\$28,170	\$29,156	\$30,176	\$31,232	\$32,326	\$33,457	\$34,628	\$35,840
Building Maintenance (Hourly)	\$12.64	\$13.09	\$13.54	\$14.02	\$14.51	\$15.02	\$15.54	\$16.09	\$16.65	\$17.23
<u>Crew Chief</u>										
Crew Chief (Salary)	\$33,622	\$34,799	\$36,017	\$37,277	\$38,582	\$39,932	\$41,330	\$42,776	\$44,274	\$45,823
Crew Chief (Hourly)	\$16.16	\$16.73	\$17.32	\$17.92	\$18.55	\$19.20	\$19.87	\$20.57	\$21.29	\$22.03

Watertown Housing AUTHORITY



December 29, 2010

East Hills

Maywood
Terrace

Skyline
Apartments

Hilltop
Towers

Midtown
Towers

LeRay St.
Apartments

Meadowbrook
Apartments

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

Re: Annual Salary Comparability Approval by City Council

Dear Ms. Corriveau:

As required by the New York State Public Housing Law and the New York State Housing Act, the City Council of the City of Watertown needs to approve the salary structure (i.e. step system) for the Watertown Housing Authority (WHA) employees based on the comparability with prevailing local government wages. I am enclosing the most recently adopted step system that will become effective January 1, 2011 for the WHA employees.

At its regular meeting that was held at Midtown Towers, 142 Mechanic Street, Watertown, New York on Wednesday, December 22, 2010, the WHA Board approved a 2.5% cost of living adjustment effective January 1, 2011. In addition, the WHA Board approved changes to four of the positions which are highlighted in yellow in the step system. I will provide a separate justification letter for the changes and for the cost of living increase.

The WHA Board is requesting a resolution by the City Council of Watertown approving the 2.5% cost of living adjustment effective January 1, 2011 and approving the salary changes as submitted. A copy of the WHA's Board resolution and salary structure are enclosed for your review.

Sincerely,

Michael Robare
Executive Director



Providing Decent, Safe and Affordable Housing

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251
FAX: 315-782-9394 • www.WHANY.org

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

Resolution #2010-29

The following Resolution was moved by Nickolas Darling, seconded by Jason Burto and unanimously carried:

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve a 2.5% Cost of Living increase for all Watertown Housing Authority employees effective January 1st, 2011.

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority of December 22nd, 2010, and that said meeting was regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 22nd day of December, 2010.

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Michael Robare, Executive Director

Watertown Housing AUTHORITY



December 29, 2010

East Hills

Maywood
Terrace

Skyline
Apartments

Hilltop
Towers

Midtown
Towers

LeRay St.
Apartments

Meadowbrook
Apartments

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

Re: Annual Salary Comparability Approval by City Council (Justification Letter)

Dear Ms. Corriveau:

I am writing this letter hopefully to provide some clarification on the salary changes and a justification for the 2.5% cost of living adjustment effective January 1, 2011. First, let me state that the housing authority has gone through some major changes as it relates to personnel. This year alone, we have 6 people retiring and are only replacing them with 3 individuals. We have organized ourselves in-house and have become really efficient at what we do. We also took into consideration the information provided by Fox Lawson and Associates in their salary study. Four changes that we made right away are as follows:

- 1) Creation of an Executive Assistant position and we will be ultimately eliminating the Assistant Executive Director title. The salary range is less than what was previously approved by the council.
- 2) The salary range for Modernization/Maintenance Manager has been increased to accommodate the responsibilities of the department. This range is still significantly lower than what was recommended in the Fox Lawson study.
- 3) Creation of Accounting Supervisor position and eliminating Principal Account Clerk. This should have been done a long time ago based on the job requirements. The salary is commensurate with the title and duties.
- 4) Finally, the Inspector salary range was increased because we added some additional job responsibilities and we have increased the time from a 35 hour work week to a 40 hour work week. This person will be doing a lot of the duties of the former crew chiefs whom we are not replacing.

The overall impact with these changes, with the cost of living adjustment, and if everyone gets a step increase is still \$80,000 less than the previous year.

Sincerely,

Michael Robare
Executive Director



Providing Decent, Safe and Affordable Housing

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251
FAX: 315-782-9394 • www.WHANY.org

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

Resolution #2010-32

The following Resolution was moved by Margaret Farone, seconded by Jason Burto and unanimously carried:

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve the following changes to titles:

1. Creation of Executive Assistant position
2. Creation of Accounting Supervisor position eliminating Principal Account Clerk
3. Modifying Building Inspector specifications and increasing the position to a 40 hour work week

And also approve the salary structure as submitted per the attachment effective January 1, 2011.

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority of December 22nd, 2010, and that said meeting was regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 22nd day of December, 2010.

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Michael Robare, Executive Director

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program

The New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson. The County has asked the City to assist them by providing this transportation service for the seniors within the CitiBus service area.

Attached for City Council consideration is an Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging. Under the terms of this Agreement, the City will provide transportation services, through our CitiBus program to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare and nutrition services. The Agreement is for the term January 1, 2011 to March 31, 2011, at a cost not-to-exceed \$4,605.00.

A resolution approving the Agreement between the City of Watertown and the County of Jefferson, acting through the Jefferson County Office for the Aging, has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Agreement Between the City of Watertown and the County of Jefferson, AAA Transportation Program

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

Total

YEA	NAY

Introduced by

WHEREAS the New York State Office for the Aging has agreed to provide State and Federal funds to the County of Jefferson to furnish specified transportation services to certain elderly residents within the County of Jefferson, and

WHEREAS Jefferson County, acting through the Jefferson County Office for the Aging, wishes to enter into an Agreement with the City of Watertown to provide this service within the Citibus service area, and

WHEREAS the Agreement is to provide transportation services, through our CitiBus program, to residents of Jefferson County who are sixty years of age or older to enable them to access and receive health, welfare and nutrition services, and

WHEREAS the term of this Agreement is from January 1, 2011 through March 31, 2011, at a cost not-to-exceed \$4,605.00,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the Agreement between the City of Watertown and Jefferson County, acting through the Jefferson County Office for the Aging, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that the City Manager, Mary M. Corriveau, is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

Seconded by

AGREEMENT

This Agreement, made the ___ day of _____, 20___, by and between

THE COUNTY OF JEFFERSON, a municipal corporation of the State of New York, with principal offices located at 195 Arsenal Street, Watertown, New York 13601. (hereinafter referred to as "**COUNTY**"), acting through the Jefferson Office for the Aging, (hereinafter referred to as "**OFA**"),

- and -

THE CITY OF WATERTOWN, a municipal corporation of the State of New York with a principal place of business located at 245 Washington Street, Watertown, New York 13601 (hereinafter referred to as "**CONTRACTOR**") (COUNTY and CONTRACTOR are hereinafter collectively referred to as "the Parties").

WITNESSETH:

WHEREAS, New York State Office for Aging has agreed to provide State and Federal funds to COUNTY from certain grant programs pursuant to Section 541 of the Executive Law of the State of New York; New York State and any amendments thereto; and

WHEREAS, OFA is charged with the responsibility of administering the AAA Transportation Program in the County of Jefferson, State of New York; and

WHEREAS, COUNTY desires to contract with CONTRACTOR for the furnishing of specified transportation services to certain elderly residents within the County of Jefferson; and

WHEREAS, CONTRACTOR is able to and desires to provide the aforesaid services to COUNTY,

NOW, THEREFORE, In consideration of the mutual promises and covenants contained herein, the Parties agree as follows:

SECTION 1. DEFINITIONS

For the purposes of this Agreement, the following terms shall have the meanings indicated:

NYSOFA	The New York State Office for the Aging.
PARTICIPANT	A resident the County of Jefferson New York who is sixty years of age or older and who is otherwise eligible to receive services under Title III of the Older Americans Act as amended, or under Section 541 of the New York Executive Law.
SERVICES	The provision of transportation and escort services within CONTRACTORS existing service area to PARTICIPANTS who require transportation to enable them to access and receive health, welfare and nutrition services.

References in this Agreement to the singular shall be deemed to include the plural; references to the male gender shall be deemed to include the female gender; and references to an individual shall be deemed to include other legal entities where the context so indicates.

SECTION 2. TERM OF AGREEMENT

This Agreement shall take effect on January 1, 2011, and is for the period of January 1, 2011 through and including March 31, 2011.

SECTION 3. TERMINATION

This Agreement may be terminated by either party at any time upon thirty (30) day written notice to the other party. Said thirty (30) day period shall commence on the date such notice is actually received by the other party.

SECTION 4. CONTRACTOR REPRESENTATIONS AND ACKNOWLEDGMENTS

CONTRACTOR represents that it is fully licensed (to the extent required by law), experienced and properly qualified to perform the SERVICES as provided under this Agreement and that it is properly permitted, staffed, trained, equipped, organized and financed to perform such SERVICES.

CONTRACTOR hereby acknowledges that it is aware that COUNTY will rely upon the accuracy of information supplied by CONTRACTOR pursuant to this Agreement in submitting claims for reimbursement from government sources. CONTRACTOR also acknowledges that it is aware that there are significant penalties for submitting false information to governmental agencies, including the possibility of fines and imprisonment. CONTRACTOR shall be responsible for any monetary fine, penalty or sanction imposed upon COUNTY, its officers, employees and agents as a consequence of the use by COUNTY of false information submitted to the COUNTY by CONTRACTOR, unless it is shown the COUNTY had actual prior knowledge of the falsity of such information.

CONTRACTOR represents that it is not a sectarian organization and does not have as one of its purposes the advancement of a particular religion. CONTRACTOR further represents and promises that funds received pursuant to this Agreement shall not be utilized for sectarian purposes and CONTRACTOR shall not engage in the promotion or advancement of any particular religious practices during the performance of its duties under this Agreement.

SECTION 5. GENERAL STATEMENT OF SERVICES AND RESPONSIBILITIES

CONTRACTOR shall provide all necessary and appropriate facilities, personnel, equipment, and supplies, including, but not limited to licensed drivers (operating and supervisory), insurance, fuel and oil, to render SERVICES to PARTICIPANTS.

SECTION 6. RECORD KEEPING; AUDIT AND INSPECTION

CONTRACTOR agrees to maintain books, records, documents, and other evidence and accounting procedures and practices which sufficiently and properly reflect all direct and indirect costs of any nature expended in the performance of this agreement. These records shall be subject at all reasonable times for inspection, review or audit by State personnel and other personnel duly authorized by COUNTY. CONTRACTOR agrees to collect statistical data of a fiscal nature on a regular basis and to make fiscal and

statistical reports at times prescribed by and on forms furnished by COUNTY through the Office for Aging and duly authorized by the State Office for Aging.

CONTRACTOR agrees to maintain program and statistical records and to produce program narrative and statistical data at times as prescribed by, and on forms furnished by OFA. Upon reasonable request, CONTRACTOR shall provide COUNTY, NYSOFA and/or the United States government with other reports concerning SERVICES provided pursuant to this Agreement.

CONTRACTOR agrees to retain all books, records, and other documents relevant to this agreement for six (6) full years after final payment. Federal and/or State auditors and any persons duly authorized by COUNTY shall have full access to and the right to examine any of said materials during said period.

CONTRACTOR shall have its premises open for inspection by officials of OFA and/or COUNTY, State of New York, and/or the United States Government at any time during normal business hours.

SECTION 7. GRIEVANCE PROCEDURES

Should PARTICIPANTS, family members or care givers, express dissatisfaction with or be denied SERVICES, CONTRACTOR shall immediately undertake to informally resolve the complaint. Should any such matter not be satisfactorily resolved, CONTRACTOR shall notify the individual of his right to file a formal written grievance in accordance with OFA's Grievance Procedures, which are outlined in **Appendix "A"** and which by this reference are made a part of this Agreement. CONTRACTOR shall post the Grievance Procedures in a prominent location at the SERVICE delivery site. All staff of CONTRACTOR providing SERVICES are to be instructed concerning these grievance procedures and must verbally inform unsatisfied PARTICIPANTS, family members or care givers of their right to file a grievance.

SECTION 8. COMPLIANCE WITH ALL LAWS

The CONTRACTOR agrees that during the performance its obligations required pursuant to this Agreement, CONTRACTOR and all officers, employees, agents or representatives working under CONTRACTOR'S direction shall strictly comply with all local, state or federal laws, ordinances, rules or regulations applicable to the SERVICES and this Agreement.

SECTION 9. FINANCIAL ARRANGEMENTS

COUNTY shall pay CONTRACTOR in full satisfaction for SERVICES rendered in accordance with this Agreement the sum of FOUR DOLLARS AND NINETY-ONE CENTS (\$4.91) per one way ride, not to exceed the total sum of FOUR THOUSAND SIX HUNDRED FIVE DOLLARS (\$4,605.00) for the entire period of the Agreement. PARTICIPANT contributions are projected to be ONE THOUSAND THREE HUNDRED TWENTY DOLLARS (\$1,320.00). The total value of the Agreement shall not exceed FIVE THOUSAND NINE HUNDRED TWENTY-FIVE DOLLARS (\$5,925.00) for the entire period of the Agreement. CONTRACTOR shall submit a claims for SERVICES rendered for each month as soon as practicable following the conclusion of that month. Any claims submitted after said tenth day of the month for payment for SERVICES for the prior month may be held by COUNTY for payment with the subsequent month's claim. Each claim shall be accompanied by: (A) a listing of PARTICIPANTS who were actually provided with SERVICES by CONTRACTOR in the given month with reference to the number of one-way trips provided to each PARTICIPANT; and (B) and a monthly listing of the amount of contributions received from all PARTICIPANTS.

CONTRACTOR agrees to notify PARTICIPANTS of the opportunity to contribute towards the cost of SERVICES in accordance with to a suggested contribution schedule supplied by OFA. SERVICES provided to PARTICIPANTS shall not be adversely affected by a failure to contribute to all or part of the cost of SERVICES.

CONTRACTOR agrees not to request payment for, or to receive payment for services which are not rendered in compliance with this Agreement.

SECTION 10. CONTRACT DEEMED EXECUTORY

This Agreement shall be deemed executory only to the extent of funds appropriated by the Jefferson County Board of Legislators and or the governments of the State of New York and the United States and available for the purposes of this Agreement; and no liability on account thereof shall be incurred by the COUNTY beyond the amount of such funds. It is understood and agreed that neither this Agreement, nor any representation by any public employee or officer creates any legal, moral or equitable obligation on the part of the COUNTY to request, appropriate or make additional funds available for the purposes of this Agreement.

SECTION 11. ASSIGNMENT; SUBCONTRACTING

CONTRACTOR shall not assign, transfer, convey, or otherwise dispose of this Agreement, or the right to execute it, or the right, title or interest in or to it or any part thereof, or assign, by power of attorney or otherwise, unless the previous written consent of COUNTY has first been obtained. Any attempted or purported assignment without such prior written consent shall be void. The provisions of this clause shall not hinder, prevent, or affect any assignment by CONTRACTOR for the benefit of its creditors made pursuant to the Laws of the State of New York.

CONTRACTOR will not subcontract its duties hereunder without the prior written consent of COUNTY. This provision does not prohibit CONTRACTOR from entering into employment contracts or, contracts for the acquisition of goods or facilities or the provision of services which are ancillary to the main purpose of this Agreement and are not directly related to the provision of SERVICES hereunder without consent of COUNTY. Prior to submitting a subcontractor for approval under this Section, CONTRACTOR shall diligently inquire into the capability, qualifications and background of the subcontractor, and the submission of a subcontractor for approval shall constitute an affirmative representation by CONTRACTOR that the subcontractor is fully capable, qualified and licensed to provide the subcontracted SERVICES.

Any subcontract entered into by CONTRACTOR pursuant to this section shall provide that CONTRACTOR will retain ultimate control and responsibility for the service provided under the subcontract and that the subcontractor shall be bound by the provisions of the Agreement between CONTRACTOR and COUNTY and any other requirements applicable to CONTRACTOR in the provision of SERVICES pursuant to this Agreement. No contractual relationship shall be deemed to exist between any subcontractor and COUNTY, nor shall CONTRACTOR be relieved of any of its obligations under this Agreement, as a consequence of any subcontract approved by COUNTY under this Section.

SECTION 12. INSURANCE REQUIREMENTS

CONTRACTOR shall maintain or cause to be maintained, in full force and effect during the term of this Agreement, at its expense, Worker's Compensation insurance, Employer's Liability Insurance, Disability Insurance, Commercial General Liability Insurance, Motor Vehicle Liability Insurance and Professional Liability Insurance, and other insurance with stated minimum coverages, all as listed below. Such policies are to be in the broadest form available on usual commercial terms, shall be written by insurers licensed to do business in the State of New York and which have an A.M. Best Rating of A(-) or better as determined in the most recent A.M. Best publication, and who have been fully informed as to the nature of the SERVICES to be performed, and shall cover risks and liability to CONTRACTOR resulting from this Agreement. Commercial General Liability shall include personal injury liability. **Except for Worker's Compensation Insurance and Disability Insurance, the COUNTY, its officers, employees and agents shall be named as additional insureds on all such policies** with the understanding that any obligations imposed upon the insured (including, without limitation, the liability to pay premiums) shall be the sole obligation of CONTRACTOR and not those of the COUNTY. Notwithstanding anything to the contrary in this Agreement, CONTRACTOR

irrevocably waives all claims against the COUNTY for all losses, damages, claims or expenses resulting from risks commercially insurable under this insurance described in this Section. The provision of insurance by CONTRACTOR shall not in any way limit CONTRACTOR's liability under this Agreement.

<u>Type of Coverage</u>	<u>MINIMUM Limits of Coverage</u>
Worker's Compensation and NYS Disability	Statutory
Business Automobile Liability (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles)	\$1,000,000 Combined Single Limit
Commercial General Liability, (including Broad form contractual Liability, combined bodily injury and property damage)	\$1,000,000 Each Occurrence \$2,000,000 General Aggregate Limit \$2,000,000 Products Completed Operations \$1,000,000 Advertising/Personal Injury \$10,000 Premises Medical Payment
Professional Liability	\$2,000,000 Aggregate \$1,000,000 Each Claim

Each policy of insurance, and except for Workers Compensation Insurance and Disability Insurance, shall contain clauses to the effect that (i) such insurance shall be primary without right of contribution of any other insurance or self-insurance, including any deductible, maintained and/or otherwise provided by or on behalf of the COUNTY with respect to its interests, (ii) it shall not be cancelled, including, without limitation, for non-payment of premium, or materially amended, without thirty (30) days prior written notice via certified registered mail to the COUNTY and the COUNTY shall have the option to pay any necessary premiums to keep such insurance in effect and charge the cost back to CONTRACTOR.

At the time of execution of this Agreement, and upon each policy renewal, CONTRACTOR shall submit to COUNTY certificates of insurance evidencing CONTRACTOR's compliance with the requirements of this Section, including certificates of insurance from any approved subcontractors.

SECTION 13. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend and hold harmless COUNTY, and its officers, employees and agents from and against any and all claims, liens, demands, judgments, penalties, fines, liabilities, settlements, damages, costs and expenses of whatever kind or nature (including, without limitation, attorneys' fees and disbursements), known or unknown, contingent or otherwise, whether incurred as a result of a claim by a third party or any other person or entity, arising out of or in any way related to: (a) the operations or work of CONTRACTOR in the performance of this Agreement; or (b) the CONTRACTOR'S failure to comply with any of the provisions of this Agreement or of the Law.

The acts or omissions of any party employed directly or indirectly by CONTRACTOR shall be deemed to be that of CONTRACTOR for the purposes of the CONTRACTOR's obligations to defend, indemnify and hold harmless under this Section. The fact that a party so employed by CONTRACTOR is alleged or is proven to have acted outside the scope of employment, agency or contract, shall not release CONTRACTOR of any of its obligations under this Section.

Insofar as the facts and Law relating to any claim would preclude COUNTY or its officers, employees or agents, from being completely indemnified by CONTRACTOR, COUNTY and officers, agents, and employees, shall be partially indemnified by CONTRACTOR to the fullest extent permitted by Law.

SECTION 14. NON-DISCRIMINATION

CONTRACTOR will not discriminate against any employee, applicant for employment or PARTICIPANT because of race, creed, color, gender, national origin, age, disability, sexual orientation or marital status.

SECTION 15. NONWAIVER

In the event that the terms and conditions of the Agreement are not strictly enforced by the COUNTY, such non-enforcement shall not act as or be deemed to act as a waiver or modification of this Agreement, nor shall such non-enforcement prevent the COUNTY from enforcing each and every term of this Agreement thereafter.

SECTION 16. REMEDIES

The remedies available to COUNTY specified in this Agreement shall be cumulative and in addition to any other remedies available by law or in equity.

SECTION 17. APPLICABLE LAW

This Agreement shall be governed by the Laws of the State of New York, without regard to conflict of law principles thereof.

SECTION 18. PROVISIONS REQUIRED BY LAW DEEMED INSERTED

Clauses required by law to be inserted in this Agreement shall be deemed to be incorporated herein and the Agreement shall be read and enforced as though they were included herein. If through mistake or otherwise, any such provision is not inserted or is not correctly inserted, then upon the application of either party, the Agreement shall forthwith be physically amended to make such correct insertion.

SECTION 19. SEVERABILITY

Should any provision of this Agreement be declared or found to be illegal, unenforceable, ineffective or void by a Court of competent jurisdiction, then (a) such provision shall be deemed stricken; (b) the balance of this Agreement, if capable of performance, shall remain in full force and effect; and (c) in the event that a provision is stricken pursuant to this Section then the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

SECTION 20. MODIFICATION OF AGREEMENT

This Agreement may not be amended or modified in any of its provisions except by mutual consent, signed by duly authorized by duly authorized representatives of each of the Parties.

SECTION 21. NO THIRD PARTY BENEFICIARIES

Nothing contained in the Agreement shall create a contractual relationship with, an obligation to, or a cause of action in favor of any third-party against either the CONTRACTOR or the COUNTY.

SECTION 22. USE OF HEADINGS

Section headings contained herein are for information and reference only and do not comprise a part of the terms of this Agreement.

SECTION 23. NOTICES

Any notice required to be provided, or deemed necessary by either party to this Agreement, shall be complete when received by the party to whom it is transmitted in writing to the following persons and addresses:

COUNTY - Director of Office for the Aging
175 Arsenal Street
Watertown, New York 13601

CONTRACTOR - City Manager
City of Watertown
245 Washington Street
Watertown, NY 13601

SECTION 24. SURVIVING OBLIGATIONS

The following obligations of CONTRACTOR under this Agreement shall survive the termination and expiration hereof: Section 4; Section 6 insofar as it requires records to be maintained following termination of the agreement and allows audit thereof; Section 10; Section 11; Section 14; Section 16; Section 17; Section 18; Section 19; Section 20; Section 22; Section 23; Section 25; and Section 26.

SECTION 25. NO PROMISE OF EXPANDED SERVICE AREA

Nothing herein shall be construed as requiring CONTRACTOR to expand its transportation services beyond those which exist as of the effective date of this Agreement.

SECTION 26. ENTIRE AGREEMENT

This Agreement comprises the entire integrated agreement between the Parties and supercedes any and all prior understandings between the parties, oral or written, respecting the SERVICES.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

COUNTY OF JEFFERSON

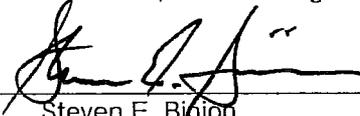
CONTRACTOR

By: _____

By: _____

Chairman, Board of Legislators

Mary Corriveau
City Manager, City of Watertown

By:  _____

Tax Id No. _____

Steven E. Binion
Director, Office for the Aging

ACKNOWLEDGEMENTS

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this ___ day of _____, 20___, before me personally came _____, to me personally known, who, being by me duly sworn, did depose and say that he is the Chairman of the Board of Legislators of Jefferson County, the municipal corporation described in and which executed the foregoing instrument; that he signed his name hereto for and on behalf of said County by order of the Jefferson County Board of Legislators.

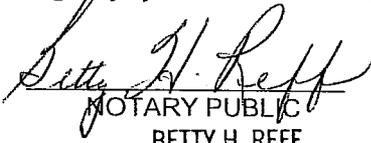
NOTARY PUBLIC

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this 28th day of December, 2010, before me personally came **STEVEN E. BINION**, to me personally known, who, being by me duly sworn, did depose and say that he is the Director of the Jefferson County Office for the Aging, the administrative agency described in and which executed the foregoing instrument; that he signed his name hereto for and on behalf of said administrative agency by order of the Jefferson County Board of Legislators.


NOTARY PUBLIC

BETTY H. REFF
NOTARY PUBLIC, STATE OF NEW YORK
QUALIFIED IN JEFFERSON COUNTY
COMMISSION EXPIRES ON AUG. 16, 2013

STATE OF NEW YORK)

ss.:

COUNTY OF JEFFERSON)

On this ___ day of _____, 20___, before me personally came **MARY CORRIVEAU**, to me personally known, who, being by me duly sworn, did depose and say that (s)he is the City Manager of the City of Watertown, the CONTRACTOR described in and which executed the foregoing instrument, and (s)he executed said instrument for and on behalf of said CONTRACTOR.

NOTARY PUBLIC

JEFFERSON COUNTY OFFICE FOR THE AGING
GRIEVANCE PROCEDURES

I. Purpose

A. In accordance with Section 306 (a) (6) (P) of the Older Americans Act, as amended (OAA), the Jefferson County Office for the Aging has established the following process for resolving complaints from older persons who are dissatisfied with or denied services funded under Title III of the Act.

II. Notifying Participants of Right to File Grievance

A. The Jefferson County Office for the Aging and each of its service provider agencies providing Title III services ("service provider agencies") shall notify participants and applicants of their right to file a grievance, as follows:

- 1) A summary of the procedures, including a statement that assistance to file shall be provided to older persons, must be prominently posted at service delivery sites or offices at which participants and service applicants apply for services. Summaries shall also be written in languages other than English where required to serve the client/applicant population.
- 2) In-home services participants shall be informed of the grievance procedures through written and verbal statements provided to them upon assessment and/or reassessment for services.

B. Denial of Service. A participant or applicant who is denied Title III services must be given the reasons for the denial. For housekeeping, homemaker, home delivered meals, case management, and other services for which written applications are made, the denial shall be confirmed in writing and the applicant informed of the right to file a grievance and to whom the grievance shall be addressed. For congregate meals, transportation, recreation and other services which are applied for by telephone or verbally, in person, the client may be told of the right to file a grievance verbally.

III. Grievance Process

A. Filing of Grievance

(1) Participants must submit their grievances in writing to the person(s) or office that has been designated by a service provider or by the Jefferson County Office for the Aging Director, whichever is appropriate, to conduct the initial review. The reviewer may be the director of the service provider agency of the Jefferson County Office for the Aging, or any other person designated by such director who is not familiar with or otherwise involved in the grievance.

(2) The grievance should be filed within thirty (30) days of denial, reduction or termination of services, or of the event or circumstance with which the participant is dissatisfied. The Jefferson County Office for the Aging or service provider may grant an extension for good cause shown.

(3) The grievance should be filed on the form provided by the Jefferson County Office for the Aging which shall include a written statement setting forth in detail the date, time and circumstances that are the basis of the complaint.



JEFFERSON COUNTY OFFICE FOR THE AGING

250 ARSENAL STREET
WATERTOWN, NEW YORK 13601-2529
(315)785-3191
Fax (315)785-5095

STEVEN E. BINION
Director

COMPLAINT LETTER FORM

Date: _____

TO: Mr. Steven E. Binion, Director
Jefferson County Office for the Aging
250 Arsenal Street
Watertown, New York 13601

Dear Mr. Binion:

I am writing to request a review of the following grievance:

- I was denied service.
- I am not satisfied with the quality of service or an activity provided by your agency or by your service provider.
- I have the following grievance (briefly describe):

Date/estimated date of the event or action complained of: _____

(This form must be filed within thirty (30) calendar days of this event or action unless you are granted an extension for good cause.)

Please describe in detail what happened or what your grievance is (if you need extra space, use the back side of this form):

Please state, if you know, what relief you are seeking:

Signed _____

Name (please print) _____

Address: _____

Phone Number: _____

Res No. 5

December 29, 2010

To: The Honorable Mayor and City Council

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

Subject: Request for Site Plan Approval for the Construction of an 1,800 Square Foot Gas Pump Canopy Addition and Related Grading and Paving Improvements Located at 229 Massy Street North, Parcel Numbers 7-06-119 and 7-02-120

A request has been submitted by Jennifer L. Howard of Stewart's Shops Corp. for the above subject Site Plan Approval.

The Planning Board reviewed the request at its December 7, 2010 meeting and adopted a motion recommending that the City Council approve the Site Plan with the conditions listed in the resolution. Attached are copies of the report prepared for the Planning Board and an excerpt from its Minutes.

A revised site plan that addresses all but one of the conditions was submitted to the City Engineer on December 23, 2010. A copy of the revised plan is included in each Council Member's agenda package.

The Jefferson County Planning Board reviewed the Site Plan at its meeting held on December 28, 2010 and adopted a motion that the project does not have any significant County-wide or inter-municipal issues and is of local concern only.

The City Council must respond to the questions in Part 2, and Part 3, if necessary, of the SEQRA before it may vote on the resolution. 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 December 23, 2010 with the condition that the three parcels be combined.

RESOLUTION

Page 1 of 3

Approving the Site Plan for the Construction of a 1,800 Square Foot Gas Pump Canopy Addition and Related Grading and Paving Improvements Located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120

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

Total

YEA	NAY

Introduced by

WHEREAS Jennifer L. Howard of Stewart’s Shops Corp. has made an application for site plan approval for the construction of a 1,800 square foot gas pump canopy addition and related grading and paving improvements located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120, and

WHEREAS the Jefferson County Planning Board reviewed the site plan at its meeting held on December 28, 2010, pursuant to General Municipal Law Section 239-m and adopted a motion that the project does not have any significant county-wide or intermunicipal issues and is of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on December 7, 2010, and recommended that the City Council of the City of Watertown approve the site plan, contingent upon the following:

1. The proposed asphalt wing curb in the front of the site shall be extended 25 ft ± westward to CB #3 to help direct runoff to the catch basin and to also provide a minimum 2’ grass buffer strip between the sidewalk and parking lot.
2. The location and size of the existing sanitary lateral shall be shown on the plans.
3. The lighting levels across the property line in the northwest area of the site where the two story residence is located shall be reduced to no more than 0.5 foot-candles.
4. The landscaping plan shall be modified to include 3 large maturing trees across the front of the property per the Landscaping and Buffer Zone Guidelines.

RESOLUTION

Page 2 of 3

Approving the Site Plan for the Construction of a 1,800 Square Foot Gas Pump Canopy Addition and Related Grading and Paving Improvements Located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120

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

Total

YEA	NAY

5. The planting beds shall be expanded to run along the entire edge of the paved area exclusive of a 10' visibility setback from the driveway and shall contain shrubs and perennials per the Landscaping and Buffer Zone Guidelines.
6. Proposed parking space #11 shall be changed to a landscaped island containing trees and shrubs.
7. An installation detail for the route sign in the City margin that is to be relocated must be provided that shows breakaway posts specified.
8. All three parcels of land involved in the project shall be combined by way of a new metes and bounds description that is filed with the County Clerk.
9. The size of the gas pump canopy shall be reduced by 2' to accommodate the installation of the proposed asphalt wing curb on the Coffeen Street side of the site.
10. The applicant shall coordinate the location of the proposed sign with the Engineering Department to ensure that there is not a conflict with the existing sanitary sewer.
11. The applicant shall submit revised plans to the City prior to review by the City Council.

And,

WHEREAS the applicant submitted a revised site plan to the City Engineering Department on December 23, 2010 that meets all of the conditions recommended by the Planning Board except the following:

1. All three parcels of land involved in the project shall be combined by way of a new metes and bounds description that is filed with the County Clerk.

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 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 construction and site plan constitute an Unlisted Action for

RESOLUTION

Page 3 of 3

Approving the Site Plan for the Construction of a 1,800 Square Foot Gas Pump Canopy Addition and Related Grading and Paving Improvements Located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120

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

Total

YEA	NAY

the 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 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 Codes 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 Codes 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 Jennifer L. Howard of Stewart’s Shops Corp. for site plan approval for the construction of a 1,800 square foot gas pump canopy addition and related grading and paving improvements located at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120, as shown on the revised site plan submitted to the City Engineer on December 23, 2010, contingent on the applicant meeting the one remaining condition listed above.

Seconded by



MEMORANDUM

City of Watertown Planning Office

245 Washington Street, Room 304

Watertown, New York 13601

315-785-7730

Fax: 315-782-9014

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

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

SUBJECT: Site Plan Approval – 229 Massey Street North

DATE: December 2, 2010

Request: Site Plan Approval for the construction of an 1,800 square foot gas pump canopy addition and related grading and paving improvements at 229 Massey Street North, Parcel Numbers 7-06-119 and 7-06-120.

Applicant: Jennifer L. Howard of Stewart's Shops Corp.

Proposed Use: Convenience Store and Gas Station.

Property Owner: Stewart's Shops Corp.

Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: No

SEQRA: Unlisted Action County Planning Board Review Required: Yes

Zoning Information:

District: Commercial	Maximum Lot Coverage: None
Setback Requirements: None	Buffer Zone Required: No

Project Overview: The applicant is proposing the construction of an 1,800 square foot gas pump canopy, the installation of new underground gas tanks and the regrading and repaving of the entire asphalt area at the Stewart's Shop located at 229 Massey Street North. The applicant is also proposing the expansion of the asphalt area to accommodate the construction of the canopy. The expansion is into the green area in the front of the site which is currently City owned land. The applicant is in the process of purchasing this portion of the street margin from the City.

Parking: Based on the size of the building (3,347 square feet), 17 parking spaces are required. The plans show 18 spaces with an additional 6 spaces provided at the fuel dispensers, bringing the total proposed parking spaces to 24, which exceeds the requirement.

Grading, Drainage and Utilities: The Engineering Department has reviewed the plans and has the following comments:

1. Consider extending the proposed asphalt wing curb 25 ft ± westward to CB #3. This would help direct runoff to the catch basin versus over the sidewalk and also provide a 2 ft ± grass buffer strip between the sidewalk and parking lot.
2. Depict the existing sanitary lateral and size on the plans.

Lighting: The proposed lighting plan includes 3 pole mounted light fixtures. One pole mounted fixture is shown at each entrance and one is at the rear of the site near the dumpster. At the fuel dispenser area, a total of 12 recessed canopy lights are proposed. 5 wall mounted lights are shown on both sides and the rear of the building while 5 soffit lights are proposed on the front of the building. The lighting levels across the property line in the northwest area of the site where the two story residence is located should be reduced to no more than 0.5 foot-candles. The photometric plan shows lighting levels as high 0.8 – 1.5 foot-candles on the neighboring property.

Landscaping: As is noted above, the applicant is expanding the paved area into the green area in the front of the site which is currently City owned land. This expansion will necessitate the removal of two 4" Sugar Maple trees and three planting beds containing a variety of shrubs and perennials. As is shown on the landscaping plan, the three planting beds are proposed to be replaced; however, the plant materials proposed in the beds consist only of perennials.

The Planning Board's Landscaping and Buffer Zone Guidelines recommend 15' wide landscaped strips adjacent to all street right-of-ways. Within the strip, one large maturing deciduous or evergreen shade tree should be planted every 40 linear feet. Where parking lots and driveways abut the landscaped strip, shrubs should be considered for screening in addition to the shade trees. The screening should be a plant species that grows to a minimum of three (3) feet high and extends along the entire street frontage of the parking lot, exclusive of driveways and visibility setbacks. A landscaped berm may also be utilized to screen the parking lot and driveways. The planting beds should therefore be expanded to run along the entire edge of the paved area exclusive of a 10' visibility setback from the driveway and should contain the three trees, shrubs and perennials in between the shade trees.

Interior parking lot trees and landscaping are recommended in addition to the required landscaped strip at a minimum average density of one shade tree for each fifteen parking spaces, meaning that 2 trees should be provided. It may be possible to change one or more of the parking spaces in front of or to the side of the building to a landscaped island, especially given the fact that the parking provided exceeds what is required by 7 spaces.

Constraints with the rest of the site including retaining walls on the south and west sides of the property and the fact that the building is remaining in place, limit what can be done with any additional landscaping such as perimeter landscaping that is typically recommended.

Signage: A separate sign permit will have to be obtained from the Bureau of Code Enforcement as the size and make up of the proposed signage for the project will not be approved as part of the site plan submission. Although the Planning Board does not review the composition of the signs, it can make a recommendation regarding the placement of the signs on the site. There is a pylon sign proposed for the northeast corner of the site. The site plan shows a detail of the sign which shows that there is 11' of clearance from the bottom of the sign to the ground. Visibility and line of sight issues should not be a concern given the proposed clearance and the fact that the driveway is 85' away from the sign.

Other Comments: The following comments have also been noted after review of the plans:

1. An installation detail for the route sign in the City margin that is to be relocated must be provided that shows breakaway posts specified.
2. The site currently consists of two parcels, plus a third will be purchased from the City. All three parcels of land should be combined by way of a new metes and bounds description that is filed with the County Clerk.
3. Final approval for this application will be given by the City Council after a recommendation from the Planning Board.
4. Since the project is located within 500' of a Jefferson County office building, review by the Jefferson County Planning Board will be required. The County Planning Board will consider the application at their December 28th meeting.

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

1. The proposed asphalt wing curb in the front of the site should be extended 25 ft ± westward to CB #3 to help direct runoff to the catch basin and to also provide a minimum 2' grass buffer strip between the sidewalk and parking lot.
2. The location and size of the existing sanitary lateral should be shown on the plans.
3. The lighting levels across the property line in the northwest area of the site where the two story residence is located should be reduced to no more than 0.5 foot-candles.
4. The landscaping plan should be modified to include 3 large maturing trees across the front of the property per the Landscaping and Buffer Zone Guidelines.
5. The planting beds should be expanded to run along the entire edge of the paved area exclusive of a 10' visibility setback from the driveway and should contain shrubs and perennials per the Landscaping and Buffer Zone Guidelines.
6. Consideration should be given to changing one or more of the parking spaces in front of or to the side of the building to a landscaped island with trees.
7. An installation detail for the route sign in the City margin that is to be relocated must be provided that shows breakaway posts specified.
8. All three parcels of land involved in the project should be combined by way of a new metes and bounds description that is filed with the County Clerk.

cc: Planning Board Members
City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Jennifer L. Howard, Stewart's Shops Corp.



1869

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



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

PROPERTY LOCATION

Proposed Project Name: Stewart's Shops #433
Tax Parcel Number: 7-6-119
Property Address: 229 North Massey St.
Existing Zoning Classification: _____

OWNER OF PROPERTY

Name: Stewart's Shops Corp.
Address: PO Box 435
Saratoga Springs, NY 12866
Telephone Number: 518-581-1201 x 4415
Fax Number: 518-581-1209

APPLICANT

Name: same as owner
Address: _____

Telephone Number: _____
Fax Number: _____
Email Address: jhaward@stewartsshops.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Larry Rutland
Address: 12 Droms Rd. Ext.
Scotia, NY 12302
Telephone Number: 518-399-6560
Fax Number: _____
Email Address: _____

PROJECT DESCRIPTION

Describe project and proposed use briefly:

install 20'x90' canopy, new concrete pad,
new LED site/canopy lighting, replace
underground gasoline storage tanks.

Is proposed Action:

- New Expansion Modification/Alteration

Amount of Land Affected:

Initially: 585 Acres Ultimately: 585 Acres

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

- Yes No If no, describe briefly

What is present land use in vicinity of project?

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

Describe: _____

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

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

Planning Board-site plan

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

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

Planning Board-site plan

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

Yes No

Proposed number of housing units (if applicable): Na

Proposed building area: 1st Floor _____ Sq. Ft. Na
2nd Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total _____ Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: Na Sq. Ft.

Number of parking spaces proposed: 12

Construction Schedule: furnished upon approval

Hours of Operation: same

Volume of traffic to be generated: Na ADT

REQUIRED DRAWINGS:

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

ELECTRONIC COPY OF ENTIRE SUBMISSION (PDF preferred)

BOUNDARY & TOPOGRAPHIC SURVEY

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

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

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

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

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

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

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

The north arrow & graphic scale are shown.

DEMOLITION PLAN (If Applicable)

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

All items to be removed are labeled in darker text.

SITE PLAN

All proposed above ground features are depicted and clearly labeled.

All proposed features are clearly labeled "proposed".

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

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

GRADING PLAN

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

UTILITY PLAN - *Na*

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

LANDSCAPING PLAN - *Na*

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

PHOTOMETRIC PLAN (If Applicable) *will forward*

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

CONSTRUCTION DETAILS & NOTES

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:
"All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department."

PRELIMINARY ARCHITECTURAL PLANS (If Applicable)

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

ENGINEERING REPORT *NA*

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

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

GENERAL INFORMATION

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

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

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

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

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

Plans have been collated and properly folded.

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

items not included because site is existing.

Completed SEQR – Short Environmental Assessment Form – Part I.

*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

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

Applicant (please print) Jennifer L. Howard

Applicant Signature Jennifer L. Howard Date: 5/17/10

EXCERPT FROM THE DECEMBER 7, 2010 PLANNING BOARD MEETING MINUTES

SITE PLAN APPROVAL – 229 MASSEY STREET NORTH, STEWART’S SHOPS CORP.

The Planning Board then considered a request for Site Plan Approval submitted by Jennifer L. Howard of Stewart’s Shops Corp. for the construction of a 1,800 square foot gas pump canopy addition and related grading and paving improvements at 229 Massey Street North, Parcel Nos. 7-06-119 and 7-06-120. In attendance to represent the proposed request was Chad Fowler of Stewart’s.

Mr. Fowler began by stating that they are proposing to replace existing steel gas tanks with new fiberglass tanks and added that the replacement of the tanks is what initially prompted the application. He said they also evaluated the existing site and would like to address some site circulation issues as well as site grading issues. He noted that they are proposing the construction of a new gas canopy, which would be a replacement for the two existing canopies. He said that the existing gas canopy on the Coffeen Street side would be eliminated. They are also proposing to eliminate one of the Coffeen Street curb cuts. He said they are purchasing an area of land from the City of Watertown in the front of their property that is currently within the right-of-way so that they can expand their paved area slightly and develop a better design for the site. He said that the entire lot would be repaved and that they are installing new LED lights throughout the property, including pole mounted lights, building lights and gas canopy lights. He said that they are proposing an enhancement to the landscaping and that new catch basins and dry wells would be added to improve on-site drainage. He said that the drainage improvements would eliminate existing storm runoff from flowing over the sidewalk and into the street. He said that oil and water separators would be added to the catch basin as well to catch any oil as it enters the catch basins. He said that the new site design adds a few new parking spaces and that they are using a new location for the gasoline storage tanks which is the rear of the Coffeen Street side of the site.

Mr. Wayte asked if the proposed improvements would eliminate some of the unevenness of the site and questioned whether or not the entire area would be regraded. Mr. Fowler responded that the entire site would be regraded. Mr. Harris asked if the ethanol now in gasoline caused problems with the proposed fiberglass tanks. He said that he heard that ethanol eats away at fiberglass tanks. Mr. Fowler responded that the ethanol does not cause a problem with the fiberglass tanks.

Mr. Wayte asked if Mr. Fowler could review the summary items from the staff report. Addressing item No. 1, Mr. Fowler noted that he was not sure how effective the installation of an asphalt wing curb would be along the Coffeen Street side of the property, as suggested by the Engineering Department. He said that the grading of the site would address the drainage and did not think that the curb would help. Mr. Wood responded that in addition to providing drainage assistance, the installation of the curb was suggested to delineate the driving lane and prevent cars from driving over the sidewalk. Mr. Fowler suggested installing the curb

along the back edge of the walk. Mr. Wood noted that it could be a trip hazard for pedestrians. Mr. Wood noted that position of the curb and a small grass buffer strip would provide additional green space as well as direct water towards the catch basins. Mr. Harris noted that to him, this really is an issue of motorists driving over the sidewalk. He felt that the installation of the curb would help prevent that. Mr. Fowler noted that he could reduce the size of the canopy by 2' which would allow him two extra feet to add the curb and a grass buffer strip in that area.

Mr. Fowler then addressed item No. 2 of the summary list and noted that the location and size of the existing sanitary lateral would be added to the plans.

Addressing item No. 3, Mr. Fowler noted that they would revise their lighting plan so that the lighting levels across the property line would not exceed 0.5 foot candles.

Mr. Fowler then addressed item No. 4 which was in reference to adding three trees along the front of the property per the landscaping and buffer zone guidelines. Mr. Fowler noted that he has a concern that the trees would block the visibility of the proposed sign. Mr. Lumbis responded that the sign is shown on the plans close to the back edge of the sidewalk and the trees could be positioned such that they are not exactly in line with the sign. Mr. Wayte suggested small trees. Mr. Lumbis noted that larger maturing trees could be pruned up over time so that the sign would be visible and the canopy of the tree would be over the sign. Mr. Fowler suggested that perhaps they could install a monument sign rather than a pylon sign so that the sign would be below the canopy of the trees from the start. He asked the Planning Board how they felt about monument signs. Mr. Wayte noted that there are many monuments signs already existing in the Coffeen Street area and that he did not have a problem with it. The Planning Board also agreed that a monument sign would be fine. Mr. Fowler said they would install a monument sign and the three trees. Mrs. Freda noted that a separate sign permit had to be obtained for the sign and that the Planning Board was only approving the location of it.

Referring back to the summary items, Mr. Fowler addressed item No. 5 and the recommendation to expand the planting beds along the entire edge of the paved area. Mr. Fowler noted that they would be willing to expand those and additionally create a berm to help screen the area. Addressing item No. 6, Mr. Fowler noted that he had a concern about changing parking spaces in the front of the building to landscaped islands because of visibility of the store and winter plowing operations. He also noted that if they were to eliminate one of the parking spaces, that they may not have enough to meet the requirements of the Zoning Ordinance for the number of parking spaces. He said it was his understanding that the spaces underneath the gas canopy could not be counted in the parking calculation, but if they can, then he would be able to change one of the spaces to a landscaped island. Mr. Harris suggested changing one of the spaces on the side of the store to a landscaped island. He said that doing so may help with the grading problem on that side of the store. Mr. Fowler agreed to change space No. 11 to a landscaped island.

Addressing item No. 7, Mr. Fowler said that an installation detail for the route sign would be provided. Addressing item No. 8, Mr. Fowler noted that all three of the parcels of land involved in the project would be combined by a new deed filed with the County Clerk.

Mrs. Freda then confirmed that the store is not changing as part of this proposal. Mr. Fowler responded that they are not changing the footprint of the store at this time; however,

they may do a remodel of the interior of the store. He said that the remodel would not require Planning Board approval, only approval from Code Enforcement and a building permit.

Referring back to the sign issue, Mrs. Freda asked that the applicant coordinate the location of the proposed sign with the Engineering Department. She said that the proposed sign would be in the sanitary sewer easement and she wanted to make sure the Engineering Department has final say on its location so that it does not conflict with the existing sewer.

Hearing no further discussion on the proposed project, Mrs. Freda then moved to recommend that City Council approve the Site Plan Approval request submitted by Jennifer L. Howard of Stewart's Shops Corp. for the construction of an 1,800 square foot gas pump canopy addition and related grading and paving improvements at 229 Massey Street North, Parcel Nos. 7-06-119 and 7-06-120 contingent upon the following:

1. The proposed asphalt wing curb in the front of the site shall be extended 25 ft \pm westward to CB #3 to help direct runoff to the catch basin and to also provide a minimum 2' grass buffer strip between the sidewalk and parking lot.
2. The location and size of the existing sanitary lateral shall be shown on the plans.
3. The lighting levels across the property line in the northwest area of the site where the two story residence is located shall be reduced to no more than 0.5 foot-candles.
4. The landscaping plan shall be modified to include 3 large maturing trees across the front of the property per the Landscaping and Buffer Zone Guidelines.
5. The planting beds shall be expanded to run along the entire edge of the paved area exclusive of a 10' visibility setback from the driveway and shall contain shrubs and perennials per the Landscaping and Buffer Zone Guidelines.
6. Proposed parking space #11 shall be changed to a landscaped island containing trees and shrubs.
7. An installation detail for the route sign in the City margin that is to be relocated must be provided that shows breakaway posts specified.
8. All three parcels of land involved in the project shall be combined by way of a new metes and bounds description that is filed with the County Clerk.
9. The size of the gas pump canopy shall be reduced by 2' to accommodate the installation of the proposed asphalt wing curb on the Coffeen Street side of the site.
10. The applicant shall coordinate the location of the proposed sign with the Engineering Department to ensure that there is not a conflict with the existing sanitary sewer.
11. The applicant shall submit revised plans to the City prior to review by the City Council.

The motion was seconded by Mrs. Gervera and all voted in favor.

PROJECT I.D. NUMBER

617.20

SEQR

Appendix C

State Environmental Quality Review
SHORT ENVIRONMENTAL ASSESSMENT FORM
 For UNLISTED ACTIONS Only

PART I—PROJECT INFORMATION (To be completed by Applicant or Project sponsor)

1. APPLICANT /SPONSOR <i>Stewart's Shops Corp.</i>	2. PROJECT NAME/ <i>Stewart's Shop #433</i>
3. PROJECT LOCATION: Municipality _____ County _____	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <i>229 North Massey St.</i>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: <i>new 20' x 90' canopy, underground gas tank replacement, lighting, concrete pad</i>	
7. AMOUNT OF LAND AFFECTED: Initially <i>585[±]</i> acres Ultimately <i>585[±]</i> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If No, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input type="checkbox"/> Residential <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open space <input type="checkbox"/> Other Describe: _____	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <i>Planning Board - site plan</i>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency name and permit/approval <i>Planning Board - site plan</i>	
12. AS A RESULT OF PROPOSED ACTION WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <i>Stewart's Shops Corp.</i>	Date: <i>5/17/10</i>
Signature: <i>Jennifer K Howard</i>	

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

- LEGEND:**
- IRON PIN
 - IRON PIPE
 - UNMONUMENTED PROPERTY CORNER
 - STOCKADE FENCE
 - WIRE FENCE
 - CHAIN-LINK FENCE
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ STORM SEWER MANHOLE
 - CATCH BASIN
 - CURB INLET
 - ⊕ MONITORING WELL
 - ⊙ LIGHTPOLE
 - SIGNPOST
 - ⊠ HVAC UNIT
 - ⊠ FIRE HYDRANT
 - ⊕ WATER SHUTOFF
 - OVERHEAD UTILITIES
 - ⊠ TRAFFIC SIGNAL CONTROL BOX
 - UNDERGROUND GAS LINE (AS MARKED)
 - WATER LINE (AS MARKED)
 - SANITARY SEWER LINE (AS MARKED)
 - UNDERGROUND ELECTRIC LINE (AS MARKED)



DEED REFERENCES:

- SHELL OIL COMPANY TO MERGER'S KWIK-STOP FOOD STORES, INC., DATED AUGUST 19, 1980 AND FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE IN LIBER 310 OF DEEDS AT PAGE 1236
- WILLIAM B. FOSTER TO MERGER'S KWIK-STOP FOOD STORES, INC., DATED OCTOBER 27, 1984 AND FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE IN LIBER 1246 OF DEEDS AT PAGE 222

MAP REFERENCES:

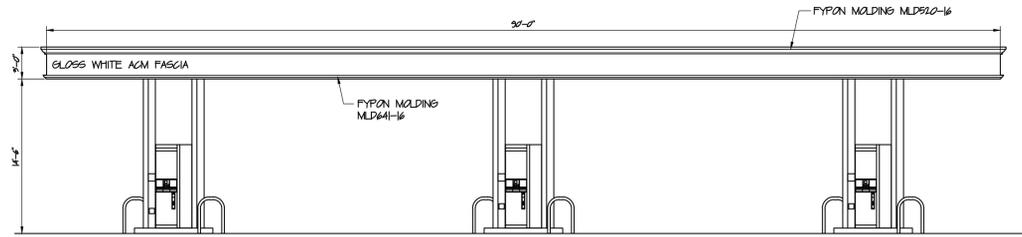
- "MAP OF LAND SURVEYED FOR MERGER'S KWIK-STOP FOOD STORES, INC.," DATED JANUARY 28, 1992 BY LAFAYE, WHITE & McGOVERN LAND SURVEYORS, LAST REVISED JUNE 12, 1995.
- NEW YORK STATE DEPARTMENT OF TRANSPORTATION APPROPRIATION MAP NO. II, PARCEL NO. II FOR NORTH MASSEY STREET, CITY OF WATERTOWN, DATED JULY 17, 1991 AND APPROVED FEBRUARY 24, 1992.

SURVEY NOTES:

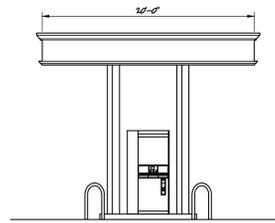
- ORIGINAL STREET BOUNDARIES ARE MAPPED AS BEING 4.0 FEET FROM AND PARALLEL TO, CITY OF WATERTOWN MONUMENTED LINES AS SHOWN ON MAPS OBTAINED FROM CITY ENGINEER'S OFFICE. THE ORIGINAL MONUMENT LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF COFFEEN AND NORTH MASSEY STREETS WAS NOT RECOVERED.
- ELEVATIONS SHOWN HEREON HAVE BEEN ADJUSTED TO CONFORM TO VERTICAL DATUM UTILIZED BY CITY OF WATERTOWN ENGINEER'S OFFICE ON CITY MONUMENT DRAWINGS. ORIGIN OF THIS DATUM IS UNKNOWN.
- UNDERGROUND UTILITIES ARE SHOWN HEREON AS THEY WERE MARKED ON THE SURFACE ON THE DATE OF THE FIELD SURVEY AND ARE ONLY AS ACCURATE AS THE MARKINGS.
- SURVEY IS SUBJECT TO ALL RIGHTS-OF-WAY AND/OR EASEMENTS OF RECORD.
- CITY OF WATERTOWN TAX MAP 1D# 7-06-119, ZONED COMMERCIAL.

STORE NAME, ABBREVIATION & NO. COFFEEN STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE	REVISIONS
P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 881-1200 FAX: (518) 881-1229	
DRAWN BY: CP SCALE: 1"=20' DATE: 5/7/10 DRAWING NO: S-1	
ENGINEER: LH Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 12282	
ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW	
TITLE: EXISTING SITE/DEMO PLAN	

- LEGEND:**
- IRON PIN
 - IRON PIPE
 - UNMONUMENTED PROPERTY CORNER
 - STOCKADE FENCE
 - WIRE FENCE
 - CHAIN-LINK FENCE
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ STORM SEWER MANHOLE
 - CATCH BASIN
 - CURB INLET
 - ⊙ MONITORING WELL
 - ⊙ LIGHTPOLE
 - SIGNPOST
 - ⊙ HVAC UNIT
 - ⊙ FIRE HYDRANT
 - ⊙ WATER SHUTOFF
 - OVERHEAD UTILITIES
 - ⊙ TRAFFIC SIGNAL CONTROL BOX
 - UNDERGROUND GAS LINE (AS MARKED)
 - WATER LINE (AS MARKED)
 - SANITARY SEWER LINE (AS MARKED)
 - UNDERGROUND ELECTRIC LINE (AS MARKED)



CANOPY EAST & WEST ELEVATION
SCALE: 1/8" = 1'-0"

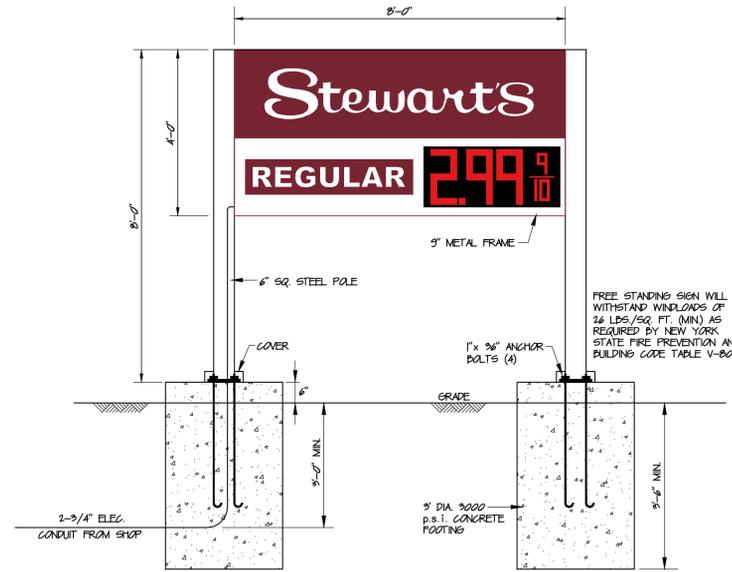
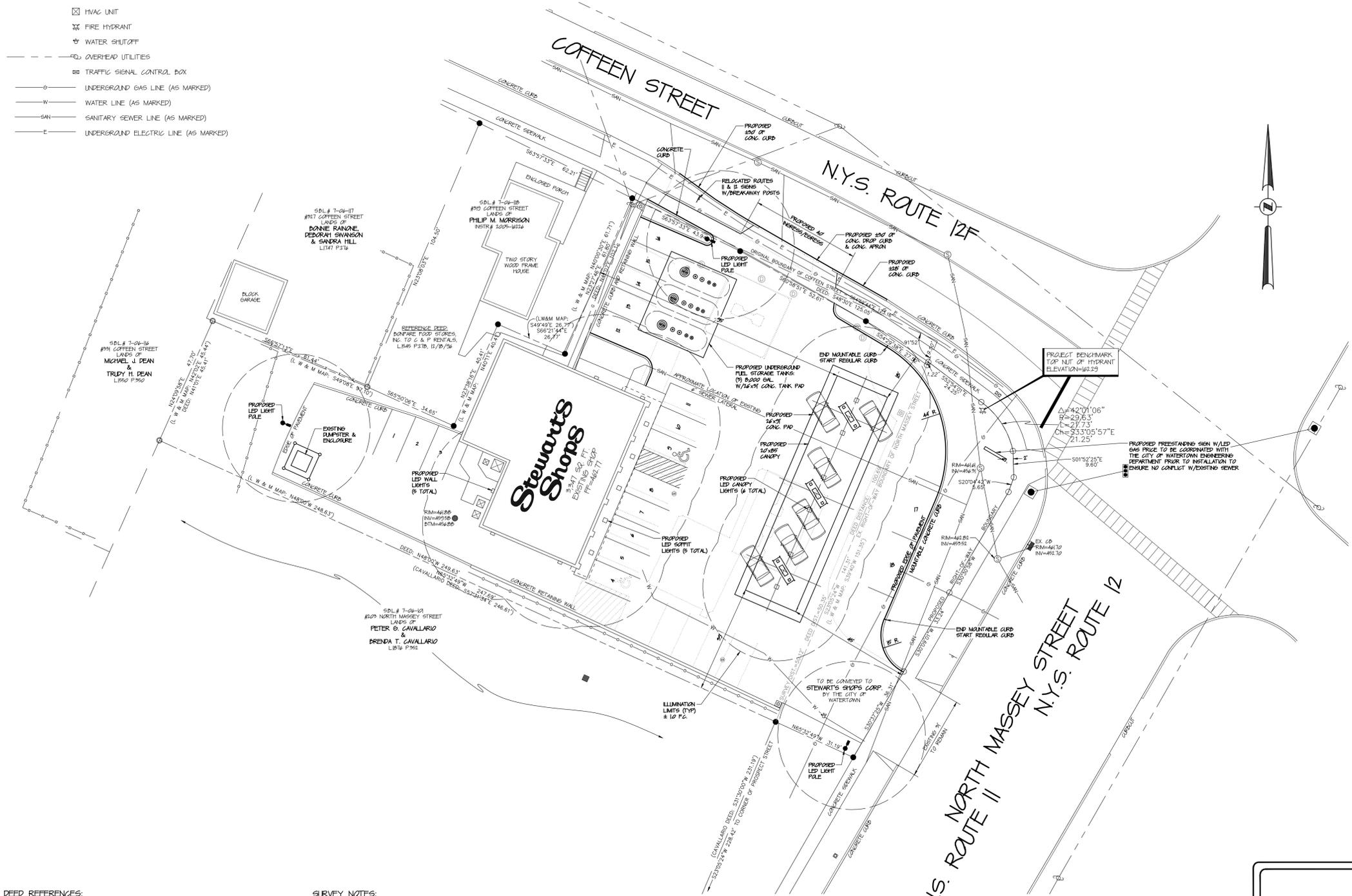


CANOPY NORTH & SOUTH ELEVATION
SCALE: 1/8" = 1'-0"

CITY OF WATERTOWN - JEFFERSON COUNTY, N.Y.

	EXISTING	PROPOSED
MINIMUM LOT AREA	30,253.03 SQ. FT. (0.702 ACRE)	30,253.03 SQ. FT. (0.702 ACRE)
CANOPY SETBACK (NORTH)	6 FEET	13 FEET
CANOPY SETBACK (SOUTH)	50 FEET	33 FEET
CANOPY SETBACK (EAST)	13 FEET	45 FEET
CANOPY SETBACK (WEST)	49 FEET	35 FEET
FREESTANDING SIGN	52 SQ. FT.	1 @ 32 SQ. FT. EA.
BUILDING SIGN	1 @ 21 SQ. FT. EA.	1 @ 21 SQ. FT. EA.
CANOPY SIGN	-	-
TOTAL SIGNAGE	79 SQ. FT.	53 SQ. FT.
PARKING	14	13

EXISTING SITE USAGE DATA	PROPOSED SITE USAGE DATA
GREENSPACE	6,590 SQ. FT. 20%
BUILDING	3,359 SQ. FT. 10%
CONCRETE	3,547 SQ. FT. 10%
PAVEMENT	17,223 SQ. FT. 56%



1 FREESTANDING SIGN DETAIL
SCALE: NONE
GROSS REFERENCE: NONE

SIZE: 4'x8'=32 SQ. FT.
LETTERS: 1/8" PLEXIGLASS FACE ON 1/2" THICK CAN
ILLUMINATION: INTERNALLY ILLUMINATED
-WHITE LETTERS
-WINE COLOR BACKGROUND
-16" RED LED GAS PRICE NUMBERS

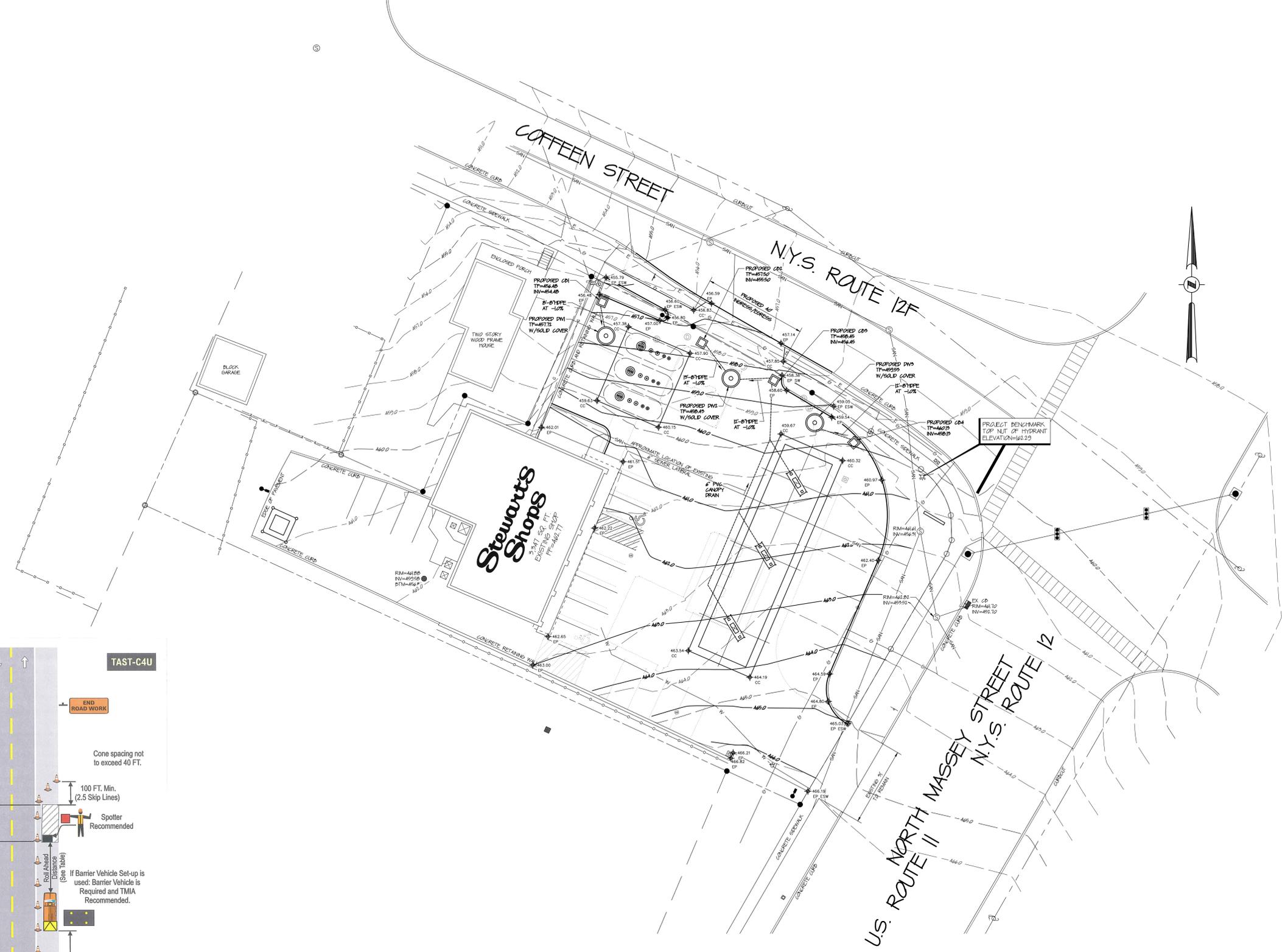
CONSTRUCTION NOTES:
ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

- DEED REFERENCES:**
- SHELL OIL COMPANY TO MERGER'S KWIK-STOP FOOD STORES, INC., DATED AUGUST 19, 1980 AND FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE IN LIBER 310 OF DEEDS AT PAGE 1236
 - WILLIAM B. FOSTER TO MERGER'S KWIK-STOP FOOD STORES, INC., DATED OCTOBER 27, 1984 AND FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE IN LIBER 1246 OF DEEDS AT PAGE 222
- MAP REFERENCES:**
- "MAP OF LAND SURVEYED FOR MERGER'S KWIK-STOP FOOD STORES, INC.", DATED JANUARY 28, 1992 BY LAFAYE, WHITE & McGUIRE LAND SURVEYORS, LAST REVISED JUNE 12, 1995
 - NEW YORK STATE DEPARTMENT OF TRANSPORTATION APPROPRIATION MAP NO. II, PARCEL NO. II FOR NORTH MASSEY STREET, CITY OF WATERTOWN, DATED JULY 17, 1991 AND APPROVED FEBRUARY 24, 1992

- SURVEY NOTES:**
- ORIGINAL STREET BOUNDARIES ARE MAPPED AS BEING 40 FEET FROM AND PARALLEL TO CITY OF WATERTOWN MONUMENTED LINES AS SHOWN ON MAPS OBTAINED FROM CITY ENGINEER'S OFFICE. THE ORIGINAL MONUMENT LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF COFFEEN AND NORTH MASSEY STREETS WAS NOT RECOVERED.
 - ELEVATIONS SHOWN HEREON HAVE BEEN ADJUSTED TO CONFORM TO VERTICAL DATUM UTILIZED BY CITY OF WATERTOWN ENGINEER'S OFFICE ON CITY MONUMENT DRAWINGS. ORIGIN OF THIS DATUM IS UNKNOWN.
 - UNDERGROUND UTILITIES ARE SHOWN HEREON AS THEY WERE MARKED ON THE SURFACE ON THE DATE OF THE FIELD SURVEY AND ARE ONLY AS ACCURATE AS THE MARKINGS.
 - SURVEY IS SUBJECT TO ALL RIGHTS-OF-WAY AND/OR EASEMENTS OF RECORD.
 - CITY OF WATERTOWN TAX MAP 12# 7-06-113, ZONED COMMERCIAL

STORE NAME, APPROVEMENT & NO. COFFEEN STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE 1/8/10 12/1/10	REVISIONS CITY OF WATERTOWN COMMENTS CITY COMMENT LETTER DATED 12/10/10
ENGINEER: LH Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 13292	 P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 581-1202 FAX: (518) 581-1203 DRAWING NO. S-2
TITLE: PROPOSED SITE PLAN	

- LEGEND:**
- IRON PIN
 - IRON PIPE
 - UNMANICURED PROPERTY CORNER
 - STOCKADE FENCE
 - WIRE FENCE
 - CHAIN-LINK FENCE
 - ⊙ SANITARY SEWER MANHOLE
 - ⊙ STORM SEWER MANHOLE
 - CATCH BASIN
 - CURB INLET
 - ⊕ MONITORING WELL
 - ⊕ LIGHTPOLE
 - SIGNPOST
 - ⊕ HVAC UNIT
 - ⊕ FIRE HYDRANT
 - ⊕ WATER SHUTOFF
 - OVERHEAD UTILITIES
 - ⊕ TRAFFIC SIGNAL CONTROL BOX
 - UNDERGROUND GAS LINE (AS MARKED)
 - WATER LINE (AS MARKED)
 - SANITARY SEWER LINE (AS MARKED)
 - UNDERGROUND ELECTRIC LINE (AS MARKED)



URBAN HIGHWAY

- Notes:**
- Short-term stationary is daytime work that occupies a location for more than 1 hour within a single daylight period.
 - In urban conditions, advance warning sign spacing may be reduced (100 FT. Min.) in order to accommodate side streets and driveways.
 - The barrier vehicle shall be an unoccupied large dump truck, with the parking brake set and with the front wheels turned away from the employees in the work area.
 - There shall be no workers, equipment, or other vehicles in the buffer space or the roll ahead distance.
 - Any buffer distance provided in advance of the barrier vehicle set-up will add to the safety of the work area. The buffer space is from the end of the lane taper to the beginning of the work area.
 - State Law signs (NYR9-11 or NYR9-12) are optional if the anticipated work duration is less than 4 hours. If used, State Law sign to be placed 300-500 FT. In advance of initial warning sign.

Speed Limit (Mph)	Buffer Space	Roll Ahead Distance
30	200' (5 Skip Lines)	40' (1 Skip Line)
35	250' (~6 Skip Lines)	40' (1 Skip Line)
40	305' (~8 Skip Lines)	40' (1 Skip Line)
45	360' (9 Skip Lines)	80' (2 Skip Lines)
50	425' (~11 Skip Lines)	80' (2 Skip Lines)
55	495' (~13 Skip Lines)	80' (2 Skip Lines)

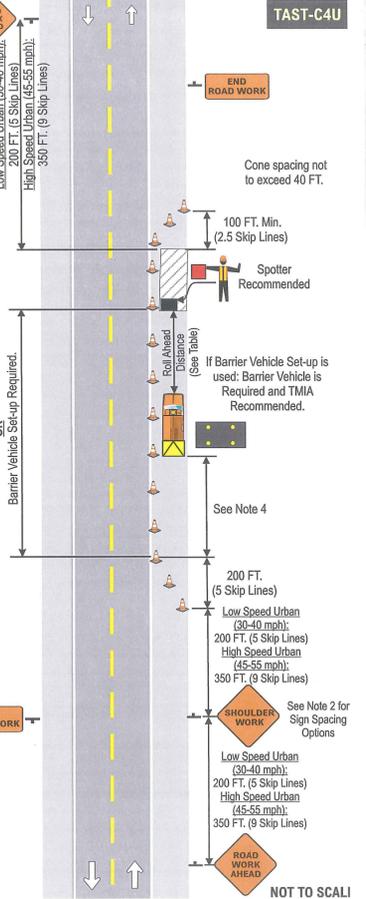
END ROAD WORK G20-2 36x18 in. This sign shall be located a Maximum distance of 500' (12 Skip Lines) past the work area.

- ROAD WORK AHEAD** W20-1 36x36 in.
- SHOULDER WORK** W21-5 36x36 in.
- Work Area
- Arrow Panel (Caution Mode)
- Barrier Vehicle with TMA

NYSDOT WORK ZONE TRAFFIC CONTROL

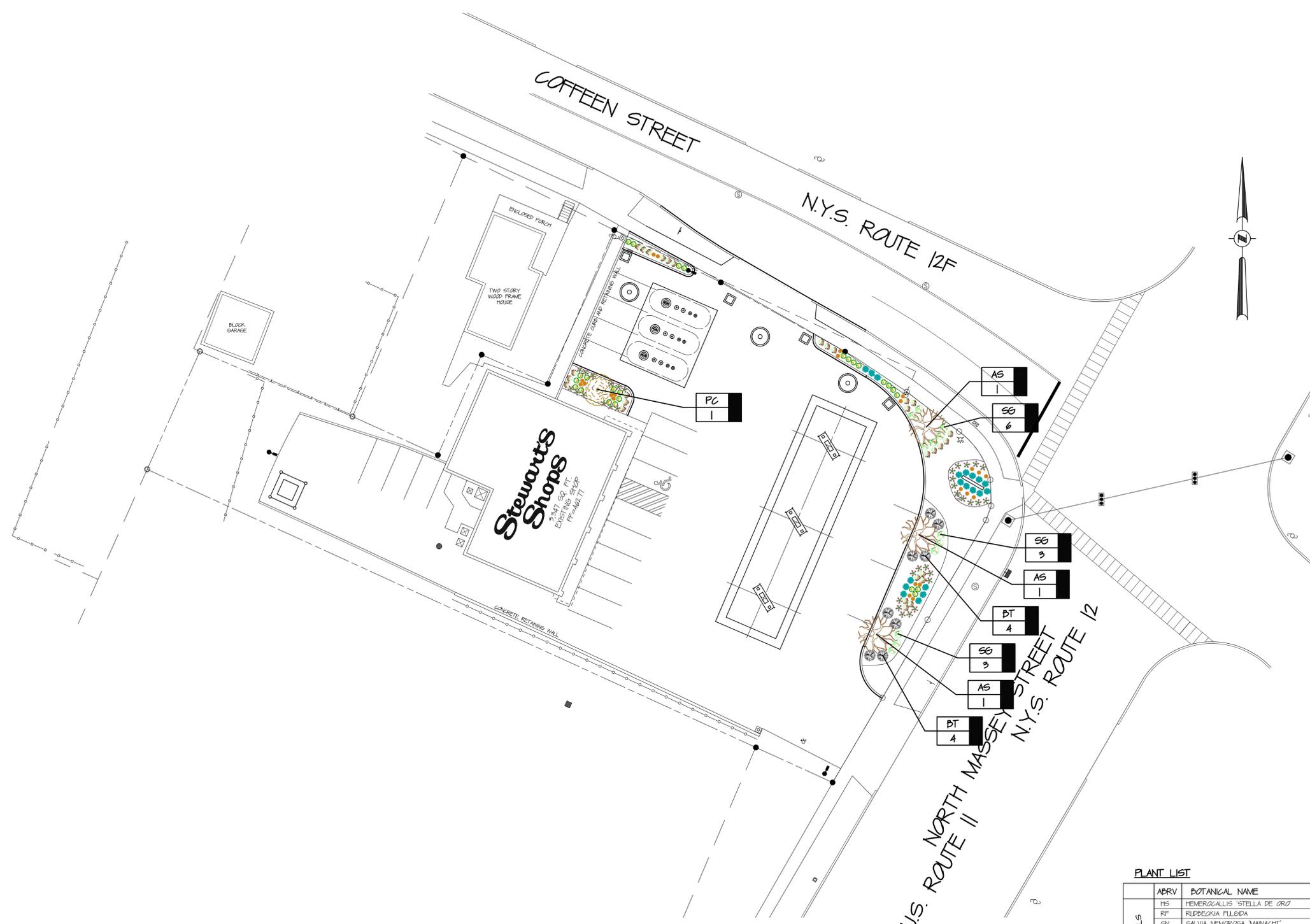
SHORT-TERM STATIONARY OPERATION INVOLVING SHOULDER CLOSURE (PAVED SHOULDER 8 FT. OR WIDER) ON URBAN TWO-LANE CONVENTIONAL HIGHWAY

FEBRUARY 2009 TAST-C4U



NOT TO SCALE

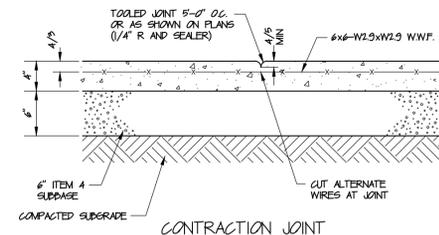
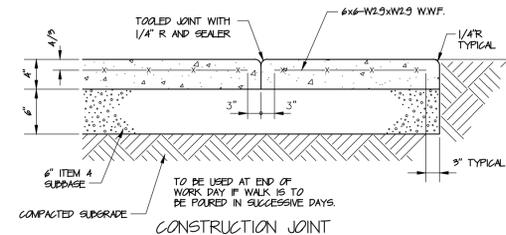
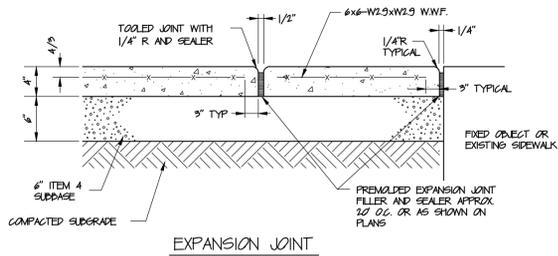
STORE NAME, ABBREVIATION & NO. COFFEE STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE 12/17/10	REVISIONS CITY COMMENT LETTER DATED 12/10/10
P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 881-1202 FAX: (518) 881-1203	
ENGINEER: L.H. Rutland, Jr., P.E. 12 DRUMS ROAD EXT. SCOTIA, NY 12252	DRAWN BY: CP SCALE: 1"=20' DATE: 5/7/10 DRAWING NO.: S-3
ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW	
TITLE: GRADING PLAN	



PLANT LIST

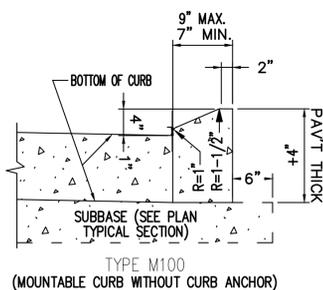
	APRV	BOTANICAL NAME	COMMON NAME	QTY	SIZE	SPACING
PERENNIALS	HS	HEMEROCALLIS 'STELLA DE ORO'	DAYLILY - STELLA DE ORO	29	2 GAL	AS SHOWN
	RF	RUPPECIA FULGIDA	BLACK-EYED SUSAN	25	2 GAL	AS SHOWN
	SN	SALVIA NEMOROSA 'MAINAZHT'	SALVIA - MAY NIGHT	34	1 GAL	AS SHOWN
	LK	LIATRIS 'KOBOLD GAYFEATHER'	BLAZING STAR - KOBOLD GAYFEATHER	19	2 GAL	AS SHOWN
	PP	PENNISETUM PIGLET	GRASS - PIGLET FOUNTAIN	22	2 GAL	AS SHOWN
TREES	AS	ACER SACCHARUM	SUGAR MAPLE	3	3" CAL. MIN.	AS SHOWN
	PC	PRUNUS CISTENA	PURPLELEAF SANDCHERRY	1	2" CAL. MIN.	AS SHOWN
SHRUBS	SG	SPIRAEA GOLDMOUND	GOLDMOUND SPIREA	12	12"-18"	AS SHOWN
	BT	Berberis thunbergii	RED LEAF BARBERRY	8	18"-24"	AS SHOWN

	STORE NAME, ABBREVIATION & NO. COFFEE STREET - COFX - 433	
	SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
	DATE 12/17/10	REVISIONS CITY COMMENT LETTER DATED 12/10/10
	 P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL. (518) 881-1202 FAX (518) 881-1203	
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 12292	DRAWN BY: CP SCALE: 1"=20' DATE: 5/7/10 DRAWING NO. S-4	
ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW		
TITLE: LANDSCAPING PLAN		

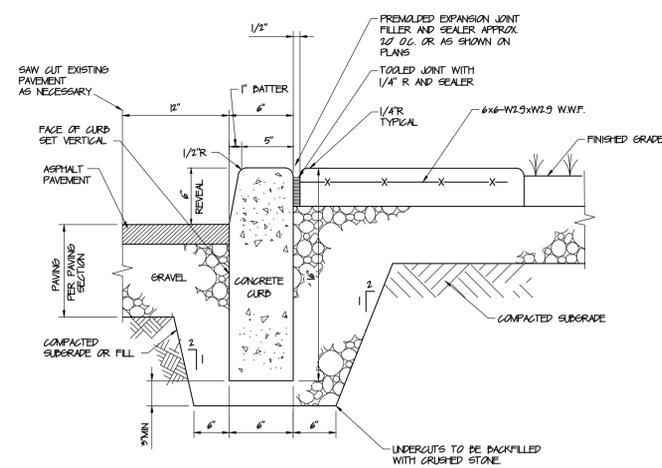


- NOTES:
1. ALL EXPOSED SURFACES TO HAVE BROOMED TEXTURE.
 2. JOINTS SHALL NOT BE SAW CUT.
 3. WHERE IT IS ANTICIPATED THAT A CONCRETE SURFACE WILL HAVE SALT OR CALCIUM CHLORIDE APPLIED, THAT SURFACE SHALL BE TREATED WITH AN APPROVED WATER PROOFING MATERIAL.
 4. THICKNESS OF SIDEWALK (D) TO BE 6" AT DRIVEWAY CROSSINGS AND 4" AT ALL OTHER LOCATIONS.
 5. CONCRETE MIX TO BE 5000 PSI.

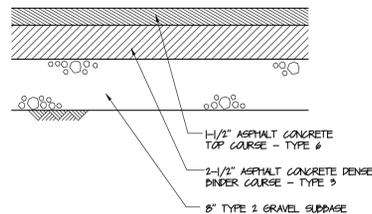
1 CONCRETE SIDEWALK DETAIL
SCALE: NONE
CROSS REFERENCE: NONE



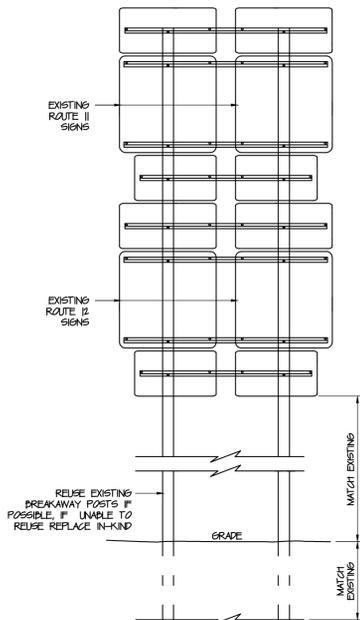
2 CAST IN PLACE CONCRETE MOUNTABLE CURBING
SCALE: NONE
CROSS REFERENCE: NONE



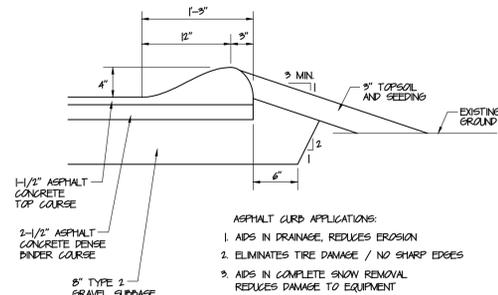
3 CAST IN PLACE CONCRETE CURBING AT SIDEWALK
SCALE: NONE
CROSS REFERENCE: NONE



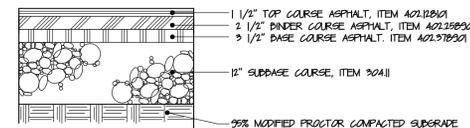
4 PARKING LOT PAVEMENT SCHEDULE
SCALE: NONE
CROSS REFERENCE: NONE



5 ROUTES 11 & 12 SIGN RELOCATION DETAIL
SCALE: NONE
CROSS REFERENCE: NONE

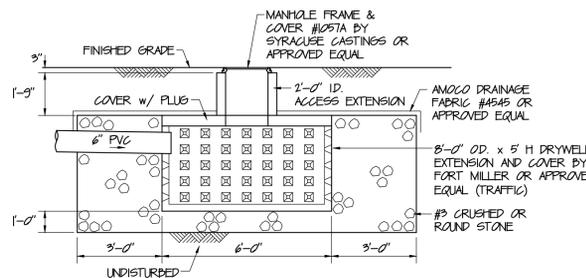


6 ASPHALT CURB DETAIL
SCALE: NONE
CROSS REFERENCE: NONE

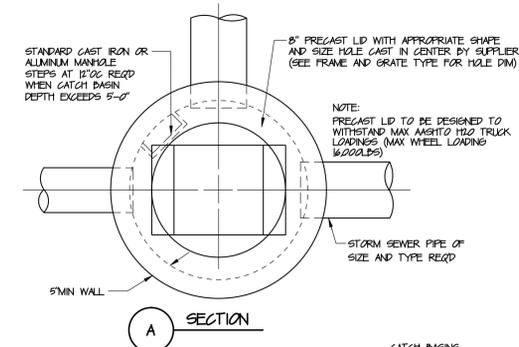


7 STANDARD DUTY PAVEMENT SECTION

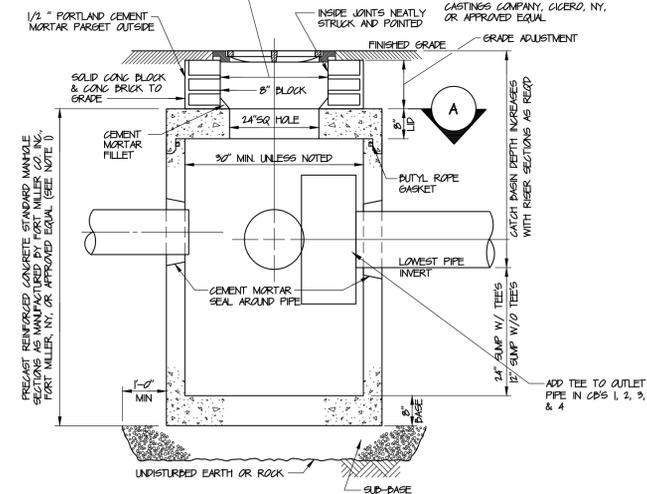
8 TYPICAL D.O.T. PAVEMENT SECTIONS
SCALE: NONE
CROSS REFERENCE: NONE



9 DRYWELL DETAIL
SCALE: NONE
CROSS REFERENCE: NONE



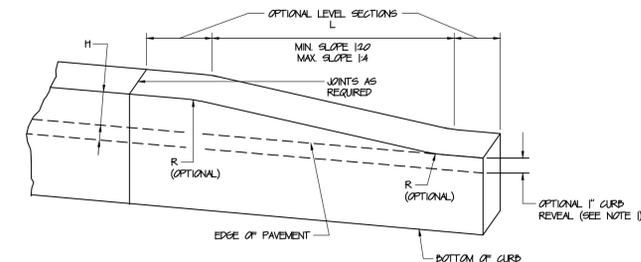
10 SECTION A



11 TYPICAL SECTION

- NOTE:
- A SQUARE OR RECTANGULAR PRECAST REINFORCED CONCRETE STRUCTURE MAY BE SUBSTITUTED IF CONDITIONS REQUIRE BY SPECIFICATIONS OR ADE ALLOW.

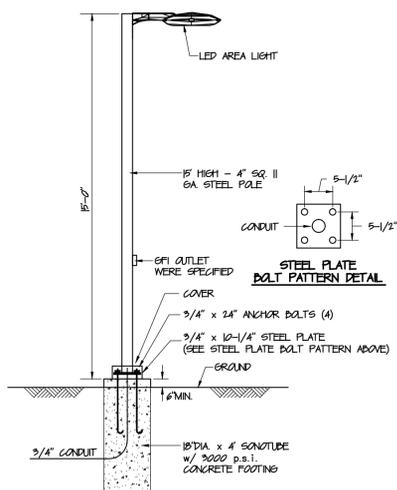
12 PRECAST CONCRETE DRAINAGE CATCH BASIN
SCALE: NONE
CROSS REFERENCE: NONE



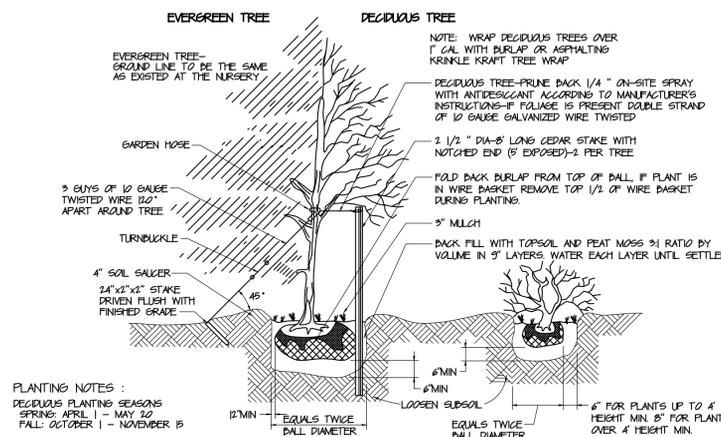
- NOTES:
1. USE 1\"/>

SLOPE	1:4	1:12	1:20
4"	16'	48'	80'
6"	24'	72'	120'

13 CONCRETE CURB TRANSITION DETAIL
SCALE: NONE
CROSS REFERENCE: NONE



14 LIGHT POLE DETAIL
SCALE: NONE
CROSS REFERENCE: NONE

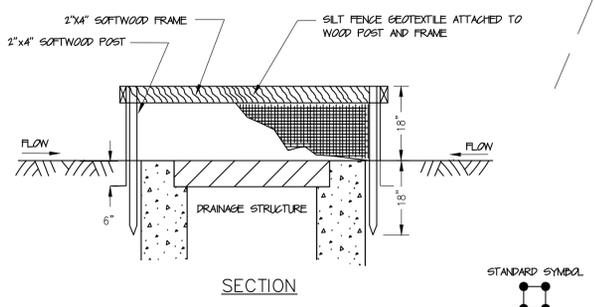
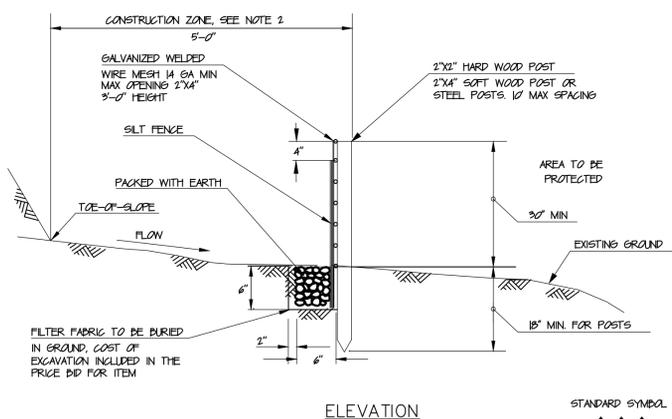
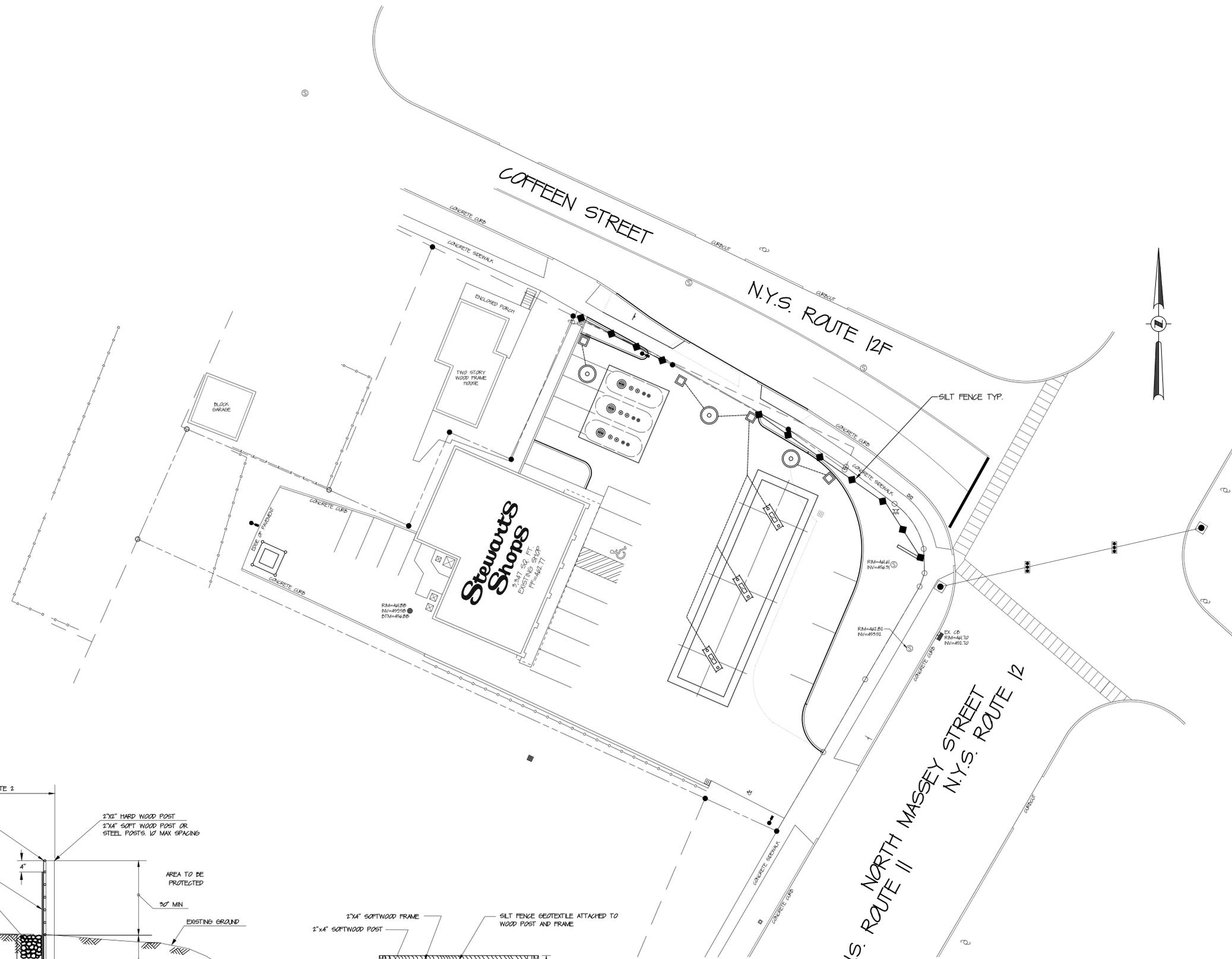


- PLANTING NOTES:
- DECIDUOUS PLANTING SEASONS: SPRING: APRIL 1 - MAY 20; FALL: OCTOBER 1 - NOVEMBER 15.
 - ALL PLANTS SHALL BE GUARANTEED AND MAINTAINED FOR A PERIOD OF 1 YEAR AFTER BEING PROPERLY PLANTED.
 - REPLACEMENT PLANTS SHALL BE PLANTED IN CONFORMANCE WITH THE SAME SPECIFICATIONS AS THE ORIGINAL PLANTS.

15 PLANTING DETAIL
SCALE: NONE
CROSS REFERENCE: NONE

STORE NAME, ABBREVIATION & NO. COFFEEN STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE 12/17/10	REVISIONS CITY COMMENT LETTER DATED 12/10/10
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 13292	DRAWN BY: CP SCALE: 1"=20' DATE: 5/7/10
DRAWING NO. S-5	
TITLE: MISCELLANEOUS DETAILS	

ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW

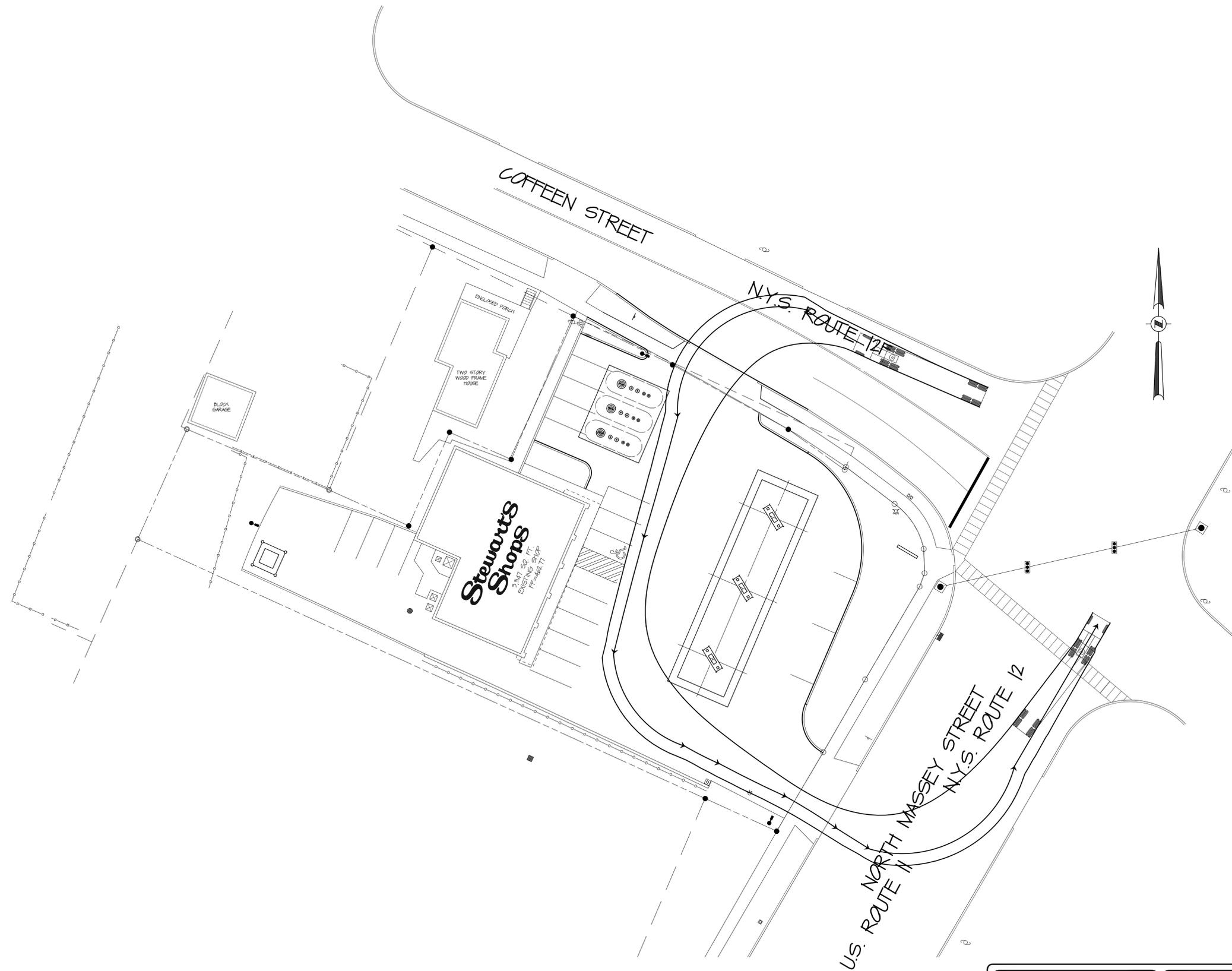


1. SLT FENCE SHALL BE INSTALLED IN ALL AREAS OF CONSTRUCTED SLOPES, SOIL DISTURBANCE STARTING EARTH MOVING OPERATIONS.
2. THE ENGINEER IN CHARGE MAY ENLARGE THE DISTANCE BETWEEN THE PROPOSED TOE-OF-SLOPE AND THE SLT FENCE, IF THE ENLARGEMENT DOES NOT TAKE PLACE IN A WETLAND/WATERBODY AND DOES NOT REQUIRE THE REMOVAL OF EXISTING VEGETATION.

1 TEMPORARY SLT FENCE
5-6 SCALE: NONE CROSS REFERENCE: NONE

2 TEMPORARY CATCH BASIN INLET PROTECTION
5-6 SCALE: NONE CROSS REFERENCE: NONE

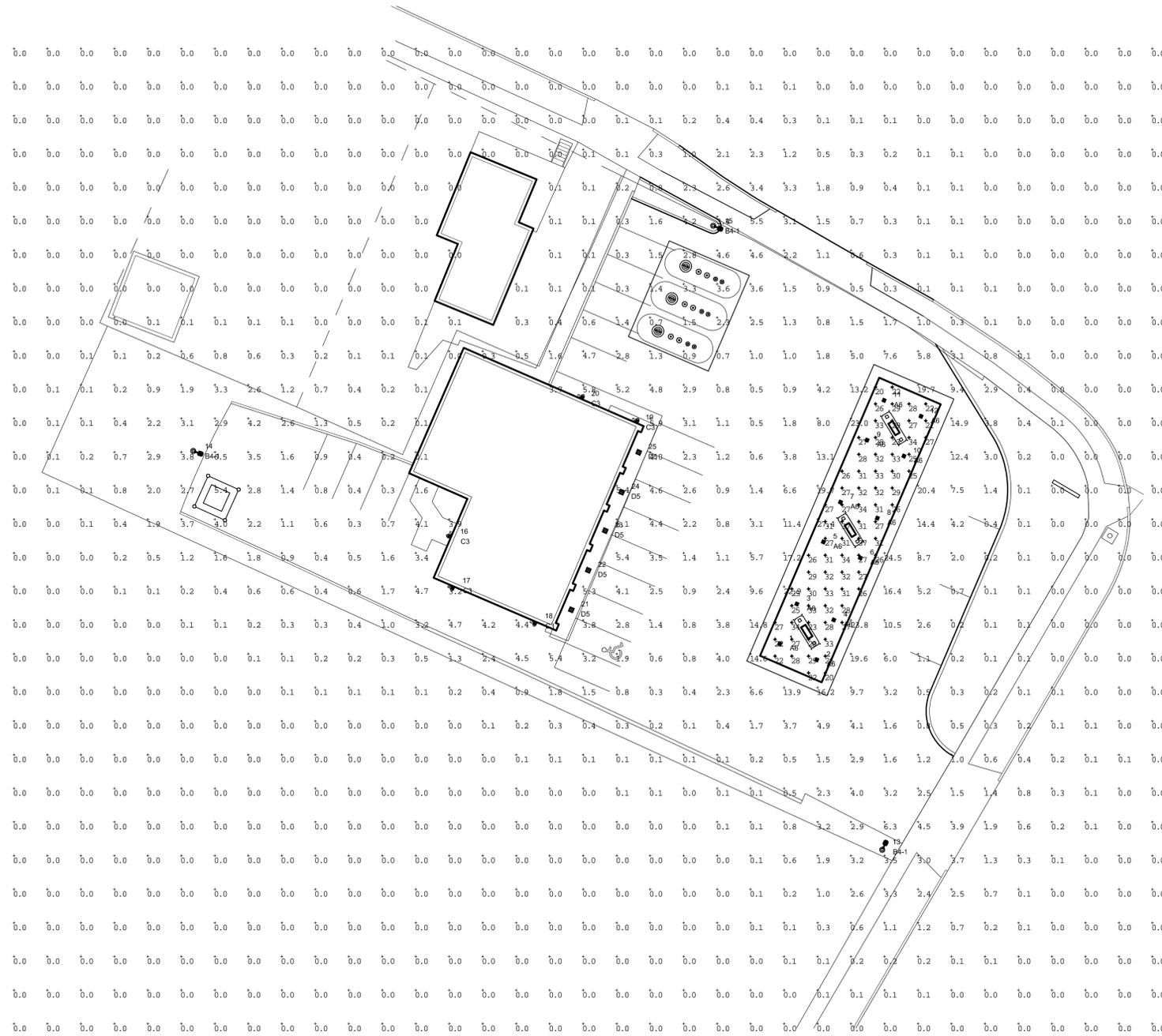
STORE NAME, ABBREVIATION & NO. COFFEEN STREET - COFX - 433		DRAWN BY: CP SCALE: 1"=20' DATE: 11/16/10 DRAWING NO. 5-6
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY		
DATE	REVISIONS	 P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 581-1200 FAX: (518) 581-1203 TITLE: EROSION & SEDIMENT CONTROL
ENGINEER: LH Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 12222 ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW		



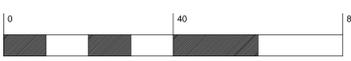
		STORE NAME, ABBREVIATION & NO. COFFEEN STREET - COFX - 433	
		SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 12302	DATE	REVISIONS	 P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 881-1200 FAX: (518) 881-1209
<small>ALTERATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW</small>		DRAWN BY: CP SCALE: 1"=20' DATE: 11/16/10	DRAWING NO. S-7
		TITLE TRAFFIC CIRCULATION PLAN	



Filename: RL101118WANYTCR2.AGI



LumNo	Z	Tilt
1	15	0
2	15	0
3	15	0
4	15	0
5	15	0
6	15	0
7	15	0
8	15	0
9	15	0
10	15	0
11	15	0
12	15	0
13	15	0
14	15	0
15	15	0
16	9	0
17	9	0
18	9	0
19	9	0
20	9	0
21	9.5	0
22	9.5	0
23	9.5	0
24	9.5	0
25	9.5	0



POLE SCHEDULE
 (3) PS-45150-SV (15' X 4" X 125' STEEL SQUARE POLE)
 PROPOSED POLES MEET 140 MPH SUSTAINED WINDS.

Label	Avg	Max	Min	Avg/Min	Max/Min
GRADE	1.08	27.4	0.0	N.A.	N.A.
UNDER CANOPY	28.38	37	20	1.42	1.85

Symbol	Qty	Label	Arrangement	Lumens	LLF	Total Watts	Description
■	12	A6	SINGLE	9705	0.940	1296	CAN-304-PS-RS-06-D-UL-WH-525 = 60LED symmetric - Recessed Canopy Light
■	3	B4-1	SINGLE	10016	0.960	417	ARE-EDG-4M-DA-12-C-UL-SV = 120LED type 4 - Area Light
■	5	C3	SINGLE	3298	0.960	245	SEC-EDG-3M-WM-04-C-UL-SV = 40LED type 3 - Security Light
■	5	D5	SINGLE	2792	0.960	195	SFT-227-5M-RM-03-C-UL-WH = 36LED type 5 - Soffit Light

NOTE: Footcandle calculated using predicted lumen values after 25K hours of operation

Luminaire results shown on this lighting design are based on project parameters and luminaire data. The design was conducted under laboratory conditions. Actual project parameters may affect field results. The customer is responsible for verifying lighting or energy code.

Date: 12/16/2010
 Scale: 1"=20'
 Project Name: Stewart's Shop - Waukegan, NY
 File Name: Y:\Common\Agg\Fig\BETA\RL101118WANYTCR2.AGI
 FOOTCANDLES CALCULATED AT GRADE
 Customer No. 07115

1200 92nd Street
 Sturtevant, WI 53177
 www.betaLED.com
 (800) 236-6800



GUIDE SPECIFICATIONS - DOUBLE-WALL FRP TANKS FOR FUEL STORAGE

STEWART'S SHOPS CORP. WILL PROVIDE DOUBLE-WALL FIBERGLASS REINFORCED PLASTIC (FRP) UNDERWRITERS LABORATORIES-LABELED UNDERGROUND STORAGE TANKS AS SHOWN ON THE DRAWINGS. THE TANK SIZE, FITTINGS AND ACCESSORIES SHALL BE AS SHOWN ON THE DRAWINGS. THE FIBERGLASS TANKS SHALL BE MANUFACTURED BY XEVES CORPORATION.

LONG FORM
PART I: GENERAL
101 QUALITY ASSURANCE
A. ACCEPTABLE MANUFACTURER: XEVES CORPORATION
D. GOVERNING STANDARDS, AS APPLICABLE:

1. UNDERWRITERS LABORATORIES (UL) STANDARD FOR SAFETY 196, FM 111 3041 FOR STORAGE OF FLAMMABLE LIQUIDS. A UL LABEL SHALL BE ATTACHED TO EACH TANK.
2. NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) STANDARDS:
NFPA 30: FLAMMABLE AND COMBUSTIBLE LIQUIDS CODE
NFPA 30A: AUTOMOTIVE AND MARINE SERVICE STATION CODE
NFPA 31: INSTALLATION OF OIL-BURNING EQUIPMENT.
NFPA 32: FUEL GAS CODE OF NEW YORK STATE.

PART II: PRODUCTS
2.01 DOUBLE-WALL FIBERGLASS REINFORCED PLASTIC (FRP) UNDERGROUND STORAGE TANKS

A. LOADING CONDITIONS - TANK SHALL MEET THE FOLLOWING DESIGN CRITERIA:

1. INTERNAL LOAD - TANK SHALL WITHSTAND A 5-PSIG AIR-PRESSURE TEST WITH 5:1 SAFETY FACTOR. CONTRACTOR SHALL INDIVIDUALLY TEST TANKS FOR LEAKAGE PRIOR TO INSTALLATION. MAXIMUM TEST PRESSURE IS 5 PSIG.
2. VACUUM TEST - TO VERIFY STRUCTURAL INTEGRITY, EVERY STANDARD 12'-DIAMETER TANK AND SMALLER SHALL BE VACUUM TESTED BY THE MANUFACTURER AT THE FACTORY TO 15" OF MERCURY.
3. SURFACE LOADS - TANK SHALL WITHSTAND SURFACE 11-20 AXLE LOADS WHEN PROPERLY INSTALLED ACCORDING TO MANUFACTURER'S CURRENT INSTALLATION MANUAL AND OPERATING GUIDELINES.
4. EXTERNAL HYDROSTATIC PRESSURE - TANK SHALL BE CAPABLE OF BEING BURIED IN GROUND WITH 7' OF OVERBURDEN OVER THE TOP OF THE TANK. THE HOLE FULLY FLOODED AND A SAFETY FACTOR OF 5:1 AGAINST GENERAL BUCKLING.
5. TANK SHALL SUPPORT ACCESSORY EQUIPMENT - SUCH AS HEATING COILS, DRAIN LINES, SUBMERSIBLE PUMPS AND LADDERS - WHEN INSTALLED, ACCORDING TO TANK MANUFACTURER'S CURRENT INSTALLATION MANUAL AND OPERATING GUIDELINES.

D. PRODUCT STORAGE

1. TANK SHALL BE CAPABLE OF STORING PETROLEUM PRODUCTS WITH SPECIFIC GRAVITY UP TO 1.2
2. TANK SHALL BE VENTED TO ATMOSPHERIC PRESSURE.
3. TANK SHALL BE CAPABLE OF STORING PRODUCTS IDENTIFIED IN THE MANUFACTURER'S CURRENT STANDARD LIMITED WARRANTY.

C. MATERIALS

1. TANK SHALL BE MANUFACTURED WITH 100% RESIN AND GLASS-FIBER REINFORCEMENT. NO SAND FILLERS.
2. TANK DIMENSIONS (REFER TO XEVES LITERATURE ON BALLDANCE)
1. TANK SHALL HAVE NOMINAL CAPACITY OF 8,000 GALLONS.
2. TANK SHALL HAVE NOMINAL OUTSIDE DIAMETER OF 8'-6".

E. INTERSTITIAL SPACE

1. TANK SHALL HAVE A SPACE BETWEEN THE PRIMARY AND SECONDARY WALLS TO ALLOW FOR THE FREE FLOW AND CONTAINMENT OF LEAKED PRODUCT FROM THE PRIMARY TANK. THE SPACE ALSO ALLOWS THE INSERTION OF A MONITORING DEVICE THROUGH A MONITORING FITTING.

2.01 ACCESSORIES

A. OPTIONAL ANCHOR STRAPS

1. STRAPS SHALL BE FRP ANCHOR STRAPS AS SUPPLIED BY TANK MANUFACTURER.
2. NUMBER AND LOCATION OF STRAPS SHALL BE SPECIFIED IN CURRENT LITERATURE BY TANK MANUFACTURER.

B. MANWAYS

1. ALL MANWAYS SHALL BE FLANGED AND 22" ID, COMPLETE WITH UL-LISTED BASKETS, BOLTS AND COVERS. (20" AND 36" ID MANWAYS ARE ALSO AVAILABLE ON CERTAIN LARGER TANKS)
2. LOCATION IS SHOWN ON TANK DRAWINGS.
3. OPTIONAL MANWAY EXTENSIONS SHALL BE FRP AND 24" LONG.

C. OPTIONAL FILL TUBES

1. FILL TUBES SHALL BE FRP, 4"-DIAMETER, WITH A 6" X 4" DOUBLE-TAPPED REDUCER BUSHING, AND INCLUDE A 6" NPT FITTING. TUBES SHALL TERMINATE A MINIMUM OF 4" FROM THE BOTTOM OF TANK (A MINIMUM OF 6" FOR A 12'-DIAMETER TANK).

D. GAUGE PLATES

1. GAUGE PLATES SHALL BE INSTALLED UNDER EACH SERVICE FITTING AND MANWAY OPENING.

E. OPTIONAL HEATING COILS

1. OPTIONAL HEATING COILS SHALL BE INSTALLED IN A SEPARATE 22" MANWAY AND SHALL BE AS SUPPLIED BY TANK MANUFACTURER.

F. OPTIONAL LADDERS

1. LADDERS SHALL BE THE STANDARD LADDER AS SUPPLIED BY TANK MANUFACTURER (ALUMINUM, CARBON STEEL OR FIBERGLASS).

G. NPT THREADED FITTINGS

1. ALL STANDARD THREADED FITTINGS SHALL BE HALF-COUPPLINGS AND SHALL BE 4" OR 4"- DIAMETER REDUCERS ARE TO BE USED FOR SMALLER SIZES WHERE SHOWN AND PROVIDED BY CONTRACTOR.
2. STRENGTH - NPT FITTINGS SHALL WITHSTAND A MINIMUM OF 150 FOOT-POUNDS OF TORQUE AND 1000 FOOT-POUNDS OF BENDING, BOTH WITH A 2:1 SAFETY FACTOR.

H. MONITOR FITTINGS

1. EACH MONITOR FITTING SHALL CONSIST OF A 4" NPT FITTING ON THE TANK. TANKS WITH A HYDROSTATIC MONITORING SYSTEM DO NOT HAVE A MONITOR FITTING.

PART III: TESTING AND INSTALLATION

3.01 TESTING

A. TANK SHALL BE TESTED ACCORDING TO THE XEVES INSTALLATION MANUAL AND OPERATING GUIDELINES FOR SINGLE-WALL AND DOUBLE-WALL FIBERGLASS UNDERGROUND STORAGE TANKS IN EFFECT AT TIME OF INSTALLATION.

3.02 INSTALLATION

A. TANK SHALL BE INSTALLED ACCORDING TO THE XEVES INSTALLATION MANUAL AND OPERATING GUIDELINES FOR SINGLE-WALL AND DOUBLE-WALL FIBERGLASS UNDERGROUND STORAGE TANKS IN EFFECT AT TIME OF INSTALLATION.

B. CONTRACTOR SHALL BE TRAINED BY THE TANK MANUFACTURER, THE STATE OR OTHER APPROVED AGENCY.

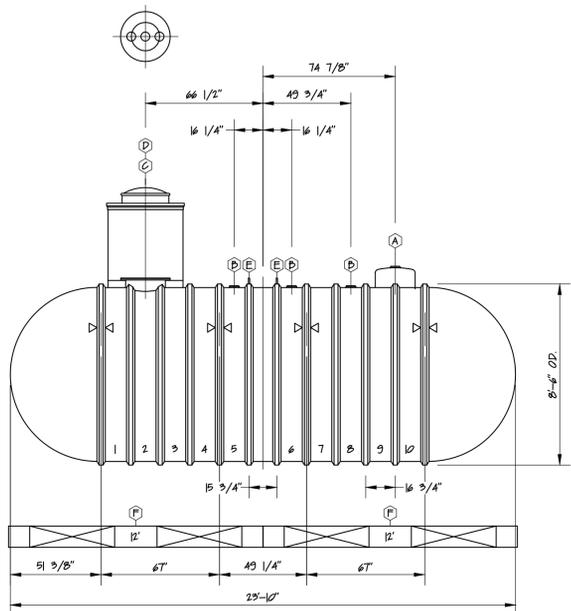
GENERAL NOTES:

A. TANKS

1. IT IS THE RESPONSIBILITY OF THE INSTALLER AND OPERATOR TO FOLLOW ALL REQUIREMENTS CONTAINED IN THE INSTALLATION MANUAL FOR FIBERGLASS UNDERGROUND STORAGE TANKS AND COMPLY WITH ALL FEDERAL, STATE AND LOCAL REGULATIONS THAT MAY APPLY TO TANK INSTALLATIONS AND OPERATIONS.
2. PRIOR TO EXCAVATION LOCATE AND PROTECT ANY UTILITIES NEAR THE EXCAVATION.
3. ALL TANKS MUST BE LABELED BY THE MANUFACTURER IN ACCORDANCE WITH ANYCRR PART #43A.
4. FIBERGLASS TANKS MUST BE INSTALLED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS AND NFPA 30 AND 31.
5. IN ACCORDANCE WITH ANYCRR PART #43C, ALL NEW TANKS, THEIR SEAMS AND CONNECTING FITTINGS MUST BE FACTORY TESTED FOR TIGHTNESS USING STANDARD ENGINEERING PRACTICES. ALL TANKS SOLD FOR USE IN NEW YORK STATE MUST BE GUARANTEED BY THE MANUFACTURER TO BE TIGHT.
6. ALL FIBERGLASS REINFORCED PLASTIC UNDERGROUND PETROLEUM STORAGE TANKS MUST BE DESIGNED AND MANUFACTURED WITH ONE OF THE FOLLOWING STANDARDS:
(I) UL NO. 196, OR
(II) ULG NO. CAN-545-M89 (SEE SECTION #41(H) OF THIS PART).
7. ALL TANKS MANUFACTURED FOR STEWART'S SHOPS CORP. MUST MEET OR EXCEED ANYCRR PART #4 STANDARDS.
8. NEW TANK MONITORING SHALL CONFORM TO THE ANYCRR #45 STANDARDS.
9. BACKFILL FOR THE TANK EXCAVATION SHALL BE 3/8" WASHED PEASTONE OR APPROVED EQUAL BY TANK MANUFACTURER. ALL BACKFILL MUST BE FREE OF ICE, SNOW, AND DEBRIS.
10. EQUIPMENT TO LIFT THE TANK SHALL BE OF ADEQUATE SIZE TO LIFT AND LOWER THE TANK WITHOUT DRAGGING AND DROPPING TO ENSURE NO DAMAGE TO THE TANK OR THE COATING. TANKS SHALL BE CAREFULLY LIFTED AND LOWERED BY USE OF CABLES OR CHAINS OF ADEQUATE LENGTH (NOT GREATER THAN 30 DEGREES OR DESIGN PARAMETERS OF THE CRANE SPECIFICATIONS) ATTACHED TO THE LIFTING LUGS PROVIDED. A SPREADER BAR SHOULD BE USED WHERE NECESSARY. UNDER NO CIRCUMSTANCES SHOULD CHAINS OR SLINGS, UNDER THE TANK SHELL, BE USED TO MOVE TANKS.
11. TANK HOLES MUST BE DEEP ENOUGH TO FOR ALLOW A MINIMUM OF 12" AND A MAXIMUM OF 36" OF REQUIRED BACKFILL BED OVER THE HOLE BOTTOM OR CONCRETE PAD.
12. FILL PORTS ARE TO BE COLOR CODED IN ACCORDANCE WITH ANYCRR PART #43.30 AND FLAGGED TO BE INSTALLED IN LOCATION VISIBLE TO FILLS.

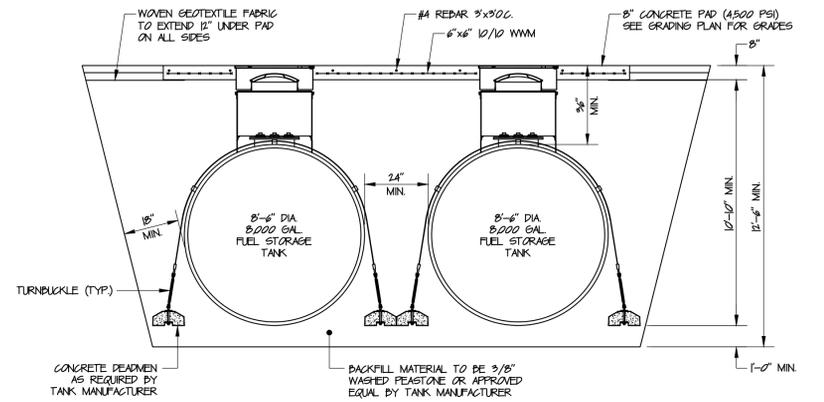
D. PIPING

1. ALL MATERIAL, WORKMANSHIP, AND INSTALLATION PRACTICES SHALL BE IN ACCORDANCE WITH NFPA 30, NFPA 30A, ANYCRR PART #44, AND OTHER APPLICABLE CODES.
2. MATERIALS
A. NPT 1/2"-15-60 1-3/4" DOUBLE WALLED FLEXIBLE PIPE W/4" DUCTING.
D. TRENCH BACKFILL MATERIAL SHALL BE 3/8" WASHED PEASTONE OR ABOVE.
3. ALL PIPING TO BE PRESSURE TESTED PRIOR TO BACKFILLING.
A. ALL PRODUCT LINES SHALL BE TESTED FROM UNION TO DISPENSER SHEAR VALVE.
4. ELECTRONIC LEAK DETECTION ON ALL STPS.
5. WATER AND/OR ETHANAL ALERT FILTERS ARE TO BE INSTALLED ON ALL DISPENSERS.
6. CALIBRATE AND SEAL METERS TO LOCAL REGULATIONS.

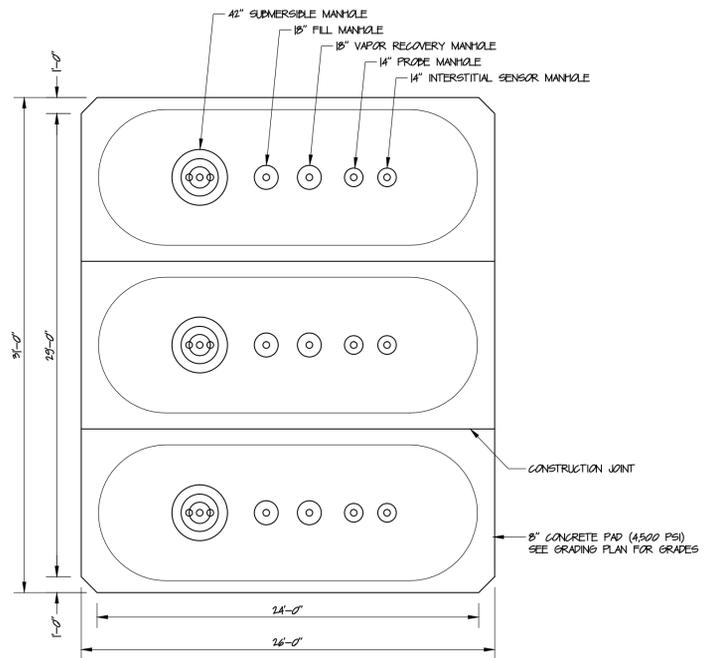


(A)	22" DIA HYDROSTATIC MONITORING RESERVOIR WITH 4" NPT FITTING
(B)	4" NPT SERVICE FITTING WITH STRIKER PLATE
(C)	22" DIA MANWAY WITH 3-4" NPT FITTINGS IN COVER & STRIKER PLATES
(D)	42" DIA x 36" HIGH CONTAINMENT SUMP WITH 24" DIA LEVER LOCK WATER TIGHT TOP
(E)	LIFTING LUG
(F)	12" PREFABRICATED CONCRETE DEADMEN (4 DEADMEN REQUIRED PER TANK)
(X)	HOLD DOWN STRAP LOCATION

1 8,000 GALLON TANK DETAIL
SCALE: 1/4"=1'-0"
CROSS REFERENCE: NONE

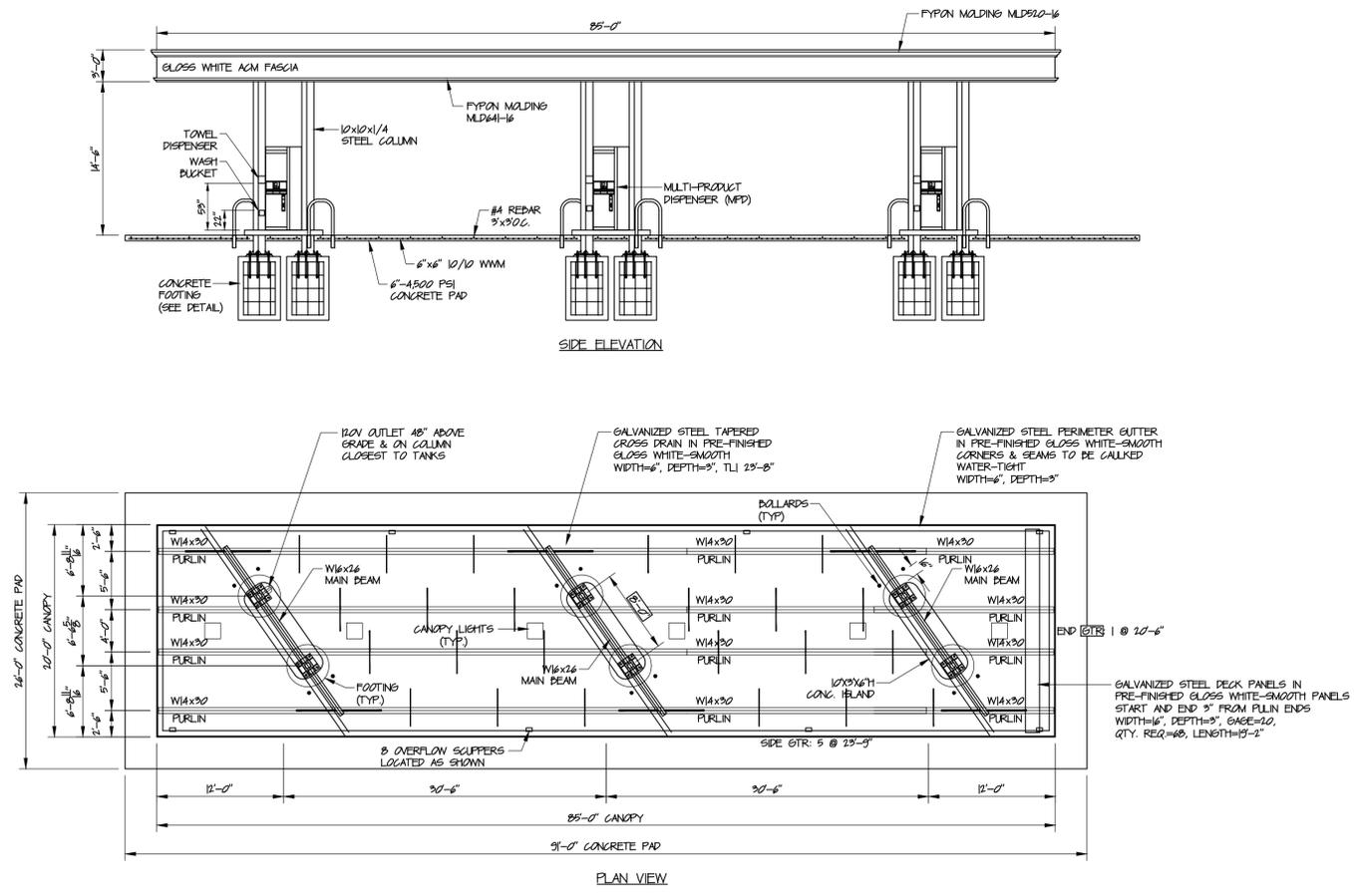


2 TANK CROSS-SECTION DETAIL
SCALE: 1/4"=1'-0"
CROSS REFERENCE: NONE

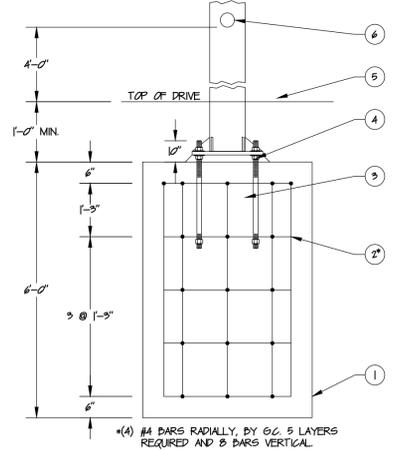
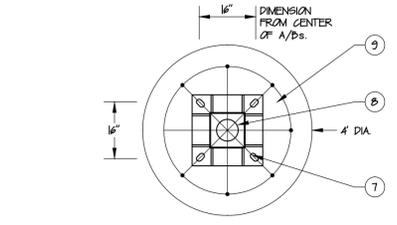


3 TANK PAD DETAIL
SCALE: 3/16"=1'-0"
CROSS REFERENCE: NONE

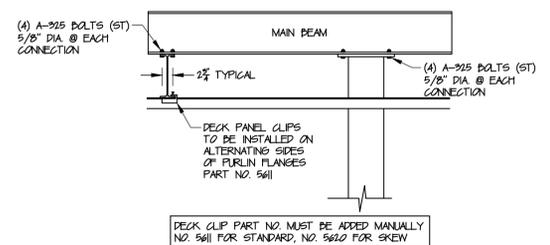
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 13201	STORE NAME, APPROXIMATION & NO. COFFEEN STREET - COFX - 433
	SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY
DATE	REVISIONS
Stewart's	
P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 581-1100 FAX: (518) 581-1129	
DRAWN BY: CP SCALE: AS SHOWN DATE: 5/10/10	
DRAWING NO. G-1	
TITLE: TANK INSTALLATION DETAILS	
ALTERNATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW	



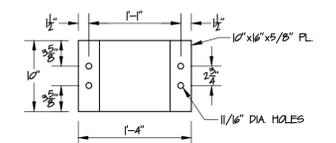
1 CANOPY DETAILS
SCALE: 1/8"=1'-0"
CROSS REFERENCE: NONE



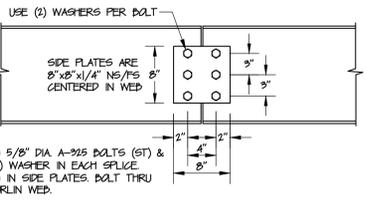
2 COLUMN FOOTING DETAIL
SCALE: 1/2"=1'-0"
CROSS REFERENCE: NONE



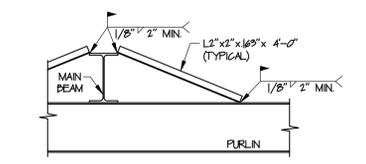
3 STRUCTURAL CONNECTIONS DETAIL
SCALE: 1"=1'-0"
CROSS REFERENCE: NONE



4 CAP PLATE DETAIL
SCALE: 1"=1'-0"
CROSS REFERENCE: NONE



5 PURLIN WEB SPLICE DETAIL
SCALE: 1"=1'-0"
CROSS REFERENCE: NONE



6 4'-0" SAG ANGLE DETAIL
SCALE: 1"=1'-0"
CROSS REFERENCE: NONE

- GENERAL NOTES**
- DO NOT SCALE DRAWINGS.
 - ALL CONSTRUCTION SHALL CONFORM TO APPLICABLE STATE AND LOCAL CODES.
 - ALL WELDING UNLESS SPECIFICALLY NOTED SHALL BE PERFORMED IN THE COMPANY SHOP BEFORE SHIPMENT. ALL WELDS SHALL BE FULL WELDS, A MINIMUM OF 1/4" SIZE AND PERFORMED BY CERTIFIED WELDERS, UNLESS NOTED OTHERWISE.
 - ENTIRE UNDERGROUND STORAGE AND SUPPLY SYSTEM MUST CONFORM TO ALL APPLICABLE PARTS OF NFPA 30, NFPA 30A, ANCR PARTS 612-614, ALL STATE AND FEDERAL CODES, AND MANUFACTURER SPECIFICATIONS.
 - MANUFACTURER TO SUBMIT SHOP DRAWINGS TO OWNER AND ENGINEER FOR RECORD.
 - CONCRETE: 3500 PSI MIN. FOR FOOTINGS & ISLANDS
4500 PSI MIN. FOR CONCRETE PADS
 - INSTALLER TO SUPPLY AS-BUILT & INSTALLATION CERTIFICATIONS.
 - CANOPY DOWN SPOUTS TO BE INSTALLED ON BUILDING SIDE OF COLUMN.
 - UL LISTED VOICE COMMUNICATION SPEAKERS (3M BRAND) TO BE INSTALLED AT EACH ISLAND.
 - INSTALL 1 PAPER TOWEL DISPENSER & 1 WASH BUCKET ON THE INSIDE EACH COLUMN FACING THE DISPENSER.

- ERECTOR NOTES**
- ALL LEVELING NUTS AND FOOTING ELEVATIONS MUST BE CHECKED WITH A TRANSIT. VERIFY ALL FOOTING CENTER LINES.
 - CHECK ALL STEEL FOR PLUMB, SQUARE, AND LEVEL AFTER IT IS ERECTED.
 - ALL ASTM A305 AND A307 BOLTS SHALL BE INSTALLED PER THE RISC SPECIFICATION FOR STRUCTURAL JOINTS USING ASTM A305 OR A307 BOLTS, (LINE 20, 2004) CONTAINED IN PART 16 SPECIFICATIONS AND CODES OF THE AISC STEEL CONSTRUCTION MANUAL, 10TH EDITION.
 - CHECK LEVELNESS OF BOTTOM OF PURLINS WITH A TRANSIT.
 - ALL BRACING FOR BEAMS AND PURLINS IS TO BE WELDED ON BEFORE DECK PANELS ARE INSTALLED.
 - FIELD PRIME ALL STRUCTURAL STEEL CONNECTIONS AND SPLICES AFTER STEEL IS ERECTED.
 - WASHERS ARE REQUIRED ON ALL BOLTED CONNECTIONS. THE NUT AND WASHER SHALL BE PLACED AT THE TOP OF CONNECTION (NUT SIDE IF BOLT RUNS HORIZONTALLY). A WASHER IS REQUIRED FOR ALL BOLTED CONNECTIONS AT SLOT LOCATIONS (UNLESS NOTED OTHERWISE).
 - DO NOT DEVIATE FROM PLANS WITHOUT PRIOR TRC CANOPY CONSENT.

- FOOTING NOTES**
- CONCRETE BASE BY GENERAL CONTRACTOR.
 - SEE FOOTER DETAIL FOR REQUIRED REBAR SPECIFICATIONS.
 - BASEPLATE TO BEAR ON LEVELING NUTS AND WASHERS TO CREATE A MINIMUM 1/8" GROUT POCKET. GENERAL CONTRACTOR MUST FILL UNDER THE BASE PLATE WITH A NON-SHRINK GROUT THAT MEETS THE PERFORMANCE REQUIREMENTS OF ASTM C 1107 AND C801-04 SPECIFICATIONS FOR NON-SHRINK GROUT. MIXING AND PLACING OF GROUT SHALL BE IN ACCORDANCE WITH MANUFACTURER'S SPECIFICATIONS.
 - 1 1/4" DIA. x 20" LG. A-307 OR AN ANCHOR BOLTS W/ HEAVY HEX NUT AND 10" THRD. PROJECTION WITH DOUBLE NUTS FOR PLUMBING AND LEVELING.
 - ALLOW A 3/4" SQUARE OPENING IN DRIVE AT COLUMNS FOR INSTALLATION OF ANCHOR BOLT NUTS. OPENING TO BE FILLED WITH CONCRETE AFTER ERECTION.
 - ELECTRICAL ACCESS OPENING (4" DIA. HOLE) WITH 5"x6" COVER PLATE LOCATED APPROXIMATELY 4" ABOVE TOP OF DRIVE.
 - BASE PLATES ARE 20"x20"x3/4" THK. OR 50 STL. W/ (4) - 1 1/2" DIA. BOLT HOLES ON 16" CENTERS.
 - BASE PLATE HAS A 6" DIA. HOLE FOR ELECTRICAL ACCESS.
 - UNLESS OTHERWISE NOTED, TOPS OF FOOTERS MUST BE HELD LEVEL AND ON THE SAME PLANE.
 - CONCRETE FOR FOOTERS SHALL ACHIEVE A MINIMUM COMPRESSION OF 3500 PSI.
 - FOOTING DESIGN IS BASED ON PRESUMPTIVE LOAD BEARING VALUES PROVIDED IN THE INTERNATIONAL BUILDING CODE, TABLE 1604.3. AN ASSUMED ALLOWABLE BEARING PRESSURE OF 3500 PSF AND A LATERAL BEARING PRESSURE OF 350 PSF/FT SHALL BE VERIFIED IN THE FIELD. IT IS RECOMMENDED THAT FOOTINGS BEAR ON STABLE ORIGINAL UNDISTURBED SUBGRADE OR SELECT CONTROLLED FILL (EXTENDING TO STABLE ORIGINAL UNDISTURBED SUBGRADE). IF FIELD CONDITIONS AND TESTING INDICATE LESS CAPACITY OR DISTURBED SOIL, THE DETAIL SHOWN SHALL NOT BE USED AND TRC SHALL BE CONTACTED IMMEDIATELY TO REDESIGN THE FOOTINGS.

STORE NAME, APPROVATION & NO. COFFEEEN STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE	REVISIONS
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 13201	P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 581-1100 FAX: (518) 581-1129
DRAWING NO. 6-3	
TITLE CANOPY DETAILS	
<small>ALTERATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW</small>	

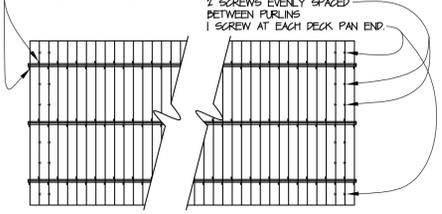
NOTES

1. CALK ENTIRE PERIMETER WATER-TIGHT.
2. FASCIA BRACES:
 - A. FASCIA BRACES AT 48" O/C.
 - B. FASCIA BRACES EXTEND 4" PAST END OF DECK PANS (TYP. FOR 6" WIDE GUTTER).
 - C. FASTEN FASCIA BRACES WITH (2) TEK SCREWS INTO RID OF DECK PANS.
 - D. FASCIA BRACES ARE 2 1/2" WIDE WITH 1 1/8" LEGS x 22 GA. (MIN).
3. ACM FASCIA - TABS BENT OVER ON ALL FOUR SIDES. ATTACH SIDE TABS TOGETHER USING (2) #14x1/8" TEK SCREWS. ATTACH TOP & BOTTOM TABS USING #8 PAN HEAD SCREWS 24" O.C.
4. ADJUST TOP L-BRACE UP OR DOWN FOR SNUG FIT OF ACM FASCIA.
5. SILICONE CALK @ EACH VERTICAL ACM JOINT TO KEEP ANY LIGHT FROM SHINING THROUGH.

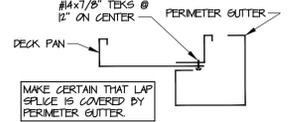


1 36" ACM FASCIA DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE

ALL CANOPIES SHALL HAVE DECK CLIPS ON ALTERNATING SIDES OF THE PURLINS.

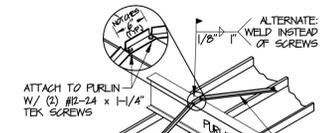


2 DECK ATTACHMENT DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE



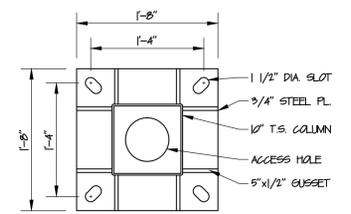
ERECTOR SHALL FIELD CUT FILL DECK PAN TO CREATE A FINISH PAN.

3 FINISH DECK PAN DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE

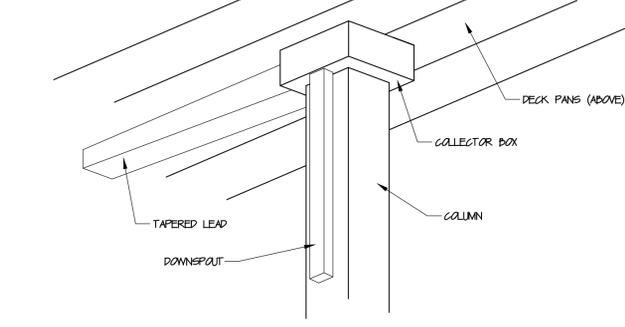
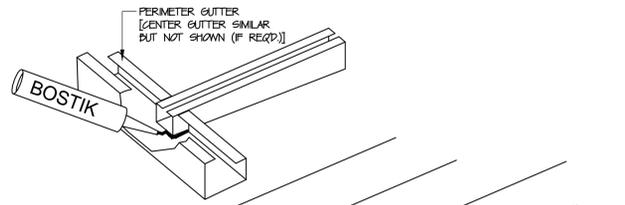


PURLIN ROLLOVERS TO BE SPACED EQUALLY BETWEEN SUPPORT BEAMS.

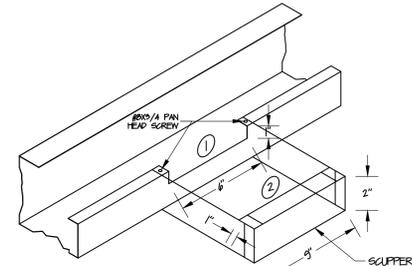
4 PURLIN ROLLOVER DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE



5 BASE PLATE DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE

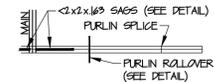


6 EXTERNAL DRAIN DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE

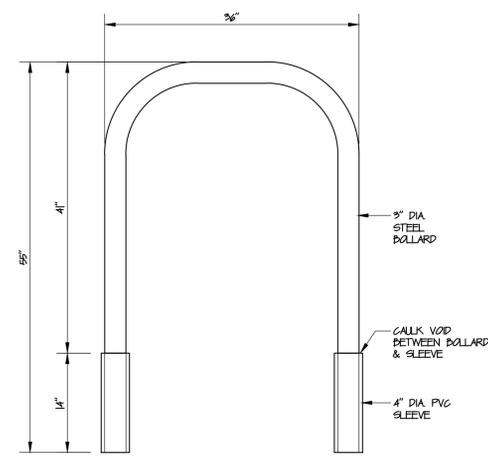


1. ERECTOR TO CUT A 1"x6" NOTCH IN GUTTER AT OVERFLOW SCUPPER LOCATION.
2. ERECTOR TO THEN INSTALL SCUPPER OVER THE NOTCH IN GUTTER AS SHOWN. CALK WATERTIGHT.

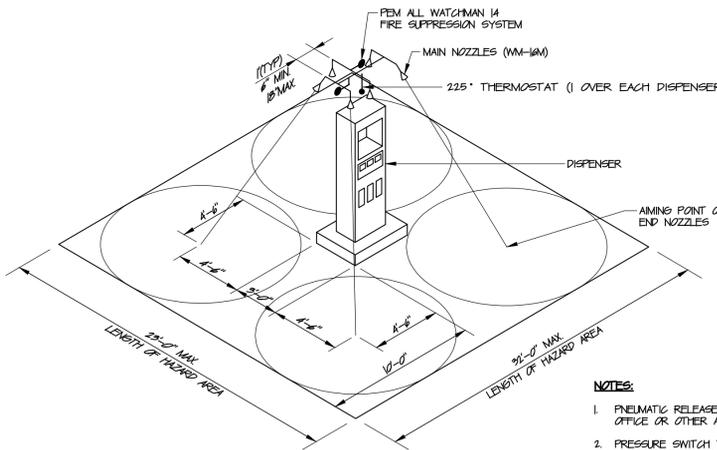
7 OVERFLOW SCUPPER DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE



8 PURLIN KEY
 SCALE: 1/8"=1'-0"
 CROSS REFERENCE: NONE



9 HORSESHOE BALLARD DETAIL
 SCALE: 1/4"=1'-0"
 CROSS REFERENCE: NONE



- NOTES:**
1. PNEUMATIC RELEASE TO BE LOCATED IN OFFICE OR OTHER ACCESSIBLE LOCATION.
 2. PRESSURE SWITCH TO BE LOCATED ADJACENT TO PNEUMATIC RELEASE.
 3. SYSTEM TO BE INSTALLED AT EACH DISPENSER LOCATION.
 4. AS PER NFPA 17, EQUIPMENT SHALL BE PROVIDED TO SIMULTANEOUSLY SHUT DOWN ALL VEHICLE DISPENSERS UPON FIRE SYSTEM ACTIVATION.

10 PEM ALL WATCHMAN 14 FIRE SUPPRESSION DETAIL
 SCALE: NONE
 CROSS REFERENCE: NONE

STORE NAME, ABBREVIATION & NO. COFFEEN STREET - COFX - 433	
SITE LOCATION 229 NORTH MASSEY STREET - WATERTOWN, NY	
DATE	REVISIONS
P.O. BOX 435 SARATOGA SPRINGS, NY 12866 TEL: (518) 581-1200 FAX: (518) 581-1209	
ENGINEER: L.H. Rutland, Jr. PE 12 DRUMS ROAD EXT. SCOTIA, NY 13201	DRAWN BY: CP SCALE: AS SHOWN DATE: 5/10/10 DRAWING NO: G-4
ALTERATIONS TO THIS DOCUMENT BY OTHER THAN AN AUTHORIZED LICENSED PROFESSIONAL ENGINEER IS ILLEGAL AND A VIOLATION OF THE NEW YORK STATE EDUCATION LAW	
TITLE: CANOPY DETAILS	

Ord No. 1

December 30, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: Margin Parking Legislation

At the request of Council Member Roxanne M. Burns, City Staff looked at the issue of parking in the street margin. The Committee researched how other communities addressed this issue and submitted a report detailing proposed amendments to the City Code section 293, Vehicles and Traffic, for consideration at the December 20, 2010 City Council meeting.

As requested at that meeting, an Ordinance is attached for City Council consideration which would prohibit any parking within or upon any margin, at any time. This Ordinance provides for no exceptions to the prohibition against margin parking.

ORDINANCE

Page 1 of 1

Amending City Municipal Code § 293,
Vehicles and Traffic

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

Total

YEA	NAY

Introduced by

BE IT ORDAINED that Section 293-1 of the City Code of the City of Watertown is amended by adding the following definition to paragraph B:

MARGIN - That portion of the street located between the curbline and the adjacent property lines. If a sidewalk is constructed in that portion of the street, the term includes the sidewalk.

and,

BE IT FURTHER ORDAINED that Section 293-21 is amended by removing the phrase “or road” from paragraph C, and

BE IT FURTHER ORDAINED that Section 293-21 is amended by adding paragraph D to read as follows:

D. Parking prohibited at margins. No person shall park any vehicle within or upon any margin at any time.

and,

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

Seconded by

Ord No. 2

December 28, 2010

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

City Council approved change order #1 with A.J. Montclair, Inc. on December 20, 2010 in the amount of \$40,301.01 which brings the final contract amount to \$425,997.51. The project will finish under the original budget of \$500,000 that was included in the Fiscal Year 2010-11 Capital Budget and intended to be funded with debt.

On July 6, 2010 City Council approved the original Bond Ordinance for this project in the amount of \$390,000. As the project costs are higher than the adopted Bond Ordinance City Council needs to consider the attached amended Bond Ordinance that reflects the estimated project cost of \$430,000.

Summary of Project Costs:

Construction - A.J. Montclair, Inc.	\$ 385,697	
Change order #1	<u>40,301</u>	\$ 425,998
Estimated Bonding fees		<u>4,002</u>
Total Estimated Cost		<u>\$ 430,000</u>

As with all approved Bond Ordinances a review of each of the City's funds' financial positions will be undertaken prior to the actual issuance of debt to pay for the project. If staff feels that any fund has the ability to pay their respective share of the project out of either current appropriations or fund balance, then we will inform City Council of such recommendation.

ORDINANCE

Page 1 of 5

An Ordinance Amending the Ordinance Dated July 6, 2010, Authorizing the Issuance of \$390,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of Riggs Avenue, Including Street, Sidewalks, Storm Sewer, Water Main and Sanitary Sewers, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$430,000

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

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on January 3, 2011, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

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

WHEREAS, by ordinance dated July 6, 2010, the Council of the City of Watertown, Jefferson County, New York, authorized the issuance of \$390,000 bonds of said City to pay the cost of the reconstruction of Riggs Avenue, including street, sidewalks, storm sewer, water main and sanitary sewer, 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 \$390,000, in and for the City of Watertown, Jefferson County, New York; and

WHEREAS, the Council now wishes to increase the estimated maximum cost of the aforesaid class of objects or purposes from \$390,000 to \$430,000, an increase of \$40,000 over that previously authorized; NOW, THEREFORE,

ORDINANCE

Page 2 of 5

An Ordinance Amending the Ordinance Dated July 6, 2010, Authorizing the Issuance of \$390,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of Riggs Avenue, Including Street, Sidewalks, Storm Sewer, Water Main and Sanitary Sewers, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$430,000

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

YEA	NAY

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 July 6, 2010, authorizing the issuance of \$390,000 bonds to pay the cost of the reconstruction of Riggs Avenue, including street, sidewalks, storm sewer, water main and sanitary sewer, 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 \$390,000, in and for the City of Watertown, Jefferson County, New York, including, in each instance, incidental expenses in connection therewith, is hereby amended, in part, to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$430,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COSTS OF THE RECONSTRUCTION OF RIGGS AVENUE, INCLUDING STREET, SIDEWALKS, STORM SEWER, WATER MAIN AND SANITARY SEWERS, IN AND FOR SAID CITY.

“

“Section 1. For paying the costs of the reconstruction of Riggs Avenue, including street, sidewalks, storm sewer, water main and sanitary sewer, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a class of objects or purposes, there are hereby authorized to be issued \$430,000 bonds of said City pursuant to the provisions of the Local Finance Law.

“Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$430,000 and that the plan for the financing thereof is by the issuance of the \$430,000 bonds of said City authorized to be issued pursuant to this bond ordinance.”

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

ORDINANCE

Page 3 of 5

An Ordinance Amending the Ordinance Dated July 6, 2010, Authorizing the Issuance of \$390,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of Riggs Avenue, Including Street, Sidewalks, Storm Sewer, Water Main and Sanitary Sewers, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$430,000

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

YEA	NAY

(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.

Section D. This resolution is effective immediately.

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

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

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

The ordinance was thereupon declared duly adopted.

* * *

ORDINANCE

Page 5 of 5

An Ordinance Amending the Ordinance Dated July 6, 2010, Authorizing the Issuance of \$390,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of Riggs Avenue, Including Street, Sidewalks, Storm Sewer, Water Main and Sanitary Sewers, to Increase the Estimated Maximum Cost Thereof and the Amount of Bonds Authorized to \$430,000

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

YEA	NAY

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

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

Designated Location(s) of Posted Noticed Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on January _____, 2011.

City Clerk

(CORPORATE SEAL)

Ord No. 3

December 28, 2010

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Sidewalk Special Assessment District #7

Included in the FY 2010-11 Capital Budget was funding for the sidewalk construction costs associated with the sidewalk special assessment district #6 and 7. District 6 has been completed and now the City is looking to start District #7 which includes parcels located on Cayuga Avenue, Frontenac Street, Meade Street, Mohawk Street, New York Avenue, Railroad Street, Summer Street and Superior Street.

As in previous years, this Special Assessment Program provides property owners with an opportunity to pay for the cost of work performed by the City over a ten-year period. This bond ordinance will allow the City to borrow for the costs associated with those property owners that choose to enroll in the 10-year Special Assessment Program. The City's share of the costs associated with the sidewalk program is funded with a transfer from the general fund and not through the proceeds of this bond ordinance.

ORDINANCE

Page 1 of 5

An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

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

Total

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, January 3, 2011, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

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

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

WHEREAS, it is now desired to authorize the issuance of bonds of said City to finance costs of said class of objects or purposes; NOW, THEREFORE,

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

Section 1. For the class of objects or purposes of paying costs of the construction or reconstruction of sidewalks in Special Assessment District No. 7 within the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, there are hereby authorized to be issued \$200,000 bonds of said City pursuant to the provisions of the Local Finance Law.

ORDINANCE

Page 2 of 5

An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

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

Total

YEA	NAY

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$200,000 and that the plan for the financing thereof is by the issuance of the additional \$200,000 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 ten years, pursuant to subdivision 24 of paragraph a of Section 11.00 of the Local Finance Law.

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

Section 5. The faith and credit of said City of Watertown, Jefferson County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. There shall annually be levied on all the taxable real property of said City, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

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

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any

ORDINANCE

Page 3 of 5

An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

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

Total

YEA	NAY

order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

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

Section 9. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.1340-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

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

- 1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or

ORDINANCE

Page 4 of 5

An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

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

Total

Table with 2 columns: YEA, NAY. Rows for each council member and a total row.

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

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

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

_____ VOTING _____

The ordinance was thereupon declared duly adopted.
* * *

APPROVED BY THE MAYOR
_____, 2011.
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

Page 5 of 5

An Ordinance Authorizing the Issuance of \$200,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Construction or Reconstruction of Sidewalks in Special Assessment District No. 7 Within the City

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

Total

Table with 2 columns: YEA, NAY. Rows for each council member and a total row.

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on January 3, 2011, 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 Notices Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on January ____, 2011.

City Clerk (CORPORATE SEAL)

Public Hearing – 7:30 p.m.

December 30, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Establishing Assessment Charge, Sidewalk Special Assessment
District 7, Spring and Fall 2011

On November 15, 2010, the City Council approved the establishment of the Sidewalk Improvement Special Assessment for District 7 and at the request of City Engineer Kurt Hauk the City Council approved an amendment to that district on December 6, 2010. As you will recall, under the Charter provisions related to Special Assessment Programs, after a Public Hearing, the City Council must officially determine whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner.

Notices were sent to all property owners in the defined area notifying them of their inclusion in this year's program and also notifying them of the Public Hearing to consider whether all or a portion of the cost for the proposed sidewalk improvements should be a charge or expense upon the abutting property owner. The attached report provides a detailed listing of the properties that will be included in Sidewalk Special Assessment District #7. Staff prepared the notices to property owners using the \$5.25 per sq.ft. price.

As in previous years, this Special Assessment Program provides taxpayers with an opportunity to pay the cost of work performed by the City over a ten-year period. Property owners will have the option of having the City perform the work, hiring a contractor to do the work, or doing the work themselves.

A Public Hearing for Special Assessment District #7 has been scheduled for Monday, January 3, 2011, at 7:30 p.m., in City Council Chambers. Following the Public Hearing, the City Council can consider the attached resolution, which establishes the assessment charge for the Special Assessment District #7. .

RESOLUTION

Page 1 of 1

Establishing Assessment Charge for Sidewalks, Spring and Fall 2011 Pursuant to Section 93 of the City Charter

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

Total

YEA	NAY

Introduced by

WHEREAS a public hearing was held in accordance with Section 93 of the City Charter on January 3, 2011 at 7:30 p.m. to hear public comment concerning whether all or a portion of the cost for proposed sidewalk improvements to the properties identified in the attached report, which constitutes Special Assessment District #7, shall be a charge or expense upon the abutting properties, and

WHEREAS the City Council has determined that it shall fix the charge to be paid by the abutting property owner at \$_____ per square foot, with the remaining cost being paid by the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, pursuant to Section 93 of the City Charter, hereby fixes the charge to be paid for by the abutting property owner's of Special Assessment District #7 at \$ _____ per square foot, with the remaining cost being paid by the City.

Seconded by

SIDEWALK PROGRAM - DISTRICT 7

#	Property Add.	Parcel #	Orig. Sq. Ft.	Adj. Sq. Ft.	Cost/ft	Sub-total	Tax
512	Cayuga Ave.	1-20-207	192		5.25	\$1,008.00	0.0775
514	Cayuga Ave.	1-20-208	272		5.25	\$1,428.00	0.0775
522	Cayuga Ave.	1-20-209	16		5.25	\$84.00	0.0775
602	Cayuga Ave.	1-20-506	288		5.25	\$1,512.00	0.0775
603	Cayuga Ave.	1-21-108	176		5.25	\$924.00	0.0775
606	Cayuga Ave.	1-20-507	160		5.25	\$840.00	0.0775
607	Cayuga Ave.	1-21-107	224		5.25	\$1,176.00	0.0775
610	Cayuga Ave.	1-20-508	32		5.25	\$168.00	0.0775
611	Cayuga Ave.	1-21-106	208		5.25	\$1,092.00	0.0775
614	Cayuga Ave.	1-20-509	240		5.25	\$1,260.00	0.0775
615	Cayuga Ave.	1-21-105	16		5.25	\$84.00	0.0775
618	Cayuga Ave.	1-20-510	192		5.25	\$1,008.00	0.0775
619	Cayuga Ave.	1-21-104	192		5.25	\$1,008.00	0.0775
621	Cayuga Ave.	1-21-103	192		5.25	\$1,008.00	0.0775
631	Cayuga Ave.	1-21-101	112		5.25	\$588.00	0.0775
513	Frontenac St.	1-16-406	192		5.25	\$1,008.00	0.0775
514	Frontenac St.	1-16-209	144		5.25	\$756.00	0.0775
515	Frontenac St.	1-16-405	176		5.25	\$924.00	0.0775
519	Frontenac St.	1-16-404	176		5.25	\$924.00	0.0775
522	Frontenac St.	1-16-210	32		5.25	\$168.00	0.0775
523	Frontenac St.	1-16-403	128		5.25	\$672.00	0.0775
524	Frontenac St.	1-16-211	80		5.25	\$420.00	0.0775
609	Frontenac St.	1-16-305	64		5.25	\$336.00	0.0775
613	Frontenac St.	1-16-304	32		5.25	\$168.00	0.0775
620	Frontenac St.	1-16-115	48		5.25	\$252.00	0.0775
621	Frontenac St.	1-16-303	192		5.25	\$1,008.00	0.0775
VL	Frontenac St.	1-16-208.001	124		5.25	\$651.00	0.0775
906	Main St. W.	1-20-101.001	224		5.25	\$1,176.00	0.0775
509	Meade St.	1-16-204	96		5.25	\$504.00	0.0775
520	Meade St.	1-15-220	384		5.25	\$2,016.00	0.0775
529	Meade St.	1-16-201	1080		5.25	\$5,670.00	0.0775
610	Meade St.	1-15-111	108		5.25	\$567.00	0.0775
613	Meade St.	1-16-102	64		5.25	\$336.00	0.0775
513	Mohawk St.	1-20-141	624		5.25	\$3,276.00	0.0775
516	Mohawk St.	1-16-411	344		5.25	\$1,806.00	0.0775
522	Mohawk St.	1-16-412	208		5.25	\$1,092.00	0.0775
523	Mohawk St.	1-20-139	272		5.25	\$1,428.00	0.0775
525	Mohawk St.	1-20-138	96		5.25	\$504.00	0.0775
610	Mohawk St.	1-16-311	128		5.25	\$672.00	0.0775
613	Mohawk St.	1-20-314	80		5.25	\$420.00	0.0775
614	Mohawk St.	1-16-312	128		5.25	\$672.00	0.0775
620	Mohawk St.	1-16-313	176		5.25	\$924.00	0.0775
622	Mohawk St.	1-16-314	96		5.25	\$504.00	0.0775
508	New York Ave.	1-20-109	80		5.25	\$420.00	0.0775
509	New York Ave.	1-20-218	448		5.25	\$2,352.00	0.0775
513	New York Ave.	1-20-217	16		5.25	\$84.00	0.0775
517	New York Ave.	1-20-216	16		5.25	\$84.00	0.0775
522	New York Ave.	1-20-126	336		5.25	\$1,764.00	0.0775

SIDEWALK PROGRAM - DISTRICT 7

#	Property Add.	Parcel #	Orig. Sq. Ft.	Adj. Sq. Ft.	Cost/ft	Sub-total	Tax
527	New York Ave.	1-20-214	48		5.25	\$252.00	0.0775
606	New York Ave.	1-20-406	64		5.25	\$336.00	0.0775
609	New York Ave.	1-20-520	176		5.25	\$924.00	0.0775
615	New York Ave.	1-20-519	176		5.25	\$924.00	0.0775
619	New York Ave.	1-20-518	64		5.25	\$336.00	0.0775
623	New York Ave.	1-20-517	112		5.25	\$588.00	0.0775
627	New York Ave.	1-20-519	112		5.25	\$588.00	0.0775
1014	Railroad St.	1-20-203	256		5.25	\$1,344.00	0.0775
1018	Railroad St.	1-20-204	32		5.25	\$168.00	0.0775
1022	Railroad St.	1-20-205	240		5.25	\$1,260.00	0.0775
14	Summer St.	1-20-115	144		5.25	\$756.00	0.0775
912	Summer St.	1-20-118	208		5.25	\$1,092.00	0.0775
916	Summer St.	1-20-119	192		5.25	\$1,008.00	0.0775
917	Summer St.	1-20-117	80		5.25	\$420.00	0.0775
920	Summer St.	1-20-120	64		5.25	\$336.00	0.0775
924	Summer St.	1-20-121	320		5.25	\$1,680.00	0.0775
928	Summer St.	1-20-122	32		5.25	\$168.00	0.0775
929	Summer St.	1-20-114	48		5.25	\$252.00	0.0775
933	Summer St.	1-20-113	96		5.25	\$504.00	0.0775
936	Summer St.	1-20-124	48		5.25	\$252.00	0.0775
937	Summer St.	1-20-112	144		5.25	\$756.00	0.0775
940	Summer St.	1-20-125	176		5.25	\$924.00	0.0775
943	Summer St.	1-20-111	176		5.25	\$924.00	0.0775
947	Summer St.	1-20-110	304		5.25	\$1,596.00	0.0775
25	Superior St.	1-16-214	128		5.25	\$672.00	0.0775
111	Superior St.	1-20-403	192		5.25	\$1,008.00	0.0775
804	Superior St.	1-16-104	64		5.25	\$336.00	0.0775
810	Superior St.	1-16-105	144		5.25	\$756.00	0.0775
816	Superior St.	1-16-107	176		5.25	\$924.00	0.0775
828	Superior St.	1-16-110	48		5.25	\$252.00	0.0775
829	Superior St.	1-16-213	64		5.25	\$336.00	0.0775
832	Superior St.	1-16-111	32		5.25	\$168.00	0.0775
833	Superior St.	1-16-212	432		5.25	\$2,268.00	0.0775
840	Superior St.	1-16-306	208		5.25	\$1,092.00	0.0775
841	Superior St.	1-16-401	272		5.25	\$1,428.00	0.0775
845	Superior St.	1-16-417	80		5.25	\$420.00	0.0775
847	Superior St.	1-16-416	64		5.25	\$336.00	0.0775
850	Superior St.	1-16-308	160		5.25	\$840.00	0.0775
851	Superior St.	1-16-415	112		5.25	\$588.00	0.0775
854	Superior St.	1-16-309	80		5.25	\$420.00	0.0775
858	Superior St.	1-16-310	368		5.25	\$1,932.00	0.0775
901	Superior St.	1-20-137	304		5.25	\$1,596.00	0.0775
902	Superior St.	1-20-301	272		5.25	\$1,428.00	0.0775
904	Superior St.	1-20-302	160		5.25	\$840.00	0.0775
908	Superior St.	1-20-303	128		5.25	\$672.00	0.0775
909	Superior St.	1-20-135	176		5.25	\$924.00	0.0775
913	Superior St.	1-20-134	144		5.25	\$756.00	0.0775
916	Superior St.	1-20-305	112		5.25	\$588.00	0.0775

SIDEWALK PROGRAM - DISTRICT 7

#	Property Add.	Parcel #	Orig. Sq. Ft.	Adj. Sq. Ft.	Cost/ft	Sub-total	Tax
917	Superior St.	1-20-133	80		5.25	\$420.00	0.0775
924	Superior St.	1-20-401	16		5.25	\$84.00	0.0775
927	Superior St.	1-20-131	112		5.25	\$588.00	0.0775
928	Superior St.	1-20-402	160		5.25	\$840.00	0.0775
933	Superior St.	1-20-129	192		5.25	\$1,008.00	0.0775
936	Superior St.	1-20-404	80		5.25	\$420.00	0.0775
942	Superior St.	1-20-405	416		5.25	\$2,184.00	0.0775
943	Superior St.	1-20-127	258		5.25	\$1,354.50	0.0775
1002	Superior St.	1-20-501	400		5.25	\$2,100.00	0.0775
1005	Superior St.	1-20-213	80		5.25	\$420.00	0.0775
1006	Superior St.	1-20-502	112		5.25	\$588.00	0.0775
1010	Superior St.	1-20-503	16		5.25	\$84.00	0.0775
1014	Superior St.	1-20-504	160		5.25	\$840.00	0.0775
1016	Superior St.	1-20-505	48		5.25	\$252.00	0.0775
1019	Superior St.	1-20-210	176		5.25	\$924.00	0.0775
1013/1015	Superior St.	1-20-211	192		5.25	\$1,008.00	0.0775
M34	Superior St.	1-16-106	160		5.25	\$840.00	0.0775
VL	Superior St.	1-20-212	112		5.25	\$588.00	0.0775

Tabled

December 30, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Approving Addition to the City of Watertown's
Local Highway Inventory

The attached Resolution approving the addition of a City Street to the City's Local Highway Inventory was presented to the City Council for consideration at the December 20, 2010 meeting, at which time it was tabled so that members of the Council could discuss possible names for this street. To date, I have received two recommendations from the Public regarding the naming of the street. The first recommendation received was to name the street Graham Boulevard "in honor of long serving Mayor, Jeff Graham." The second recommendation was to name the street Line Drive, based on its proximity to the baseball field.

As my December 15, 2010 report pointed out, each December, the City Engineering Department performs a review of our Local Highway Inventory and in early January submits their findings to the New York State Department of Transportation (NYSDOT). This review provides municipalities with the opportunity to update their local highway inventory for any changes, errors or omissions.

During this year's review, the City Engineering Department determined that the internal street at the Fairgrounds which connects Rand Drive to William T. Field Drive needs to be included in the inventory. The street currently does not have an official name, although it has been informally referred to as Cooke Drive over the years. The City Engineering Department is recommending that modifications be made to include this in the City's inventory. This inventory is one of the factors considered, when the State does its annual calculation of each municipality's CHIPS funding.

In order to add this section of street to the inventory, the City Council must first officially name the street and then adopt a resolution stating that the City accepts maintenance and operational responsibility for this street. Once this resolution has been adopted, the street can be added to the City's Annual Local Highway Inventory submittal to NYSDOT.

A resolution approving the street name, adding this street to the City of Watertown's Local Highway Inventory has been prepared for City Council consideration. The official name for the street has been left blank for the City Council to fill in at Monday's meeting.

RESOLUTION

Page 1 of 1

Naming of Street and Approving
Addition to the City of Watertown's
Local Highway Inventory

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

YEA	NAY

Introduced by

Council Member Teresa R. Macaluso

WHEREAS each December, the City Engineering Department performs a review of our Local Highway Inventory and in early January submits their findings to the New York State Department of Transportation (NYSDOT), and

WHEREAS during this year's review, the City Engineering Department noticed that a City-maintained street has not been included in the City's inventory, and

WHEREAS the City of Watertown has and will continue to own and maintain the city street that runs from Rand Drive to William T. Field Drive,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown names the city-owned street that runs from Rand Drive to William T. Field Drive, _____ Street, and

BE IT FURTHER RESOLVED that the City of Watertown accepts maintenance and operational responsibility of _____ Street, as depicted in the map, which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Engineer Kurt W. Hauk is hereby authorized and directed to amend the City's Local Highway Inventory to include said street and provide the amended inventory to NYSDOT for their consideration.

Seconded by Council Member Jeffrey M. Smith



DESIGNED BY: JLV	REVISIONS:
DRAWN BY: JLV	
DATE: 1209-2010	
SCALE: 1"=150'	
CHECKED BY: KWH	
APPROVED BY: KWH	
PROJECT NAME: LH 2010	

WARNING: It is a violation of Section 7209, Subdivision 2, of the New York State Education Law for any person other than a Licensed Professional Engineer to alter this map.

CITY OF WATERTOWN
ENGINEERING DEPARTMENT

MUNICIPAL BUILDING, ROOM 305 PHONE: 315-785-7740
 245 WASHINGTON STREET FAX: 315-785-7829
 WATERTOWN, NEW YORK 13601

PLAN VIEW

LOCAL HIGHWAY INVENTORY
 UNNAMED STREET

SHEET NO.

1



1869

CITY OF WATERTOWN, NEW YORK
DEPARTMENT OF ENGINEERING
MEMORANDUM

DATE: 10 December 2010

TO: Mary Corriveau, City Manager

FROM: Justin Wood, Civil Engineer II

SUBJECT: Approving Additions to the City of Watertown's Local Highway Inventory

Enclosed is a recommended addition to the City's Local Highway Inventory (LHI). The Local Highway Inventory (LHI) is a list of all City streets which are maintained by the City. The Consolidated Local Street and Highway Improvement Program (CHIPS) distributes funding to local municipalities, in part, based on the LHI and total mileage of streets maintained by the municipality.

Every January, the City must submit an updated LHI to the NYSDOT. The Engineering Department reviewed the current LHI list and noticed a City-maintained street, which has no official name, that could be added. However, to add streets or street sections to the LHI, NYSDOT requires a resolution accepting "maintenance and operational responsibility" for all additions. The street would also have to be given an official name to be included in the LHI.

The "street" is actually an internal drive at the Fairgrounds which connects Rand Drive to William T. Field Drive. It has never been officially named, however, it has been informally referred to as Cook Drive over the years. The street is maintained year-round for vehicular traffic and therefore could be added to the LHI upon official naming and passing of the attached resolution.

Please prepare a resolution for Council consideration.

Cc: Kurt Hauk, City Engineer
Gene Hayes, Superintendent of Public Works



December 30, 2010

To: The Honorable Mayor and City Council
From: Mary M. Corriveau, City Manager
Subject: City Manager's and City Clerk's Annual Review

Title III, Sections 19 through 26 of the City Charter details the Powers and Duties of the City Council, which includes the requirement to review the City Manager's and City Clerk's contract and performance by March 1st of each year.

At the request of City Council, I have attached the documents used to annually review the City Manager's and City Clerk's performance. Based on discussions at the December 20, 2010 City Council meeting, the Council will meet in Executive Session on January 10, 2011 to discuss the performance of these two individuals.

#1
Organizational Management
Program Development and Follow-Through

___ 1. Plans and organizes service delivery systems to assure efficient and effective services.

___ 2. Follows through on work assigned by the City Council so that it is completed efficiently and thoroughly.

___ 3. Researches City Council's program suggestions and reporting the results of the analyses.

___ 4. Maintains knowledge of current and innovative trends, technologies and systems and uses same for City operations and programs.

___ 5. Anticipates and recognizes future needs and problems and plans accordingly.

___ 6. Plans and organizes for maximum utilization and maintenance of City owned facilities and equipment.

___ 7. Effectively assigns work to others and builds their skills.

Comments:

Note: Please score each sentence on a scale of 1-5.

(1) Unacceptable (2) Poor (3) Acceptable (4) Good (5) Excellent.

Also: Use D.N. if you don't know or don't feel qualified to rate that category

#2
Employee & Unionized Labor
Relations

___ 1. Maintains positive employee-employer relations and guides staff so they work towards common objectives, i.e. promotes teamwork among staff.

___ 2. Effectively appoints and develops qualified personnel and oversees/evaluates job performance.

___ 3. Addresses personnel problems and takes appropriate action when warranted.

___ 4. Union contracts are properly negotiated, with the interests of the City protected while labor relations are not excessively strained.

___ 5. Minimal union grievances, unfair labor charges, and negative publicity are maintained.

Comments:

#3

Relationship with Mayor and Council

- ___ 1. Maintains effective communications, both verbal and written, to keep Council Members informed in a timely manner and about important issues and problems.
- ___ 2. Provides information to all Council Members on an equal basis.
- ___ 3. Maintains personal availability to Council Members.
- ___ 4. Maintains reporting systems to Council Members of the administration's staff current and planned activities.
- ___ 5. Effectively communicates with Council Members about their concerns and delegates or follows through to see that City Departments implement appropriate actions.

Comments:

#4

Budgetary & Fiscal Management

- ___ 1. Plans, organizes, prepares and presents the annual budget with adequate documentation and support information to enable Council Members to make informed fiscal policy decisions.
- ___ 2. Controls costs wherever possible.
- ___ 3. Provides financial reports to Council Members with sufficient information on the City financial status.
- ___ 4. Administers the adopted budget within approved revenues and expenditures.

Comments:

#5
Public Relations

- ___ 1. Relates and communicates well with the public and the media; maintains to the public a City image that represents professionalism and service.
- ___ 2. Effectively handles citizen's complaints and disputes.
- ___ 3. Maintains visibility, identity and availability in the community and is active in community events and organizations.
- ___ 4. Effectively represents the City Council's positions and policies.
- ___ 5. Ensures that City employees demonstrate a perception and attitude of helpfulness, courtesy and sensitivity.
- ___ 6. Has the respect of Council, department heads and employees.

Comments:

#6
Intergovernmental Relations

- ___ 1. Positively represents the City and its interests with other governmental jurisdictions or agencies.
- ___ 2. Maintains effective relations and communications with other government agencies, including elected officials (i.e. Town Supervisors, State and Federal Representatives).
- ___ 3. Keeps Council Members advised of new and pending legislation and developments.

Comments:

#7

Personal Characteristics

___ 1. OBJECTIVITY: Is the Manager open to City Council's new ideas and suggestions for change with rational, impersonal viewpoint based on facts and qualified opinions?

___ 2. DECISIVENESS: Is the Manager able to reach timely decisions and initiate action?

___ 3. ATTITUDE: Is the Manager enthusiastic, cooperative, interested and flexible when it comes to performing duties?

___ 4. FIRMNESS: Does the Manager have courage of convictions, in spite of political or public pressure to the contrary, but without being stubborn?

___ 5. INTEGRITY: Does the Manager set a leading example for all employees that high ethical standards are the norm?

___ 6. RESOURCEFULNESS: Does the Manager show initiative, creativity and "out-of-the-box" thinking when dealing with tough issues or problems?

___ 7. Does the Manager seek to develop alternative revenue sources to meet departmental needs?

___ 8. Has good understanding of all phases of departmental responsibilities.

___ 9. Shows willingness to work beyond normal work day to meet responsibilities.

#8
Overall Evaluation Rating

Circle the appropriate Overall Evaluation Rating:

	Outstanding	Results achieved far exceed the requirements of the job.
	Commendable	Results achieved consistently exceed the requirements of the job in all key areas
	Satisfactory	Results achieved consistently meet the requirements of the job.
	Needs Improvement	Results demonstrate a need for growth in one or more requirements of the job.
	Unsatisfactory	Results do not meet the requirements of the job.

#9
Performance Appraisal Action Plan

Employee's strengths: _____

Areas in need of improvements: _____

#10
Signatures and Comments

Evaluator Name/Title: _____
Evaluator Signature: _____ Date: _____

I have been given the opportunity to examine the contents of this appraisal. I certify that my job performance was reviewed and discussed with me.

Employee Signature: _____ Date: _____

Employee

Comments: _____

PERFORMANCE APPRAISAL

1. **PLANNING:** The ability to plan and set realistic goals, objectives and priorities; anticipate possible problems; commit activities to realistic but challenging schedule; and the ability to anticipate problems and future conditions.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

2. **BUDGET MANAGEMENT:** Maintaining the efficiency and effectiveness of operations as expressed in terms of cost effectiveness; preparing budgets that are complete and properly documented on a timely basis; keeping expenditures within budgeted amounts; and taking appropriate corrective actions when unexpected budget problems develop.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

3. **ORGANIZING:** Maximizing the productivity of available human and physical resources through thoughtful articulation of process, schedules, internal relationships, operational methods and assignment of responsibility; and effective management of time, including the ability to schedule, conduct and conclude meetings effectively.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

4. **DIRECTING/LEADERSHIP:** Ability to set an example for others to follow; motivate and inspire subordinates to greater levels of achievement; set realistic and challenging goals for self and others; command the respect and support of subordinates; and continued development of own activities in order to keep abreast of the field.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

5. **CONTROLLING:** Establish methods for effectively measuring and evaluating activities taking place; making the necessary corrections when deficiencies are identified; and demonstrating operational understanding of personnel policies; labor agreements; and progressive discipline.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

6. **MANAGING CHANGE:** Effectiveness in introducing and implementing new methods, procedures and organizational relationship; the ability to identify worthwhile new ideas and generate a favorable organizational climate for implementation; and ability to accept responsibilities.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

7. **EMPLOYEE DEVELOPMENT:** Provides accurate feedback to subordinates regarding strengths and developmental needs; and provides growth and development opportunities to same through a combination of work assignments; in-service training and outside developmental programs and experiences.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

8. **JUDGEMENT/PROBLEM SOLVING:** Ability to identify problem conditions, secure required data, and reach logical and effective conclusions on a timely basis; understanding of organizational restraints in taking corrective action; ability to accommodate new information in the problem solving process.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

9. **INTERPERSONAL SKILLS:** Ability to establish and maintain effective working relationships with subordinates, superiors, collaterals, and the public; ability to give and accept criticism; and ability to influence rather than instruct subordinates.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

10. **COMMUNICATION:** Ability to select, organize and present information effectively, either verbally or in writing; ability to make and support a point or conclusion; ability to actively listen to others; and ability to express self in terms appropriate for the intended recipient.

Outstanding Above Standard Standard Needs Improvement Unacceptable

Comments:

COMMENT SHEET

(Use additional pages if necessary)

General comments:

Employee wishing to comment on their appraisal may do so in the space provided. This sheet must be signed with or without comments to the rater within five working days of receiving it.

Employee comments:

NO COMMENTS

Signature of Employee Date

Signature of Mayor Date

EMPLOYMENT AGREEMENT

THIS AGREEMENT, is made and entered into this day of April, 2008, by and between the City of Watertown, a municipal corporation hereinafter called "Employer or City Council", and Donna M. Dutton, hereinafter called "Employee or City Clerk."

WITNESSETH

WHEREAS, Employer desires to continue to employ the services of Donna M. Dutton as City Clerk of the City of Watertown, as provided for in the Charter of the City of Watertown

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 service at such time that the City Council may desire; and

WHEREAS, Employee desires to continue employment as City Clerk of the City of Watertown;

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

Section 1. Power and Duties of the City Clerk

The City Council hereby agrees to employ Donna M. Dutton as City Clerk of the City of Watertown to perform the functions and duties specified in the Watertown City Charter 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 Clerk 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 service of the City Clerk at any time, subject only to the provisions of Section 3 of this Agreement.
- B. The term of this Agreement shall be May 1, 2008 through April 30, 2010.

- C. In the event Employee voluntarily resigns as City Clerk 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 and Severance Pay

- A. In the event employment of the City Clerk is terminated, other than for just cause, and prior to the expiration of the term of this Agreement (as defined in Paragraph 3(D), the City Council agrees to pay Employee six (6) months' salary, on a biweekly basis as a severance. The City will, during that time, and thereafter continue to provide medical insurance for the City Clerk according to the Benefits Policy for Management and Management Confidential Employees who were hired prior to July 1, 1983. Employee shall also be compensated upon termination in a lump sum for all earned vacation calculated at the rate of pay in effect upon termination, less appropriate withholdings.
- B. For purposes of this Section 3, a failure of the City Council to renew the City Clerk's Contract shall not be deemed a termination entitling the City Clerk to severance pay if the City Council shall notify the City Clerk, in writing, by February 1st of the year requiring renewal, that the Contract shall not be renewed. If the City Council does not inform the City Clerk by February 1st of the year requiring renewal that the Contract will not be renewed, then any subsequent failure to renew shall entitle the City Clerk the Severance Pay called for in Section 3(A).
- C. In the event City Council at any time reduces the salary, compensation or other benefits of the City Clerk in an amount greater than the applicable as across-the board reduction for all employees at the City, or the City Clerk resigns following a suggestion, either formal or informal, by the City Council that she resign, then in that event the City Clerk may at her option, be deemed terminated, and entitled to the benefits as provided in Section 3(A). However, prior to a "deemed" termination, the City Clerk 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.
- D. In the event the City Clerk is terminated for "just cause" then the Employer's only obligation to the City Clerk is to pay all compensation and benefits accrued but unpaid at the date of termination. "Just cause" is defined as the commission of a crime or other actions involving dishonesty or moral turpitude.
- E. Contemporaneously with the delivery of all of the severance pay set forth above, the City Clerk agrees to execute and deliver to Employer a release, releasing Employer from all claims that City Clerk may have against Employer.
- F. 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.

During the first year of employment pursuant to this Agreement, Employer agrees to pay Donna M. Dutton for her services as City Clerk an annual gross salary of \$60,500, payable in installments at the same time as other employees of the City of Watertown are paid. In the second year of employment under this Agreement, the annual gross salary shall be \$62,500.

Section 5. Retirement Benefits

- A. The City Clerk shall be covered by the same retirement system as all other non-public safety employees (New York State Employee Retirement System)
- B. In the event the City Clerk shall retire while in the employ of the City, Employer will provide medical insurance for the City Clerk according to the Benefits Policy for Management and Management Confidential Employees who were hired prior to July 1, 1983.
- C. The City Clerk 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 Clerk shall be covered by the same health plan as all other management employees.

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 continue to earn thirty (30) days vacation per year. Employee's accrual of sick leave shall be at the rate per the existing City policy.

Section 8. Professional Development

Employer agrees to budget for and to pay for professional dues, subscriptions, travel and subsistence expenses of the City Clerk for professional participation and travel, meetings and occasions adequate to continue her professional development. Said participation on City time shall include the International Institute of Municipal Clerks dues, New York State Association of City and Village Clerks conference and dues and the New York State Association of Municipal Historians dues.

Section 9. Performance Evaluation

The City Council shall review and evaluate the performance of the City Clerk as required by the City's Charter. Employer agrees to review base salary and/or other benefits of the City Clerk at

- 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 on its behalf by its Mayor 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

Donna M. Dutton, City Clerk

December 30, 2010

To: The Honorable Mayor and City Council

From: Mary M. Corriveau, City Manager

Subject: Woodruff Professional Group, LLC, February 10, 2006
Letter to the City Manager

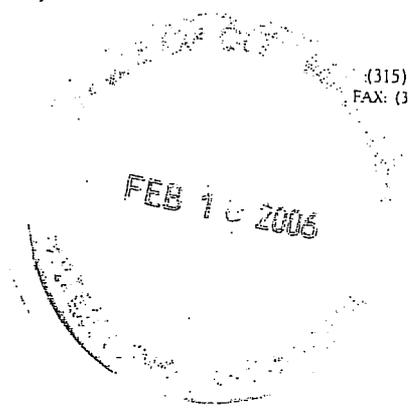
At the December 20, 2010 City Council meeting, Council Member Jeffrey M. Smith requested a copy of the attached letter from Woodruff Professional Group, LLC regarding the J.B. Wise parking lot.

WOODRUFF PROFESSIONAL GROUP, LLC

53 PUBLIC SQUARE
WATERTOWN, NEW YORK 13601

(315) 782-8653
FAX: (315) 782-3699

February 10, 2006



City of Watertown
245 Washington Street
Watertown, New York 13601

Attn: Ms. Mary M. Corriveau, City Manager

Re: Proposed Changes to J.B. Wise Parking Lot

Dear Ms. Corriveau:

Thank you for meeting with us on Monday, February 6th to share the City's proposed changes to the J.B. Wise parking lot. We understand the City's desire to create new access to readily available parking and pedestrian access to the Black River. During our meeting, however, we expressed some concerns and you asked us to put those concerns in writing for the City Council's consideration. Please accept this letter as our response to your request.

In 1996, The Woodruff Professional Group completed construction of its 21,000 square foot building on one-half of the former Hotel Woodruff site on Public Square. The Woodruff Group determined to construct on Public Square, because of the Empire Development Zone incentives then existing, and because of the optimistic promise of plentiful parking for the patients of its members' busy medical practices. In 2001, the Group completed construction of a second and third story addition to the building. The result is that the building is now comprised of over 25,000 square feet of space; it is home to six separate medical-related practices; employs 69 people; and is, daily, host to approximately 330 medical patients. We have invested close to \$2.3 million in our building, and, to our knowledge, represent the only brand new office building constructed downtown in over 30 years. Aside from publicly- supported projects, we are not aware of another recent private project downtown which exceeds the scope of our investment.

The new downtown streetscape plan should go a great deal towards improving the appearance of downtown. Unfortunately for us, however, that streetscape plan has eliminated 19 parking spaces immediately in front of our building. We understand that the plan has been approved, and funded, and that there is nothing which can now be done about the parking issue.

We believe, however, that the City's plans for reconfiguration of the J.B. Wise parking lot and construction of the walkway, will directly and negatively impact our daily operations. According to plans we have seen, the City intends to construct an access road into the J.B. Wise lot off Public Square. That proposed entrance drive will take two parking spaces

City of Watertown
Attn: Ms. Mary M. Corriveau, City Manager
February 10, 2006
Page 2

away from a separate parking lot which the members of the company purchased for physician/employee parking. The new plan also proposes to eliminate 46 spaces for parking immediately behind our building, and to bisect the lot with a large walkway. The overall loss of parking spaces in the J. B. Wise lot is projected to be 59, representing a reduction from 324 to 265. As you can see, the vast majority of that reduction is allocable to the space immediately adjacent to our building.

As indicated above, on a daily basis, our several medical practices see and treat 330 patients per day. A significant number of those patients are elderly. Most of them are sick. Convenient parking is not only important to them, it is imperative. That is why, when we constructed our building, we built a 7,430 square foot first-floor parking garage for our patients, and banned parking in that garage by any employee of any practice in the building.

Please further accept this letter as our sincere petition to the City Council that the parking areas behind the Woodruff Professional Building remain intact, without the loss of parking, so as to enable us to continue to serve our patients as safely, efficiently and conveniently as possible.

Again, we thank you and the City staff for your courtesies in this matter.

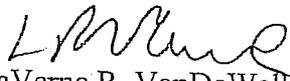
Sincerely,

WOODRUFF PROFESSIONAL GROUP, LLC

By:


Collins F. Kellogg, Jr., M.D., Member

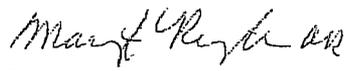
By:


LaVerne R. VanDeWall, D.O., Member

By:

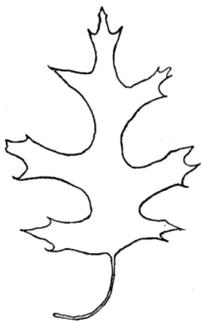

Frank Rhode, M.D., Member

By:


Margot Remington, M.D., Member



Tree Watertown 2010 Annual Report



December 2009 - November 2010



Tree Watertown 2010 Annual Report

Chairman's Report

December 9, 2010

Dear Tree Watertown Members:

As we reflect on the past year, Tree Watertown can once again be proud of a successful year in our efforts to plant trees and educate the community about the importance of improving the urban forest in Watertown. While 2010 featured a number of tree planting and educational projects throughout the City, the year began amid uncertainty regarding the City's budget and the thought that our tree planting initiatives, which have been ongoing since 1994, would come to an end or be severely reduced.

Our early meetings this year focused much attention on the budget. In fact, our February meeting was dedicated to it as we met with the City Manager to discuss the City's spending freeze, its declining sales tax revenues and state aid and the overall uncertainty about where the economic crisis would take us. The news from the meeting was not good as we learned that the \$10,000 budgeted for trees would likely disappear and not be available for our spring planting.

While the news was bleak, Tree Watertown sprang into action by assisting the City in applying to the Northern New York Community Foundation for grant dollars through the Carolyn Whitney Tree Planting Fund. While this grant source is typically used for extra projects above and beyond our normal plantings, the award of the grant was crucial in allowing us to continue our tree planting efforts at a reasonable level.

In addition to allowing the continuation of our annual DPW tree planting, the Carolyn Whitney grant provided funding for trees for our annual Arbor Day Celebration. One of the highlights of the year, Arbor Day, was held on April 30, 2010, on Hamlin Street and featured the planting of 10 trees, each of a different species. This neighborhood setting was chosen to stress the importance of making investments in neighborhoods and the benefits that trees can provide to the community. One tree was planted for each of the years that Watertown has been named a Tree City USA by the National Arbor Day Foundation.

Tree Watertown also assisted the Watertown Noon Rotary Club with its annual tree planting project held on May 1. Thirty one trees were planted on Elm Street using a \$2,000 grant from the Rotary Club.



Tree Watertown 2010 Annual Report

On November 6 we concluded the year with our annual fall tree planting project. The project involved the purchase of 10 trees by the Watertown City School District for planting at Sherman Elementary and the purchase of 13 fruit trees using a \$1,000 Eat Well, Play Hard grant awarded by Jefferson County Public Health. The trees were planted on a chilly Saturday morning by a dedicated group of volunteers.

Despite all of the economic uncertainty, we were still able to plant 122 trees in the City through the efforts of Tree Watertown and our partners. This is an amazing number and is a testament to the urban forestry program that each of you has helped develop over the years.

Thank you for helping to make 2010 such a successful year through your hard work and dedication. I look forward to working with you on new and exciting projects in the coming year.

Sincerely,

Michael A. Lumbis
Chairman

cc: City Council Members
Mary M. Corriveau, City Manager



Tree Watertown 2010 Annual Report

Tree Watertown Activities - December 2009 through November 2010

- December 10, 2009: The 2009 Tree Watertown Annual Meeting was held. The meeting agenda included election of officers for 2010, review of activities for 2009 and a review of the annual financial report.
- December 17, 2009: The 2009 Tree City USA Application was submitted to the National Arbor Day Foundation through NYS Department of Environmental Conservation. Tree Watertown assisted with the completion of the City of Watertown's 2009 application.
- January 14, 2010: Members discussed status of the City's budget for 2009-2010 fiscal year as it relates to tree planting projects. It was noted that a spending freeze was placed on several items in the budget including a \$10,000 line item for tree planting. Members discussed potential funding sources to keep the tree program going including grants from the Rotary Club, the Watertown City School District and the Northern New York Community Foundation Whitney Fund.
- January 14, 2010: Members discussed preliminary plans for Arbor Day 2010. It was suggested that the Arbor Day celebration include the commemoration of Watertown's ten year anniversary as a Tree City USA.
- January 14, 2010: Tree Watertown decided to purchase 5 additional Tree City USA signs from the National Arbor Day Foundation for installation along major entrances to the City. These signs would be in addition to the 2 existing signs on Washington Street and Coffeen Street. Tree Watertown will work with the Department of Public Works to coordinate the installation. The installation of the signs by DPW was approved by the City Council in 2009.
- February 9, 2010: City DPW employees attended a tree pruning workshop sponsored by the City Planning Office and the New York State Department of Environmental Conservation. The workshop provided indoor and outdoor training to teach staff how to train young trees for structure and form. Approximately 8 people from the Buildings and Grounds Crew attended the training.
- February 11, 2010: Tom Walker provided an update on his work with the American Chestnut Foundation on the development of an American Chestnut orchard somewhere in the area. He will be working with the Jefferson County Agricultural Coordinator to identify sites at a number of area school districts.



Tree Watertown 2010 Annual Report

Tree Watertown Activities - December 2009 through November 2010

Continued

- February 11, 2010: Members met with City Manager Mary Corriveau to further discuss the City's 2009-2010 budget. The City Manager discussed the City's fiscal concerns and explained to the group that sales tax revenue, hydro plant revenue and state aid were down so far this year, leaving the City \$284,000 short in its current budget. She said that in order to make up that shortfall it was going to be necessary to eliminate spending, including funds budgeted for trees. Tree Watertown members noted that they understood the economic situation but asked whether it would be possible to free up a small fraction of the frozen funding now, such as \$500 or \$1,000 in order to keep the program going. Members were advised that the request would be considered in late April after sales tax and hydro plant revenue numbers are received.
- February 11, 2010: Mike Lumbis noted that in anticipation of the economic uncertainty regarding the City's budget, an application to the NNY Community Foundation through the Whitney Fund for Tree Planting was submitted. If awarded, the funding would provide for the planting of 55 trees throughout the City. This funding would help to keep the tree planting program in place for 2010.
- February 11, 2010: Discussion continued regarding potential locations for Arbor Day. It was decided to conduct an Arbor Day tree planting event that would continue to improve neighborhoods to make the City more inviting to live in.
- March 9, 2010: The City of Watertown is named a Tree City USA for 2009 by the National Arbor Day Foundation. For 2009, there are only 96 communities state wide that have achieved this designation.
- March 11, 2010: Plans for the 2010 Spring Tree Planting Projects were discussed. It was suggested that Elm Street and/or Factory Square Park be considered for the City-Rotary planting. It was noted that because of budget cuts, the DPW planting is completely dependent upon the City receiving a grant from the Northern New York Community Foundation.
- March 11, 2010: Plans for Arbor Day 2010 were finalized. Hamlin Street between Winslow Street and Flower Avenue East was selected as the planting location. Ten trees, each a different species, will be planted to continue to encourage diversity in the urban forest. Preliminary plans to partner with a home school group for this event were also discussed.
- April 7, 2010: The City was notified by the Northern New York Community Foundation that it was awarded a \$4,500 grant from the Carolyn Whitney Tree Planting Fund to plant trees throughout the City. The grant enabled the City to continue its tree planting program in 2010.
- April 29 – May 3, 2010: Using the grant funds noted above, the City of Watertown Department of Public Works completed its annual tree planting project. The project involved the planting of 52 trees at various locations throughout the City. Tree Watertown members assisted with the sorting and numbering of the trees prior to planting. Crews were also responsible for replacing 2 trees that had been damaged in motor vehicle accidents during the winter.



Tree Watertown 2010 Annual Report

Tree Watertown Activities - December 2009 through November 2010

Continued

- April 30, 2010: Tree Watertown held its 13th annual Arbor Day Observance on Hamlin Street. The neighborhood setting was chosen to stress the importance of investing in neighborhoods and the tangible benefits that are realized from such an investment including increased property values, reduction in heating and cooling costs and an overall improvement to the appearance of the neighborhood. Tree Watertown selected ten different tree species to be planted to stress the importance of diversity in the urban forest. The ten trees were also significant in that they represented one tree for each of the years that Watertown has been named a Tree City USA by the National Arbor Day Foundation. Mayor Jeffrey Graham also read the Arbor Day Proclamation and declared April 30 as Arbor Day in the City of Watertown.
- May 1, 2010: Tree Watertown assisted the Watertown Noon Rotary Club with its annual tree planting project. The project featured the planting of 31 trees along Elm Street.
- Spring – Summer 2010: The City of Watertown hired a local college student, Matthew Ditch, to water and mulch recently planted trees throughout the summer season. Mr. Ditch followed a set schedule of watering recently planted trees more often than those that were more established. Mr. Ditch also attended Tree Watertown meetings over the summer.
- June 10, 2010: The City's Sidewalk Replacement Program was discussed. It was noted that this project has had effects on both City owned and privately owned street trees in the past several years. Root grinding, along with root damage and soil compaction from construction equipment were identified as major problems with respect to the overall health of the trees. The City Planning Office is working with the Engineering Department to resolve this issue and develop long term solutions to solve the problem.
- June 10, 2010: An update on the summer tree watering, mulching and maintenance program was provided.
- July 23-24, 2010: Glen Roberts and Mike Lumbis attended the New York State Urban and Community Forestry Council's NY ReLeaf Conference in Geneva, NY.
- August 12, 2010: Members discussed and planned the annual fall tree planting project. The Watertown City School District selected a planting location at Sherman Elementary.
- August 12, 2010: Tree Watertown discussed upcoming grant opportunities including the 2011 Whitney Tree Planting Grant from the Northern New York Community Foundation and the Urban and Community Forestry Grant from NYSDEC. Ideas for grant projects included: 1.) The purchase of equipment such as shovels, stakes and tree gators for volunteers use. 2.) The development of public service announcements regarding proper mulching and pruning practices and/or invasive insects. 3.) The completion of an updated tree inventory. 4.) Tree planting.



Tree Watertown 2010 Annual Report

Tree Watertown Activities - December 2009 through November 2010

Continued

- August 12, 2010: Tree Watertown again discussed the issue of people parking their vehicles on the grassed margin area located between the sidewalk and the curb and how it damages trees by causing soil compaction, damages infrastructure and projects a poor image of the City. It was noted that City Staff would be meeting to discuss this issue in the fall.
- September 9, 2010: Matthew Ditch provided a final report to Tree Watertown on the summer watering and mulching program. Mr. Ditch reported that in addition to watering 95 spring planted trees each week, he also has mulched trees throughout the City. This summer, 1,237 trees were mulched in locations on streets and in parks throughout the City. It should be noted that Mr. Ditch was able to continue working part time through November. He continued to mulch trees during that time and was responsible for mulching an additional 360 trees. In total, he mulched 1,597 trees during his tenure.
- September 9, 2010: The annual fall tree planting project was discussed again with Mike Lumbis noting that the Watertown City School District will be purchasing ten trees for members to plant and has selected Sherman Elementary as the planting location. A majority of the trees will be planted around a newly installed playground.
- September 9, 2010: Mike Lumbis reported that Jefferson County Public Health has awarded the City of Watertown a \$1,000 grant to plant fruit trees in parks, playgrounds and other public spaces. The funding is from an Eat Well, Play Hard grant and the idea is to provide fresh fruit for neighborhoods in the City. The idea was developed after patrons of the North Country Children's Clinic picked pears from a pear tree located behind the clinic on City property. It was decided to approach the Master Gardeners at Cornell Cooperative Extension to seek their assistance with the project.
- September 9, 2010: Kelly Reinhardt proposed that Tree Watertown members develop a presentation for the annual Local Government Conference to be held in March 2011. Topics could include how to start a street tree advisory board and the Tree City USA application process, etc.
- September 28, 2010: Mike Lumbis gave a presentation to the Cornell Cooperative Extension Master Gardeners regarding Tree Watertown's proposal for planting fruit trees at various locations in the City. The Master Gardeners agreed to assist with the planting but more importantly agreed to provide follow up care to the trees by pruning them for proper growth, structure and fruit production.
- October 14, 2010: It was reported that the 5 new Tree City USA signs that were purchased by Tree Watertown earlier in the year have been installed by DOT crews and DPW crews. The streets selected for the new signs were Bradley Street, Eastern Boulevard, Pearl Street, Arsenal Street and State Street. The two existing signs on Coffeen Street and Washington Street were replaced by the Arbor Day Foundation as they are 10 years old and showing signs of wear. These two signs were also installed by DPW.
- October 14, 2010: Mike Lumbis reported that he met with City Staff including the Superintendent of Public Works, the City Engineer and the Police Chief regarding the issue of people parking their vehicles on the street margin. There is interest on the City Council in having the City Attorney draft an ordinance that would prohibit such parking because of safety concerns during plowing operations, damage to infrastructure and damage to trees through soil compaction and root damage.



Tree Watertown 2010 Annual Report

Tree Watertown Activities - December 2009 through November 2010

Continued

- October 14, 2010: Tom Walker provided an update on his work with the American Chestnut Foundation on the development of an American Chestnut orchard in the area. He said that plans have been finalized for the planting of an orchard at Belleville High School and that the planting of transgenic American Chestnut trees will likely occur in the spring of 2011. Tree Watertown offered to provide assistance if needed. It was also discussed that the group could hold an off-site meeting at the orchard at some point in the future.
- October 14, 2010: Thinking ahead to 2011, Samuel Thomas stated that we should consider the planting of infill trees in areas where ash trees are concentrated. He noted that this would allow for new trees to start to grow before the Emerald Ash Borer reaches the area.
- October 28, 2010: The tree planting portion of the Franklin Street Streetscape Improvement Project was completed with the planting of 3 trees by Land Pro, Inc. This capital project included streetscape improvements such as new sidewalks, curbs, and brick pavers on both sides of Franklin Street from Public Square to Goodale Street.
- November 6, 2010: Tree Watertown completed its annual fall tree planting project on the grounds of Sherman Elementary, Hamilton Playground, Gair Park, Faith Fellowship School and near the Stream Parking Lot. The planting of 10 trees at Sherman Elementary was a joint project between Tree Watertown, the Watertown City School District and the City of Watertown Department of Public Works (DPW). The School District paid for the trees; the City DPW prepared the holes and volunteers from Tree Watertown and a few Master Gardener's planted the trees. The planting of the 13 fruit trees was completed in the same manner but the purchase of the fruit trees was completed using a \$1,000 Eat Well, Play Hard grant awarded by Jefferson County Public Health. The fruit trees were planted in neighborhood settings with the idea that anyone in the area would be able to pick fresh fruit from them in the future.
- Throughout the year, Tree Watertown members provided to area residents educational information concerning tree identification, site selection requirements and other urban forestry information.





Tree Watertown 2010 Annual Report

Tree Watertown Members

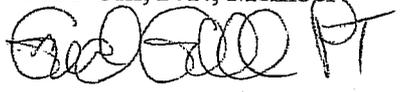
- Michael Lumbis, Chairman
- Dr. Jason White, Vice-Chairman
- Joshua Carlsson, Secretary
- Bill Christopherson, Treasurer
- Jean Boldizar
- Mike DeMarco
- Brian Gorman
- Sue Gwise
- Kelly Reinhardt
- Glen Roberts
- Samuel Thomas
- T. Urling Walker
- Sarah Warner

2010 Meeting Dates

- January 14, 2010
- February 11, 2010
- March 11, 2010
- April 8, 2010
- April 30, 2010(Arbor Day Ceremony)
- May 1, 2010 (Tree Planting)
- June 10, 2010
- August 12, 2010
- September 9, 2010
- October 14, 2010
- November 6, 2010 (Tree Planting)
- December 9, 2010

City of Watertown
Attn: Ms. Mary M. Corriveau, City Manager
February 10, 2006
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By: 
T. Andrew Barber, P.T., Member

By: 
Fred Gill, P.T., Member

cc: Hon. Jeffrey E. Graham
Peter L. Clough, City Councilman
Stephen J. Bradley, Councilman
Timothy R. LaBouf, City Councilman
Jeffery M. Smith, Councilman
Donna Dutton, City Clerk



FORT DRUM REGIONAL LIAISON ORGANIZATION

200 Washington Street, Suite 406

P. O. Box 775

Watertown, New York 13601

(315) 836-1531 Fax: (315) 836-1532

E-mail: office@fdrlo.org

December 22, 2010



Hon. Jeffrey Graham, Mayor
City of Watertown
245 Washington Street
Watertown, NY 13601

Dear Mr. Graham,

I am writing to you today on behalf of the Fort Drum Regional Liaison Organization (FDRLO) and its Housing Task Force to express thanks for your assistance with and support for efforts to provide additional multi-family housing in the region.

Fort Drum is the driving force of the region's economy and the soldiers and families stationed at Fort Drum are viewed as important members of the community. In FY09, Fort Drum employed 18,023 Soldiers and 4,782 Civilians. Consequently, Fort Drum is the largest employer in Jefferson County, with more than 22,800 employees, followed only by the State of New York with approximately 2,100 employees.

FDRLO, a community-based membership organization, was created in 1990 with a mission *to sustain the future of Fort Drum and the local community*. Of primary importance to that mission is provision of sufficient, appropriate and affordable housing for our military neighbors and other North Country residents. In an effort to address this need and to create additional multi-family housing units as recommended by the Five Year Housing Strategy of FDRLO, the Housing Task Force, our officers and staff have encouraged and worked with Norstar and New York State Housing and Community Renewal to resolve challenges to the financing necessary to move the Creek Wood project forward.

At its December meeting, the FDRLO Board of Directors unanimously adopted the following resolution:

Be It Resolved:

Concerning the Creek Wood Norstar tax credit financing, I move to express appreciation to all involved agencies, the Watertown Local Development Corporation, Development Authority of the North Country, Jefferson County and Jefferson County Industrial Development Agency, and to urge prompt support for the January 2011 tax credit

Mission: *To foster effective communication, understanding and mutual support by serving as the primary point of coordination for resolution of those issues which transcend the specific interests of the military and civilian communities of the Fort Drum region.*

application to help address the housing demand in the North Country for market rate and affordable housing units.

Motion made by Keith Caughlin, seconded by Joseph Baruth, adopted.

While addressing the housing concerns of the FDRLO, the Creek Wood project also meets the Consolidated Plan of the North Country HOME Consortium, administered by the Development Authority of the North Country. The 96 units created by this project will greatly assist in addressing the community's housing needs for households in the City of Watertown and Jefferson County.

Thank you for all you do to make our Soldiers and their families feel welcome in our community. You are a large part of the reason we can recognize Drum Country as "The Warmest Place You'll Ever Live."

Sincerely,



Elizabeth C. Fipps
Chair, FDRLO

✓ cc: Mary Corriveau, City Manager, City of Watertown

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