

CITY OF WATERTOWN, NEW YORK
AGENDA
Monday, October 19, 2015

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, October 19, 2015, 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

PRESENTATIONS

1. Health Insurance Annual Review by Pomco - Dan Knapp
2. Health Insurance Annual Review by ProAct - Kimberly Johnson

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Adopting City of Watertown Transit Policy, Public Notice for Fare Increases and Major Service Changes
- Resolution No. 2 - Approving the Site Plan for the Construction of a 2,110 square foot Building Expansion and a 10-space Parking Lot Expansion to the Watertown Animal Hospital Building Located at 1445 Washington Street, Parcel Number 13-22-208.000
- Resolution No. 3 - Adopting Employee Handbook
- Resolution No. 4 - Approving Supplemental Appropriation No. 1 For Fiscal Year 2014-15 for Various Accounts
- Resolution No. 5 - Accepting Bid for Drug and Alcohol Testing

- Resolution No. 6 - Accepting Conveyance by Kimberly A. Donegan of City Streets, Dedicating Said Streets Named Loomus Drive and Spindle Lane, and Associated Water, Sanitary, Sewer and Storm Sewers
- Resolution No. 7 - Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 01-14-121.000 Known as 591 Rear Main Street West To Ray E. Worcester, 152 Winthrop Street, Watertown, New York 13601
- Resolution No. 8 - Authorizing Sale of Real Property, Known as 521 Jefferson Street to Michael Ablan, 96 William Street, Gouverneur, New York 13642
- Resolution No. 9 - Authorizing Sale of Real Property, Known as 100 Alexandria Avenue to Roy Miller, 26358 Allen Drive, Watertown, New York 13061
- Resolution No. 10 - Authorizing Sale of Real Property, Known as 101 Alexandria Avenue to Roy Miller, 26358 Allen Drive, Watertown, New York 13061
- Resolution No. 11 - Authorizing Sale of Real Property, Known as 103 Alexandria Avenue to Roy Miller, 26358 Allen Drive, Watertown, New York 13061
- Resolution No. 12 - Authorizing Sale of Real Property, Known as 529 Arsenal Street to Darius W. Daniel, 9506 Daniel French Street, Lorton, Virginia 22079
- Resolution No. 13 - Authorizing Sale of Real Property, Known as 606 Factory Street to N & G Rentals, LLC, P.O. Box 907, Watertown, New York 13061
- Resolution No. 14 - Authorizing Sale of Real Property, Known as 612 Factory Street to N & G Rentals, LLC, P.O. Box 907, Watertown, New York 13061
- Resolution No. 15 - Authorizing Sale of Real Property, Known as 61 Lewis Street to Nicholas Surdo, 18876 County Route 66, Watertown, New York 13061
- Resolution No. 16 - Authorizing Sale of Real Property, Known as 38 West Street to Nicholas Surdo, 18876 County Route 66, Watertown, New York 13061

Resolution No. 17 - Authorizing Sale of Real Property, Known as 59 Woodley Street to Roy Miller, 26358 Allen Drive, Watertown, New York 13061

Resolution No. 18 - Authorizing Sale of Real Property, Known as 60 Woodley Street to Roy Miller, 26358 Allen Drive, Watertown, New York 13061

Resolution No. 19 - Authorizing Sale of Real Property, Known as 154 Winslow Street to Gianaco LLC, 23997 Gotham Street Road, Watertown, New York 13601

ORDINANCES

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

STAFF REPORTS

1. Donation Offer of 367 Main Street West
2. Sales Tax Revenue – September 2015

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, NOVEMBER 2, 2015.

Res No. 1

October 13, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Adopting City of Watertown Transit Policy, Public Notice for Fare Increases and Major Service Changes

On October 6 and 7, 2015, we hosted NYSDOT consultant, John Mecca, to conduct a Technical Assistance Review with staff in preparation for future Triennial Reviews. The review covered 17 different areas and serves as one of FTA's management tools for examining grantee performance and adherence to FTA requirements and policies.

As stated in Superintendent of Public Works Eugene Hayes' attached report, the City of Watertown must address public comment on fare increases and major service reductions. Under Federal regulations 49 U.S.C. Chapter 53, Section 5307 (d)(1)(I), 49 CFR 609.23 and FTA C. 9030.1E, Ch. VI, Section 1.a(12), Staff has prepared the attached City of Watertown Transit Policy Public Notice for Fare Increases and Major Service Changes.

The attached resolution for Council consideration adopts this policy and brings us into compliance with the Federal regulations. Staff will be present to answer any questions.

RESOLUTION

Page 1 of 1

Adopting City of Watertown Transit Policy,
Public Notice for Fare Increases and Major
Service Changes

Introduced by

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

YEA	NAY

WHEREAS the City of Watertown is the recipient of Urbanized Area Formula Funding, 5307 funds, and

WHEREAS Federal regulations mandate that the City of Watertown adopt a City of Watertown Transit Policy, Public Notice for Fare Increases and Major Service Changes to address public comment allowed on fare increases and major service reductions,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the City of Watertown Transit Policy, Public Notice for Fare Increases and Major Service Changes, a copy of which is attached and made part of this resolution.

Seconded by

City of Watertown Transit Policy

Public Notice for Fare Increases and Major Service Changes

Purpose: To establish a procedure to solicit public comments on proposed fare increases and proposed reductions in service as required by federal regulations.

Objectives:

1. To give the public sufficient notice to learn about and to comment on proposed fare increases and proposed major service reductions so that Citi-Bus staff and the City Council can incorporate public feedback into decision-making.
2. To give Citi-Bus staff and the City Council reasonable flexibility to alter seasonal, temporary, provisional, and other non-regular types of transit service.

Policy:

A. Definitions

1. Fare increase means increasing the rate of any fare type above those in effect as of July 1, 2015
2. A major service reduction is defined as one of the following:
 - a) A reduction in the number of bus miles or bus hours to a distinct geographical area or corridor by 25% or more, or alternatively reducing the number of average daily trips serving a distinct geographical area or corridor by 25% or more.
 - b) Elimination of service to a particular geographical area or corridor in terms of 25% or more of the average span of transit availability.
 - c) Elimination of service to a particular geographical area or corridor in terms of an entire service day (e.g. Saturday or Sunday), regardless of that day's proportion of total service.
3. Temporary service change means short term changes to fixed-route bus and paratransit services caused by road construction and maintenance, road closures, emergency road conditions, fiscal crisis, civil (and labor) disputes, any other uncontrollable circumstances and seasonal service (e.g. summer service) that last for 180 days or less. The public will be informed of such changes in services.

4. Provisional service includes new transportation routes or services in the first 18 months of operations. During the first 18 months of provisional service, changes to such service shall be excluded from the public comment requirement. The rationale for excluding provisional service is that schedule changes are needed to fine tune service to meet the actual demand.

B. Public Comment Procedures

1. Temporary and provisional service changes are exempt from this policy. Under these circumstances, Citi-Bus needs to make schedule and routing changes to meet public demand on a timely basis. Citi-Bus will make good faith efforts to inform and explain changes to the public.

2. Proposed Fare Increases & Major Services Reductions

a) A minimum public comment period of 30 days is required prior to City Council approval of a fare increase or major service reduction.

b) Intent to request a fare increase or major service reduction will be formally presented to the City Council via a Regular Council Meeting Agenda. The notice of intent will include a timetable for Council discussion and public comment.

c) Upon presenting the proposed action to Council the Council will either endorse the proposal in concept and instruct staff to proceed accordingly or the request will be denied at which point no further action will be conducted at that time.

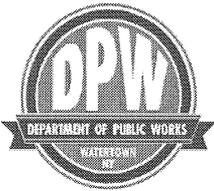
d) The public comment period will start on the day public notice of proposed fare or service changes is posted on buses and advertised in the official local newspaper of record. The notice will include: the request to the City Council for the proposed action, locations where sources of background information are available to the public, how public comments can be submitted, and information about public meetings and the scheduled public hearing. Press releases will be sent to all local news media, the Watertown Jefferson County Area Transportation Council (MPO), and affected community outreach and service providers. The notice will be posted on the City of Watertown website (www.watertown-ny.gov). Other available means will be used to communicate with the public affected by the proposed changes.

e) Individuals wishing to submit comments may either do so in writing at any time during the 30-day comment period, or in person at the scheduled public hearing. Written comments may be sent through conventional (postal) means, electronically (via the City of Watertown website or the public Citi-Bus e-mail address), or in person at Department of Public Works Administration Office located in City Hall during business hours. Individuals wishing to submit comments in person at the public hearing may either attend the scheduled City Council Meeting at which time they will be afforded the opportunity to speak at the public hearing or may submit written comments at the meeting.

6. A summary of public comments (submitted comments in writing, as well as a transcript from the public hearing) will be provided to the City Council and posted on the City of Watertown website. The complete public comment file will be available at City Hall as well as the Flower Memorial Library during business hours for the public comment review period.

7. Approval/modification/rejection of the fare change or major service reduction will be by resolution of the City Council and shall take into consideration the summary of public comments.

Public Hearings are normally held during a scheduled Regular Council Meeting. Council Meetings are conducted in the Council Chambers located on the 3rd floor of the City Hall Building located at 245 Washington Street, Watertown, NY 13601. A dedicated parking lot is located on the Sterling Street side of the City Hall building. City Hall is accessible. Special accommodations can be addressed with prior request notifications

	<h1>MEMORANDUM</h1>	E.P. Hayes Superintendent
	<h2>Dept. Public Works</h2>	Date: 10-09-15 Ref: PW 016-15
To:	Sharon Addison, City Manager	
Subject:	Proposed City of Watertown Transit, CitiBus Public Notice for Fare Increases and Major Service Changes Policy Federal Transit Administration Formal Policy Requirement	

Following several months of preparation the official FTA Technical Assistance Review, addressing the standards contained in the Triennial Review, was conducted at the offices of the City Manager on October 6th & 7th. As noted previously, the Triennial Review was mandated by Congress in 1982 and is one of the Federal Transit Administration's management tools for examining how recipients of Urbanized Area Formula Program funds meet statutory and administrative requirements concentrating on 17 specific areas. The purpose of this memorandum is to address item 11: Public Comment on Fare Increases and Major Service Reductions.

Under Federal regulations 49 U.S.C. Chapter 53, Section 5307 (d) (1) (I), 49 CFR 609.23 and FTA C. 9030.1E, Ch.VI, Section 1.a(12), "A recipient may receive a grant in a fiscal year only if- (it) has a locally developed process to solicit and consider public comment before raising a fare or carrying out a major reduction of transportation."

Attached for Council's consideration is the proposed formal City of Watertown's "Public Notice for Fare Increases and Major Service Changes" Policy which establishes the protocol to solicit public comments on proposed fare increases and/or major service reductions as required by federal regulations.

As you will note the primary objective of this policy is to "give the public sufficient notice to learn about and to comment on proposed fare increases and proposed major service reductions so that Citi-Bus staff and the City Council can incorporate public feedback into decision-making." That said, the policy recognizes that the final "approval/modification/rejection of the fare change or major service reduction will be by resolution of the City Council" and that the purpose of the public comment process is to ensure Council's review and "consideration (of) the summary of public comments" prior to final adoption.

It is my recommendation that Council formally adopt the Public Notice for Fare Increases and Major Service Changes Policy so

that we are in compliance with the Federal regulations.

Should you have any questions concerning this recommendation please do not hesitate to contact me at your convenience.

cc: Matt Roy, Confidential Assistant to the City Manager
James Mills, City Comptroller
Amy Pastuf, City Purchasing Manager
Christine Cratsenberg, Transit Supervisor
DPW files: Citi-Bus: Public Fare Increases and Major Service Changes
Policy

Res No. 2

October 14, 2015

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: Approving the Site Plan for the Construction of a 2,110 square foot Building Expansion and a 10-space Parking Lot Expansion to the Watertown Animal Hospital Building Located at 1445 Washington Street, Parcel Number 13-22-208.000

A request has been submitted by Timothy Titus of Aubertine & Currier, PLLC, on behalf of Dr. Christopher Jank, DVM of 1445 Washington Street, LLC for the above subject site plan approval.

The City Planning Board reviewed the request on October 6, 2015 and voted to recommend that the City Council approve the site plan subject to seven conditions listed in the resolution. Attached are copies of the Staff report prepared for the Planning Board and an excerpt from their meeting minutes.

A revised site plan that addresses all of the conditions, except one listed in the resolution, was submitted to the City Engineer on October 13, 2015. A copy of the revised site plan is included in each Council Member's agenda package.

The City Council must respond to the questions in Part 2 of the Short Environmental Assessment Form 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 site plan submitted to the City Engineering Department on October 13, 2015, subject to the one remaining condition recommended by the Planning Board.

RESOLUTION

Page 1 of 3

Approving the Site Plan for the Construction of a 2,110 square foot Building Expansion and a 10-space Parking Lot Expansion to the Watertown Animal Hospital Building Located at 1445 Washington Street, Parcel Number 13-22-208.000.

- Council Member BURNS, Roxanne M.
- Council Member BUTLER, Joseph M. Jr.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Timothy Titus of Aubertine & Currier, PLLC, on behalf of Dr. Christopher Jank, DVM of 1445 Washington Street, LLC has submitted an application for site plan approval for the construction of a 2,110 square foot building expansion and a 10-space parking lot expansion to the Watertown Animal Hospital building located at 1445 Washington Street, Parcel Number 13-22-208.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on October 6, 2015, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant must submit a site plan that meets the parking requirements that are identified in the Zoning Ordinance or indicate their intent to apply for a Variance from the Zoning Board of Appeals.
2. The applicant shall verify the accuracy of the lighting contours provided on the site plan, shall provide details of the proposed lighting fixture and pole in the south parking lot and shall address the apparent lack of lighting on the west side of the site.
3. The applicant must address all of the Engineering Department’s stormwater design requirements and sewer-related comments listed in the Review Memo prior to the issuance of any City permits.
4. The applicant shall add a street tree within the required front yard buffer area south of the northernmost entrance drive.
5. The applicant shall add a delineated snow storage area to the site plan.

RESOLUTION

Page 2 of 3

Approving the Site Plan for the Construction of a 2,110 square foot Building Expansion and a 10-space Parking Lot Expansion to the Watertown Animal Hospital Building Located at 1445 Washington Street, Parcel Number 13-22-208.000.

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

Total

YEA	NAY

- 6. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.
- 7. The applicant shall add a Maintenance and Protection of Traffic plan to their submission and include a City curb replacement detail.

And,

WHEREAS the applicant submitted revised plans to the City Engineer on October 13, 2015 that satisfied all of the Planning Board’s recommended conditions of approval except for the following:

- 1. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.

And,

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

RESOLUTION

Page 3 of 3

Approving the Site Plan for the Construction of a 2,110 square foot Building Expansion and a 10-space Parking Lot Expansion to the Watertown Animal Hospital Building Located at 1445 Washington Street, Parcel Number 13-22-208.000.

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

Total

YEA	NAY

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

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Timothy Titus of Aubertine & Currier, PLLC, and Dr. Christopher Jank, DVM of 1445 Washington Street, LLC for the construction of a 2,110 square foot building expansion and a 10-space parking lot expansion to the Watertown Animal Hospital building located at 1445 Washington Street, Parcel Number 13-22-208.000, as depicted on the revised site plan submitted to the City Engineer on October 13, 2015, contingent upon the applicant meeting the remaining condition listed above.

Seconded by

September 18, 2015

City of Watertown
Justin Wood, P.E., City Engineer
Room 305, City Hall
245 Washington Street
Watertown, NY 13601

Re: **Site Plan Review Application**
1445 Washington Street LLC, Watertown Animal Hospital
Addition/Renovation Project (A&C Project #2012-093)
1445 Washington Street, Watertown, NY

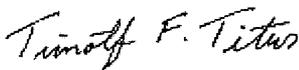
Dear Mr. Wood:

Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC on behalf of Dr. Christopher Jank of 1445 Washington Street LLC, Watertown Animal Hospital is requesting to be included on the agenda for the October City of Watertown Planning Board meeting for review of a proposed building addition to the existing Watertown Animal Hospital. The Watertown Animal Hospital is located at 1445 Washington Street, on Tax Parcel No. 13-22-208.000. Included with this submission is review fee check for \$50.00, seventeen (17) copies of this cover letter, Site Plan Application, Short SEQR Environmental Assessment Form, and four copies of the Engineering Report. Also attached are four (4) full size and (13) 11"x17" copies of the Site Plan, Site Details and Preliminary Building Floor Plan and Elevations.

The project consists of interior renovation to the existing 4,320 SF building, enclosure and renovation of 500 SF patio and a 1,610 SF building addition on the south side of the existing building. Site amenities include the construction of an expanded asphalt parking area that will include 15 parking spaces along the south side of the addition. The existing building is serviced by public sewer and water, and private electric, gas, and communication utilities. No new site utilities are proposed. A change of zoning from Neighborhood Business to Commercial was granted on July 6th 2015. The zone change was necessary to allow an Animal Hospital as a permitted use, without the size or number of examination room restriction.

The Owner intends to finalize plans and scheduling for construction as soon as approvals are granted. If there are any questions, please feel free to contact our office at your earliest convenience.

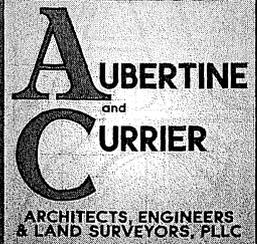
Sincerely,
Aubertine and Currier Architects, Engineers & Land Surveyors, PLLC



Timothy F. Titus
Civil Designer

Attachments

Cc: Dr. Christopher Jank, 1445 Washington Street LLC, Watertown Animal Hospital



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

aubertinecurrier.com

522 Bradley Street
Watertown, New York 13601

Phone: 315.782.2005
Fax: 315.782.1472

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

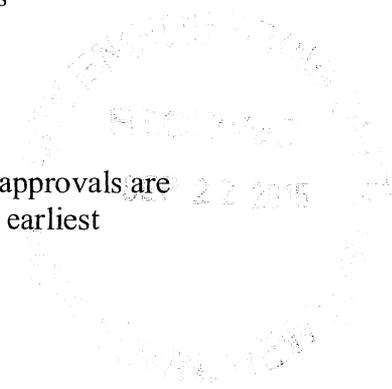
Partners
Michael L. Aubertine, R.A.
Architect

Patrick J. Currier, R.A.
Architect

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

Matthew R. Morgia, P.E.
Civil Engineer

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





1869

CITY OF WATERTOWN SITE PLAN APPLICATION

** 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: Watertown Animal Hospital, Addition and Renovation Project

Tax Parcel Number: 13-22-208.000

Property Address: 1445 Washington Street

Existing Zoning Classification: Commercial

OWNER OF PROPERTY

Name: 1445 Washington Street LLC

Address: 1445 Washington Street

Watertown, NY 13601

Telephone Number: 315-788-1711

Fax Number: _____

APPLICANT

Name: Aubertine and Currier PLLC

Address: 522 Bradley Street

Watertown, NY 13601

Telephone Number: 315-782-2005

Fax Number: 315-782-14772

Email Address: tft@aubertinecurrier.com

ENGINEER/ARCHITECT/SURVEYOR

Name: Aubertine and Currier PLLC

Address: 522 Bradley Street, Watertown NY 13601

Telephone Number: 315-782-2005

Fax Number: 315-782-1472

Email Address: mrm@aubertinecurrier.com



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE
245 WASHINGTON STREET, ROOM 304, WATERTOWN, NY 13601
PHONE: (315) 785-7730 – FAX: (315) 782-9014

TO: Planning Board Members
FROM: Michael A. Lumbis, Planner
SUBJECT: Site Plan Approval – 1445 Washington Street
DATE: October 1, 2015

Request: Site plan approval for the construction of a 2,110 square foot building expansion and a 9-space parking lot expansion to the Watertown Animal Hospital Building located at 1445 Washington Street, Parcel Number 13-22-208.000.

Applicant: Timothy F. Titus of Aubertine and Currier, PLLC on behalf of Dr. Christopher Jank, DVM of 1445 Washington Street, LLC

Proposed Use: Animal Hospital and supporting office space and waiting areas.

Property Owner: 1445 Washington Street, LLC

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Uses and Traffic Volume are included. It is not indicated whether operating hours will change or remain the same.

SEQRA: Unlisted

County Review: No

Zoning Information:	
District: Commercial	Maximum Lot Coverage: N/A
Setback Requirements: F: 20', S: 5', R: 25'	Buffer Zones Required: Yes

Project Overview: The applicant proposes to expand the footprint of the current structure by constructing additions on the south and west sides of the building. The addition on the west side will be 500 square feet and will include a staff entry and locker room, a storage and receiving room, a break room and a staff restroom. The addition on the south side will include a new reception area with divided waiting areas for cats and dogs, each with

its own separate entrance. The addition on the south side will also include two new exam rooms and two new office spaces.

The proposed addition will bring the total number of exam rooms on site to four. At its June 2, 2015 meeting, the Planning Board voted to recommend that City Council change the approved zoning classification of the parcel from Neighborhood Business to Commercial and voted to recommend that City Council amend the Zoning Ordinance to allow Animal Hospital as a use-by-right in Commercial Districts without any limit on the size or number of exam rooms. At its July 6, 2015 meeting, City Council approved both of these changes in order that the proposed number of exam rooms could remain conformant to the Zoning Ordinance.

Parking and Vehicle Circulation: Access to the site will continue to be via the two existing driveways connecting from Washington Street. The existing site provides 20 parking spaces, which includes five parallel parking spaces along the west side of the entrance drive. The site plan proposes reconfiguring and expanding the parking area on the south side of the building to provide an additional nine spaces, bringing the aggregate site total to 29.

Section 310-47 of the Zoning Ordinance of the City of Watertown requires five spaces for every 1,000 square feet of commercial floor space. Section 310-50 of the Zoning Ordinance states that. "The areas used for boiler room, heating facilities, utility facilities and storage shall not be included in the computation of floor area." The proposed expansion would bring the building footprint to 6,430 square feet, and the applicant has identified 585 square feet of utility and storage areas that do not count toward the parking requirement. Therefore, the remaining 5,845 square feet of applicable floor space yields 29.2 required parking spaces, meaning that the site plan, as proposed, fails to meet the parking requirement in the Zoning Ordinance.

The applicant should appear before the Planning Board with a site plan that meets the parking requirement of five spaces for every 1,000 feet of commercial floor space, or 30 spaces total. The applicant should either add one parking space to the proposed parking area or be prepared to clearly demonstrate to the Planning Board that the amount of proposed commercial floor space only requires 29.0 parking spaces or fewer. This will include clearly delineating the rooms designated as storage and utility areas and identifying the square footage of each room and their aggregate. In lieu of the above options, the applicant may apply for a variance from the Zoning Board of Appeals to vary the parking requirements of the Zoning Ordinance by one space.

Lighting: There is one existing wall-mounted light on the north side of the building, three existing wall-mounted lights on the west side of the building and one existing wall-mounted light on the southwest corner of the building. The lighting for the north side of the site will remain unchanged but the west and south side building lights are scheduled to be removed. The site plan proposes one freestanding light pole on the south side of the expanded parking lot. The site plan provides lighting contours for this proposed light, and they reflect a maximum light level of 0.5 footcandles at the southern property line. However, the footcandle contours appear to have been shifted north from the depicted light source. The applicant should verify the accuracy of the provided contours and provide details of the proposed lighting fixture and pole. With the removal of the building's west side lights, there does not appear to be any proposed lighting to illuminate the parking spaces and driveway on the west side of the building. The applicant should verify whether or not adequate lighting levels will be provided in this area and whether or not additional wall-mounted or site lighting is required.

Drainage, Grading and Sewers: The applicant should provide a storm sewer catch basin connection detail. The applicant should also provide an invert of the sanitary sewer at the crossing with the proposed storm sewer and verify that adequate cover over the sanitary sewer exists to protect against frost. Once the storm sewer is installed, the potential for frost in the sanitary trench is introduced. The applicant should also provide MPT details for the connection of the storm system to the existing catch basin.

Finally, the applicant should provide a road repair detail for the trenching on Washington Street, which should include the repair of the concrete road base.

Landscaping and Buffers: The existing landscaping and green areas at the site consist of lawn areas around the perimeter of the building and parking lots along with a variety of trees, shrubs and brush areas. As part of the site development, most of the lawn area and two trees located to the south of the building will be removed for the expansion of the south parking lot. The proposed landscaping consists of adding four trees around the perimeter of the parking lot.

Since the property is located in a Commercial District, Section 310-59, Paragraph C of the Zoning Ordinance requires a 15' landscaped area in the front yard. Section 310-59, Paragraph A also requires a 5'-15' landscaped area wherever the property abuts a Residential District, meaning that a landscaped buffer zone is required along the north and east property lines. The front, side and rear yards on the proposed site plan meet the buffer zone width required in the ordinance.

The Planning Board's adopted Landscaping and Buffer Zone Guidelines supplement the ordinance and define the makeup of acceptable buffers in various situations. For a front yard buffer in a Commercial District, the buffer should consist of large deciduous trees every 40 feet or small to medium deciduous trees every 20 feet with planting beds in between. At a minimum, an additional street tree should be added within the front yard buffer area south of the northernmost entrance drive.

For required buffer zone areas between Non-Residential and Residential Zoning Districts, i.e. the north and east property lines, the guidelines recommend a 15 feet wide landscaped strip, with large deciduous trees every 35' or small to medium deciduous trees every 20 feet with planting beds in between. It is Staff's opinion that the combination of proposed and existing trees and the dense brush line along the north and east property lines satisfies the intent of the guidelines and no additional landscaping is needed.

When the Animal Hospital purchased the land and originally constructed their facility in the early 1970's, the Animal Hospital signed a Memorandum of Agreement (MOA) with the St. Patrick's Orphanage. In the MOA, the Animal Hospital agreed to construct their building with certain architectural features, design it with soundproofing and provide certain site drainage and landscaping items as part of the site plan. The MOA is a covenant that runs with the land and applies to any future owners. Attached to this report is a letter that the applicant has provided from the Sisters of St. Joseph indicating that the convent is aware of the proposed building addition and they are satisfied that the applicant's project does not affect the basic intent of the original agreement.

Setbacks: The Zoning Ordinance requires a 25' rear yard setback from the property line for every building in Commercial Districts. The crematorium structure and shed, as well as part of a second shed, are all within 25 feet of the rear property line. However, Section 310-35 of the Zoning Ordinance permits accessory buildings in rear yards, provided that they not occupy more than 40 percent of any required rear yard, not exceed 20 feet in height and be not less than three feet from any rear lot line. All three of these accessory buildings meet all of the above requirements.

SEQR: The NYSDEC has an online tool called the EAF Mapper that assists applicants with compiling answers to Part 1 of the SEQR Short Environmental Assessment Form (EAF). The EAF that was submitted for this project using the online tool identifies an area of concern. The Short EAF indicates that the project area is located within an archaeologically sensitive area. The applicant shall provide a "No Impact" letter from the New York State Historic Preservation Office (SHPO).

In the answer to Question 17b, the applicant indicates that stormwater discharges will be directed to established conveyance systems. In this case, the Short EAF form requires a brief description of the adjacent conveyance system. The applicant should provide this description as required.

While the applicant submitted copies of the completed Short EAF form, none of them are signed or dated. The applicant should submit a signed and dated copy of the completed SEQR Short EAF form.

Signs and Other Permits: On the Exterior Elevations page, the West Elevation drawing refers to the Occupant Maximum Sign Surface Area for Neighborhood Business Districts. The applicant should revise this language to

refer to and reflect the allowances for Commercial Districts. All signage review and sign permitting will be performed as a separate process by the City of Watertown City Code Enforcement Bureau.

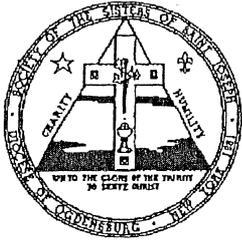
In addition, the property owner must obtain the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and Sign Permit.

Miscellaneous: The applicant shall obtain a letter from the property owner authorizing the applicant to apply for a site plan approval. The applicant should indicate the proposed hours of operation. The site plan also does not delineate any areas for snow storage. The applicant should add snow storage areas to the site plan.

Summary:

1. The applicant must submit a site plan that meets the parking requirements that are identified in the Zoning Ordinance or indicate their intent to apply for a Variance from the Zoning Board of Appeals.
2. The applicant shall verify the accuracy of the lighting contours provided on the site plan, shall provide details of the proposed lighting fixture and pole in the south parking lot and shall address the apparent lack of lighting on the west side of the site.
3. The applicant must address all of the Engineering Department's stormwater design requirements and sewer-related comments listed above prior to the issuance of any City permits.
4. The applicant shall add a street tree within the required front yard buffer area south of the northernmost entrance drive.
5. The applicant shall address and provide additional data for all of the SEQR issues identified above prior to the City Council considering the site plan for approval.
6. The applicant shall add a delineated snow storage area to the site plan.
7. The applicant shall indicate the proposed hours of operation.
8. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.
9. The applicant shall obtain a letter from the property owner authorizing the applicant to apply for a site plan approval.

cc: City Council Members
Robert J. Slye, City Attorney
Brian Drake, Civil Engineer II
Timothy F. Titus, Aubertine and Currier, PLLC
Dr. Christopher Jank, DVM, 1445 Washington Street, LLC



Sisters of St. Joseph

1425 WASHINGTON ST. • WATERTOWN, NY 13601
315-782-3460

May 19, 2015

To Whom It May Concern:

Christopher Jank, DVM, from the Watertown Animal Hospital met at the Sisters of St. Joseph Motherhouse on May 19, 2015 concerning the plans of Watertown Animal Hospital to make modifications to the existing building and to build an addition to the building.

I understand that it will be necessary to obtain a change of zoning. I also understand that this addition will not affect the property of the Sisters of St. Joseph or the basic intent of the original agreement made with the Sisters of St. Joseph, March 28, 1969.

The Watertown Animal Hospital may proceed with their plans.

Sincerely in Christ

Sister Mary Eamon Lyng

Sister Mary Eamon Lyng, SSJ
Major Superior

cc: Christopher Jank, DVM

EXCERPT FROM THE OCTOBER 6, 2015
PLANNING BOARD MEETING MINUTES

SITE PLAN APPROVAL
1445 WASHINGTON STREET – PARCEL # 13-22-208.000

The Planning Board then considered a request for site plan approval submitted by Timothy Titus of Aubertine and Currier, PLLC on behalf of 1445 Washington Street, LLC for the construction of a 2,110 square foot building expansion and a 10-space parking lot expansion to the Watertown Animal Hospital building at 1445 Washington Street, Parcel Number 13-22-208.000. Mr. Titus and Dr. Gary Babcock were in attendance to represent 1445 Washington Street, LLC before the Planning Board.

Mr. Titus began by saying that the existing main entrance to the animal hospital on the west side is scheduled to be enclosed and will become a small entrance for staff only. Mr. Titus then explained that the south side of the building will serve as the new main entrance. Mr. Titus noted that the existing parking on the south side of the building near the new southern entrance will now have 17 spaces.

Mr. Titus said that there will be interior renovations throughout the entire building, and the remodeled building will have of four exam rooms. Mr. Titus then explained that the additional exam rooms are possible because of a zone change from Neighborhood District to Commercial in June.

Mr. Titus said that the water and sewer systems come through the existing buildings and the addition will be served by those facilities. Mr. Titus then said that stormwater will be captured and brought into the existing stormwater system on Washington Street. Mr. Titus said that there will be one additional pole mounted light fixture and one additional wall pack light fixture in addition to the existing wall pack lighting.

Mr. Titus then addressed the issue of the parking spaces, explaining that he was one space short. He said the plans he originally submitted to the City included parking spaces on the north side of the building at a size of 10ft. x 20ft. He said he was able to re-adjust these parking spaces to 9ft. x 18ft. to match the space size on the rest of the site and is now able to provide a total of 30 parking spaces. He will submit a revised plan that illustrates this change.

Mr. Titus then addressed the Staff's concern with how close the newly installed storm drain will be to the existing sanitary sewer line. Mr. Titus explained that the new storm drain will be 4' apart from the established sanitary sewer line, as the sanitary line is 8' deep. Because of this distance, introducing frost to the sanitary sewer line will not be an issue.

Mr. Titus then acknowledged the need for a Maintenance and Protection of Traffic plan to their submission and to include a City curb replacement detail at the request of City Staff.

Mr. Titus then referenced the summary item on Staff's memorandum requiring an additional street tree. Mr. Titus remarked that the owner of the property has agreed to add a street tree within the required front yard buffer area south of the northernmost entrance drive.

Mr. Titus then acknowledged that the Short Environmental Assessment Form (EAF) that he had submitted did not include a brief description of the conveyance systems that stormwater discharges will be directed to and that the EAF was not signed or dated. Mr. Titus then handed an updated EAF to City Staff.

Mr. Titus also acknowledged that the EAF that he had submitted to the City indicated that the project area is located within an archeologically sensitive area. Mr. Titus then handed to City Staff a "No Impact" letter from the New York State Historic Preservation Office.

Mr. Titus then noted the summary item on the Staff's memorandum that the applicant should delineate an area for snow storage. Mr. Titus described to Staff's satisfaction the areas set aside for snow storage and indicated that these would be delineated on the official set of plans that Mr. Titus will submit prior to his application being heard by City Council.

Ms. Freda then referenced the summary item on Staff's memorandum requiring proposed hours of operation for the facility.

Mr. Titus replied that the facility would be open on Monday through Friday from 8:00 AM to 6:30 PM and on Saturday from 8:00 AM to 3:00 PM.

Ms. Freda then asked Staff about the proposal to make the parking spaces on the site 9ft. x 18ft. Mr. Drake noted that the City prefers 10ft. x 20ft parking spaces, however the City has no adopted guideline or required standard size and the 9ft. x 18ft. parking spaces are acceptable.

Ms. Freda then asked if the animal hospital accommodates larger animals that are not domestic. Dr. Babcock replied explaining that only domestic animals are looked after.

Ms. Freda then asked if there was a reason why the EAF required a letter from the New York State Historic Preservation Office.

Mr. Lumbis explained that the Department of Environmental Conservation (DEC) has moved to an electronic system for completing the Environmental Assessment Forms. There must be something of significance within a certain radius of the project area, which triggered that particular box to be checked on the form and therefore required the consultation with the New York State Historic Preservation Office.

Ms. Freda then asked if anyone knew what it was that had triggered the program. Mr. Lumbis said that he was not sure.

Ms. Freda mentioned that she did not think this was required during the Nice N Easy development located across the street that was recently brought to the Planning Board. Mr.

Lumbis stated that he did not remember for sure, but thought that there was a “No Impact” letter from the New York State Historic Preservation Office during the approval of the Nice N’ Easy development. Mr. Lumbis then said that when the electronic form is submitted it is common for several additional requirements to be made such as this.

Ms. Freda then stated that many of the contingencies in the Staff’s memorandum must be kept until a final site plan is submitted to the City, although some have been addressed.

Ms. Capone then made a motion recommending that City Council approve the site plan submitted by Timothy Titus of Aubertine and Currier, PLLC on behalf of 1445 Washington Street, LLC for the construction of a 2,110 square foot building expansion and a 10-space parking lot expansion to the Watertown Animal Hospital building at 1445 Washington Street, Parcel Number 13-22-208.000 contingent upon the following:

1. The applicant must submit a site plan that meets the parking requirements that are identified in the Zoning Ordinance or indicate their intent to apply for a Variance from the Zoning Board of Appeals.
2. The applicant shall verify the accuracy of the lighting contours provided on the site plan, shall provide details of the proposed lighting fixture and pole in the south parking lot and shall address the apparent lack of lighting on the west side of the site.
3. The applicant must address all of the Engineering Department’s stormwater design requirements and sewer-related comments listed in the Review Memo prior to the issuance of any City permits.
4. The applicant shall add a street tree within the required front yard buffer area south of the northernmost entrance drive.
5. The applicant shall add a delineated snow storage area to the site plan.
6. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.
7. The applicant shall add a Maintenance and Protection of Traffic plan to their submission and include a City curb replacement detail.

The motion was then seconded by Mr. Neddo and all voted in favor. Ms. Freda then said that the application would go before City Council on October 19, 2015 for their consideration.

Short Environmental Assessment Form

Part 1 - Project Information

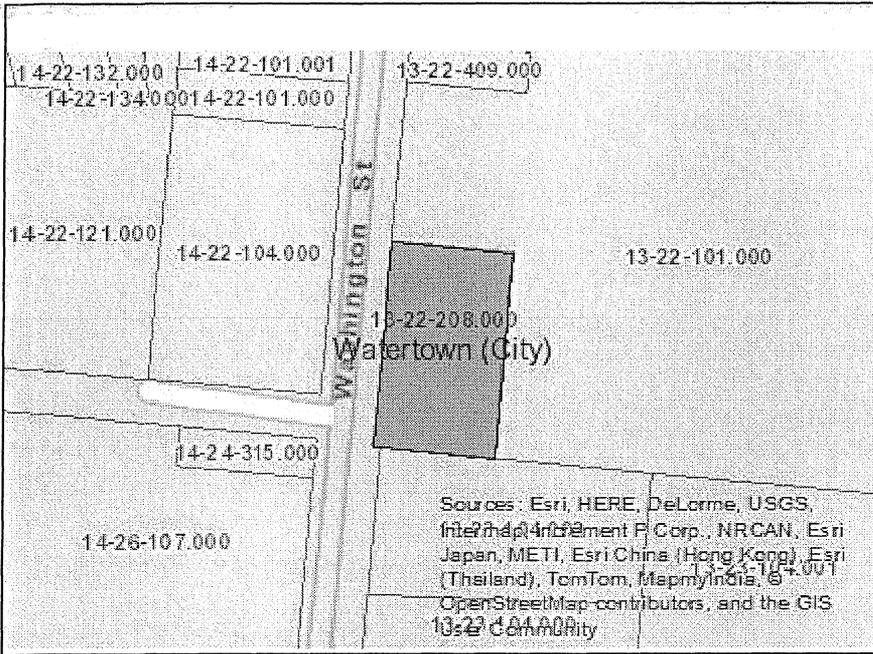
Instructions for Completing

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

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

Part 1 - Project and Sponsor Information			
Name of Action or Project: Watertown Animal Hospital Addition and Renovation Project			
Project Location (describe, and attach a location map): 1445 Washington Street, Tax Map Parcel 13-22-208.000			
Brief Description of Proposed Action: The project consists of interior renovation to the existing 4,320 SF building and a proposed 1,610 SF building addition on the south side of the existing building. Site amenities include the construction of an expanded asphalt parking area that will include 15 parking spaces along the south side of the addition. The existing building is serviced by public sewer and water, and private electric, gas, and communication. A change of zoning from Neighborhood Business to commercial was granted on July 6th 2015. The zone change was necessary to allow an Animal Hospital as a permitted use without the size or number of examination rooms restriction.			
Name of Applicant or Sponsor: 1445 Washington Street LLC, attn Dr. Christopher Jank		Telephone: 315-788-1711 E-Mail: petcare@westelcom.com	
Address: 1445 Washington Street			
City/PO: Watertown		State: New York	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval: Building Permit			YES <input checked="" type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		0.90 acres	
b. Total acreage to be physically disturbed?		0.25 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		0.90 acres	
4. Check all land uses that occur on, adjoining and near the proposed action. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ <input type="checkbox"/> Parkland			

<p>18. Does the proposed action include construction or other activities that result in the impoundment of water or other liquids (e.g. retention pond, waste lagoon, dam)?</p> <p>If Yes, explain purpose and size: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste?</p> <p>If Yes, describe: _____</p> <p>_____</p> <p>_____</p>	<p>NO</p> <p><input checked="" type="checkbox"/></p>	<p>YES</p> <p><input type="checkbox"/></p>
<p>I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</p>		
<p>Applicant/sponsor name: <u>Christopher Junk D.V.M.</u></p>		<p>Date: <u>10/5/15</u></p>
<p>Signature: <u><i>[Signature]</i> D.V.M.</u></p>		



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



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



Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO
Governor

ROSE HARVEY
Commissioner

May 21, 2015

Mr. Tim Titus
609 West Prospect Street
Watertown, NY 13601

Re: SEQRA
Watertown Animal Hospital
Previously developed parcel
1445 Washington Street, Watertown, NY 13601
15PR02523

Dear Mr. Titus:

Thank you for requesting the comments of the Office of Parks, Recreation and Historic Preservation (OPRHP). We have reviewed the project in accordance with the New York State Historic Preservation Act of 1980 (Section 14.09 of the New York Parks, Recreation and Historic Preservation Law). These comments are those of the OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

Based upon this review, it is the New York State Office of Parks, Recreation and Historic Preservation's opinion that your project will have no impact on archaeological and/or historic resources listed in or eligible for the New York State and National Registers of Historic Places.

If further correspondence is required regarding this project, please be sure to refer to the OPRHP Project Review (PR) number noted above.

Sincerely,

Ruth L. Pierpont

Deputy Commissioner for Historic Preservation

Project:

Date:

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

Part 2 is to be completed by the Lead Agency.

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

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

Project:

Date:

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

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

- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.
- Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency	Date
Print or Type Name of Responsible Officer in Lead Agency	Title of Responsible Officer
Signature of Responsible Officer in Lead Agency	Signature of Preparer (if different from Responsible Officer)

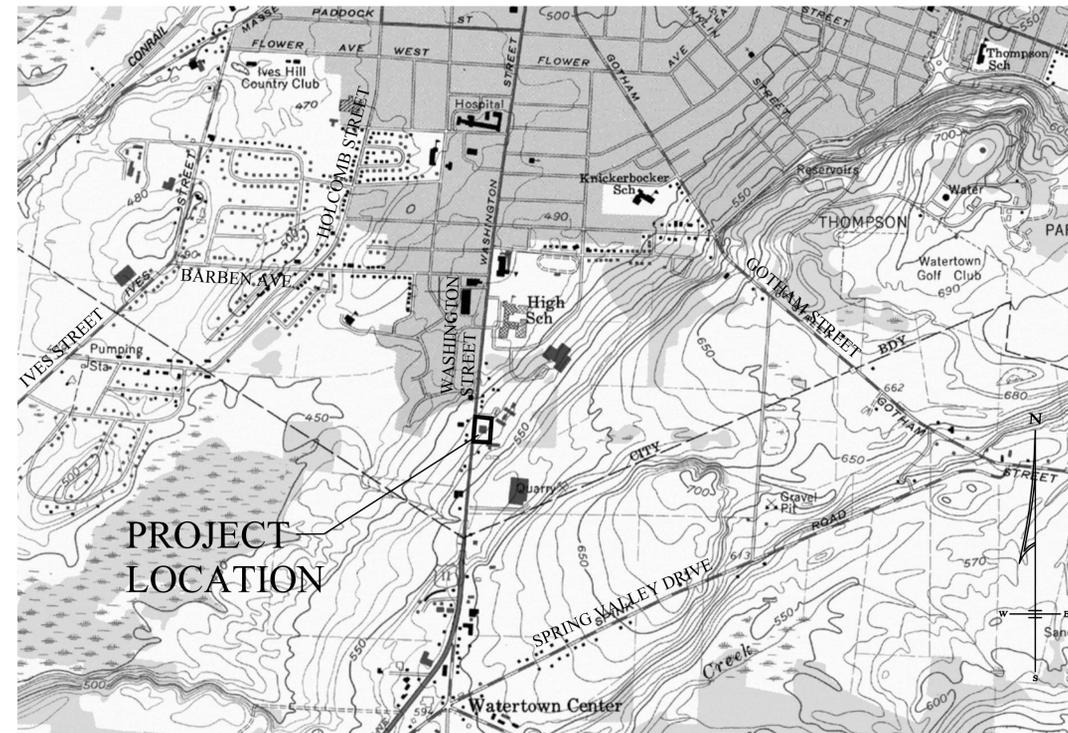
WATERTOWN ANIMAL HOSPITAL ADDITION AND RENOVATION PROJECT

CITY OF WATERTOWN

JEFFERSON COUNTY, STATE OF NEW YORK

SITE PLANS: 09/18/2015

REV: 10/09/2015



INDEX OF DRAWINGS

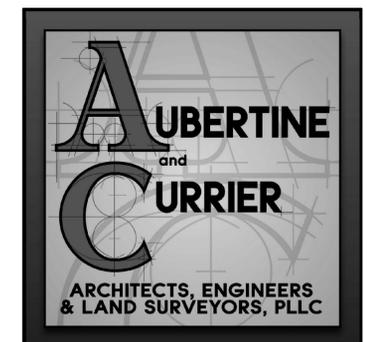
OWNER

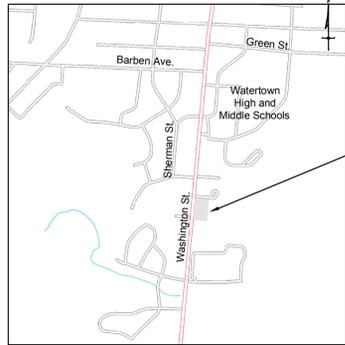
1445 WASHINGTON STREET LLC
ATTN: DR. CHRISTOPHER JANK
1445 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
TELE: (315) 788-1711

ARCHITECT AND CIVIL/SITE ENGINEER

AUBERTINE and CURRIER, PLLC
522 BRADLEY STREET
WATERTOWN, NEW YORK 13601
TELE: (315) 782-2005
FAX: (315) 782-1472
www.aubertinecurrier.com

VF-101	TOPOGRAPHIC AND BOUNDARY SURVEY MAP OF THE LANDS OF 1445 WASHINGTON STREET, LLC
CD-100	EXISTING CONDITIONS AND DEMOLITION PLAN
CS-100	SITE, LANDSCAPING AND PHOTOMETRIC PLAN
CG-100	GRADING AND EROSION AND SEDIMENT CONTROL PLAN
CS-500	SITE DETAILS
CG-500	GRADING AND EROSION AND SEDIMENT CONTROL DETAILS
619-11	NYS DOT WORK ZONE TRAFFIC CONTROL LEGENDS AND NOTES
619-20	NYS DOT SHOULDER CLOSURE
A-100	PRELIMINARY FLOOR PLAN
A-200	PRELIMINARY EXTERIOR ELEVATIONS





LOCATION MAP
NOT TO SCALE

STANDARD NOTES:

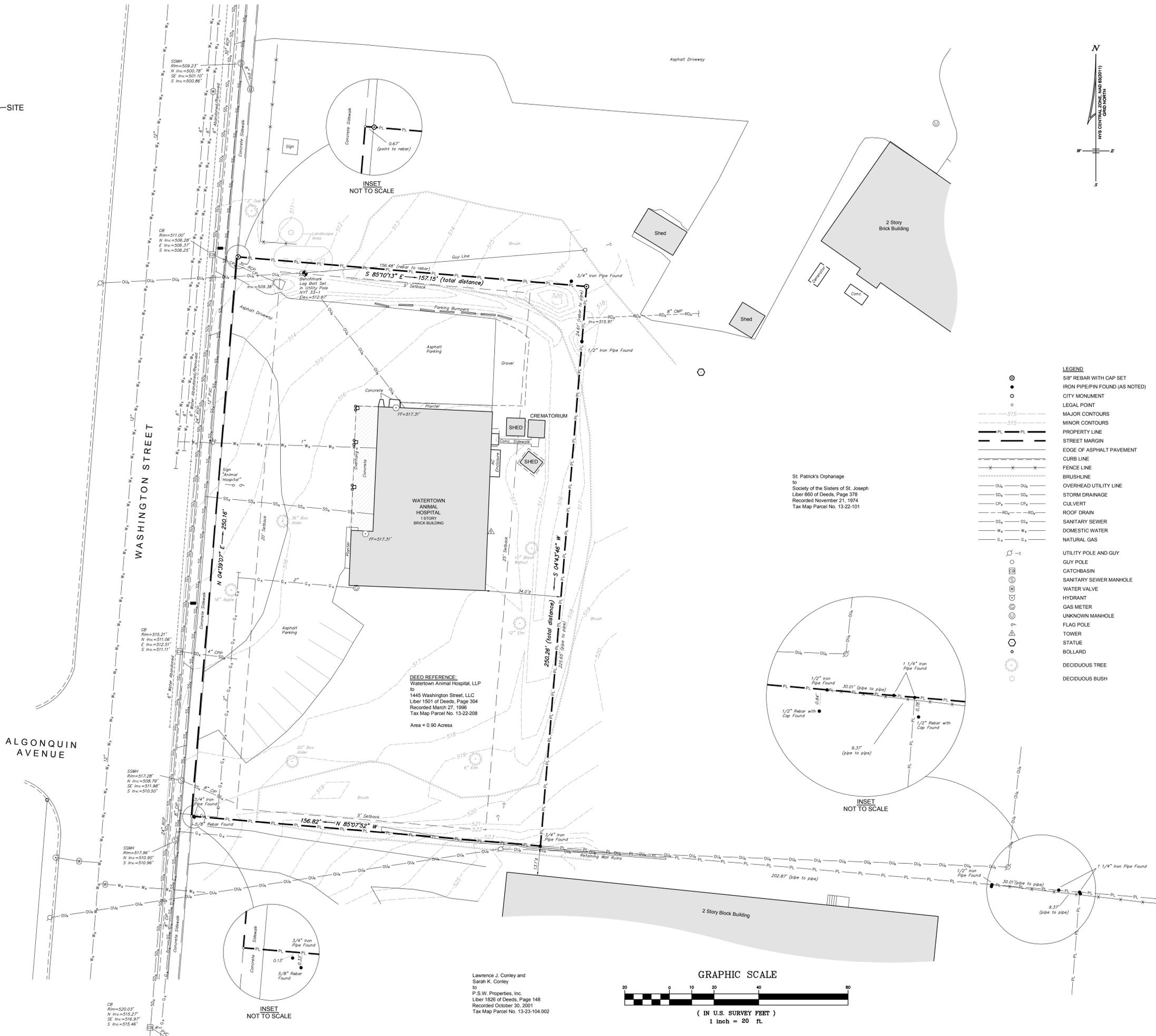
1. Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.
2. Only boundary survey maps with the surveyor's embossed seal or red ink seal are genuine true and correct copies of the surveyor's original work and opinion.
3. Certifications on this boundary survey map signify that the map was prepared in accordance with the current existing Code of Practice for Land Surveys adopted by the New York State Association of Professional Land Surveyors, Inc. The certification is limited to persons for whom the boundary survey map is prepared, to the title company, to the governmental agency, and to the lending institution listed on this boundary survey map.
4. The certifications hereon are not transferable.
5. The location of underground improvements or encroachments are not always known and often must be estimated. If any, underground improvements or encroachments are not covered by this certificate.

GENERAL NOTES:

1. The subject parcel is City of Watertown Real Property Tax Parcel No. 13-22-208.
2. The subject parcel is zoned Neighborhood Business per City of Watertown GIS Map.
 - Minimum Setback Requirements:
 - Front Yard Setback = 20 feet
 - Rear Yard Setbacks = 25 feet
 - Side Yard Setback = 5 feet
3. All adjoining are per the City of Watertown Real Property Office.
4. Adjoining property lines should be considered approximate and are shown for reference only.
5. This survey was prepared without the benefit of an abstract of title and is subject to any modifications which may occur as a result of a complete title search.
6. The underground utilities and features shown hereon (if any) have been located from above ground visible features and other available records and therefore their location should be considered approximate only. Other underground utilities and features may exist, either in service or abandoned, that are not indicated on this survey. Dig Safety New York (UFPD) should be contacted prior to performing any excavation activities.
7. The field survey was performed on April 09, 2015 and April 10, 2015.
8. Washington Street is a public road with a reputed width of 67 feet.
9. The Horizontal Datum for this survey is based on NYS Central Zone NAD83(2011) (North American Datum 1983/2011).
10. The Vertical Datum for this survey is based on the North American Vertical Datum of 1988 (NAVD88)

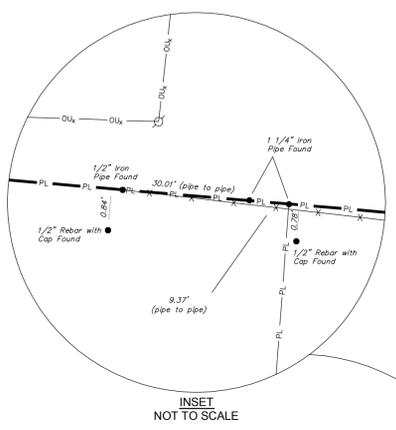
MAP REFERENCES:

1. "Map of Washington Heights, Watertown, N.Y., Property of George A. Lawyer Incorporated, Rearrangement of George A. Lawyer Purchase as Shown on Map Filed August 07, 1911, Book 3 Page 4" dated September 30, 1921, prepared by Geo. F. Phillips, and filed in the Jefferson County Clerk's Office in Watertown 4th Ward, Page 29, Old File Plan Book 3 Page 93 on December 21, 1921.
2. "Subdivision Final Plat - The Land of The City School District of the City of Watertown, New York, City of Watertown, Jefferson County, New York" dated March 04, 2011 and last revised April 15, 2011, prepared by GYMO Architecture, Engineering & Land Surveying, P.C., and filed in the Jefferson County Clerk's Office as Map File No. 5256 on May 24, 2011.
3. "Survey Map of the Lands of Society of the Sisters of St. Joseph, 1425 Washington Street & Iroquois Avenue East, City of Watertown, Jefferson County, New York" dated November 03, 2014, prepared by Aubertine and Currier PLLC.

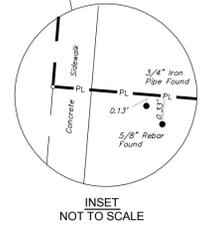


LEGEND

	5/8" REBAR WITH CAP SET
	IRON PIPE/PIN FOUND (AS NOTED)
	CITY MONUMENT
	LEGAL POINT
	MAJOR CONTOURS
	MINOR CONTOURS
	PROPERTY LINE
	STREET MARGIN
	EDGE OF ASPHALT PAVEMENT
	CURB LINE
	FENCE LINE
	BRUSHLINE
	OVERHEAD UTILITY LINE
	STORM DRAINAGE
	CULVERT
	ROOF DRAIN
	SANITARY SEWER
	DOMESTIC WATER
	NATURAL GAS
	UTILITY POLE AND GUY
	GUY POLE
	CATCHBASIN
	SANITARY SEWER MANHOLE
	WATER VALVE
	HYDRANT
	GAS METER
	UNKNOWN MANHOLE
	FLAG POLE
	TOWER
	STATUE
	BOLLARD
	DECIDUOUS TREE
	DECIDUOUS BUSH



INSET
NOT TO SCALE

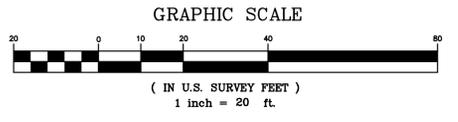


INSET
NOT TO SCALE

DEED REFERENCE:
Watertown Animal Hospital, LLP
to
1445 Washington Street, LLC
Liber 1501 of Deeds, Page 304
Recorded March 27, 1996
Tax Map Parcel No. 13-22-208
Area = 0.90 Acres

St. Patrick's Orphanage
to
Society of the Sisters of St. Joseph
Liber 860 of Deeds, Page 378
Recorded November 21, 1974
Tax Map Parcel No. 13-22-101

Lawrence J. Conley and
Sarah K. Conley
to
P.S.W. Properties, Inc.
Liber 1628 of Deeds, Page 148
Recorded October 30, 2001
Tax Map Parcel No. 13-23-104.002



522 Bradley Street
Watertown, New York 13601

aubertinecurrier.com

Phone: (315)782-2005
Fax: (315)782-1472

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TOPOGRAPHIC and BOUNDARY SURVEY MAP of the LANDS of
1445 WASHINGTON STREET, LLC
1445 WASHINGTON STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

PROJECT NO:	2012-093.001
SCALE:	1"=20'
DRAWN BY:	COL, RES
CHECKED BY:	RES
ISSUE DATES:	April 24, 2015 May 12, 2015

2012-093.001 WAH-VF-SB001.DWG

VF-101



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Watertown, New York 13601

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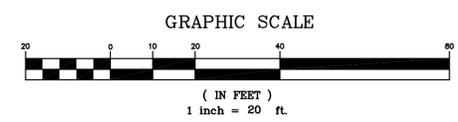
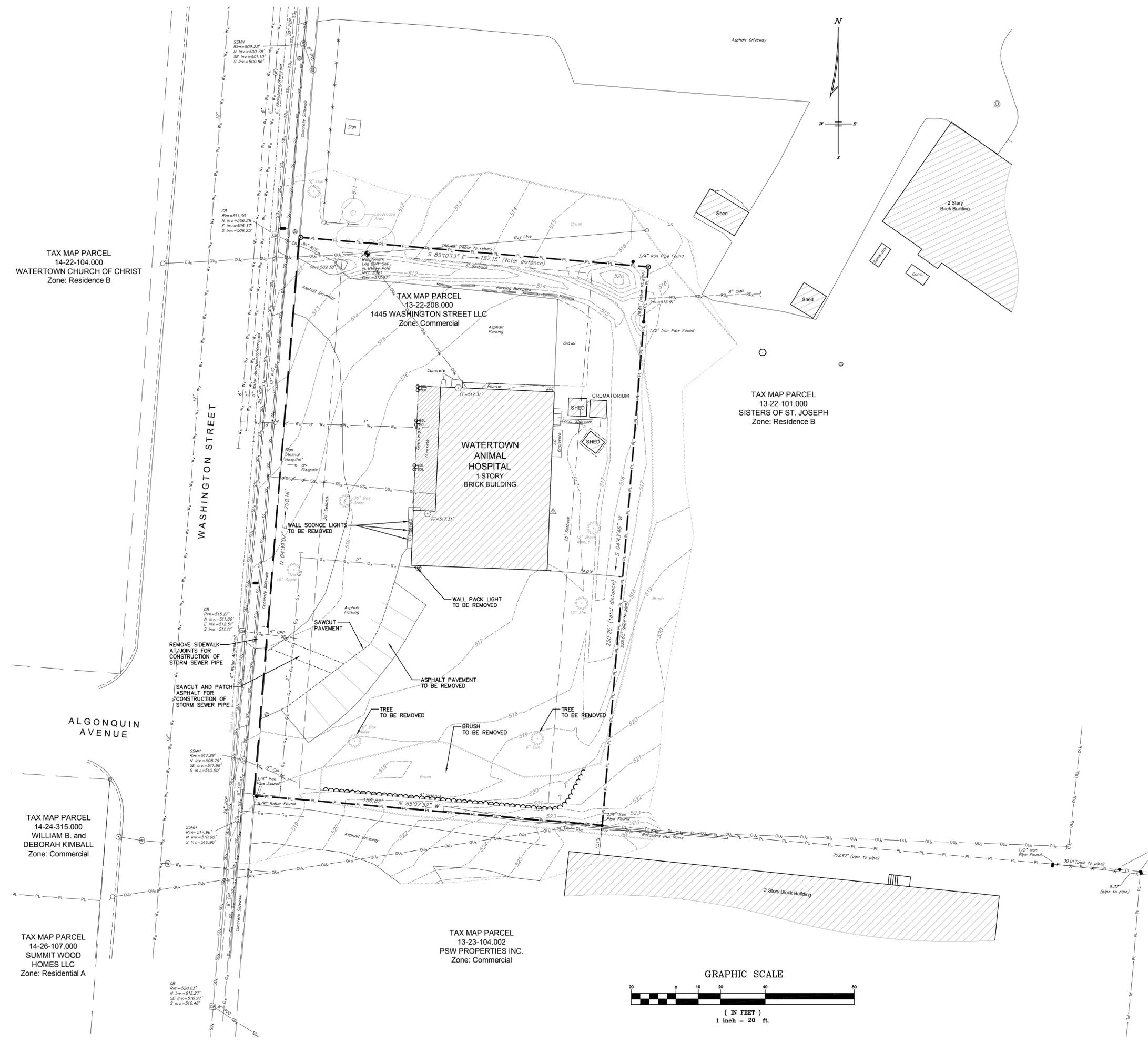
**WATERTOWN ANIMAL HOSPITAL
ADDITION/RENOVATION PROJECT**
1445 WASHINGTON STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO:	2012-083
SCALE:	AS NOTED
DRAWN BY:	TFT
CHECKED BY:	MRM
ISSUE DATES:	05/18/2015 08/10/2015 10/09/2015

EXISTING CONDITIONS AND DEMOLITION PLAN

CD100

LEGEND	EXISTING	PROPOSED
5' CONTOUR	---	---
1' CONTOUR	---	---
PROPERTY LINE	PL PL	PL PL
RIGHT OF WAY	---	---
SETBACK	---	---
BUILDING	---	---
ASPHALT PAVEMENT	---	---
EDGE OF GRAVEL	---	---
CURB	---	---
SIDEWALK	---	---
TREE LINE	---	---
FENCE	Wx Wx	Wx Wx
WATERLINE	Wx Wx	Wx Wx
SANITARY SEWER	SSx SSx	SSx SSx
STORM SEWER	SDx SDx	SDx SDx
UNDERGROUND UTILITIES	Ux Ux	Ux Ux
UNDERGROUND ELECTRIC	Ex Ex	Ex Ex
GAS	Gx Gx	Gx Gx
COMMUNICATION	Cx Cx	Cx Cx
SANITARY MANHOLE	⊙	⊙
STORM MANHOLE	⊙	⊙
CATCH BASIN	⊙	⊙
COMMUNICATION MANHOLE	⊙	⊙
COMMUNICATION JUNCTION BOX	⊙	⊙
TRACER WIRE	---	---
FIRE HYDRANT	⊙	⊙
WATER VALVE	⊙	⊙
CURB STOP	⊙	⊙
UTILITY POLE	⊙	⊙
LIGHT POLE	⊙	⊙
BUILDING LIGHT	⊙	⊙



APPLICANT:
1445 WASHINGTON STREET LLC
ATTN: DR. CHRISTOPHER JANK
1445 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
TELE: (315) 788-1711

TAX MAP PARCEL
14-22-104.000
WATERTOWN CHURCH OF CHRIST
Zone: Residence B

TAX MAP PARCEL
13-22-208.000
1445 WASHINGTON STREET LLC
Zone: Commercial

TAX MAP PARCEL
13-22-101.000
SISTERS OF ST. JOSEPH
Zone: Residence B

TAX MAP PARCEL
13-23-104.002
PSW PROPERTIES INC.
Zone: Commercial

TAX MAP PARCEL
14-24-315.000
WILLIAM B. and
DEBORAH KIMBALL
Zone: Commercial

TAX MAP PARCEL
14-26-107.000
SUMMIT WOOD
HOMES LLC
Zone: Residential A

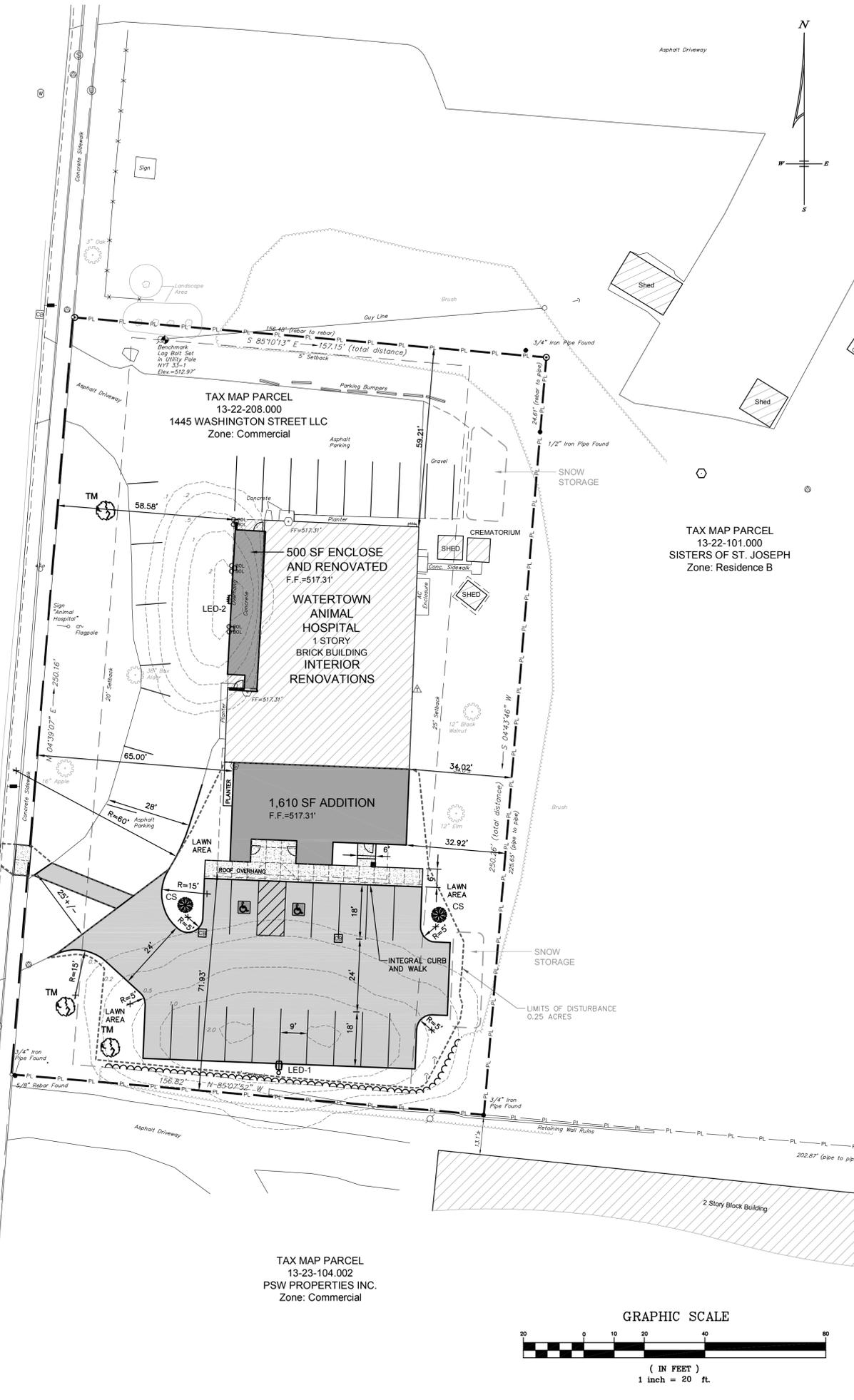
TAX MAP PARCEL
14-22-104.000
WATERTOWN CHURCH OF CHRIST
Zone: Residence B

ALGONQUIN AVENUE

TAX MAP PARCEL
14-24-315.000
WILLIAM B. and
DEBORAH KIMBALL
Zone: Commercial

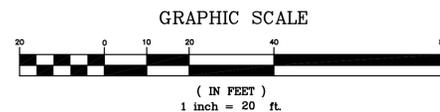
TAX MAP PARCEL
14-26-107.000
SUMMIT WOOD
HOMES LLC
Zone: Residential A

WASHINGTON STREET



TAX MAP PARCEL
13-23-104.002
PSW PROPERTIES INC.
Zone: Commercial

TAX MAP PARCEL
13-22-101.000
SISTERS OF ST. JOSEPH
Zone: Residence B



PLANNING DATA		
ZONING: COMMERCIAL USE: ANIMAL HOSPITAL - BUILDING ADDITION AND RENOVATION (2,110 SF. TOTAL)		
ITEM	REQUIRED	AS PROVIDED
MIN. LOT AREA	1,000 SF	39,278 SQ. FT. (0.90 ACRES)
MIN. FRONTAGE	NONE	250.16'
MIN. FRONT SETBACK	20'	58.58' (EXISTING) 65.00' (ADDITION)
MIN. REAR YARD SETBACK	25'	34.02' (EXISTING) 32.92' (ADDITION)
MIN. SIDE YARD SETBACK	5'	59.21' (EXISTING) 70.89' (ADDITION)
MAX. BUILDING HEIGHT	--	15'-7 1/2" (EXISTING) 14'-9 7/8" (ADDITION)
PARKING REQUIREMENTS		
ORIGINAL BUILDING BUSINESS OR MEDICAL CLINIC (5 SPACES FOR EACH 1,000 SF) (4,320 SF / 1,000 SF X 5 = 21.6)	21.6 SPACES	21 SPACES
ADDITION BUSINESS OR MEDICAL CLINIC (5 SPACES FOR EACH 1,000 SF) (2,110 SF / 1,000 SF X 5 = 10.6)	10.6 SPACES	17 SPACES (ADD) 8 SPACES (DEDUCT)
ORIGINAL BUILDING WITH ADDITION BUSINESS OR MEDICAL CLINIC (5 SPACES FOR EACH 1,000 SF) (6,405 SF - 481 SF FOR UTILITY AND STORAGE AREAS = 5,924 SF) (5,924 SF / 1,000 SF X 5 = 29.6)	29.6 SPACES	30 SPACES (TOTAL)
HANDICAPPED SPACES (PER ADA)	2 SPACES	2 SPACES

GENERAL INFORMATION			
WATER SUPPLY SYSTEM	EXISTING BUILDING WATER SERVICE CONNECTION TO CITY MUNICIPAL SYSTEM		
SANITARY SEWER SYSTEM	EXISTING BUILDING GRAVITY LATERAL CONNECTION TO CITY MUNICIPAL SYSTEM		
LIMITS OF DISTURBANCE	0.25 ACRES		
TRAFFIC INFORMATION (ITE TRAFFIC GENERATION, 7TH EDITION)			
WEEKDAY, AM	ENTERING	7	7
WEEKDAY, PM	EXITING	9	9
PEAK TRIPS	AM	14	14
	PM	18	18

SITE LIGHTING SCHEDULE				
SYMBOL	FIXTURE	MOUNTING HEIGHT	QUANTITY	
LED-1	RDG-E02-LED-E-U-SL2-BZ BY EATON LIGHTING	18' MOUNTING HEIGHT (WITH CONCRETE BASE)	1	
LED-2	IST-F01-LED-E-BL3-BZ BY EATON LIGHTING	10' MOUNTING HEIGHT (ON BUILDING FACE)	1	

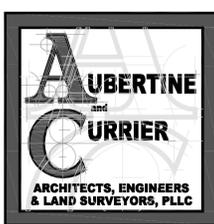
PLANTING SCHEDULE					
SYM	COMMON NAME	ABBREV.	BOTANICAL NAME	SIZE	QUANTITY
	TATARIAN MAPLE	TM	ACER TATARICUM	2" CALIPER	3
	COLORADO BLUE SPRUCE	CS	PICEA PUNGENS GLAUCA	2'-3" B.B.	2

- LANDSCAPING NOTE:**
- PLANT SPECIES WERE SELECTED BASED ON ABILITY TO GROW IN EXISTING SOIL CONDITIONS. PLANT SPECIES WERE ALSO CHOSEN BASED ON SIZE, SHAPE, COLOR AND GROWTH HABIT. ANY SUBSTITUTIONS SHALL BE APPROVED BY THE ARCHITECT.
 - ALL PLANTINGS SHALL ARRIVE ON-SITE BEARING THE ORIGINAL IDENTIFICATION TAGS SHOWING THEIR BOTANICAL NAME, COMMON NAME AND SIZE.
 - ALL TREES SHALL HAVE A 4" DIA. SHREDED HARDWOOD MULCH RING AROUND THE BASE OF THE TREE.
 - ALL LANDSCAPED AREAS SHALL HAVE A WEED BARRIER FABRIC AND A MIN. OF 3" DEEP SHREDED HARDWOOD MULCH.
 - ALL PLANTINGS SHALL BE THOROUGHLY WATERED AT THE TIME OF PLANTING.

LEGEND	EXISTING	PROPOSED
5' CONTOUR	---	---
1' CONTOUR	---	---
PROPERTY LINE	PL	PL
RIGHT OF WAY	---	---
SETBACK	---	---
BUILDING	---	---
ASPHALT PAVEMENT	---	---
EDGE OF GRAVEL	---	---
CURB	---	---
SIDEWALK	---	---
TREE LINE	---	---
FENCE	---	---
WATERLINE	W	W
SANITARY SEWER	SS	SS
STORM SEWER	SD	SD
UNDERGROUND UTILITIES	U	U
UNDERGROUND ELECTRIC	E	E
GAS	G	G
COMMUNICATION	C	C
SANITARY MANHOLE	SM	SM
STORM MANHOLE	SM	SM
CATCH BASIN	CB	CB
COMMUNICATION MANHOLE	CM	CM
COMMUNICATION JUNCTION BOX	CJ	CJ
TRACER WIRE	TR	TR
FIRE HYDRANT	FH	FH
WATER VALVE	WV	WV
CURB STOP	CS	CS
UTILITY POLE	UP	UP
LIGHT POLE	LP	LP
BUILDING LIGHT	BL	BL

- GENERAL NOTES:**
- UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES HAVE BEEN PLOTTED FROM AVAILABLE SURVEYS AND RECORDS, AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. THERE MAY BE OTHERS, THE EXISTENCE OF WHICH IS PRESENTLY NOT KNOWN. PRIOR TO CONSTRUCTION CONTACT UNDERGROUND UTILITIES CALL CENTER OF NEW YORK FOR EXACT LOCATION OF ALL UNDERGROUND UTILITIES. (1-800-962-7962). CONTRACTOR IS RESPONSIBLE FOR LOCATING AND WORKING WITH THE APPROPRIATE UTILITY COMPANIES PRIOR TO CONSTRUCTION.
 - THE ON-SITE TOPOGRAPHIC, UTILITY, AND PLANIMETRIC SURVEY FOR THE PROJECT AREA WAS CONDUCTED BY AUBERTINE AND CURRIER, PLLC ON 4/10/2015. UTILITY LOCATIONS WERE PLOTTED RECORD DRAWINGS OF MULTIPLE PROJECTS THAT ARE ON FILE IN THE CITY ENGINEERING DEPARTMENT. VERTICAL DATUM IS BASED ON NGVD29 DATUM AND THE HORIZONTAL DATUM IS BASED ON NAD83(96).
 - ALL OUT-OF-SCOPE AREAS DISTURBED BY THE CONTRACTOR'S OPERATIONS WILL BE RESTORED TO CONDITIONS EQUAL TO OR BETTER THAN THAT PRIOR TO CONSTRUCTION. OUTSIDE OF PROPERTY BOUNDARIES AND EASEMENT AREAS THE CONTRACTOR IS REMINDED THAT HE MUST OBTAIN WRITTEN AUTHORIZATION TO USE PRIVATE PROPERTY AND ASSUMES ALL LIABILITY HIMSELF.
 - THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE CHARACTERISTICS AND EXTENT OF SUBSURFACE SOILS, ROCK, WATER TABLE LEVELS, ETC., PRIOR TO BIDDING.
 - THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND BONDS NECESSARY TO OBTAIN SAID PERMITS WHERE APPLICABLE.
 - SITE CONTRACTOR TO PROVIDE EROSION AND DUST CONTROL, AS REQUIRED.
 - A LICENSED LAND SURVEYOR SHALL BE RETAINED FOR ALL UTILITY AND FIELD STAKEOUT AT THE CONTRACTOR'S EXPENSE.
 - PAVED AREAS WILL BE SAVICUT PRIOR TO EXCAVATION AND PAVING OPERATIONS. SAW CUT AREAS WILL BE TACK COATED PRIOR TO PAVING. TACK COAT SHALL MEET THE REQUIREMENTS OF ASPHALT OF ASPHALT EMULSION FOR TACK COAT, NYS DOT TABLE 702-9.
 - CONTRACTOR SHALL MAINTAIN ALL EROSION CONTROL MEASURES THROUGHOUT CONSTRUCTION UNTIL ESTABLISHMENT OF VEGETATIVE COVER. RUNOFF CONTAINING SEDIMENTS FROM DISTURBED AREAS OF THE SITE SHALL NOT BE ALLOWED DIRECTLY INTO NATURAL STREAM CHANNELS.
 - ALL TREES AND WETLANDS TO REMAIN SHALL BE PROTECTED BY THE CONTRACTOR. CONSTRUCTION ACTIVITIES ADJACENT TO TREES SHALL BE CONDUCTED TO REDUCE THE IMPACT TO TREES TO THE MAXIMUM EXTENT PRACTICAL. ANY DAMAGE TO EXISTING TREES SHALL BE REPAIRED OR THE TREE REPLACED, AS DIRECTED BY THE OWNER AT THE CONTRACTOR'S EXPENSE.
 - CONTRACTOR SHALL PERFORM ALL ROADWAY CONNECTION WORK IN ACCORDANCE WITH NYS DOT SPECIFICATIONS. ALL ROADWAY WORK SHALL BE IN ACCORDANCE WITH NYS DOT MAINTENANCE AND PROTECTION OF TRAFFIC REGULATIONS, INCLUDING FLAGMEN, BARRICADES, WARNING SIGNS/LIGHTS, ETC., WHERE WARRANTED.
 - CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND PROPER DISPOSAL, AT A NYS DEC ACCEPTABLE LOCATION, OF ALL MATERIALS NOT REUSED AS TRENCH BACKFILL. EXCAVATIONS SHALL BE TO DEPTHS SHOWN ON DRAWINGS. ALL UNSTABLE OR UNSUITABLE MATERIAL SHALL BE EXCAVATED AND REMOVED TO SUCH DEPTH AS REQUIRED TO PROVIDE SUFFICIENT BEARING CAPACITY. OVEREXCAVATED AREAS SHALL BE BACKFILLED WITH SUITABLE MATERIAL.
 - COMPACTION OF PIPE BEDDING AND BACKFILL MATERIAL SHALL BE BY MEANS OF HAND-GUIDED POWER DRIVEN OR DRUM-TYPE OR PLATE TAMPERS. BACKFILLING SHOULD PROCEED IN ACCORDANCE WITH LIFT THICKNESSES AND COMPACTION REQUIREMENTS AS SHOWN ON THE DRAWINGS. UNLESS OTHERWISE NOTED ON THE DRAWINGS, COMPACTION REQUIREMENTS REFER TO PERCENT OF MAXIMUM DRY DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM STANDARD D1557 METHOD "C". CARE SHOULD BE TAKEN TO SHAPE PIPE BEDDING TO FIT THE LOWER PART OF THE PIPE. BACKFILLING AND COMPACTION SHOULD PROGRESS EVENLY ALONG THE PIPE SIDEWALLS AND TO THE TOP OF PIPE BEDDING.
 - THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OF DIMENSIONS, ELEVATIONS AND LOCATIONS DURING PRECONSTRUCTION FIELD VERIFICATION. SUCH INFORMATION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR VERIFICATION OR MODIFICATION OF THE PLANS.
 - THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORD DRAWINGS INCLUDING, AS A MINIMUM, THE FOLLOWING INFORMATION AS WELL AS ALL REQUIREMENTS OF THE SPECIFICATION:
 - RECORD OF ALL UTILITIES ENCOUNTERED IN TRENCH EXCAVATION. INFORMATION SHALL INCLUDE DIAMETER OF UTILITY, DEPTH OF BURIAL AND LOCATION WITH REFERENCE TO NEAREST STRUCTURE SHOWN ON DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT ON A WEEKLY BASIS. FAILURE TO DO SO MAY RESULT IN WITHHOLDING OF PAYMENTS.
 - DISTANCE TIES TO ALL MANHOLES, CLEANOUTS, BENDS AND CORPORATION STOPS.
 - UTILITY REPAIRS, SIDEWALK AND DRIVEWAY REPLACEMENTS CENTERLINE.
 - STATIONS OF BENDS, CLEANOUTS, VALVES AND CORPORATION STOPS.
 - DENOTE BENCH MARK REFERENCE USED.
 - PERIODIC OFFSETS.
 - RECORD DETAILS NOT SHOWN ON THE ORIGINAL CONTRACT DOCUMENTS. ANY FIELD CHANGES OF DIMENSIONS AND DETAILS AND ANY CHANGES MADE BY CHANGE ORDER OR FIELD ORDER.
 - CERTIFICATE OF SUBSTANTIAL COMPLETION SHALL NOT BE ISSUED UNTIL AS-BUILT INFORMATION IS ACCEPTABLE.
 - PROVIDE TWO (2) SETS OF FINAL COMPLETE RECORD DRAWINGS. CONTRACTOR SHALL FURNISH AS-BUILT DATA ON PLAN SHEETS.
 - UPON COMPLETION OF STORM SEWER FACILITIES AND ESTABLISHMENT OF VEGETATION, THE NEW AND EXISTING STORM SYSTEMS RECEIVING RUNOFF FROM THIS SITE SHALL BE CLEANED OF DEBRIS. ONLY AT THIS TIME SHALL THE EROSION AND SEDIMENTATION CONTROL MEASURES BE REMOVED.
 - 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.

APPLICANT:
1445 WASHINGTON STREET LLC
ATTN: DR. CHRISTOPHER JANK
1445 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
TELE: (315) 788-1711



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**WATERTOWN ANIMAL HOSPITAL
ADDITION/RENOVATION PROJECT**
1445 WASHINGTON STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO:	2012-093
SCALE:	AS NOTED
DRAWN BY:	TFT
CHECKED BY:	MM
ISSUE DATES:	05/19/2015 08/18/2015 10/09/2015

SITE, LANDSCAPING AND
PHOTOMETRIC PLAN

CS100



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WATERTOWN ANIMAL HOSPITAL ADDITION/RENOVATION PROJECT

1445 WASHINGTON STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO: 2012-093
SCALE: AS NOTED
DRAWN BY: TTF
CHECKED BY: MRM
ISSUE DATES:
05/01/2015
09/10/2015
10/09/2015

GRADING AND EROSION AND
SEDIMENT CONTROL PLAN

CG100

TEMPORARY MEASURES:

- INSTALL SILT FENCE IN LOCATIONS INDICATED AND WHERE THERE IS THE POTENTIAL FOR OFFSITE RUNOFF TO OCCUR PRIOR TO ANY CONSTRUCTION WITHIN THOSE AREAS. FENCE MUST BE MAINTAINED AND MUST REMAIN IN PLACE UNTIL PROJECT HAS BEEN FINAL GRADED AND VEGETATION HAS BEEN ESTABLISHED.
- CONSTRUCTION ENTRANCES SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OF SEDIMENT ONTO PUBLIC RIGHT OF WAY OR STREETS. ALL SEDIMENT SPILLED, DROPPED OR WASHED ONTO PUBLIC RIGHTS OF WAY MUST BE REMOVED IMMEDIATELY.
- CHECK DAMS SHALL BE INSTALLED IN DRAINAGE CHANNELS TO REDUCE EROSION WITHIN THE CHANNELS AND THE TRANSPORTATION OF SEDIMENT DOWNSTREAM.
- INLET PROTECTION SHALL BE INSTALLED AROUND CULVERTS AND CATCH BASINS FOLLOWING THEIR INSTALLATION.

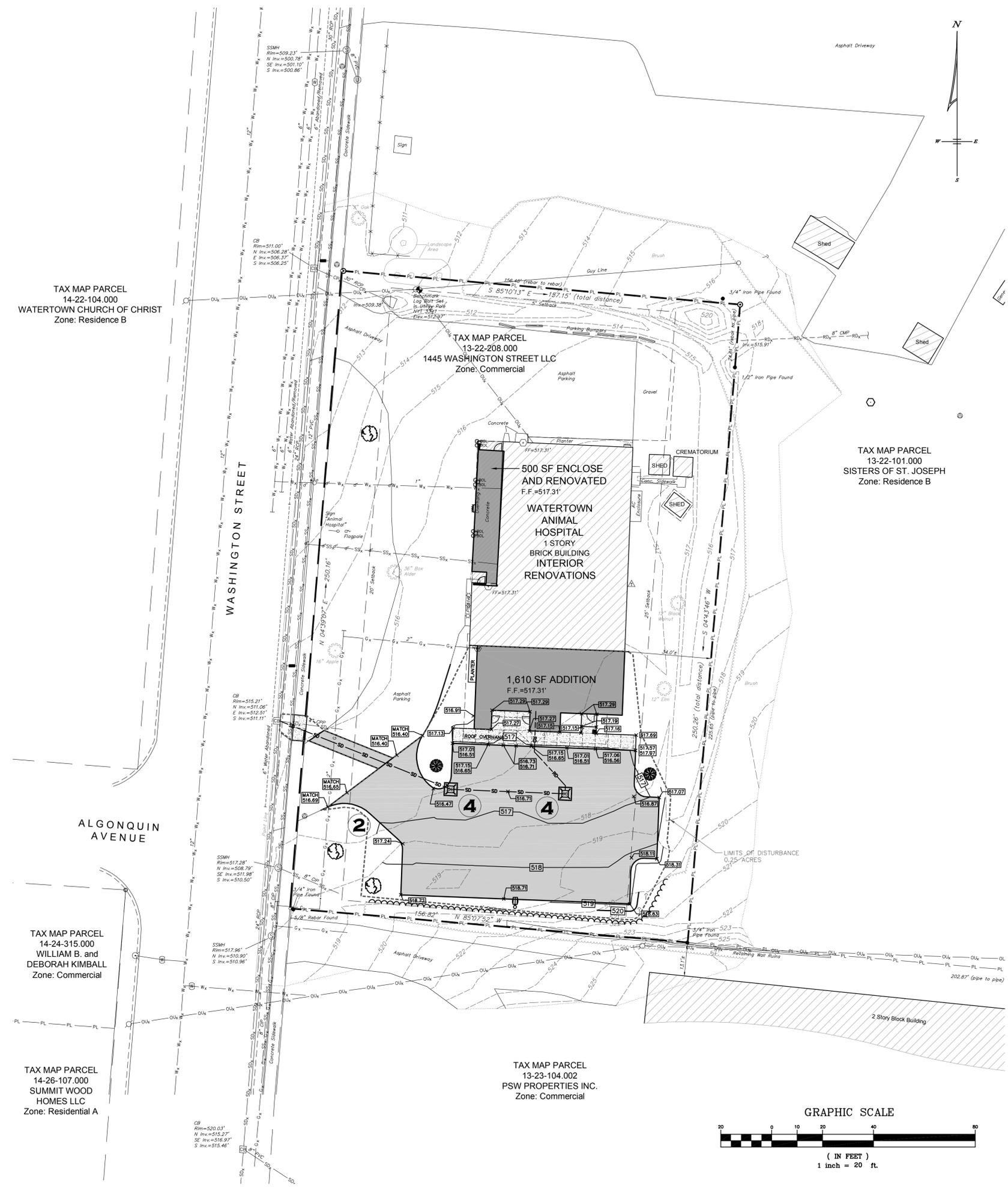
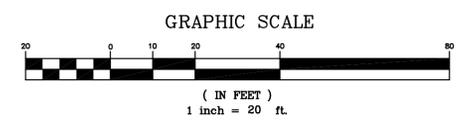


LEGEND

	EXISTING	PROPOSED
5' CONTOUR	---	---
1' CONTOUR	---	---
PROPERTY LINE	PL	PL
RIGHT OF WAY	---	---
SETBACK	---	---
BUILDING	---	---
ASPHALT PAVEMENT	---	---
EDGE OF GRAVEL	---	---
CURB	---	---
SIDEWALK	---	---
TREE LINE	---	---
FENCE	---	---
WATERLINE	W _x	W _x
SANITARY SEWER	SS _x	SS _x
STORM SEWER	SD _x	SD _x
UNDERGROUND UTILITIES	U _x	U _x
UNDERGROUND ELECTRIC	E _x	E _x
GAS	G _x	G _x
COMMUNICATION	CU _x	CU _x
SANITARY MANHOLE	⊙	⊙
STORM MANHOLE	⊙	⊙
CATCH BASIN	⊙	⊙
COMMUNICATION MANHOLE	⊙	⊙
COMMUNICATION JUNCTION BOX	⊙	⊙
TRACER WIRE	⊙	⊙
FIRE HYDRANT	⊙	⊙
WATER VALVE	⊙	⊙
CURB STOP	⊙	⊙
UTILITY POLE	⊙	⊙
LIGHT POLE	⊙	⊙
BUILDING LIGHT	⊙	⊙

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- CONTRACTOR SHALL BE RESPONSIBLE FOR REMOVAL AND PROPER DISPOSAL, AT A NYS DEC ACCEPTABLE LOCATION, OF ALL MATERIALS NOT REUSED AS TRENCH BACKFILL.
- EXCAVATIONS SHOWN ON DRAWINGS, ALL UNSTABLE OR UNSUITABLE MATERIAL SHALL BE EXCAVATED AND REMOVED TO SUCH DEPTH AS REQUIRED TO PROVIDE SUFFICIENT BEARING CAPACITY. OVEREXCAVATED AREAS SHALL BE BACKFILLED WITH SUITABLE MATERIAL.
- COMPACTION OF PIPE BEDDING AND BACKFILL MATERIAL SHALL BE BY MEANS OF HAND-GUIDED POWER DRIVEN OR DRUM-TYPE OR PLATE TAMPERS. BACKFILLING SHOULD PROCEED IN ACCORDANCE WITH LIFT THICKNESSES AND COMPACTION REQUIREMENTS AS SHOWN ON THE DRAWINGS. UNLESS NOTED ON THE DRAWINGS, COMPACTION REQUIREMENTS REFER TO PERCENT OF MAXIMUM DRY DENSITY AS DETERMINED IN ACCORDANCE WITH ASTM STANDARD D1557 METHOD "C". CARE SHOULD BE TAKEN TO SHAPE PIPE BEDDING TO FIT THE LOWER PART OF THE PIPE. BACKFILLING AND COMPACTION SHOULD PROGRESS EVENLY ALONG THE PIPE SIDEWALLS AND TO THE TOP OF PIPE BEDDING.
- THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF ANY DISCREPANCIES OF DIMENSIONS, ELEVATIONS AND LOCATIONS DURING PRECONSTRUCTION FIELD VERIFICATION. SUCH INFORMATION SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER FOR VERIFICATION OR MODIFICATION OF THE PLANS.
- THE CONTRACTOR SHALL PROVIDE AS-BUILT RECORD DRAWINGS INCLUDING, AS A MINIMUM, THE FOLLOWING INFORMATION AS WELL AS ALL REQUIREMENTS OF THE SPECIFICATION:
 - RECORD OF ALL UTILITIES ENCOUNTERED IN TRENCH EXCAVATION. INFORMATION SHALL INCLUDE DIAMETER OF UTILITY, DEPTH OF BURIAL AND LOCATION WITH REFERENCE TO NEAREST STRUCTURE SHOWN ON DRAWINGS. THIS INFORMATION SHALL BE KEPT CURRENT ON A WEEKLY BASIS. FAILURE TO DO SO MAY RESULT IN WITHHOLDING OF PAYMENTS.
 - DISTANCE TIES TO ALL MANHOLES, CLEANOUTS, BENDS AND CORPORATION STOPS.
 - UTILITY REPAIRS, SIDEWALK, AND DRIVEWAY REPLACEMENTS CENTERLINE.
 - STATIONS OF BENDS, CLEANOUTS, VALVES AND CORPORATION STOPS.
 - DENOTE BENCH MARK REFERENCE USED.
 - PERIODIC OFFSETS.
 - RECORD DETAILS NOT SHOWN ON THE ORIGINAL CONTRACT DOCUMENTS. ANY FIELD CHANGES OF DIMENSIONS AND DETAILS AND ANY CHANGES MADE BY CHANGE ORDER OR FIELD ORDER.
 - CERTIFICATE OF SUBSTANTIAL COMPLETION SHALL NOT BE ISSUED UNTIL AS-BUILT INFORMATION IS ACCEPTABLE.
 - PROVIDE TWO (2) SETS OF FINAL COMPLETE RECORD DRAWINGS. CONTRACTOR SHALL FURNISH AS-BUILT DATA ON PLAN SHEETS.
- UPON COMPLETION OF STORM SEWER FACILITIES AND ESTABLISHMENT OF VEGETATION, THE NEW AND EXISTING STORM SYSTEMS RECEIVING RUNOFF FROM THIS SITE SHALL BE CLEANED OF DEBRIS. ONLY AT THIS TIME SHALL THE EROSION AND SEDIMENTATION CONTROL MEASURES BE REMOVED.
- 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.



TAX MAP PARCEL
14-22-104.000
WATERTOWN CHURCH OF CHRIST
Zone: Residence B

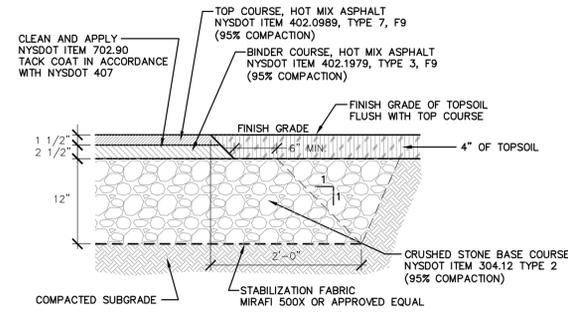
TAX MAP PARCEL
13-22-208.000
1445 WASHINGTON STREET LLC
Zone: Commercial

TAX MAP PARCEL
13-22-101.000
SISTERS OF ST. JOSEPH
Zone: Residence B

TAX MAP PARCEL
13-23-104.002
PSW PROPERTIES INC.
Zone: Commercial

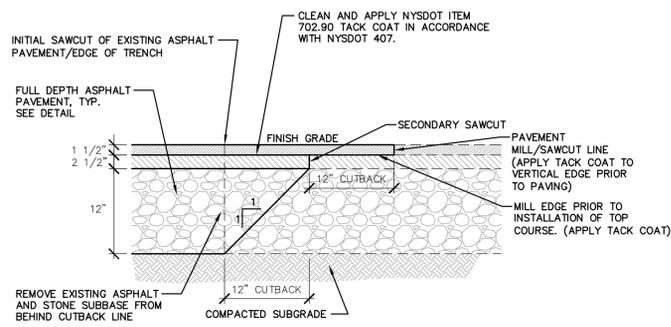
TAX MAP PARCEL
14-24-315.000
WILLIAM B. and
DEBORAH KIMBALL
Zone: Commercial

TAX MAP PARCEL
14-26-107.000
SUMMIT WOOD
HOMES LLC
Zone: Residential A

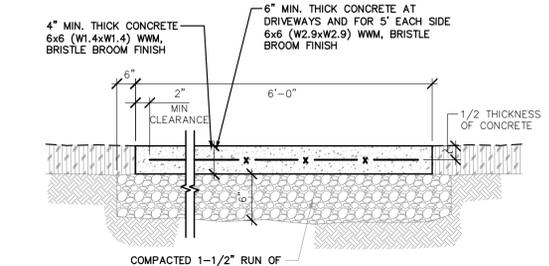


NOTES:
 1. ALL HMA COMPACTION WILL BE TO 95% MAMTD (MIXTURE'S AVERAGE DAILY MAXIMUM THEORETICAL DENSITY) PER NYS DOT SPECIFICATIONS FOR HMA COMPACTION 402-3.07 PROCTOR MAXIMUM DENSITY.
 2. FIELD VERIFICATION OF COMPACTION SHALL BE BY NUCLEAR DENSITY TESTING METHODS

1 TYPICAL ASPHALT PAVEMENT DETAIL
 NOT TO SCALE

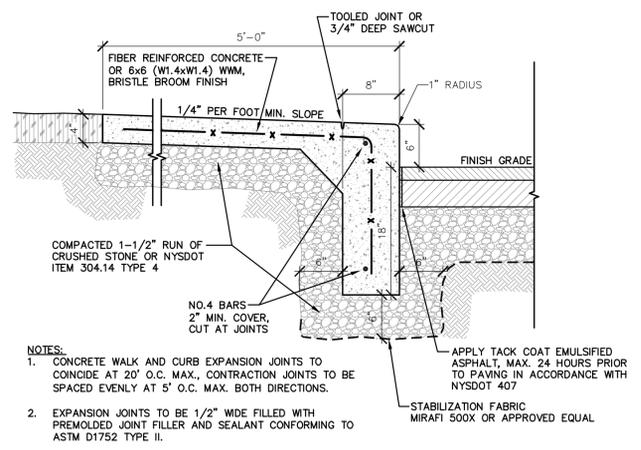


2 TYPICAL ASPHALT PAVEMENT JOINT DETAIL
 NOT TO SCALE

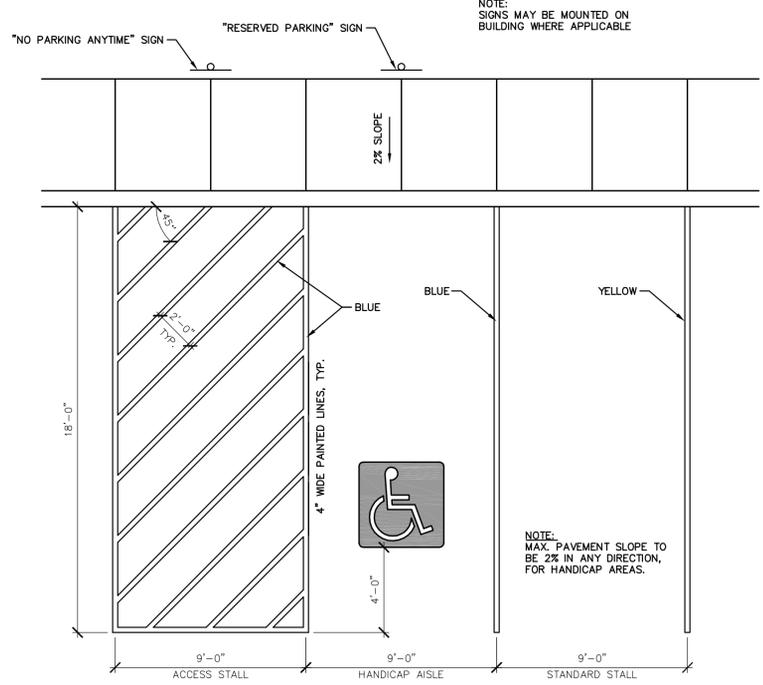


NOTES:
 1. CONCRETE WALK EXPANSION JOINTS TO COINCIDE AT 20' O.C. MAX., CONTRACTION JOINTS TO BE SPACED EVENLY AT 4' TO 6' O.C. MAX. BOTH DIRECTIONS. CONTRACTION JOINT SPACING SHALL BE SPACED SYMMETRICALLY BASED UP THE SIDEWALK WIDTH BEING CONSTRUCTED. (I.E. 6' WIDE WALK - 6' CONTROL JOINTS 5' WIDE WALK - 5' CONTROL JOINTS 8' WIDE WALK - 4' CONTROL JOINTS)
 2. EXPANSION JOINTS TO BE 1/2" WIDE FILLED WITH PREMOLDED JOINT FILLER AND SEALANT CONFORMING TO ASTM D1752 TYPE II.
 3. CONTROL/CONTRACTION JOINTS SHALL BE TOOLED OR SAW CUT JOINT WITH A DEPTH OF 1/4 THE CONCRETE THICKNESS.

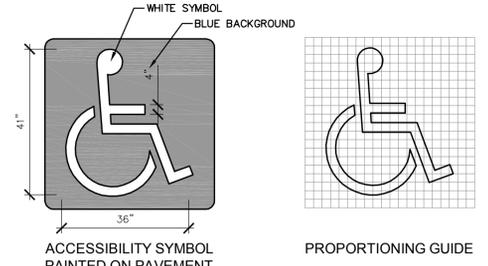
3 TYPICAL CONCRETE WALK DETAIL
 NOT TO SCALE



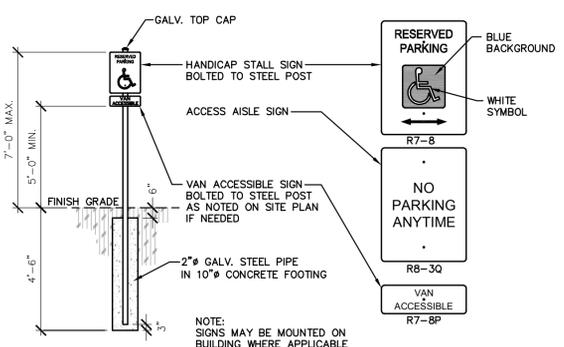
4 TYPICAL INTEGRAL CURB AND WALK DETAIL
 NOT TO SCALE



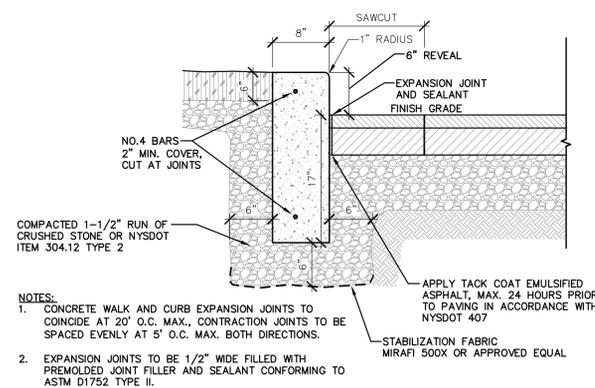
5 TYPICAL PARKING STALL MARKINGS DETAIL
 NOT TO SCALE



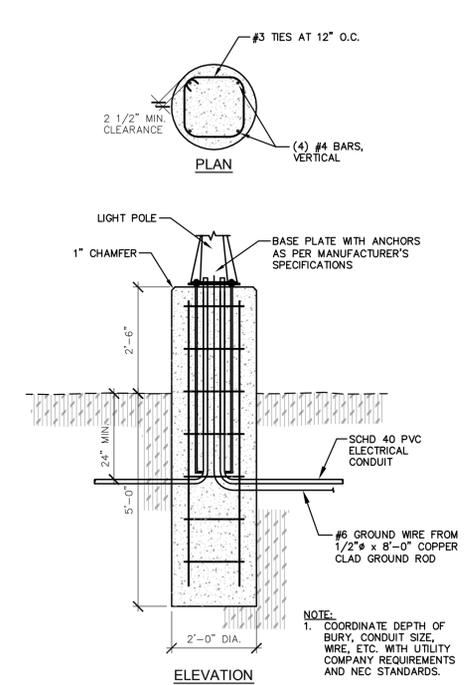
6 TYPICAL HANDICAP SYMBOL DETAIL
 NOT TO SCALE



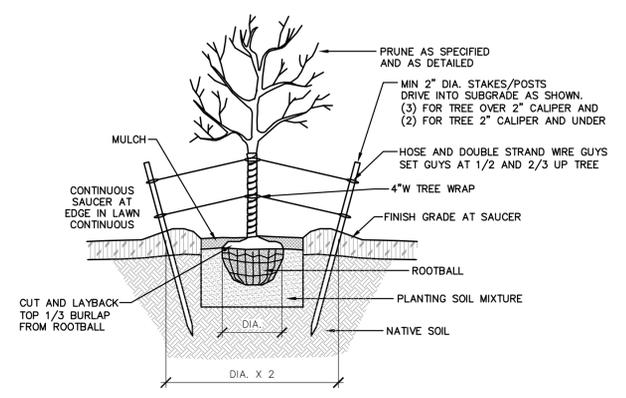
7 TYPICAL HANDICAP SIGN DETAIL
 NOT TO SCALE



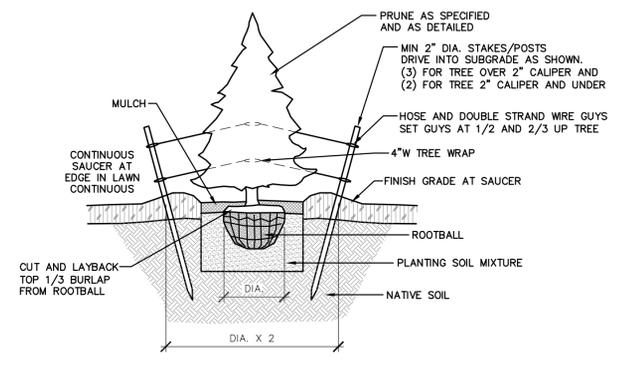
8 TYPICAL CITY CONCRETE CURB DETAIL
 NOT TO SCALE



9 TYPICAL LIGHT POLE BASE DETAIL
 NOT TO SCALE



10 TYPICAL TREE PLANTING DETAIL
 NOT TO SCALE



11 TYPICAL EVERGREEN TREE PLANTING DETAIL
 NOT TO SCALE



522 Bradley Street
 Watertown, New York 13601

aubertinecurrier.com

Phone: (315)782-2005
 Fax: (315)782-1472

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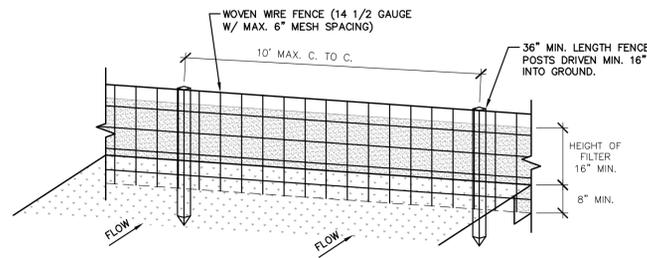


**WATERTOWN ANIMAL HOSPITAL
 ADDITION/RENOVATION PROJECT**
 1445 WASHINGTON STREET
 CITY OF WATERTOWN
 JEFFERSON COUNTY, STATE OF NEW YORK

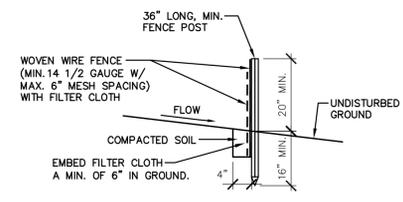
PROJECT NO.: 2012-083
 SCALE: AS NOTED
 DRAWN BY: TFT
 CHECKED BY: MRM

ISSUE DATES:
 09/18/2015
 10/09/2015

SITE DETAILS
CS500



PERSPECTIVE VIEW

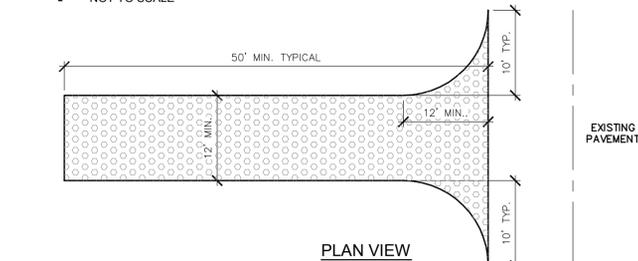


SECTION VIEW

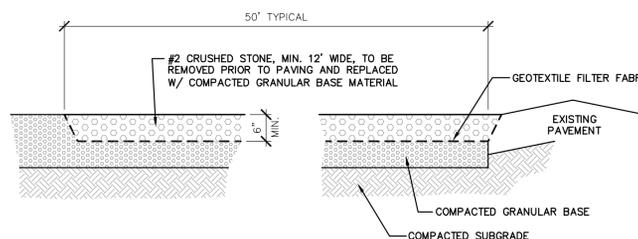
CONSTRUCTION SPECIFICATIONS

- WOVEN WIRE FENCE TO BE FASTENED SECURELY TO FENCE POSTS WITH WIRE TIES OR STAPLES. POSTS SHALL BE STEEL EITHER "T" OR "U" TYPE OR HARDWOOD.
- FILTER CLOTH TO BE TO BE FASTENED SECURELY TO WOVEN WIRE FENCE WITH TIES SPACED EVERY 24" AT TOP AND MID SECTION. FENCE SHALL BE WOVEN WIRE, 12 1/2 GAUGE, 6" MAXIMUM MESH OPENING.
- WHEN TWO SECTIONS OF FILTER CLOTH ADJOIN EACH OTHER THEY SHALL BE OVER-LAPPED BY SIX INCHES AND FOLDED. FILTER CLOTH SHALL BE EITHER FILTER X, MIRAFI 100X, STABILINKA T140N, OR APPROVED EQUIVALENT.
- PREFABRICATED UNITS SHALL BE GEOFAB, ENVROFENCE, OR APPROVED EQUIVALENT.
- MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED WHEN "BULGES" DEVELOP IN THE SILT FENCE.

1 TYPICAL SILT FENCE DETAIL
NOT TO SCALE



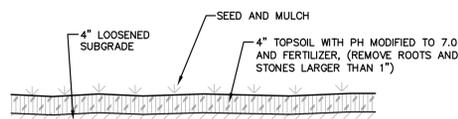
PLAN VIEW



CONSTRUCTION SPECIFICATIONS

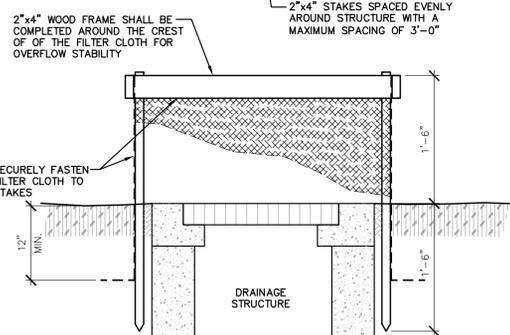
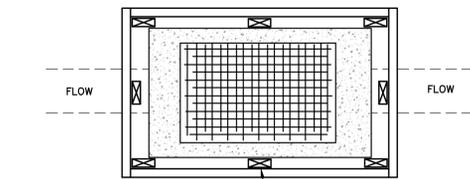
- LENGTH - NOT LESS THAN 50 FEET (EXCEPT ON A SINGLE RESIDENCE LOT WHERE A 30 FOOT MINIMUM LENGTH WOULD APPLY).
- THICKNESS - NOT LESS THAN SIX (6) INCHES.
- WIDTH - TWELVE (12) FOOT MINIMUM, BUT NOT LESS THAN THE FULL WIDTH AT POINTS WHERE INGRESS OR EGRESS OCCURS. TWENTY-FOUR (24) FOOT IF SINGLE ENTRANCE TO SITE.
- FILTER CLOTH - WILL BE PLACED OVER THE ENTIRE AREA PRIOR TO PLACING OF STONE.
- SURFACE WATER - ALL SURFACE WATER FLOWING OR DIVERTED TOWARD CONSTRUCTION ENTRANCES SHALL BE PIPED ACROSS THE ENTRANCE. IF PIPING IS IMPRACTICAL, A MOUNTABLE BERM WITH 5:1 SLOPES WILL BE PERMITTED.
- MAINTENANCE - THE ENTRANCE SHALL BE MAINTAINED IN A CONDITION WHICH WILL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY, ALL SEDIMENT SPILLED, DROPPED, WASHED OR TRACED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY.
- WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE.
- PERIODIC INSPECTION AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN.

2 TYPICAL OFFSITE SEDIMENT TRACKING DETAIL
NOT TO SCALE



NOTE:
PROVIDE SOIL TESTS WITH SEED, FERTILIZER AND MULCH RECOMMENDATIONS (ONE PER EACH 5 ACRES OF SEEDING AND MIN. ONE PER TOPSOIL STOCKPILE)

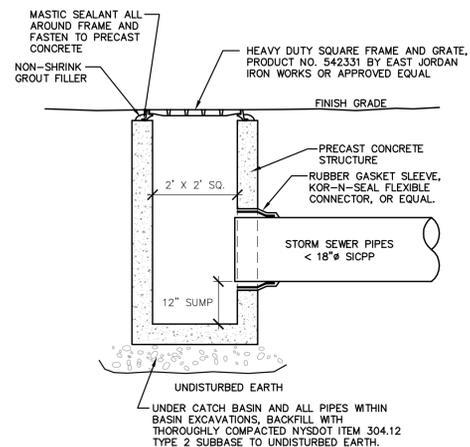
3 TYPICAL TOPSOIL REPLACEMENT DETAIL
NOT TO SCALE



INSTALLATION NOTES:

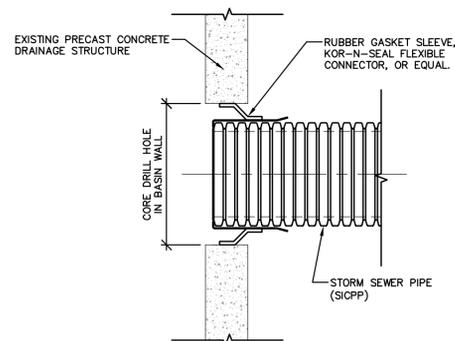
- FILTER CLOTH TO BE CUT FROM A ROLL TO ELIMINATED JOINTS. IF JOINTS ARE NEEDED THEY WILL BE OVERLAPPED TO THE NEXT STAKE.
- STAKE SHALL BE 2"x4" AND A MINIMUM OF 36" LONG.
- MAINTENANCE SHALL BE PERFORMED AS NEEDED AND MATERIAL REMOVED AT REGULAR INTERVALS.
- FILTER CLOTH SHALL BE FILTER X, MIRAFI 100X, STABILINKA-T140N OR APPROVED EQUAL

4 TYPICAL INLET PROTECTION DETAIL
NOT TO SCALE



- NOTES:
- ALL CATCH BASIN SECTIONS TO BE HS-20 LOAD RATING, MINIMUM.
 - BITUMASTIC WATERPROOF COATING TO BE APPLIED TO OUTER SURFACE OF CATCH BASIN SECTIONS.

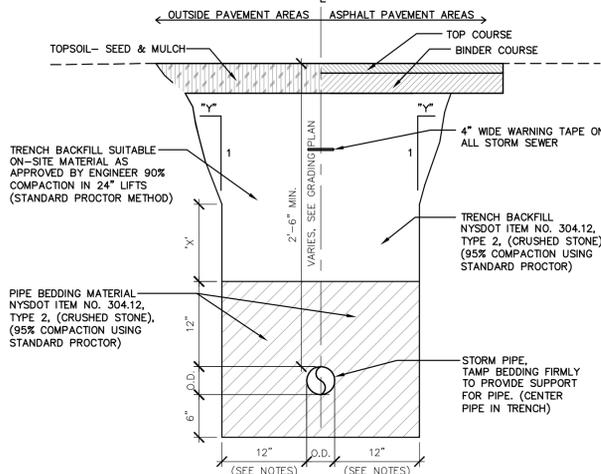
5 TYPICAL 2' x 2' SQ. CATCH BASIN DETAIL
NOT TO SCALE



6 TYPICAL STORM SEWER CONNECTION DETAIL
NOT TO SCALE

EROSION AND SEDIMENT CONTROL NOTES:

- PRIOR TO COMMENCING ANY CLEARING GRUBBING, EARTHWORK ACTIVITIES, ETC. AT THE SITE, THE CONTRACTOR SHALL FLAG THE WORK LIMITS AND SHALL INSTALL ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES (I.E. SILT FENCES, TREE PROTECTION/BARRIER FENCES, STABILIZED CONSTRUCTION ENTRANCES, STORM DRAIN SEDIMENT FILTERS, DRAINAGE DITCH SEDIMENT FILTERS, ETC.) INDICATED ON THE PROJECT DRAWINGS. TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES MUST BE CONSTRUCTED, STABILIZED, AND FUNCTIONAL BEFORE SITE DISTURBANCE BEGINS WITHIN THEIR TRIBUTARY AREAS. ONCE CONSTRUCTED, ALL MEASURES SHALL BE PROPERLY MAINTAINED AND/OR REPLACED AS NECESSARY AND THEN REMOVED FROM THE SITE ONCE VEGETATION AND PAVEMENT ARE IN PLACE.
- EARTH DISTURBANCE SHALL BE LIMITED TO AREAS WHERE TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE INSTALLED. ONCE ALL MEASURES ARE INSTALLED TO THE SATISFACTION OF THE ENGINEER, THE REMAINDER OF THE CLEARING AND GRADING ACTIVITIES SHALL COMMENCE.
- ALL EROSION AND SEDIMENT CONTROL MEASURES SHALL BE IN STRICT COMPLIANCE WITH THE "NEW YORK STATE STANDARDS AND SPECIFICATIONS FOR EROSION AND SEDIMENT CONTROL" CURRENT EDITION.
- THE CONTRACTOR SHALL COMPLY WITH THE PROVISIONS OF ALL ENVIRONMENTAL PERMITS ISSUED FOR THIS PROJECT. THESE PLANS REFLECT THE PROVISIONS AND REQUIREMENTS OF SAID PERMIT(S). PERMIT(S) WILL BE AVAILABLE FROM THE ENGINEER-IN-CHARGE PRIOR TO THE START OF CONSTRUCTION.
- CONSTRUCTION IS TO PROCEED IN ACCORDANCE WITH THE CONSTRUCTION PHASING SCHEDULED SUPPLIED BY THE CONTRACTOR OR SHOWN ON THE PLANS. ALL ELEMENTS OF THE SCHEDULE SHALL BE COMPLETED PRIOR TO BEGINNING THE NEXT CONSTRUCTION PHASE. THESE ELEMENTS INCLUDE ALL UTILITY CONSTRUCTION, THE BASE COURSE OF ASPHALT PAVING, AND ESTABLISHING GRASSES ON ALL DISTURBED AREAS. FOR TIME FRAMES OUTSIDE THE GROWING SEASON, OTHER METHODS OF SOIL STABILIZATION (SUCH AS THE USE OF JUTE MESH) SHALL BE USED UNTIL SUCH TIME AS GRASSES CAN BE ESTABLISHED.
- THE CONTRACTOR SHALL INSPECT AND MAINTAIN THE INTEGRITY AND FUNCTION OF ALL TEMPORARY EROSION CONTROL MEASURES THROUGHOUT THE DURATION OF THE DEVELOPMENT PROCESS. TO ASSURE PROPER FUNCTION, SILTATION BARRIERS SHALL BE MAINTAINED IN GOOD CONDITION AND REINFORCED, EXTENDED, REPAIRED OR REPLACED AS NECESSARY. WASHOUTS SHALL BE IMMEDIATELY REPAIRED, RE-SEEDED AND PROTECTED FROM FURTHER EROSION. ALL ACCUMULATED SEDIMENT SHALL BE REMOVED AND CONTAINED IN APPROPRIATE SPOIL AREAS. WATER SHALL BE APPLIED TO NEWLY SEEDING AREAS AS NEEDED UNTIL GRASS COVER IS WELL ESTABLISHED TO EFFECTIVELY CONTROL WIND EROSION. WATER SHALL BE APPLIED TO ALL EXPOSED SOILS AS NECESSARY UNTIL GROUND COVER IS PERMANENTLY ESTABLISHED.
- THE STABILIZED CONSTRUCTION ENTRANCE, UTILIZED DURING CONSTRUCTION, SHALL BE MAINTAINED IN A CONDITION THAT SHALL PREVENT TRACKING OR FLOWING OF SEDIMENT ONTO PUBLIC RIGHTS-OF-WAY. THIS MAY REQUIRE PERIODIC TOP DRESSING WITH ADDITIONAL STONE AS CONDITIONS DEMAND AND REPAIR AND/OR CLEANOUT OF ANY MEASURES USED TO TRAP SEDIMENT. ALL SEDIMENT SPILLED, DROPPED, WASHED, OR TRACKED ONTO PUBLIC RIGHTS-OF-WAY MUST BE REMOVED IMMEDIATELY. WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT FROM PUBLIC RIGHTS-OF-WAY. WHEELS SHALL BE CLEANED TO REMOVE SEDIMENT FROM PUBLIC RIGHTS-OF-WAY. WHEN WASHING IS REQUIRED, IT SHALL BE DONE ON AN AREA STABILIZED WITH STONE AND WHICH DRAINS INTO AN APPROVED SEDIMENT TRAPPING DEVICE. PERIODIC INSPECTIONS AND NEEDED MAINTENANCE SHALL BE PROVIDED AFTER EACH RAIN EVENT.
- IMMEDIATELY FOLLOWING COMPLETION OF ANY AND ALL STORM DRAIN INLETS, STORM DRAIN INLET PROTECTION SHALL BE CONSTRUCTED. THE INLET PROTECTION SHALL FUNCTION TO PREVENT SEDIMENT FROM ENTERING THE STORM DRAINS. THEY SHALL BE MAINTAINED IN GOOD CONDITION UNTIL FINAL VEGETATIVE COVER IS WELL ESTABLISHED.
- AS MUCH AS IS PRACTICAL, EXISTING VEGETATION SHALL BE PRESERVED. FOLLOWING THE COMPLETION OF CONSTRUCTION ACTIVITIES IN ANY PORTION OF THE SITE, PERMANENT VEGETATION SHALL BE ESTABLISHED ON ALL EXPOSED SOILS.
- IN SOME INSTANCES, ESTABLISHING VEGETATION WILL BE NECESSARILY DELAYED WHILE CONSTRUCTION IS IN PROGRESS. DURING THESE TIMES, SEDIMENT CONTROL MEASURES WILL BE EMPLOYED TO PREVENT SEDIMENT FROM LEAVING THE SITE. VEGETATION SHALL BE ESTABLISHED IN THESE AREAS AS SOON AS IT IS PRACTICAL.
- SITE PREPARATION ACTIVITIES SHALL BE PLANNED TO MINIMIZE THE SCOPE AND DURATION OF SOIL DISRUPTION.
- PERMANENT TRAFFIC CORRIDORS SHALL BE ESTABLISHED AND "ROUTES OF CONVENIENCE" SHALL BE AVOIDED. STABILIZED CONSTRUCTION ENTRANCES SHALL BE INSTALLED AT ALL POINTS OF ENTRY ONTO THE PROJECT SITE.
- AREAS UNDERGOING CLEARING OR GRADING AND WHERE WORK IS DELAYED OR COMPLETED AND WILL NOT BE REDISTURBED FOR 21 DAYS OR MORE SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT VEGETATIVE COVER WITHIN 14 DAYS.
- TOPSOIL AND FILL THAT IS TO REMAIN STOCKPILED ON-SITE FOR PERIODS GREATER THAN 30 DAYS SHALL BE STABILIZED PRIOR TO THE SEEDING OPERATION. THE STOCKPILED MATERIAL SHALL BE GRADED AS NEEDED AND FEASIBLE TO PERMIT THE USE OF CONVENTIONAL EQUIPMENT FOR SEEDBED PREPARATION, FERTILIZATION, SEEDING, MULCH APPLICATIONS AND MULCH ANCHORING.
- SILT FENCES SHALL BE CONSTRUCTED AROUND ALL STOCKPILES OF FILL, TOPSOIL, AND EXCAVATED OVERBURDEN. SILT FENCES SHALL BE ANCHORED AND MAINTAINED IN GOOD CONDITION UNTIL SUCH TIME AS SAID STOCKPILES ARE REMOVED AND STOCKPILE AREAS ARE BROUGHT TO FINAL GRADE AND PERMANENTLY STABILIZED.
- IN NO CASE SHALL ERODIBLE MATERIALS BE STOCKPILED WITHIN 25 FEET OF ANY DITCH STREAM OR OTHER SURFACE WATER BODY.
- DAMAGE TO SURFACE WATERS RESULTING FROM EROSION AND SEDIMENTATION SHALL BE MINIMIZED BY STABILIZING DISTURBED AREAS AND BY REMOVING SEDIMENT FROM CONSTRUCTION SITE DISCHARGES.
- CONSTRUCTION TRAFFIC SHALL NOT CROSS STREAMS OR DITCHES EXCEPT AT SUITABLE CROSSING FACILITIES, AND SHALL NOT OPERATE UNNECESSARILY WITHIN WATERWAYS OR DRAINAGE DITCHES.
- NO SYNTHETIC EROSION CONTROL MATERIAL, FENCING OR MATTING SHALL BE PART OF THE PERMANENT INSTALLATION.
- WHERE CONCENTRATED FLOWS ARE CREATED AS A RESULT OF CONSTRUCTION OPERATIONS, CHECK DAMS SHALL BE INSTALLED DEEMED NECESSARY.



- NOTES:
- DIMENSIONS "X" AND "Y" SHOWN ABOVE SHALL BE DETERMINED BY CONTRACTOR TO COMPLY WITH O.S.H.A., NEW YORK STATE DEPARTMENT OF LABOR, NEW YORK STATE INDUSTRIAL CODE AND ALL OTHER APPLICABLE SAFETY STANDARDS.
 - SAFETY SHEETING OR TRENCH BOX MAY BE USED IN PLACE OF SLOPED TRENCH WALLS.
 - SHEETING, WHEN REQUIRED, TO BE CUT OFF AT LEAST 5 FEET BELOW STREET AND A MINIMUM OF 1 FOOT ABOVE TOP OF PIPE. WOOD SHEETING DRIVEN BELOW MID-DIAMETER OF THE PIPE SHALL BE LEFT IN PLACE. STEEL SHEETING DRIVEN BELOW MID-DIAMETER MAY BE WITHDRAWN IF APPROVED IN WRITING BY THE ENGINEER. FOR PVC PIPE ALL SHEETING DRIVEN BELOW MID-DIAMETER SHALL BE LEFT IN PLACE.
 - TRENCHES LOCATED WITHIN 5' OF ROAD SHOULDERS SHALL BE TREATED THE SAME AS UNDER PAVEMENT.
 - PIPE TO TRENCH WALL DISTANCE MAY BE REDUCED WHEN INSTALLED IN SAWCUT ROCK TRENCH.

7 TYPICAL STORM SEWER TRENCH DETAIL
NOT TO SCALE

SPECIFICATIONS:

SEED

- TEMPORARY SEED SPECIES: STATE CERTIFIED SEED FROM GRASS SPECIES, AS FOLLOWS:
 - PERENNIAL RYE, 100%
 - ANNUAL RYE, 100%
 - AROSTOOK WINTER RYE, 100%
- GRASS/LAWN AREA SEED SPECIES: STATE-CERTIFIED SEED OF GRASS SPECIES, AS FOLLOWS:
 - KENTUCKY BLUE GRASS: 40%
 - CREeping RED FESCUE GRASS: 25%
 - PERENNIAL RYE: 15%
 - TALL FESCUE OR SMOOTH BROMEGRASS: 20%
- WATERWAYS/DRAINAGE CHANNELS SEED SPECIES: STATE-CERTIFIED SEED OF GRASS SPECIES, AS FOLLOWS:
 - PERENNIAL RYE: 60%
 - TALL FESCUE OR SMOOTH BROMEGRASS: 40%
 - REDTOP: 4%

PLANTING MATERIALS

- TOPSOIL: ASTM D 5268, PH RANGE OF 6.5 TO 7.5, A MINIMUM OF 6 PERCENT ORGANIC MATERIAL CONTENT AND A MAXIMUM OF 20 PERCENT; FREE OF STONES 1 INCH (25 MM) OR LARGER IN ANY DIMENSION AND OTHER EXTRANEOUS MATERIALS HARMFUL TO PLANT GROWTH; NOT LESS THAN 20 PERCENT FINE TEXTURED MATERIAL C PASSING THE NO. 200 SIEVE, AND NOT MORE THAN 15 PERCENT CLAY; CONTAIN LESS THAN 500 PPM SOLUBLE SALTS.
 - TOPSOIL SOURCE: REUSE SURFACE SOIL STOCKPILED ON-SITE AND SUPPLEMENT WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF-SITE SOURCES WHEN QUANTITIES OR QUALITY IS INSUFFICIENT. VERIFY SUITABILITY OF STOCKPILED SURFACE SOIL TO PRODUCE TOPSOIL.
 - TOPSOIL SOURCE: AMEND EXISTING IN-PLACE SURFACE SOIL TO PRODUCE TOPSOIL. VERIFY SUITABILITY OF SURFACE SOIL TO PRODUCE TOPSOIL. SOIL MAY BE SUPPLEMENTED WITH IMPORTED OR MANUFACTURED TOPSOIL FROM OFF-SITE SOURCES.
- INORGANIC SOIL AMENDMENTS:
 - LIME: ASTM C 602, CLASS T OR O, AGRICULTURAL LIMESTONE CONTAINING A MINIMUM 80 PERCENT CALCIUM CARBONATE EQUIVALENT.
- ORGANIC SOIL AMENDMENTS
 - COMPOST: WELL-COMPOSTED, STABLE, AND WEED-FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.
 - PEAT: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8
 - PEAT: FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED-SEDE PEAT AND HAVING WATER-ABSORBING CAPACITY OF 1100 TO 2000 PERCENT.
- FERTILIZER:
 - COMMERCIAL FERTILIZER: COMMERCIAL-GRADE COMPLETE FERTILIZER OF NEUTRAL CHARACTER, CONSISTING OF FAST- AND SLOW-RELEASE NITROGEN, 50 PERCENT DERIVED FROM NATURAL ORGANIC SOURCES OF UREA FORMALDEHYDE, PHOSPHOROUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION: COMPOSITION: 1 LB/1000 SQ. FT. (0.45 KG/92.9 SQ. M) OF ACTUAL NITROGEN, 4 PERCENT PHOSPHORUS, AND 2 PERCENT POTASSIUM, BY WEIGHT.
 - SLOW-RELEASE FERTILIZER: GRANULAR OR PELLETTED FERTILIZER CONSISTING OF 50 PERCENT WATER-INSOLUBLE NITROGEN, PHOSPHORUS, AND POTASSIUM IN THE FOLLOWING COMPOSITION: COMPOSITION: 20 PERCENT NITROGEN, 10 PERCENT PHOSPHOROUS, AND 10 PERCENT POTASSIUM, BY WEIGHT.
- MULCHES:
 - STRAW MULCH: PROVIDE AIR-DRY, CLEAN, MILDEW- AND SEED-FREE, SALT HAY OR THRESHED STRAW WHEAT, RYE, OATS, OR BARLEY. PEAT MULCH MAY BE REQUIRED IF SEEDING LAWNS ARE SUBJECT TO HOT, DRY WEATHER OR DRYING WINDS WITHIN 30 DAYS OF PLANTING.
 - PEAT MULCH: SPHAGNUM PEAT MOSS, PARTIALLY DECOMPOSED, FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 3.4 TO 4.8.
 - PEAT MULCH: FINELY DIVIDED OR GRANULAR TEXTURE, WITH PH RANGE OF 6 TO 7.5, CONTAINING PARTIALLY DECOMPOSED MOSS PEAT, NATIVE PEAT, OR REED-SEDE PEAT AND HAVING WATER-ABSORBING CAPACITY OF 1100 TO 2000 PERCENT.
 - COMPOST MULCH: WELL-COMPOSTED, STABLE, AND WEED-FREE ORGANIC MATTER, PH RANGE OF 5.5 TO 8.
 - UTILIZE MULCH ANCHORING METHOD OR MATERIAL AS REQUIRED BY NYS STANDARD SPECIFICATIONS FOR EROSION AND SEDIMENT CONTROL. PEG & TWINE, MULCHING NETTING, WOOD CELLULOSE, TACKIFIER, OR MECHANICAL METHODS)

EXECUTION

LAWN PREPARATION

- NEWLY GRADED SUBGRADES: LOOSEN SUBGRADE TO A MINIMUM DEPTH OF 4 INCHES (100 MM). REMOVE STONES LARGER THAN 1 INCH (25 MM) IN ANY DIMENSION AND STICKS, ROOTS, RUBBISH, AND OTHER EXTRANEOUS MATTER AND LEGALLY DISPOSE OF THEM OFF OWNER'S PROPERTY.
 - APPLY SUPERPHOSPHATE FERTILIZER DIRECTLY TO SUBGRADE BEFORE LOOSENING.
 - THOROUGHLY BLEND PLANTING SOIL MIX OFF-SITE BEFORE SPREADING OR SPREAD TOPSOIL, APPLY SOIL AMENDMENTS AND FERTILIZER ON SURFACE, AND THOROUGHLY BLEND PLANTING SOIL MIX.
 - SPREAD PLANTING SOIL MIX TO A DEPTH OF 4 INCHES (100 MM) BUT NOT LESS THAN REQUIRED TO MEET FINISH GRADES AFTER LIGHT ROLLING AND NATURAL SETTLEMENT. DO NOT SPREAD IF PLANTING SOIL OR SUBGRADE IS FROZEN, MUDDY, OR EXCESSIVELY WET.
- FINISH GRADING: GRADE PLANTING AREAS TO A SMOOTH, UNIFORM SURFACE PLANE WITH LOOSE, UNIFORM FINE TEXTURE. GRADE TO WITHIN PLUS OR MINUS 1/2 INCH (13 MM) OF FINISH ELEVATION. ROLL AND RAKE. REMOVE RIDGES, AND FILL DEPRESSIONS TO MEET FINISH GRADES. LIMIT FINE GRADING TO AREAS THAT CAN BE PLANTED IN THE IMMEDIATE FUTURE.
- MOISTEN PREPARED LAWN AREAS BEFORE PLANTING IF SOIL IS DRY. WATER THOROUGHLY AND ALLOW SURFACE TO DRY BEFORE PLANTING. DO NOT CREATE MUDDY SOIL.
- RESTORE AREAS IF ERODED OR OTHERWISE DISTURBED AFTER FINISH GRADING AND BEFORE PLANTING.

TEMPORARY EROSION AND SEDIMENTATION CONTROL

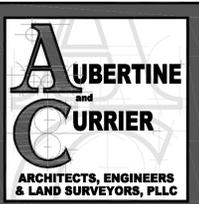
- PROVIDE TEMPORARY EROSION AND SEDIMENTATION CONTROL MEASURES TO PREVENT SOIL EROSION AND DISCHARGE OF SOIL-BEARING WATER RUNOFF OR AIRBORNE DUST TO ADJACENT PROPERTIES AND WALKWAYS, ACCORDING TO A SEDIMENT AND EROSION CONTROL PLAN, SPECIFIC TO THE SITE THAT COMPLIES WITH NYS DEC SPDES GENERAL PERMIT FOR STORMWATER DISCHARGES FROM CONSTRUCTION ACTIVITY, GP-01-10-001.
- THE OPERATOR SHALL INITIATE STABILIZATION MEASURES AS SOON AS PRACTICABLE IN PORTIONS OF THE SITE WHERE CONSTRUCTION ACTIVITIES HAVE TEMPORARILY OR PERMANENTLY CEASED, BUT IN NO CASE MORE THEN 14 DAYS AFTER THE CONSTRUCTION ACTIVITY IN THAT PORTION OF THE SITE HAVE TEMPORARILY OR PERMANENTLY CEASED. THIS REQUIREMENT DOES NOT APPLY IN THE FOLLOWING INSTANCES:
 - WHERE THE INITIATION OF STABILIZATION MEASURES BY THE 14TH DAY AFTER CONSTRUCTION ACTIVITY TEMPORARILY OR PERMANENTLY CEASED IS PRECLUDED BY SNOW COVER OR FROZEN GROUND CONDITIONS. STABILIZATION MEASURES SHALL BE INITIATED AS SOON AS PRACTICABLE;
 - SEED WITH 24 HOURS OF DISTURBANCE OR LOOSEN SCARIFY THE SOIL SURFACE PRIOR TO SEEDING.
 - SPRING, SUMMER OR EARLY FALL TEMPORARY SEEDING: ANNUAL OR PERENNIAL RYE GRASS AT A RATE OF 30 LBS./AC. (PERENNIAL RYE GRASS MUST BE UTILIZED WHERE FINAL GRADING ACTIVITIES WILL NOT BE COMPLETED UNTIL THE FOLLOWING SPRING.)
 - LATE FALL OR EARLY WINTER TEMPORARY SEEDING: CERTIFIED "AROSTOOK" WINTER RYE AT A RATE OF 100 LBS./AC.
 - MULCH HAY OR STRAW AT A RATE OF 2 TONS/ACRE (APPROXIMATELY 90 BALES PER ACRE). MULCH ANCHORING WILL BE REQUESTED WHERE WIND OR AREAS OF WATER ARE OF CONCERN. WOOD FIBER HYDROMULCH OR OTHER SPRAYABLE PRODUCTS APPROVED FOR EROSION CONTROL MAY BE USED IF APPLIED ACCORDING TO MANUFACTURERS SPECIFICATIONS.

PERMANENT SEEDING

- SOWING RATES VARY WITH GRASS SPECIES AND MIXTURES.
- SOIL SEED AT THE RATE OF 6 LB/1000 SQ. FT. (250 LB/AC).
- RAKE SEED LIGHTLY INTO TOP 1/8 INCH (3 MM) OF TOPSOIL, ROLL LIGHTLY, AND WATER WITH FINE SPRAY.
- MULCH WITH STRAW AT A RATE OF 2 TONS/ACRE (APPROXIMATELY 90 BALES PER ACRE). MULCH ANCHORING WILL BE REQUESTED WHERE WIND OR AREAS OF WATER ARE OF CONCERN. WOOD FIBER HYDROMULCH OR OTHER SPRAYABLE PRODUCTS APPROVED FOR EROSION CONTROL MAY BE USED IF APPLIED ACCORDING TO MANUFACTURERS SPECIFICATIONS.

SATISFACTORY LAWNS

- SATISFACTORY SEEDING LAWN: AT END OF MAINTENANCE PERIOD, A HEALTHY, UNIFORM, CLOSE STAND OF GRASS HAS BEEN ESTABLISHED, FREE OF WEEDS AND SURFACE IRREGULARITIES, WITH COVERAGE EXCEEDING 90 PERCENT OVER ANY 10 SQ. FT. (0.92 SQ. M) AND BARE SPOTS NOT EXCEEDING 5 BY 5 INCHES (125 BY 125 MM.)
- VEGETATION SHALL BE ESTABLISHED AS SOON AFTER CONSTRUCTION AS POSSIBLE TO ENSURE PROTECTION FROM EROSION. IF RILLING OCCURS, REGRADE AND USE FABRIC OR JUTE MESH TO PROTECT AREA.
- REESTABLISH LAWNS THAT DO NOT COMPLY WITH REQUIREMENTS AND CONTINUE MAINTENANCE UNTIL LAWNS ARE SATISFACTORY.

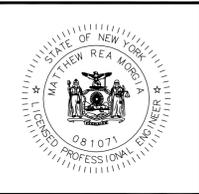


522 Bradley Street
Watertown, New York 13601

aubertinecurrier.com

Phone: (315)782-2005
Fax: (315)782-1472

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WATERTOWN ANIMAL HOSPITAL
ADDITION/RENOVATION PROJECT
1445 WASHINGTON STREET
CITY OF WATERTOWN
JEFFERSON COUNTY, STATE OF NEW YORK

PROJECT NO: 2012-093
SCALE: AS NOTED
DRAWN BY: TTF
CHECKED BY: MRM
ISSUE DATES:
09/18/2015
10/09/2015

GRADING AND EROSION AND
SEDIMENT CONTROL DETAILS

CG500

**TABLE NY1-A
BARRIER VEHICLE USE REQUIREMENTS
(LONG TERM, INTERMEDIATE TERM, AND SHORT TERM STATIONARY CLOSURES)**

CLOSURE TYPE	EXPOSURE CONDITION ¹	USE REQUIREMENTS ^{4,5}			
		FREEWAY	NON-FREEWAY (PRECONSTRUCTION POSTED SPEED LIMIT)		
			≥ 45 MPH	35-40 MPH	≤ 30 MPH
LANE CLOSURE	WORKERS ON FOOT OR IN VEHICLES EXPOSED TO TRAFFIC	REQUIRED ³	REQUIRED ³	REQUIRED ³	OPTIONAL ²
	NON-TRAVERSABLE HAZARD (IE. EQUIPMENT, MATERIALS, EXCAVATION) ONLY NO WORKERS EXPOSED	REQUIRED ³	REQUIRED ³	OPTIONAL ²	OPTIONAL ²
SHOULDER CLOSURE	WORKERS ON FOOT OR IN VEHICLES EXPOSED TO TRAFFIC	REQUIRED ³	REQUIRED ³	OPTIONAL ²	OPTIONAL ²
	NON-TRAVERSABLE HAZARD (IE. EQUIPMENT, MATERIALS, EXCAVATION) ONLY NO WORKERS EXPOSED	REQUIRED ³	OPTIONAL ²	OPTIONAL ²	OPTIONAL ²

1. THE EXPOSURE CONDITIONS DESCRIBED IN TABLE NY1-A ASSUMES THERE IS NO POSITIVE PROTECTION (TEMPORARY TRAFFIC BARRIER) PRESENT. WHERE WORKERS OR HAZARDS ARE PROTECTED BY A TEMPORARY TRAFFIC BARRIER, BARRIER VEHICLES ARE NOT REQUIRED.
2. WHERE THE REQUIREMENT IS "OPTIONAL", EITHER A BARRIER VEHICLE OR THE STANDARD LONGITUDINAL BUFFER SPACE (TABLE 6C-2) SHALL BE PROVIDED.
3. REQUIREMENTS SHALL INCLUDE PROVIDING A SEPARATE BARRIER VEHICLE FOR EACH CLOSED LANE AND EACH CLOSED PAVED SHOULDER 8' OR GREATER IN WIDTH. IF THE WORK SPACE MOVES WITHIN THE STATIONARY CLOSURE, THE BARRIER VEHICLE SHALL BE REPOSITIONED ACCORDINGLY. BARRIER VEHICLES PROTECTING NON-TRAVERSABLE HAZARDS SHALL REMAIN IN PLACE DURING BOTH WORKING AND NON-WORKING HOURS UNTIL THE HAZARD NO LONGER EXISTS. EXCEPTIONS TO THESE REQUIREMENTS MAY BE MADE, AS APPROVED BY THE REGIONAL DIRECTOR OR HIS/HER DESIGNEE WHERE BARRIER VEHICLE PLACEMENT WOULD BE INEFFECTIVE OR WOULD INTERFERE WITH THE SAFE OPERATION OF TRAFFIC.
4. BARRIER VEHICLES ARE NOT REQUIRED FOR MILLING AND/OR PAVING OPERATIONS, BUT THE STANDARD LONGITUDINAL BUFFER SPACE (TABLE 6C-2) SHALL BE PROVIDED.
5. BARRIER VEHICLES ARE NOT REQUIRED FOR FLAGGING OPERATIONS, BUT THE STANDARD LONGITUDINAL BUFFER SPACE (TABLE 6C-2) SHALL BE PROVIDED.

**TABLE NY1-B
SHADOW VEHICLE USE REQUIREMENTS
(MOBILE CLOSURES)**

CLOSURE TYPE	EXPOSURE CONDITION	USE REQUIREMENTS			
		FREEWAY	NON-FREEWAY (PRECONSTRUCTION POSTED SPEED LIMIT)		
			≥ 45 MPH	35-40 MPH	≤ 30 MPH
LANE CLOSURE	WHEN ANY WORKER, VEHICLE, OR OTHER HAZARD IS EXPOSED TO TRAFFIC	REQUIRED ^{2,4}	REQUIRED ^{2,4}	REQUIRED ^{2,4}	REQUIRED ^{2,4}
SHOULDER CLOSURE	WHEN ANY WORKER, VEHICLE, OR OTHER HAZARD IS EXPOSED TO TRAFFIC	REQUIRED ^{2,4}	REQUIRED ^{2,4}	REQUIRED ^{2,4}	REQUIRED ^{2,4}

1. A MOBILE CLOSURE SHALL BE USED FOR ANY WORK ACTIVITY THAT MOVES CONTINUOUSLY OR INTERMITTENTLY ALONG THE TRAVELED WAY OR SHOULDER SLOWER THAN THE PREVAILING SPEED OF TRAFFIC. CHANNELIZING DEVICES ARE NOT USED FOR MOBILE CLOSURES.
2. SHADOW VEHICLES SHALL BE EQUIPPED WITH AN APPROVED REAR MOUNTED ATTENUATOR (TRUCK MOUNTED OR TRAILER MOUNTED) FOR THE FOLLOWING MOBILE CLOSURES: LANE CLOSURES ON FREEWAYS, LANE CLOSURES ON NON-FREEWAY ROADWAYS HAVING A PRE-CONSTRUCTION POSTED SPEED LIMIT OF 35 MPH OR MORE, SHOULDER CLOSURES ON FREEWAYS, AND SHOULDER CLOSURES ON NON-FREEWAY ROADWAYS HAVING A PRE-CONSTRUCTION POSTED SPEED LIMIT OF 45 MPH OR MORE.
3. FOR MOBILE LANE CLOSURES ON NON-FREEWAY ROADWAYS HAVING A PRE-CONSTRUCTION POSTED SPEED LIMIT OF 30 MPH OR LESS AND MOBILE SHOULDER CLOSURES ON NON-FREEWAY ROADWAYS HAVING A PRE-CONSTRUCTION POSTED SPEED LIMIT OF 40 MPH OR LESS, SHADOW VEHICLES ARE NOT REQUIRED TO BE EQUIPPED WITH A REAR MOUNTED ATTENUATOR.
4. A SHADOW VEHICLE IS USED TO PROTECT EXPOSED WORKERS (ON FOOT OR IN A VEHICLE) AND SHALL BE REQUIRED FOR ALL MOBILE CLOSURES. SHADOW VEHICLE REQUIREMENTS SHALL INCLUDE PROVIDING A SEPARATE SHADOW VEHICLE FOR EACH CLOSED LANE AND EACH CLOSED PAVED SHOULDER 8' OR GREATER IN WIDTH. ADDITIONAL SHADOW VEHICLES MAY BE REQUIRED TO PROMOTE THE SAFE OPERATION OF TRAFFIC AND THE INCREASED PROTECTION OF EXPOSED WORKERS, AS DIRECTED BY THE REGIONAL DIRECTOR OR HIS/HER DESIGNEE.

TABLE 6H-4 FORMULAS FOR DETERMINING TAPER LENGTHS

SPEED LIMIT (S) (MPH)	TAPER LENGTH (L) (FT.)	L = TAPER LENGTH W = WIDTH OF OFFSET (FT.) S = PRECONSTRUCTION POSTED SPEED LIMIT (MPH)
(40 MPH) OR LESS	$L = WS^2 / 60$	
(45 MPH) OR MORE	$L = WS$	

STANDARD TAPER LENGTHS										
LATERAL SHIFT OF TRAFFIC FLOW PATH	TEMPORARY TRAFFIC CONTROL ZONE POSTED SPEED LIMIT									
	(25 MPH)	(30 MPH)	(35 MPH)	(40 MPH)	(45 MPH)	(50 MPH)	(55 MPH)	(60 MPH)	(65 MPH)	(70 MPH)
4	45	60	85	110	180	200	220	240	260	280
5	55	75	105	135	225	250	275	300	325	350
6	65	90	125	160	270	300	330	360	390	420
7	75	105	145	190	315	350	385	420	455	490
8	85	120	165	215	360	400	440	480	520	560
9	95	135	185	240	405	450	495	540	585	630
10	105	150	205	270	450	500	550	600	650	700
11	115	165	225	295	495	550	605	660	715	770
12	125	180	245	320	540	600	660	720	780	840

**TABLE 6C-2
LONGITUDINAL BUFFER SPACE**

PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	DISTANCE
25	155 FT.
30	200 FT.
35	250 FT.
40	305 FT.
45	360 FT.
50	425 FT.
55	495 FT.
60	570 FT.
65	645 FT.

**TABLE NY2-A
PLACEMENT DISTANCE FOR BARRIER VEHICLES**

PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	PLACEMENT DISTANCE (FT.)			
	BARRIER VEHICLES*			
	(18000 LBS.)		(24000 LBS.)	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
> 55	100 FT.	200 FT.	100 FT.	200 FT.
45 - 55	100 FT.	200 FT.	85 FT.	165 FT.
< 45	85 FT.	165 FT.	50 FT.	100 FT.

* AS DEFINED IN NYS DOT STANDARD SPECIFICATION 619:

BARRIER VEHICLE - VEHICLE USED FOR STATIONARY SHOULDER CLOSURES, LANE CLOSURES, AND OTHER STATIONARY WORK ZONES.

MINIMUM DISTANCE SHOWN REFLECTS THE ACTUAL ROLL AHEAD DISTANCE FROM MANUFACTURER.

**TABLE NY2-B
PLACEMENT DISTANCE FOR SHADOW VEHICLES**

PRECONSTRUCTION POSTED SPEED LIMIT (MPH)	PLACEMENT DISTANCE (FT.)			
	SHADOW VEHICLES**			
	(18000 LBS.)		(24000 LBS.)	
	MINIMUM	MAXIMUM	MINIMUM	MAXIMUM
> 55	230 FT.	330 FT.	180 FT.	280 FT.
45 - 55	180 FT.	280 FT.	150 FT.	250 FT.
< 45	100 FT.	200 FT.	100 FT.	200 FT.

* AS DEFINED IN NYS DOT STANDARD SPECIFICATION 619:

SHADOW VEHICLE - VEHICLE USED FOR MOBILE OR SHORT DURATION WORK OPERATIONS.

MINIMUM DISTANCE SHOWN REFLECTS THE ACTUAL ROLL AHEAD DISTANCE FROM MANUFACTURER.

**TABLE 6C-3
TAPER LENGTH FOR TEMPORARY TRAFFIC CONTROL ZONES**

TYPE OF TAPER	TAPER LENGTH (L)
MERGING TAPER	L
SHIFTING TAPER	L/2
SHOULDER TAPER	L/3
ONE-LANE, TWO-WAY TRAFFIC TAPER	100 FT. MAXIMUM
DOWNSTREAM TAPER	100 FT. PER LANE

**TABLE 619-4
FLARE RATES FOR POSITIVE BARRIER**

TYPE OF POSITIVE BARRIER	POSTED SPEED LIMIT				
	30 MPH	40 MPH	50 MPH	55 MPH	65 MPH
TEMPORARY CONCRETE BARRIER	8:1	11:1	14:1	16:1	20:1
BOX BEAM OR HEAVY POST CORRUGATED BEAM	7:1	9:1	11:1	12:1	15:1

**TABLE NYGH-3
ADVANCE WARNING SIGN SPACING**

ROAD TYPE	DISTANCE BETWEEN SIGNS			SIGN LEGEND	
	A (FT.)	B (FT.)	C (FT.)	XX	YY
URBAN (≤ 30 MPH*)	100	100	100	AHEAD	AHEAD
URBAN (35-40 MPH*)	200	200	200	AHEAD	AHEAD
URBAN (≥ 45 MPH*)	350	350	350	1000 FT.	AHEAD
RURAL	500	500	500	1500 FT.	1000 FT.
EXPRESSWAY / FREEWAY	1000	1500	2640	1 MILE	1/2 MILE

* PRECONSTRUCTION POSTED SPEED LIMIT

URBAN: (MEETS MORE THAN 1 OF THE FOLLOWING CRITERIA) SIDEWALKS, BICYCLE USAGE, CURBING, CLOSED DRAINAGE SYSTEMS, DRIVEWAY DENSITIES GREATER THAN 24 DRIVEWAYS PER MILE, MINOR COMMERCIAL DRIVEWAY DENSITIES OF 10 DRIVEWAYS PER MILE OR GREATER, MAJOR COMMERCIAL DRIVEWAYS, NUMEROUS RIGHT OF WAY CONSTRAINTS, HIGH DENSITY OF CROSS STREETS, 85TH PERCENTILE SPEEDS OF 45 MPH OR LESS.

RURAL: ANY AREA NOT EXHIBITING MORE THAN ONE OF THE ABOVE CHARACTERISTICS.

EXPRESSWAY: DIVIDED HIGHWAYS FOR TRAFFIC WITH FULL OR PARTIAL CONTROL OF ACCESS AND GENERALLY WITH GRADE SEPARATIONS AT MAJOR CROSSROADS.

FREEWAYS/INTERSTATE: LOCAL OR INTER REGIONAL HIGH-SPEED, DIVIDED, HIGH-VOLUME FACILITIES WITH FULL OR PARTIAL CONTROL OF ACCESS.

WORK DURATION DEFINITIONS

LONG-TERM STATIONARY IS WORK THAT OCCUPIES A LOCATION MORE THAN 3 CONSECUTIVE DAYS.

INTERMEDIATE-TERM STATIONARY IS WORK THAT OCCUPIES A LOCATION MORE THAN ONE DAYLIGHT PERIOD UP TO 3 CONSECUTIVE DAYS, OR NIGHTTIME WORK LASTING MORE THAN 1 HOUR.

SHORT-TERM STATIONARY IS DAYTIME WORK THAT OCCUPIES A LOCATION FOR MORE THAN 1 HOUR WITHIN A SINGLE DAYLIGHT PERIOD.

SHORT DURATION IS WORK THAT OCCUPIES A LOCATION UP TO 1 HOUR.

MOBILE IS WORK THAT MOVES INTERMITTENTLY OR CONTINUOUSLY.

WORK ZONE TRAFFIC CONTROL LEGEND

SYMBOL	DESCRIPTION
	ARROW PANEL
	ARROW PANEL, CAUTION MODE
	ARROW PANEL TRAILER OR SUPPORT
	CHANGEABLE MESSAGE SIGN (PVMS)
	CHANNELIZING DEVICE
	CRASH CUSHION/TEMPORARY IMPACT ATTENUATOR
	DIRECTION OF TEMPORARY TRAFFIC DETOUR
	DIRECTION OF TRAFFIC
	FLAGGER
	FLAG TREE
	LUMINAIRE
	PAVEMENT MARKINGS THAT SHALL BE REMOVED FOR A LONG TERM PROJECT
	SIGN, TEMPORARY
	TEMPORARY BARRIER
	TEMPORARY BARRIER WITH WARNING LIGHTS
	TRAFFIC OR PEDESTRIAN SIGNAL
	TYPE III BARRICADE
	WARNING LIGHTS
	WORK SPACE
	WORK VEHICLE
	WORK VEHICLE WITH TRUCK MOUNTED ATTENUATOR

STATE OF NEW YORK
DEPARTMENT OF TRANSPORTATION

U.S. CUSTOMARY STANDARD SHEET

WORK ZONE TRAFFIC CONTROL
LEGENDS AND NOTES

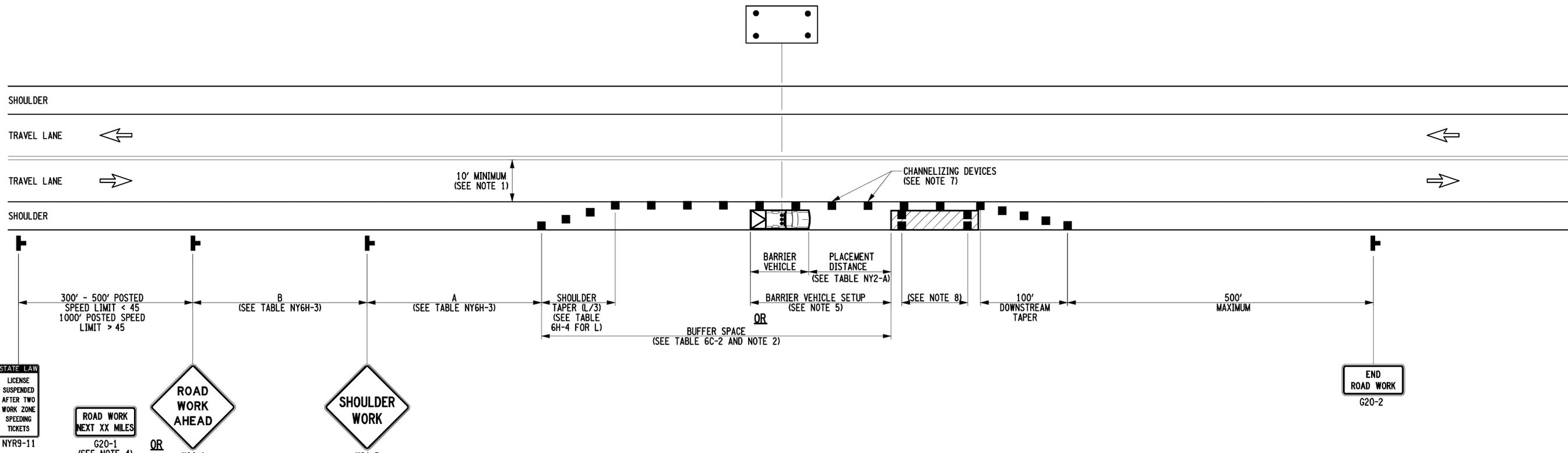
APPROVED SEPTEMBER 18, 2008

ISSUED UNDER EB 08-036

/S/ DAVID J. CLEMENTS, P.E.
DIRECTOR, OFFICE OF
TRAFFIC SAFETY AND MOBILITY

619-11

EFFECTIVE DATE: 01/08/09



**SHOULDER CLOSURE
SHORT OR INTERMEDIATE TERM STATIONARY
2-LANE 2-WAY ROADWAY
(NOT TO SCALE)**

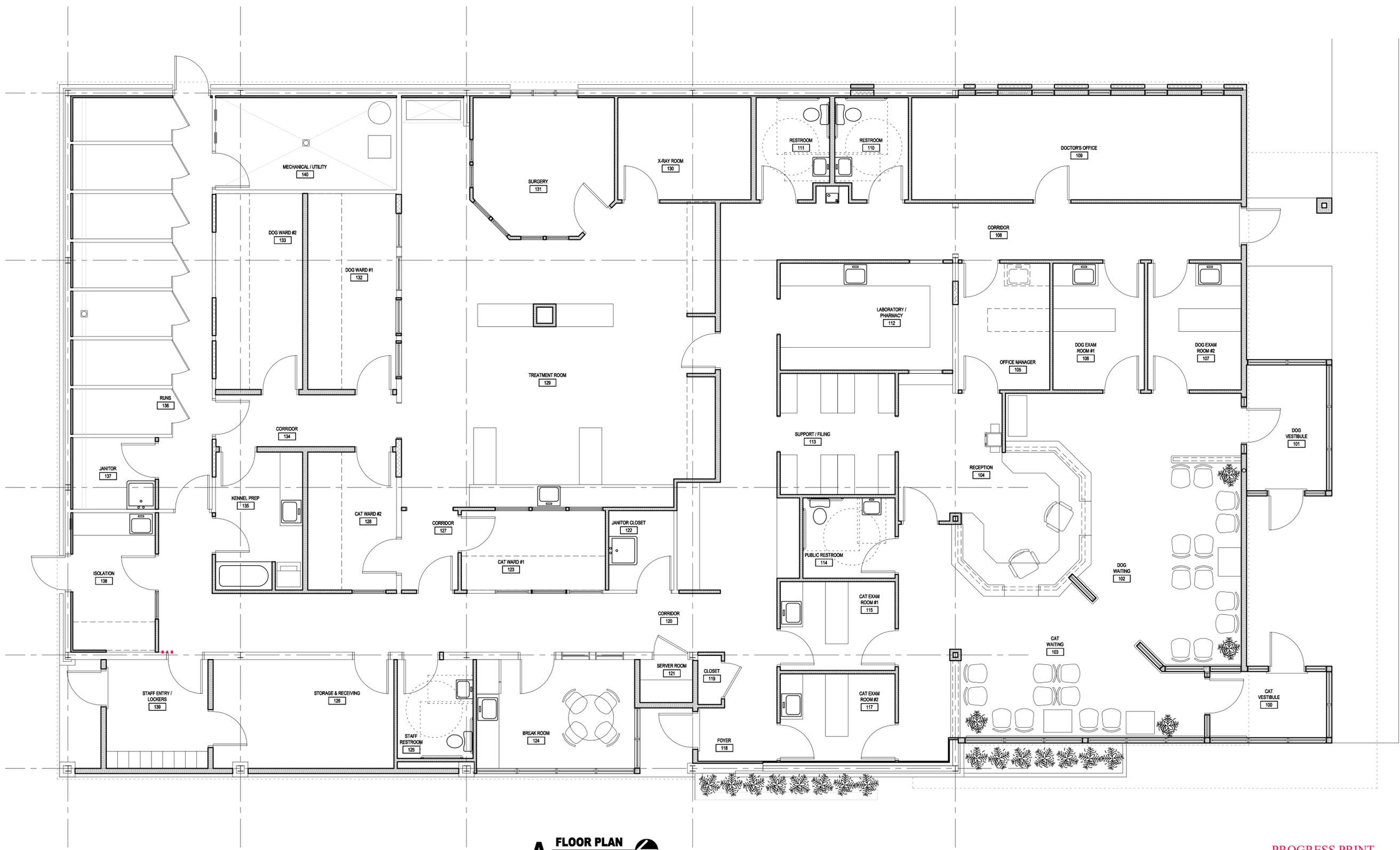
- NOTES:
1. WHEN THE MINIMUM LANE WIDTH OF 10' CANNOT BE MAINTAINED DUE TO A SHOULDER CLOSURE, USE THE DETAIL FOR SHORT OR INTERMEDIATE TERM STATIONARY FLAGGING OPERATION.
 2. NO WORK ACTIVITY OR STORAGE OF EQUIPMENT, VEHICLES, OR MATERIAL SHOULD OCCUR WITHIN A BUFFER SPACE.
 3. WHEN THE DISTANCE BETWEEN THE ADVANCE WARNING SIGNS AND WORK IS 2 MILES TO 5 MILES, A SUPPLEMENTAL DISTANCE PLAQUE (W7-3a) SHOULD BE USED WITH THE SHOULDER WORK SIGN (W21-5).
 4. THE ROAD WORK NEXT XX MILES SIGN (G20-1) MAY BE USED INSTEAD OF THE ROAD WORK AHEAD SIGN (W20-1) IF WORK LOCATIONS OCCUR OVER A DISTANCE OF MORE THAN 2 MILES.
 5. FOR BARRIER VEHICLE USE REQUIREMENTS SEE TABLES NY1-A AND NY2-A ON THE STANDARD SHEET TITLED "WORK ZONE TRAFFIC CONTROL LEGENDS AND NOTES".
 6. IN THOSE SITUATIONS WHERE MULTIPLE WORK LOCATIONS EXIST WITHIN A LIMITED DISTANCE MAKE IT PRACTICAL TO PLACE STATIONARY SIGNS, THE DISTANCE BETWEEN THE ADVANCE WARNING SIGN AND WORK SHALL NOT EXCEED 5 MILES.
 7. CHANNELIZING DEVICE SPACING (CENTER TO CENTER) SHALL NOT EXCEED 40' IN THE ACTIVE WORK SPACE.
 8. TRANSVERSE DEVICES SHALL BE REQUIRED (AS PER 619 STANDARD SPECIFICATIONS) WHEN A PAVED SHOULDER HAVING A WIDTH OF 8' OR GREATER IS CLOSED FOR A DISTANCE GREATER THAN 1500'.

NOTE: SEE STANDARD SHEET TITLED "WORK ZONE TRAFFIC CONTROL LEGENDS AND NOTES" FOR LEGEND OF SYMBOLS AND/OR LETTER CODES USED IN THIS DRAWING.

 <p>STATE OF NEW YORK DEPARTMENT OF TRANSPORTATION</p>	
<p>U.S. CUSTOMARY STANDARD SHEET</p>	
<p>SHOULDER CLOSURE 2-LANE 2-WAY ROADWAY</p>	
<p>APPROVED SEPTEMBER 15, 2009</p>	<p>ISSUED UNDER EB 09-025</p>
<p>/S/ DAVID J. CLEMENTS, P.E. DIRECTOR, OFFICE OF TRAFFIC SAFETY AND MOBILITY</p>	<p>619-20</p>

EFFECTIVE DATE: 01/07/10

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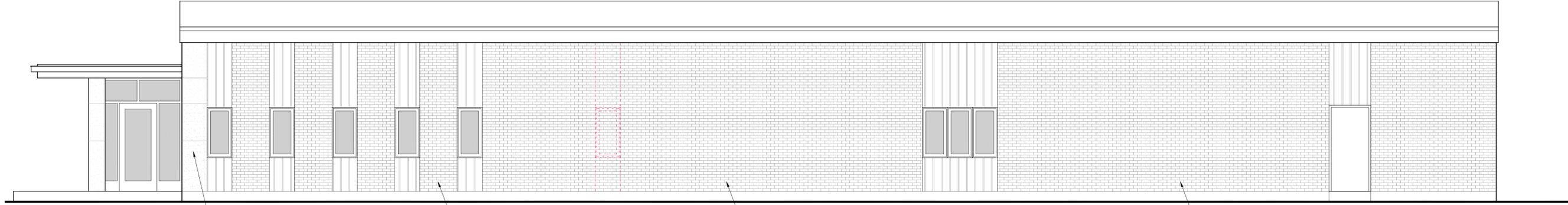
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PROJECT NO: 2014-093
SCALE: AS NOTED
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ISSUE DATES:
- 09-15-2015 PLANNING BOARD

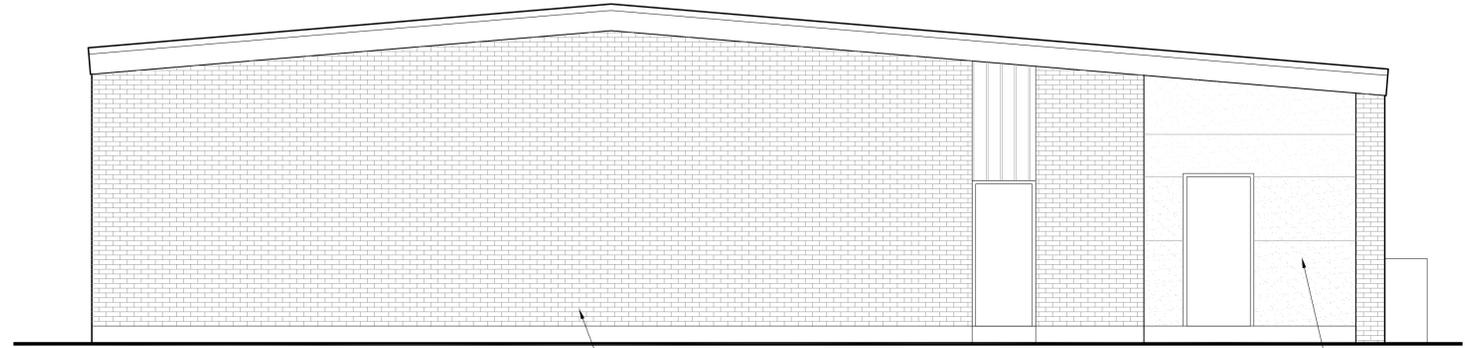
FLOOR PLAN

A FLOOR PLAN
1/4"=1'-0"

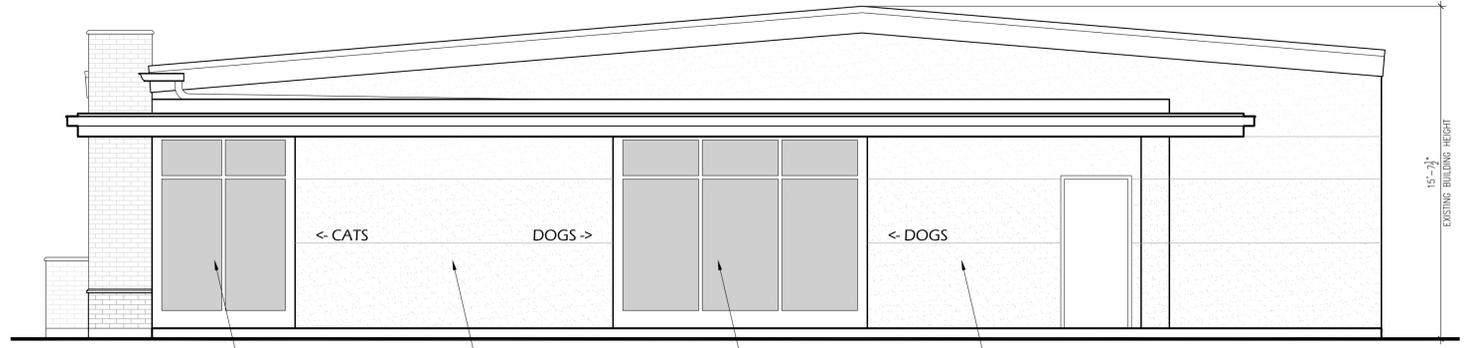
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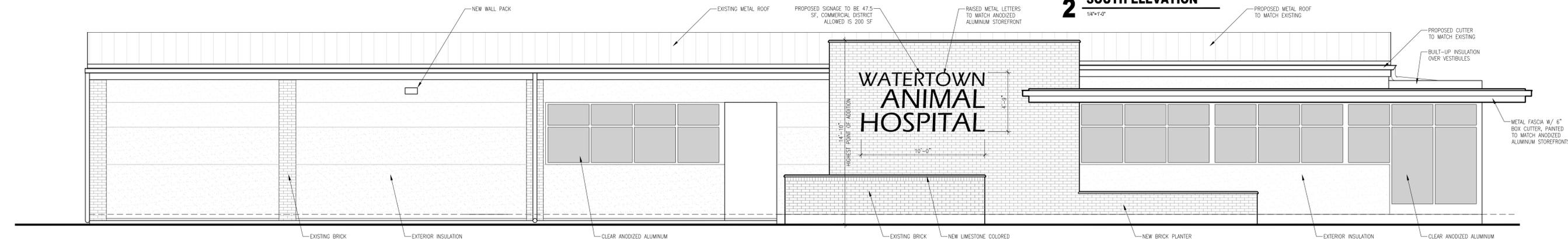
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1/4"=1'-0"



3 NORTH ELEVATION
1/4"=1'-0"



2 SOUTH ELEVATION
1/4"=1'-0"



1 WEST ELEVATION
1/4"=1'-0"

**PROGRESS PRINT
NOT FOR CONSTRUCTION**

Res No. 3

October 14, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Adopting Employee Handbook

City Staff have been working with Public Sector HR to develop an Employee Handbook. As detailed in Confidential Assistant to the City Manager Matt Roy's attached report, a final version has been prepared and is ready for formal adoption

The attached resolution for Council consideration adopts the Employee Handbook. Staff will be present to answer any questions.

RESOLUTION

Page 1 of 1

Adopting Employee Handbook

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

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown desires to develop and implement an Employee Handbook detailing the various personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters, and

WHEREAS the City Council has retained Public Sector HR Consultants LLC to assist with the development of the City’s Employee Handbook, and

WHEREAS the City Council has reviewed the draft of said Employee Handbook

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Employee Handbook, a copy of which is attached and made part of this resolution, and

BE IT FURHTER RESOLVED that the City of Watertown Employee Handbook shall be distributed, with signed acknowledgment, to all City officials and employees.

Seconded by

CITY OF WATERTOWN



EMPLOYEE HANDBOOK

Adopted by resolution of the City Council on **DATE**



Prepared by:
Public Sector HR Consultants LLC
14 Knollwood Drive
Glenville, New York 12302
Telephone: 518.399.4512
Fax: 518.384.1963
www.publicsectorhr.org

CITY OF WATERTOWN



EMPLOYEE HANDBOOK

Adopted by resolution of the City Council on **DATE**

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City of Watertown Employee Handbook

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100 INTRODUCTION

101 *Welcome Message*

We would like to welcome you and congratulate you on your appointment to a position with the City of Watertown. As a part of our team, you take on an extremely important role, that of serving the members of our community. Together, our mission is to provide cost-effective services that conform to the highest standards of quality.

This Employee Handbook is designed to familiarize you with your employment and to help ensure government compliance, foster positive employee relationships, and contribute to the overall success of the City in delivering services to the public effectively and efficiently.

Please keep in mind that this is only an overview of the City's policies and procedures, employee benefits, and the Civil Service System. Specific questions concerning employment matters should be addressed to your supervisor and/or Department Head.

We trust that you will find service with the City of Watertown rewarding both personally and professionally.

102 *A Message for Our Union Members*

This Employee Handbook has been developed by the City of Watertown to assist you in getting acquainted with your employment with the City. A cooperative labor-management relationship not only lends to a positive work environment but also helps ensure fair treatment in the workplace.

It is important that all employees understand the personnel policies, procedures, and work rules outlined in this Employee Handbook. For union members, the collective bargaining agreement governs the terms and conditions of employment. You are encouraged to obtain a copy of your collective bargaining agreement from your union representative. Anywhere that the Agreement and this Handbook conflict, the Agreement will control. However, in certain instances where the Handbook covers an issue that is not the subject of bargaining, this Handbook will control. Under certain circumstances a past practice may prevail. We have made every effort to acknowledge these situations. If you have any questions, you should contact your Department Head or union representative.

We hope that your career with the City of Watertown will be an enjoyable experience.

103 *Our Heritage*

The settling of Watertown in 1800 began a 200-year legacy that continues today. The New England pioneers who chose our area did so based on foresight of creating an industrial center, which would draw its power from the mighty Black River. These men and women have been described as people of strong feeling, vivid imagination and dauntless courage. They, along with their families, faced many obstacles when they arrived. The terrain was rough and uncleared. The western end of the present Public Square was twelve or fifteen feet higher than the eastern end while the center was a depression that has been described as being large enough for a comfortable skating rink. There was a stream of water having its source south of Clinton Street and running across Stone Street in front of the Arcade, crossing the western end of the Square on its way to the river. Yet, out of this unsightly spot within a few years evolved one of the most beautiful public squares to be found in any city of its time.

The naming of Watertown as the county seat, in 1805, led to much progress in the hamlet. Lawyers such as Benjamin Skinner, Egbert TenEyck, Amos Benedict and Samuel Whittlesey set up practice here. Six hotels were constructed. The Failing Hotel, first known as the Traveler's House, was built in 1808 at the corner of Main and LeRay Streets. During the War of 1812, the soldiers used it as a barracks. Court Street became both a residential and business street. Small mills and factories sprang up and businesses extended along Factory Street. John Safford, Tuttle & Sill and Otis & Duane launched new stores. Other well-known names such as Norris, Woodruff, Hungerford, Paddock and Fairbanks also engaged in businesses.

The development of waterpower was the force that started the wheels of progress for the community. Watertown became one of the nations' principal paper manufacturing communities and can still boast that it has the oldest continuously running paper mill in the nation – Knowlton's Specialty Papers. FactoryVillage, which later became Factory Square, had its real beginning when the Black River Cotton and Woolen Manufacturing Company was built in 1813. The mills and businesses depended on the mighty Black River for its power.

Watertown became an incorporated village in 1816 and continued to prosper. Businesses, industries and population doubled by 1824. Growth continued in the decade between 1850 and 1860 seeing the largest amount of building construction. This was due in part to rebuilding after a devastating fire but also to new building expansion.

The Davis Sewing Machine Co. employed about 200 people. The Watertown Steam Engine Co. had assets estimated at \$1,000,000. The paper making industry was flourishing. H.H. Babcock's carriage factory and Watertown Spring Wagon Co. were two of the many businesses that were helping Watertown to thrive. The railroad was of tremendous importance to the economy. People marveled at the telephone, the electric light and even "street name plates" that the City installed.

The next 100 years of history includes the story of our veterans who went to wars and the citizens who helped with the war effort from home. Watertownians took pride in their community and at one time, Watertown was named "The Ideal American City". Over the years, the economic climate has affected business and industry. However, some of today's businesses have their roots in our early history. Even though the City is much different from the hamlet of 1800, we can take pride in the rich heritage that was left for us and for future generations.

Source: City of Watertown Website, "Our History" - <http://www.watertown-ny.gov/index.asp?nid=411>

104 **Definitions**

City of Watertown – For purposes of this Employee Handbook, the City of Watertown may be referred to as the “City”.

CityCouncil – For purposes of this Employee Handbook, “CityCouncil” will mean the CityCouncil of the City of Watertown.

Elected Official – For the purposes of this Employee Handbook, “Elected Official” will mean and refer to any of the following elected officials of the City of Watertown:

- Mayor
- CityCouncil Members

CityManager – For purposes of this Employee Handbook, “CityManager” will mean the CityManager of the City of Watertown. When referenced in this Employee Handbook, CityManager shall also mean an individual acting with theCityManager’s properly designated authority.

Department Head – For purposes of this Employee Handbook, “Department Head” will mean the person in charge of any department, agency, unit, or subdivision of the City of Watertown. This definition will be applicable in the event such person is serving in an acting, temporary, or provisional status in the position of Department Head. This term shall also include the City Manager, where an individual otherwise designated as Department Head or any other individual must report directly to the City Manager.

Supervisor – For purposes of this Employee Handbook, “supervisor” will mean the individual so designated by the Department Head to direct and inspect the performance of employees.

Employee – For the purposes of this Employee Handbook, “employee” will mean a person employed by the City, including, but not limited to, an appointed official, an appointed member of theCouncil or a commission, Department Head, Management Employee, Management Confidential employee, supervisory employee, provisional employee, probationary employee, temporary employee, seasonal employee, trainee, or student intern, but not an independent contractor.

Management and Management Confidential Employees – For purposes of this Employee Handbook, “Management” and “Management Confidential” employees will refer to those non-union employees whose job titles have been allocated to the Management or Management Confidential group.

Civil Service Law – For purposes of this Employee Handbook, “Civil Service Law” shall mean the New York State Civil Service Law and shall include the *City of Watertown Civil Service Commission Rules*.

105 **Employee Classifications**

For purposes of this Employee Handbook, the following terms shall be defined as indicated. The definition provided for each of these terms applies only within the context of this Employee Handbook. The meaning and use of these terms or similar terms may be different in the context of Civil Service Rules or a collective bargaining agreement.

Full-Time Employees– For purposes of this Employee Handbook, the term “full-time employee” will mean an employee who is regularly scheduled to work a minimum of thirty-five hours per week.

Part-Time Employees– For purposes of this Employee Handbook, the term “part-time employee” will mean an employee who is scheduled on a regular and on-going basis to work less than thirty hours per week.

Temporary Employees– For purposes of this Employee Handbook, the term “temporary employee” will mean an employee who is employed on an interim or sporadic basis, or who is employed to work on a special, emergency, or on-call basis for a specified period, consistent with the Civil Service Law as applicable.

Seasonal Employees– For purposes of this Employee Handbook, the term “seasonal employee” will mean an employee who is employed to work for a given season or portion thereof.

FLSA Non-Exempt Employees– For purposes of this Employee Handbook, the term “FLSA non-exempt employee” will mean a covered employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

FLSA Exempt Employees– For purposes of this Employee Handbook, “FLSA exempt employee” will mean a covered employee who qualifies for an exemption from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA), or an employee who is not covered under the FLSA.

106 *The Purpose of this Employee Handbook*

Statement of Purpose – The purpose of this Employee Handbook is to communicate the City's personnel policies and practices to all employees. It is extremely important that each employee understand the policies that relate to rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits. **This Employee Handbook is not a contract of employment, expressed or implied, and should not be construed as such.** That is, employment can be terminated at any time at the will of either the employer or the employee, subject only to such procedural requirements as may be specified pursuant to New York State Civil Service Law, a collective bargaining agreement, or any other applicable law, rule, or regulation. The provisions and policies contained in this Employee Handbook are intended to supersede any and all prior manuals, guidelines or related policies issued by the City of Watertown, unless clarity is provided in a departmental standard operating policy

Unless otherwise required by law, the provisions of this Employee Handbook are for City use only and do not apply in any criminal or civil proceeding. The Employee Handbook provisions shall not be construed as a creation of higher legal standard of safety or care. Notwithstanding the above, a violation of a Handbook provision may form the basis for administrative action by the City and any subsequent judicial or administrative proceeding.

Previous Personnel Policies– Unless otherwise specified, this Employee Handbook supersedes and replaces any previous personnel policies issued by the City concerning all policies contained herein.

Superseding Agreements – In the event an expressed and explicit provision set forth in a separate written agreement between the City and an employee should conflict with any employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of that agreement will control. Otherwise, unless expressly excluded herein, this Employee Handbook will be applicable to all employees.

Collective Bargaining Agreements – In the event an expressed and explicit provision set forth in a collective bargaining agreement between the City of Watertown and an employee organization as defined by the Public Employees' Fair Employment Act (Taylor Law) should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of the collective bargaining agreement will control. Otherwise, unless expressly excluded herein, this Employee Handbook will be applicable to all employees.

Police and Fire Departments– The Police and Fire Departments have established policies and procedures governing the operation of their respective departments. If a policy stated in this Employee Handbook differs from a rule, regulation or policy established by the Police or Fire Department, the latter shall supersede.

Questions – Any questions regarding any topic covered in this Employee Handbook should be directed to the appropriate Department Head.

107 Changes or Modifications

Rights of the City Council / CityManager– The City Council and/or the CityManager reserve the right to interpret, change, modify, or eliminate any provision contained in this Employee Handbook.

Governmental Actions– This Employee Handbook is subject to alteration by the City Manager, changes in City and/or departmental rules, or changes in federal, state or local statutes, rules, or regulations. (This is not meant to be a comprehensive list).

Statutes, Laws and Ordinances – In the event a federal or state statute or local law or ordinance should conflict with any provision contained in this Employee Handbook, then such statute, law or ordinance will prevail.

200 THE CIVIL SERVICE SYSTEM

The following is intended as a guide for informational purposes. The Civil Service Law and the *City of Watertown Civil Service Commission Rules* shall govern regarding the jurisdictional classification of positions and the appointment and promotion of personnel.

201 *The Unclassified and Classified Services*

Unclassified Service – In accordance with Civil Service Law and for purposes of this Employee Handbook, the term “Unclassified Service” will include all individuals who are Elected Officials and/or members of Councils or commissions.

Classified Service – In accordance with Civil Service Law and for purposes of this Employee Handbook, the term “Classified Service” as defined by the Civil Service Law and the *City of Watertown Civil Service Commission Rules* will include all City employees who are subject to the *City of Watertown Civil Service Commission Rules*. The Classified Service is divided into four jurisdictional classes:

- **Exempt** – those positions, other than unskilled labor positions, for which competitive or non-competitive examinations or other qualification requirements are not practicable (Civil Service Law, Section 41);
- **Competitive** – those positions for which it is practicable to determine merit and fitness by competitive examination;
- **Non-Competitive** – those positions not in the exempt class or the labor class for which it is not practicable to determine merit and fitness by competitive examination, but rather by a review of training and experience; and,
- **Labor** – unskilled labor positions, except those positions which can be examined for competitively.

202 *Civil Service Appointments*

Competitive Class – In accordance with Civil Service Law, the following types of appointments may be made to positions in the Competitive Class:

- **Permanent** – an appointment to a vacant position in the Competitive Class from an eligible list established as a result of examination, following successful completion of a probationary term;
- **Provisional** – an appointment to a vacant position in the Competitive Class when there is not an appropriate eligible list. A provisional appointee must take an examination whenever it is scheduled. Thereafter, a permanent appointment will be made on the basis of the eligible list resulting from the examination; or

- **Temporary** – an appointment to a position in the Competitive Class for reasons including, but not limited to: emergency work projects; planned termination of the position after a limited time; to replace an employee who is on a leave of absence; to fill a position funded through a temporary grant; or to fill a position vacated by the promotion of another employee until the employee who has been promoted receives permanent status.

203 Examinations and Promotions

Examinations – In accordance with Civil Service Law, in the event there is a vacancy in a new or existing position in the Competitive Class which the City intends to maintain, the City will fill the vacancy by selection from the eligible list certified by the City of Watertown Civil Service Commission of persons who have taken the appropriate Civil Service examination. The City of Watertown Civil Service Commission will test and rank each candidate according to the individual's performance on the examination. In accordance with Civil Service Law Section 61, the City will select one of the top three eligible candidates on the list willing to fill the position.

Promotions – The City will offer opportunities for advancement for those employees who qualify. In the event the position is in the Competitive Class, a qualified employee must normally take a promotional examination and the above “one of three” rule will apply. An employee who wants to be promoted should become knowledgeable about the employee's present position and be aware of higher level positions for which the employee may be qualified.

204 Veterans Credits

Summary – An employee who is a veteran as defined by the Civil Service Law may be eligible to apply for veterans credits on a Civil Service examination. An employee who is a veteran should contact the City of Watertown Civil Service Commission for details concerning these credits.

300 EMPLOYMENT MATTERS

301 *Oath of Office*

Requirement – Each Public Officer as defined in the Public Officers Law must take the Oath of Office in accordance Public Officers Law Section 10, which must be administered prior to commencing the duties of the office. Each official who is re-elected or re-appointed to a subsequent term must take the Oath of Office for each term.

Upon original appointment or upon a new appointment following an interruption of continuous service, each employee (other than an employee in the labor class) must take an oath or alternate affirmation as set forth in Civil Service Law Section 62.

Filing of Oath – The Oath of Office is filed in the City Clerk’s Office within twenty calendar days of the Public Officer’s commencement of the term of office, or upon an employee’s appointment.

302 *Procedure for Filling Vacancies*

Statement of Compliance – The City of Watertown is an Equal Opportunity Employer. The City complies with all applicable federal, state and local laws, rules, and regulations throughout the employee selection process, including, but not limited to, Public Officers Law, Civil Service Law, Title VII, Human Rights Law, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

Notification of Vacancies – Except as otherwise provided for in a collective bargaining agreement, in the event there is a vacancy in a new or existing position which the City intends to maintain, the vacancy may be advertised and/or posted and qualified individuals interviewed.

Employment Applications–The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City’s exclusion of the individual from further consideration for employment or disqualification if the conduct is discovered after employment commences.

Employment Reference and Background Checks –To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of final applicants. In addition, final applicants will be required to complete a hold harmless statement and release in order for the City to conduct appropriate background checks.

Pre-Employment Physicals / Drug Screening –When appropriate in accordance with the requirements of a particular position, the City may require that an applicant undergo a medical examination (after receiving a conditional offer of employment) to determine fitness for duty. In doing so, the City will comply with the provisions of the Americans with Disabilities Act (see Section 802 of this handbook.) Additionally, all final applicants for a position that requires a commercial driver’s license must consent to be tested for the presence of a controlled substance as a pre-qualifying condition to employment.

303 **Nepotism**

Policy Statement – City employees or officials may not authorize or use the authority or influence of their positions to secure employment for or to benefit a person closely related by blood or marriage, or another significant business relationship.

304 **Probationary Period**

Except as otherwise provided in a collective bargaining agreement, the *City of Watertown Civil Service Commission Rules* provide for the following, which is applicable to employees appointed, promoted or transferred pursuant to the Civil Service laws. Additional provisions may also apply in accordance with those rules.

Purpose of Probationary Period – The purpose of the probationary period is for an employee to become familiar with the specific duties and responsibilities of the employee's new position. The probationary period also provides the Department Head with an opportunity to evaluate the employee's job performance and potential for development in the position.

Length of Probationary Period – Except as otherwise provided in the *City of Watertown Civil Service Commission Rules* or the applicable collective bargaining agreement, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight (8) weeks nor more than fifty-two (52) weeks. For Police Officers, the probationary period shall be for a term of not less than eight (8) weeks nor more than seventy-eight (78) weeks. The length of the probationary period may be extended in accordance with the *City of Watertown Civil Service Commission Rules*.

Successful Completion of Probationary Period – An employee's appointment will become permanent upon written notice that the probationary period has been successfully completed following the minimum period of service required. Or, the employee's appointment will become permanent upon the retention of the employee after completion of the maximum period of service required. **Except as otherwise provided by law or a collective bargaining agreement, completion of the probationary period does not necessarily confer rights or privileges in the position.**

Employment Status During Probationary Period – During the probationary period (at any time after the completion of the minimum probationary period and before completion of the maximum probationary period), an employee will be subject to demotion, suspension, or discharge at the City's sole discretion. If the performance or conduct of an employee serving a probationary period who has been promoted or transferred from a permanent appointment (as defined by civil service regulations) is not satisfactory, the employee shall be returned to the employee's former permanent position prior to the end of the probationary period.

305 New Employee Orientation

Procedure – The purpose of the new employee orientation is to welcome new employees and to familiarize them with the City and their job. The orientation process generally consists of, but is not limited to, a visit to the Comptroller's Office for payroll processing, enrollment in benefit plans, if applicable, a tour of the employee's assigned worksite, and distribution and review of this Employee Handbook. In addition, the employee's Department Head is responsible for introducing the employee to co-workers, scheduling on-the-job training, providing a copy of departmental policies, and reviewing the job description and performance requirements of the position.

306 **Corrective Action and Discipline**

Policy Statement – It is the policy of the City of Watertown that certain rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees, the efficient operation of the City, and the delivery of services to residents of the City. Any conduct that interferes with operations or that discredits the City will not be tolerated. Each employee must conduct oneself in a positive manner so as to promote the best interests of the City. Corrective action is necessary when an employee has demonstrated performance deficiencies, or has violated a policy, rule, regulation, or procedure. Corrective action may include counseling or initiating formal disciplinary action against an employee.

Communication – Open and candid communications with all employees is an important aspect of the City of Watertown’s on-going employee relations. When a rule, policy, or procedure is violated, the employee’s Department Head, or other designated supervisor, will review the specific nature of the violation with the employee. The employee’s input is extremely important to ensure that all of the facts have been considered.

Counseling –Counseling employees, as opposed to initiating formal disciplinary action, may be the appropriate first step in addressing performance deficiencies or misconduct. The purpose of counseling is to inform the employee of such deficiencies or misconduct, discourage its recurrence, and inform the employee of the consequences if the behavior is repeated. When performance deficiencies are the issue, the performance standards of the job should be reviewed, along with specific examples of how the employee is not meeting those standards. Where appropriate, goals for improvement may be established, along with a timeframe for achieving them. The counseling will be documented in writing and the employee will be required to acknowledge receipt by signing the memorandum. Any employee who fails to follow a supervisor’s directive to sign the counseling memorandum to acknowledge receipt will be subject to disciplinary action.

Discipline – The purpose of disciplinary action is to impose penalties for performance deficiencies or misconduct. The City retains the right to discipline employees without engaging in progressive discipline or prior counseling if the situation so warrants and retains the right to discipline employees in any manner it sees fit, except as limited by a collective bargaining agreement.

Investigations – Where appropriate, an investigation will be conducted by the proper supervisor or other designated individual(s) in order to gather all pertinent information and to ensure that all the facts are considered. The investigation may include, among other things, interviews with the employee and any witnesses or other involved parties, and review of documents and materials. Employees who are participants in an investigation are not allowed to disclose the content or particulars of the investigation unless otherwise authorized. All employees who are called upon to participate in an investigation are required to fully cooperate in the process and respond truthfully to all questions posed. Failure to do so will subject the employee to appropriate corrective action. The City reserves the right to suspend an employee while an investigation is conducted.

During the investigation process, a union employee who appears to be a potential subject of disciplinary action may undergo questioning. Such employee will have the right to representation by the employee’s certified or recognized employee organization under Civil Service Law Article 14, and will be given advanced notice of such right. In the event the

employee requests representation, the employee will be allowed a reasonable period of time to obtain such representation. In the event the employee is unable to obtain such representation within a reasonable period of time, the employer will have the right to then question the employee.

Procedures – Employees covered by **Civil Service Law Section 75** shall be disciplined in accordance with the procedures contained therein. (Refer to Section 308 of this Employee Handbook). An employee who is a member of a collective bargaining unit should refer to the collective bargaining agreement on the subject of the disciplinary procedure, wherein the negotiated procedure is the only method of resolving challenges to disciplinary action and wholly replaces the provisions of Civil Service Law Sections 75 and 76.

Prohibited Conduct – Any employee who, after investigation, is found to have committed any of the actions listed below will be subject to corrective action, up to and including termination of employment. This list is illustrative only and does not limit the City's right to impose discipline in other appropriate cases.

- Willful violation of City and/or departmental rules, policies, and procedures.
- Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, or creating a hostile environment against another employee, Elected Official, resident of the City, supplier, visitor, or any other person, whether on or off City premises.
- Engaging in any action that is in violation of the City's Workplace Violence Prevention Policy.
- Possession of any non-authorized tool or weapon or dangerous instrument (including knives with over a three inch blade, firearms, and explosives) on City property or in City vehicles, except for those employees who are required as a condition of employment to bear a weapon.
- Use, distribution, sale, or being under the influence of alcohol or controlled substances during scheduled hours of work or in City vehicles.
- Willful or deliberate abuse, destruction, defacement, or misuse of City property or the property of another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Theft or unauthorized possession, use, or removal of City property or the property of another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Falsification or alteration of any records or reports including but not limited to employment applications, time records, work records, medical reports, absence reports, work-related injury reports, and claims for benefits provided by the City.
- Preparation or manipulation of another employee's time record.
- Acts of sabotage, including the work of another employee.
- Insubordination or willful refusal to comply with the lawful order or instruction of a supervisor or Department Head.
- Improper performance of job duties or repeated failure to perform assigned duties and responsibilities.

- Making false statements about another employee, Elected Official, resident of the City, supplier, visitor, or any other person. This includes knowingly making false accusations against another individual as to allegations of discrimination, sexual harassment or other harassment which is in violation of City policy or applicable law.
- Violation and/or disregard of safety rules or safety practices, including failure to wear assigned safety clothing or equipment, in such a way that jeopardizes the safety of the employee, another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Offensive or unprofessional behavior that is contrary to the City's best interest, or any conduct that does not warrant public trust.
- Committing any violation of the law either on or off duty or on or off the work site that implicates the employee's fitness or ability to perform assigned job duties.
- Unauthorized expenditure of City funds.
- Illegal gambling while on duty.
- Willful work slow down, work stoppage, or interfering with or restricting the performance of another employee or in any other way interfering with City operations.
- Careless or negligent use or operation of equipment, including vehicles and machinery.
- Unauthorized absences or failure to give proper notice of an absence.
- Excessive tardiness and/or absences except those absences covered by state and/or federal statutes.
- Leaving work area without permission, as defined by the Department Head.
- Failure to adhere to the personal appearance/dress code policy.
- Sleeping on the job, unless authorized by a Department Head or supervisor.
- Personal activity during paid work time without the express permission of the Department Head.
- Use of personal listening devices (e.g. iPods/MP3 players, etc., with headphones / earbuds) during paid work time without the expressed permission of the Department Head. (Note: use of such devices is permitted during meal breaks and authorized rest breaks.
- Disruptive, loud, or boisterous behavior or horseplay in the workplace.
- Abusive language in the workplace, including racial slurs and epithets.
- Posting, removing, or defacing of notices, signs, or other written material without prior approval.

This list is not intended to be comprehensive and does not limit the City's right to impose discipline in other appropriate cases.

307 **Civil Service Law Section 75**

Summary – New York State Civil Service Law Section 75 establishes disciplinary procedures for covered employees. Section 75 affords a covered employee the opportunity for a hearing when charges of incompetence or misconduct have been made against the employee by the City.

Union Employees – An employee who is a member of a collective bargaining unit should refer to the collective bargaining agreement on the subject of the disciplinary procedure, wherein the negotiated procedure is the only method of resolving challenges to disciplinary action and wholly replaces the provisions of Civil Service Law Sections 75 and 76.

Covered Employees – In accordance with Civil Service Law, the following employees are generally covered under Section 75:

- A newly hired employee who has not completed the minimum probationary period as determined by civil service rules;
- An employee holding a position by permanent appointment in the **Competitive Class** of the classified Civil Service;
- An employee holding a position in the **Non-Competitive Class** who has been employed for at least five years of continuous uninterrupted service in the non-competitive class, other than a position designated in the City of Watertown Civil Service Commission Rules as confidential or requiring the performance of functions influencing policy. Even though the employee has completed the required probationary period and has received permanent appointment or employment in the non-competitive class, the employee is not covered under Section 75 until the employee has completed five years of continuous service in the non-competitive class;
- An employee holding a position by permanent appointment or employment in the Exempt, Competitive, Non-Competitive, or Labor Class who is a qualified veteran as defined by the Civil Service Law, or exempt volunteer firefighter, as defined by the General Municipal Law, except when such an employee holds the position of private secretary, cashier, or deputy of any official or department. Specifically, the employee must have been honorably discharged or released under honorable circumstances from the armed forces of the United States having served therein as such member in time of war as defined in Section 85 of the New York State Civil Service Law, or the employee must be an exempt volunteer firefighter as defined in the General Municipal Law.

Disciplinary Procedure – Except as otherwise provided by a collective bargaining agreement, the following disciplinary procedure shall apply to employees covered by Civil Service Law Section 75:

- **Notice of Discipline** – An employee subject to discipline will be provided with a written Notice of Discipline (NOD) which will contain all charges and specifications.
- **Employee Answer** – The employee will have eight calendar days to respond to the charges. The employee's response must be in writing.

- **Disciplinary Hearing** – Unless there is a stipulation of settlement between the City and the employee, the employee is afforded the right to a hearing in accordance with provisions established by Civil Service Law Section 75. The hearing upon such charges shall be held by the officer or body having the power to remove the person against whom such charges are preferred, or by a deputy or other person designated by such officer or body in writing for that purpose.

The Appointing Authority will designate a hearing officer in accordance with Civil Service Law Section 75. The designation must be in writing. The hearing officer will set the time and place for the hearing. The hearing officer will make a record of the hearing which will be submitted to the Appointing Authority, with the hearing officer's recommendations, for review and decision.

Right to Representation – The employee may have representation by counsel or by a representative of a recognized or certified employee organization at the hearing and may summon witnesses on the employee's behalf.

Suspension Without Pay Pending Determination of Charges – Pending the hearing and determination of charges, the employee may be suspended without pay for a period not to exceed thirty calendar days.

Penalties – In the event the employee is found to be guilty of the charges, the penalty may consist of one of the following:

- Reprimand;
- Fine not to exceed one-hundred dollars which will be deducted from the employee's pay;
- Suspension without pay not to exceed two months;
- Demotion in grade and title; or
- Termination from City employment.

Finding of Not-Guilty – In the event the employee is found to be not guilty of all charges and specifications, the employee will be restored to the employee's position with full pay for the period of suspension less the amount of any unemployment insurance benefits that the employee may have received during such period.

Limitations – Notwithstanding any other provision of law, no removal or disciplinary proceeding will be commenced more than eighteen months after the occurrence of the alleged incompetence or misconduct complained of and described in the charges. Such limitation will not apply where the incompetence or misconduct complained of and described in the charges would, if proved in a court of appropriate jurisdiction, constitute a crime.

Filing Requirements – In the event the employee is found to be guilty, a copy of the charges, the employee's written answer, a transcript of the hearing, and the determination will be filed in the office of the department in which the employee is employed. A copy will also be filed with the City of Watertown Civil Service Commission.

308 Code of Ethics

§32-1 Legislative Intent:

Pursuant to the provisions of §806 of the General Municipal Law, the Council of the City of Watertown recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this Article to promulgate these rules of ethical conduct for the officers and employees of the City of Watertown. These rules shall serve as a guide for official conduct of the officers and employees of the City of Watertown. The rules of ethical conduct of this Article, as adopted, shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

§32-2 Definitions:

As used in this chapter, the following terms shall have the meanings indicated:

Interest - A pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

Municipal Officer or Employee -An officer or employee of the City of Watertown, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Chief Engineer or Assistant Chief Engineer.

§32-3 Enumeration of Standards:

Every officer or employee of the City of Watertown shall be subject to and abide by the following standards of conduct:

- A. Gifts. He shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.[Amended 9-4-2001]
- B. Confidential information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- C. Representation before one's own agency. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.

- D. Representation before any agency for a contingent fee. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he knows thereof, a member of the Council and any officer or employee of the City of Watertown, whether paid or unpaid, who participates in the discussions or gives official opinion to the Council on any legislation before the Council shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- F. Investments in conflict with official duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his official duties.
- G. Private employment. He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- H. Future employment. He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the City of Watertown in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

§32-4 Claims arising out of personal injury or property damage:

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the City of Watertown, or any agency thereof, on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

§32-5 Distribution:

The City Manager of the City of Watertown shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the City of Watertown within 30 days after the effective date of this Article. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

§32-6 Penalties for offenses:

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Article may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

309 **Personnel Records**

Policy Statement—It is the policy of the City to balance its need to obtain, use, and retain employment information with a concern for each employee's privacy. To this end, the City will endeavor to maintain only that personnel information necessary for the conduct of the City's business or required by federal, state, or local law. Personnel records will be maintained for current and past employees in order to document employment related decisions and comply with government record keeping and reporting requirements.

Content – The personnel records maintained by the City include, but are not limited to, Employment Applications, Report of Personnel Change Forms; copies of job-required licenses and certificates, Federal and State Withholding Tax Forms, Retirement Enrollment/Waiver Forms, Health Insurance Enrollment/Waiver Forms, performance appraisals, grievance or dispute resolution notices, counseling memoranda, notices of discipline, and probationary reports.

Location of Files – All original personnel records for current employees will be kept in the City Manager's office and will be controlled by the Confidential Assistant to the City Manager.

Employment Eligibility Verification (I-9) Forms – All Employment Eligibility Verification (I-9) Forms will be kept in a separate file in the City Comptroller's Office.

Medical Records – All employee medical records will be kept in a separate file apart from the employee's personnel file in the City Manager's office and will be maintained and controlled by the Confidential Assistant to the City Manager. ***For security purposes, these files will be locked at all times.***

Substance Testing Records – All employee substance testing records will be kept in a separate file apart from the employee's personnel file in the City Manager's office and will be maintained and controlled by the Confidential Assistant to the City Manager. ***For security purposes, these files will be locked at all times.***

Change in Status – An employee must immediately notify the Department Head of a change of name, address, telephone number, marital status, number and age of dependents, beneficiary designations and individuals to notify in case of emergency.

Review of Personnel Files – Access to personnel files is limited. A current employee may review the contents of the employee's own personnel file by submitting a written request to the City Manager, with the review to be scheduled at a mutually convenient time. An authorized official must be present when the employee inspects the file. At the employee's request, a union representative may be present during the review. An employee may not copy, remove, or place any material in the employee's personnel file without the approval of the City Manager's Office.

310 **Separation from Employment**

Notice of Resignation (Department Heads) –A Department Head who intends to resign from employment must submit a written resignation to the City Manager at least thirty days before the date of resignation is to be effective. Failure to provide the notice listed above may result in the employee not being paid for their unused vacation accruals.

Completion of Notice Period – When a resignation notice is provided by an employee, the City reserves the right to waive some or all of the notice period.

Notice of Resignation (Public Officers) – A Public Officer (as defined by Public Officers Law) must resign by delivering a written notice to the City Clerk. If no effective date is specified, the office becomes vacant immediately upon delivery of the notice to the City Clerk. If a Public Officer wishes to resign at some future date, the Public Officer may specify a resignation date. However, if the resignation date is more than thirty days after delivery of the notice to the City Clerk, the resignation will become effective thirty days after such delivery.

Exit Interviews – Exit interviews are normally conducted by the employee’s Department Head. The exit interview provides an opportunity to discuss a number of items, one of which would be the return of City property. Information regarding employee benefits and COBRA eligibility may be obtained from the Benefits Administrator in the City Manager’s Office. During the exit interview, employees are encouraged to give suggestions, concerns and constructive recommendations.

Final Paycheck – Employees receive their final paycheck on the next regularly scheduled payday. The final paycheck includes payment for accumulated vacation benefits, if applicable.

400 OPERATIONAL POLICIES

401 *Departmental Hours*

Normal Hours of Operation – The normal hours of operation are established by the CityCode. Except as otherwise provided in a collective bargaining agreement, an employee's Department Head will establish the employee's work schedule, which may differ from the normal hours of operation depending upon the particular needs and requirements of the department. The CityManager reserves the right to approve all employee work schedules, except where otherwise prohibited by applicable State or City Law.

Overtime– An employee may be required to work additional hours beyond the employee's normal workday and workweek. An employee must receive prior approval from the employee's Department Head or his/her designee before working additional hours.

402 *Meal Breaks and Breaks for Nursing Mothers*

Meal Breaks (35 hour per week employees)–An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break not to exceed sixty minutes.

Meal Breaks (40 hour per week employees) –An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break not to exceed thirty minutes.

Scheduling of Meal Breaks – Scheduling of meal breaks must be approved by the Department Head in accordance with the needs and requirements of the department. Meal breaks must normally be taken in the middle of the employee's workday.

Observance of Meal Breaks – In accordance with New York State regulations, an employee who works more than six hours in a given day is required to take the scheduled meal break. An employee is not allowed to work through the meal break to make up lost work time or to leave work early. In addition, the meal break may not be taken at the end of an employee's workday in order to leave work before the normal quitting time. Under limited circumstances, when required by the demands of the job and with Department Head approval, the meal break may be applied at the end of the workday. This shall not occur on a regular basis.

Breaks for Nursing Mothers to Express Breast Milk – Employees who are nursing mothers shall be allowed to use a reasonable break (generally between twenty to thirty minutes) in addition to the employee's meal and rest breaks to express milk for a nursing child. The City will provide this break at least once every three hours if requested by the employee. This provision applies to nursing mothers for up to three years following childbirth. The City will make a reasonable effort to provide a room or location other than the restroom or toilet stall, within walking distance to the employee's work space, or other location in close proximity to work so that nursing mothers can express in private. An employee wishing to avail herself of this break is required to give the City advance notice, preferably prior to the employee's return to work following the birth of her child, to allow the City an opportunity to establish a location and to schedule leave time for multiple employees, if needed.

403 **Emergency Situations**

Union Employees – An employee who is a member of a collective bargaining unit is not covered by the Emergency Situations provision set forth below and should refer to the applicable collective bargaining agreement.

Closing Procedures – In the event that extraordinary weather conditions or other emergencies develop prior to the beginning of the workday, the City Manager or designee may authorize the closing of non-emergency operations, or, if extraordinary weather conditions or other emergencies develop during a workday, the City Manager may direct that certain employees who perform non-essential services leave work.

Payment of Wages – Pay for FLSA exempt employees will not be affected by an emergency closing. Pay for FLSA non-exempt employees will be in accordance with the provisions below:

- **During Work** – An employee who is directed by the City Manager or designee to leave work due to an emergency closing will not be paid for the remainder of the employee's normal workday. The employee may charge such absence to available vacation or personal leave credits or make up the time at a later date if agreed to by the Department Head.
- **Prior to Reporting to Work** – An employee who is directed by the City Manager or designee not to report to work due to an emergency closing will not be paid for that workday. The employee may charge such absence to available vacation or personal leave credits or make up the time at a later date if agreed to by the Department Head.

Inclement Weather– Employees are expected to report to work and remain at work during inclement weather conditions unless otherwise notified by the City. Employees should use their own discretion in determining whether they can commute safely to work due to inclement weather. When the City Manager or designee has not officially shut down operations, an employee who does not report to work or requests to arrive at work late or leave work early due to inclement weather must contact his or her Department Head prior to doing so. The employee must use paid vacation or personal leave, if available, or take the time off without pay.

404 **Time Records**

Policy Statement – Time records provide a means of accurately accounting for time worked and authorized paid leave taken by employees. The City uses time sheets to collect this important information.

- All employees are required to complete an individual time sheet showing the daily hours worked or time periods being accounted as paid/unpaid leaves, in accordance with the following procedures:
 1. Time records must be prepared for all employees in accordance with each department's time recording procedures.
 2. All paid and unpaid leaves of absence must be recorded in the pay period used and noted as to the type of absence (vacation, sick, bereavement, etc.).
 3. Employee time records must be approved by each department head or designee.
- Department Heads must submit completed time records to the City Comptroller's office no later than 12:00noon on the Monday of each pay week or by 10:00a.m. on any pay week which includes a designated holiday.

Correction of Errors – An employee must immediately bring errors in time records to the attention of the employee's Department Head or designee who will investigate the matter and make and initial the correction once the error has been verified.

Arriving at Work Before or Leaving After Scheduled Work Hours – Arriving at work before the scheduled starting time or leaving work after the scheduled ending time for an employee's own convenience is permitted but is not to be included in paid working time. Work performed for the City outside of the employee's regular work schedule will not be paid unless prior approval has been obtained from the Department Head (i.e. unauthorized overtime is prohibited). Violations of this policy will result in appropriate corrective action.

Falsification of Time Records – An employee who, after investigation, is found to have falsified or altered a time record, or the time record of another employee, or completed a time record for another employee, will be subject to disciplinary action. In extenuating circumstances where an employee is not able to complete the employee's own time record, the Department Head or designee may complete the time record on behalf of the employee.

405 **Bonding**

Insurance–The City will provide bonding insurance for an eligible employee who is required to act in a fiduciary capacity.

406 *Vehicle Usage*

Policy Statement – All vehicles and related equipment of the City of Watertown are owned and maintained for the purpose of conducting official business of the City. Said vehicles and equipment may not be used for the personal use or private gain of any official or employee, nor for any other purpose which is not in the general public interest.

Standards – For the purpose of compliance with this policy, the following standards must be met at all times:

- City vehicles and related equipment must remain under the general administrative jurisdiction and direction of the Department Head to which it is assigned.
- City vehicles must be assigned to specific City officials and employees for specific purposes and tasks. Said vehicles may not be used for any unauthorized purpose nor to conduct personal, private, or non-City related business.
- City vehicles must always be operated in a safe and responsible manner and in compliance with all applicable motor vehicle and traffic laws in effect. Employees must always wear seat belts when operating City vehicles. Employees are responsible for any driving infractions or fines that result from their operation of City vehicles, and must report them to their Department Head. The City is responsible and will pay for any fines which would typically be levied against the owner of the vehicle.
- Any accident involving a City vehicle, regardless of severity, must be reported immediately to the Police Department within the jurisdiction of the accident followed by the appropriate Department Head or supervisor. The Department Head must file an accident report with the City Manager's Office within twenty-four hours.
- The use of a cell phone when driving on City business is prohibited. Members of the City Police Department are exempt from this provision.
- City vehicles may not be used to transport persons nor material not related to the conduct of official City business without direct authorization by the appropriate Department Head or the City Manager.
- City vehicles must always be maintained in a safe and secure condition when not in use, including being locked and/or under direct observation; and all keys maintained under controlled and authorized jurisdiction of the appropriate Department Head.
- Tobacco use of any kind is strictly prohibited inside of City vehicles.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on City vehicles at any time, except those of a limited community service nature which have been authorized by the City Manager.

407 Driver's License / Insurance Requirements

Requirement –An employee who is required to drive either a City-owned vehicle or the employee's own personal vehicle to conduct business on behalf of the City, must possess at the time of appointment, and must maintain throughout employment, a valid New York State driver's license. Proof of such license must be on file with the City. If a personal vehicle is used to conduct business on behalf of the City, the employee is responsible for ensuring liability insurance coverage meeting NYS requirements is appropriately maintained.

Commercial Drivers – An employee who operates a vehicle which requires a Commercial Driver's License (CDL), must maintain such license throughout employment. Proof of such license must be on file with the City. In accordance with the federal Commercial Motor Vehicle Safety Act of 1986, a commercial driver must notify the City within thirty days of a conviction of any traffic violation (except parking), no matter where or what type of vehicle the employee was driving.

Loss of Driver's License – An employee who is required to possess a driver's license or CDL license in order to perform certain job duties and responsibilities must immediately notify the appropriate Department Head in the event the license is suspended or revoked. The loss or suspension of the driver's license or CDL license may affect the employee's continued employment with the City, including termination of employment for inability to perform the duties of the job. The City will utilize the NYS Department of Motor Vehicles' "License Event Notification Service" (LENS) to monitor activity that may negatively impact an employee's ability to maintain a required license.

Insurability Standards–It shall be solely the responsibility of a City employee to meet or exceed all insurability standards,as established from time to time by the CityCouncil or the City's insurance carrier,which are required for the use or operation of a City vehicle. Failure to maintain acceptable insurability standards may affect the employee's employment status with the City.

408 Supplies, Tools and Equipment, and Fuel Usage

Supplies – All City owned supplies must be used efficiently and not wasted. An employee may not use any City supplies including, but not limited to, postage, paper, or office supplies for personal use.

Tools and Equipment – The employee must repair or replace any City-owned tool or piece of equipment lost or damaged by the employee as a result of negligence or intentional misuse. An employee may not use any City-owned tool or piece of equipment, including, but not limited to, fax machines, copiers and computer equipment for personal use. An employee may not use City facilities, City-owned tools or equipment to work on vehicles or trailers not owned by the City.

Fuel – An employee may not use gasoline, fuel oil, or motor oil purchased by the City for personal use.

409 Telephone / Cell Phone Usage

Guidelines – Telephone and cell phone usage must adhere to the following guidelines:

- An employee will answer promptly and speak in a clear, friendly and courteous tone.
- An employee will give the name of the department or office and one's own name. If the call is not for the employee who answers, the employee must transfer the caller to the correct party or take a message recording all pertinent information.
- If the call must be placed on hold, the employee who answered the call must return to the line frequently to confirm that the call is being transferred.
- During office hours, each employee is responsible for there being at least one employee in the department or office to answer telephones. If the department or office has a limited staff, arrangements must be made with another department or office for telephone coverage or an answering device must be in operation.
- An employee may make and/or receive personal telephone or cell phone calls during work hours, but the calls must not interfere with job performance.
- An employee may not make or receive personal calls on a City provided telephone or cell phone that will result in additional charges to the City, except in an emergency and/or with prior approval from the Department Head. The employee must reimburse the City for the cost of the call.
- The use of City issued phones is monitored to ensure no excessive or inappropriate use occurs.
- The use of a cell phone while driving on City business is prohibited. Members of the City Police Department are exempt from this provision.

Personal Cell Phone / Electronic Device Usage – Employees are permitted to carry personal cell phones during working hours but must adhere to the guidelines shown below. These guidelines do not apply to City-owned cell phones that are issued for the specific use of an employee's job duties. Where the term cell phone is used in these guidelines, it shall be considered to include all types of portable electronic devices (e.g. iPads, Kindles, MP3 players, netbooks, etc.)

- With the exception of an emergency situation, cell phones may not be used for personal purposes during work hours unless the employee is on an authorized break or has permission from a supervisor.
- No personal text messages may be sent or received during working hours.
- No web browsing, music, movies, or all other uses of cell phones will be allowed during working hours.
- Personal cell phones that are broken, damaged or lost during working hours will not be replaced or paid for by the City.

410 **Acceptable Use Policy: Computer, Email and Internet**

Purpose –The goal of this policy is to ensure that all usage of City-owned computer equipment and City employee access and use of internal and external data resources, including the Internet and e-mail, are consistent with City policies and all applicable laws. It is also to encourage and promote responsible, efficient, ethical and legal utilization of these resources and to establish guidelines for their acceptable use.

Scope – This policy applies to all users of City-owned computer equipment and access to internal and external data resources using City-owned computer equipment. Some examples of resources include the Internet and E-mail. This policy also applies to city-owned or supplied wireless and hand-held devices including cell phone and mobile computing devices.

Access – Access to, and the use of, City owned computer systems, data, and/or equipment are determined by the employee's Department Head or the Department Head's designee and fulfilled by the Information Technology Department. Any unauthorized use of, or access to, the aforementioned is prohibited. This section of the policy also applies to the use of personal equipment when being used by City employees for work purposes during work hours.

Appropriate Usage – The Internet, and all technology equipment, should be utilized primarily for City business purposes. Use of the aforementioned items must not compromise the integrity of the City or its business in any way. No City employees shall intentionally use Internet services in an illegal, malicious, or obscene manner, including but not limited to, using the services to access materials such as those advocating, hate, pornography or violence. Employees should receive proper approval from the IT department prior to connecting any personal, or City owned technology equipment to City networks. This section of the policy also applies to the use of personal equipment when being used by City employees for work purposes during work hours.

Ownership and Privacy –The City's computers and other technology devices, as well as the data that resides on them, are considered to be City property. As such, employees should be aware that their use of the aforementioned devices, and the data that resides on them, may be subject to an audit at any time.

Passwords and User Accounts –All employees should safeguard their accounts and passwords. Accounts and passwords should not be used by, or shared with, any other person.

Disposal of Computer Equipment –Employees should defer to the Information Technology department for the appropriate disposal of technology equipment and/or software including computers, printers, scanners, fax, network, disk, tape, removable media, digital cameras, documentation and manuals.

Compliance – Any employee found in violation of this policy may be subject to disciplinary action up to, and including, termination. Notwithstanding any statement herein, or in any policy or in any verbal statements, the City Manager or his/her designee has sole discretion to grant, transfer, suspend, or cancel any employee's access at any time for any reason.

411 Personal Appearance

Policy Statement – It is the policy of the City that each employee’s dress, grooming and personal hygiene should be appropriate to the work situation.

Standards –Acceptable personal appearance is an ongoing requirement of employment with the City. An employee must maintain their personal appearance in a manner that reflects their position. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Each Department Head shall have the authority to determine what is and what is not acceptable.

Safety Clothing and Equipment – An employee may be required to wear safety clothing and equipment as directed by the Department Head. If such is the case, the employee must comply with all safety requirements.

Uniforms – An employee may be required to wear a uniform as directed by the Department Head and/or as provided in a collective bargaining agreement. If such is the case, the employee must comply with all requirements.

412 Solicitations/Distributions

Policy Statement – It is the policy of the City to limit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as follows: The City Manager has the authority to allow solicitation by non-employees. Department Heads have the authority to approve/disapprove solicitation within their own respective departments.

413 Disclosure of Information

Policy Statement – The City of Watertown promotes open government and complies with all requirements regarding public access to information. However, the City recognizes that certain documents, records, and other information pertaining to City operations and activities contain sensitive and/or confidential information about City residents and others who do business with or on behalf of the City and/or its residents. Requests for such information cannot be photocopied, duplicated, discussed, or otherwise disclosed to any outside party except in accordance with the Freedom of Information Law or any other applicable laws and regulations. An employee is also prohibited from sharing or otherwise disclosing such information with other City employees, family members or friends who do not have a City business reason to have such information. This includes posting of such information in any public forum (computer or otherwise) or on computer social networking sites.

Responsibility for Security of Confidential Information – Elected Officials, Department Heads and employees are responsible for maintaining the security of documents, records and other information that fall within their department operations. Any request from outside parties for disclosure of information under the Freedom of Information Law or any other applicable laws or regulations must be submitted to the City Manager.

Employee Personal Information—An employee should never provide a caller or visitor with confidential information regarding employees, including home addresses and personal telephone numbers. An employee should take the person's name and telephone number and inform the caller/visitor that a message will be forwarded to the employee.

414 Visitors

Policy Statement – Visitors are allowed for brief visits as long as such visit does not interfere with City operations or interrupt other employees who are still working.

415 Purchasing

Policy Statement – The City has established an official procurement policy that must be followed without exception. No employee shall make purchases for the City, or use the City's name to make purchases, unless so authorized by the City Manager and the Purchasing Agent and in adherence to the procedures set forth in the procurement policy.

It is permissible for an employee to make a personal purchase at an establishment that offers a discount on personal purchases on the basis of the person's status as a City employee, however, the employee must not invoke the name of the City as being involved in the transaction or imply that the personal purchase has any connection to official City business.

416 **Maintenance of Work Area**

Policy Statement – It is the policy of the City that work areas must be kept safe, clean and orderly at all times.

Employee Responsibility – Employees are responsible for maintaining their work area in a safe and orderly fashion. As such, each employee should, at a minimum, do the following:

- Place coats, boots, umbrellas and other items of clothing in designated areas so that work areas are not unnecessarily cluttered;
- Report any existing or potential workplace hazards and safety violations to the Department Head;
- Abide by the smoking policy as specified in this Employee Handbook;
- Clean and store all tools and equipment as well as properly store and secure any items, papers or confidential information in a manner prescribed by the Department Head.

Supervisory Responsibility – Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each supervisor should:

- Make sure that aisles, floors and walls are free from debris and other unnecessary items;
- Monitor the facilities and equipment and issue maintenance requests where appropriate;
- Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort and safety;
- Abide by and enforce the City's smoking policy;
- Ensure the proper disposal of all trash and waste.

417 Personal Property

Policy Statement—It is the policy of the City to ask each employee to refrain from bringing unnecessary or inappropriate personal property to work. The City recognizes that an employee may need to bring certain items to work. However, employees should take care to ensure that personal property brought to the workplace does not disrupt work or pose a safety risk to other employees.

Personal Liability – An employee is expected to exercise reasonable care to safeguard personal items brought to work. Except as otherwise provided by a collective bargaining agreement, the City will not repair, replace, or reimburse an employee for the damage or loss of the employee’s personal property. An employee bringing personal property to the workplace does so at one’s own risk.

Storing Personal Belongings on City Premises – An employee is prohibited from storing personal belongings such as motor vehicles, boats, trailers, televisions, computer equipment, etc. on City premises. The City reserves the right to have any such items removed at the owner’s expense.

Security Inspections – Desks, lockers and other storage devices may be provided for the convenience of employees but remain the sole property of the City. Accordingly, such storage devices, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, with or without notice. Whenever possible, this inspection will be made in the presence of the employee. The City is not responsible for loss or damage to personal property placed in such storage devices.

418 City Property

Employee Responsibility – An employee will be responsible for any item issued by the City which is in the employee’s possession and/or control, such as, but not limited to the following:

- Equipment, including Protective Equipment
- Identification Badges
- Keys
- Uniforms
- Communication Devices
- Laptop computers and peripherals
- Books or other Reference Materials, including this Employee Handbook

Return of Property – Except as otherwise provided by a collective bargaining agreement, all City property must be returned to the City before the employee’s last day of work.

419 Unauthorized Work

Policy Statement – An employee may not perform work for any entity other than the City during the employee’s authorized work hours, or claim that City work was done when such is not the case. Employees must devote their full scheduled shift to City business, as assigned.

420 **Outside Employment**

Policy Statement—It is the policy of the City that an employee may engage in outside work as long as such outside work does not interfere with the employee’s performance standards, pose an actual or potential conflict of interest, or compromise the interests of the City.

Guidelines – The following guidelines have been established for an employee who engages in outside work.

- An employee will be judged by the same performance standards and will be subject to the City’s scheduling demands, regardless of any existing outside work requirements.
- If the City determines that an employee’s outside work interferes with the performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be required to terminate the outside employment if the employee wishes to remain employed by the City.
- No City equipment, supplies, or other material may be used by an employee on other than City work.
- Outside employment that does or may constitute a conflict of interest is prohibited. An employee may not receive any income or material gain from individuals outside of the City for materials produced or services rendered while performing the employee’s City job.
- An employee may not work on outside employment during any period which the employee is regularly scheduled to work for and is paid by the City.
- A City employee who engages in outside work must notify the person for whom the work is being performed that such work is being done on the employee’s own time and that the employee is not representing the City while performing such work.

Employee Responsibility—A City employee who wishes to engage in outside work is responsible for ensuring that the above guidelines are maintained. Questions should be directed to the Department Head.

Union Employees – In addition to the above guidelines, an employee who is a member of a collective bargaining unit may be subject to rules and/or guidelines regarding outside employment as set forth in the collective bargaining agreement or rules of the department to which the employee is assigned.

500 ABSENCE POLICIES

501 Attendance

Except as otherwise provided by a collective bargaining agreement, the following procedure shall apply regarding absence from work:

Tardiness – An employee must be ready and able to work at the time the employee is scheduled to begin work. In the event an employee is unable to report to work at the scheduled time, the employee must notify the employee's supervisor, in a manner determined by their supervisor (e.g. via text, telephone call, etc.), before the employee's scheduled starting time or as soon thereafter as possible. The reason for tardiness and the expected time of arrival must be indicated to the supervisor.

Daily Notification – In the event an employee is unable to report to work, the employee must notify the employee's supervisor each day of the absence and state the reason for the absence. In the event the absence was pre-authorized, this requirement will be waived.

Scheduled Absences –Requests for scheduled time off, such as the use of vacation leave and personal leave, must be approved by the employee's supervisor in advance. All requests for time off are subject to approval by the employee's supervisor on a case-by-case basis. Refer to Section 802, Vacation Leave, and Section 804, Personal Leave, for further details.

Unscheduled Absences – An employee who is unable to report to work must personally contact the employee's supervisor at least two hours before the employee's scheduled starting time. The employee must notify their supervisor in a manner determined by the supervisor (e.g. via text, telephone call, etc.), indicating the reason for the absence and when the employee expects to return to work. Asking another person to call in on the employee's behalf is not permitted. Notification requirements may be waived in cases of emergency.

Unexcused Absences –Notification of an absence to an employee's supervisor does not automatically mean the absence is authorized. Any time off from work that is without approval of an employee's direct supervisor is considered an unexcused absence. An unexcused absence is without pay and may result in disciplinary action, up to and including termination.

Early Departure – In the event an employee must leave work during the workday, the employee must receive permission from the employee's supervisor prior to leaving.

Leaving the Premises – An employee must obtain prior approval from the employee's supervisor to leave an assigned worksite during working hours due to a non-work related reason. An employee who leaves an assigned worksite during the workday due to business reasons must notify the employee's supervisor in accordance with department policy.

Documentation of Absences – An employee may be required to provide appropriate documentation in justification of any absence. Documentation may include medical verification.

502 **Jury Duty Leave**

Jury Leave - In the event a full-time or part-time employee is required to perform jury duty on a day the employee is scheduled to work, the employee will receive paid jury duty leave. Such leave will not be subtracted from any of the employee's leave credits. An employee is obligated to notify the Commissioner of Jurors that the City is paying the employee's full pay during jury duty. If the employee receives a jury stipend from the courts, such amount must be reimbursed to the City. An employee can collect and keep any mileage or parking expense reimbursement that may be issued by the court system for performing jury duty.

The City shall pay a temporary or seasonal employee up to the statutory amount of the employee's wages for the first three days the employee serves jury duty if on those days the employee is scheduled to work for the City. After the first three days, the employee may be eligible for a stipend issued by the court system if the employee continues to serve on jury duty.

Notification of Jury Duty – When an employee receives notice to report for jury duty, the employee must immediately submit a copy of the notice to the employee's supervisor.

Return to Duty– Unless specifically addressed in a collective bargaining agreement, if the employee is released from jury duty on a given day and there are two or more hours remaining in the employee's scheduled workday, the employee must report to work. The employee will be allotted time to return home and prepare for work.

Accrual of Benefits – The City will continue to provide health insurance benefits for an eligible employee during the jury duty leave. Vacation leave, sick leave and holiday benefits will continue to accrue during jury duty leave.

503 **Military Leave and Military Leave of Absence**

Military Leave (New York State Law) – This section refers only to a paid leave for military service under New York State Law and does not affect an employee's entitlement to leave needed for military service under federal statute. The City of Watertown recognizes the importance of the Military Reserve and National Guard, and will permit any employee the use of military leave to perform ordered military duty or required training. The City will grant such leave with pay for up to twenty-two workdays or thirty calendar days in a calendar year, whichever is greater. Such military leave beyond the twenty-two workdays or thirty calendar days in a calendar year will be unpaid, however accumulated vacation leave may, at the employee's option, be used at any time during the leave. In accordance with applicable New York State law, the employee may keep all pay received for military service.

Military Leave of Absence (Federal Law) – An unpaid leave of absence for a period of up to the federal statutory limits will be granted to an employee to serve in any of the Armed Forces of the United States. The employee's accumulated vacation leave may, at the employee's option, be used at any time during such leave of absence.

Leave For Military Spouses (New York State Law) – In accordance with NYS Labor Law §202-i, the City will grant an unpaid leave of absence of up to ten days to an employee (who works an average of twenty hours per week) whose spouse is a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations. This leave shall only be used when the employee's spouse is on leave from such deployment. This does not preclude the employee's option to use available paid leave upon approval of the employee's Department Head.

504 Leave for Cancer Screening

Policy –The City of Watertown complies with New York State Civil Service Law which entitles all City employees to paid leave to undertake screening for breast cancer (under §159-b) and prostate cancer (under §159-c). This leave will not be charged against any available sick, vacation, personal, or other leave accruals. This does not preclude an employee's option to use other available paid leave for this same purpose.

Allowance – An employee will be allowed four hours of paid leave per year for the purpose of undergoing a screening procedure for breast cancer, and four hours of paid leave per year for the purpose of undergoing a screening procedure for prostate cancer (male employees only). Such paid leave will be accrued as of January 1 each year. If the employee does not exercise his/her rights to the leave, those hours are not carried forward to the next year. The allowed leave time may include the travel time to and from the appointment and any subsequent follow up consultation visits. In addition, the allowed leave may be staggered throughout the year until the maximum allowance has been reached.

Scheduling – An employee must receive prior approval from the employee's supervisor to take leave for this purpose. The request for leave should be submitted to the employee's supervisor in writing a minimum of two days in advance. The supervisor will have total discretion in the approval of this leave, but will not unreasonably deny such request.

Documentation Requirements – If an employee applies for paid leave for a cancer screening procedure under this policy, documentation must be provided to the employee's supervisor from the health care provider verifying that the absence from the workplace was for cancer screening. If an employee uses any other available leave for a cancer screening procedure, the provisions of the applicable leave policy (e.g. sick, personal, vacation) will apply; there is no requirement in such a case to provide specific documentation regarding cancer screening.

505 Leave for Blood Donations

Policy –The City of Watertown complies with New York State Labor Law Section §202-j which entitles City employees who work an average of twenty hours or more per week to a leave of absence for the purpose of making a blood donation. This leave of absence will not be charged against any available sick, vacation, personal, compensatory or other leave accruals. The leave allowed under this policy is unpaid, however, this does not preclude an employee's option to use available paid leave for this same purpose.

Allowance – An eligible employee will be allowed a leave of absence of up to three hours per year under this policy. Such leave will be accrued as of January 1 each year. If the employee does not exercise his/her rights to this leave, those hours are not carried forward to the next year. The allowed leave may include the travel time to and from the appointment.

Scheduling – An employee must receive prior approval from the employee's supervisor to take leave for this purpose. The request for leave should be submitted to the supervisor in writing a minimum of two days in advance. The supervisor will have total discretion in the approval of this leave, but will not unreasonably deny such request.

506 Time Off To Vote

Policy – The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee is unable to vote in an election during non-working hours, arrangements can be made to permit voting during the workday.

Procedures – An employee should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled in a manner which causes the least disruption to departmental operations.

507 Bereavement Leave

Employees should refer to their respective collective bargaining agreements or management policy regarding bereavement leave.

508 **Family and Medical Leave Policy**

Statement of Compliance – The City of Watertown complies with the provisions of the Family and Medical Leave Act (FMLA) and Civil Service Law when administering leaves under this policy.

Summary – FMLA entitles an eligible employee to a maximum of twelve workweeks (defined by the employee's normal workweek) of job-protected, unpaid leave in any twelve month period for certain family and medical reasons. The twelve-month period is calculated as the twelve month period measured forward from the date of the employee's first FMLA leaveusage. The FMLA also provides an eligible employee with up to twenty-six weeks of *Military Caregiver Leave* to care for a covered service member (limited to a single twelve-month period). At the conclusion of a leave of absence under the FMLA, the employee will be restored to the position the employee held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work immediately following such leave.

Eligibility – To be eligible for an unpaid leave under FMLA, an employee must meet the following requirements:

- The employee must have worked for the City for at least twelve months as of the first date of requested leave (these need not be consecutive);
- The employee must have worked for the City for at least 1,250 hours during the previous twelve months prior to the date the leave commences; and
- The employee must work at or report to a worksite which has fifty or more employees or is within seventy-five miles of worksites that taken together have a total of fifty or more employees.
- Spouses who both work for the City are allowed a combined maximum of twelve workweeks of leave for the birth or care of a newborn child, adoption or foster care of a child and to care for such newly placed child, or the serious health condition of a parent, during any twelve month period.

Types of FMLA Leave - Eligible employees will be afforded up to twelve workweeks of unpaid leave under **FMLA** under the following circumstances:

- Upon the birth of the employee's child and to care for the newborn child;
- Upon the placement of a child with the employee for adoption or foster care and to care for the newly placed child;
- To care for the employee's spouse, son, daughter or parent who has a serious health condition;
- Because of the employee's own serious health condition which makes the employee unable to perform one or more of the essential functions of his or her job; and
- Because of any qualifying exigency (refer to Qualifying Exigency Leave below) arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

Military Caregiver Leave - Eligible employees will be afforded up to twenty-six weeks of leave to care for the employee's spouse, son, daughter, parent, or nearest blood relative who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. This leave shall only be available during a single twelve-month period. During this single twelve-month period, the employee shall be entitled to a combined total of twenty-six workweeks of caregiver leave described in this section and the **Types of FMLA Leave** section described above. Nothing in this paragraph shall be construed to limit the availability of FMLA leave provided under the **Types of FMLA Leave** section above. For the purposes of this type of leave, "nearest blood relative" shall include the following in order of priority: a relative who has been granted legal custody of the covered service member, brothers, sisters, grandparents, aunts, uncles and first cousins, or a specific blood relative who has been designated as a service member's caregiver. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members are considered to be next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

Qualifying Exigency Leave – Eligible employees who have a covered family member serving in either the National Guard or the Reserves are provided with up to 12 work weeks of FMLA job-protected leave for "any qualifying exigency" that arises while the covered family member is on active duty or called to active duty status in support of a contingency operation. The regulations identify eight categories for which an eligible employee may use FMLA leave under this qualifying exigency provision:

- *Short-notice deployment:* a covered military member is notified of an impending call or order to active duty 7 or less days before deployment;
- *Military events and related activities:* (a) to attend any official ceremony, program, or event sponsored by the military that is related to active duty; or (b) to attend family support or assistance programs or informational briefings sponsored by the military;
- *Childcare and school activities:* (a) to arrange for childcare when active duty necessitates a change in childcare arrangements; (b) to provide childcare on an urgent basis when the urgency arises from active duty status; (c) to enroll in a new school or daycare because of active duty; or (d) to attend meetings at a school or daycare for a child of a covered service member due to circumstances arising from active duty;
- *Financial and legal arrangements:* (a) to make or update financial arrangements to address a covered military member's absence while on active duty; or (b) to act as a covered military member's representative before a federal, state, or local agency to obtain or arrange military service benefits while a covered service member is on active duty;
- *Counseling:* to attend counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of a covered service member if the need for counseling arises from active duty or the call to active duty;
- *Rest and recuperation:* to spend up to 5 days of leave with a covered military member who is on short-term, temporary, rest and recuperation leave;

- *Post-deployment activities:* (a) to attend arrival ceremonies, reintegration briefings and events, and other official ceremonies sponsored by the military for a period of 90 days after the termination of active duty status; or (b) to address issues that arise from the death of a covered military member while on active duty status; or
- *Additional activities:* a catch-all designed to address any other event that may arise out of active duty or a call to active duty status, provided that such leave is agreed upon by the employer and employee.

Definitions – The following terms are fully defined in the Federal Regulations on the Family and Medical Leave Act, 29 CFR Part 825. For the purpose of this policy, the following definitions will apply:

- **Serious Health Condition** will mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility including any period of incapacity (as contained in the Federal Regulations), or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider, including, but not limited to:
 - * A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity that also involves continuing treatment by a health care provider;
 - * A period of incapacity due to pregnancy or prenatal care;
 - * A period of incapacity or treatment for such incapacity due to a chronic serious health condition. A “chronic serious health condition” requires periodic visits to a health care provider for treatment. The term “periodic visit” constitutes 2 or more appointments with a health care provider over the course of one year;
 - * A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
 - * A period of absence to receive multiple treatments, including any period of recovery, by a health care provider, or by a provider of health care services under orders of or on referral by a health care provider, for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- **Health Care Provider** will mean and refer to a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person defined in the FMLA regulations capable of providing health care services.
- **Family Member** will mean and refer to:
 - * **Spouse** – husband or wife as defined or recognized under State law for purpose of marriage;
 - * **Parent** – biological parent or an individual who stands or stood in *loco parentis* to an employee when the employee was a child as defined in directly below. This term does not include an employee’s parents "in law";

- * **Child** – biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is either under age eighteen, or age eighteen or older and "incapable of self-care (as defined in the Federal Regulations) because of a mental or physical disability". Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

Notification Requirements – If the need for leave is foreseeable, the employee must give notice, in writing, to the Department Head at least thirty calendar days prior to the commencement date of the unpaid leave. The employee must complete the Family And Medical Leave Act Request Form and forward the completed form to the City Manager's Office. The failure of an employee to give thirty days' notice of foreseeable leave with no reasonable excuse for the delay may result in the delay of the employee taking the FMLA leave until thirty days from the date of notice. When the need for leave is unforeseeable, verbal notice to the employer will be sufficient.

Extension of Original Leave Request – In the event the employee needs to extend the duration of the leave beyond the time frame originally approved, the employee must submit a new Family and Medical Leave Request Form seeking approval for the extension.

Status Reports – The employee must periodically update the appropriate Department Head as to the employee's status and intent to return to work.

Medical Certification – The employee must produce a medical certification issued by a health care provider which supports the need for a leave under this policy. When required, the employee must provide a copy before the leave begins, or if the leave was unforeseeable, no later than fifteen calendar days from the date the certification was requested. Failure to submit medical certification may jeopardize the employee's eligibility for an unpaid leave of absence and/or the ability to return to work. Medical certification forms are available from the City Manager's Office. The medical certification must include:

- The date the medical condition began;
- The probable duration of the medical condition;
- Pertinent medical facts; and,
- An assertion that the employee is unable to perform the employee's essential job functions or that the employee is needed to care for a family member for a specified period of time.

The City of Watertown reserves the right to request a second opinion by another health care provider. The City will pay for the second opinion. In the event a conflict occurs between the first and second opinion, the City may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the City and the employee. This third opinion will be final and binding.

Leave for the Birth, Adoption or Foster Care Placement of a Child – Leave for the birth of a child or the placement of a child for adoption or foster care must conclude within twelve months from the date of the birth or placement.

Certification for Adoption/Foster Care – An employee must produce proper certification from the appropriate agency for an unpaid leave for the adoption or foster care of a child.

Employment Restrictions During Leave of Absence – While on an approved leave, the employee may not be employed by another employer during the same hours that the employee was normally scheduled to work for the City of Watertown.

Use of Accrued Paid Leave Credits– Except as otherwise provided by a collective bargaining agreement, for the purpose of this policy, the following will apply:

- An employee taking leave for the **birth, adoption or foster placement of a child, to care for a spouse, child or parent with a serious health condition or military caregiver leave** must first use all available vacation leave credits during the authorized FMLA leave. Use of these leave credits does not extend the maximum allowable period specified by FMLA regulations.
- For leave taken due to the **employee's own serious health condition**, the employee must first use all sick or vacation leave credits, which will be included in the maximum twelve-workweek period.
- In the event that the paid leave credits are greater than the maximum twelve-workweek period, an employee may use paid leave credits to **extend** the leave of absence beyond the twelve-workweek period, **up to a maximum of one year**. If, after the completion of the one-year leave of absence, the employee is medically unable to return to work (as determined by a health care provider) and the employee has leave credits remaining, the City Council may authorize an extension of the employee's leave of absence until such benefits are exhausted. However, job reinstatement beyond the one-year leave of absence is not automatic and will be dependent upon job availability, in accordance with Civil Service Law Sections 71, 72 and 73, as applicable, and the *City of Watertown Civil Service Commission Rules*.

Continuation of Benefits – For the purpose of this policy, the following will apply:

- **Accrual of Paid Leave Credits** – An employee will continue to accrue vacation and sick leave and receive holiday pay during the portion of the leave that is paid. Paid leave is defined as leave during which the employee continues to use accumulated paid vacation and sick leave. After all such paid leave is exhausted, the remaining leave of absence is unpaid. An employee will not earn paid vacation or sick leave or receive holiday pay for any holidays that may occur during an unpaid leave of absence.
- **Medical Insurance** – During the period of authorized FMLA leave of absence, an employee's eligibility status for medical insurance coverage will not change. (In the event the employee has accumulated paid leave credits that extend beyond the twelve workweek period, the employee should refer to Section 711 – Workers Compensation regarding additional medical insurance coverage provisions.) All employee contributions (if any) must be paid on a timely basis in order to maintain the continuous coverage of benefits. Contributions will be at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty-calendar day grace period of the due date. Premium payments or policy coverage are subject to change. In the event the employee fails to return to work after the authorized leave of absence period has expired, provisions of COBRA (see Section 708) will apply. In

addition, the City may recover the premium that it paid for maintaining the coverage during any period of the unpaid leave except for the following circumstances:

- * The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member, which would otherwise entitle the employee to leave under the FMLA, with proper medical certification; or,
- * Circumstances beyond the employee's control, such as: parent chooses to stay home with a newborn child who has a serious health condition; employee's spouse is unexpectedly transferred to a job location more than 75 miles from the employee's work-site; the employee is laid off while on leave.

Workers' Compensation – Leaves taken under the Workers' Compensation Law may invoke the FMLA if the employee meets the eligibility criteria outlined in the eligibility section and the City designates such leave as FMLA leave and properly notifies the employee of such designation. In accordance with the FMLA, if an employee has elected to receive workers' compensation benefits, the City cannot require the employee to substitute paid leave credits during this period of leave. If the workers' compensation leave has been properly designated as FMLA leave by the City, it can be counted against the employee's FMLA leave.

In addition to leave provided under the Family and Medical Leave Act, employees may be eligible for a leave of absence pursuant to Civil Service Law Section 71. Section 71 provides that **covered** employees shall be entitled to a leave of absence for at least one cumulative year (unless found to be permanently disabled) when disabled due to an occupational injury or disease as defined in the Workers' Compensation Law. This leave runs concurrently with the designated Family and Medical Leave. Employees should consult with their Department Head for further details regarding this provision.

Return to Work – The following conditions for returning to work will apply:

- **Job Restoration** – At the conclusion of the leave of absence, (except for leaves beyond a one-year period) the employee, provided that the employee returns to work immediately following such leave, will be restored to the position the employee held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions. For authorized leave of absences beyond the one-year period, job restoration will be dependent upon job availability, in accordance with Civil Service Law Sections 71, 72 and 73, as applicable, and the *City of Watertown Civil Service Commission Rules*.
- **Medical Statement** – Before resuming employment, an employee must submit a statement from the employee's health care provider indicating that the employee is able to return to work either with or without restrictions. The City reserves the right to have the employee examined by a physician selected and paid for by the City to determine the employee's fitness to return to work either with or without restrictions. Failure to return to work when required may be considered a voluntary termination.
- **Early Return** – An employee who intends to return to work earlier than anticipated must notify the Department Head at least five business days prior to the date the employee is able to return. The Department Head shall in turn notify the City Manager.

600 COMPENSATION

601 *Wage and Salary*

Union Employees – An employee who is a member of a collective bargaining unit is not covered by the Wage and Salary provisions set forth below and should refer to the applicable collective bargaining agreement.

Rate of Pay – An employee's rate of pay will be established by the City Council.

602 *Overtime*

Union Employees - An employee who is a member of a collective bargaining unit is not covered by the Overtime provisions set forth below **except** for Authorization, and should refer to the applicable collective bargaining agreement. In addition, any applicable provision of the FLSA will also apply.

Authorization – A Department Head may require an employee to work additional hours beyond the employee's normal workday and workweek. An employee must receive prior approval from the employee's Department Head or supervisor before working additional hours.

FLSA Exempt Employees – In accordance with the Fair Labor Standards Act, FLSA exempt employees will not be paid for overtime nor receive "compensatory time" for any hours worked in excess of the employee's normal workday or workweek.

FLSA Non-Exempt Employees – In accordance with the Fair Labor Standards Act, an FLSA non-exempt employee will be paid one and one-half times the employee's regular hourly rate of pay for all authorized time worked over forty hours in a given workweek.

Credit for Paid Leave – Personal leave, vacation leave, sick leave, bereavement leave, jury duty leave, and holidays will be included as time worked for the purpose of computing overtime.

603 *Pay Period and Check Distribution*

Payroll Period – Normally, employees are paid on a bi-weekly basis. An employee's paycheck will be based on the amount earned during the preceding payroll period.

Payday – Payday is on Friday unless that day is a designated holiday in which case payday will be the preceding work day. Under normal circumstances paychecks will be distributed on the work day preceding the payday after 3:00p.m.

Distribution – A representative from each department not located in City Hall will pick up the employee's paychecks from the City Comptroller's office after 2:45p.m. for further distribution to employees. Paychecks for departments within City Hall will be delivered by the Comptroller's Office.

Direct Deposit – The City provides a direct deposit option for employees. If elected, the paycheck will be deposited directly into the employee’s account at the designated financial institution. The employee must submit a signed, written authorization for direct deposit to the City Comptroller’s office.

Authorized Check Release – The Department Head will not release a paycheck to anyone other than the employee unless the employee has submitted a signed, written authorization with the City Comptroller’s office.

604 *Deferred Compensation Plan*

Summary – The City of Watertown has established a Deferred Compensation Plan whereby a portion of an employee’s salary may be voluntarily withheld and invested. At the employee’s option, the money may be withheld in one of two manners (1) on a pre-tax basis, whereby neither the deferred amount nor earnings on investments are subject to current Federal and State Income Taxes. The money saved is paid out to the employee at a later date, generally during retirement years. Neither the deferred amount nor earnings on investments are subject to current Federal and State Income Taxes. Taxes become payable when the deferred income plus earnings are distributed to the employee, presumably at retirement when the tax bracket may be lower, OR (2) On a post-tax basis, whereby taxes are paid on the deferred amount, but subsequent withdrawals of the money invested and any associated earnings will not be subject to future Federal and State Income Taxes if a qualified distribution is made. A description of the plan may be obtained from the Benefits Administrator in the City Manager’s office.

Paid Leave Conversion—Employees classified as “Management” or “Management Confidential” have the option of converting up to three sick leave and three vacation leave days per fiscal year into dollars to be contributed to the employee’s deferred compensation plan. Employees covered under a collective bargaining agreement should refer to their agreement regarding the conversion of paid leave.

700 EMPLOYEE BENEFITS

701 *Holidays*

Union Employees –An employee who is a member of a collective bargaining unit is not covered under the Holiday provisions set forth below except for Holiday Pay Requirement and should refer to the applicable collective bargaining agreement.

Designated Holidays – The City of Watertown will observe the following holidays:

1. New Year's Day	7. Columbus Day
2. Martin Luther King Day	8. Veterans' Day
3. Presidents' Day	9. Thanksgiving Day
4. Memorial Day	10. Day after Thanksgiving
5. Independence Day	11. Christmas Day
6. Labor Day	

Eligibility – A full-time employee is eligible for holiday pay at the employee's regular rate of pay. A part-time, temporary, or seasonal employee is not eligible for holiday pay. (Part-time employees paid on a salary basis will receive their regular pay during a pay period in which a holiday occurs.) Holiday pay will be based upon the employee's scheduled hours on the day the holiday occurs.

Holiday Observance – In the event a designated holiday occurs on a Saturday, the holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.

Assigned to Work on a Holiday – A full-time non-exempt employee who works on a designated holiday and is not covered under a collective bargaining agreement will be paid at one and one-half times the employee's regular rate of pay. A part-time, temporary, or seasonal employee who works on a designated holiday will be paid at the employee's regular rate of pay.

702 *Vacation Leave*

Employees should refer to their respective collective bargaining agreement or management policy regarding vacation leave.

Continuous Service – Continuous Service shall mean uninterrupted service. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. However, the duration of the absence from work without pay will be excluded from the computation of length of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

703 Sick Leave

Union Employees –An employee who is a member of a collective bargaining unit is not covered under the Sick Leave provisions set forth below **except** for Proper Use of Sick Leave, Medical Verification, and Abuse of Sick Leave, and should refer to the applicable collective bargaining agreement.

Eligibility – A full-time employee is eligible for paid sick leave in accordance with this policy. A part-time, temporary, or seasonal employee is not eligible for paid sick leave.

Allowance – A full-time employee will be credited with one day of paid sick leave each month. The employee will be credited on the first day of the month for sick leave to be earned within that month. Sick leave is based on the average number of hours an employee is normally scheduled to work each week.

New Employee – A newly hired employee will receive a pro-rated amount of sick leave based on the time of the month that they are hired. For example, an employee hired on the fifteenth day of the month will receive one half day of sick leave upon hire.

Accrual During Leaves of Absence – An employee will be credited with sick leave credits while on a paid leave of absence, but not while on an unpaid leave of absence.

Notification of Sick Leave – In the event an employee must take sick leave, the employee must notify the employee's supervisor at least two hours before the employee's scheduled reporting time. The notification must be made personally to the supervisor, unless the Department Head authorizes the use of an answering device for this purpose. Unless an extended sick leave absence has been authorized, the employee must notify the employee's supervisor each day of the absence. These procedures must be followed to receive paid sick leave.

Proper Use of Sick Leave – Sick leave is provided to protect an employee against financial hardship during an illness, injury, or medical procedure. An employee may use sick leave credits for a personal illness, injury, or medical/dental appointment that inhibits the employee's ability to work. An employee may take sick leave only after it has been credited.

Medical Verification – The City may require medical verification of an employee's absence if the City perceives the employee is abusing sick leave, or has used an excess amount of sick leave, or when an employee is absent for more than three consecutive workdays due to an illness or injury. If an employee is on an authorized leave of absence, the provisions of the Family and Medical Leave Policy in this Employee Handbook shall apply.

Abuse of Sick Leave – An employee, who, after investigation, is found to have abused the use of sick leave or falsifies supporting documentation, will be subject to disciplinary action.

Accumulation – An employee may accumulate sick leave credits to a maximum of 180 days. It is important to recognize that paid sick leave can provide income protection and continued medical insurance coverage in the event the employee is unable to work for a long period of time due to illness or injury. Therefore, each employee should take care to manage the use of sick leave to ensure adequate time is available should such a need arise.

Sick Leave Conversion – An employee may convert cash value of up to three sick leave days into a contribution to the Deferred Compensation Plan each fiscal year.

Retirement Credit – The City Council has elected to provide Section 41(j) of the NYS Retirement and Social Security Law which can enhance pension benefits by allowing credit for up to one hundred sixty five days of accumulated sick leave at the time of retirement. To be eligible, an employee must retire directly from City employment or within one year of leaving covered employment. The additional service credit is determined by dividing the total accumulated sick leave days (not to exceed 165 days) by 260. For example: 130 accumulated sick leave days \div 260 = .50 or 6 months additional service credit.

Separation of Employment – An employee whose employment with the City is terminated for any reason, including retirement, will not receive cash payment for unused sick leave.

704 **Disclosure of Insurance Benefits**

Summary—The following is a brief description of the insurance benefits currently offered by the City to eligible employees. Eligibility for benefits is dependent upon employment classification. The description of the benefits provided is only an overview. The plan documents or specific government regulation provide a full description of the specific benefit.

Employee Communications— The Benefits Administrator is responsible for communications concerning City benefits and is available to answer questions concerning the benefit plans. A description of each of the plans may be obtained from the Benefits Administrator.

Benefits are administered according to applicable government regulation, benefit plan documents, insurance carrier master policy, or City policy.

Waiver of Benefits—An employee who is eligible to participate in any of the available insurance plans but who elects not to participate must sign an appropriate waiver of enrollment form.

Enrollment Information—The Benefits Administrator will provide the employee with the enrollment forms and assist with the administrative and operational aspects of the various insurance plans. Enrollment in a benefit plan is not automatic. Employees must complete the appropriate enrollment forms and applicable payroll deduction authorizations in order to receive benefits.

Changes in Status—Employees whose status changes from full-time to part-time are notified of the changes to their City benefits. This notification contains all legally mandated information regarding applicable benefits, including COBRA health insurance continuation. An employee must immediately notify the Benefits Administrator in the event that the employee has a change in marital or family status that may affect coverage, such as marriage, divorce, legal separation, death of a spouse or dependent, acquiring or losing a dependent, changes in address.

Beneficiary – Under some of the City's benefit plans, each employee must designate a beneficiary for the employee's death benefits. This designation must be made in writing and on the form provided by the Plan Administrator.

705 Medical Insurance for Active Employees

Union Employees –An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance for Active Employees set forth below and should refer to the applicable collective bargaining agreement.

Eligibility – The City currently offers medical insurance coverage to each full-time employee and their eligible dependents. A part-time, temporary, or seasonal employee is not eligible for medical insurance coverage.

Spouses Employed by the City – The City will make available one plan for spouses who both are employed by the City of Watertown.

When Coverage Begins – Coverage will begin on the first of the month following the date of hire, provided all eligibility requirements of the insurance plan are met.

When Coverage Ends – Coverage ends on the last day of the month in which the employee separates from employment. Coverage may continue for such eligible employees in accordance with COBRA regulations. Coverage will continue for eligible retirees in accordance with City policy and plan documents.

706 Medical Insurance for Retirees

Union Employees –An employee who is a member of a collective bargaining unit should refer to the applicable collective bargaining agreement.

Non-Union Employees should refer to the current City of Watertown Management and Management Confidential Employees Benefits Policy for information regarding health insurance coverage, eligibility, and premium amounts.

707 Optional Dental and Vision Insurance

Summary – The City makes available optional dental and vision insurance. The full cost of such insurance shall be borne by the employee, the premiums of which may be voluntarily withheld from the employee's salary. Please contact the Benefits Administrator for further information on optional insurance plans.

708 **Section 125 Plan**

Union Employees –An employee who is a member of a collective bargaining unit is not covered by the Section 125 Plan provisions set forth below and should refer to the applicable collective bargaining agreement.

Summary – The City of Watertown offers eligible employees the opportunity to participate in a City-sponsored Section 125 plan. The benefit of participating in the Section 125 plan is that an employee's contributions to the plan are deducted from the employee's paycheck before federal, state, and social security taxes are calculated. This reduces the employee's taxable income. The options offered under this plan are shown below.

Eligibility – A full-time employee is eligible to participate in this plan. A part-time, temporary or seasonal employee may not participate in this plan.

Pre-Tax Insurance Premiums –An employee may elect to pay the employee portion of the medical insurance premiums with pre-tax dollars.

Flexible Spending Accounts – An employee may elect to have a pre-determined amount deducted from the employee's paycheck on a pre-tax basis each payroll period to be placed in a medical and/or dependent care flexible spending account (FSA). Money set aside in an employee's medical savings account may be used to cover certain health, dental, and vision care expenses that are not reimbursable through the employee's insurance plan(s). Money set aside in an employee's dependent care savings account may be used to cover eligible day care and nursery school expenses for covered dependents. To receive reimbursement from an employee's FSA account, a claim for reimbursement and proof that the expense was incurred must be submitted to the current flexible spending account third-party administrator. Further details regarding this plan may be obtained from the Benefits Administrator.

709 **Continuation of Health Insurance Benefits (COBRA)**

Summary – The federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) offers “qualified beneficiaries” the right to continue existing health insurance coverage, completely at their own expense, under certain qualifying conditions. **All required premiums and administrative fees must be paid in a timely manner in order for coverage to continue.**

Eligibility – An individual is a “qualified beneficiary” if the individual is covered under a group health plan on the day before a qualifying event as a covered employee, the spouse of a covered employee, or a dependent child of a covered employee. A child who is either born to or who is placed for adoption with the covered employee during a period of COBRA coverage is also a “qualified beneficiary” entitled to COBRA coverage.

Period of Coverage – COBRA coverage is in effect for a period of **18 or 36 months depending on the qualifying event**, following any qualifying event. The COBRA requirements do not put any limit on the number of times a qualified beneficiary may be entitled to COBRA continuation coverage.

Qualifying Events – If a qualified beneficiary loses coverage under a group health plan as a result of a “qualifying event,” the qualified beneficiary is entitled by COBRA to the continuation of group health insurance coverage at the qualified beneficiary’s own expense. Any of the following circumstances are considered to be qualifying events:

- Termination of the covered employee’s employment for any reason except gross misconduct, or the covered employee’s loss of eligibility to participate due to reduced work hours.
- When a covered employee is on a leave of absence due to military service obligations.
- Death of a covered employee.
- Divorce or legal separation from a covered employee.
- A covered dependent ceases to be a “dependent child” under the health insurance plan.
- A covered dependent child’s loss of eligibility to participate in the insurance plan due to the covered employee becoming covered by Medicare as a result of total disability or choosing Medicare in place of the insurance plan at age sixty-five.

Change in Beneficiary Status – An employee must notify the Benefits Administrator within sixty calendar days of a legal separation or divorce or when a dependent is no longer eligible for insurance due to the age limitations or educational status requirements established by the insurance plan. The City will not be responsible for any loss of coverage resulting from failure by the employee to give notification of such an event.

Enrollment Information – The current health insurance third-party administrator will provide the employee with the enrollment forms and assist with the administrative and operational aspects of COBRA. **Enrollment is not automatic. The employee must complete the necessary enrollment forms and return all COBRA forms to the current health insurance third-party administrator within the time indicated.** If the required forms or premium payments are not received at the time specified, medical insurance coverage will cease.

710 Workers' Compensation Benefits

Coverage – The City will make available Workers' Compensation benefits, including payment of medical costs and replacement of lost wages up to the regulated maximum, to each eligible employee who suffers an accidental injury arising out of and in the course of employment, as determined by the Workers' Compensation Council. Eligibility for coverage is determined by applicable Workers' Compensation regulations.

When Coverage Begins – Coverage will begin on the employee's first day of employment, provided the employee meets all eligibility requirements.

Reporting of Injury – The employee must report any accidental injury arising out of and in the course of employment to the Department Head immediately after the occurrence of the injury. The Department Head will notify the appropriate departmental personnel who will complete and submit the required forms. The employee must also complete an "Employee Claim Form C-3" and submit it directly to the Workers' Compensation Board. The Workers' Compensation Board will provide the employee with the necessary form.

In the event that an employee must be absent from work following a workplace injury, a disability certificate completed by the employee's doctor must be submitted to the Department Head. The disability certificate must state the date the employee is cleared to return to work or the date of the next doctor's appointment.

Use of Vacation Leave Credits – An employee may draw from the employee's vacation credits to receive full wages during the Workers' Compensation waiting period.

Medical Insurance Coverage – The City will continue medical insurance coverage for the employee in accordance with the provisions of the Family and Medical Leave Policy in this Employee Handbook.

711 The New York State Employees' Retirement System

Summary – The City will make available the New York State Employees' Retirement System pension plan to each eligible employee and Elected Official. An employee or Elected Official is eligible for service retirement benefits after completion of the required minimum period of creditable public sector service (either five or ten years depending on tier.)

Mandatory Membership – A full-time employee who began employment with the State of New York or with a participating employer, on or after July 27, 1976, must join the Retirement System. An employee who is appointed to a permanent, full-time position on a probationary basis must join the Retirement System on the effective date of the probationary appointment. Employment is considered full-time unless:

- The employee works less than thirty hours per week, or less than the standard number of hours for full-time employment as established by the employer for this position; or
- The annual compensation for the position is less than the State's minimum wage multiplied by 2,000 hours; or
- Duration of employment is for less than one year or employment is on a less than a 12 month per year basis; or
- The position is either provisional or temporary under Civil Service Law.

Optional Membership – An employee or Elected Official who is not mandated to join may join the Retirement System. Such employee or Elected Official will be informed, in writing, that the employee or Elected Official may join the Retirement System and will acknowledge receipt of such notice by signing a copy thereof and returning it to the Comptroller's Office. If the employee or Elected Official elects to join the Retirement System, the employee or Elected Official must complete the application form and return it to the Comptroller's Office.

Waiver of Enrollment – An employee who is not mandated to join the Retirement System, and who chooses not to join, must complete a waiver of enrollment form.

712 Police and Fire Retirement System

Summary – The Police and Fire Retirement System covers all eligible members of the Police and Fire Departments. All eligible members must enroll in the Police and Fire Retirement System effective on the first day of employment, unless otherwise excepted in accordance with the provisions of that plan.

800 COMPLIANCE POLICIES

801 *Equal Employment Opportunity*

Policy Statement –The City of Watertown is an Equal Opportunity Employer. The City does not unlawfully discriminate on the basis of race, religion, color, sex, age, national origin, citizenship, disability, marital status, pregnancy, application to or present membership in the uniformed services, veteran status, arrest or conviction record, genetic information, predisposition or carrier status, sexual orientation, domestic violence victim status, or any other protected class or status. Likewise, the City prohibits employees, Elected Officials, vendors, suppliers, visitors, customers, and any other non-employee from discriminating against City employees based on these protected groups. Discrimination based on any of the above is strictly prohibited. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, compensation, promotion, transfer, training, leave of absence, and termination.

Notification of Policy Violations – An employee should immediately report any perceived violation of this policy to the employee's Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. In the event the employee is unable to discuss the matter with the City Manager, the complaint should be made to the City Attorney. All complaints of discrimination will be investigated discreetly and promptly. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency. An employee who reports discrimination will not suffer adverse employment consequences as a result of making the complaint.

Prohibition Against Retaliation–Retaliation against any employee who brings a written or verbal complaint of discrimination or who assists or participates in the investigation of such a complaint is strictly prohibited. The City will not tolerate or permit adverse treatment of employees because they report discrimination or provide information related to such complaints, or who otherwise oppose an unlawful employment practice. Any employee who participates in the procedure may do so without fear of retaliation. Violations of this policy may result in disciplinary action up to and including termination of employment.

Application of Policy – This policy is for City use only and does not apply in any criminal or civil proceeding. This policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy will only form the basis for City administrative action. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

802 *The Americans with Disabilities Act*

Policy Statement – It is the policy of the City of Watertown to comply fully with the provisions and spirit of the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs, will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit unlawful discrimination based on a person's relationship or association with a disabled individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave, and all other forms of employment compensation or advantage.

Reasonable Accommodation – Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the City and/or operations of a program. The City may require medical documentation or other information necessary to verify the existence of the disability and the need for accommodation. Following receipt of an accommodation request, the City will meet with the requestor to discuss and identify the precise limitations resulting from the disability and the potential accommodation(s) that the City might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodations(s), and the accommodation's impact on City operations.

Pre-Employment Inquiries – Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The City of Watertown intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by law.

Notification of Policy Violations – An employee should immediately report any perceived violation of this policy to the employee's Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. If the employee is unable to discuss this matter with the City Manager, the report should be made to the City Attorney. All complaints of possible violations will be investigated discreetly and promptly. An employee who reports a possible violation will not suffer adverse employment consequences as a result of making the complaint. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

Application of Policy – This policy is for City use only and does not apply in any criminal or civil proceeding. This policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy will only form the basis for City administrative action. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

803 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace

Policy Statement– It is the policy of the City of Watertown to promote a productive work environment and to prohibit conduct by any employee that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the City of Watertown is committed to educate employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. Any conduct that discriminates against, denigrates or shows hostility or aversion towards a person on the basis of gender, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic predisposition, sexual orientation, domestic violence victim status, or any other protected status is strictly prohibited. In short, the City will not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such harassment in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to an employee who, in good faith, files such complaint.

Applicability of Policy– This policy applies to all Elected Officials, employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, whether elected or appointed and regardless of compensation level, and all personnel in a contractual relationship with the City. Depending on the extent of the City’s exercise of control, this policy may be applied to the conduct of non-City employees with respect to harassment of City employees in the workplace.

Supervisory Responsibility– Department Heads and supervisory personnel are responsible for ensuring a work environment that is free from discrimination and harassment, including sexual harassment. Supervisors must take immediate and appropriate corrective action when instances of discrimination or harassment come to their attention in order to assure compliance with this policy.

Prohibited Activity – No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person. Employees shall not make offensive or derogatory comments based on race, color, sex, religion, national origin, or any other protected status either directly or indirectly to another person. Employees shall not produce offensive or inappropriate written materials or electronic communications (e.g. letters, e-mail or text messages, or graffiti.) These are examples of harassment that are a prohibited form of discrimination under State and Federal employment law and also considered misconduct subject to disciplinary action by the City; it is not intended to be a comprehensive list and does not limit the City’s ability to take disciplinary action in other appropriate instances.

Definition of Sexual Harassment –This policy places special attention on the prohibition of sexual harassment in the workplace. Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment; OR
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, or termination, affecting such individual; OR
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment refers to behavior that is not welcome, that is personally and objectively offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with an employee's work performance and/or effectiveness or creates an intimidating, hostile or offensive working environment. Exposure to such conduct that serves to alter the terms and conditions of employment is prohibited by this policy and state and federal law.

Forms of Sexual Harassment –Specific forms of behavior that the City of Watertown considers sexual harassment and which are prohibited include, but are not limited to, the following:

- Quid pro quo threats or promises by a supervisor (loss of job or promise of job, promotion, or other employment benefit).
- Verbal harassment of a sexual nature related to an employee's gender, including sexual innuendoes, slurs, sexual slurs, suggestive, derogatory, insulting or lewd comments or sounds, whistling, jokes of a sexual nature, sexual propositions and/or threats.
- Sexually oriented comments about an employee's body that are unwelcome and/or unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.
- Any sexual advance that is unwelcome or any demand for sexual favors.
- Sexually suggestive written, recorded or electronically transmitted material, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering or obscene gestures in the workplace such that it unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.
- Physical contact of any kind which is not welcome, including touching, grabbing, hugging, fondling, jostling, petting, pinching, coerced sexual intercourse or sexual relations, assault or intentional brushing up against a person's body.

Reporting of Discrimination and Harassment (including Sexual Harassment) – Employees are strongly encouraged to report any incident of harassment (including sexual harassment) to their immediate supervisor or Department Head as soon as possible after its occurrence. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. If the employee is unable to discuss this matter with the City Manager, the report should be made to the City Attorney. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the City Manager, or the City Attorney. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the City Manager, or the City Attorney at home if these individuals do not work during the employee's shift.

Discrimination and Harassment (including Sexual Harassment) Complaint Form–To ensure that all discrimination and harassment complaints are managed appropriately, effectively and in accordance with the City's policy, discrimination and harassment complaints, including sexual harassment complaints, will be recorded in writing by using the City sanctioned Complaint Form. These forms can be obtained from the City Manager's Office. If needed, additional guidance can be obtained from the City Manager's Office.

Confidentiality –Complaints of harassment will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the City to third parties or to anyone within the City employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

Investigation of Complaint –The City Manager will convene with the City Attorney to determine the appropriate individual(s) to conduct the investigation. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred. Any complaints received will be investigated promptly, thoroughly, and in as impartial a manner as possible. All employees are required to cooperate in an investigation, if so directed.

Employee or Elected Official Defense – Any employee or Elected Official charged with discrimination or harassment, including sexual harassment, will be afforded a full and fair opportunity to offer and present information in their defense. Such information will be confidential to the extent possible.

Employee Rights – Nothing in this policy should be construed as in any way limiting employees' rights to use the grievance procedure contained in their collective bargaining agreement or to file a formal complaint with appropriate state or federal agencies responsible for administering anti-discrimination laws.

Disciplinary Action – Any employee or official who is found to have committed an act of workplace discrimination or harassment, including sexual harassment, will be subject to disciplinary action, up to and including termination of employment, as provided by City operating procedures, including Civil Service Law Section 75, or the disciplinary procedures contained in a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the City is empowered to take such action.

Prohibition Against Retaliation—Retaliation against any employee who brings a written or verbal complaint of discrimination or harassment or who assists or participates in the investigation of such a complaint is strictly prohibited. The City will not tolerate or permit adverse treatment of employees because they report discrimination or harassment or provide information related to such complaints. Any employee who participates in the procedure may do so without fear of retaliation. Violations of this policy may result in disciplinary action up to and including termination of employment.

False Accusations – An employee who knowingly makes a false accusation against another individual as to allegations of harassment or discrimination as set forth in this policy will be subject to disciplinary action up to and including termination of employment in accordance with the provisions of this handbook and applicable legal guidelines.

804 ***Violence in the Workplace***

Policy Statement—The City of Watertown is committed to maintaining a work environment that is safe and free from violence from co-employees and members of the public. The City will respond promptly to threats, acts of violence and acts of aggression by employees and members of the general public against employees. Employees who engage in violent behavior of any type will be subject to disciplinary action, which may include termination from employment. Threatening or violent behavior also may, in the appropriate circumstances, be reported to law enforcement authorities. This policy sets forth standards for all employees and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence, should they occur in the workplace.

Prohibited Conduct

- A. The City of Watertown does not tolerate any act or threat of violence made on City property, or while in work status at a workplace. The City will not tolerate any type of workplace violence committed by any City employee against any other employee. The City also will not tolerate any acts of violence committed by or against visitors to City buildings or property, as well as customers, vendors, and contractors of the City.
- B. No person may engage in violent conduct or make threats of violence, implied or direct, on City property or in connection with:
 - The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, punching or throwing objects;
 - Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic harassment;
 - Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly; and/or
 - Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- C. No person, except sworn Police personnel in the line of duty, may carry, possess, or use any dangerous weapon on City property, owned or leased, or City buildings or facilities.

Workplace Violence Prevention Program—Pursuant to the City's commitment to zero tolerance of workplace violence, the City adopts the following as its Workplace Violence Prevention Program:

Protected Persons —The City of Watertown does not tolerate any type of workplace violence committed by or against any City employee or representative by any customer, vendor, contractor of the City, or member of the public, whether on City property or while City employees are performing their jobs in the community. The City will work to guard against such incidents of workplace violence and will encourage the participation of law enforcement agencies to safeguard its employees.

Risk Assessment –In preparing this Workplace Violence Prevention Program, the City has engaged in an analysis of the factors and situations which may put City employees at risk of occupational assaults and homicides. The City has identified the following instances as potentially high risk for workplace violence:

- Employees who work in a public setting (e.g., clerks, assessors, tax collectors, meter readers, police officers, firefighters, public transportation drivers, public works personnel, library, parks and recreation personnel, and codes enforcement personnel);
- Employees who work late at night or early in the morning;
- Employees who exchange money with the public;
- Employees who work alone or in small numbers; and
- Situations where there is uncontrolled access to the workplace.

Methods to be used by the City to Prevent Workplace Violence –To address the risk of occupational assaults and homicides, the methods to be utilized by the City will include:

- Making high-risk areas more visible to more people;
- Installing good external lighting;
- Using drop safes or other methods to minimize cash on hand;
- Providing training in conflict resolution and nonviolent self-defense responses; and
- Establishing and implementing reporting systems for incidents of aggressive behavior.

Advisory Committee–The City Manager will establish an Advisory Committee on Workplace Violence whose members will include union and management representatives. It will be the responsibility of the Advisory Committee to monitor safety and make recommendations for improved safety, as appropriate, based on the following guidelines:

- Risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
- Assess the City’s readiness for dealing with workplace violence;
- Facilitate appropriate responses to reported incidents of workplace violence;
- Assess the potential problem of workplace violence;
- Evaluate incidents to prevent future occurrences;
- Utilize prevention, intervention, and interviewing techniques in responding to workplace violence; and
- Develop workplace violence prevention tools, ie. pamphlets and guidelines to assist in recognizing and preventing workplace violence.

Reporting Procedures –Any incidents of violence, threats of violence or observations of violence in the City are not to be ignored by any member of the organization. Workplace violence should be reported immediately to the employee’s immediate supervisor. If the employee is fearful of reporting a situation to a supervisor, the report may instead be made to the employee’s department head or directly to the City Manager. When an employee believes that a serious violation of this Workplace Violence Prevention Program exists or that an imminent danger otherwise exists, the employee should bring the matter to the attention of a supervisor in the form of a written notice. The City will investigate the matter and determine an appropriate and corrective response. All employees are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment. In general, reports will be treated confidentially to the extent consistent with an adequate investigation and appropriate corrective action.

Information and Training for Employees

- A. The City shall make this Workplace Violence Prevention Policy and Program available, upon request, to its employees and their designated representatives.
- B. At the time of the initial adoption of this policy, at the time of an employee's initial assignment, and annually thereafter, the City shall provide its employees with the following information and training on the risks of violence in their workplace:
 - Be informed of the requirements of NYS Labor Law §27-b;
 - The risk factors in their workplace;
 - The location and availability of the written workplace violence prevention program; and
 - Training sessions that outline the measures employees can take to protect themselves from such risks, including specific procedures the City has implemented to protect employees and the details of the City's written workplace violence prevention program.

Record Keeping and Reporting to the NYS Department of Labor –All record keeping and reporting shall be made in compliance with the then applicable law and regulations. A copy of the City's Workplace Violence Policy and Program is available in the City Clerk's Office.

Retaliation –An employee will not be subject to retaliation because he or she has raised an issue concerning violence in the workplace or because he or she has participated in any matter related to the investigation and prevention of violence in the workplace. Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

805 **Drug-Free Workplace / Drug Free Awareness Program**

Policy Statement – It is the policy of the City of Watertown that the unlawful manufacture, distribution, dispensation, possession, or use of an illegal controlled substance as defined in the Federal Drug-Free Workplace Act, is prohibited on the job or at the workplace.

Coverage – The City of Watertown’s Drug-Free Workplace Policy pertains to all individuals who are employed by the City of Watertown.

Compliance with Federal Drug-Free Workplace Act – The Federal Drug-Free Workplace Act of 1988 is applicable to all recipients of Federal grants. In order to receive federal funds, the City must certify to the granting Federal agency that it will provide a drug-free workplace in accordance with the legislation. As a recipient of Federal grants, the City hereby complies with the requirements of the Drug-Free Workplace Act by adopting this policy and drug-free awareness program:

Prohibited Conduct – No employee shall use, sell, distribute, dispense, possess, or manufacture any alcoholic beverage, illegal drugs, or any other intoxicating substance, nor be under the influence of such, while on duty, at any job site or workplace, or in a City vehicle, a vehicle leased for City business, or a privately owned vehicle being used for City business. An employee who, after investigation, is found to have violated this prohibition may be referred for counseling or rehabilitation and satisfactory treatment and will be subject to criminal, civil and disciplinary penalties, up to and including termination of employment. Any work-related accident or injury involving a City vehicle, equipment, and/or property where it can be demonstrated that the use of alcohol, illegal drugs, or any other intoxicants may have been a contributing factor will result in disciplinary action which may include penalties up to and including termination of employment.

Use of Prescription and Over-the-Counter Drugs – Prescription drugs must be in the possession of the individual to whom the prescription was written, taken in the dosage prescribed, and maintained in their original containers. Employees in public safety or safety-sensitive positions must inform their supervisors of any prescription or legal, nonprescription (i.e., over-the-counter) drugs they are currently taking that could in any way affect or impair the employee's ability to perform the job safely. The legal use of prescribed and over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the job safely and if it does not affect the safety or well being of other individuals in the workplace.

Non-Discrimination Policy – The City of Watertown will not discriminate against an applicant or employee because of past substance abuse provided it can be demonstrated that the applicant/employee has received appropriate treatment and tests negative for controlled substance use. It is the current use of alcohol and controlled substances that will not be tolerated in the workplace.

Employee Assistance – It is the policy of the City to work with an employee suffering from substance abuse so that the employee will receive assistance necessary to overcome dependency. An employee seeking such assistance is encouraged to contact the employee’s Department Head to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential to the greatest extent practicable. The employee's decision to seek assistance will not be used as the basis for disciplinary action nor used against the employee in any disciplinary proceeding.

Employee Responsibilities – As a condition of the City receiving Federal grant monies, each employee must abide by this policy and notify the employee’s Department Head of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of the conviction.

City Responsibilities – The City will notify the granting federal agency within ten days after receiving notice from an employee of such a conviction or otherwise receiving actual notice of such conviction. In addition, within thirty calendar days of receiving notice of a conviction, the City will take disciplinary action against the employee and/or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program pursuant to Sections 702 and 703 of the Drug-Free Workplace Act.

Drug-Free Awareness Program – It is the policy of the City of Watertown to maintain a drug-free workplace. In accordance with that policy, the City is providing the following drug-free awareness information to raise employee awareness of the dangers associated with drug abuse in the workplace.

Dangers of Drug Abuse in the Workplace

Employees with chemical dependence problems have a major negative impact on productivity, staff morale, and labor/management relations. Their hidden illness is responsible for:

1. Declining Performance

- poor concentration
- confusion in following directions
- noticeable change in the quality of work
- inability to meet deadlines
- errors in judgment affecting the health and safety of others
- customer complaints and injuries

2. Increased Costs

- five times the average sick and accident benefits
- higher job turnover, replacement and training costs
- greater workers’ compensation and health insurance payments
- 3 to 5 times more on-the-job accidents
- unemployment claims

3. Absenteeism and Tardiness

- double the normal rate
- repeatedly being late for work and often leaving early
- extended lunch hours
- frequent illness and accidents both on and off the job

4. Damaged Relationships

- emotional outbursts, over-reaction to criticism, mood swings, complaints from co-workers, associates and the public often leading to damaged relations

806 *Controlled Substance and Alcohol Testing*

Statement of Compliance – The City Council has adopted a Controlled Substance and Alcohol Testing Policy that is in compliance with the "Omnibus Transportation Employee Testing Act of 1991" (OTETA). The purpose of this policy is to reduce accidents resulting from an employee's use of controlled substances and alcohol, thus reducing fatalities, injuries and property damage.

Covered Employees – The City's Controlled Substance and Alcohol Testing Policy applies to all covered drivers as defined by the federal regulations, which includes all employees who drive commercial motor vehicles (as defined in Sec. 382.107 of the OTETA) requiring a commercial driver's license to operate.

Acknowledgment Form – A covered employee will receive a written copy of the Controlled Substance and Alcohol Testing Policy and must sign an Employee Acknowledgment Form. This form will be placed in the employee's personnel file.

807 *Smoking*

Policy Statement – Smoking is prohibited in the workplace, which includes all City property and buildings, entranceways and all City vehicles. This prohibition includes the use of e-cigarettes or similar devices.

900 SAFETY

901 *Workplace Safety*

Policy Statement – Prevention of injury and illness in the workplace requires the cooperation of all employees in all safety and health matters. It is the policy of the City to reduce the number of workplace injuries and illnesses to an absolute minimum. Accidents can be prevented through use of reasonable precautions and the practice of safe working habits.

Employee Responsibility – In an effort to protect all employees and to safeguard equipment and property, before an employee begins a given task, it is the employee's responsibility to understand the correct operation and possible hazards involved, safety procedures, and necessary safety equipment required to perform the job.

Safety Program – The City's safety program includes, but is not limited to, the following:

- Providing mechanical and physical safeguards to the maximum extent possible;
- Conducting inspections to find and eliminate unsafe working conditions and practices, control health hazards, and comply with the safety and health standards for every job;
- Training all employees in safety and health practices;
- Providing necessary personal protective equipment and instructions for its use and care;
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment;
- Investigating, promptly and thoroughly, every accident to find the cause and correct the problem to prevent future occurrences;
- Providing First Aid kits and fire extinguishers throughout buildings and facilities.

Accident Plan – In the event of an accident, an employee must immediately stop work and take the following steps:

- Eliminate the immediate cause of the accident;
- Provide aid to the injured person and summon for assistance;
- Call the Department Head immediately;
- If the accident appears serious, call 911; and
- Take steps to prevent additional accidents.

Accident Reporting Procedures – In the event an accident occurs in the workplace or in the course of employment, the following procedures will apply:

- When an accident occurs which results either in the loss of an employee's work time, or in the provision of medical care to an employee, the employee must immediately notify the Department Head who will in turn notify the City Manager. The appropriate departmental personnel must complete an *Employer's Report of Injury Form*) and submit according to operating procedures.
- When an accident occurs which does not result in the loss of an employee's work time, or in the provision of medical care to the employee, the employee must immediately notify the Department Head who will in turn notify the City Manager. The Department Head will maintain appropriate documentation of the incident.
- The Department Head will keep a log of the injury or illness for five years following the end of the calendar year to which it relates. A copy of this log, which includes totals and information for the year, must be posted in each department or areas where notices to employees are customarily posted.

902 Hazard Communication Program

Statement of Compliance – The City of Watertown is committed to providing a safe and healthy work environment and complies with all Federal, State and local laws regarding hazard recognition, accident prevention, and working conditions. The City considers Hazard Communication and the prevention of workplace injuries and illnesses to be of prime importance.

Guidelines – The following guidelines for the identification of chemical hazards and the preparation and proper use of containers, labels, placards, and other types of warning devices must be adhered to:

- **Chemical Inventory** – The City must maintain an inventory of all known chemicals in use. An employee may obtain the chemical inventory from the employee's supervisor or Department Head.
- **Container Labels** – All chemicals on a work-site must be stored in the original or approved containers with the proper label attached. The Department Head must ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings. The City will rely on manufacturer applied labels whenever possible. A container that is not labeled or on which the manufacturer's label has been removed, must be properly labeled. A container not properly labeled must be given to the Department Head for labeling or proper disposal.
- **Dispensing Chemicals** – An employee may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical leftover must be returned to the original container or to the Department Head for proper handling. No unmarked containers of any size are to be left in the work area unattended.

Safety Data Sheets (SDS) – An employee working with a Hazardous Chemical shall obtain a copy of the Safety Data Sheet (SDS) and a standard chemical reference from the employee's Department Head.

Employee Training – An employee must be trained to work safely with hazardous chemicals. This training program must cover the following areas:

- Methods used to detect the release of hazardous chemicals in the workplace;
- Physical and health hazards of chemicals and the measures used to protect employees;
- Safe work practices;
- Emergency responses to the exposure of hazardous chemicals;
- Proper use of personal protective equipment; and
- Hazard Communication Standards, including labeling and warning systems, and an explanation of the use of Safety Data Sheets.

Personal Protective Equipment (PPE) – Depending on job duties, an employee must routinely wear protective devices, such as gloves and safety glasses, as directed by the supervisor. An employee who is required to wear special safety equipment as directed by the supervisor must comply with the supervisor's request.

Emergency Response – Any incident of overexposure or spill of a hazardous chemical/substance must immediately be reported to the employee's supervisor. The supervisor must insure that proper emergency response actions are taken.

Hazards of Non-Routine Tasks – The Department Head must inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals. Review of safe work procedures and use of required PPE must be conducted prior to the start of these tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

1000 COMMUNICATION PROCEDURES

1001 Organizational Communications

Summary – The City Council is committed to assuring effective communications between the Council and employees. The success of the organization is dependent upon a set of common interests and goals that are achieved through teamwork, sharing of ideas, and effective communications of our short-term and long-term plans. From time to time, information and updates will be distributed to employees. All employees are encouraged to discuss this information with their Department Head should there be any questions.

Methods of Communication – Information will be communicated to employees in a variety of ways, including general and departmental meetings, e-mail distributions, memos and other written correspondence, notices distributed with paychecks, and posting of information. Employees should check bulletin boards frequently to keep informed on changes in employment matters and other items of interest. Except as otherwise provided by a collective bargaining agreement, all material to be posted on bulletin boards, including memos and announcements, must have the prior approval of the appropriate Department Head.

1002 Adverse Communications

Policy Statement – An employee who receives any communication of a negative nature directed to the City, or to any of its officers or employees in their official capacity, shall immediately notify and/or forward the communication to the Department Head. The Department Head will forward adverse communications to the City Manager when deemed appropriate. The term “communication” shall refer to both written and verbal communications, and includes, but is not limited to, memoranda, faxes, messages, letters, legal notices, e-mails, summonses and other communications.

1003 Suggestions

Policy Statement – Giving and receiving feedback is encouraged in order to promote a positive, productive, and cooperative atmosphere. Employees should notify their supervisor or Department Head of any suggestions which may be valuable to the City’s productivity and success. All suggestions will be carefully reviewed and may be implemented if feasible.

1004 Public Relations

Policy Statement – The courteous, professional treatment of members of the public by all employees helps to build confidence among the citizens we serve. We require all employees to make every effort to represent the City in a polite and professional manner.

Public Appearances - A City employee may on occasion be asked to speak or appear in an official capacity as a representative of the City before various groups or organizations (e.g. Chamber of Commerce, Rotary Club, schools, neighborhood groups, etc.). The employee must obtain prior approval from the City Manager or his/her designee before agreeing to do so.

1005 Press Policy

Policy Statement – All requests for information directed to a City employee from the media (e.g. television, radio, newspaper) regarding any aspect of City affairs must be referred to the employee's Department Head. The Department Head should use cautionary judgment in responding and notify the City Manager's Office of the request. If the request is concerned with something of a sensitive nature, the City Manager or City Attorney should be notified prior to the release of any statement or information. Department Heads may refer all such requests to the City Manager's Office or the City Attorney with notification to the City Manager.

All press releases, publications, articles and any other documents for release to the media or the public must be approved in advance by Department Heads and copied in advance to the City Manager's Office.

1006 Reporting of Improper Activities

Policy Statement – Any employee who witnesses or becomes aware of an inappropriate action, improper financial circumstance, inappropriate use of City funds or property, safety issue, or other matter that appears to be improper, should immediately make his or her Department Head or supervisor, the City Manager, or any City Council member aware of the issue. When an imminent and serious danger to public health or safety exists, an employee may see fit to immediately report violations to law enforcement or other applicable governing body. Even if you are in doubt about what you witnessed or were made aware of you should report the matter.

Retaliation – Under Section 75-B of New York State Civil Service Law, New York State Public Sector Whistleblower Law, an employee, who in good faith, discloses to a governmental body information regarding a violation of law, a substantial and specific danger to the public health or safety, or an improper governmental action which the employee reasonably believes to be true, shall be protected from any adverse personnel action including, but not limited to: termination, disciplinary action, or changes in compensation. Any City employee or officer who commits or condones any form of retaliation against anyone who in good faith reports alleged misconduct will be subject to discipline up to, and including, termination.

1100 DISPUTE RESOLUTION

1101 *Dispute Resolution Procedure*

Policy Statement – The City Council has established a set of procedures to provide for the orderly resolution of differences at the earliest possible stage and to promote a harmonious and cooperative relationship between employees, Department Heads and members of the City Council which will enhance the overall operation of the City. The City will attempt to resolve all work-related complaints that are appropriate for handling under this policy.

Definition of Dispute – For the purpose of this Employee Handbook, a “dispute” will mean a claimed violation, misinterpretation or inequitable application of any of the provisions of this Employee Handbook. In addition, the term “dispute” shall not apply to any matter as to which the City is without authority to act. A few examples of matters that may be considered appropriate disputes under this policy include:

- A belief that City policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
- Alleged discrimination because of race, color, sex, age, religion, sexual orientation, national origin, marital status, disability; or any other protected class; and
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, salary, or seniority.

Step One – An employee who claims to have a dispute may present the dispute to the employee’s immediate supervisor. The dispute must be submitted, in writing, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The dispute will specify the date of submission, the name of the aggrieved employee, the date the dispute arose, the nature of the dispute, the provision of the Employee Handbook that was allegedly violated and a statement of facts, times, dates, and the remedy sought.

Within seven working days after receiving the dispute, the employee’s immediate supervisor will meet with the employee to discuss and attempt to resolve the matter.

Step Two – In the event the informal dispute is not resolved at Step One, or the employee reasonably believes that the employee cannot present the dispute to the employee’s immediate supervisor, the employee may submit the matter to the employee’s Department Head. The dispute must be submitted, in writing, within seven working days from receiving the Step One response, or when the response should have been received or if Step One is not utilized for the above reason, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The Department Head will forward a copy of the dispute to the City Manager.

Within seven working days after receiving the dispute, the Department Head will meet with the employee to discuss and attempt to resolve the matter. Within seven working days from the meeting, the Department Head will issue a written response which will be given to the City Manager and the employee.

Step Three – In the event the employee is not satisfied with the response at Step Two, the employee may submit the matter to the City Manager. The dispute must be submitted, in writing, within seven working days from receiving the Step Two response, or when the response should have been received.

Within seven working days after receiving the dispute, the City Manager will investigate the matter and issue a written response which will be given to the employee.

Step Four – In the event the employee is not satisfied with the response at Step Three, the employee may submit the matter to the City Council by filing a Request for Hearing with the City Clerk. The Request for Hearing must be submitted, in writing, within seven working days from receiving the Step Three response, or when the response should have been received. The Request for Hearing will include a written statement of the dispute as outlined in Step One of this Procedure.

The City Council will set the time and place for the hearing. All decisions rendered by the City Council will be final and binding.

Time Limits – The employee must adhere to the time limits set forth in this dispute procedure. In the event the employee does not advance the dispute to the next step within the established time limit, the dispute will be considered withdrawn and no further appeal will be accepted. The time limits may be extended by mutual agreement provided the extension is in writing, dated and signed by the employee and the person who is to receive the dispute.

Final Decisions – Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are stated as official City policy.

Proper Use of Dispute Resolution Procedure – Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises a dispute in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless disputes. Implementation of the dispute procedure by an employee does not limit the right of the City to proceed with any disciplinary action that is not in retaliation for the use of this procedure.

Refusal to Proceed with Dispute – The City Council may, at its discretion, refuse to proceed with any dispute it determines is improper or baseless under this policy.

Union Employees – An employee who is a member of a collective bargaining unit should refer to the applicable collective bargaining agreement to determine if the employee's dispute (grievance) may be subject to the grievance procedure contained in the employee's collective bargaining agreement.

1200 EMPLOYEE ACKNOWLEDGEMENT FORM

Detach and place in employee's personnel file.

CITY OF WATERTOWN

EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the ***City of Watertown Employee Handbook*** outlining the rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits of the City of Watertown. I further acknowledge that I have read, or will read, the contents of the Employee Handbook and will contact my Department Head or the City Manager if I have any questions.

I understand that the Employee Handbook is not meant to create a contract of employment, nor should it be construed as creating a contract of employment and that the City Manager of the City of Watertown reserves the right to interpret, change or modify any section of the Employee Handbook at any time. Except as otherwise provided by law, I understand that I am an employee at will.

I understand that, if I am covered by a collective bargaining agreement between the City of Watertown and an employee organization as defined by the Public Employees' Fair Employment Act, in the event an expressed and explicit provision set forth in a collective bargaining agreement should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in the Employee Handbook, the expressed and explicit provision of the collective bargaining agreement will control. Otherwise, unless expressly excluded herein, the Employee Handbook is applicable to all employees.

I agree to abide by the personnel policies, procedures, rules and regulations outlined in the Employee Handbook.

I understand that the Employee Handbook and the changes contained herein are intended to supersede all prior manuals and guidelines issued by the City of Watertown, and may be changed from time to time, by the City of Watertown.

Employee name (please print)

Department Head Name (please print)

Employee Signature

Department Head Signature

Date of Signature

Date of Signature



CITY OF WATERTOWN, NEW YORK

SUITE 302, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7730
FAX (315) 782-9014

1869

SHARON ADDISON
CITY MANAGER

To: Sharon Addison
City Manager

From: Matthew Roy
Assistant to the City Manager

Re: Employee Handbook

Date: October 14, 2015

The final edition of the handbook has been reviewed and approved by the City's HR consultants, Public Sector HR. It has been a very long process to develop the final product, but I believe the time and effort have been well worth it given the final product. This handbook has been reviewed and approved by 3 of the City's bargaining units as well as by all City Department Heads. Achieving this final product has been no easy task. It has taken numerous meetings with Department Heads, numerous meetings with the bargaining units, and numerous reviews by our HR consultants to come up with the final agreed upon product. This handbook serves a number of beneficial purposes from serving as a reference tool for our employees and supervisors, to the establishment and/or updating of several of the City's HR policies. For example, the City's original drug-free workplace policy dates back to 1989. It is severely outdated and lacks a number of key compliance features. Passage of the handbook not only brings this policy up to date, it will also bring the City into policy compliance with the FTA standards for this policy.

Please include an item agenda for the October 19, 2015 City Council meeting for discussion and approval of the handbook. Upon adoption, I will begin the process of distributing the handbook to our staff.

Res No. 4

October 13, 2015

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Authorizing Supplemental Appropriations No. 1 for General, Community Development, Risk Retention, Water, Sewer, Library and Self-funded Health Insurance Funds

The Comptroller's Office is in the process of filing the Annual Financial Report with the New York State Comptroller as required by October 28th as well preparing the financial statements for the independent audit. In connection with these reports it is necessary to transfer budget appropriations between various line items to bring certain accounts within budget. The attached resolution provides for the establishment of a supplemental appropriation to cover overdrawn accounts in the FY 2014-15 General, Community Development, Risk Retention, Water, Sewer, Library and Self-funded Health Insurance Funds.

An analysis of the FY 2014-15 results will be provided in the next City Council agenda. The audit by Bowers and Company will begin in November.

RESOLUTION

Page 1 of 13

Approving Supplemental Appropriation No. 1
For Fiscal Year 2014-15 for Various Accounts

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

Total

YEA	NAY

Introduced by

BE IT RESOLVED by the City Council of the City of Watertown, New York that the total amount of \$2,266,250 is hereby transferred and appropriated from and to the following accounts of the listed funds for FY 2014-15 for the reasons shown:

<u>GENERAL FUND</u>					<u>Increase</u>		
A	1010	460	LEGISLATIVE BOARD	Materials and Supplies	\$	100	Under appropriated
A	1210	450	MAYOR	Miscellaneous	\$	250	Under appropriated
A	1230	110	MUNICIPAL EXECUTIVE	Salaries	\$	6,500	Under appropriated
A	1230	410	MUNICIPAL EXECUTIVE	Utilities	\$	200	Under appropriated
A	1230	450	MUNICIPAL EXECUTIVE	Miscellaneous	\$	250	Under appropriated
A	1230	465	MUNICIPAL EXECUTIVE	Equipment < \$5,000	\$	125	Under appropriated
A	1230	840	MUNICIPAL EXECUTIVE	Workers' Compensation	\$	7,900	Under appropriated
A	1315	120	COMPTROLLER	Clerical	\$	11,775	Under appropriated
A	1315	140	COMPTROLLER	Temporary	\$	2,100	Under appropriated
A	1345	110	PURCHASING	Salaries	\$	275	Under appropriated
A	1345	120	PURCHASING	Clerical	\$	1,525	Under appropriated
A	1345	465	PURCHASING	Equipment < \$5,000	\$	1,150	Under appropriated
A	1345	830	PURCHASING	Social Security	\$	100	Under appropriated
A	1355	110	ASSESSMENT	Salaries	\$	1,000	Under appropriated
A	1355	130	ASSESSMENT	Wages	\$	4,350	Under appropriated
A	1355	440	ASSESSMENT	Fees, Non-employee	\$	30,500	Under appropriated
A	1355	450	ASSESSMENT	Miscellaneous	\$	700	Under appropriated
A	1355	460	ASSESSMENT	Materials and Supplies	\$	150	Under appropriated
A	1410	110	CLERK	Salaries	\$	1,225	Under appropriated
A	1410	465	CLERK	Equipment < \$5,000	\$	575	Under appropriated
A	1410	810	CLERK	NYS Retirement	\$	1,975	Under appropriated
A	1420	450	LAW	Miscellaneous	\$	975	Under appropriated
A	1430	110	CIVIL SERVICE	Salaries	\$	200	Under appropriated

RESOLUTION

Page 2 of 13

Approving Supplemental Appropriation No. 1
For Fiscal Year 2014-15 for Various Accounts

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

Total

YEA	NAY

A	1430	810	CIVIL SERVICE	NYS Retirement	\$	2,325	Under appropriated
A	1430	840	CIVIL SERVICE	Workers' Compensation	\$	175	Under appropriated
A	1430	850	CIVIL SERVICE	Health Insurance	\$	175	Under appropriated
A	1440	120	ENGINEERING	Clerical	\$	1,300	Under appropriated
A	1440	420	ENGINEERING	Insurance	\$	825	Under appropriated
A	1440	440	ENGINEERING	Fees, Non-employee	\$	4,800	Under appropriated
A	1440	450	ENGINEERING	Miscellaneous	\$	100	Under appropriated
A	1440	455	ENGINEERING	Vehicle Expense	\$	3,475	Under appropriated
A	1440	465	ENGINEERING	Equipment < \$5,000	\$	14,200	Under appropriated
A	1440	840	ENGINEERING	Workers' Compensation	\$	3,500	Under appropriated
A	1490	110	PUBLIC WORKS ADMIN.	Salaries	\$	9,850	Under appropriated
A	1490	120	PUBLIC WORKS ADMIN.	Clerical	\$	6,525	Under appropriated
A	1490	130	PUBLIC WORKS ADMIN.	Wages	\$	1,675	Under appropriated
A	1490	420	PUBLIC WORKS ADMIN.	Insurance	\$	125	Under appropriated
A	1490	455	PUBLIC WORKS ADMIN.	Vehicle Expense	\$	750	Under appropriated
A	1490	465	PUBLIC WORKS ADMIN.	Equipment < \$5,000	\$	300	Under appropriated
A	1490	830	PUBLIC WORKS ADMIN.	Social Security	\$	425	Under appropriated
A	1490	840	PUBLIC WORKS ADMIN.	Workers' Compensation	\$	350	Under appropriated
A	1490	850	PUBLIC WORKS ADMIN.	Health Insurance	\$	1,750	Under appropriated
A	1620	130	MUNICIPAL BUILDINGS	Wages	\$	9,150	Under appropriated
A	1620	150	MUNICIPAL BUILDINGS	Overtime	\$	1,875	Under appropriated
A	1620	420	MUNICIPAL BUILDINGS	Insurance	\$	1,350	Under appropriated
A	1620	450	MUNICIPAL BUILDINGS	Miscellaneous	\$	150	Under appropriated
A	1620	465	MUNICIPAL BUILDINGS	Equipment < \$5,000	\$	2,850	Under appropriated
A	1620	810	MUNICIPAL BUILDINGS	NYS Retirement	\$	100	Under appropriated
A	1620	830	MUNICIPAL BUILDINGS	Social Security	\$	775	Under appropriated
A	1640	120	CENTRAL GARAGE	Clerical	\$	3,950	Under appropriated
A	1640	130	CENTRAL GARAGE	Wages	\$	10,500	Under appropriated
A	1640	420	CENTRAL GARAGE	Insurance	\$	250	Under appropriated
A	1640	455	CENTRAL GARAGE	Vehicle Expense	\$	1,575	Under appropriated
A	1640	850	CENTRAL GARAGE	Health Insurance	\$	1,975	Under appropriated
A	1680	110	INFORMATION TECH.	Salaries	\$	275	Under appropriated

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

Total

YEA	NAY

A	1680	130	INFORMATION TECH.	Wages	\$	7,550	Under appropriated
A	1680	430	INFORMATION TECH.	Contracted Services	\$	9,750	Under appropriated
A	1680	450	INFORMATION TECH.	Miscellaneous	\$	100	Under appropriated
A	1680	810	INFORMATION TECH.	NYS Retirement	\$	2,400	Under appropriated
A	1680	850	INFORMATION TECH.	Health Insurance	\$	125	Under appropriated
A	1940	245	LAND	Land	\$	20,000	138 Court Street acquisition
A	1950	430	REAL PROPERTY TAXES	Contracted Services	\$	700	Under appropriated
A	3120	110	POLICE	Salaries	\$	2,600	Under appropriated
A	3120	120	POLICE	Clerical	\$	35,500	Under appropriated
A	3120	150	POLICE	Overtime	\$	161,225	Under appropriated
A	3120	175	POLICE	Health Insurance Buy-out	\$	7,350	Under appropriated
A	3120	230	POLICE	Motor Vehicles	\$	3,000	Under appropriated
A	3120	420	POLICE	Insurance	\$	100	Under appropriated
A	3120	450	POLICE	Miscellaneous	\$	7,100	Under appropriated
A	3120	465	POLICE	Equipment < \$5,000	\$	22,500	Under appropriated
A	3120	810	POLICE	NYS Retirement	\$	3,150	Under appropriated
A	3410	110	FIRE	Salaries	\$	3,600	Under appropriated
A	3410	120	FIRE	Clerical	\$	1,400	Under appropriated
A	3410	150	FIRE	Overtime	\$	51,775	Under appropriated
A	3410	175	FIRE	Health Insurance Buy-out	\$	600	Under appropriated
A	3410	230	FIRE	Motor Vehicles	\$	97,375	Grant funded purchase
A	3410	250	FIRE	Other Equipment	\$	17,350	Under appropriated
A	3410	430	FIRE	Contracted Services	\$	1,475	Under appropriated
A	3410	455	FIRE	Vehicle Expense	\$	675	Under appropriated
A	3410	840	FIRE	Workers' Compensation	\$	2,750	Under appropriated
A	3510	430	CONTROL OF ANIMALS	Contracted Services	\$	4,175	Under appropriated
A	3620	110	CODE ENFORCEMENT	Salaries	\$	1,425	Under appropriated
A	3620	120	CODE ENFORCEMENT	Clerical	\$	1,575	Under appropriated
A	3620	130	CODE ENFORCEMENT	Wages	\$	6,825	Under appropriated
A	3620	140	CODE ENFORCEMENT	Temporary	\$	900	Under appropriated
A	3620	170	CODE ENFORCEMENT	Out of Code	\$	6,225	Under appropriated
A	3620	175	CODE ENFORCEMENT	Health Insurance Buy-out	\$	2,600	Under appropriated

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Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

A	3620	830	CODE ENFORCEMENT	Social Security	\$	550	Under appropriated
A	3620	850	CODE ENFORCEMENT	Health Insurance	\$	100	Under appropriated
A	5010	170	MUNICIPAL MAINTENANCE	Out of Code	\$	125	Under appropriated
A	5010	175	MUNICIPAL MAINTENANCE	Health Insurance Buy-out	\$	1,900	Under appropriated
A	5010	250	MUNICIPAL MAINTENANCE	Other Equipment	\$	5,475	Under appropriated
A	5010	420	MUNICIPAL MAINTENANCE	Insurance	\$	525	Under appropriated
A	5010	465	MUNICIPAL MAINTENANCE	Equipment < \$5,000	\$	23,000	Under appropriated
A	5010	810	MUNICIPAL MAINTENANCE	NYS Retirement	\$	2,175	Under appropriated
A	5010	840	MUNICIPAL MAINTENANCE	Workers' Compensation	\$	28,875	Under appropriated
A	5110	175	MAINTENANCE OF ROADS	Health Insurance Buy-out	\$	600	Under appropriated
A	5110	420	MAINTENANCE OF ROADS	Insurance	\$	375	Under appropriated
A	5110	455	MAINTENANCE OF ROADS	Vehicle Expense	\$	5,300	Under appropriated
A	5110	840	MAINTENANCE OF ROADS	Workers' Compensation	\$	24,775	Under appropriated
A	5142	110	SNOW REMOVAL	Salaries	\$	2,050	Under appropriated
A	5142	140	SNOW REMOVAL	Temporary	\$	125	Under appropriated
A	5142	150	SNOW REMOVAL	Overtime	\$	37,375	Under appropriated
A	5142	170	SNOW REMOVAL	Out of Code	\$	4,825	Under appropriated
A	5142	175	SNOW REMOVAL	Health Insurance Buy-out	\$	3,700	Under appropriated
A	5142	230	SNOW REMOVAL	Motor Vehicles	\$	1,050	Under appropriated
A	5142	410	SNOW REMOVAL	Utilities	\$	150	Under appropriated
A	5142	420	SNOW REMOVAL	Insurance	\$	200	Under appropriated
A	5142	430	SNOW REMOVAL	Contracted Services	\$	38,125	Under appropriated
A	5142	440	SNOW REMOVAL	Fees, Non-employee	\$	525	Under appropriated
A	5142	455	SNOW REMOVAL	Vehicle Expense	\$	42,600	Under appropriated
A	5142	830	SNOW REMOVAL	Social Security	\$	700	Under appropriated
A	5184	110	HYDROELECTRIC	Salaries	\$	100	Under appropriated
A	5184	130	HYDROELECTRIC	Wages	\$	350	Under appropriated
A	5184	150	HYDROELECTRIC	Overtime	\$	350	Under appropriated
A	5184	460	HYDROELECTRIC	Materials and Supplies	\$	100	Under appropriated
A	5184	810	HYDROELECTRIC	Retirement System	\$	325	Under appropriated
A	5184	840	HYDROELECTRIC	Workers' Compensation	\$	64,375	Under appropriated
A	5186	130	TRAFFIC CONTROL & LIGHTING	Wages	\$	5,175	Under appropriated

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Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

A	5186	140	TRAFFIC CONTROL & LIGHTING	Temporary	\$	100	Under appropriated
A	5186	250	TRAFFIC CONTROL & LIGHTING	Other Equipment	\$	3,100	Under appropriated
A	5186	440	TRAFFIC CONTROL & LIGHTING	Fees, Non-employee	\$	100	Under appropriated
A	5186	455	TRAFFIC CONTROL & LIGHTING	Vehicle Expense	\$	3,625	Under appropriated
A	5186	840	TRAFFIC CONTROL & LIGHTING	Workers' Compensation	\$	100	Under appropriated
A	5186	850	TRAFFIC CONTROL & LIGHTING	Health Insurance	\$	350	Under appropriated
A	5186	850.0015	TRAFFIC CONTROL & LIGHTING	Health Insurance - IBEW Plan	\$	575	Under appropriated
A	5630	140	BUS	Temporary	\$	71,050	Under appropriated
A	5630	410	BUS	Utilities	\$	700	Under appropriated
A	5630	440	BUS	Fees, Non-employee	\$	100	Under appropriated
A	5630	460	BUS	Materials and Supplies	\$	2,275	Under appropriated
A	5650	420	CITY PARKING FACILITIES	Insurance	\$	125	Under appropriated
A	5650	430	CITY PARKING FACILITIES	Contracted Services	\$	100	Under appropriated
A	6410	460	PUBLICITY	Materials and Supplies	\$	100	Under appropriated
A	7020	120	RECREATION ADMIN.	Clerical	\$	6,000	Under appropriated
A	7020	140	RECREATION ADMIN.	Temporary	\$	12,925	Under appropriated
A	7020	410	RECREATION ADMIN.	Utilities	\$	1,450	Under appropriated
A	7020	430	RECREATION ADMIN.	Contracted Services	\$	1,925	Under appropriated
A	7020	460	RECREATION ADMIN.	Materials and Supplies	\$	1,350	Under appropriated
A	7020	465	RECREATION ADMIN.	Equipment < \$5,000	\$	925	Under appropriated
A	7020	810	RECREATION ADMIN.	NYS Retirement	\$	16,000	Under appropriated
A	7020	830	RECREATION ADMIN.	Social Security	\$	300	Under appropriated
A	7020	840	RECREATION ADMIN.	Workers' Compensation	\$	100	Under appropriated
A	7110	130	THOMPSON PARK	Wages	\$	7,650	Under appropriated
A	7110	140	THOMPSON PARK	Temporary	\$	100	Under appropriated
A	7110	150	THOMPSON PARK	Overtime	\$	3,550	Under appropriated
A	7110	420	THOMPSON PARK	Insurance	\$	100	Under appropriated
A	7110	450	THOMPSON PARK	Miscellaneous	\$	100	Under appropriated
A	7110	830	THOMPSON PARK	Social Security	\$	500	Under appropriated
A	7110	840	THOMPSON PARK	Workers' Compensation	\$	2,050	Under appropriated

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Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

A	7110	850	THOMPSON PARK	Health Insurance	\$	1,850	Under appropriated
A	7140	130	PLAYGROUNDS	Wages	\$	2,900	Under appropriated
A	7140	140	PLAYGROUNDS	Temporary	\$	9,225	Under appropriated
A	7140	150	PLAYGROUNDS	Overtime	\$	2,300	Under appropriated
A	7140	420	PLAYGROUNDS	Insurance	\$	100	Under appropriated
A	7140	465	PLAYGROUNDS	Equipment < \$5,000	\$	850	Under appropriated
A	7140	830	PLAYGROUNDS	Social Security	\$	1,050	Under appropriated
A	7140	840	PLAYGROUNDS	Workers' Compensation	\$	100	Under appropriated
A	7141	130	FAIRGROUNDS	Wages	\$	9,375	Under appropriated
A	7141	150	FAIRGROUNDS	Overtime	\$	4,500	Under appropriated
A	7141	420	FAIRGROUNDS	Insurance	\$	125	Under appropriated
A	7141	450	FAIRGROUNDS	Miscellaneous	\$	100	Under appropriated
A	7141	460	FAIRGROUNDS	Materials and Supplies	\$	525	Under appropriated
A	7141	830	FAIRGROUNDS	Social Security	\$	1,350	Under appropriated
A	7143	130	ATHLETIC PROGRAMS	Wages	\$	100	Under appropriated
A	7143	140	ATHLETIC PROGRAMS	Temporary	\$	27,375	Under appropriated
A	7143	150	ATHLETIC PROGRAMS	Overtime	\$	2,375	Under appropriated
A	7143	420	ATHLETIC PROGRAMS	Insurance	\$	3,775	Under appropriated
A	7143	440	ATHLETIC PROGRAMS	Fees, Non-employee	\$	1,150	Under appropriated
A	7143	460	ATHLETIC PROGRAMS	Materials and Supplies	\$	2,775	Under appropriated
A	7143	810	ATHLETIC PROGRAMS	NYS Retirement	\$	1,550	Under appropriated
A	7143	830	ATHLETIC PROGRAMS	Social Security	\$	2,225	Under appropriated
A	7180	130	SWIMMING POOLS	Wages	\$	3,475	Under appropriated
A	7180	140	SWIMMING POOLS	Temporary	\$	1,175	Under appropriated
A	7180	150	SWIMMING POOLS	Overtime	\$	575	Under appropriated
A	7180	410	SWIMMING POOLS	Utilities	\$	6,400	Under appropriated
A	7180	420	SWIMMING POOLS	Insurance	\$	100	Under appropriated
A	7180	460	SWIMMING POOLS	Materials and Supplies	\$	1,925	Under appropriated
A	7180	830	SWIMMING POOLS	Social Security	\$	325	Under appropriated
A	7180	850	SWIMMING POOLS	Health Insurance	\$	325	Under appropriated
A	7265	150	ICE ARENA	Overtime	\$	1,575	Under appropriated
A	7265	170	ICE ARENA	Out of Code	\$	875	Under appropriated

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Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

A	7265	230	ICE ARENA	Motor Vehicles	\$	1,250	Under appropriated
A	7265	420	ICE ARENA	Insurance	\$	1,750	Under appropriated
A	7265	460	ICE ARENA	Materials and Supplies	\$	6,700	Under appropriated
A	7265	810	ICE ARENA	NYS Retirement	\$	11,900	Under appropriated
A	7265	850	ICE ARENA	Health Insurance	\$	3,525	Under appropriated
A	8010	450	ZONING	Miscellaneous	\$	200	Under appropriated
A	8020	450	PLANNING	Miscellaneous	\$	750	Under appropriated
A	8020	465	PLANNING	Equipment < \$5,000	\$	1,800	Under appropriated
A	8140	110	STORM SEWER	Salaries	\$	975	Under appropriated
A	8140	420	STORM SEWER	Insurance	\$	100	Under appropriated
A	8140	440	STORM SEWER	Fees, Non-employee	\$	100	Under appropriated
A	8140	455	STORM SEWER	Vehicle Expense	\$	1,725	Under appropriated
A	8140	460	STORM SEWER	Materials and Supplies	\$	4,775	Under appropriated
A	8140	465	STORM SEWER	Equipment < \$5,000	\$	1,425	Under appropriated
A	8140	840	STORM SEWER	Workers' Compensation	\$	31,250	Under appropriated
A	8140	850	STORM SEWER	Health Insurance	\$	3,375	Under appropriated
A	8160	110	REFUSE AND RECYCLE	Salaries	\$	14,950	Under appropriated
A	8160	120	REFUSE AND RECYCLE	Clerical	\$	100	Under appropriated
A	9040	800	OTHER EXPENSES	Workers' Compensation	\$	30,400	Under appropriated
A	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$	93,750	Under appropriated
A	9710	600	OTHER EXPENSES	Serial Bonds - Principal	\$	625	Under appropriated
TOTAL					\$	<u>1,382,425</u>	

				<u>Decrease</u>			
A	1620	410	MUNICIPAL BUILDINGS	Utilities	\$	(19,000)	
A	1640	110	CENTRAL GARAGE	Salaries	\$	(20,000)	
A	1640	460	CENTRAL GARAGE	Materials and Supplies	\$	(65,000)	
A	1680	250	INFORMATION TECH.	Other Equipment	\$	(25,000)	
A	1680	465	INFORMATION TECH.	Equipment < \$5,000	\$	(20,000)	
A	1990	430	CONTINGENCY	Contracted Services	\$	(618,000)	
A	3120	130	POLICE	Wages	\$	(23,000)	
A	3120	820	POLICE	Police Retirement System	\$	(102,000)	

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Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

A	3410	820	FIRE	Fire Retirement System	\$	(88,000)
A	3410	850	FIRE	Health Insurance	\$	(25,000)
A	5010	140	MUNICIPAL MAINTENANCE	Temporary	\$	(19,000)
A	5110	850	MAINTENANCE OF ROADS	Health Insurance	\$	(22,000)
A	5142	850	SNOW REMOVAL TRAFFIC CONTROL & LIGHTING	Health Insurance	\$	(21,000)
A	5186	410		Utilities	\$	(3,100)
A	5630	130	BUS	Wages	\$	(100,000)
A	5630	250	BUS	Other Equipment	\$	(40,000)
A	5630	430	BUS	Contracted Services	\$	(37,825)
A	5630	455	BUS	Vehicle Expense	\$	(30,000)
A	5630	850	BUS	Health Insurance	\$	(21,000)
A	5650	460	CITY PARKING FACILITIES	Materials and Supplies	\$	(23,000)
A	7265	840	ICE ARENA	Workers' Compensation	\$	(30,000)
A	8160	130	REFUSE AND RECYCLE	Wages	\$	(12,200)
A	8160	850	REFUSE AND RECYCLE	Health Insurance	\$	<u>(18,300)</u>
	TOTAL				\$	<u>(1,382,425)</u>

COMMUNITY DEVELOPMENT FUND

Expenditures

CD	9510	900	Transfer to General Fund	Transfer	\$	<u>7,500</u>	Under appropriated
	Total				\$	<u>7,500</u>	

Decrease

CD	8668	430.8607	CDBG Grant - 2014 Entitlement	Contracted Services	\$	<u>(7,500)</u>
	Total				\$	<u>(7,500)</u>

RISK RETENTION FUND

Expenditures

CS	1930	430	RISK RETENTION	Judgements & Claims	\$	<u>1,500</u>	Under appropriated
	Total				\$	<u>1,500</u>	

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Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

				<u>Decrease</u>	
CS	1740	430	RISK RETENTION	Administration	\$ (1,500)
			Total		<u>\$ (1,500)</u>

WATER FUND

				<u>Increase</u>	
<u>Expenditures</u>					
F	1950	430	REAL PROPERTY TAXES	Contracted Services	\$ 25 Under appropriated
F	8310	110	WATER ADMINISTRATION	Salaries	\$ 200 Under appropriated
F	8310	120	WATER ADMINISTRATION	Clerical	\$ 850 Under appropriated
F	8310	150	WATER ADMINISTRATION	Overtime	\$ 13,750 Under appropriated
F	8310	410	WATER ADMINISTRATION	Utilities	\$ 150 Under appropriated
F	8310	465	WATER ADMINISTRATION	Equipment < \$5,000	\$ 1,000 Under appropriated
F	8310	830	WATER ADMINISTRATION	Social Security	\$ 200 Under appropriated
F	8310	850	WATER ADMINISTRATION	Health Insurance	\$ 100 Under appropriated
F	8320	410	SUPPLY, POWER & PUMPING	Utilities	\$ 11,000 Under appropriated
F	8320	420	SUPPLY, POWER & PUMPING	Insurance	\$ 300 Under appropriated
F	8330	175	WATER PURIFICATION	Health Insurance Buy-out	\$ 200 Under appropriated
F	8330	250	WATER PURIFICATION	Other Equipment	\$ 6,000 Under appropriated
F	8330	410	WATER PURIFICATION	Utilities	\$ 34,900 Under appropriated
F	8330	460	WATER PURIFICATION	Materials and Supplies	\$ 93,000 Under appropriated
F	8330	850	WATER PURIFICATION	Health Insurance	\$ 200 Under appropriated
F	8340	110	TRANSMISSION AND DIST.	Salaries	\$ 1,800 Under appropriated
F	8340	130	TRANSMISSION AND DIST.	Wages	\$ 20,100 Under appropriated
F	8340	150	TRANSMISSION AND DIST.	Overtime	\$ 25,500 Under appropriated
F	8340	450	TRANSMISSION AND DIST.	Miscellaneous	\$ 5,600 Under appropriated
F	8340	460	TRANSMISSION AND DIST.	Materials and Supplies	\$ 20,000 Under appropriated
F	8340	840	TRANSMISSION AND DIST.	Workers' Compensation	\$ 29,100 Under appropriated
F	8340	850	TRANSMISSION AND DIST.	Health Insurance	\$ 3,000 Under appropriated
F	9050	800	OTHER EXPENSES	Unemployment Insurance	\$ 5,850 Under appropriated
F	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$ 16,700 Under appropriated
F	9710	600	OTHER EXPENSES	Serial Bonds - Principal	<u>\$ 5,475 Under appropriated</u>
TOTAL					<u>\$ 295,000</u>

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Council Member MACALUSO, Teresa R.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

				<u>Decrease</u>	
F	1990	430	CONTINGENCY	Contingency	\$ (85,200)
F	8330	110	WATER PURIFICATION	Salaries	\$ (38,000)
F	8330	130	WATER PURIFICATION	Wages	\$ (18,000)
F	8330	430	WATER PURIFICATION	Contracted Services	\$ (12,000)
F	8330	810	WATER PURIFICATION	NYS Retirement	\$ (27,000)
F	8330	830	WATER PURIFICATION	Social Security	\$ (6,000)
F	8340	140	TRANSMISSION AND DIST.	Temporary	\$ (29,000)
F	8340	430	TRANSMISSION AND DIST.	Contracted Services	\$ (15,000)
F	8340	455	TRANSMISSION AND DIST.	Vehicle Expense	\$ (5,000)
F	8340	465	TRANSMISSION AND DIST.	Equipment < \$5,000	\$ (46,000)
F	9710	700	OTHER EXPENSES	Serial Bonds - Interest	<u>\$ (13,800)</u>
TOTAL					<u><u>\$ (295,000)</u></u>

SEWER FUND

				<u>Increase</u>	
<u>Expenditures</u>					
G	8110	110	SEWER ADMINISTRATION	Salaries	\$ 150 Under appropriated
G	8110	120	SEWER ADMINISTRATION	Clerical	\$ 400 Under appropriated
G	8110	150	SEWER ADMINISTRATION	Overtime	\$ 13,750 Under appropriated
G	8110	420	SEWER ADMINISTRATION	Insurance	\$ 325 Under appropriated
G	8110	450	SEWER ADMINISTRATION	Miscellaneous	\$ 1,700 Under appropriated
G	8110	455	SEWER ADMINISTRATION	Vehicle Expense	\$ 100 Under appropriated
G	8110	465	SEWER ADMINISTRATION	Equipment < \$5,000	\$ 1,000 Under appropriated
G	8110	830	SEWER ADMINISTRATION	Social Security	\$ 200 Under appropriated
G	8110	850	SEWER ADMINISTRATION	Health Insurance	\$ 100 Under appropriated
G	8120	110	SANITARY SEWER	Salaries	\$ 1,000 Under appropriated
G	8120	175	SANITARY SEWER	Health Insurance Buy-out	\$ 4,000 Under appropriated
G	8120	420	SANITARY SEWER	Insurance	\$ 100 Under appropriated
G	8120	440	SANITARY SEWER	Fees, Non-employee	\$ 250 Under appropriated
G	8120	465	SANITARY SEWER	Equipment < \$5,000	\$ 200 Under appropriated

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Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

G	8130	110	SEWAGE TREATMENT	Salaries	\$	300	Under appropriated
G	8130	150	SEWAGE TREATMENT	Overtime	\$	29,000	Under appropriated
G	8130	175	SEWAGE TREATMENT	Health Insurance Buy-out	\$	1,125	Under appropriated
G	8130	410	SEWAGE TREATMENT	Utilities	\$	13,800	Under appropriated
G	8130	450	SEWAGE TREATMENT	Miscellaneous	\$	5,000	Under appropriated
G	8130	460	SEWAGE TREATMENT	Materials and Supplies	\$	145,200	Under appropriated
G	9050	800	OTHER EXPENSES	Unemployment Insurance	\$	2,300	Under appropriated
G	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$	4,000	Under appropriated
G	9710	600	OTHER EXPENSES	Serial Bonds - Principal	\$	<u>6,000</u>	Under appropriated
	Total				\$	<u>230,000</u>	

Decrease

G	1990	430	CONTINGENCY	Contracted Services	\$	(46,000)	
G	8120	430	SANITARY SEWER	Contracted Services	\$	(11,000)	
G	8120	455	SANITARY SEWER	Vehicle Expense	\$	(4,000)	
G	8120	460	SANITARY SEWER	Materials and Supplies	\$	(10,000)	
G	8120	810	SANITARY SEWER	NYS Retirement	\$	(6,000)	
G	8120	850	SANITARY SEWER	Health Insurance	\$	(100)	
G	8130	130	SEWAGE TREATMENT	Wages	\$	(23,000)	
G	8130	420	SEWAGE TREATMENT	Insurance	\$	(11,000)	
G	8130	430	SEWAGE TREATMENT	Contracted Services	\$	(49,000)	
G	8130	465	SEWAGE TREATMENT	Equipment < \$5,000	\$	(5,000)	
G	8130	810	SEWAGE TREATMENT	NYS Retirement	\$	(21,000)	
G	8130	830	SEWAGE TREATMENT	Social Security	\$	(2,900)	
G	8130	840	SEWAGE TREATMENT	Workers' Compensation	\$	(27,000)	
G	9710	700	OTHER EXPENSES	Serial Bonds - Interest	\$	<u>(14,000)</u>	
	Total				\$	<u>(230,000)</u>	

LIBRARY FUND

Expenditures

L 7410 130 LIBRARY

Wages

Increase

\$ 160,350

Budget mis-code with .130 line

RESOLUTION

Page 12 of 13

Approving Supplemental Appropriation No. 1
For Fiscal Year 2014-15 for Various Accounts

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

YEA	NAY

Total

L	7410	140	LIBRARY	Temporary	\$	3,950	Under appropriated
L	7410	150	LIBRARY	Overtime	\$	3,600	Under appropriated
L	7410	420	LIBRARY	Insurance	\$	2,175	Under appropriated
L	7410	430	LIBRARY	Contracted Services	\$	20,900	Under appropriated
L	7410	450	LIBRARY	Miscellaneous	\$	4,850	Under appropriated
L	7410	460	LIBRARY	Materials and Supplies	\$	4,325	Under appropriated
L	7410	465	LIBRARY	Equipment < \$5,000	\$	3,350	Under appropriated
L	9050	800	OTHER EXPENSES	Unemployment Insurance	\$	6,725	Under appropriated
L	9710	600	OTHER EXPENSES	Serial Bonds - Principal	\$	2,975	Under appropriated
L	9950	900	OTHER EXPENSES	Transfer to Capital	\$	<u>4,325</u>	Under appropriated
	Total				\$	<u>217,525</u>	

				<u>Decrease</u>			
L	1990	430	CONTINGENCY	Contracted Services	\$	(12,000)	
L	7410	110	LIBRARY	Salaries	\$	(25,100)	
L	7410	120	LIBRARY	Clerical	\$	(143,200)	
L	7410	410	LIBRARY	Utilities	\$	(1,475)	
L	7410	440	LIBRARY	Fees, Non-employee	\$	(200)	
L	7410	810	LIBRARY	NYS Retirement	\$	(10,575)	
L	7410	830	LIBRARY	Social Security	\$	(1,575)	
L	7410	840	LIBRARY	Worker's Compensation	\$	(250)	
L	7410	850	LIBRARY	Health Insurance	\$	(8,625)	
L	9060	800	OTHER EXPENSES	Health Insurance - Retirees	\$	(5,700)	
L	9065	800	OTHER EXPENSES	Medicare Reimbursements	\$	(2,825)	
L	9070	800	OTHER EXPENSES	Compensated Absences	\$	(775)	
L	9089	800	OTHER EXPENSES	Other Employee Benefits	\$	(100)	
L	9710	700	OTHER EXPENSES	Serial Bonds - Interest	\$	<u>(5,125)</u>	
	Total				\$	<u>(217,525)</u>	

RESOLUTION

Page 13 of 13

Approving Supplemental Appropriation No. 1
For Fiscal Year 2014-15 for Various Accounts

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

YEA	NAY

Total

SELF FUNDED HEALTH INSURANCE FUND

Expenditures

Increase

MS	1710	110	SELF FUNDED HEALTH INS.	Salaries	\$	600	Under appropriated
MS	1710	465	SELF FUNDED HEALTH INS.	Equipment < \$5,000	\$	700	Under appropriated
MS	9060	430.0020	SELF FUNDED HEALTH INS.	Non-pharmacy Claims	\$	<u>131,000</u>	Under appropriated
					\$	<u>132,300</u>	

Decrease

MS	1710	420	SELF FUNDED HEALTH INS.	Stop Loss Insurance	\$	(110,300)	
MS	1710	430	SELF FUNDED HEALTH INS.	Contracted Services	\$	(1,000)	
MS	1710	440	SELF FUNDED HEALTH INS.	Fees	\$	<u>(21,000)</u>	
					\$	<u>(132,300)</u>	

Seconded by

Res No. 5

October 14, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Drug and Alcohol Testing

The City Purchasing Department has advertised and received sealed proposals for drug and alcohol testing for safety sensitive employees of the City of Watertown effective immediately through June 30, 2018, with the option to renew for one additional two-year contract. This service is required by our policy, NYS DOT and the FTA.

Proposals were sent to four (4) area service providers, with three (3) proposals submitted to the Purchasing Department where they were publicly opened and read on Wednesday, September 2, 2015, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the proposals received with the Department of Public Works, and it is their recommendation that the City Council accept the proposal submitted by Occupational Medicine as the lowest qualified provider meeting our specifications. The other bids submitted are detailed in the attached reports of Mrs. Pastuf and Mr. Hayes.

RESOLUTION

Page 1 of 1

Accepting Bid for Drug and Alcohol Testing

Introduced by

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

Total

YEA	NAY

WHEREAS the City Purchasing Manager has advertised and received sealed proposals for drug and alcohol testing for safety sensitive employees of the City of Watertown effective immediately through June 30, 2018, with the option to renew for an additional two-year contract, and

WHEREAS proposals were sent to four (4) area service providers, with three (3) proposals submitted to the Purchasing Department, and

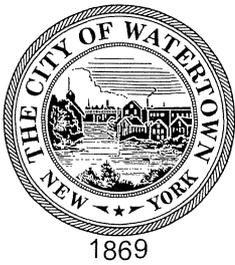
WHEREAS on Wednesday, September 2, 2015, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS City Purchasing Agent Amy M. Pastuf reviewed the bids received with the Department of Public Works, and it is their recommendation that the City Council accept the proposal submitted by Occupational Medicine,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the proposal submitted by Occupational Medicine as the lowest qualifying provider meeting City specifications, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign all contracts associated with implementing the award to Occupational Medicine.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: RFP 2015-01 – Drug and Alcohol Testing – Recommendation
DATE: 10/14/2015

The City's Purchasing Department advertised in the Watertown Daily Times on August 12, 2015 calling for Proposals for Drug and Alcohol Testing for Safety Sensitive employees of the City of Watertown. This need for this service is required by our policy, NYS DOT and the FTA.

Proposals were sent to four (4) area service providers. Three (3) proposals were submitted to the Purchasing Department. The sealed proposals were publicly opened and read on September 2, 2015 at 11:00 am, local time. The pricing tally is provided on the attached sheet with a cost analysis using the last three years of drug and alcohol testing.

The Public Works Department and the Purchasing Department reviewed each proposal for compliance to the required specifications. All three (3) companies provided the required information and certifications to guarantee a satisfactory drug and alcohol testing program. Each provided a slightly different pricing structure. When the individual pricing was compared using actual usage from prior years, it was apparent that Occupational Medicine provided the best value to the City. Occupational Medicine is the current provider for Drug and Alcohol Testing for the City of Watertown and has performed exceptionally on prior contracts. Based on their proven ability and pricing it is recommended that we accept the proposal from Occupational Medicine Associates as per the attached pricing structure.

This contract will commence immediately through June 30, 2018, with the ability to renew the contract for one additional (2) two-year contract.

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

Provider		Energetix		Occupational Medicine		On-Site Testing Services	
Year/Service	#	Hempstead, NY		Watertown, NY		Brownville, NY	
		Rates	Total	Rates	Total	Rates	Total
2012							
Pre-employment	2	\$49.00	\$98.00	\$60.00	\$120.00	\$55.00	\$110.00
Random Drug	34	\$49.00	\$1,666.00	\$60.00	\$2,040.00	\$55.00	\$1,870.00
Random Alcohol	7	\$31.00	\$217.00	\$1.00	\$7.00	\$30.00	\$210.00
Post Accident (Drug & Alcohol)*	2	\$80.00	\$160.00	\$61.00	\$122.00	\$85.00	\$170.00
Post Accident (Drug, Alcohol & After Hours Surcharge)*	2	\$205.00	\$410.00	\$61.00	\$122.00	\$135.00	\$270.00
			\$2,551.00		\$2,411.00		\$2,630.00
2013							
Pre-employment	0	\$49.00	\$0.00	\$60.00	\$0.00	\$55.00	\$0.00
Random Drug	34	\$49.00	\$1,666.00	\$60.00	\$2,040.00	\$55.00	\$1,870.00
Random Alcohol	7	\$31.00	\$217.00	\$1.00	\$7.00	\$30.00	\$210.00
Post Accident (Drug & Alcohol)*	5	\$80.00	\$400.00	\$61.00	\$305.00	\$85.00	\$425.00
Post Accident (Drug, Alcohol & After Hours Surcharge)*	5	\$205.00	\$1,025.00	\$61.00	\$305.00	\$135.00	\$675.00
			\$3,308.00		\$2,657.00		\$3,180.00
2014							
Pre-employment	2	\$49.00	\$98.00	\$60.00	\$120.00	\$55.00	\$110.00
Random Drug	32	\$49.00	\$1,568.00	\$60.00	\$1,920.00	\$55.00	\$1,760.00
Random Alcohol	8	\$31.00	\$248.00	\$1.00	\$8.00	\$30.00	\$240.00
Post Accident (Drug & Alcohol)*	9	\$80.00	\$720.00	\$61.00	\$549.00	\$85.00	\$765.00
Post Accident (Drug, Alcohol & After Hours Surcharge)*	9	\$205.00	\$1,845.00	\$61.00	\$549.00	\$135.00	\$1,215.00
			\$4,479.00		\$3,146.00		\$4,090.00

* For purposes of this analysis, it was assumed that half the accidents happened during the day, and the other afterhours

	<h1>MEMORANDUM</h1>	E.P. Hayes Superintendent
	<h2>Dept. Public Works</h2>	Date: 10-08-15 Ref: PW 015-15
To:	Amy Pastuf, City Purchasing Manager	
Subject:	RFP 2015-01-Drug and Alcohol Testing Proposal Evaluation and Recommendation	

At your request I have reviewed all of the individual submittals received in response to the City's request for proposal for Drug & Alcohol Testing services for the period commencing immediately through June 30, 2018. The purpose of this memorandum is to provide my comments on and to offer my recommendation for the final selection.

In response to and in accordance with the formal Request for Proposal, three proposal packages were publically opened and read in the office of the Purchasing Manager at 11:00 am, Wednesday, September 2, 2015. Proposals were received from:

- Energetix Corporation, 87 Saint Paul's Rd N, Hempstead, NY.
- Occupational Medicine Associates of NNY, PC 200 Mullin Street-Suite 201, Watertown, NY
- On-Site Testing Services, Inc, 241 East Main Street, Brownville NY

Following my review I conclude that all of the three bidders are qualified and capable of addressing our needs relative to the mandated federal DOT, FHWA and FTA Drug & Alcohol Testing requirements.

- Energetix identifies itself as the largest supplier of drug and alcohol testing services to NY State Agencies and Municipalities and that they presently hold contracts with both the NYS DOT and the Thruway/Canal Authority. They describe themselves as a Third Party Administrator utilizing existing clinics and support staff from the local area. In our case they state that they will employ the testing services of Occupational Medicine Associates of NY and/or ASAP, Watertown and Langford Testing for Onsite testing. I believe that Energetix's strength lies in their administration and oversight experience of the various sub-contractors making sure that all of the facilities and personnel are current with the standards, that the labs are well run and that the post testing personnel are in place to assist both ourselves and our employees through mandated actions following a

positive test result.

- Occupational Medicine Associates of NNY PC is well known to the City having been our official Drug & Alcohol Testing contractor for the past 20 plus years. They offer exceptional service, detailed record keeping and superior response for after-hour post accident and suspicion testing requests. It is interesting to note that Energetix has selected them as their choice for local support.
- On-Site Testing, Inc, located just outside of the city, has 18 years of Drug and Alcohol Testing experience as well as providing third party administration and training for Drug & Alcohol programs. While not familiar with this firm their credentials are solid and their references supportive. That said it appears that On-Site is best known for providing testing services at the customer's home base rather than requiring the employee to report directly to their lab in Brownville. Hence they provided no local references.

Given that none of the three proposals took any exceptions or limitations to the bid specifications I ran a spread sheet analysis based upon the City's actual utilization over the past three years incorporating the individual drug and alcohol testing and the after hour surcharge numbers offered in each participant's respective fee schedule. The results of this analysis show that, while Occupational Medicine has the highest 5 panel drug testing fee, the lowest Breath Alcohol testing fee and no additional surcharge for their "after hour service", they, Occupational Medicine, came in as the lowest cost service provider in each of the three years analyzed.

As such, given our long standing association with and the demonstrated favorable economic evaluation of, is my recommendation that Occupational Medicine be selected as the contractor/service provider for the City's 2015 Drug & Alcohol Testing RFP.

Should you have any questions concerning this recommendation please do not hesitate to contact me at your convenience.

cc: Christine Cratsenberg, Transit Supervisor
Peter Monaco, Assistant Superintendent of Public Works
Matthew Roy, Confidential Assistant to the City manager
DPW files:
2015 Drug & Alcohol Testing Contract

2015 Drug & Alcohol Testing Contract Proposal Comparison

This is for a 3-1-1 contract period.

	Energetix	On-Site Testing Services	Occupational Medicine
Home Office	Hempstead, NY	Brownville, NY	Watertown
Test Site	Occupational Med		Watertown
5 Panel Drug	\$49.00	\$55.00	\$60.00
Breath Alcohol	\$31.00	\$30.00	\$1.00
After Hour Surcharge	\$125.00 each event	\$35-\$50.00/hr	No Charge
Split specimen	\$125.00	\$200.00	
2014			
Covered Emp: 71			
Pre-Employ: 2	98.00	110.00	120.00
Random Drug: 32	1,568.00	1,760.00	1,920.00
Random Alcohol: 8	248.00	240.00	8.00
Post Acc: 9	720.00	765.00	549.00
After Hours: 9	1,845.00	1,215.00	549.00
	\$4,479.00	\$4,090.00	\$3,146.00
2013			
Covered Emp: 67			
Pre-Employ:			
Random: 34	1,666.00	1,870.00	2,040.00
Random Alcohol: 7	217.00	210.00	7.00
Post Acc: 5	400.00	425.00	305.00
After Hours: 5	1025.00	675.00	305.00
	\$3,308.00	\$3,180.00	\$2,657.00
2012			
Covered Emp: 68			
Pre-Employ: 2	98.00	110.00	120.00
Random: 34	1,666.00	1,870.00	2,040.00
Random Alcohol: 7	217.00	210.00	7.00
Post Acc: 2	160.00	170.00	122.00
After Hours: 2	410.00	270.00	122.00
	\$2,551.00	\$2,630.00	\$2,411.00

Analysis based upon actual testing for years indicated. It was assumed that all post accident testing which required both drug and alcohol testing was split 50% during regular lab hours and 50% "after hours".

Res No. 6

October 14, 2015

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Loomus Drive and Spindle Lane

City Staff has proceeded at Council's direction to resolve the issues related to the dedication of streets and utilities with the Barben Green subdivision.

As stated in the attached report of City Engineer Justin Wood, the owner, Kimberly A. Donegan, has addressed the issues requested.

The attached resolution for Council consideration accepts the conveyance of Loomus Drive and Spindle Lane. Upon approval by City Council, the deeds will be executed and filed with the Jefferson County Clerk's office.

RESOLUTION

Page 1 of 2

Accepting Conveyance by Kimberly A. Donegan of City Streets, Dedicating Said Streets Named Loomus Drive and Spindle Lane, and Associated Water, Sanitary, Sewer and Storm Sewers

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

Total

YEA	NAY

Introduced by

WHEREAS the City Council of the City of Watertown approved a site plan for the construction of a project commonly known as Barben Green Development Co. Inc., said approval being made by Resolution in 1986, and

WHEREAS as part of the site plan, the developer, Barben Green Development Co. Inc., agreed to construct a street to City construction standards, and

WHEREAS the developer further agreed to convey the roadway to the City by warranty deed, and further to convey existing drainage, sanitary sewer, general utilities, and water infrastructure associated with the street, and conveyance was not completed, and the current owner, Kimberly A. Donegan agrees to complete conveyance to the City by Bargain and Sale Deed, and

WHEREAS Section 243 of the City Charter of the City of Watertown requires that no new streets shall be accepted except upon certain conditions and upon the recommendation of the City Engineer after such work as he/she may require, and

WHEREAS the City Engineer has required, among other things, three separate utility easements, and the retention of the services of a licensed land surveyor to locate and punch street monuments to be installed by the City, all of which have been offered with agreed upon installed improvements to the satisfaction of the City Engineer,

NOW THEREFORE BE IT RESOLVED that the Bargain and Sale Deed, a copy of which is attached and made part of this Resolution, reflecting an offer of dedication of the roadway by Kimberly A. Donegan, is hereby accepted, and

RESOLUTION

Page 2 of 2

Accepting Conveyance by Kimberly A. Donegan of City Streets, Dedicating Said Streets Named Loomus Drive and Spindle Lane, and Associated Water, Sanitary, Sewer and Storm Sewers

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the said roadway is hereby dedicated to public use as a Watertown City street pursuant to Section 243 of the Watertown City Charter and Section 34(4) of the New York General City Law, and

BE IT FURTHER RESOLVED that said street shall be known and appropriately signed hereafter as Loomus Drive and Spindle Lane, and

BE IT FURTHER RESOLVED that the City Manager shall accept the grant of all easements as approved by the City Engineer and as approved as to form by the City Attorney.

Seconded by

**Bargain and Sale Deed
With Covenant against Grantor's Acts**

Made the ____ day of October, 2015

BETWEEN

KIMBERLY A. DONEGAN, with an address of
PO Box 669, Alexandria Bay, NY 13607

Party of the First Part,

AND

THE CITY OF WATERTOWN, NY, a municipal
corporation with an address of 245 Washington Street,
Watertown, NY 13601

Party of the Second Part,

WITNESSETH, that the party of the first part, in consideration of One Dollar (\$1.00) dollars, lawful money of the United States, paid by the party of the second part, does hereby grant and release unto the party of the second part, the heirs or successors and assigns of the party of the second part forever,

ALL THAT TRACT OR PARCEL OF LAND, situate in the City of Watertown, County of Jefferson and State of New York, more particularly described on Schedule "A" attached hereto and made a part there.

SUBJECT to easements, covenants and restrictions of record, if any.

BEING A PORTION OF THE PREMISES described in a corrective deed from Reny Management, Inc. to Kimberly A. Donegan dated April 23, 1998 recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, Page 172.

TO HAVE AND TO HOLD the premises herein granted unto the party of the second part, the heirs or successors and assigns of the party of the second part forever.

AND the party of the first part covenants that the party of the first part has not done or suffered anything whereby the said premises have been encumbered in any way whatever, except as aforesaid.

AND the party of the first part, in compliance with Section 13 of the Lien Law, covenants that the party of the first part will received the consideration for this conveyance and will hold the right to receive such consideration as a trust fund to be applied first for the purpose of paying the cost of the improvement and will apply the same first to the payment of the cost of the improvement before using any part of the total of the same for any other purpose.

The word "Party" shall be construed to read in the plural whenever the sense of this indenture so requires.

IN WITNESS WHEREOF, the party of the first part has duly executed this Deed the day and year first above written.

IN PRESENCE OF:

Kimberly A. Donegan

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

On this ___ day of October, 2015, before me, the undersigned, a notary public in and for said state, personally appeared **Kimberly A. Donegan** personally known to me or roved to me on the basis of satisfactory evidence, to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individual(s) or the persons upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

**Offer of Property for Dedication
of City Streets and
Easements for Associated Utilities**

Kimberly A. Donegan is the owner of certain lands located in the City of Watertown, New York identified as tax parcel #14-35-101.000, having acquired ownership thereof pursuant to a deed from Reny Management, Inc. dated April 23, 1998 and recorded in the Office of the Jefferson County Clerk on May 5, 1998 in Liber 1617 of Deeds, page 172. There has been constructed on a portion of the afore-described property streets identified as Loomus Drive and Spindle Lane, together with associated utilities including storm sewer and sanitary sewer infrastructure, watermain infrastructure and associated appurtenances as shown on Plans for the Dedication of Loomus Drive, Spindle Lane, and Associated Utilities at the Barben Green Subdivision, City of Watertown, County of Jefferson, State of New York, prepared by Storino Geomatics Land Surveying Services and Consulting, PLLC, dated February 13, 2015 and revised May 8, 2015. Kimberly A. Donegan hereby offers dedication of Loomus Drive, Spindle Lane, and an easement for the aforementioned utilities to the City of Watertown as city streets and easements.

Kimberly A. Donegan

**UTILITY EASEMENT
AND ACCESS RIGHT OF WAY**

THIS INDENTURE, made the ____ day of October, 2015, between **KIMBERLY A. DONEGAN**, having a mailing address at P.O. Box 669, Alexandria Bay, New York 13607, party of the first part, hereinafter designated the Grantor, and the **CITY OF WATERTOWN**, a municipal corporation of the State of New York, having an address of 245 Washington St., Watertown, New York 13601, party of the second part, hereinafter designated the Grantee:

WITNESSETH, that the Grantor, in consideration of ONE DOLLAR (\$1.00) lawful money of the United States, the receipt of which is hereby acknowledged, and other good and valuable consideration, paid by the Grantee, does hereby grant and release unto the Grantee, its successors and assigns, forever, a Permanent and Perpetual Easement to be exercised in, on, over, under, through, and across the hereinafter described property for the purpose of constructing, laying, installing, replacing, relocating, operating, maintaining, cleaning, repairing, and removing storm and sanitary sewer pipelines, and appurtenances of whatever type or material, so as to enable the transmission of storm water and waste water through said lines now on, under, or through said property or any line or lines to be hereafter placed upon, under, or through said property, as the Grantee may now or shall from time to time hereafter deem necessary for the transmission of waste water and storm water, which said property is described in the attached Schedule "A".

Grantor further grants, releases and conveys onto Grantee, successors and assigns, a permanent and perpetual easement for ingress, egress and regress to be exercised in, over and on that certain property as described in the attached Schedule "B".

The Grantee or its duly authorized representative or representatives shall have the right at any time to cut roots or remove trees and vegetation or other obstructions on or adjacent to said above described premises which in the opinion of the Grantee may be likely to interfere with or prevent the free and unrestricted use and exercise of the Permanent Easement and the rights hereinabove described.

The Grantee shall, after the completion of initial construction or any other work required to be done in connection with the granting of these Easements, restore the surface of, the surrounding ground to substantially its former condition except for such trees or shrubs as have to be cut or removed in connection with the work of installing the sanitary sewer or storm water pipelines, and appurtenances.

Reserving, however, to the Grantor of the above described property and its successors in interest, the right and privilege of using such property, except for the erection of buildings or other structures over said line or lines, provided the exercise of such right and privilege does not interfere or is not likely to interfere with or prevent the free and unrestricted use and exercise of the Permanent Easement and rights hereinabove described.

The Grantee or its duly authorized representative or representatives shall have the right at any time of ingress or egress, and regress, over and upon the premises of the Grantor, its successors and/or assigns into and from the aforesaid premises for the purposes hereinbefore or hereinafter set forth with vehicles or machinery of any kind or on foot without becoming or being liable for trespass.

TO HAVE AND TO HOLD the rights hereby granted unto the Grantee, its successors, and assigns forever; and the said Grantor hereby covenant as follows:

FIRST: That the Grantee shall quietly enjoy the rights hereby granted.

SECOND: That the Grantor, its successors and/or assigns will forever **WARRANT** the title to the rights hereby granted.

IN WITNESS WHEREOF, the Grantor has hereunto caused these premises to be signed by its duly authorized representatives the day and year first above written.

Kimberly A. Donegan

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

On the ____ day of October, 2015, before me, the undersigned, personally appeared **Kimberly A. Donegan**, personally know to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name *is/are* subscribed to the within instrument and acknowledge to me that *he/she* executed the same in *his/her* capacity, and that by *his/her* signature on the instrument, the individual(s), or the person upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

Exhibit A

SUGGESTED DESCRIPTION UTILITY EASEMENT & ACCESS RIGHT OF WAY

A UTILITY EASEMENT AND RIGHT OF WAY situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at the a point (N: 1442469.29908', E: 992060.05316') marking the southwesterly terminus of Spindle Lane;

THENCE N 57°25'23" W, a distance of 83.45 feet to a point (N: 1442514.22859', E: 991989.73680');

THENCE S 32°34'37" W, a distance of 148.00' feet to a point (N: 1442389.51944', E: 991910.05234') in the municipal boundary line between the City of Watertown and the Town of Watertown;

THENCE N 57°25'23" W, along said municipal boundary line, a distance of 60.00 feet to a point (N: 1442421.82395', E: 991859.49457');

THENCE N 32°34'37" E, a distance of 148.00 feet to a point (N: 1442546.53310', E: 991939.17903');

THENCE N 04°08'46" E, a distance of 68.23 feet to a point (N: 1442614.58036', E: 991944.11183');

THENCE S 57°25'23" E, a distance of 171.63 feet to a point (N: 1442522.17522', E: 992088.72933');

THENCE along a curve to the left in a generally northeasterly direction at a radius of 20.00 feet, a distance of 27.45 feet to a point (N: 1442525.14716', E: 992113.89510') in the northwesterly margin of Loomus Drive, said point being situate a direct tie of N 83°15'53" E, 25.34 feet from the last mentioned point;

THENCE S 43°57'08" W, passing through the southwesterly terminus of Loomus Drive (N: 1442513.35768', E: 992102.52911') at 16.38 feet and continuing along the northwesterly terminus of Spindle Lane a total distance of 77.58 to the point and place of BEGINNING.

SUBJECT to and including any rights or restrictions of record that an updated Abstract of Title may disclose.

SUBJECT to and including any and all other rights or restrictions of record.

INTENDING to describe a Utility Easement for storm and sanitary sewers and a Right of Way for ingress, egress, and regress over a portion of the parcel of land conveyed by Reny Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 17; for said sewers and for access to Utility Easement B appropriated by the City of Watertown through Declaration of Maintenance in a resolution dated October 7, 2013, recorded in the Jefferson County Clerk's Office as Instrument Number 2013-15974 on October 24, 2013.

AS SURVEYED by STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, December 24, 2014 – April 14, 2015, shown on dedication plans titled "PLANS FOR THE DEDICATION OF LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES AT THE BARBEN GREEN SUBDIVISION", dated 2/13/2015, revised 5/8/2015, a copy of which is part of this instrument.

The bearings used in this description are referenced to New York State Plane Central Zone 3102, as realized from observations referenced to NAD 83 (2011). Coordinates were determined from static GPS observations made December, 2014. Coordinates given are grid coordinates (Combined Grid Scale Factor: 0.999954037). Distances and area used in this description are ground.

Exhibit B

SUGGESTED DESCRIPTION UTILITY EASEMENT ACCESS RIGHT OF WAY

A RIGHT OF WAY situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

COMMENCING at a point (N: 1443455.00652', E: 992771.46856') in the southerly monumented margin of Barben Avenue, said point being situate S 87°31'52" E, 690.00 feet from a point (N: 1443484.72826', E: 992082.14073') marking the intersection of the southerly monumented margin of Barben Avenue with the southeasterly monumented margin of Ives Street;

THENCE S 02°28'08" W, along the westerly margin of Loomus Drive, a distance of 259.64 feet to a point (N: 1443195.62101', E: 992760.28464');

THENCE S 43°57'08" W, along the northwesterly margin of Loomus Drive, a distance of 169.74 feet to the point of BEGINNING (N: 1443073.42753', E: 992642.48051');

THENCE S 43°57'08" W, along the northwesterly margin of Loomus Drive, a distance of 100.00 feet to a point (N: 1443001.43904', E: 992573.07795');

THENCE along a curve to the left in a generally northwesterly direction at a radius of 20.00 feet, a distance of 31.42 feet to a point (N: 1443029.71728', E: 992572.56076'), said point being situate a direct tie of N 01°02'52" W, 28.28 feet from the last mentioned point;

THENCE N 46°02'52" W, a distance of 88.29 feet to a point (N: 1443090.99208', E: 992509.00288');

THENCE N 87°31'52" W, a distance of 147.88 feet to a point (N: 1443097.36217', E: 992361.26324');

THENCE N 59°23'16" E, a distance of 109.93 feet to a point (N: 1443153.33624', E: 992455.86446');

THENCE S 87°31'52" E, a distance of 78.50 feet to a point (N: 1443149.95489', E: 992534.28723');

THENCE S 46°02'52" E, a distance of 111.01 feet to a point (N: 1443072.91043', E: 992614.20235');

THENCE along a curve to the left in a generally northeasterly direction at a radius of 20.00 feet, a distance of 31.42 feet to the point and place of BEGINNING, said point being situate a direct tie of N 88°57'08" E, 28.28 feet from the last mentioned point.

SUBJECT to and including any rights or restrictions of record that an updated Abstract of Title may disclose.

SUBJECT to and including any and all other rights or restrictions of record.

INTENDING to describe a Right of Way for ingress, egress, and regress over a portion of the parcel of land

conveyed by Reny Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for access to Utility Easement A and Utility Easement B appropriated by the City of Watertown through Declaration of Maintenance in a resolution dated October 7, 2013, recorded in the Jefferson County Clerk's Office as Instrument Number 2013-15974 on October 24, 2013.

AS SURVEYED by STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, December 24, 2014 – April 14, 2015, shown on dedication plans titled "PLANS FOR THE DEDICATION OF LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES AT THE BARBEN GREEN SUBDIVISION", dated 2/13/2015, revised 5/8/2015, a copy of which is part of this instrument.

The bearings used in this description are referenced to New York State Plane Central Zone 3102, as realized from observations referenced to NAD 83 (2011). Coordinates were determined from static GPS observations made December, 2014. Coordinates given are grid coordinates (Combined Grid Scale Factor: 0.999954037). Distances and area used in this description are ground.

The monumented margins referred to herein are those as monumented by the Department of Engineering of the City of Watertown, New York.

ASSIGNMENT OF GRANT OF EASEMENT

For One and no/100 Dollars (\$1.00) and other valuable consideration in hand paid to Kimberly A. Donegan (Assignor), by the City of Watertown (Assignee), Assignor, as successor in interest to Sunset Acres, Inc. hereby assigns unto Assignee, all right, title and interest of Assignor in and to a certain Grant of Easement from Wilfreda B. Stone to Sunset Acres, Inc. dated April 22, 1970 and recorded in the Jefferson County Clerk's Office April 24, 1970 in Book 821 of Deeds, page 146.

Kimberly A. Donegan

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

On this ___ day of October, 2015, before me, the undersigned, personally appeared **Kimberly A. Donegan**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity, and that by her signature on the instrument, the individual or the person upon behalf of which the individual acted, executed the instrument.

Notary Public



Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax

Recording office time stamp

See Form TP-584-I, instructions for Form TP-584, before completing this form. Print or type.

Schedule A -- Information relating to conveyance

Grantor/Transferor	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantor)	Social security number
<input checked="" type="checkbox"/> Individual	Kimberly A. Donegan	
<input type="checkbox"/> Corporation	Mailing address	Social security number
<input type="checkbox"/> Partnership	P O Box 669	
<input type="checkbox"/> Estate/Trust	City State ZIP code	Federal EIN
<input type="checkbox"/> Single member LLC	Alexandria Bay NY 13607	
<input type="checkbox"/> Other	Single member's name if grantor is a single member LLC (see instructions)	Single member EIN or SSN
Grantee/Transferee	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantee)	Social security number
<input type="checkbox"/> Individual	The City of Watertown, NY	
<input type="checkbox"/> Corporation	Mailing address	Social security number
<input type="checkbox"/> Partnership	245 Washington Street	
<input type="checkbox"/> Estate/Trust	City State ZIP code	Federal EIN
<input type="checkbox"/> Single member LLC	Watertown NY 13601	
<input checked="" type="checkbox"/> Other	Single member's name if grantee is a single member LLC (see instructions)	Single member EIN or SSN

Location and description of property conveyed

Tax map designation - Section, block & lot (include dots and dashes)	SWIS code (six digits)	Street address	City, town, or village	County
14-35-101.000	221800	Loomus Dr and Spindle Lane	Watertown	Jefferson

Type of property conveyed (check applicable box)

1 <input type="checkbox"/> One- to three-family house	5 <input type="checkbox"/> Commercial/Industrial	Date of conveyance	Percentage of real property conveyed which is residential real property _____ % (see instructions)						
2 <input type="checkbox"/> Residential cooperative	6 <input type="checkbox"/> Apartment building	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">2015</td> </tr> <tr> <td style="font-size: 8px; text-align: center;">month</td> <td style="font-size: 8px; text-align: center;">day</td> <td style="font-size: 8px; text-align: center;">year</td> </tr> </table>			2015	month	day	year	
		2015							
month	day	year							
3 <input type="checkbox"/> Residential condominium	7 <input type="checkbox"/> Office building								
4 <input checked="" type="checkbox"/> Vacant land	8 <input type="checkbox"/> Other _____								

Condition of conveyance (check all that apply)

a. <input checked="" type="checkbox"/> Conveyance of fee interest	f. <input type="checkbox"/> Conveyance which consists of a mere change of identity or form of ownership or organization (attach Form TP-584.1, Schedule F)	i. <input type="checkbox"/> Option assignment or surrender
b. <input type="checkbox"/> Acquisition of a controlling interest (state percentage acquired _____ %)	g. <input type="checkbox"/> Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584.1, Schedule G)	m. <input type="checkbox"/> Leasehold assignment or surrender
c. <input type="checkbox"/> Transfer of a controlling interest (state percentage transferred _____ %)	h. <input type="checkbox"/> Conveyance of cooperative apartment(s)	n. <input type="checkbox"/> Leasehold grant
d. <input type="checkbox"/> Conveyance to cooperative housing corporation	i. <input type="checkbox"/> Syndication	o. <input type="checkbox"/> Conveyance of an easement
e. <input type="checkbox"/> Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584.1, Schedule E)	j. <input type="checkbox"/> Conveyance of air rights or development rights	p. <input type="checkbox"/> Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part III)
	k. <input type="checkbox"/> Contract assignment	q. <input type="checkbox"/> Conveyance of property partly within and partly outside the state
		r. <input type="checkbox"/> Conveyance pursuant to divorce or separation
		s. <input type="checkbox"/> Other (describe) _____

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B., Part I \$ _____		
	Schedule B., Part II \$ _____		



Combined Real Estate Transfer Tax Return, Credit Line Mortgage Certificate, and Certification of Exemption from the Payment of Estimated Personal Income Tax

Recording office time stamp

See Form TP-584-I, Instructions for Form TP-584, before completing this form. Print or type.

Schedule A -- Information relating to conveyance

Grantor/Transferor	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantor)	Social security number
<input checked="" type="checkbox"/> Individual	Kimberly A. Donegan	
<input type="checkbox"/> Corporation	Mailing address	Social security number
<input type="checkbox"/> Partnership	P O Box 669	
<input type="checkbox"/> Estate/Trust	City State ZIP code	Federal EIN
<input type="checkbox"/> Single member LLC	Alexandria Bay NY 13607	
<input type="checkbox"/> Other	Single member's name if grantor is a single member LLC (see instructions)	Single member EIN or SSN
Grantee/Transferee	Name (if individual, last, first, middle initial) (<input type="checkbox"/> check if more than one grantee)	Social security number
<input type="checkbox"/> Individual	The City of Watertown, NY	
<input type="checkbox"/> Corporation	Mailing address	Social security number
<input type="checkbox"/> Partnership	245 Washington Street	
<input type="checkbox"/> Estate/Trust	City State ZIP code	Federal EIN
<input type="checkbox"/> Single member LLC	Watertown NY 13601	
<input checked="" type="checkbox"/> Other	Single member's name if grantee is a single member LLC (see instructions)	Single member EIN or SSN

Location and description of property conveyed

Tax map designation - Section, block & lot (include dots and dashes)	SWIS code (six digits)	Street address	City, town, or village	County
14-35-101.000	221800	Loomus Dr and Spindle Lane	Watertown	Jefferson

Type of property conveyed (check applicable box)

1 <input type="checkbox"/> One- to three-family house	5 <input type="checkbox"/> Commercial/Industrial	Date of conveyance	Percentage of real property conveyed which is residential real property _____ % (see instructions)						
2 <input type="checkbox"/> Residential cooperative	6 <input type="checkbox"/> Apartment building	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;"> </td> <td style="width: 20px; text-align: center;">2015</td> </tr> <tr> <td style="font-size: 8px; text-align: center;">month</td> <td style="font-size: 8px; text-align: center;">day</td> <td style="font-size: 8px; text-align: center;">year</td> </tr> </table>			2015	month	day	year	
		2015							
month	day	year							
3 <input type="checkbox"/> Residential condominium	7 <input type="checkbox"/> Office building								
4 <input checked="" type="checkbox"/> Vacant land	8 <input type="checkbox"/> Other _____								

Condition of conveyance (check all that apply)

a. <input checked="" type="checkbox"/> Conveyance of fee interest	f. <input type="checkbox"/> Conveyance which consists of a mere change of identity or form of ownership or organization (attach Form TP-584.1, Schedule F)	i. <input type="checkbox"/> Option assignment or surrender
b. <input type="checkbox"/> Acquisition of a controlling interest (state percentage acquired _____ %)	g. <input type="checkbox"/> Conveyance for which credit for tax previously paid will be claimed (attach Form TP-584.1, Schedule G)	m. <input type="checkbox"/> Leasehold assignment or surrender
c. <input type="checkbox"/> Transfer of a controlling interest (state percentage transferred _____ %)	h. <input type="checkbox"/> Conveyance of cooperative apartment(s)	n. <input type="checkbox"/> Leasehold grant
d. <input type="checkbox"/> Conveyance to cooperative housing corporation	i. <input type="checkbox"/> Syndication	o. <input type="checkbox"/> Conveyance of an easement
e. <input type="checkbox"/> Conveyance pursuant to or in lieu of foreclosure or enforcement of security interest (attach Form TP-584.1, Schedule E)	j. <input type="checkbox"/> Conveyance of air rights or development rights	p. <input type="checkbox"/> Conveyance for which exemption from transfer tax claimed (complete Schedule B, Part III)
	k. <input type="checkbox"/> Contract assignment	q. <input type="checkbox"/> Conveyance of property partly within and partly outside the state
		r. <input type="checkbox"/> Conveyance pursuant to divorce or separation
		s. <input type="checkbox"/> Other (describe) _____

For recording officer's use	Amount received	Date received	Transaction number
	Schedule B., Part I \$ _____		
	Schedule B., Part II \$ _____		

Schedule B – Real estate transfer tax return (Tax Law, Article 31)

Part I – Computation of tax due

- 1 Enter amount of consideration for the conveyance (if you are claiming a total exemption from tax, check the exemption claimed box, enter consideration and proceed to Part III) **Exemption claimed**
- 2 Continuing lien deduction (see instructions if property is taken subject to mortgage or lien)
- 3 Taxable consideration (subtract line 2 from line 1)
- 4 Tax: \$2 for each \$500, or fractional part thereof, of consideration on line 3
- 5 Amount of credit claimed for tax previously paid (see instructions and attach Form TP-584.1, Schedule G)
- 6 Total tax due* (subtract line 5 from line 4)

1.		0
2.		
3.		0
4.		0
5.		
6.		0

Part II – Computation of additional tax due on the conveyance of residential real property for \$1 million or more

- 1 Enter amount of consideration for conveyance (from Part I, line 1)
- 2 Taxable consideration (multiply line 1 by the percentage of the premises which is residential real property, as shown in Schedule A) ...
- 3 Total additional transfer tax due* (multiply line 2 by 1% (.01))

1.		
2.		
3.		

Part III – Explanation of exemption claimed on Part I, line 1 (check any boxes that apply)

The conveyance of real property is exempt from the real estate transfer tax for the following reason:

- a. Conveyance is to the United Nations, the United States of America, the state of New York, or any of their instrumentalities, agencies, or political subdivisions (or any public corporation, including a public corporation created pursuant to agreement or compact with another state or Canada) a
- b. Conveyance is to secure a debt or other obligation..... b
- c. Conveyance is without additional consideration to confirm, correct, modify, or supplement a prior conveyance..... c
- d. Conveyance of real property is without consideration and not in connection with a sale, including conveyances conveying realty as bona fide gifts d
- e. Conveyance is given in connection with a tax sale..... e
- f. Conveyance is a mere change of identity or form of ownership or organization where there is no change in beneficial ownership. (This exemption cannot be claimed for a conveyance to a cooperative housing corporation of real property comprising the cooperative dwelling or dwellings.) Attach Form TP-584.1, Schedule F..... f
- g. Conveyance consists of deed of partition..... g
- h. Conveyance is given pursuant to the federal Bankruptcy Act h
- i. Conveyance consists of the execution of a contract to sell real property, without the use or occupancy of such property, or the granting of an option to purchase real property, without the use or occupancy of such property i
- j. Conveyance of an option or contract to purchase real property with the use or occupancy of such property where the consideration is less than \$200,000 and such property was used solely by the grantor as the grantor's personal residence and consists of a one-, two-, or three-family house, an individual residential condominium unit, or the sale of stock in a cooperative housing corporation in connection with the grant or transfer of a proprietary leasehold covering an individual residential cooperative apartment..... j
- k. Conveyance is not a conveyance within the meaning of Tax Law, Article 31, section 1401(e) (attach documents supporting such claim) k

*The total tax (from Part I, line 6 and Part II, line 3 above) is due within 15 days from the date conveyance. Please make check(s) payable to the county clerk where the recording is to take place. If the recording is to take place in the New York City boroughs of Manhattan, Bronx, Brooklyn, or Queens, make check(s) payable to the **NYC Department of Finance**. If a recording is not required, send this return and your check(s) made payable to the **NYS Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045.

Schedule C – Credit Line Mortgage Certificate (Tax Law, Article 11)

Complete the following only if the interest being transferred is a fee simple interest.

I (we) certify that: (check the appropriate box)

1. The real property being sold or transferred is not subject to an outstanding credit line mortgage.
2. The real property being sold or transferred is subject to an outstanding credit line mortgage. However, an exemption from the tax is claimed for the following reason:
 - The transfer of real property is a transfer of a fee simple interest to a person or persons who held a fee simple interest in the real property (whether as a joint tenant, a tenant in common or otherwise) immediately before the transfer.
 - The transfer of real property is (A) to a person or persons related by blood, marriage or adoption to the original obligor or to one or more of the original obligors or (B) to a person or entity where 50% or more of the beneficial interest in such real property after the transfer is held by the transferor or such related person or persons (as in the case of a transfer to a trustee for the benefit of a minor or the transfer to a trust for the benefit of the transferor).
 - The transfer of real property is a transfer to a trustee in bankruptcy, a receiver, assignee, or other officer of a court.
 - The maximum principal amount secured by the credit line mortgage is \$3,000,000 or more, and the real property being sold or transferred is **not** principally improved nor will it be improved by a one- to six-family owner-occupied residence or dwelling.

Please note: for purposes of determining whether the maximum principal amount secured is \$3,000,000 or more as described above, the amounts secured by two or more credit line mortgages may be aggregated under certain circumstances. See TSB-M-96(6)-R for more information regarding these aggregation requirements.

Other (attach detailed explanation).

3. The real property being transferred is presently subject to an outstanding credit line mortgage. However, no tax is due for the following reason:
 - A certificate of discharge of the credit line mortgage is being offered at the time of recording the deed.
 - A check has been drawn payable for transmission to the credit line mortgagee or his agent for the balance due, and a satisfaction of such mortgage will be recorded as soon as it is available.
4. The real property being transferred is subject to an outstanding credit line mortgage recorded in _____ (insert liber and page or reel or other identification of the mortgage). The maximum principal amount of debt or obligation secured by the mortgage is _____. No exemption from tax is claimed and the tax of _____ is being paid herewith. (Make check payable to county clerk where deed will be recorded or, if the recording is to take place in New York City but not in Richmond County, make check payable to the **NYC Department of Finance**.)

Signature (both the grantor(s) and grantee(s) must sign)

The undersigned certify that the above information contained in schedules A, B, and C, including any return, certification, schedule, or attachment, is to the best of his/her knowledge, true and complete, and authorize the person(s) submitting such form on their behalf to receive a copy for purposes of recording the deed or other instrument effecting the conveyance.

THE CITY OF WATERTOWN, NY

Grantor signature Kimberly A. Donegan	Title	Grantee signature	Title
Grantor signature	Title	Grantee signature	Title

Reminder: Did you complete all of the required information in Schedules A, B, and C? Are you required to complete Schedule D? If you checked e, f, or g in Schedule A, did you complete Form TP-584.1? Have you attached your check(s) made payable to the county clerk where recording will take place or, if the recording is in the New York City boroughs of Manhattan, Bronx, Brooklyn, or Queens, to the **NYC Department of Finance**? If no recording is required, send your check(s), made payable to the **Department of Taxation and Finance**, directly to the NYS Tax Department, RETT Return Processing, PO Box 5045, Albany NY 12205-5045.

Schedule D - Certification of exemption from the payment of estimated personal income tax (Tax Law, Article 22, section 663)

Complete the following only if a fee simple interest or a cooperative unit is being transferred by an individual or estate or trust.

If the property is being conveyed by a referee pursuant to a foreclosure proceeding, proceed to Part II, and check the second box under Exemptions for nonresident transferor(s)/seller(s) and sign at bottom.

Part I - New York State residents

If you are a New York State resident transferor(s)/seller(s) listed in Schedule A of Form TP-584 (or an attachment to Form TP-584), you must sign the certification below. If one or more transferors/sellers of the real property or cooperative unit is a resident of New York State, each resident transferor/seller must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all resident transferors/sellers.

Certification of resident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) as signed below was a resident of New York State, and therefore is not required to pay estimated personal income tax under Tax Law, section 663(a) upon the sale or transfer of this real property or cooperative unit.

Signature	Print full name Kimberly A. Donegan	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

Note: A resident of New York State may still be required to pay estimated tax under Tax Law, section 685(c), but not as a condition of recording a deed.

Part II - Nonresidents of New York State

If you are a nonresident of New York State listed as a transferor/seller in Schedule A of Form TP-584 (or an attachment to Form TP-584) but are not required to pay estimated personal income tax because one of the exemptions below applies under Tax Law, section 663(c), check the box of the appropriate exemption below. If any one of the exemptions below applies to the transferor(s)/seller(s), that transferor(s)/seller(s) is not required to pay estimated personal income tax to New York State under Tax Law, section 663. Each nonresident transferor/seller who qualifies under one of the exemptions below must sign in the space provided. If more space is needed, please photocopy this Schedule D and submit as many schedules as necessary to accommodate all nonresident transferors/sellers.

If none of these exemption statements apply, you must complete Form IT-2663, *Nonresident Real Property Estimated Income Tax Payment Form*, or Form IT-2664, *Nonresident Cooperative Unit Estimated Income Tax Payment Form*. For more information, see *Payment of estimated personal income tax*, on page 1 of Form TP-584-I.

Exemption for nonresident transferor(s)/seller(s)

This is to certify that at the time of the sale or transfer of the real property or cooperative unit, the transferor(s)/seller(s) (grantor) of this real property or cooperative unit was a nonresident of New York State, but is not required to pay estimated personal income tax under Tax Law, section 663 due to one of the following exemptions:

- The real property or cooperative unit being sold or transferred qualifies in total as the transferor's/seller's principal residence (within the meaning of Internal Revenue Code, section 121) from _____ to _____. (see instructions).
Date Date
- The transferor/seller is a mortgagor conveying the mortgaged property to a mortgagee in foreclosure, or in lieu of foreclosure with no additional consideration.
- The transferor or transferee is an agency or authority of the United States of America, an agency or authority of the state of New York, the Federal National Mortgage Association, the Federal Home Loan Mortgage Corporation, the Government National Mortgage Association, or a private mortgage insurance company.

Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date
Signature	Print full name	Date

FOR COUNTY USE ONLY

C1. SWIS Code
C2. Date Deed Recorded
C3. Book
C4. Page



New York State Department of Taxation and Finance
Office of Real Property Tax Services
RP- 5217-PDF
Real Property Transfer Report (8/10)

PROPERTY INFORMATION

1. Property Location: Loomus Dr and Spindle Ln, Watertown, NY 13601
2. Buyer Name: THE CITY OF WATERTOWN, NY
3. Tax Billing: Indicate where future Tax Bills are to be sent
4. Indicate the number of Assessment Roll parcels transferred on the deed: 1 # of Parcels
5. Deed Property Size: 2.20 ACRES
6. Seller Name: Donegan, Kimberly A
7. Select the description which most accurately describes the use of the property at the time of sale: C. Residential Vacant Land

SALE INFORMATION

11. Sale Contract Date
12. Date of Sale/Transfer
13. Full Sale Price: 0.00
14. Indicate the value of personal property included in the sale: 0.00

15. Check one or more of these conditions as applicable to transfer:
A. Sale Between Relatives or Former Relatives
B. Sale between Related Companies or Partners in Business.
C. One of the Buyers is also a Seller
D. Buyer or Seller is Government Agency or Lending Institution
E. Deed Type not Warranty or Bargain and Sale (Specify Below)
F. Sale of Fractional or Less than Fee Interest (Specify Below)
G. Significant Change in Property Between Taxable Status and Sale Dates
H. Sale of Business is Included in Sale Price
I. Other Unusual Factors Affecting Sale Price (Specify Below)
J. None

ASSESSMENT INFORMATION - Data should reflect the latest Final Assessment Roll and Tax Bill

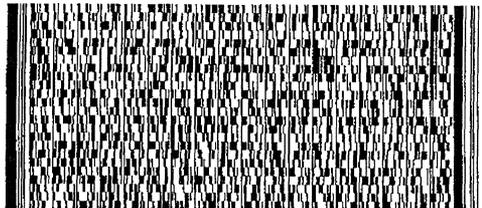
16. Year of Assessment Roll from which information taken(YY) 14
17. Total Assessed Value 68,000
18. Property Class 311
19. School District Name Watertown City
20. Tax Map Identifier(s)/Roll Identifier(s) (if more than four, attach sheet with additional identifier) 14-35-101.000

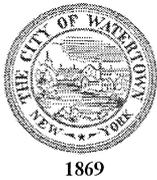
CERTIFICATION

I certify that all of the items of information entered on this form are true and correct (to the best of my knowledge and belief) and I understand that the making of any willful false statement of material fact herein subject me to the provisions of the penal law relative to the making and filing of false instruments.

SELLER SIGNATURE
BUYER SIGNATURE

BUYER CONTACT
BUYER'S ATTORNEY
Slye Robert





CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: October 5, 2015

TO: Sharon Addison, City Manager

FROM: Justin Wood, City Engineer

SUBJECT: Barben Green Subdivision - Street and Utility Dedications

At Council's direction, city staff met with the property owner of the Barben Green Subdivision, Kimberly A. Donegan, to discuss and resolve issues related to the dedication of streets and utilities within the development. The Barben Green subdivision, known as VL-4 Sunset Ridge, includes two streets, Loomus Drive and Spindle Lane, water mains, storm and sanitary sewers, as well as a sanitary sewer pump station that the developer would like to dedicate to the City.

The City requested the owner, Kimberly Donegan, address issues # 4-7 (detailed below), in order to be in a position to accept the streets. The enclosed documents represent the mapping, easements, and deeds which fulfill the requirements as agreed upon between the City and the owner.

A brief recap of the issues associated with the said streets is as follows:

Issues 1-3, associated with the infrastructure and street network, have existed since the site was first developed in the late 80's. While these issues do not necessarily prohibit the City from accepting the streets, they should be acknowledged and considered prior to making a decision.

1. **Non Standard Curbing** – The concrete gutters are not a standard city application, but they are in decent condition overall.
2. **Non Standard National Grid Light Poles** - The light poles are non-standard for National Grid but they do maintain them and the City pays to electrify them.
3. **No Sidewalks** – Installation of sidewalks would conflict with numerous encroachments and require removal of trees, relocation of utility poles, and possibly fire hydrants. Additionally, installation of sidewalks on the east (uphill) side of Loomus Drive would also make transitions at the driveways difficult to traverse.

Issues 4-7 can and should be addressed prior to accepting the streets and utilities

4. **No Right of Way Monumentation** – Survey Monuments can be installed in the pavement to denote the street right of way. A majority of City streets are monumented to allow the ROW to be determined in a simple, consistent manner.

Status: City will install street monuments, and owner will retain the services of a licensed surveyor to stakeout locations and punch the bronze.

5. **Existing Utility Locations** – The existing water, storm and sanitary sewers, as well as the sanitary pump station can be surveyed to determine if they are located with the Street ROW. If any of the utilities fall outside the ROW, easements will have to be acquired from private property owners prior to dedication of the utilities to the City.
Status: The owner has provided detailed boundary and topographical maps of existing utility infrastructure and street boundary information.

6. **Verify Condition of Existing Utilities** - Records from the Water Dept. and Sewer Dept reveal little maintenance or repair work to the water and sewer systems has been necessary over the years. The pump station, located at the intersection of Loomus Dr. and Spindle Ln., is also maintained by the City and reported to be in good condition. To the best of our knowledge, the existing utilities are generally in good condition, shall the City decide to accept them.
Status: Resolved.

7. **Acquire a Storm Sewer Easement** – Two (2) 24” HDPE pipes drain the stormwater pond area west of Loomus Drive and should be acquired by the City with an easement to allow future maintenance.
Status: Resolved. A total of three utility easements have been identified as necessary and will be conveyed to the City.

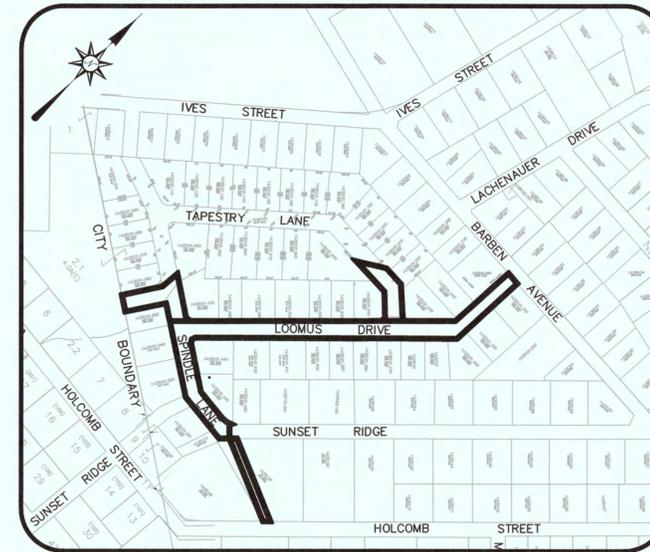
The property owner, Kimberly Donegan, has met the requirements as outlined by the City, and we are now in a position to accept Loomus Drive and Spindle Lane, as well as the associated utilities and easements. Upon action by City Council to accept the dedication, the deeds will be executed and filed at the Jefferson County Clerk’s Office.

Cc: Gene Hayes, Superintendent of Public Works
Mike Sligar, Superintendent of Water
Ken Mix, Planning and Community Development Coordinator
Robert Slye, City Attorney



NEW YORK STATE LOCATION MAP

(NOT TO SCALE)



SITE LOCATION MAP

1" = ±300'

**PLANS FOR THE DEDICATION OF
 LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES
 AT THE BARBEN GREEN SUBDIVISION
 CITY OF WATERTOWN
 COUNTY OF JEFFERSON, STATE OF NEW YORK
 FEBRUARY 13, 2015 (REVISED MAY 8, 2015)**

INDEX OF DRAWINGS

- V001 - NOTES & SUGGESTED LEGAL DESCRIPTIONS
- △ V100 - INDEX PLAT
- V101 - BOUNDARY PLAT
- V102 - BOUNDARY PLAT
- V103 - BOUNDARY PLAT
- V104 - AS BUILT PLAT
- V105 - AS BUILT PLAT
- V106 - AS BUILT PLAT

PREPARED BY:



179 CONGER AVENUE TEL/FAX: (315) 788-0287
 WATERTOWN, NY 13601-2318 WWW.STORINOGEOMATICS.COM

NEW YORK · VERMONT



ADAM MICHAEL STORINO
 P.L.S. NO. 50878

REVISION NO.	DATE	DESCRIPTION
△	5/8/2015	REVISE COVER SHEET, ADDRESS ENG. DEPT. COMMENTS

△ PREPARED FOR:

MS. KIMBERLY A. DONEGAN
 1367 LOOMUS DRIVE
 WATERTOWN, NY 13601



14-038-COW - BARBEN GREEN DEDICATION PLANS
 FEBRUARY 13, 2015 (REVISED MAY 8, 2015)

SUGGESTED DESCRIPTION - LOOMUS DRIVE:

ALL THAT TRACT OR parcel of land situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at a point (N: 1443455.00652', E: 992771.46856') in the southerly monumented margin of Barben Avenue, said point being situate S 87°31'52" E, 690.00 feet from a point (N: 1443484.72826', E: 992082.14073') marking the intersection of the southerly monumented margin of Barben Avenue with the southerly monumented margin of Ives Street;

THENCE S 87°31'52" E, along the southerly monumented margin of Barben Avenue, a distance of 50.00 feet to a point (N: 1443452.85277', E: 992821.41985'); THENCE S 02°28'08" W, a distance of 293.67 feet to a point (N: 1443159.46885', E: 992908.77027);

THENCE S 43°57'08" W, a distance of 918.87 feet to a point (N: 1442497.98868', E: 992171.05110);

THENCE along a curve to the left in a generally southerly direction at a radius of 20.00 feet, a distance of 35.39 feet to a point (N: 1442467.25611', E: 992174.68064') in the northeasterly margin of Spindle Lane, said point being situate a direct tie of S 06°44'07" E, 30.95 feet from the last mentioned point;

THENCE N 43°57'08" W, along the northeasterly margin of Spindle Lane, a distance of 85.63 feet to a point (N: 1442513.35768', E: 992102.52911') marking the northeasterly terminus of Spindle Lane;

THENCE N 43°57'08" E, a distance of 947.74 feet to a point (N: 1443195.62101', E: 992760.28464);

THENCE N 02°28'08" E, a distance of 259.64 feet to the point and place of BEGINNING.

CONTAINING 1.623 Acres (70,698 Square Feet) of land more or less.

SUBJECT to and including any rights or restrictions of record that an updated Abstract of Title may disclose.

SUBJECT to and including any and all other rights or restrictions of record.

INTENDING to describe a 1.623± Acre portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172.

AS SURVEYED BY STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, December 24, 2014 - April 14, 2015, shown on dedication plans titled "PLANS FOR THE DEDICATION OF LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES AT THE BARBEN GREEN SUBDIVISION", dated 2/13/2015, revised 5/8/2015, a copy of which is part of this instrument.

The bearings used in this description are referenced to New York State Plane Central Zone 3102, as realized from observations referenced to NAD 83 (2011). Coordinates were determined from static GPS observations made December, 2014. Coordinates given are grid coordinates (Combined Grid Scale Factor: 0.999954037). Distances and area used in this description are ground.

The monumented margins referred to herein are those as monumented by the Department of Engineering of the City of Watertown, New York.

LEGEND:

- STREET MARGIN
CENTERLINE OF STREET
PROPERTY LINE
FORMER PROPERTY LINE
EASEMENT
IRON FOUND
CAPPED IRON REBAR SET (PREVIOUS SURVEY)
MAG NAIL SET (PREVIOUS SURVEY)
PROPOSED CITY MONUMENT
CHAIN LINK FENCELINE
STOCKADE FENCELINE
UTILITY POLE
UTILITY POLE WITH STREET LIGHT
LIGHT POLE
GUY WIRE
OVERHEAD UTILITY LINE
UNDERGROUND ELECTRIC LINE
TRANSFORMER
UNDERGROUND CABLE LINE
TELEPHONE PEDESTAL
CABLE PEDESTAL
SANITARY MANHOLE
SANITARY CLEANOUT
VENT TUBE
SANITARY LINE
STORM MANHOLE
CATCH BASIN
STORM LINE
WATER LINE
WATER VALVE
WATER SERVICE
HYDRANT
HYDRANT MARKER
GAS LINE
GAS VALVE
GAS MARKER
SIGN (AS NOTED)
MAILBOX
EDGE OF TREES / BRUSH
DECIDUOUS TREE
CONIFEROUS TREE
ORNAMENTAL TREE
BUSH / PLANT
INDEX CONTOUR
CONTOUR
SPOT ELEVATION

SUGGESTED DESCRIPTION - SPINDLE LANE:

ALL THAT TRACT OR parcel of land situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at a point (N: 1442513.35768', E: 992102.52911') marking the southerly terminus of Loomus Drive;

THENCE S 5°27'23" E, a distance of 268.21 feet to a point (N: 1442368.94942', E: 992328.53342);

THENCE S 85°18'47" E, a distance of 118.11 feet to a point (N: 1442359.29937', E: 992446.23678);

THENCE along a curve to the left in a generally northeasterly direction at a radius of 35.00 feet, a distance of 31.00 feet to a point (N: 1442369.88942' E: 992474.29544') in the northeasterly assumed margin of Sunset Ridge, said point being situate a direct tie of N 69°19'11" E, 29.99 feet from the last mentioned point, said point also being situate S 43°57'08" W, 1,419.28 feet from a point (N: 1443391.60733', E: 993459.31188') marking the corner cut back in the northeasterly assumed margin of Sunset Ridge;

THENCE S 43°57'08" W, along the northeasterly assumed margin of Sunset Ridge, a distance of 15.18 feet to a point (N: 1442358.96280', E: 992463.76132') marking the southerly terminus of Sunset Ridge;

THENCE S 46°02'52" E, along the southerly terminus of Sunset Ridge, a distance of 50.00 feet to a bronze survey monument found (N: 1442324.26148', E: 992499.75560') at the southeasterly terminus of Sunset Ridge, said monument being situate S 43°57'08" W, 1,523.67 feet from a point (N: 1443421.12726', E: 993557.22050') marking the intersection of the southeasterly assumed margin of Sunset Ridge with the southerly monumented margin of Barben Avenue;

THENCE S 43°57'08" W, a distance of 25.12 feet to a point (N: 1442306.17546', E: 992482.31925);

THENCE N 85°18'47" W, a distance of 192.20 feet to a point (N: 1442321.88014', E: 992390.76930);

THENCE N 57°25'23" W, a distance of 273.80 feet to a point (N: 1442469.29908', E: 992060.05316);

THENCE N 43°57'08" E, a distance of 61.20 feet to the point and place of BEGINNING.

CONTAINING 0.577 Acres (25,135 Square Feet) of land more or less.

SUBJECT to and including any rights or restrictions of record that an updated Abstract of Title may disclose.

SUBJECT to and including any and all other rights or restrictions of record.

INTENDING to describe a 0.577± Acre portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172.

AS SURVEYED BY STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, December 24, 2014 - April 14, 2015, shown on dedication plans titled "PLANS FOR THE DEDICATION OF LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES AT THE BARBEN GREEN SUBDIVISION", dated 2/13/2015, revised 5/8/2015, a copy of which is part of this instrument.

The bearings used in this description are referenced to New York State Plane Central Zone 3102, as realized from observations referenced to NAD 83 (2011). Coordinates were determined from static GPS observations made December, 2014. Coordinates given are grid coordinates (Combined Grid Scale Factor: 0.999954037). Distances and area used in this description are ground.

The monumented margins referred to herein are those as monumented by the Department of Engineering of the City of Watertown, New York.

SURVEY NOTES:

- 1. THE BEARINGS SHOWN ARE REFERENCED TO NEW YORK STATE PLANE CENTRAL ZONE 3102, AS REALIZED FROM OBSERVATIONS REFERENCED TO NAD 83 (2011). COORDINATES WERE DETERMINED FROM STATIC GPS OBSERVATIONS MADE DECEMBER, 2014. COORDINATES SHOWN ARE GRID COORDINATES (COMBINED GRID SCALE FACTOR: 0.999954037). DISTANCES AND AREA SHOWN ARE GROUND.
2. THE ELEVATIONS SHOWN ARE REFERENCED TO THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD88).
3. SURVEY DATES: DECEMBER 19, 2014 - APRIL 14, 2015.
4. FIELD WORK ON SURVEY DATES INDICATED ABOVE, WAS PERFORMED UNDER ADVERSE WEATHER CONDITIONS, INCLUDING SIGNIFICANT GROUND SNOW AND ICE COVER.
5. ALL ADJOINERS AND REFERENCES ARE PER THE CITY OF WATERTOWN ASSESSMENT DEPARTMENT AND JEFFERSON COUNTY REAL PROPERTY ASSESSMENT OFFICE.
6. THIS SURVEY PERFORMED WITHOUT THE BENEFIT OF UPDATED ABSTRACTS OF TITLE.
7. UNDERGROUND FACILITIES, STRUCTURES AND UTILITIES SHOWN PER FIELD LOCATED ABOVE GROUND VISIBLE FEATURES, FIELD LOCATED PAINT MARKINGS, AND AVAILABLE RECORDS. THEREFORE THEIR LOCATIONS SHOULD BE CONSIDERED APPROXIMATE ONLY. ADDITIONAL UTILITIES MAY EXIST, THE PRESENCE OF WHICH IS NOT CURRENTLY KNOWN. PRIOR TO CONSTRUCTION CONTACT DIG SAFELY NEW YORK FOR LOCATIONS OF UNDERGROUND UTILITIES. (1-800-962-7962 or 811)
8. SANITARY LATERAL LOCATIONS SHOWN ALONG THE LOOMUS DRIVE SANITARY SEWER WERE PROVIDED BY THE CITY OF WATERTOWN AND WERE DERIVED BY TELEVISIONING THE MAIN AND LOCATING LATERAL SURFACE POINTS WITH GPS. LOCATIONS ARE TO BE CONSIDERED APPROXIMATE ONLY AND ARE SUBJECT TO VERIFICATION.

MAP REFERENCES:

- 1. "BARBEN GREEN, FINAL PLAT" - DRAWING NO. F.1 AND F.2, PROJECT NO. 70620-1, BY PASSERO ASSOCIATES, P.C., DATED SEPTEMBER 26, 1987, REVISED JANUARY 22, 1988, RECORDED IN THE JEFFERSON COUNTY CLERK'S OFFICE ON FEBRUARY 26, 1988 IN PLAT CABINET 1A, NO. 1191 AND 1192.
2. BARBEN GREEN, SANITARY SEWER & WATER, PLAN & PROFILE / PUMP STATION - DRAWING NO. 1-4, PROJECT NO. 70620-1, BY PASSERO ASSOCIATES, P.C., DATED SEPTEMBER 23, 1987, REVISED JANUARY 12, 1988.
3. "SURVEY PLAT OF UTILITY EASEMENTS AT BARBEN GREEN SUBDIVISION", FILE NO. 13-020-COW, BY STORINO GEOMATICS, PLLC, DATED JULY 29, 2013.
4. CITY OF WATERTOWN STREET MONUMENTATION RECORD: SHEET 24, BARBEN AVENUE SHEET 199, IVES STREET
5. CITY OF WATERTOWN DEPARTMENT OF ASSESSMENT AND TAXATION DISTRICT 14 MAP 35, LAST REVISED FEBRUARY 23, 2009.
6. TAX MAP NO. 82.20, TOWN OF WATERTOWN, LAST REVISED MARCH 1, 2013.

SUGGESTED DESCRIPTION - UTILITY EASEMENT ACCESS RIGHT OF WAY:

A RIGHT OF WAY situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

COMMENCING at a point (N: 1443455.00652', E: 992771.46856') in the southerly monumented margin of Barben Avenue, said point being situate S 87°31'52" E, 690.00 feet from a point (N: 1443484.72826', E: 992082.14073') marking the intersection of the southerly monumented margin of Barben Avenue with the southerly monumented margin of Ives Street;

THENCE S 02°28'08" W, along the westerly margin of Loomus Drive, a distance of 259.64 feet to a point (N: 1443195.62101', E: 992760.28464);

THENCE S 43°57'08" W, along the northeasterly margin of Loomus Drive, a distance of 100.00 feet to a point (N: 1443001.43904', E: 992573.07795);

THENCE along a curve to the left in a generally northeasterly direction at a radius of 20.00 feet, a distance of 31.42 feet to a point (N: 1443029.71728', E: 992572.56076'), said point being situate a direct tie of N 01°02'52" W, 28.28 feet from the last mentioned point;

THENCE S 43°57'08" W, along the northeasterly margin of Loomus Drive, a distance of 100.00 feet to a point (N: 1443001.43904', E: 992573.07795);

THENCE N 04°08'46" E, a distance of 68.23 feet to a point (N: 1442614.58036', E: 991944.11183);

THENCE S 57°25'23" E, a distance of 171.63 feet to a point (N: 1442522.17522', E: 992088.72933);

THENCE N 87°31'52" W, a distance of 147.88 feet to a point (N: 1443097.36217', E: 992361.26324);

THENCE N 59°23'16" E, a distance of 109.93 feet to a point (N: 1443153.33624', E: 992455.86446);

THENCE S 87°31'52" E, a distance of 78.50 feet to a point (N: 1443149.95489', E: 992534.28723);

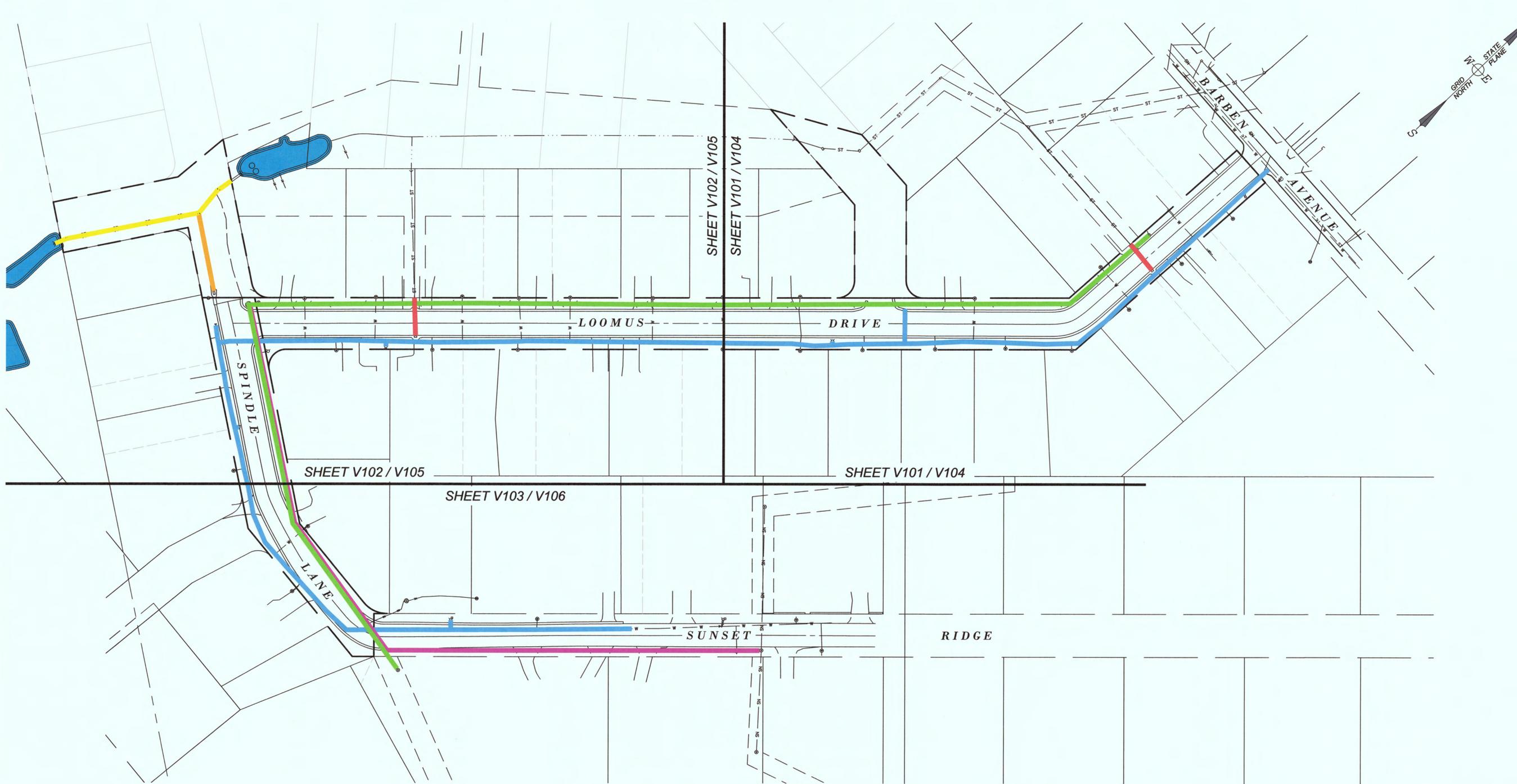
THENCE S 46°02'52" E, a distance of 111.01 feet to a point (N: 1443072.91043', E: 992614.20235);

THENCE along a curve to the left in a generally northeasterly direction at a radius of 20.00 feet, a distance of 31.42 feet to the point and place of BEGINNING, said point being situate a direct tie of N 88°57'08" E, 28.28 feet from the last mentioned point.

SUBJECT to and including any rights or restrictions of record that an updated Abstract of Title may disclose.

SUBJECT to and including any and all other rights or restrictions of record.

INTENDING to describe a Right of Way for Ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. Donegan in a corrective deed dated April 23, 1998, recorded in the Jefferson County Clerk's Office on May 5, 1998 in Liber 1617 of Deeds, at Page 172; for ingress, egress, and regress over a portion of the parcel of land conveyed by Remy Management, Inc. to Kimberly A. 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UTILITY SUMMARY:

COLOR	UTILITY	TYPE	SIZE	LENGTH
Blue	WATER	DI	8"	2,032'
Green	SANITARY (GRAVITY)	PVC	8"	1,536'
Light Green	SANITARY (FORCE MAIN)	PVC	4"	873'
Red	STORM	PVC	8"	98'
Yellow	STORM	CMP	12"	85'
Orange	STORM	CMP	2 - 24"	225'

INDEX PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES

BARBEN GREEN SUBDIVISION
 COUNTY OF JEFFERSON

CITY OF WATERTOWN
 STATE OF NEW YORK

UNAUTHORIZED ALTERATION OR ADDITION TO A SURVEY MAP BEARING A LICENSED LAND SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209, SUBDIVISION 2, OF THE NEW YORK STATE EDUCATION LAW.

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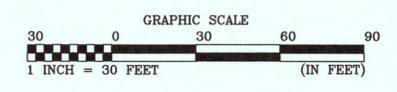
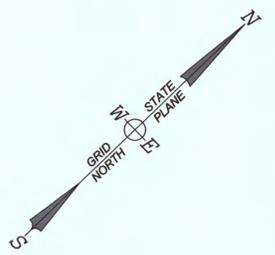
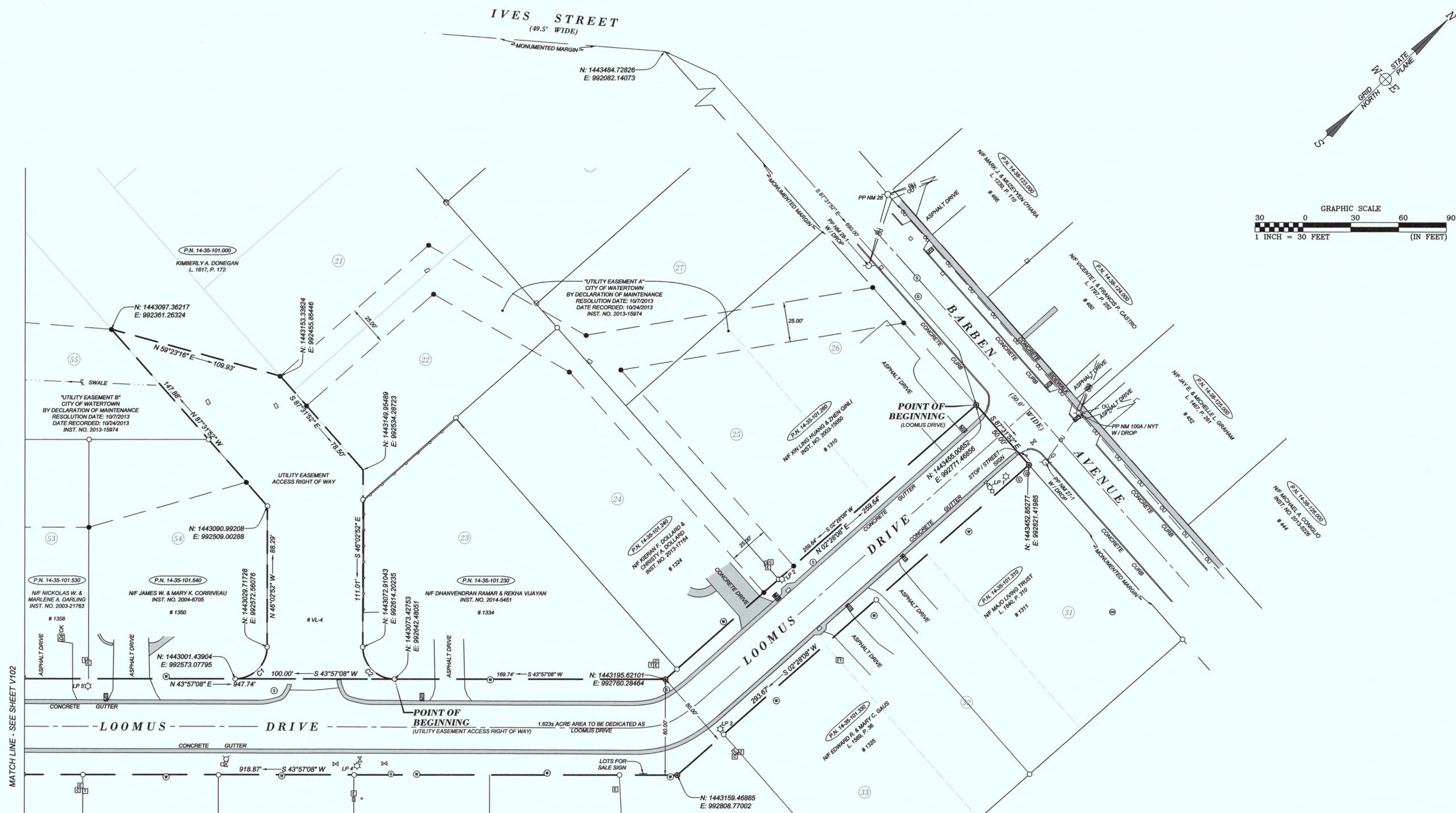
179 CONGER AVENUE
 WATERTOWN, NY 13601-2318

TEL/FAX: (315) 788-0287
 WWW.STORINOGEOMATICS.COM

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DATE: 5/8/2015
 SCALE: N.T.S.
 DRAWN BY: A.M.S.
 CHECKED BY: T.M.S. / A.M.S.
 FILE NO. 14-038-COW
 DWG. NO.

V100
 2 OF 8



MATCHLINE - SEE SHEET V102

BOUNDARY PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES

BARBEN GREEN SUBDIVISION
 COUNTY OF JEFFERSON

CITY OF WATERTOWN
 STATE OF NEW YORK

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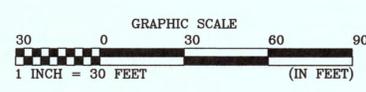
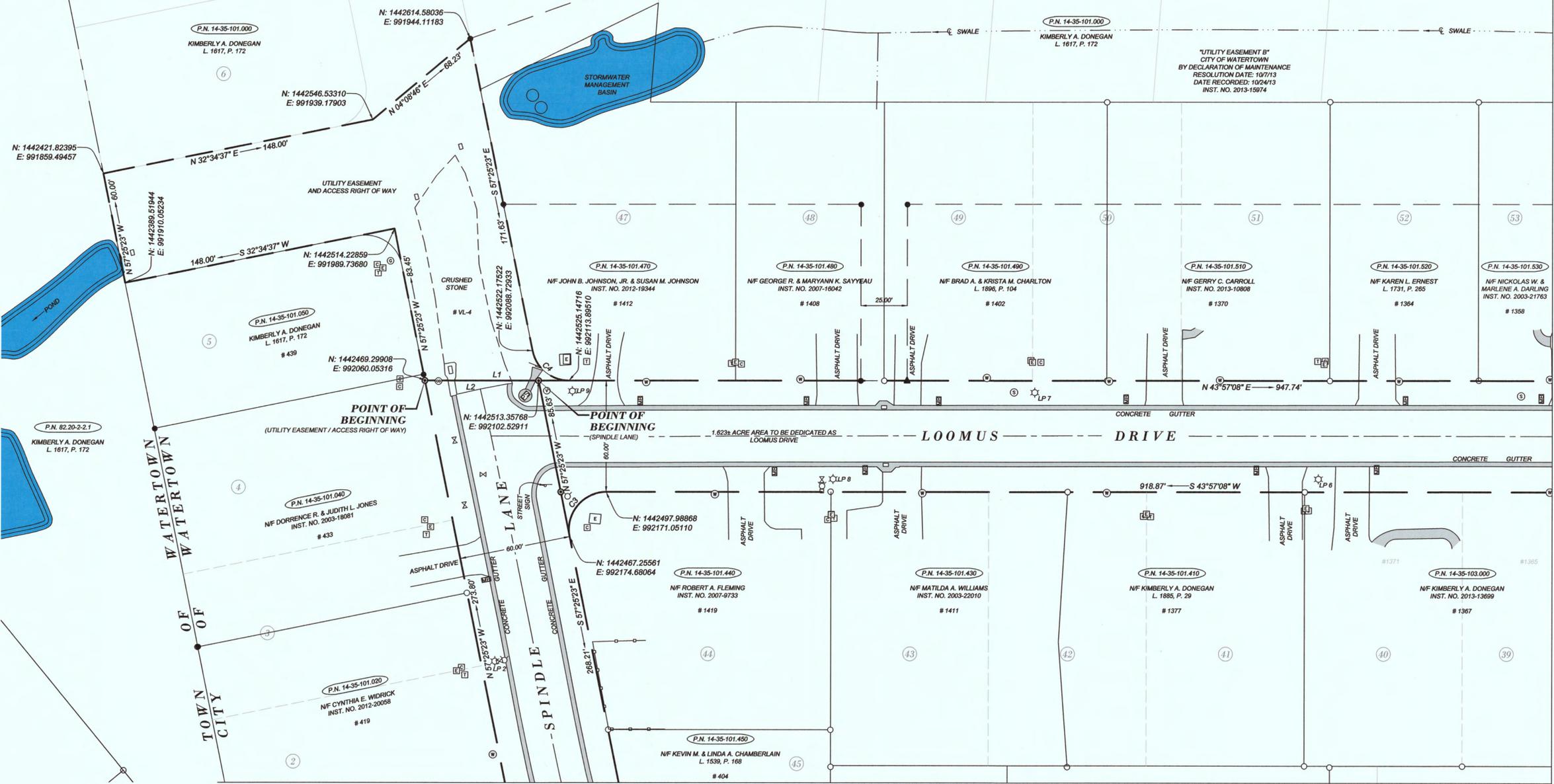
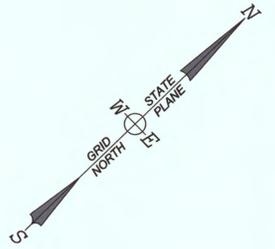
PROFESSIONAL LAND SURVEYORS

179 CONGER AVENUE
 WATERTOWN, NY 13601-2318

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 WWW.STORINGEOMATICS.COM

DATE: 2/13/2015
 SCALE: 1" = 30'
 DRAWN BY: A.M.S.
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 FILE NO. 14-038-COW
 DWG. NO.

V101
 3 OF 8



MATCH LINE - SEE SHEET V103

MATCH LINE - SEE SHEET V101

BOUNDARY PLAT DEDICATION OF LOOMUS DRIVE, SPINDLE LANE, AND ASSOCIATED UTILITIES

BARBEN GREEN SUBDIVISION
COUNTY OF JEFFERSON

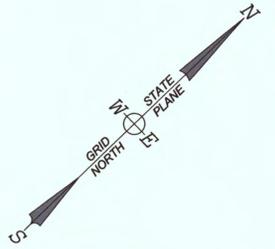
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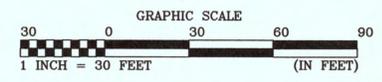
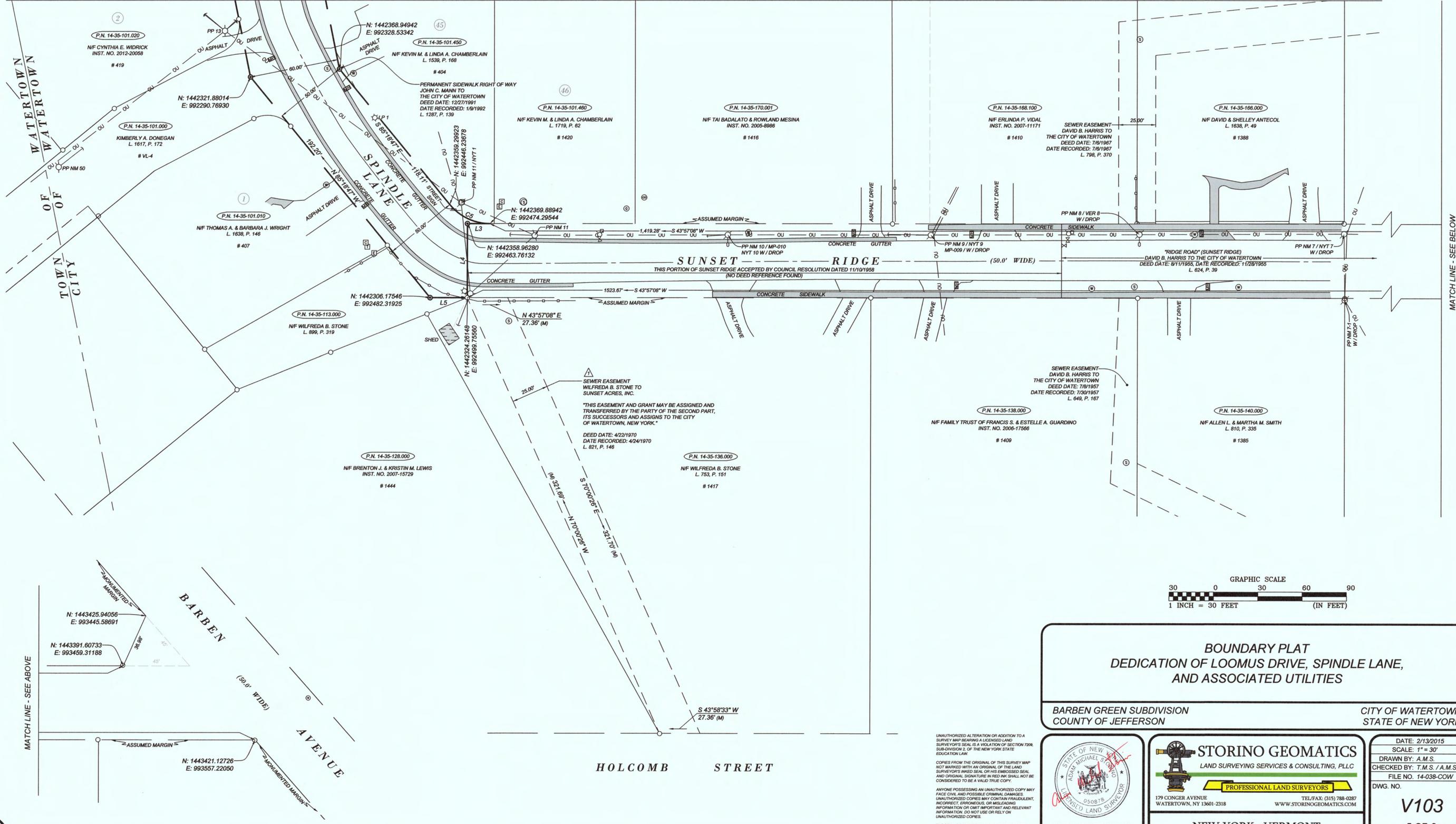


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FILE NO. 14-038-COW
DWG. NO.
V102
4 OF 8



MATCH LINE - SEE SHEET V102



BOUNDARY PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES

BARBEN GREEN SUBDIVISION CITY OF WATERTOWN
COUNTY OF JEFFERSON STATE OF NEW YORK

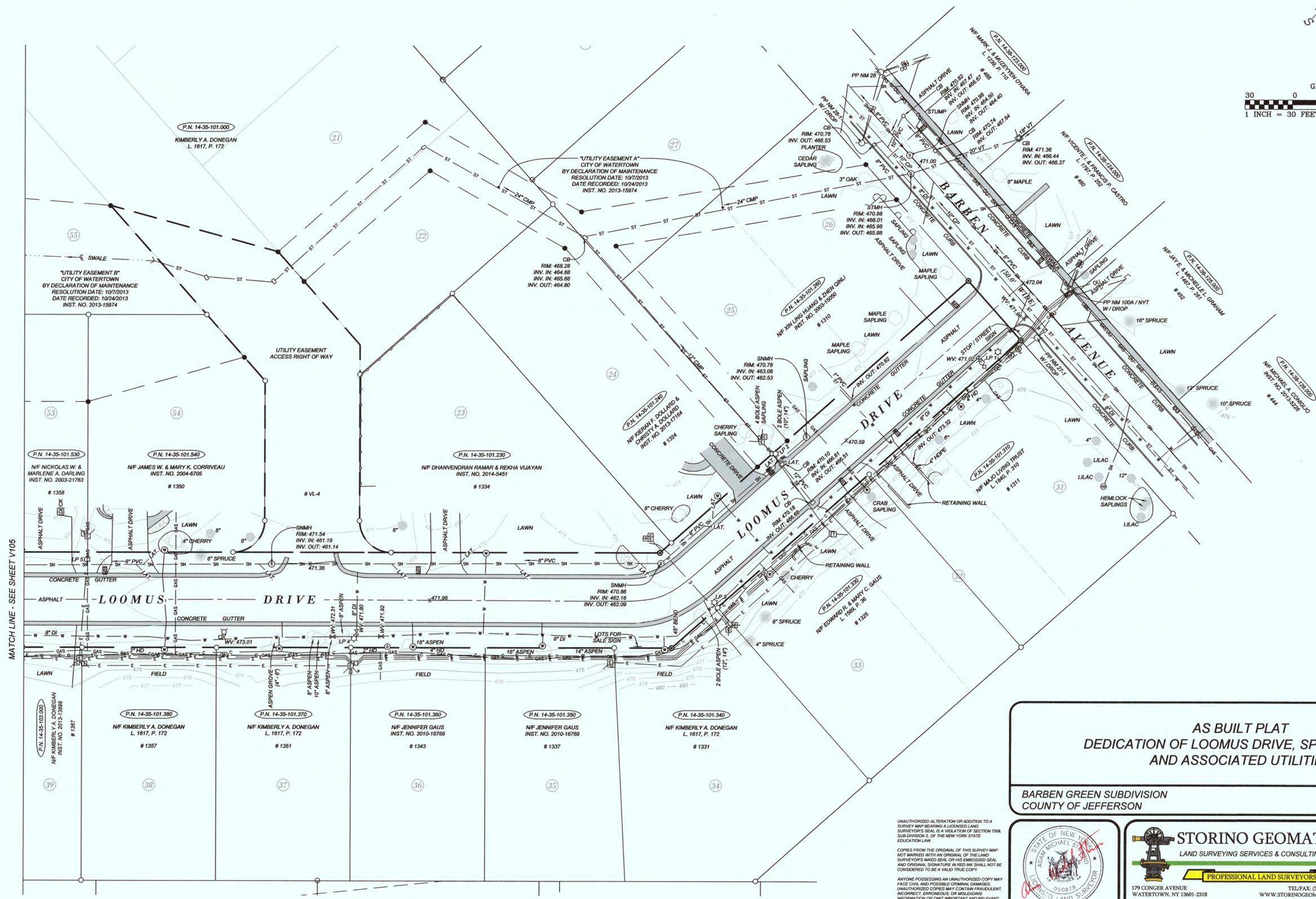
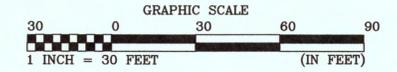
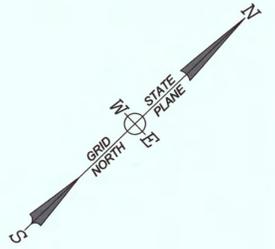
<p>ADAM MICHAEL STORINO P.L.S. NO. 50878</p>	<p>STORINO GEOMATICS LAND SURVEYING SERVICES & CONSULTING, PLLC PROFESSIONAL LAND SURVEYORS 179 CONGER AVENUE WATERTOWN, NY 13601-2318 TEL/FAX: (315) 788-0287 WWW.STORINGEOMATICS.COM</p>	DATE: 2/13/2015 SCALE: 1" = 30' DRAWN BY: A.M.S. CHECKED BY: T.M.S. / A.M.S. FILE NO. 14-038-COW DWG. NO.
		<p>V103 5 OF 8</p>

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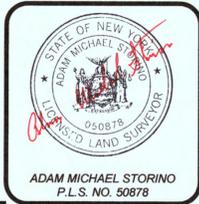


MATCH LINE - SEE SHEET V105

**AS BUILT PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES**

BARBEN GREEN SUBDIVISION
COUNTY OF JEFFERSON

CITY OF WATERTOWN
STATE OF NEW YORK



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PROFESSIONAL LAND SURVEYORS

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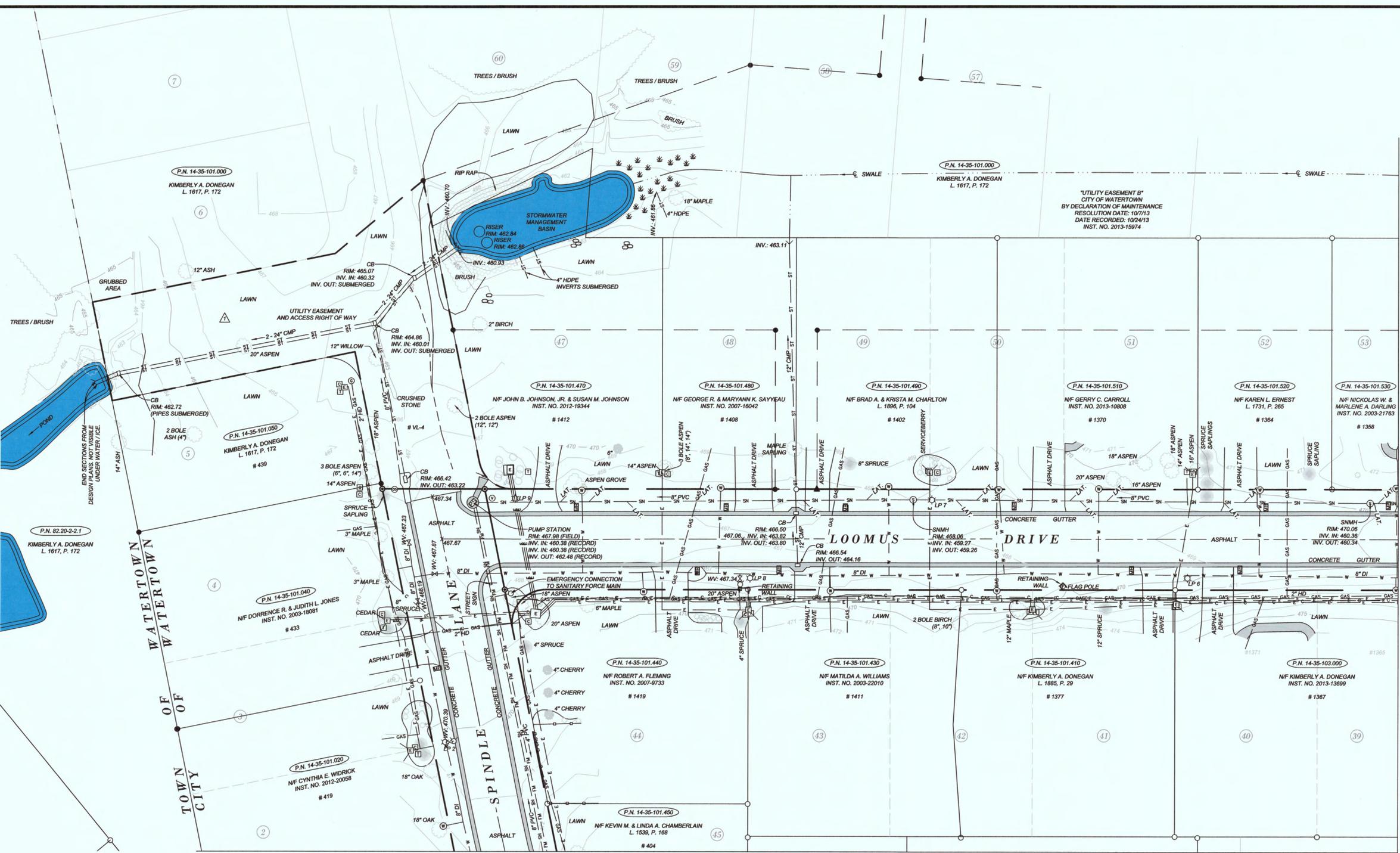
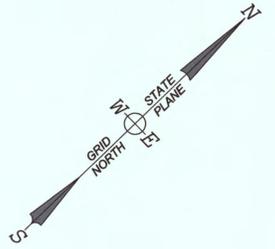
DATE: 2/13/2015
SCALE: 1" = 30'
DRAWN BY: A.M.S.
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FILE NO. 14-038-COW
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V104
6 OF 8

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P.N. 14-35-101.000
KIMBERLY A. DONEGAN
L. 1617, P. 172

P.N. 14-35-101.000
KIMBERLY A. DONEGAN
L. 1617, P. 172

"UTILITY EASEMENT 8'
CITY OF WATERTOWN
BY DECLARATION OF MAINTENANCE
RESOLUTION DATE: 10/7/13
DATE RECORDED: 10/24/13
INST. NO. 2013-15974

P.N. 82-20-2-2.1
KIMBERLY A. DONEGAN
L. 1617, P. 172

P.N. 14-35-101.050
KIMBERLY A. DONEGAN
L. 1617, P. 172

P.N. 14-35-101.040
NF DORRENCE R. & JUDITH L. JONES
INST. NO. 2003-16061

P.N. 14-35-101.020
NF CYNTHIA E. WIDRICK
INST. NO. 2012-20058

P.N. 14-35-101.440
NF ROBERT A. FLEMING
INST. NO. 2007-9733

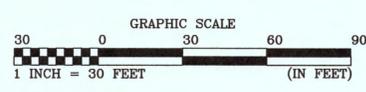
P.N. 14-35-101.430
NF MATILDA A. WILLIAMS
INST. NO. 2003-22010

P.N. 14-35-101.410
NF KIMBERLY A. DONEGAN
L. 1885, P. 29

P.N. 14-35-103.000
NF KIMBERLY A. DONEGAN
INST. NO. 2013-13699

MATCH LINE - SEE SHEET V106

MATCH LINE - SEE SHEET V104



**AS BUILT PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES**

BARBEN GREEN SUBDIVISION
COUNTY OF JEFFERSON

CITY OF WATERTOWN
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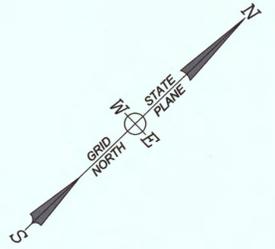
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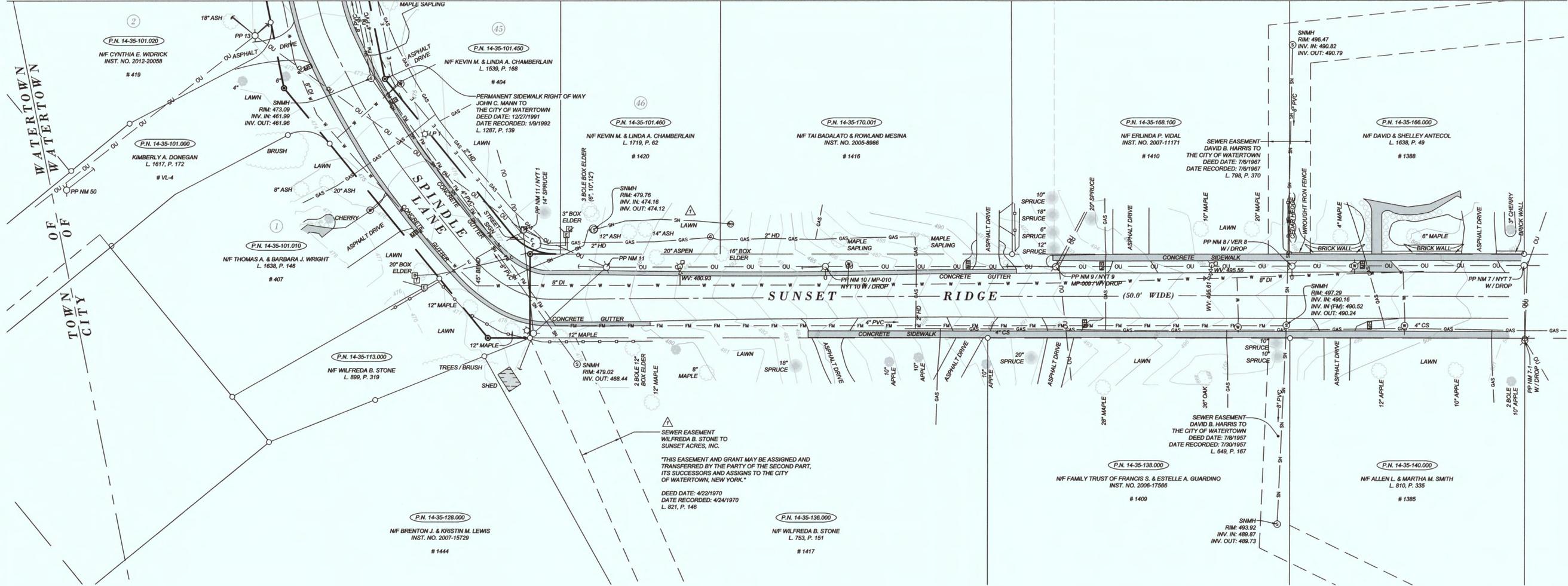
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FILE NO. 14-036-COW
DWG. NO.

V105
7 OF 8



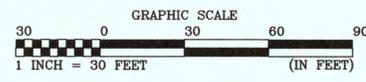
MATCH LINE - SEE SHEET V105



SEWER EASEMENT
WILFREDA B. STONE TO
SUNSET ACRES, INC.
THIS EASEMENT AND GRANT MAY BE ASSIGNED AND
TRANSFERRED BY THE PARTY OF THE SECOND PART,
ITS SUCCESSORS AND ASSIGNS TO THE CITY
OF WATERTOWN, NEW YORK.
DEED DATE: 4/22/1970
DATE RECORDED: 4/24/1970
L. 821, P. 146

**AS BUILT PLAT
DEDICATION OF LOOMUS DRIVE, SPINDLE LANE,
AND ASSOCIATED UTILITIES**

BARBEN GREEN SUBDIVISION **CITY OF WATERTOWN**
COUNTY OF JEFFERSON **STATE OF NEW YORK**



UNAUTHORIZED ALTERATION OR ADDITION TO A
SURVEY MAP BEARING A LICENSED LAND
SURVEYOR'S SEAL IS A VIOLATION OF SECTION 7209,
SUBDIVISION 2, OF THE NEW YORK STATE
EDUCATION LAW.
COPIES FROM THE ORIGINAL OF THIS SURVEY MAP
NOT MARKED WITH AN ORIGINAL OF THE LAND
SURVEYOR'S INKED SEAL OR HIS EMBOSSED SEAL
AND ORIGINAL SIGNATURE IN RED INK SHALL NOT BE
CONSIDERED TO BE A VALID TRUE COPY.
ANYONE POSSESSING AN UNAUTHORIZED COPY MAY
FACE CIVIL AND POSSIBLE CRIMINAL DAMAGES.
UNAUTHORIZED COPIES MAY CONTAIN FRAUDULENT,
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INFORMATION OR OMIT IMPORTANT AND RELEVANT
INFORMATION. DO NOT USE OR RELY ON
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THE SEAL, SIGNATURE, AND CERTIFICATION ARE
HEREBY REVOKED AND OTHERWISE VOID ON ALL
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LAND SURVEYING SERVICES & CONSULTING, PLLC
PROFESSIONAL LAND SURVEYORS

179 CONGER AVENUE
WATERTOWN, NY 13601-2318
TEL/FAX: (315) 788-0287
WWW.STORINOGEMATICS.COM

NEW YORK · VERMONT

DATE: 2/13/2015
SCALE: 1" = 30'
DRAWN BY: A.M.S.
CHECKED BY: T.M.S./A.M.S.
FILE NO. 14-038-COW
DWG. NO.
V106
8 OF 8

Res No. 7

October 14, 2015

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Assignment of Tax Sale Certificates

On October 14th the City Comptroller's Office held a public auction of a City owned tax sale certificate on 591 Rear Main Street West for which the redemption period had expired but the City did not wish to take title to the parcel. The results of the auction are as follows:

Parcel Number	Address	Bid Amount	Bidder Name
01-14-121.000	591 Rear Main Street West	\$ 1,000	Ray E. Worcester

The required 10% deposit has been received for the tax sale certificate. The high bidder does not own any other property in the City. The following resolution has been prepared for City Council consideration to accept the high bid submitted and authorize the assignment of the tax sale certificate.

RESOLUTION

Page 1 of 1

Authorizing Assignment of City-owned Tax Sale Certificate on Parcel Number 01-14-121.000 Known as 591 Rear Main Street West To Ray E. Worcester, 152 Winthrop Street, Watertown, New York 13601

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

Total

YEA	NAY

Introduced by

WHEREAS the City of Watertown is the owner of a certain tax sale certificate on a lot of land known as 591 Rear Main Street West as designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-14-121.000, and

WHEREAS the tax sale certificate has not been redeemed within the two year redemption period per City Charter Section 140, and

WHEREAS the City Council does not wish to take title to this property, and

WHEREAS the City Comptroller held a public auction on October 14, 2015 as authorized by City Council on September 21, 2015 for the purpose of assigning the City’s tax sale certificate,

NOW THEREFORE BE IT RESOLVED that the offer of \$1,000 submitted by Ray E. Worcester for the purchase of the tax sale certificate for Parcel No. 01-14-121.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

BE IT FURTHER RESOLVED that the City Comptroller is directed to assign the City’s tax sale certificate for the above parcel to Ray E. Worcester upon the Comptroller’s receipt of certified funds in the amount of \$1,000.

Seconded by

Res Nos. 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19

October 14, 2015

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of City Property

On October 14th the City Comptroller's Office held a public auction of City owned properties. The results of the auction are as follows:

Parcel Number	Location	Bid Amount	Bidder
06-04-210.000	521 Jefferson Street	\$ 15,000	Michael Ablan
01-10-307.000	100 Alexandria Avenue	\$ 100	Roy Miller
01-10-308.000	101 Alexandria Avenue	\$ 400	Roy Miller
01-10-310.000	103 Alexandria Avenue	\$ 500	Roy Miller
09-01-127.000	529 Arsenal Street	\$ 6,000	Darius W. Daniel
06-06-315.000	606 Factory Street	\$ 1,000	N & G Rentals, LLC
06-06-316.000	612 Factory Street	\$ 2,000	N & G Rentals, LLC
01-24-225.000	61 Lewis Street	\$ 100	Nicholas Surdo
01-24-223.000	38 West Street	\$ 550	Nicholas Surdo
1-24-202.000	59 Woodley Street	\$ 100	Roy Miller
1-24-201.000	60 Woodley Street	\$ 100	Roy Miller
11-06-131.000	154 Winslow Street	\$ 5,000	Gianaco LLC

The \$5,000 bid from Gianaco LLC is less than City Council set as the minimum bid. However, subsequent to the minimum bid being set, the NYS Department of Health issued a letter to the City stating it intended to re-issue against the new owner a Notice and Demand to abate lead hazards they have been aware of since 2010. No one in the audience was interested at the minimum bid of \$7,000 so a lower amount was used to generate interest with the high bid ending at \$5,000. City Council does not have to accept this bid.

The required 10% deposit has been received for each parcel. Resolutions authorizing the sale of each property are attached for City Council consideration. All of the above high bidders are current with property taxes and none have outstanding issues with Code Enforcement.

Properties included in the auction that did not receive bids were:

Parcel Number	Location	Assessment	Lot size	Zoning	Minimum Bid
03-05-305.000	602 Lansing Street	\$ 35,200	47' x 72'	Residential C	\$ 20,000
03-09-101.000	36 Stuart Street	\$ 100	36' x 52'	Residential A	\$ 100

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 521 Jefferson Street to
Michael Ablan, 96 William Street,
Gouverneur, New York 13642

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 521 Jefferson Street, approximately 38' x 42' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 06-04-210.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$15,000 submitted by Michael Ablan for the purchase of Parcel No. 06-04-210.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 521 Jefferson Street to
Michael Ablan, 96 William Street,
Gouverneur, New York 13642

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Michael Ablan upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 100 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 100 Alexandria Avenue, approximately 30' x 70' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-10-307.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$100 submitted by Roy Miller for the purchase of Parcel No. 01-10-307.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 100 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Roy Miller upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 101 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 101 Alexandria Avenue, approximately 30' x 70' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-10-308.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$400 submitted by Roy Miller for the purchase of Parcel No. 01-10-308.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 101 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Roy Miller upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 103 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 103 Alexandria Avenue, approximately 30' x 70' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-10-310.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$500 submitted by Roy Miller for the purchase of Parcel No. 01-10-310.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 103 Alexandria Avenue to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Roy Miller upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 529 Arsenal Street to
Darius W. Daniel, 9506 Daniel French Street,
Lorton, Virginia 22079

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 529 Arsenal Street, approximately 84' x 165' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 09-01-127.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$6,000 submitted by Darius W. Daniel for the purchase of Parcel No. 09-01-127.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 529 Arsenal Street to
Darius W. Daniel, 9506 Daniel French Street,
Lorton, Virginia 22079

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Darius W. Daniel upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 606 Factory Street to
N & G Rentals, LLC, P.O. Box 907,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 606 Factory Street, approximately 26' x 80' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 06-06-315.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$1,000 submitted by N & G Rentals, LLC for the purchase of Parcel No. 06-06-315.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 606 Factory Street to
N & G Rentals, LLC, P.O. Box 907,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to N & G Rentals, LLC upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 612 Factory Street to
N & G Rentals, LLC, P.O. Box 907,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 612 Factory Street, approximately 30' x 177' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 06-06-316.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$2,000 submitted by N & G Rentals, LLC for the purchase of Parcel No. 06-06-316.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 612 Factory Street to
N & G Rentals, LLC, P.O. Box 907,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to N & G Rentals, LLC upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 61 Lewis Street to
Nicholas Surdo, 18876 County Route 66,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 61 Lewis Street, approximately 40' x 100' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-24-225.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$100 submitted by Nicholas Surdo for the purchase of Parcel No. 01-24-225.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 61 Lewis Street to
Nicholas Surdo, 18876 County Route 66,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Nicholas Surdo upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 38 West Street to
Nicholas Surdo, 18876 County Route 66,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 38 West Street, approximately 50' x 70' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-24-223.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$550 submitted by Nicholas Surdo for the purchase of Parcel No. 01-24-223.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 38 West Street to
Nicholas Surdo, 18876 County Route 66,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Nicholas Surdo upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 59 Woodley Street to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 59 Woodley Street, approximately 50' x 73' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-24-202.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$100 submitted by Roy Miller for the purchase of Parcel No. 01-24-202.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 59 Woodley Street to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Roy Miller upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 60 Woodley Street to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 60 Woodley Street, approximately 50' x 73' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 01-24-201.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$100 submitted by Roy Miller for the purchase of Parcel No. 01-24-201.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 60 Woodley Street to
Roy Miller, 26358 Allen Drive,
Watertown, New York 13061

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Roy Miller upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Known as 154 Winslow Street to
Gianaco LLC, 23997 Gotham Street Road,
Watertown, New York 13601

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

Total

YEA	NAY

Introduced by

WHEREAS there has heretofore been bid in by the City of Watertown at a tax sale a certain lot of land known as 154 Winslow Street, approximately 66' x 165' in size, and also known and designated on the map of the Department of Assessment and Taxation of the City of Watertown, New York as Parcel No. 11-06-131.000, and

WHEREAS title to said land has since been retained by the City of Watertown as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the same, and

WHEREAS said real property has never been assigned by the Council for a public use, and

WHEREAS the City Council desires to ensure that properties such as this property be brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 16 adopted by the Council on June 6, 1977, that the offer of \$5,000 submitted by Gianaco LLC for the purchase of Parcel No. 11-06-131.000, is a fair and reasonable offer therefore and the same is hereby accepted, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Known as 154 Winslow Street to
Gianaco LLC, 23997 Gotham Street Road,
Watertown, New York 13601

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

Total

YEA	NAY

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, be and he hereby is authorized, empowered and directed to execute and deliver a Quit Claim Deed of said real property to Gianaco LLC upon receipt of the above mentioned sum of money in cash only by the City Comptroller, and

BE IT FURTHER RESOLVED that the deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the Uniform Construction Codes, as defined by Watertown City Code Chapter 120, and the Code of the City of Watertown within one (1) year from the date of delivery of the quit claim deed of their sale to subsequent buyers, the City shall have the right to seek and be entitled to receive reversion of title to the premises to the City.

Seconded by

October 13, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Donation Offer of 367 Main Street West

The City was recently contacted by Wells Fargo to offer 367 Main Street West as a donation to the City. Wells Fargo has increased its initial offer of \$10,000 to \$15,000 as a concession for accepting the property as well as pay all closing costs for the property transfer. There are no restrictions as to the use of the monetary donation.

Attached are photos provided by Wells Fargo as well as Shawn McWayne, Code Enforcement Supervisor's report and pictures of the house and property.

Staff is looking for direction from City Council as to accepting this donation.



CITY OF WATERTOWN, NEW YORK

BUREAU OF CODE ENFORCEMENT

Suite 105, City Hall
245 Washington Street
Watertown, New York 13601-3380

Telephone (315) 785-7735
Facsimile (315) 785-7854

MEMORANDUM

DATE: October 7, 2015
TO: Jim Mills, City Comptroller
FROM: Shawn McWayne, Code Enforcement Supervisor
SUBJECT: 367 Main St. W. – Parcel No. 2-03-111

The above property was inspected and found to be in fair condition and can be rehabilitated. As you can see from the photos, the work has been started.

The property has value and I recommend accepting the banks offer.

If you have any questions, please contact me.

367 W. Main



367 W. Main



Right Side Area



Rear Porch

367. Wa Main



Right side foundation wall

367 W. Main



1st floor



1st floor Left of front door

367. W. Main



1st Floor



367 W Main



2nd Floor Hallway

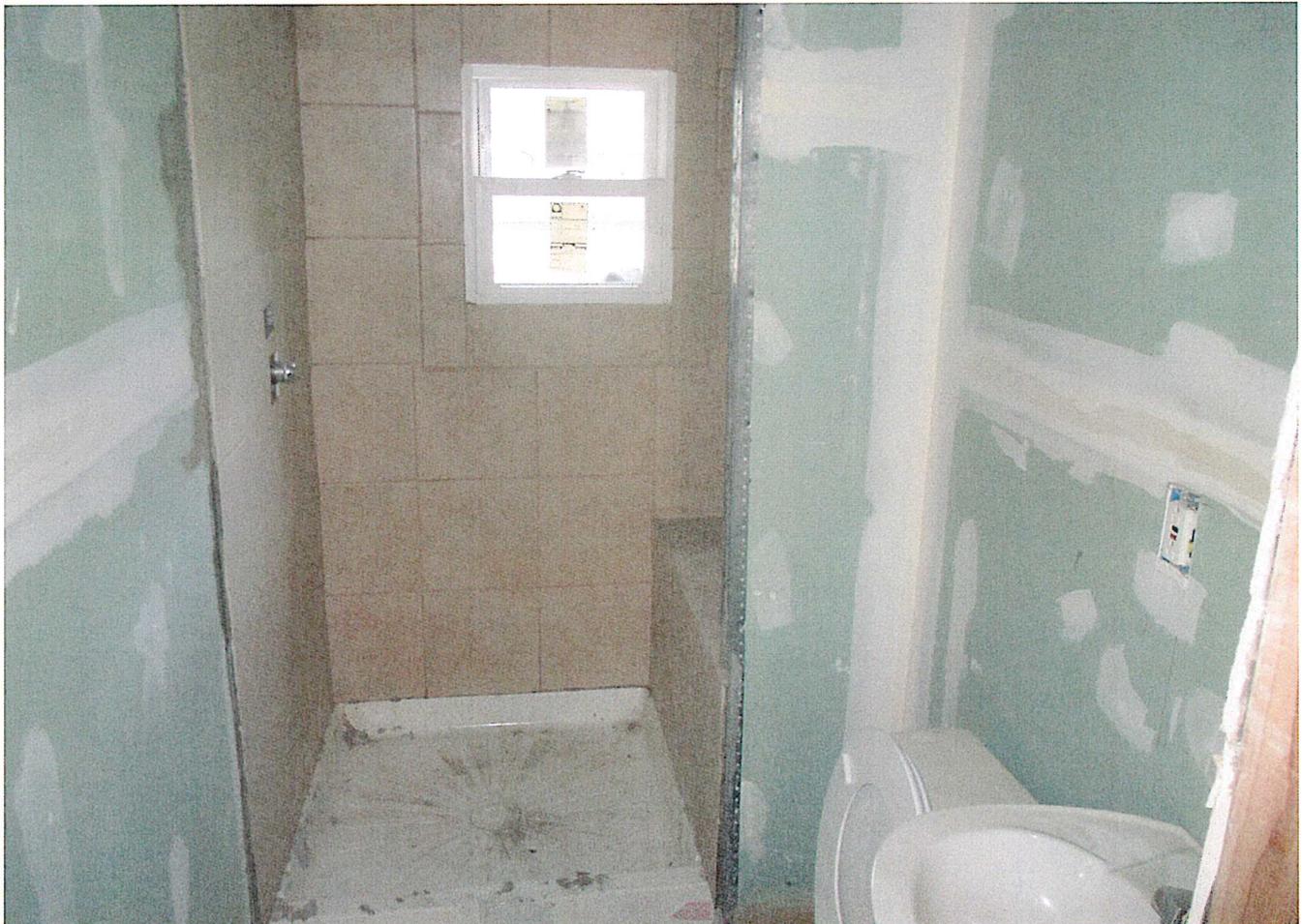


2nd Bedroom

367 W. Main



2nd Floor Bedroom



2nd Floor left Side Bathroom

367 W. Main



2nd Floor Right Side Bathroom



2nd Floor Rear Room

October 14, 2015

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – September 2015

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to September 2014, the September 2015 sales tax revenue on an actual to actual basis is down \$523,169 or 23.71%. In comparison to the original budget projection for the month of September, sales tax is down \$580,535 or 25.64%.

The year-to-date actual receipts are down \$179,839 or 3.69% while the year-to-date receipts on a budget basis are down \$306,376 or 6.13%. Year-to-date sales tax revenue is at \$4,687,599.

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

	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Actual 2014-15</u>	<u>Actual 2015-16</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 1,412,829	\$ 1,509,325	\$ 96,496	6.83%		
August	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 1,247,954	\$ 1,494,788	\$ 246,834	19.78%		
September	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ 2,206,655	\$ 1,683,486	\$ (523,169)	-23.71%	(179,839)	-3.69%
October	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 1,405,774	\$ -				
November	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ 1,398,402	\$ -				
December	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ 1,540,727	\$ -			-	0.00%
January	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ 1,261,235	\$ -				
February	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ 1,059,321	\$ -				
March	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ 1,295,074	\$ -			-	0.00%
April	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ 1,286,204	\$ -				
May	\$ 1,224,057	\$ 1,373,513	\$ 1,298,653	\$ 1,288,547	\$ -				
June	\$ 2,029,525	\$ 1,609,032	\$ 1,699,052	\$ 1,726,963	\$ -			-	0.00%
YTD	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 17,017,001</u>	<u>\$ 17,129,685</u>	<u>\$ 4,687,599</u>	<u>\$ (179,839)</u>	<u>-6.76%</u>		

	<u>Original Budget</u>		<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2015-16</u>	<u>Actual 2015-16</u>				
July	\$ 1,449,558	\$ 1,509,325	\$ 59,767	4.12%		
August	\$ 1,280,396	\$ 1,494,788	\$ 214,392	16.74%		
September	\$ 2,264,021	\$ 1,683,486	\$ (580,535)	-25.64%	(306,376)	-6.13%
October	\$ 1,442,320	\$ -				
November	\$ 1,434,756	\$ -				
December	\$ 1,580,780	\$ -			-	0.00%
January	\$ 1,294,023	\$ -				
February	\$ 1,086,860	\$ -				
March	\$ 1,328,741	\$ -			-	0.00%
April	\$ 1,319,641	\$ -				
May	\$ 1,322,045	\$ -				
June	\$ 1,771,860	\$ -			-	0.00%
YTD	<u>\$ 17,575,000</u>	<u>\$ 4,687,599</u>	<u>\$ (306,376)</u>	<u>-11.22%</u>		