

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, July 7, 2014, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

ROLL CALL

ADOPTION OF MINUTES

COMMUNICATIONS

PRIVILEGE OF THE FLOOR

RESOLUTIONS

- Resolution No. 1 - Establishing Standard Work Day and Reporting For Council Member Stephen A. Jennings
- Resolution No. 2 - Establishing Standard Work Day and Reporting For Council Member Teresa R. Macaluso
- Resolution No. 3 - Approving Employment Agreement Between the City of Watertown and Sharon Addison, City Manager
- Resolution No. 4 - Amendment No. 98 to the Management And Management Confidential Pay Plan
- Resolution No. 5 - Approving Agreement for Public Benefit Services Between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc.
- Resolution No. 6 - Approving Agreement Between the City of Watertown and the Thompson Park Conservancy
- Resolution No. 7 - Accepting Bid for Department of Public Works Snow Dump Chute Reconstruction Project, Acts II Construction Inc.
- Resolution No. 8 - Authorizing Spending From Capital Reserve Fund

- Resolution No. 9 - Approving Change Order No. 2 for Arena Storage Building Project, D.E.W. Builders, Inc.
- Resolution No. 10 - Authorizing Public Auction for Sale of City Owned Property
- Resolution No. 11 - Approving Change Order No. 5 to Waste Water Disinfection Improvement Project, General Construction, C.O. Falter Construction Inc.
- Resolution No. 12 - Approving Change Order No. 1 to Waste Water Disinfection Improvement Project, Plumbing, Hyde-Stone
- Resolution No. 13 - Authorizing Sale of Real Property, Formerly known as 283 and 284 Hillcrest Avenue to Mark W. Jones 125a Joseph Lonsway Drive, Clayton, NY 13624
- Resolution No. 14 - Approving Grant Application to the Justice Assistance Grant Program, Interlocal Agreement Between the City of Watertown and County of Jefferson
- Resolution No. 15 - Approving Professional Services Agreement Between the City of Watertown and Public Sector HR Consultants, LLC
- Resolution No. 16 - Approving a Special Use Permit Request to Operate a Car Wash in a Neighborhood Business District at 816 Bradley Street, Parcels 1-09-201, 1-09-202, and 1-09-203.100
- Resolution No. 17 - Approving Addition of Apartment to North Country Transitional Living Services Apartment Treatment Program, 497 Newell Street
- Resolution No. 18 - Authorizing Application for NYS Division of Homeland Security and Emergency Services (DHSES) Under the FY 2014 Technical Rescue and USAR Grant, Fire Department

ORDINANCES

- Ordinance No. 1 - Changing the Approved Zoning Classification of 127 Winslow Street, Parcel 11-05-208, from Residence C to Limited Business District

LOCAL LAW

PUBLIC HEARING

OLD BUSINESS

Tabled - Resolution Approving Professional Services Agreement
Between the City of Watertown and Ralph Marcellus,
LCSW-R, ACSW, CASAC

STAFF REPORTS

1. Request for Billing Adjustment to Water Charges
2. Surplus Sale of Vehicles and Equipment
3. Sales Tax Revenue – May 2014

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is Scheduled for July 14, 2014, at 7:00 p.m.

ADJOURNMENT

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,
JULY 21, 2014.**

Res Nos. 1 and 2

June 30, 2014

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Establishing Standard Work Day for Elected and Appointed Officials,
NYS Retirement System, Council Member Stephen A. Jennings and Council
Member Teresa R. Macaluso

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials. For the City of Watertown, this requirement will affect members of the City Council who were sworn into a new term of office on or after January 1, 2014, and are also members of the NYS Retirement System.

Based on the new regulations, the required resolution must be adopted by the first regular meeting held no later than 180 days following a new term.

Council Member Jennings and Council Member Macaluso have submitted their records to the City Clerk. The City Council must now review these records to determine:

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

Once approved by the City Council, the City Clerk must retain the records of activities for a period of at least 10 years.

I have reviewed the documents submitted and calculated the number of work days to be reported to the NYS Retirement System by dividing the total number of hours worked by three (3) months then by the minimum number of hours in a standard work day (6 hours). The calculations of total number of days per month to be reported for the NYS Retirement System are as follows:

Council Member Jennings:

January	34.33 hrs
February	29.90 hrs
<u>March</u>	<u>31.18 hrs</u>
Total Hours Worked	95.41 hrs

$95.41 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 5.30 \text{ days per month to be reported}$

Council Member Macaluso:

March	25.75 hrs
April	38.75 hrs
<u>May</u>	<u>35.75 hrs</u>
Total Hours Worked	100.25 hrs

$100.25 \text{ hrs} \div 3 \text{ months} \div 6 \text{ hrs} = 5.57 \text{ days per month to be reported}$

A resolution establishing the standard work day and the number of work days to report each month for these members of the City Council has been prepared for City Council approval. Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed with the Office of the State Comptroller within 45 days of adoption.

RESOLUTION

Page 1 of 1

Establishing Standard Work Day and Reporting
For Council Member Stephen A. Jennings

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, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Elected Officials

Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time Worked (Y/N)	Days/Month (based on Record of Activities)
Council Member	Stephen A. Jennings	6 hours	01/01/14-12/31/17	N	5.30 days

On this 7nd day of July 2014,

(Signature of Clerk)

Date enacted _____

I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 7nd day of July 2014 on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution and 1 such member abstained from voting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

Seconded by

Stephen A. Jennings, Watertown City Councilman - Term: 1/1/14 - 12/31/17

3-Month Time Report Log of Activities - 1/1/14 - 3/31/14

DATE	ACTIVITY	TIME-Minutes	Hours per Month
1/1/2014	Swearing-in ceremony/reception.	120	
1/1-1/4/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	30	
1/3/2014	Mtg. w/ Shawn McWayne - City Court Addition	60	
1/4/2014	Prep. For 1/6/14 City Council Meeting	240	
1/5-1/11/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
1/6/2014	City Council Meeting/Executive Session	120	
1/7/2014	Return telephone call to a constituent	15	
1/9/2014	Lt. Governor Duffy visit	90	
1/10/2014	Lunch meeting w/ Don Alexander, CEO, JCIDA	120	
1/12-1/18/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
1/12/2014	Prep for City Council Work Session; Review Fire Contract	180	
1/13/2014	City Council Work Session	180	
1/17/2014	Mtg. w/ Erin Gardner, Parks and Rec. Superintendent	90	
1/17/2014	Prep for City Council Session	60	
1/19-1/25/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
1/20/2014	Prep for City Council Session	180	
1/21/2014	E-mail - city business	15	
1/21/2014	City Council meeting.	120	
1/22/2014	Interview with Watertown Daily Times	9	
1/23/2014	Interview with WWNY-TV7	2	
1/26-2/1/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
1/30/2014	tc w/ Councilman Butler	1	
1/30/2014	Economic Development in Jefferson County Seminar	120	
1/31/2014	tc w/ City Manager - Sharon Addison	7	
1/31/2014	tc w/ Constituent	1	
1/31/2014	Interview with NCPR - Downtown Watertown	60	34.33333
2/2-2/8/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
2/2/2014	Prep for City Council Session	120	
2/3/2014	City Council Meeting	120	
2/5/2014	tc w/ Mayor Graham	1	
2/5/2014	Interview with WWNY-TV7	1	
2/5/2014	Trip to SUNY Potsdam/Tour Maxcy Hall (Arena)	420	
2/6/2014	Shapiro Award Dinner	150	
2/7/2014	Interview with Watertown Daily Times	9	
2/9-2/15/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
2/9/2014	tc w/ Constituent	8	
2/10/2014	tc w/ Parks & Recreation Superintendent - Erin Gardner	17	
2/10/2014	tc w/ Parks & Recreation Superintendent - Erin Gardner	1	
2/10/2014	tc w/ Parks & Recreation Superintendent - Erin Gardner	4	
2/10/2014	tc w/ Constituent	2	
2/10/2014	City Council Work Session	120	
2/11/2014	tc w/ City Manager - Sharon Addison	1	
2/11/2014	tc w/ Ken Mix - City Planning	8	

Hours for January

2/12/2014	tc w/ City Manager - Sharon Addison	2	
2/12/2014	tc w/ Ken Mix - City Planning	1	
2/12/2014	tc w/ Constituent	1	
2/13/2014	tc w/ Don Rutherford - Watertown Local Dev. C.	20	
2/13/2014	Advantage Watertown Meeting	60	
2/13/2014	tc w/ Dr. Jason White, follow-up to Advantage Watertown	17	
2/14/2014	tc w/ Mayor Graham	20	
2/14/2014	Interview with Watertown Daily Times	5	
2/16-2/22/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
2/17/2014	Prep for City Council	60	
2/18/2014	tc w/ City Manager - Sharon Addison	1	
2/18/2014	City Council Meeting	120	
2/20/2014	Watertown Local Development Corp. Board Meeting	60	
2/21/2014	tc w/ Constituent	16	
2/21/2014	tc w/ City Clerk	16	
2/21/2014	tc w/ City Manager - Sharon Addison	2	
2/23-3/1/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
2/26/2014	tc w/ Mayor Graham	21	
2/27/2014	Watertown Local Development Strategic Planning Session	150	29.9
3/1/2014	tc w/ Constituent	4	
3/2-3/8/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
3/2/2014	Prep for City Council	60	
3/3/2014	City Council Meeting & Executive Session	180	
3/4/2014	tc w/ City Engineer - Kurt Hauk	12	
3/9-3/15/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
3/10/2014	tc w/ Constituent	6	
3/10/2014	tc w/ Constituent	2	
3/10/2014	tc w/ City Manager - Sharon Addison	1	
3/12/2014	tc w/ Constituent	16	
3/13/2014	tc w/ Councilman Butler	30	
3/13/2014	tc w/ Mayor Graham	30	
3/13/2014	tc w/ Rick Gefell, Purcell Construction	15	
3/13/2014	Greater Watertown Chamber of Commerce BoY Awards	120	
3/14/2014	Mtg. w/ MSW student re: City poverty	60	
3/16-3/22/14	E-mail/texts/follow-up w/ Council, Staff, Constituents	60	
3/16/2014	St. Patrick's Parade	120	
3/16/2014	Prep for City Council	120	
3/17/2014	City Council Meeting	120	
3/19/2014	Mtg. w/ Senator Schumer	105	
3/19/2014	Mtg. w/ YMCA - Social Responsibility	60	
3/25/2014	Mtg. w/ constituent	90	
3/27/2014	Tug Hill Commission Annual Local Government Conference	480	
3/31/2014	Review of Knickerbocker Drive 2006 review/findings	60	31.18333
TOTAL Minutes		5,725	
TOTAL Hours		95.41667	95.41667

Hours for February

Hours for March

RESOLUTION

Page 1 of 1

Establishing Standard Work Day and Reporting
For Council Member Teresa R. Macaluso

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, that the City of Watertown hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Clerk of this body.

Elected Officials					
Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time Worked (Y/N)	Days/Month (based on Record of Activities)
Council Member	Teresa R. Macaluso	6 hours	01/01/14-12/31/17	N	5.57 days

On this 7nd day of July 2014,

_____ Date enacted _____
(Signature of Clerk)

I, Ann M. Saunders, Clerk of the governing board of the City of Watertown, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 7nd day of July 2014 on file as part of the minutes of such meeting, and the same is a true copy thereof and whole of such original.

I further certify that the full board consists of 5 members and that 5 of such members were present at such meeting and that 4 of such members voted in favor of the above resolution and 1 such member abstained from voting.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the City of Watertown.

Seconded by

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1 Reviewed city managers weekly update 1/2 hour/agenda .5
2	3 Reviewed agenda - 1.5 hrs ←	4 Reviewed agenda 1.5 hrs city council mtg 2 hrs. ←	5 Planning Board 1 hr. spoke with city staff 1/2 hr.	6 ✓ City email	7 Interview on Public Eye with Jeff Cole/Arena 1 hr.	8 Reviewed city managers weekly update 1/2 hr 8
9	10 City Council work session canceled	11 —	12 —	13 Urban Mission ground breaking 2 hrs (x2) spoke 2 constituents - 1/2 hr + City eng. near Bellow Ave	14 Toured JCC student living - 1/2 hr. met w constituent/Bellow Ave visited site 45 mins.	15 Reviewed agenda 1/2 hr. Attended Fish Fest - 1 hr. 6.25
16 Reviewed Agenda 1 hr.	17 spoke w city engineer RE. arena - 15 min - city council mtg. 2 hrs.	18 met w city planning dept - CDX Grant 1/2 hrs	19 @ city hall X 3 hrs. Sen Schumer mtg, attempted to attend planning board mtg/cancelled	20 ✓ city email	21 Reviewed City email city managers report 1/2 hr.	22 8.25
23	24 Reviewed city email 1/2 hr	25 spoke 2 mayor Palmer St. 15 min Reviewed city email 15 min	26 spoke 2 constituent neighbor dispute call into codes no return call 1/2 hr. (3:45pm)	27 8:30 am Return call from codes - issue addressed constituent notified 1/2 hr.	28 Reviewed city managers weekly update 1/2 hr	29 spoke w Chanel Conda e Burklely VZ: fees for softball 15 min - Vacation 7 2.75
30	31	Notes:				

25.75

Teresa Maculuso

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Call from constituent RE: claim for fall on city property 15min	2 spoke w Fern Gardner re: issues @ arena 15min	3	4 Reviewed city managers updates and all emails (city) 1 1/2 hrs	5 Attended DBA Easter Egg Hunt 1 1/2 hr. Reviewed Agenda - 1 1/2 hr
		- vacation -				
6 Review of agenda 2 hrs.	7 Review of agenda 1 hr. City Council Mtg. + exec session 3 1/2 hrs.	8 Spoke 2 media court house - 15min ch. 7. Spoke 2 WSI - 15min courthouse	9 spoke 2 constituent RE: tree removal brush from city - 15min	10 Advantage Wtn. mtg - 1 hr. Tree Wtn - mtg 1 hr.	11 Reviewed city managers weekly update + emails 1 1/2 hrs	12
13	14 1/2 hrs Reviewed literature sent from City Managers office RE: Retaining emergency vehicles	15 Attended Near West community presentation 1 1/2 hrs	16 spoke 2 Bethm. city managers office RE: loading conditions on RE viewed city email 15min	17 Reviewed agenda topics 15min	18 Reviewed city email 15min	19 Review of agenda - 1 hr.
20 Review agenda 1 hr.	21 moved to work session City Council mtg: - 1 1/2 hrs View city email - 15min	22 Attended Fair Housing Roundtable CAPC - 3hr	23 Spoke 2 Chairman Jennings RE: CSBG grant 1 1/2 hr	24 Spoke 2 Mayor multiple issues 1/2 hr. Spoke 2 constituent RE: McDonald's project Washington St - 1/2 hr	25 Review City managers update - city email - 15min Began to review Budget proposal 2hr.	26 Review Budget 1 hr.
27 Review Agenda for work session 1/2 hr. Review budget 2 hrs	28 Review budget 1 1/2 hrs Spoke 2 media RE: Budget 15min City Council work session - 2 hrs	29 Interview 2 ch. 7 - RE: Budget - 1/2 hr.	30 Tour Woolworth Bldg 2 hrs.	Notes:		

5

4.75

3.75

11.5

8.75

38.75

Teresa Macaluso

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Attended Function sponsored by Patty Riche - 45 min Reviewed agenda 15 min	2 Reviewed city managers update + city email - 1/2 hr.	3 Reviewed agenda 1 hr.
4 Review agenda 45 min - spoke with 1/2 hr constituent Buben Ave.	5 Attended - Mercy Demolition Ceremony 1 1/2 hrs (Lt. Gov) City Council mtg. 1 hr.	6 Review City Court expansion opt. 4 - ✓ City email 15 min Planning board - 1 1/2 hr Special mtg. Court Room proposal - 1 hr	7 ✓ City email Reviewed budget 1 hr.	8 Advantage Wotr mtg. 1 hr.	9 Harbor day + Ribbon cutting Legal Docs - 1 1/2 hr - Reviewed city manager updates 15 min	10 Review agenda + budget 1 1/2 hrs
11 Review budget 1 1/2 hr.	12 City Council work session - 2 hrs. Interview 2 media 1/2 hr.	13 City Council work session - 2 1/2 hrs Interview 2 media	14 Armed Forces Day Luncheon - 1 1/2 hrs	15 Visited Massey St Fire station 1 hr.	16 Spoke 2 City manager + mayor - RE budget Reviewed agenda + weekly updates - 1 hr.	17 Attended Armed Forces Day Parade 2 hrs.
18 Reviewed budget - 1 hr 45 mins / Agenda	19 City Council meeting - 2 hrs Met with City mg & r city computer - Budget 1 hr.	20 Interview Channel 7 - news - budget 1/2 hr.	21 ✓ City email	22 ✓ City email Spoke 2 constituent RE McDonalds 15 min	23 Reviewed city managers weekly update	24
25	26 ✓ City email	27 ✓ City email Confirmed attendance of June 5th tour of stream 2 City managers office + 3 magistrates	28 ✓ City email	29 ✓ City email Reviewed Monday's agenda - 1 hr.	30 ✓ City managers update + emails - Review Agenda for Monday meeting - 1 hr	31 Review Monday Agenda - 2 hr.

2.5

11.25

12

5.5

4.5

35.75

Res No. 3

June 30, 2014

To: Members of City Council

From: Jeffrey E. Graham, Mayor

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

Based on previous discussions with all parties, I am offering for your consideration a resolution in support of an employment agreement with City Manager, Sharon Addison. The contract is for two years commencing on July 1, 2014 and concluding June 30, 2016.

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

RESOLUTION

Page 1 of 1

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

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 has done a review of the City Manager’s contract and performance, and

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Employment Agreement between the City of Watertown and Sharon Addison, a copy of which is attached and made a part of this resolution, commencing on July 1, 2014 through June 30, 2016, and

BE IT FURTHER RESOLVED that the Mayor, Jeffrey E. Graham, is hereby authorized and directed to execute the Employment Agreement on behalf of the City of Watertown.

Seconded by

EMPLOYMENT AGREEMENT

THIS AGREEMENT, is made and entered into this 1st day of July, 2014, by and between the City of Watertown, a municipal corporation hereinafter called "Employer or City Council," and Sharon Addison, hereinafter called "Employee or City Manager."

WITNESSETH

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

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

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

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

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

Section 1. Powers and Duties of the City Manager.

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

Section 2. Term.

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

- B. The term of this Agreement shall be July 1, 2014 through June 30, 2016.
- C. In the event Employee voluntarily resigns as City Manager before expiration of the term of this Agreement, then Employee shall give the City Council thirty (30) calendar days advance notice unless the parties agree otherwise.

Section 3. Early Termination.

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

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

Section 4. Salary.

Employer agrees to pay Sharon Addison for her services as City Manager an annual gross salary of \$120,000 from July 1, 2014 through June 30, 2015 and \$125,000 beginning July 1, 2015 and extending through the full term of the Agreement, payable in installments at the same time as other employees of the City of Watertown are paid.

Section 5. Retirement Benefits.

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

Section 6. Health Insurance.

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

Section 7. Other Benefits.

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

Section 8. Professional Development.

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

Section 9. Performance Evaluation.

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

Section 10. Hours of Work

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

Section 11. Indemnification.

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

Section 12. Notices.

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

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

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

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

Section 13. General Provisions.

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

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

Mayor of the City of Watertown

ATTEST:

City Clerk
(Seal)

APPROVED AS TO FORM:

City Attorney

Sharon Addison, City Manager

Res No. 4

June 24, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Amendment No. 98 to the Management and
Management Confidential Pay Plan

The attached resolution provides for Amendment No. 98 to the Management and Management Confidential Pay Plan setting the salary for the position of Police Captain to \$86,000.

RESOLUTION

Page 1 of 1

Amendment No. 98 to the Management
And Management Confidential Pay Plan

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves Amendment No. 98 to the Management and Management Confidential Pay Plan for the position listed below, as follows:

<u>Position</u>	<u>Salary</u>
Police Captain	\$86,000

Seconded by

Res No. 5

June 24, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Agreement for Public Benefit Services, Community Action Planning Council of Jefferson County, Inc.

Attached for City Council's consideration is a Public Benefit Services Agreement between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. Since 1967, when the CAPC was incorporated and designated as the official anti-poverty agency in Jefferson County, the City of Watertown and Jefferson County provided the local match used to leverage State and Federal program service dollars.

The Community Action Planning Council provides services that promote the education, charity, health, safety and welfare of the citizens of the City of Watertown. This contract specifically identifies the services that will be provided to the citizens of this community and funded by the City of Watertown. The term of this Agreement is for one year beginning July 1, 2014, and ending June 30, 2015. Funding in the amount of \$47,500 to support this initiative is included in the FY 2014-2015 Adopted Budget.

A resolution approving the Agreement between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement for Public Benefit Services Between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc.

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 Community Action Planning Council of Jefferson County (CAPC) was incorporated and designated in 1967 as the official anti-poverty agency for Jefferson County, and

WHEREAS since that time, CAPC has received funds from local governments as the local share required to leverage State and Federal program service dollars, and

WHEREAS the services provided by the CAPC promotes a public purpose, and

WHEREAS the services promote the education, charity, health, safety and welfare of the citizens of the City of Watertown,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Public Benefit Services between the City of Watertown and the Community Action Planning Council of Jefferson County, Inc., a copy of which is attached and made a part of this resolution, and

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

Seconded by

AGREEMENT FOR PUBLIC BENEFIT SERVICES

BETWEEN

THE CITY OF WATERTOWN, NEW YORK

and

THE COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

This Agreement made by and between the City of Watertown, New York (CITY) and the Community Action Planning Council of Jefferson County, Inc. (CAPC).

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF SERVICES. The Community Action Planning Council of Jefferson County, Inc. provides services that are considered to be for a public purpose. The Community Action Planning Council provides services which promote the education, charity, health, safety and welfare of the citizens of the City of Watertown.

Article II. ELIGIBLE ACTIVITIES. Eligible activities of the Community Action Planning Council reimbursable by the City shall promote a public purpose. Specifically, the Community Action Planning Council shall provide the following services to the citizens of the City of Watertown:

- a. Assist individuals and families to secure and retain meaningful employment.
- b. Assist individuals and families to attain an adequate education.
- c. Assist individuals and families to counteract conditions of starvation and malnutrition.
- d. Assist individuals and families to make a better income.
- e. Assist individuals and families to obtain emergency assistance.
- f. Assist individuals and families to obtain and maintain adequate housing.
- g. Assist individuals and families to remove obstacles that block self-sufficiency.

Article III. INELIGIBLE ACTIVITIES. Activities of the Community Action Planning Council, which do not promote a public purpose, shall be ineligible for reimbursement. Activities which are ineligible for reimbursement shall include, but not be limited to, land acquisition, salaries, utilities, fuel, insurance, interest, purchase of equipment, or program activities solely directed toward or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be from July 1, 2014, through June 30, 2015.

Article V. MANNER OF PAYMENT.

a. The City agrees to provide Forty-Seven Thousand Five Hundred Dollars (\$47,500) to the Community Action Planning Council for the term specified above.

b. Payment shall be made by the City Comptroller. One half of the annual payment will be made on or after December 1st, and the second will be made on or after April 1st. Payment will only be made upon the City's receipt of a fully executed copy of this Agreement and a signed City Invoice form.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

Article VII. TERMINATION OF AGREEMENT. This Agreement may be terminated by either party, at any time, by the delivery to the other party of a written notice of termination by the Agreement, stating in good faith and for good and valid reasons by such party is unable to comply with and carry out the terms and substantive obligations of the Agreement in a meaningful manner. In the event of such termination, the City and the CAPC shall perform such services and pay such monies as are necessary to carry out their respective obligations under the Agreement up to the date of termination of the Agreement. Any notice shall be delivered in person or by first class mail, return receipt requested, at the address of such party as hereinafter set out.

Article VIII. EXTENT OF AGREEMENT. This Agreement represents the entire Agreement between the City and the CAPC. This Agreement may be amended only by written instrument signed by both parties and such amendment shall be attached to this Agreement.

Article IX. ANNUAL REPORT. The CAPC will provide the City of Watertown with a copy of their annual financial report. If not included in the annual financial report, an additional report shall be submitted which details the services provided by CAPC to the citizens of Watertown.

Article X. NOTICES. All notices required to be given under this Agreement shall be in writing and shall be deemed to have been duly given on the date mailed, if sent by certified mail, return receipt requested or delivered in person to:

THE CITY:

City Manager
City of Watertown
245 Washington Street
Suite 302
Watertown, New York 13601

THE COMMUNITY ACTION PLANNING COUNCIL:

Executive Director
Community Action Planning Council of Jefferson County, Inc.
518 Davidson Street
Watertown, New York 13601

A party may change the address to which notices are to be sent by written notice actually received by the other party.

IN WITNESS WHEREOF, the City of Watertown and the Community Action Planning Council of Jefferson County, Inc. have caused this Agreement to be executed by authorized agents to be effective as of the date heretofore written.

THE CITY OF WATERTOWN, NEW YORK

BY: City Manager Sharon Addison

THE COMMUNITY ACTION PLANNING COUNCIL OF JEFFERSON COUNTY, INC.

BY: Executive Director Melinda Gault

Res No. 6

June 24, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Agreement Between the City of Watertown and the Thompson Park Conservancy

During the development of the budget for Fiscal Year 2014-15, the City Council appropriated \$20,000 for the Thompson Park Conservancy. This is the annual appropriation for improvements to the premises currently leased by the Conservancy from the City of Watertown.

Attached for City Council consideration is an Agreement between the City of Watertown and the Thompson Park Conservancy. The term of this Agreement is one year, beginning July 1, 2014. The Agreement indicates that the funds must be used for a valid public purpose and to improve the leased premises. The Agreement also defines what the City considers ineligible activities.

A resolution approving the Agreement between the City and Thompson Park Conservancy has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement Between the City of Watertown and the Thompson Park Conservancy

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

Introduced by

WHEREAS the Lessor, City of Watertown, owns the facility known as Thompson Park, located in the City of Watertown, County of Jefferson, State of New York, and

WHEREAS the Lessor has entered into an Agreement with the Tenant, Thompson Park Conservancy, Inc., to lease certain premises located at the Park for the operation of the "Thompson Park Zoo" by Lease dated December 1997, and

WHEREAS since that time, the City of Watertown has provided both financial and in-kind services in support of the Thompson Park Conservancy, and

WHEREAS the City Council has determined that it is in the best interest of the taxpayers of the City of Watertown to provide direct support to the Thompson Park Conservancy to be used to improve the leased premises as detailed in the attached Agreement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement between the City of Watertown and the Thompson Park Conservancy, a copy of which is attached and made a part of this resolution, and

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

Seconded by

**AGREEMENT
THOMPSON PARK CONSERVANCY**

INTRODUCTION

WHEREAS the Lessor, City of Watertown, owns the facility known as Thompson Park, located in the City of Watertown, County of Jefferson, State of New York, and

WHEREAS the Lessor has entered into an Agreement with the Tenant, Thompson Park Conservancy, Inc., to lease certain premises located at the Park for the operation of the “Thompson Park Zoo” by lease of December 1997, and

WHEREAS since that time the City of Watertown has provided both financial and in-kind services in support of the Thompson Park Conservancy, and

WHEREAS the City Council has determined that it is in the best interest of the taxpayers of the City of Watertown to provide direct support to the Thompson Park Conservancy to be used to improve the leased premises,

WITNESSETH

For and in consideration of the mutual covenants and agreements hereinafter contained, the parties hereto for themselves, their successors and assigns, have mutually agreed and do agree with each other as follows:

Article I. DESCRIPTION OF PROJECT. The Thompson Park Conservancy shall use the funds provided under the terms of this Agreement to improve the leased premises.

Article II. ELIGIBLE ACTIVITIES. Eligible activities for the Thompson Park Conservancy shall be for a valid public purpose and shall improve the premises leased to the Thompson Park Conservancy by the City of Watertown. Repair and maintenance of the structures covered by the Lease Agreement between the City of Watertown and the Thompson Park Conservancy are eligible expenses.

Article III. INELIGIBLE ACTIVITIES. Ineligible activities shall include but not be limited to: land acquisition, staff salary, utilities, fuel, insurance, maintenance and security salaries, construction costs, interest, purchase of equipment, and program activities solely directed towards or restricted to organizational membership.

Article IV. TERM OF THIS AGREEMENT. The term of this Agreement shall be for one (1) year, from July 1, 2014, through June 30, 2015.

Article V. MANNER OF PAYMENT.

- A. The amount to be paid from the City of Watertown General Fund, as appropriated therefore, shall not exceed Twenty Thousand Dollars (\$20,000) for the term of this Agreement.
- B. Payment shall be made by the City Comptroller upon the receipt of an executed Services Agreement between the City of Watertown and the Thompson Park Conservancy.
- C. The Thompson Park Conservancy understands that City funds may only be used for eligible activities and for services actually performed. The City will make payment after the rendering of a verified account and the audit of vouchers submitted by the Conservancy. A verified account shall then be submitted to the City on or before June 30, 2014.

Article VI. PROVISIONS OF LAW. All provisions of law required to be made as part of this Agreement are hereby deemed incorporated in this Agreement. Performance of the terms and conditions of this Agreement shall be subject to and performance of all applicable laws.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed by their duly authorized officers or representatives on this _____ day of _____, 2014.

CITY OF WATERTOWN, NEW YORK

By: _____
Sharon Addison
City Manager

THOMPSON PARK CONSERVANCY

By: _____
Robert Gorman
Board President

Res No. 7

June 25, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Snow Dump Chute,
Acts II Construction, Inc.

The City Purchasing Department has advertised and received sealed bids for the Department of Public Works Snow Dump Chute Reconstruction Project, per our specifications.

Invitations to bid were filed with the Northern New York and Syracuse Builders Exchange and the Dodge Reports. Bid specifications were requested and sent to five (5) contractors with six (6) sealed bids received and publicly opened and read in the City Purchasing Department on Thursday, June 19, 2014, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Engineering Department, and it is their recommendation that the City accept the bid from Acts II Construction Inc. as the lowest qualifying bidder meeting our specifications in the amount of \$94,777.00. The bids received are outlined in Ms. Pastuf's attached report, along with notification that the initial low bidder, B-S Industrial Contractors Inc., withdrew their bid.

A resolution is attached for City Council consideration. Funding to support this project was included in the FY 2013-14 Budget through the General Fund's Capital Reserve Fund.

RESOLUTION

Page 1 of 1

Accepting Bid for Department of Public Works
Snow Dump Chute Reconstruction Project,
Acts II Construction Inc.

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 Purchasing Department has advertised and received sealed bids for the Department of Public Works snow Dump Chute Reconstruction Project, per our specifications, and

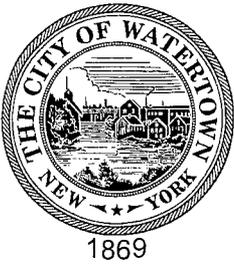
WHEREAS invitations to bid were issued to Northern New York and Syracuse Builders Exchange and the Dodge Reports, with five (5) sets of bid specifications requested and sent to contractors, and six (6) sealed bids received and publicly opened and read in the City Purchasing Department on Thursday, June 19, 2014, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with Engineering Department, and it is their recommendation that the City Council accept the bid submitted by Acts II Construction Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by Acts II Construction Inc. as the lowest qualifying bidder for the Department of Public Works Snow Dump Chute Reconstruction Project in the amount of \$94,777.00, per our specifications, and

BE IT FURTHER RESOLVED that the City Manager, Sharon Addison, be authorized and directed to sign all contracts associated with implementing the award to Act II Construction Inc.

Seconded by



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2014-10 – Snow Dump Chute – Bid Recommendation
DATE: 6/25/2014

The City's Purchasing Department advertised in the Watertown Daily Times on March 3, 2014 calling for sealed bids for the DPW Snow Dump Chute Reconstruction Project. The project will reconstruct the existing concrete snow dump platform located along the Black River as per City Specifications.

Bid Specifications were requested by and sent to five (5) contractors. Bid Specifications were filed with the Northern New York and Syracuse Builders Exchange and the Dodge Reports. Six (6) sealed bids were submitted to the Purchasing Department. The sealed bids were publicly opened and read on Thursday June 19, 2014 at 11:00 am, local time. The bid tally is provided below:

Description	Acts II Construction, Inc.	Bette & Cring, LLC	B-S Industrial Contractors, Inc.	Continental Construction	Peter Holmes Contracting	Tuscarora Construction Company, Inc.
DPW Snow Dump Chute Reconstruction Project	\$94,777.00	\$165,300.00	\$94,100.00	\$98,683.00	\$116,000.00	\$134,300.00

The apparent low bidder, B-S Industrial Contractors, Inc., contacted the City two days after the bid opening to inform the City that the owner had passed away and that they are dissolving the company. The next lowest bid, from Acts II Construction, Inc. was reviewed by Engineering Department and the Purchasing Department to ensure that it met the required specifications. It is recommended that we accept the bid proposal from Acts II Construction, Inc. for a bid total of \$94,777.00.

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

B-S Industrial Contractors, Inc.



280 East Main Street
Gouverneur, New York 13642
Ph: (315) 287-1090
Fax: (315) 287-2060
Email: vreed@bsindustrial.com
WBE Certified # 50558-2007

June 24, 2014

City of Watertown
245 Washington Street
Room 205
Watertown, New York 13601

Attention: Amy Pustuf, Purchasing Manager

Reference: City of Watertown
DPW Snow Dump Chute Reconstruction Project

Due to the unexpected death of Joyce C. Farley, B-S Industrial Contractors, Inc. will be withdrawing our bid for the DPW Snow Dump Chute Reconstruction project. Thank you very much for your consideration.

Respectfully,

A handwritten signature in cursive script, appearing to read "V. L. Reed", is written over the typed name and title.

Vicky L. Reed
Vice President

'Certified Women Owned Business'

FISCAL YEAR 2013-2014
 CAPITAL BUDGET
 FACILITY IMPROVEMENTS
 SNOW REMOVAL

PROJECT DESCRIPTION	COST
<p>Snow Dump Platform Rehabilitation</p> <p>Reconstruction of the existing concrete snow dump platform located along the Black River. The site has been used for a snow dump area since the 1940's. DPW last performed repairs to the facility approximately 20 years ago. The DPW snow dumping platform incurred significant damage in May 2011. This is attributable to both the age of the structure and the significant rainfall which combined to cause a slope failure at the dumping chute.</p>  <p>Funding to support this project will be through a transfer from the General Fund's Capital Reserve Fund.</p>	<p>\$90,000</p>
TOTAL	\$90,000

Res No. 8

June 24, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Spending of Funds from the Capital Reserve Fund

The City transferred \$3,100,000 into a Capital Reserve Fund in FY 2012-13 due to the acceptance of the City to a proposal from the State to change the timing of the State AIM payments. Included in the Fiscal Year 2014-15 Capital Budget and General Fund Budget was the following equipment purchases that was to be funded from the Capital Reserve Fund.

DPW Roads Dump Truck	\$ 140,000
Hydro-electric Facility Transformer Cable Replacements	<u>140,000</u>
Total	<u>\$ 280,000</u>

FY 2012-13 appropriated \$1,240,000 from the Capital Reserve Fund and FY 2014-15 appropriated \$280,000 leaving a balance of \$1,580,000 which has been included as a funding source in the City's multi-year financial and capital plans contained in the FY 2014-15 adopted budgets.

Prior to any funds being spent from the Capital Reserve Fund on these projects, a public hearing must be held. Accordingly, staff is recommending that a Public Hearing be set for July 21, 2014 at 7:30 p.m. to discuss the appropriation of these capital reserve funds.

RESOLUTION

Page 1 of 1

Authorizing Spending
From Capital Reserve Fund

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 on June 19, 2006, the City Council approved establishing a Capital Reserve Fund pursuant to Section 6-c of the General Municipal Law to finance future capital improvements, and

WHEREAS the Adopted 2014-15 Capital Fund Budget and General Fund Budget included the following projects and equipment purchases: DPW dump truck (\$140,000) and hydro-electric facility transformer cable replacements (\$140,000) and

WHEREAS the City Council desired to fund these projects and equipment purchases from the Capital Reserve Fund, and

WHEREAS on Monday, July 21, 2014 at 7:30 p.m., the City Council of the City of Watertown held a public hearing to discuss the expenditure of funds from this capital reserve fund, and

WHEREAS it has been determined that the expenditure of these funds is in keeping with the purpose for the capital reserve fund,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the appropriating of Capital Reserve funds in an amount not to exceed \$1,240,000 to pay for the cost of the DPW dump truck (\$140,000) and hydro-electric facility transformer cable replacements (\$140,000).

Seconded by

Res No. 9

June 27, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Change Order No. 2 for Arena Storage Building Project,
D.E.W. Builders Inc.

On October 7, 2013, City Council accepted the bid submitted for an Arena Storage Building, per our specifications, in the amount of \$256,952.46 from D.E.W. Builders Inc. On April 21, 2014, City Council approved Change Order No. 1 to allow for an extension of time.

D.E.W. Builders Inc. has now submitted Change Order No. 2 in the amount of \$6,688 to allow for a slot drain for the slab floor and grade work from the new structure to the Arena. As stated in City Engineer Kurt Hauk's attached report, this work is necessary as the parking area becomes impassable for the zamboni and other things during the winter months.

This brings the total contract amount of \$263,640.46. The current bond ordinance does not need to be increased as there is sufficient contingency to cover the change order.

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Change Order No. 2 for
Arena Storage Building Project,
D.E.W. Builders, Inc.

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 City Council approved the bid submitted by D.E.W. Builders, Inc. on October 7, 2013 for an Arena Storage Building, per our specifications, in the amount of \$256,952.46, and

WHEREAS City Council approved Change Order No. 1 on April 21, 2014, and

WHEREAS D.E.W. Builders, Inc. has now submitted Change Order No. 2 for additional work,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York approves Change Order No. 2 submitted by D.E.W. Builders, Inc., a copy of which is attached and made part of this resolution, for additional work in the amount of \$6,688.00 bringing the total contract amount to \$263,640.46, and

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

Seconded by

D.E.W. Builders Inc. 14398 U.S. Route 11 P.O. Box 200 - Adams Center, N.Y. 13606

dba Widrick Construction

www.widrickconstruction.com

Tel. 315-583-5213 - Fax 315-583-5318

CHANGE ORDER

Date: 06/26/14	Job No: 201303143
Change Order No: 2	

To: City of Watertown	Reference: Arena Storage Building
Attention: Tom Maurer	600 W. T. Field Drive
245 Washington Street Room 204	Watertown, NY 13601
Watertown, NY 13601	

Attention:

The contract is changed as follows:

Addition of materials as follows: 1.)pre-sloped channel drain, catch basin, end cap for basin, duct iron end frame, slotted grate, lock device for grate, and iron frame. 2.)Furnish and install 1-1/2" crusher run stone and geotext stabilization fabric in area 16'x125' and 12'x60' at a depth of 12".

The original contract amount	\$ 256,952.46
The net change by previous Change Orders	\$ 0
The total prior to this Change Order	\$ 256,952.46

The contract will be changed by this change order	
In the amount of	\$ 6,688.00
The new contract price including this Change Order	\$ 263,640.46

The Contract Time will be ~~extended~~/shortened by zero (0) days

Circle one

The date of Substantial Completion as of the date of this Change Order therefore is UNCHANGED

This Change Order becomes part of and in conformance with the existing contract.

_____ Architect (Firm Name)	D. E. W. Builders Inc. Contractor (Firm Name)	_____ Owner (Firm Name)
_____ Address	Adams Center, NY 13606 Address	_____ Address
_____ By (signature)	 By (signature)	_____ By (signature)
_____ Typed Name	Jeff Greene Typed Name	_____ Typed Name
_____ Date	June 26, 2014 Date	_____ Date

Not valid until signed by all parties.

dba **WIDRICK CONSTRUCTION**

Tel. 315-583-5213 – Fax 315-583-5318

www.widrickconstruction.com

06-25-2014

City of Watertown
Arena Storage Building Project

PROPOSAL

Dear Tom:

Following is a PROPOSAL for Additional crusher run stone installed per request and walk around w/ Tom 06-24

These numbers are based upon material costs quoted or estimated to us thru 06-25-14. **Permit Fees are not included in this Proposal**, but will be billed to you as issued by the County, Town or Village.

Site Work

- Area sizes 16' x 125' x 12" along west side of building, 12' x 60' x 12" area from south overhead door out
- Box out 12" deep, and truck away spoils
- Install geotech stabilization fabric
- Furnish & Install 12" 1 1/2" crusher run stone and roller compact complete disturbed area
- Maintain grade to existing drain on west side of building

The Following Items are NOT INCLUDED in this Proposal

- Permits
- Testing

*Once Construction and/or Material Purchasing has begun on the project, **any changes requested by the Customer must be submitted to D.E.W. Builders for review.** D.E.W. Builders will either issue a credit, or submit a Change Order to the Customer for the additional charge in labor and material for the revision.*

Allowances listed are for Material Only, is based upon "our" cost in obtaining the material.

We Propose to furnish material and labor - complete in accordance with the above specifications, for the sum of :

Five Thousand Eight Hundred Thirty Eight Dollars and ----- 00/100 -----\$ 5,838.00

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance. Due to the current material price fluctuations this price is subject to change.

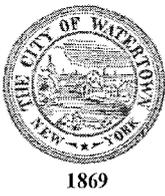
D.E.W. Builders does its best to maintain quoted material prices from our Vendors. If, however, our Vendor is unable to Hold their quoted price due to outside influences, then D.E.W. Builders will work with you on Alternate Supplier/Materials. If a suitable alternate is not found, then D.E.W. Builders will notify you of any price increases prior to purchasing the material.

Thank you for the opportunity to quote this project.

Authorized Signature _____ **Date** ____/____/____
D.E.W. Builders Inc.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made per Payment Schedule.

Signature _____ **Date** ____/____/____



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 27 June 2014

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Arena Storage Building Project, Change Order #2

Enclosed is a copy of Change Order #2 for the amount of \$6,688.00 for the Arena Storage Building Project. This change order will bring the final contract amount to \$263,640.46.

Change Order #2 contains two items, a slot drain for the slab floor for \$850.00 and grade work from the new structure to the Arena for \$5,838.00. The grading will allow equipment to be brought back and forth. The parking area becomes impassable for the zamboni and other things during the winter months.

Please prepare a resolution for City Council consideration.

Cc:
Erin Gardner, Superintendent of Parks and Recreation
Jim Mills, Comptroller

Res No. 10

June 24, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Property Auction Authorization – 111 Orchard Street South

The City has received multiple offers for 111 Orchard Street South. The property was acquired by the City in June 2011 as a result of its tax enforcement process. Disposing of the property was postponed until City crews completed the relocation of a sewer line that runs through the parcel. Work is now complete and the City can consider selling this parcel.

The attached resolution authorizes my office to advertise the parcel and hold a public auction on Wednesday, July 30th at 10:00 a.m. in City Council chambers. The attached resolution also establishes the minimum auction bid price for the parcel at \$1,000. Included in the quit claim deed will be language to provide the City a permanent easement across the parcel to maintain its sanitary sewer main.

RESOLUTION

Page 1 of 2

Authorizing Public Auction for Sale
of City Owned Property

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

<u>Parcel Number</u>	<u>Address</u>
10-03-112.000	111 Orchard Street South

And,

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

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

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

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General City Law, Section 247 of the Charter of the City of Watertown as amended by Local Law No. 1, 1985, adopted December 3, 1984, effective January 17, 1985, and the ordinance, Municipal Code, Chapter 13 adopted by the Council, on June 6, 1977, the Comptroller of the City of Watertown be and he hereby is authorized to publish a Notice of Sale of the parcels of land above mentioned once a week for three (3) consecutive weeks in the official newspaper of the City of Watertown to the effect that said parcels of land will, at 10:00 a.m. on the 30th day of July, 2014, in the 3rd Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder and there present, under the conditions herein set forth:

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

RESOLUTION

Page 2 of 2

Authorizing Public Auction for Sale
of City Owned Property

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

<u>Parcel Number</u>	<u>Address</u>	<u>Minimum Bid</u>
10-03-112.000	111 Orchard Street South	\$ 1,000

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

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

BE IT FURTHER RESOLVED that the Notice of Sale, any offer to purchase, and any deed issued by the City contain a provision that if the property sold is not brought into compliance with all applicable provisions of the State Fire Prevention and Building Code and all City of Watertown zoning and health codes within one (1) year of the City's delivery of the deed to the buyer, the City shall have the right to seek reversion of title to the City, and

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

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

BE IT FURTHER RESOLVED that the parcel shall be conveyed by Quit Claim Deed expressly reserving a permanent and perpetual easement for a sanitary sewer main in favor of the City.

Seconded by

Res Nos. 11 and 12

June 25, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Approving Change Orders for Disinfection Improvement Project

On June 3, 2013, City Council accepted several bids submitted for the general construction work, electrical work, and HVAC/plumbing for the Waste Water Treatment Plant Disinfection Improvement Project.

City Council approved Change Order No. 1 for C.O. Falter Inc. on January 21, 2014, and Change Orders Nos. 2 and 3 on February 18, 2014, for the General Construction work. Change Order No. 4 was approved by City Council on April 7, 2014.

Change Order No. 5 was approved by Council in the amount of \$72,872.68 on June 2, 2014. This change order was for the cost of performing repair work to an overhead pipe that was damaged during operations in September 2012 and will incorporate the repair work into the existing contract. As detailed in City Engineer Kurt Hauk's attached report, he is requesting that this previously approved Change Order be renumbered from No. 5 to No. 6 and that the attached Change Order be numbered as No. 5 in the amount of \$5,531.78 for an additional cost in relocating a column in the conference room area and extension of a wall. The total amount of the general construction work contract is now \$4,030,816.00.

Additionally, Hyde-Stone has submitted Change Order No. 1 to their contract for Plumbing work on this project to include an additional amount of \$728 for modest pipe configuration changes. The total plumbing contract is now \$148,595.00.

Resolutions are attached for City Council consideration.

The current bond ordinance does not need to be increased as there is sufficient contingency to cover the change orders.



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 25 June 2014

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: WWTP Disinfection Project, Change Order #05G and Change Order #01P

Enclosed is a copy of Change Order #05G for the WWTP Disinfection Project for the amount of \$5,531.78. This will bring the final contract amount for the General Construction contract to \$3,957,943.30. This change order entails the cost of relocating a column in the Conference room area and extension of a wall. There are also two credits for work not performed.

Also enclosed is a copy of Change Order #01P for the amount of \$728.00 for modest pipe configuration changes. The plumbing contract price is now \$148,595.00.

Finally, the CO previously approved by Council in June 2014 for the Pipe Repair in the amount of \$72,872.68 was erroneously processed as CO#05G. The resolution should renumber this Change Order to the correct number of #06G. The final general contract price after CO#06G is 4,030,816.00.

Please prepare a resolution approving these change orders for City Council consideration.

Cc:
Mike Sligar, Superintendent of Water
Jim Mills, Comptroller

RESOLUTION

Page 1 of 2

Approving Change Order No. 5 to Waste Water Disinfection Improvement Project, General Construction, C.O. Falter Construction Inc.

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

Introduced by

WHEREAS on June 3, 2013, the City Council of the City of Watertown approved a bid submitted by C.O. Falter Construction Inc. in the amount of \$3,923,101.00 for the Waste Water Disinfection Improvement Project general construction, and

WHEREAS City Council approved Change Order No. 1 on January 21, 2014 in the amount of \$11,781.55, and

WHEREAS City Council approved Change Order No. 2 in the additional amount of \$6,491.50 and Change Order No. 3 in the additional amount of \$9,075.69 on February 18, 2014, and

WHEREAS City Council approved Change Order No. 4 in the amount of \$1,961.80 on April 7, 2014, and

WHEREAS Resolution No. 10 of June 2, 2014 approved in the amount of \$72,872.68 had mistakenly been labeled Change Order No. 5, and the City Council desires to amend said Resolution No. 10 of June 2, 2014 to instead label said Change Order as Change Order No. 6 so that the City's and Contractor's records will be consistent, and

WHEREAS C. O. Falter Construction Inc. has now submitted Change Order No. 5 in amount of \$5,531.78 bringing the total contract amount to \$4,030,816.00,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 5 to the contract with C.O. Falter Construction Inc. bringing the total to \$4,030,816.00 for the Waste Water Disinfection Improvement Project general construction, and

BE IT FURTHER RESOLVED that Resolution No. 10 of June 2, 2014 is hereby amended to read that the Change Order approved by said Resolution shall be referred to as Change Order No. 6, and

July 7, 2014

RESOLUTION

Page 2 of 2

Approving Change Order No. 5 to Waste Water Disinfection Improvement Project, General Construction, C.O. Falter Construction Inc.

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

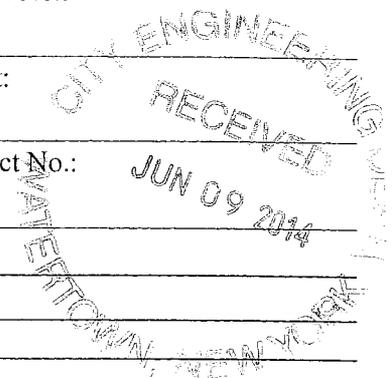
BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Change Order documents on behalf of the City of Watertown.

Seconded by

Change Order No. 05G

Date of Issuance: 05-30-2014 Effective Date: Date of Owner's Signature

Project: Disinfection Improvements Project	Owner: City of Watertown	Owner's Contract No.: N/A
Contract: Contract No. 1 – General		Date of Contract: July 19, 2013
Contractor: C.O. Falter Construction		Engineer's Project No.: 8614925



The Contract Documents are modified as follows upon execution of this Change Order:
Description: See Attached

Attachments (list documents supporting change):
See attached PCO's #00005, 00006, 00007, 00008, and 00009

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>3,923,101.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input checked="" type="checkbox"/> Calendar days Substantial completion (days or date): <u>393</u> Ready for final payment (days or date): <u>453</u>
Increase from previously approved Change Orders No. <u>01</u> to No. <u>04</u> : \$ <u>29,310.54</u>	Increase from previously approved Change Orders No. <u>01</u> to No. <u>04</u> : Substantial completion (days): <u>19</u> Ready for final payment (days): <u>19</u>
Contract Price prior to this Change Order: \$ <u>3,952,411.54</u>	Contract Times prior to this Change Order: Substantial completion (days or date): <u>412</u> Ready for final payment (days or date): <u>472</u>
Increase of this Change Order: \$ <u>5,571.38</u>	Increase of this Change Order: Substantial completion (days or date): <u>0</u> Ready for final payment (days or date): <u>0</u>
Contract Price incorporating this Change Order: \$ <u>3,957,982.92</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): <u>412</u> Ready for final payment (days or date): <u>472</u>

RECOMMENDED By: <u>[Signature]</u> Engineer (Authorized Signature) Date: <u>5/30/14</u> Approved by Funding Agency (if applicable): _____	ACCEPTED: By: _____ Owner (Authorized Signature) Date: _____	ACCEPTED: By: <u>[Signature] - PM</u> Contractor (Authorized Signature) Date: <u>6-2-14</u> Date: _____
--	--	--

Watertown WPCP Disinfection Improvements
 General Contract (Contract No. 1)
 Change Order CO-05G
 Date: 05-30-2014

Claim Description	Cost
Extension of Wall System in CB-110 Corridor	\$1,908.90
Credit for Masonry Lintel Repairs & Mockup Panel	-\$1,260.00
Credit for CB-109 Door Elimination (Repaint in lieu)	-\$798.29
Control Building Conference Room Column Relocation & Modification	\$5,012.46
Modifications of furniture for the Control Furniture	\$708.31
Subtotal	\$5,571.38
(per Article 12.01.C.2.e of the General Conditions)	
Total Change Order	\$5,571.38

Contract Value prior to current Change Order	\$3,952,411.54
CO-05G	\$5,571.38

Revised Total EC Contract Value	\$3,957,982.92
--	-----------------------



RECEIVED
GHD CSI
MAY - 5 2014

C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 422-3016
Fax (315) 422-3539

May 2, 2014

Jason Greene
GHD Consulting Engineers
1 Remington Park Drive
Cazenovia, NY 13035

RE: Proposed Change Order # 00009 – Additional Furniture and Accessories (REVISED)
City of Watertown
WPCP Disinfection Improvements
Contract No. 1 – General
COF Job No: 1304
COF Letter No. 0011

Dear Mr. Greene:

Please reference the attached Proposed Change Order No. 00009 (REVISED) for all additional furniture selections associated with and in accordance with GHD Engineering's, 12600-01-02 submittal review comments, dated 4/1/2014 and GHD Engineering's email dated 5/2/2014. The additional cost is \$708.31 Please review and advise accordingly.

If you have any questions or concerns; please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

A handwritten signature in black ink, appearing to read 'Martin Falter', written over a white background.

Martin Falter
Project Manager
Enclosures: PCO #9
Cc: Project File #15

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00009

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Additional Furniture & Accessories

DATE: 5/2/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE:

To:

From:

Number:

DESCRIPTION OF PROPOSAL

Provide additional furniture accessories and selections in accordance with GHD Engineerings submittal review comments 12600-01-02 dated 4/1/2014 (attached) and GHD Engineerings email dated 5/2/2014 (attached).

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Provide additional furniture accessories and selections in accordance with GHD Engineerings submittal review comments 12600-01-02 dated 4/1/2014 (attached) and GHD Engineerings email dated 5/2/2014 (attached).		1.000	Lump	\$615.92	0.00%	\$0.00	\$615.92
00002	15% Markup		1.000	Lump	\$92.39	0.00%	\$0.00	\$92.39

Unit Cost: \$708.31
Unit Tax: \$0.00
Lump Sum: \$0.00
Lump Tax: \$0.00
Total: \$708.31

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____



SUBMITTAL REVIEW COMMENT SHEET

PROJECT TITLE:	Water Pollution Control Plant Disinfection Improvements		
OWNER:	City of Watertown, NY		
CONTRACT NO.:	1 – General	PROJECT NO.:	8614925.26

SUBMITTAL NO. AND TITLE:	12600-01-02 – Product Data	<input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED AS CORRECTED (NO RESUBMITTAL REQUIRED) <input checked="" type="checkbox"/> APPROVED AS CORRECTED (RESUBMITTAL REQUIRED) <input type="checkbox"/> APPROVED AS CORRECTED (PROVIDE REQUESTED INFORMATION ONLY) <input type="checkbox"/> REVISE AND RESUBMIT <input type="checkbox"/> NOT APPROVED <input type="checkbox"/> NOT REVIEWED <input type="checkbox"/> FOR INFORMATION PURPOSES ONLY
SPECIFICATION SECTION NO. AND TITLE:	12600 – Furniture & Accessories	
<input type="checkbox"/> SHOP DRAWING <input type="checkbox"/> O&M MANUAL <input type="checkbox"/> PRODUCT SAMPLE <input checked="" type="checkbox"/> OTHER: PRODUCT DATA	Reviewed only for conformance with the design concept of the project and with information given in the Contract Documents. The Contractor is responsible for: 1) verifying that dimensions are confirmed and correlated at the job site; 2) obtaining information that pertains to the fabrication processes or to techniques of construction; and 3) coordinating the work of all subcontractors.	

By: Steven Blais

Date: April 1, 2014

Comments:

1. This review is based on:
 - a. Information contained in Superior Office Interiors proposal form No. 10919 dated 10/28/13
 - b. Comments received from the City of Watertown regarding their needs and preferences,
 - c. Telephone and email conversations with Evan Cattalane of Superior Office Interiors regarding available upholstery options, casework finish options, and desk and file options available within the furniture lines submitted,
 - d. The product data submitted as 12600-01-02.

2. "Approved as Corrected (Resubmittal Required)" in this case means that Contractor is to provide a complete resubmittal with all proposed products, options and finishes listed; along with required operations and maintenance data.

3. Where "corrections" stated herein result in additional costs beyond what was originally specified, Contractor is to provide a proposed change order that is consistent with information given by Superior Office Interiors. Such change order request will be reviewed independent of this Submittal Review.

4. Corrections and selections:
 - a. Provide Power Bay table with Grade 5 medium rift oak veneer, black base and core. Quantity 1.
 - b. Provide Terrace DNA desks at 72-inch length with medium rift oak veneer tops and the addition of box/box/file units (black) as illustrated by drawing sent by Evan Cattalane on 12/3/2013. Quantity 2.
 - c. Provide Relate task chairs with Whisper Vinyl upholstery in Espresso WSP49 color; black base, mid-back, adjustable arms, and casters. Quantity 4.
 - d. Provide Clarity guest chairs with Allsteel Leather upholstery jacket in Bittersweet WTH03 color, black base, "Carbon" black base, armless, glides (no casters). Quantity 6.
 - e. Provide Clarity conference room (task) chairs with Allsteel Leather upholstery jacket in Bittersweet WTH03 color, black base, "Carbon" black base, armless, with casters. Quantity 12.
 - f. Provide Relate work stools (laboratory) with Whisper Vinyl upholstery in Espresso WSP49 color; black base, mid-back, adjustable arms, and casters. Quantity 4.
 - g. Provide 36-inch wide, 2 drawer Essential lateral files, black finish (File Unit Type 1 in Section 12600). Quantity 7.



SUBMITTAL REVIEW COMMENT SHEET

- h. Provide 36-inch wide, 2 drawer Align lateral files, Grade 5 Medium Rift Oak, arch pull (File Unit Type 2 in Section 12600). Quantity 2.
- i. Provide 36-inch wide, 3 high Essentials bookcase, black finish. Quantity 5.
- j. Provide 36-inch wide, 3 high Essentials bookcase, open bottom, black finish. Quantity 2.
- k. Provide keyboard tray AKM3. Quantity 8.
- l. Provide Essentials mobile box/file, black finish with Whisper Vinyl cushion top in Espresso color. Quantity 1.

Marty Falter

From: Jason Greene [Jason.Greene@ghd.com]
Sent: Friday, May 02, 2014 11:59 AM
To: Marty Falter
Cc: Steven Blais; Mark Grzella
Subject: RE: Furniture

Marty,

I reviewed this material against my correspondence with the furniture supplier, and reviewed it with the City.

There is **1 correction** that is necessary. On the Superior Office Interiors schedule of furniture, **REMOVE** the additional "adjustable arms" from **Line Item No. 6**. This appears to have been added to the order by mistake.

Thanks,

Jason Greene, P.E.
Project Engineer

GHD

T: 315-679-5768 | F: 315-679-5801 | Jason.Greene@ghd.com
1 Remington Park Drive, Cazenovia, NY 13035, USA | www.ghd.com

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Please consider the environment before printing this email

From: Marty Falter [<mailto:mfalter@falterconstruction.com>]
Sent: Tuesday, April 29, 2014 3:24 PM
To: Jason Greene
Subject:

Jason,

Please see attached PCO #9 in regards to GHD Engineering's additional corrections and selections for Specification Section 12600. Our supplier requires GHD approval of 12600-01-03 and the attached PCO for product release. Please advise asap. As you are aware due to the veneer products there is a lead time of approx. 6 weeks for these products. Hard copy to follow.

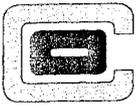
Thanks,

Martin Falter
Project Manager

C.O. Falter Construction Corp.
403 West Bear Street
Syracuse, NY 13204
Phone:315/422-3016
Fax: 315/422-3539

 Please consider the environment before printing this email or any attachments therein.

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FALTER
SYRACUSE, NEW YORK

RECEIVED
GHD CSI
MAR 28 2014

C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 442-3016
Fax (315) 422-3539

March 27, 2014

Jason Greene
GHD Consulting Engineers
1 Remington Park Drive
Cazenovia, NY 13035

**RE: Proposed Change Order # 00008 – Column Relocation & Installation of New Wall Extension in
Control Bldg. Room CB-112**

**City of Watertown
WPCP Disinfection Improvements
Contract No. 1 – General
COF Job No: 1304
COF Letter No. 0010**

Dear Mr. Greene:

Please reference the attached Propose Change Order No. 00008, for all work associated with and in accordance with GHD Engineering's RFP-07G/Figure 01 dated 3/19/2014. The additional cost is \$5,012.46. Please review and advise accordingly.

If you have any questions or concerns; please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

Martin Falter
Project Manager
Enclosures: PCO #8
Cc: Project File #15

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00008

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Column Relocation & Wall Extention

DATE: 3/27/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE:

To:

From:

Number:

DESCRIPTION OF PROPOSAL

Modify/relocate existing column and provide new wall extention in Control Building room CB-112 in accordance with GHD Engineering RFP -07G / Figure 01 dated 3/19/2014.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Modify/relocate existing column and provide new wall extention in Control Building room CB-112 in accordance with GHD Engineering RFP -07G / Figure 01 dated 3/19/2014.		1.000	LUMP	\$5,012.46	0.00%	\$0.00	\$5,012.46

Unit Cost: \$5,012.46

Unit Tax: \$0.00

Lump Sum: \$0.00

Lump Tax: \$0.00

Total: \$5,012.46

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____



REQUEST FOR PROPOSAL RFP-07G

TO:	C.O.Falter	DATE:	03-19-2014
FROM:	Jason Greene, P.E.	ENGINEER PROJECT NO.:	8614925
PROJECT:	Watertown Disinfection Improvements Project	PROJECT NO.:	-

DESCRIPTION OF PROPOSED CHANGE:

Provide a cost proposal for relocation of the existing column in Training/Conference Room CB-112 of the Control Building as shown on the attached Figure 01.

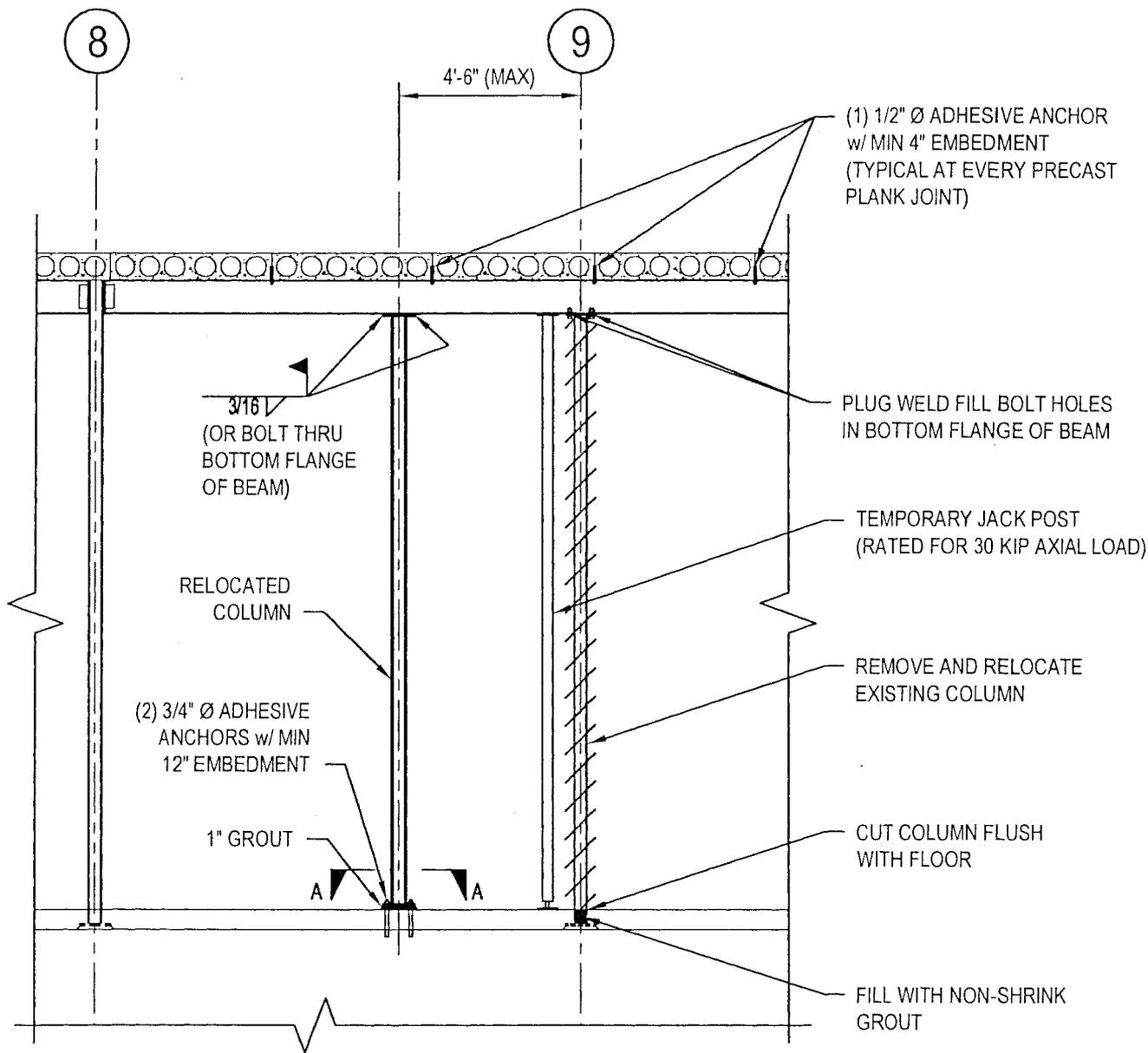
In addition, provide a cost proposal for construction of a new wall extending south from the adjacent north wall to encase the relocated column, along Column Line "E". Reference contract drawings for wall construction details.

Signed: Jason Greene
 Title: Project Manager Date: 03-19-2014

TO:		DATE:	
FROM:			

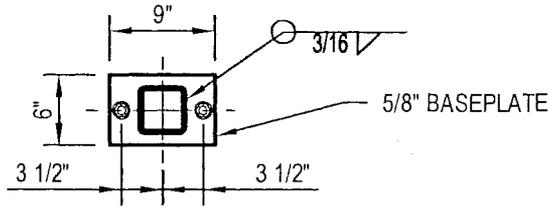
Proposed (increase/decrease) in construction cost: _____
 Proposed (increase/decrease) in contract time: _____
 List attachments _____

Signed: _____
 Title: _____ Date: _____



NOTES:

1. INSTALL TEMPORARY JACK POST NEXT TO COLUMN AND REMOVE COLUMN AS INDICATED.
2. WELD BASE PLATE ON REMOVED COLUMN AND REINSTALL AS INDICATED. COAT MODIFIED COLUMN IN ACCORDANCE WITH SECTION 09900.
3. SECURE TOP FLANGE OF EXISTING BEAM AS SHOWN FROM COLUMN LINES 8 TO 10, PRIOR TO REMOVAL OF JACK POST.



SECTION A-A

ELEVATION ALONG COLUMN LINE "E"

SCALE 1/4" = 1'-0"



CITY OF WATERTOWN, NEW YORK
 WATERTOWN WPCP
 DISINFECTION IMPROVEMENTS
 CONTROL BUILDING
 COLUMN RELOCATION

Job Number | 86-14925
 Revision | A
 Date | 03/14
Figure 01

Date: March 26, 2014

From: **JMS Interiors**
P.O. Box 2
Lacona, NY 13083
Phone - (315) 480-1100 and (315) 387-5093/Fax - (315) 387-5093
E-Mail - JMSInteriors@frontiernet.net

To: **C.O. Falter**
Construction Corp.
403 West Bear Street
Syracuse, NY 13204
Attn: Marty

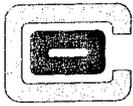
Job: **Watertown WPCP**

Re: **Proposed Change Order**

New load bearing partition wall at room #CB-112 (training/conference room):

Supply material and labor to construct new 6" 20 gauge 33 mil wall with 5/8" drywall and level 5 finish at new steel column location.

TOTAL COST \$800



FALTER
SYRACUSE, NEW YORK

C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 422-3016
Fax (315) 422-3539

April 4, 2014

Jason Greene
GHD Consulting Engineers
1 Remington Park Drive
Cazenovia, NY 13035

**RE: Proposed Change Order # 00007 – Eliminate New Door CB-109 Complete / Clean and Repaint
Existing Door CB-109 – Credit (REVISED)**

City of Watertown

WPCP Disinfection Improvements

Contract No. 1 – General

COF Job No: 1304

COF Letter No. 0009

Dear Mr. Greene:

Please reference the attached Proposed Change Order No. 00007, regarding GHD Engineering RFP-06G dated 3/5/2014. The proposed credit is \$798.29. Please review and advise accordingly.

If you have any questions or concerns please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

Martin Falter
Project Manager
Enclosures: PCO #7
Cc: Project File #15

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00007

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Delete Door CB-109/Repaint Existing

DATE: 4/4/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE: **To:** **From:** **Number:**
DESCRIPTION OF PROPOSAL

Credit for eliminating new door CB-109 complete , with associated cost for cleaning/repainting existing door CB-109 per GHD Engineerings RFP -06G dated 3/5/2014.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Credit for eliminating new door CB-109 complete .		1.000	Lump	(\$720.00)	0.00%	\$0.00	(\$720.00)
00002	Clean and repaint existing door CB-109.		1.000	LUMP	\$157.71	0.00%	\$0.00	\$157.71
00003	C.O. Falter Constructions labor cost (credit) for the deletion of door CB-109 .		1.000	LUMP	(\$200.00)	0.00%	\$0.00	(\$200.00)
00004	Subcontractor- 5% Markup (Credit).		1.000	lump	(\$36.00)	0.00%	\$0.00	(\$36.00)

Unit Cost: (\$798.29)
Unit Tax: \$0.00
Lump Sum: \$0.00
Lump Tax: \$0.00
Total: (\$798.29)

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____



REQUEST FOR PROPOSAL RFP-06G

TO:	C.O.Falter	DATE:	03-05-2014
FROM:	Jason Greene, P.E.	ENGINEER PROJECT NO.:	8614925
PROJECT:	Watertown Disinfection Improvements Project	PROJECT NO.:	-

DESCRIPTION OF PROPOSED CHANGE:

Provide a proposed credit to the contract for the elimination of the new door, CB-109, in its entirety, and to provide cleaning and repainting of the existing door.

Signed: Jason Greene
 Title: Project Manager Date: 03-05-2014

TO:		DATE:	
FROM:			

Proposed (increase/decrease) in construction cost: _____
 Proposed (increase/decrease) in contract time: _____
 List attachments _____

Signed: _____
 Title: _____ Date: _____



BR JOHNSON, INC.

6960 FLY ROAD, EAST SYRACUSE, N.Y. 13057-9660
TEL. (315) 437-1070 FAX (315) 437-0971

PROJECT CHANGE ORDER

Job Name: Watertown WTP_____ Date: 03/26/2014_____

BRJ Project #: 300145_____ Change Order #: 1_____

To: Falter Construction_____ Attention: Marty

Requested Change:

Delete: Door, frame, & hardware from opening CB-109

Door.....\$150.00

Frame.....\$130.00

Lockset.....\$180.00

Hinges.....\$ 40.00

Closer.....\$120.00

Estimated Total:

C.O. Add/Deduct: \$ 720.00_____



RECEIVED
GHD CSI
APR -7 2014

C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 422-3016
Fax (315) 422-3539

March 26, 2014

Jason Greene
GHD Consulting Engineers
1 Remington Park Drive
Cazenovia, NY 13035

RE: Proposed Change Order # 00006 -- Masonry Lintels Repair and Masonry Mockup Panel (Credit)
City of Watertown
WPCP Disinfection Improvements
Contract No. 1 – General
COF Job No: 1304
COF Letter No. 0008

Dear Mr. Greene:

Please reference the attached Proposed Change Order No. 00006, regarding GHD Engineering RFP-04G dated 2/6/2014. The proposed credit is \$1,260.00. Please review and advise accordingly.

If you have questions or concerns; please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

A handwritten signature in black ink, appearing to read 'Martin Falter', written over a white background.

Martin Falter
Project Manager
Enclosures: PCO #6
Cc: Project File #15

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00006

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Masonry Lintels/Mockup Panel CREDIT

DATE: 3/26/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE: **To:** **From:** **Number:**
DESCRIPTION OF PROPOSAL

Masonry lintels repair and masonry mockup panel (credit), per GHD Engineerings RFP 04G dated 2/6/2014.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Masonry lintels repair and masonry mockup panel (credit), per GHD Engineerings RFP 04G dated 2/6/2014.		1.000	LUMP	(\$1,200.00)	0.00%	\$0.00	(\$1,200.00)
00002	Subcontractor - 5% Markup Credit		1.000	LUMP	(\$60.00)	0.00%	\$0.00	(\$60.00)

Unit Cost: (\$1,260.00)
Unit Tax: \$0.00
Lump Sum: \$0.00
Lump Tax: \$0.00
Total: (\$1,260.00)

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____



REQUEST FOR PROPOSAL RFP-04G

TO:	C.O. Falter	DATE:	02-06-2014
FROM:	Jason Greene, P.E.	ENGINEER PROJECT NO.:	8614925
PROJECT:	Watertown Disinfection Improvements Project	PROJECT NO.:	-

DESCRIPTION OF PROPOSED CHANGE:

In regards to the documented deficiencies for the masonry lintels for the Control Building openings that were not constructed in accordance with the Contract Documents, GHD is requesting the following credits for the General Contract:

- Proposed contract credit for an acceptable repair of the deficient masonry lintels (as indicated below).
- Proposed contract credit for the required masonry mockup panel that was not constructed.

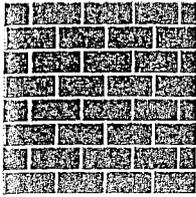
GHD received the subcontractor's proposed repair, which would not adequately resolve the issue of our concern. Proper resolution would entail exposing the ends of the cast-in rebar and splicing on additional lengths of rebar with either bar clamps and/or welding of the bars. In order to perform an acceptable repair at this point of construction, it is recognized the incidental damage that would be caused to perform the repair may be more detrimental than the amount of structural integrity that is lost if left as constructed.

Signed: Jason Greene
 Title: Project Manager Date: 02-06-2014

TO:		DATE:	
FROM:			

Proposed (increase/decrease) in construction cost: _____
 Proposed (increase/decrease) in contract time: _____
 List attachments _____

Signed: _____
 Title: _____ Date: _____



LOOMIS MASONRY, INC.

PO Box 789, Pierrepont Manor, NY 13674

Phone (315) 465-4404 Fax (315) 465-4405

Office Location: 15735 County Route 91, Pierrepont Manor, NY

A Qualified HUBZone Small Business Concern

email: loomismasonryinc@frontiernet.net

Attn: Marty Falter

C.O. Falter Construction Corp.
403 West Bear Street
Syracuse, NY 13204

Re: Watertown WPCP – Change order #001

The purpose of this change order is to provide C.O. Falter with a credit for a masonry mockup panel and for an acceptable repair of the deficient masonry lintels as stated in RFP-04G for the Watertown Disinfection Improvements Project. Loomis Masonry, Inc. will credit C.O. Falter with \$400.00 for the sample panel and \$800.00 for the repairs. This brings the total Credit for this work up to \$1,200.00.

Total amount of Change Order #001 – (\$-1,200.00)

Sincerely,

Frank W. Loomis Jr.

Frank W. Loomis Jr., President
Loomis Masonry, Inc.



RECEIVED
GHD CSI

MAR 17 2014

C. O. Falter Construction Corp. · 403 West Bear St. · Syracuse, NY 13204 · Tel. (315) 422-3016
Fax (315) 422-3539

March 14, 2014

Jason Greene
GHD Consulting Engineers
1 Remington Park Drive
Cazenovia, NY 13035

RE: Proposed Change Order # 00005 – Extend Wall System in Control Building Corridor CB-110
City of Watertown
WPCP Disinfection Improvements
Contract No. 1 – General
COF Job No: 1304
COF Letter No. 0007

Dear Mr. Greene:

Please reference the attached Proposed Change Order No. 00005, regarding all work associated with and in accordance with GHD issued RFP-05G dated 2/19/2014. The additional cost is \$1908.90. Please review and advise accordingly.

If you have any questions or concerns; please feel free to contact our office.

Very Truly Yours,
C.O. Falter Construction Corp.

A handwritten signature in black ink, appearing to read 'Martin Falter', is written over the typed name.

Martin Falter
Project Manager Enclosures: PCO #5
Cc: Project File #15

C.O. Falter Construction Corp.

PROPOSED CHANGE ORDER

No. 00005

403 West Bear Street
Syracuse, NEW YORK 13204

Phone: 315/422-3016
Fax: 315/422-3539

TITLE: Extended Wall System- CB-110

DATE: 3/14/2014

PROJECT: Watertown WPCP

JOB: 1304

TO: Attn: Mark Crandall
City Of Watertown
700 William T. Field Drive
Watertown, NY 13601
Phone: 315/785-7840

CONTRACT NO: WWPCP CON 01

RE:

To:

From:

Number:

DESCRIPTION OF PROPOSAL

Extend new wall system in Control Building Corridor CB-110 to provide a continuous wall finish for the existing exposed CMU wall per GHD RFP-05G dated 2-19-2014.

Item	Description	Stock#	Quantity	Units	Unit Price	Tax Rate	Tax Amount	Net Amount
00001	Extend new wall system in Control Building Corridor CB-110 to provide a continuous wall finish for the existing exposed CMU wall per GHD RFP-05G dated 2-19-2014.		1.000	Lump	\$1,908.90	0.00%	\$0.00	\$1,908.90

Unit Cost: \$1,908.90

Unit Tax: \$0.00

Lump Sum: \$0.00

Lump Tax: \$0.00

Total: \$1,908.90

APPROVAL:

By: _____
Mark Crandall

By: _____
Martin Falter

Date: _____

Date: _____



REQUEST FOR PROPOSAL RFP-05G

TO:	C.O. Falter	DATE:	02-19-2014
FROM:	Jason Greene, P.E.	ENGINEER PROJECT NO.:	8614925
PROJECT:	Watertown Disinfection Improvements Project	PROJECT NO.:	-

DESCRIPTION OF PROPOSED CHANGE:

On the east wall of Corridor CB-110, in the area of former Office 7, in the Control Building, extend the existing plaster-based wall system with a new plaster wall system or similar suggested system to create a continuous wall finish for the existing exposed CMU wall in Corridor CB-110.

Signed: Jason Greene
 Title: Project Manager Date: 02-19-2014

TO:		DATE:	
FROM:			

Proposed (increase/decrease) in construction cost: _____
 Proposed (increase/decrease) in contract time: _____
 List attachments _____

Signed: _____
 Title: _____ Date: _____

Date: March 14, 2014

From: **JMS Interiors**

P.O. Box 2

Lacona, NY 13083

Phone - (315) 480-1100 and (315) 387-5093/Fax - (315) 387-5093

E-Mail - JMSInteriors@frontiernet.net

To: **C.O. Falter**

Construction Corp.

403 West Bear Street

Syracuse, NY 13204

Attn: Marty

Job: **Watertown WPCP**

Re: **Corridor CB-110 – Additional Work Proposal**

Corridor repair at former restroom area:

Supply material and labor to frame new 1 5/8" 20 gauge wall with 5/8" drywall and level 5 finish to area where wall tile was removed from existing block wall.

TOTAL COST \$1,800

RESOLUTION

Page 1 of 1

Approving Change Order No. 1 to Waste Water Disinfection Improvement Project, Plumbing, Hyde-Stone

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

Introduced by

WHEREAS on June 3, 2013, the City Council of the City of Watertown approved a bid submitted by Hyde-Stone in the amount of \$147,867.00 for the Waste Water Disinfection Improvement Project plumbing work, and

WHEREAS Hyde-Stone has now submitted Change Order No. 1 in amount of \$728.00 for modest pipe configuration changes, bringing the total contract amount to \$148,595.00,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 1 to the contract with Hyde-Stone bringing the total to \$148,595.00 for the Waste Water Disinfection Improvement Project plumbing work, and

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

Seconded by

Change Order No. 01P

Date of Issuance: 05-30-2014

Effective Date: Date of Owner's Signature

Project: Disinfection Improvements Project	Owner: City of Watertown	Owner's Contract No.: N/A
Contract: Contract No. 4 – Plumbing		Date of Contract: August 2, 2013
Contractor: Hyde-Stone Mechanical		Engineer's Project No.: 8614925

The Contract Documents are modified as follows upon execution of this Change Order:

Description: Modify drain waste piping from south lab sink in Control Building from Acid Waste System to the Sanitary System.

Attachments (list documents supporting change):

HVAC Contractor Documentation, dated 04-11-2014.

CHANGE IN CONTRACT PRICE:

CHANGE IN CONTRACT TIMES:

Original Contract Price:

\$ 147,867.00

Original Contract Times: Working days Calendar days
Substantial completion (days or date): 393
Ready for final payment (days or date): 453

Increase from previously approved Change Orders
No. NA to No. NA:

\$ 0.00

Increase from previously approved Change Orders
No. NA to No. NA:
Substantial completion (days): 0
Ready for final payment (days): 0

Contract Price prior to this Change Order:

\$ 147,867.00

Contract Times prior to this Change Order:
Substantial completion (days or date): 393
Ready for final payment (days or date): 453

Increase of this Change Order:

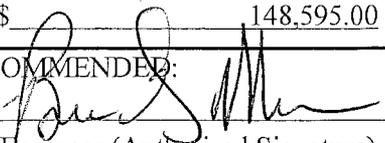
\$ 728.00

Increase of this Change Order:
Substantial completion (days or date): 0
Ready for final payment (days or date): 0

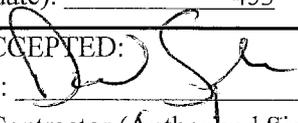
Contract Price incorporating this Change Order:

\$ 148,595.00

Contract Times with all approved Change Orders:
Substantial completion (days or date): 393
Ready for final payment (days or date): 453

RECOMMENDED:
By: 
Engineer (Authorized Signature)

ACCEPTED:
By: _____
Owner (Authorized Signature)

ACCEPTED: 
By: _____
Contractor (Authorized Signature)

Date: 5/30/14

Date: _____

Date: 6/18/14

Approved by Funding Agency (if applicable): _____

Date: _____



Mechanical Services
Building Controls

Since 1893

22962 Murrock Circle, Watertown, New York 13601
Telephone (315) 788-1300 FAX (315) 788-9646

April 11, 2014

ATTN: Jason Greene

GHD Inc.
One Remington Park Drive
Cazenovia, NY 13035

RE: Convert sink to sanitary waste in lieu of Acid waste

Dear Mr. Greene:

We are pleased to offer you the following quote for your consideration. The price includes:

- Provide and install 30' of 2" Cast Iron NH pipe, (3) 2" NH 90's, (1) 3x2 NH wye, (2) 3" NH band, and (12) 2" NH band.

Material - \$225.00

Labor- 6 @\$68.00/hr = \$408.00

Total - \$633.00

15% O and P = \$95.00

LUMP SUM TOTAL = \$728.00

Please feel free to give me a call if you have any questions or need further information. Thank you for the opportunity to provide you with this quote.

Sincerely,
Hyde-Stone Mechanical Contractors, Inc.

A handwritten signature in black ink, appearing to read 'David D. Schneider', is written over a faint horizontal line.

David D. Schneider
Project Manager
DDS

Res No. 13

July, 7 2014

To: The Honorable Mayor and City Council
From: Brian Phelps, City Assessor
Subject: Deed request from Mark Jones

Two parcels of land each 30' X 70' located on Hillcrest Avenue, formerly addressed as 283 and 284 Hillcrest Avenue, were obtained by the City from H.G. Smith with a tax sale deed dated June 24, 1932.

City Clerk records indicate that City Council authorized the sale of these parcels by resolution following a public auction to be held June 21, 1938 (copy attached). No further record of the sale taking place was found in City Council minutes. Other authorizations of property sales at this time seem to indicate that there was no follow up action required by City Council as there were no "property sold at auction for \$xxx" entries and the original authorizations allow for both the holding of an auction and the transferring of the property.

City Assessment records indicate that the 1939 assessment roll (attached page) was edited to show the ownership changed from City of Watertown to John Bendwell. Subsequent entries of historic assessment records show the property to be in the name of various Bendwells until the mid 70's when these two parcels were "informally combined" into a larger parcel. This larger parcel remained in the name of Elizabeth Bendwell until her death in December 2005.

The property was included in a deed from the estate of Elizabeth Bendwell to Mark W. Jones executed on April 23, 2006. Mr. Jones combined a number of lots and built a new home in 2008. The lots in question are now a portion of the back yard (see attached).

Mr. Jones is in the process of selling this property and the potential buyers are unable to obtain financing because the title to this portion of the property is unclear.

The City has been asked to issue a deed for the property to Mr. Jones to clarify ownership. A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 2

Authorizing Sale of Real Property,
Formerly known as 283 and 284 Hillcrest
Avenue to Mark W. Jones 125a Joseph
Lonsway Drive, Clayton, NY 13624

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 on June 24, 1932 the City of Watertown took title to real property via tax deed to two parcels of land known as 283 and 284 Hillcrest Avenue, tax map numbers 113258 and 113259 respectively, and

WHEREAS City Council adopted resolution 1 of 1 on May 31, 1938 authorizing the City Treasurer to sell at public auction said real property, and

WHEREAS City Assessment records for 1939 show a change in ownership to said real property from the City of Watertown to John Bendwell with a changed status from tax exempt to taxable, and

WHEREAS City Assessment records indicate that the property has been in the ownership of John Bendwell or the apparent heirs of John Bendwell from 1939 until 2006 when the said real property along with a number of contiguous lots were purchased by Mark W. Jones from the estate of Elizabeth B. Bendwell, and

WHEREAS title to the said real property is unclear due to the inability to locate a deed from the City of Watertown to John Bendwell or any of his heirs, and

WHEREAS said real property has never been assigned by the Council for a public use nor has it claimed any ownership of said real property since 1939,

NOW THEREFORE BE IT RESOLVED that pursuant to Section 23 (b) of the New York General City Law, Section 247 of the Charter of the City of Watertown, and Chapter 16 of the Code of the City of Watertown, the City will transfer any interest it has or may have to said real property for the sum of one dollar, and

RESOLUTION

Page 2 of 2

Authorizing Sale of Real Property,
Formerly known as 283 and 284 Hillcrest
Avenue to Mark W. Jones 125a Joseph
Lonsway Drive, Clayton, NY 13624

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.

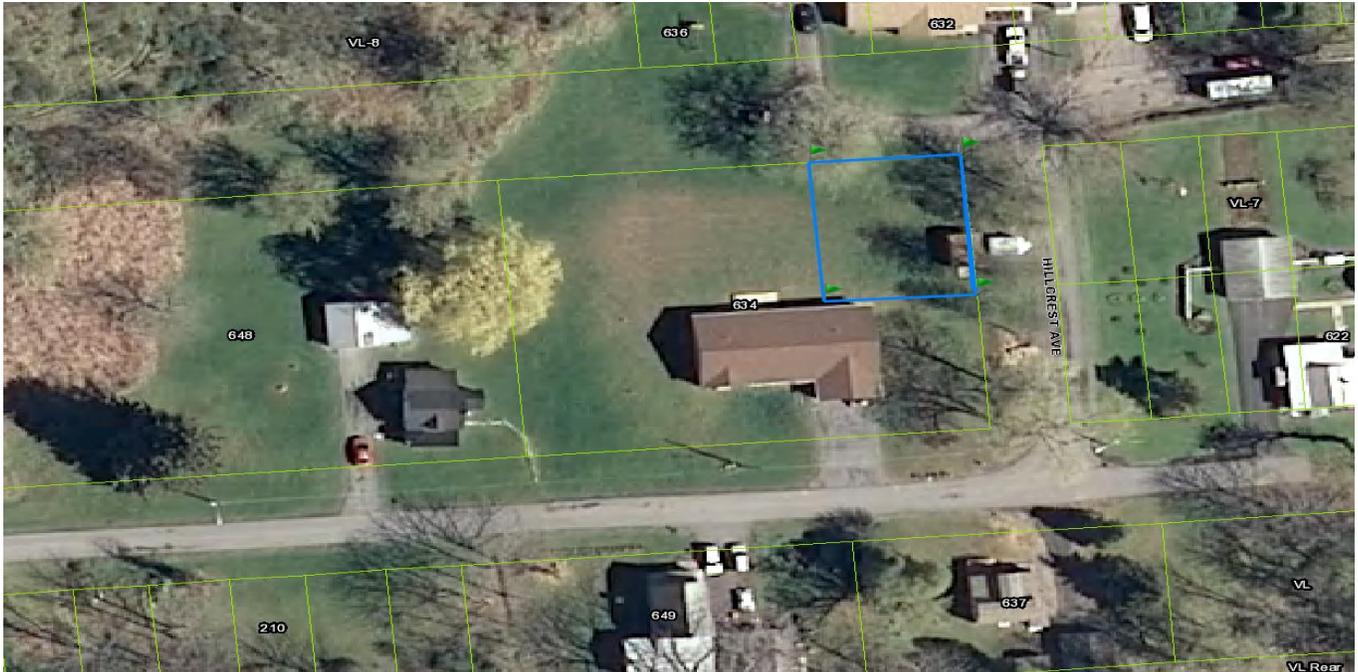
Total

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 Mark W. Jones upon receipt of the above mentioned sum of money in cash only by the City Comptroller.

Seconded by

Approximate location of the parcels in question



Excerpt from 1939 Assessment Roll

	940 BRADLEY ST WATERTOWN, N.Y. 4206						
113255	L. & T BENDWELL 280 HILLCREST AVE 940 BRADLEY ST WATERTOWN, N.Y. 4207	30 x 70	V L	20		20	
113256	L. & T BENDWELL 281 HILLCREST AVE 940 BRADLEY ST WATERTOWN, N.Y. 4208	30 x 70	V L	20		20	
113257	L. & T BENDWELL 282 HILLCREST AVE 940 BRADLEY ST WATERTOWN, N.Y. 4209	30 x 70	V L	20		20	
113258	XXXXXXXXXXXXXXXXXXXX John Bendwell 283 HILLCREST AVE WATERTOWN, N.Y. 4210	30 x 70	V L	20	<i>exempt</i> XXXXXX	20	
113259	John Bendwell XXXXXXXXXXXXXXXXXXXX 284 HILLCREST AVE WATERTOWN, N.Y. 4211	30 x 70	V L	20	<i>exempt</i> XXXXXX	20	
113260	P.A. & M.M. STONE, 285 HILLCREST AVE., 227 HAZELHURST AVE., WATERTOWN, N.Y. 4212	30 x 70	V L	20		20	
				440		2180	

APPROVED APRIL 13, 1937 BY STATE TAX DEPARTMENT

Council resolution May 31, 1938

No. _____

RESOLUTION

May 31, 1938

1 of 1

	YEA	NAY
Mayor KIEFF, DAVID D. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilman CARPENTER, LEVI _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilman HARRIS, JOHN B. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilman KINNE, HARRY C. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Councilman NEWMAN, JOHN H. _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Total _____		

By Councilman

John H. Newman

Resolved that WHEREAS, there has heretofore been bid in by the City of Watertown at a tax sale, certain lots on Hillcrest Avenue, in the City of Watertown, N. Y., known as lots No. 283 and No. 284, being known as parcels No. 113258 and No. 113259, and

WHEREAS, the title to said lands has since been retained by the City, as acquired at said tax sale, which title was retained by reason of the failure of anyone to redeem the said sale.

NOW THEREFORE, BE IT RESOLVED that pursuant to Section 23, Subdivision (b) of the General Municipal Law, the Treasurer of the City of Watertown be, and he hereby is, authorized to publish a notice of sale of the lots of land above mentioned, twice a week for three successive weeks in an official newspaper of the City of Watertown, to the effect that the said lands will at 10:00 o'clock A.M. (Daylight Saving Time) on the morning of June 21, 1938, be sold at public auction at the Treasurer's Office, in the City Hall, Watertown, N. Y., to the highest bidder there present, and

BE IT FURTHER RESOLVED that the City Treasurer be, and he hereby is, authorized to sell said lots, reserving to him and to the said City the right to reject any and all bids, and

BE IT FURTHER RESOLVED that the said lots of land shall be sold for cash only.

Seconded by Councilman

John B. Harris

Res No. 14

July 1, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Justice Assistance Grant (JAG) Program, Interlocal Agreement
Between the City of Watertown and County of Jefferson

The Police Department is applying to receive \$10,430.00 in funding for the City/County from the Justice Assistance Grant (JAG) Program. The City's share of the grant would be 60%, or \$6,258.00. The Jefferson County share is the remaining 40%, or \$4,172.00

The JAG Program is the primary provider of federal criminal justice funding to state and local jurisdictions. The funds help support gang task forces, crime prevention, domestic violence programs and other law enforcement initiatives.

If awarded, the City will use its funds to support patrol operations in the form of the purchase of two UHF car radios as outlined in the attached report from Police Chief Charles P. Donoghue.

The grant requires the City to sign the attached Interlocal Agreement Between the City of Watertown and County of Jefferson. As part of the grant requirement, we must notify the governing body and the public and provide the opportunity to comment and be heard regarding said grant.

A resolution is attached for Council consideration.

RESOLUTION

Page 1 of 1

Approving Grant Application to the Justice Assistance Grant Program, Interlocal Agreement Between the City of Watertown and County of Jefferson

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 applying for federal funding under the Justice Assistance Grant Program, and

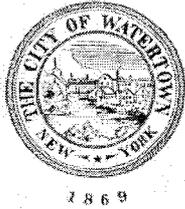
WHEREAS the City is notifying City Council and the public of the grant funding opportunity that is being provided by the Justice Assistance Grant Program, and

WHEREAS the funding, if awarded, will be allocated to the City of Watertown and Jefferson County,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Grant Application between the City of Watertown and the Justice Assistance Grant Program, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to sign the Interlocal Agreement Between the City of Watertown and the County of Jefferson.

Seconded by



City of Watertown, New York Police Department

Metro-Jeff Public Safety Building
751 Waterman Drive
Watertown, NY 13601

Phone (315) 786-2610
Fax (315) 786-2613
wpd@watertown-ny.gov



Charles P. Donoghue
Chief of Police

July 1, 2014

City Manager Sharon Addison,

Please find the attached "Summary Narrative" for the 2014 Edward Byrne Memorial JAG Grant Application. The total grant award for Watertown Police Department and the Jefferson County Sheriff's Department is \$10,430.00. WPD gets 60% of the total (\$6,258.00) and JCSO gets the remaining 40% (\$4,172.00). The Watertown Police Department will use the \$6,258.00 towards the total cost of \$7,252.80 for the purchase of two police car radios @ \$3,626.40 each.

Thank you,

Chief C. Donoghue

Watertown Police Department and
Jefferson County Sheriff Department
Edward Byrne Memorial JAG Allocation
FY 2014
JAG Application# 2014-H3720-NY-DJ

Summary Narrative

The Watertown Police Department and Jefferson County Sheriff's Department are making the attached grant request to enhance their current abilities. The \$10,430 will be spent between the two agencies as requested on the budget worksheet. The City of Watertown Police Department would like purchase two (2) Motorola APX6500 UHF police radios for its Administrative and Detective Divisions unmarked cars. Currently these vehicles are not equipped with a "hard wired" radio thus limiting the range of communication the operator of the vehicle has with dispatch, road patrol officers and/or other agencies. These radios will enhance officer safety and effective communication for the vehicles operator(s).

The Jefferson County Sheriff's Department is requesting the purchase of four (4) Taser X26P priced at \$873.85 a piece, four (4) Blackhawk right X26P holsters priced at \$51.75 a piece, one Dataport Download Kit for X26P priced at \$159.95 and four (4) XPPM Battery Packs for X26P priced at \$61.95 a piece. The equipment will enhance the safety of the Deputies and Detectives handling calls and cases throughout Jefferson County.

THE STATE OF NY
COUNTY OF Jefferson

KNOW ALL BY THESE PRESENT

INTERLOCAL AGREEMENT
BETWEEN THE CITY OF Watertown, NY AND COUNTY OF Jefferson, NY

RECOVERY ACT: JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

This Agreement is made and entered into this ____ day of _____, 200__, by and between The COUNTY of _____, acting by and through its governing body, the Commissioners Court, hereinafter referred to as COUNTY, and the CITY of Watertown acting by and through its governing body, the City Council, hereinafter referred to as CITY, both of Jefferson County, State of NY, witnesseth:

WHEREAS, this Agreement is made under the authority of Sections _____, _____ Government Code: and

WHEREAS, each governing body, in performing governmental functions or in paying for the performance of governmental functions hereunder, shall make that performance or those payments from current revenues legally available to that party: and

WHEREAS, each governing body finds that the performance of this Agreement is in the best interests of both parties, that the undertaking will benefit the public, and that the division of costs fairly compensates the performing party for the services or functions under this agreement: and

WHEREAS, the CITY agrees to provide the COUNTY \$4,172 from the JAG award for the JAG Program: and

WHEREAS, the CITY and COUNTY believe it to be in their best interests to reallocate the JAG funds.

NOW THEREFORE, the COUNTY and CITY agree as follows:

Section 1.

CITY agrees to pay COUNTY a total of \$4,172 of JAG funds.

Section 2.

COUNTY agrees to use \$4,172 for the JAG Program until 9/30/15 (date).

Section 3.

Nothing in the performance of this Agreement shall impose any liability for claims against COUNTY other than claims for which liability may be imposed by the _____ Tort Claims Act.

Section 4.

Nothing in the performance of this Agreement shall impose any liability for claims against CITY other than claims for which liability may be imposed by the 12 Tort Claims Act.

Section 5.

Each party to this agreement will be responsible for its own actions in providing services under this agreement and shall not be liable for any civil liability that may arise from the furnishing of the services by the other party.

Section 6.

The parties to this Agreement do not intend for any third party to obtain a right by virtue of this Agreement.

Section 7.

By entering into this Agreement, the parties do not intend to create any obligations express or implied other than those set out herein; further, this Agreement shall not create any rights in any party not a signatory hereto.

CITY OF Watkins, NY

COUNTY OF Jefferson, NY

City Manager

County Judge

ATTEST:

APPROVED AS TO FORM:

City Secretary

Assistant District Attorney

APPROVED AS TO FORM:

Contract Authorization

City Attorney

*By law, the District Attorney's Office may only advise or approve contracts or legal documents on behalf of its clients. It may not advise or approve a contracts or legal document on behalf of other parties. Our view of this document was conducted solely from the legal perspective of our client. Our approval of this document was offered solely for the benefit of our client. Other parties should not rely on this approval and should seek review and approval by their own respective attorney(s).

GOVERNING BODY REVIEW

The JAG application was made available for review by the governing body on _____ 2014.

PUBLIC HEARING

The City of Watertown, NY will be holding a public hearing on _____ 2014 at _____ PM at the City of Watertown Municipal Building located at 245 Washington St. The purpose of this hearing is for public comments concerning the 2014 Recovery Act Edward Byrne Memorial Justice Assistance Grant Program.

Res No. 15

July 1, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Agreement for Professional Services with Public Sector HR Consultants, LLC

Attached for City Council's consideration is an Agreement for Professional Services between the City of Watertown and Public Sector HR Consultants, LLC.

Since January 1, 2014, Public Sector HR Consultants has provided human resource support in matters pertaining to employee discipline, personnel recordkeeping, Workers Compensation issues, Family Medical Leave, and issues pertaining to Federal and State regulations including Civil Service Law to name a few. The term of this Agreement is for one year beginning July 1, 2014, and ending June 30, 2015. Funding in the amount of \$13,200 to support this initiative is included in the FY 2014-2015 Adopted Budget.

A resolution approving the Agreement between the City of Watertown and the Public Sector HR Consultants, LLC has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Professional Services Agreement
Between the City of Watertown and
Public Sector HR Consultants, LLC

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 seeks assistance in handling human resource/ personnel issues, and

WHEREAS the City Manager has proposed utilizing the professional services of a private Human Resources consulting group to assist the City with human resource/personnel issues, and

WHEREAS the City Manager and staff have utilized the services of Public Sector HR Consultants, LLC since January 1, 2014;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Professional Services Agreement between Public Sector HR Consultants, LLC and the City of Watertown, a copy of which is attached hereto and made a part of this resolution, and

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

Seconded by



CITY OF WATERTOWN
Professional Services Agreement
HUMAN RESOURCE
CONSULTING SERVICES

PARTIES TO AGREEMENT

This Professional Services Agreement is made by and between the City of Watertown, herein referred to as the "Client", and Public Sector HR Consultants LLC (PSHRC), with principal offices located at 14 Knollwood Drive, Glenville, NY, 12302.

PSHRC provides a comprehensive human resource management consulting service. PSHRC does not represent that it is in the practice of law, but provides administrative and consulting services to effectively manage the Client's human resource management needs. In the event the Client requests that its legal counsel participates in any aspect of PSHRC's human resource management, PSHRC will consult with the Client's legal counsel as directed. The Client understands and agrees that PSHRC's role is limited to an advisory capacity only and that the application and implementation of the information and services provided by PSHRC, and any employment actions pursued as a result of advice furnished by PSHRC, are solely the responsibility of the Client. Furthermore, Client understands that neither PSHRC nor any other party can determine with certainty how an appropriate government agency or other trier of fact may apply the law with regard to a specific factual situation. As a result of such, Client acknowledges that PSHRC shall not be responsible to Client as a result of a determination made by a government agency and/or other trier of fact absent gross negligence or willful misconduct of PSHRC, in which case damages shall be limited to consideration paid to PSHRC.

SCOPE OF SERVICES

Public Sector HR Consultants LLC (PSHRC) will provide the following human resource consulting services to the City of Watertown for the period commencing July 1, 2014 through June 30, 2015.

1. UNLIMITED TELEPHONE AND E-MAIL CONSULTATION

Provide unlimited telephone and e-mail consultation to the City Manager, City Attorney, Confidential Assistant to the City Manager and others at the request of the City Manager on matters pertaining to human resource management and labor relations, including but not limited to:

- Interpretation and application of the City's personnel policies and various collective bargaining agreements;
- Federal and State regulations, including but not limited to:
 - Civil Service Law

- Fair Labor Standards Act
- Family and Medical Leave Act
- Federal and State EEO, Disability and Sexual Harassment Laws

2. RECRUITING, INTERVIEWING AND HIRING PROCEDURES

PSHRC will provide guidance in the City's recruiting, interviewing and hiring procedures. This includes developing job descriptions for newly created positions or revising job descriptions as needed; providing forms for telephone screening, reference checking, and applicant screening. Assist with the recruitment of positions including drafting of position descriptions for advertisement. Assist in the interviewing process by developing interview questions; providing guidance to interviewers regarding the EEO do's and don'ts and assisting in evaluating applicants following the interview process.

3. EMPLOYEE DISCIPLINE AND SEPARATION

PSHRC will make recommendations to improve communications and reduce exposure to discrimination and wrongful termination claims. These services include, but are not limited to, the following:

1. Develop corrective discipline and termination procedures in compliance with Section 75 of the Civil Service Law and the collective bargaining agreements.
2. Provide guidance to supervisors on proper disciplinary and separation procedures.
3. Provide forms in compliance with CSL Section 75 and the collective bargaining agreements for counseling, Notice of Discipline, Stipulation of Settlement, exit interview, separation notice checklist, and related forms.

4. WORKERS' COMPENSATION, 207-a, 207-c, DISABILITY AND FMLA ADMINISTRATION

Act as a liaison between the City's workers' compensation carrier and the City regarding claims management activities and loss reserve analysis for Workers' Compensation. PSHRC will provide education and assistance in claims processing, medical leaves of absence, and return-to-work procedures. PSHRC will oversee and administer all leaves taken under the City's Family and Medical Leave Policy including explanation of FMLA procedures and eligibility requirements; completing necessary paperwork and follow-up approval letters; and setting up necessary tracking procedures. PSHRC will provide education and assistance for leaves pertaining to Civil Service Law §§71, 72 and 73, and General Municipal Law §§207-a and 207-c.

5. UNEMPLOYMENT INSURANCE ADMINISTRATION

PSHRC will act as a liaison between the City's unemployment insurance claims processor and the City by answering questions about claims and providing guidance on completing the employee separation section of claim forms.

1. Provide unemployment insurance claims information to the Department of Labor as requested and protect the City's interest on chargeability of claims.
2. Review Department of Labor rulings on unemployment insurance claims eligibility, make recommendations to the City to appeal decisions as appropriate. At the request of the City, PSHRC will provide representation at unemployment hearings for an additional fee of \$150 per hour.

6. EMPLOYEE/PERSONNEL FILE RECORDKEEPING

Develop and/or update personnel forms as required. Advise the City on best practices for storing and maintaining personnel folders.

7. DRUG & ALCOHOL TESTING PROCEDURES

PSHRC will provide guidance on Drug and Alcohol Testing procedures as applicable to the employment relationship.

FEE FOR SERVICES

Human Resource Consulting Services – The fee for the services detailed in numbers 1 through 7 above shall be of \$1,100 per month for the twelve (12) months covered by this Professional Services Agreement. Services requested beyond the scope of this agreement shall be billed at \$150/hour or at a project rate mutually agreed upon by both parties. This fee shall be billed monthly.

Travel Expenses – The City of Watertown will be responsible for reimbursing PSHRC for any travel expenses (mileage and highway tolls) that may occur if on-site services are requested. The mileage rate that will be charged shall be in accordance with the current mileage rate allowed by the Internal Revenue Service at the time travel takes place.

TERM OF AGREEMENT / TERMINATION

The term of this Agreement shall commence on July 1, 2014 and shall continue until June 30, 2015 or until terminated by either party on thirty (30) days written notice to the other party for any reason.

INDEMNIFICATION AND DEFENSE

The Client acknowledges and agrees that PSHRC's role is limited to an advisory capacity and that, as such, PSHRC has no authority or responsibility to apply and/or implement the advice, information, and services provided to the Client. Moreover, the parties acknowledge and agree that PSHRC owes a duty and is responsible solely to the Client, not the employees of the Client or any third party. The application and/or implementation of the advice, information, and services provided by PSHRC are solely the responsibility of the Client. Therefore, in the event that any third party (including any employee of the Client) asserts any claims or charges against PSHRC: (a) the Client agrees to indemnify and hold harmless PSHRC against any and all liability, claims, suits, losses, costs, and legal fees caused by, arising out of, or resulting from the services provided to the Client by PSHRC, including claims arising from any negligent act or omission of PSHRC, or by any agent or employee of PSHRC, in the performance of and/or the failure to perform the agreed upon services; and (b) the Client agrees to reimburse PSHRC for all attorneys' fees and obligations for legal expenses associated with PSHRC's engagement of counsel.

DISCLOSURE OF INFORMATION

Consultant shall not disclose or appropriate to its own use, or to the use of any third party, at any time during or subsequent to the term of this Agreement, any secret or confidential information of the City of which Consultant becomes informed during such period, whether or not developed by Consultant. The City shall have the right to obtain injunctive relief for violation of the terms of this Section and the terms of this Section shall survive the term of this Agreement.

INDEPENDENT CONTRACTOR

Consultant acknowledges that it will not hold itself, its officers, employees and/or agents out as employees of the City. Consultant is retained by the City only for the purposes and to the extent set forth in this Agreement, and its relationship to the City shall, during the periods of its services hereunder, be of an independent contractor. Consultant shall not be considered as having employee status and shall not be entitled to participate in any of the City's workers' compensation, retirement, fringe benefits, unemployment insurance, liability insurance, disability insurance, or other similar employee benefit programs. Similarly, Consultant, its officers, its employees and/or agents shall not be considered as having employee status for the purposes of any other rights, privileges or benefits derived from employment by the City. Consultant agrees that this Agreement does not confer benefits of any nature whatsoever upon it other than payment for services provided herein. Consultant shall not assert any claim for additional benefits of any nature, including, but not limited to, unemployment compensation benefits, by reason of the services to be performed pursuant to this Agreement. Consultant shall not be entitled to assert any claim to entitlements pursuant to any collective bargaining agreement now or hereafter in effect between the City and its employees.

IN WITNESS WHEREOF, the parties have executed this Professional Services Agreement through their respective representatives.

City of Watertown

Public Sector HR Consultants LLC

Signature: _____

Signature: Ronni M. Travers

Date: _____

Date: 6/6/14

By: _____

By: Ronni M. Travers, SPHR

Title: _____

Title: President

Res No. 16

July 2, 2014

To: The Honorable Mayor and City Council

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

Subject: Approving a Special Use Permit Request to Operate a Car Wash in a Neighborhood Business District at 816 Bradley Street, Parcels 1-09-201, 1-09-202, and 1-09-203.100

Anthony Doldo has submitted the above subject Special Use Permit request. A site plan review will also be required for the proposed car wash facility.

The City Planning Board reviewed the request at its July 1, 2014 meeting, and voted to recommend that Council approve the Special Use Permit.

The Jefferson County Planning Board is scheduled to review the project at their July 29, 2014 meeting. The City Council should not vote on the request before that date.

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

The resolution prepared for City Council consideration approves the Special Use Permit as requested.

A public hearing is required before City Council may vote on the resolution. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, August 4, 2014.

RESOLUTION

Page 1 of 1

Approving a Special Use Permit Request to Operate a Car Wash in a Neighborhood Business District at 816 Bradley Street, Parcels 1-09-201, 1-09-202, and 1-09-203.100

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 Anthony Doldo has made an application for a Special Use Permit to operate a car wash in a Neighborhood Business District at 816 Bradley Street, parcels 1-09-201, 1-09-202, and 1-09-203.100, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on July 1, 2014, and passed a motion recommending that the City Council of the City of Watertown approve the request as submitted, and

WHEREAS the Jefferson County Planning Board reviewed the request pursuant to General Municipal Law § 239-m at their July 29, 2014 meeting, and

WHEREAS a public hearing was held on the proposed Special Use Permit on August 4, 2014, after due public notice, and

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

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow a car wash at 816 Bradley Street is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to Anthony Doldo to allow operation of a car wash in a Neighborhood Business District at 816 Bradley Street, parcels 1-09-201, 1-09-202, and 1-09-203.100.

Seconded by



MEMORANDUM

CITY OF WATERTOWN – PLANNING OFFICE

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

Phone: 315-785-7730 – Fax: 315-782-9014

TO: Planning Board Members

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

SUBJECT: Special Use Permit Approval – 816 Bradley St *KAM*

DATE: June 24, 2014

Request: Special Use Permit request to operate a car wash in a Neighborhood Business District at 816 Bradley Street, parcels 1-09-201, 1-09-202, and 1-09-203.100

Applicant: Anthony Doldo

Proposed Use: Car wash

Property Owner: AM Servicetech LLC

Submitted:

8 ½" x 11" Copy of Parcel Map: No

A Sketch of the Site to Scale: Yes

Completed Part I of an
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: Yes

Comments: The applicant proposes to build a car wash with 4 bays, plus an attached dog washing station. The building would be constructed at the corner of Bradley and Burdick streets, in place of an existing house. The applicant owns the subject property, and also a gas station to the north, which may be utilized to provide vehicle access to the car wash. As depicted on the draft plans, the building does not meet setback requirements.

A site plan review will also be required for construction of the proposed facility, at which time the details of the landscaping, parking, and setbacks can be addressed.

Surrounding uses include a cemetery to the west; detached housing to the immediate east, north, and south; and commercial and industrial development along Bradley Street both north and south of the site.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Anthony Doldo, 816 Bradley St



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7730 - Fax: (315) 782-9014

Special Use Permit Application



APPLICANT INFORMATION

Name: AM Servicetech LLC, Anthony J. Doldo

Mailing Address: 816 Bradley St
Watertown NY 13601

Phone Number: 315 788-6841

Email: genstore2002@yahoo.com

PROPERTY INFORMATION

Property Address: 800 & 804 Bradley St.

Tax Parcel Number(s): 1-09-201 & 1-09-202

Property Owner (if not applicant):

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

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

Zoning District: Neighbor Hood Business

Required Attachments:

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

REQUEST DETAILS

Proposed Use:

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

CAR + Dog Wash

2 Self Service Car Wash

1 Touchless Car Wash

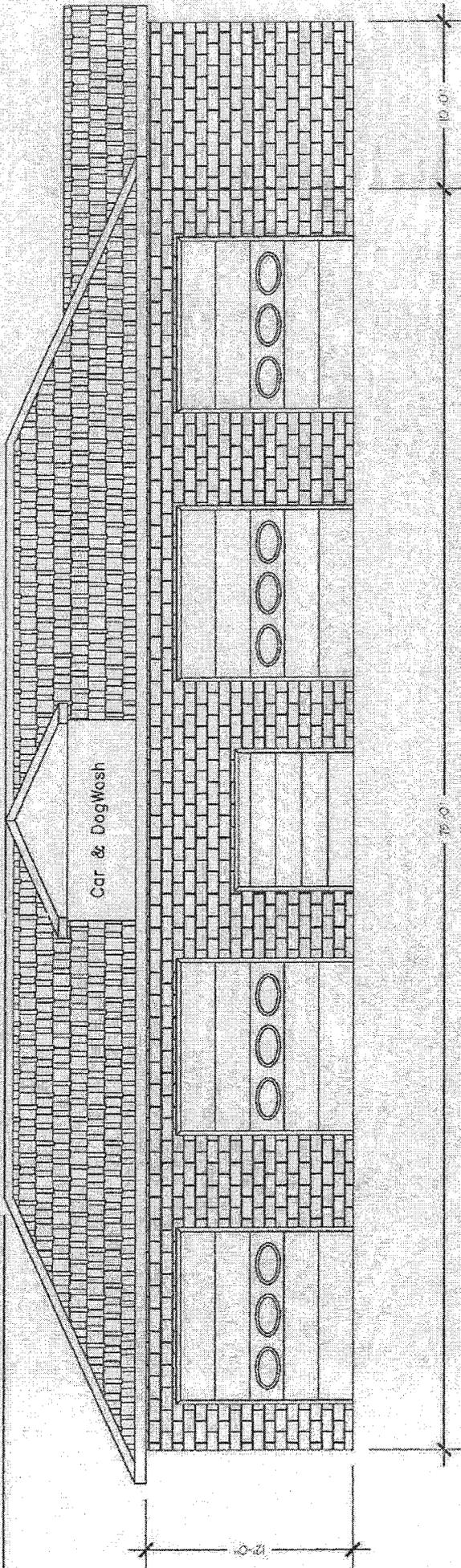
1 Brush Car Wash

2 - Dog Wash Stations w/ Stainless Steel Sinks

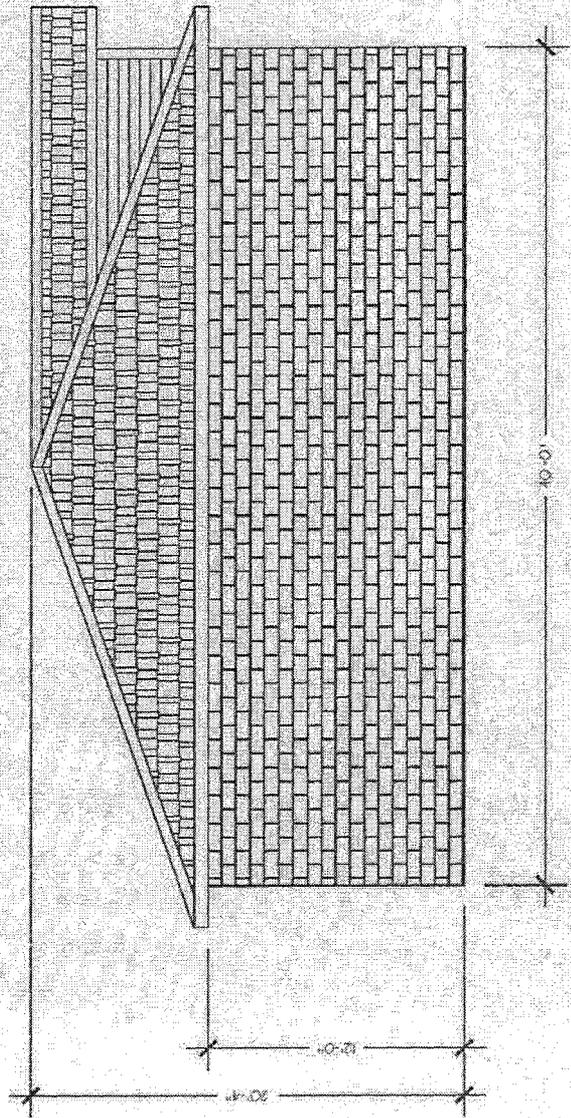
I certify that the information provided in this application is true to the best of my knowledge.

Signature: *Anthony J. Doldo*

Date: 6/19/14



Front Elevation
 Scale 1/4" = 1'-0"



North Elevation
 Scale 1/4" = 1'-0"

Excerpt From the Minutes - Planning Board 7/1/2014

SPECIAL USE PERMIT – CAR WASH

816 BRADLEY ST – PARCEL 1-09-201, 1-09-202, 1-09-203.100

The Planning Board then considered a request submitted by Anthony Doldo to operate a car wash in a Neighborhood Business District at 816 Bradley Street, parcel 1-09-201, 1-09-202, and 1-09-203.100.

Mr. Doldo approached the board to explain his proposal. He said that he was initially considering a four bay car wash, but given the setback limitations, he would go with just three. The building would also include two dog washing stations, which are basically just tubs with soap dispensers, each with a separate entrance to prevent dogs from fighting.

Mr. Coburn asked if the setback issue was a major concern.

Mr. Mix said that staff had already discussed the issue with the applicant, and there were several possible solutions that could be discussed at the time of site plan review.

Mrs. Freda asked if there were other dog washes in the area, and what the hours of operation would be.

Mr. Doldo said that the only others he is aware of are in Petco. He also explained that he is not sure of the hours of operation yet. It would be left open 24 hours, unless there is a risk of vandalism. Cameras would be installed.

Mr. Katzman said that most car washes are open 24 hours.

Mrs. Capone arrived at 3:07 pm.

Mrs. Fields asked what would happen to the existing house on the corner.

Mr. Doldo said that it would be demolished.

There was some general discussion regarding the surrounding land uses.

Mr. Katzman moved to recommend that the City Council approve the request submitted by Anthony Doldo to operate a car wash in a Neighborhood Business District at 816 Bradley Street, parcel 1-09-201, 1-09-202, and 1-09-203.100.

Mrs. Fields seconded. All voted in favor.

617.20
Appendix B
Short Environmental Assessment Form

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: CAR & DOG WASH			
Project Location (describe, and attach a location map): 800-804 Bradley STREET, CITY OF WATERTOWN, NY			
Brief Description of Proposed Action: CONSTRUCT A APPROX 85'x40' STRUCTURE TO HOUSE 3 Auto units & 1 SELF SERVE CAR WASH & 2 STATION DOG WASH.			
Name of Applicant or Sponsor: AM TECH SERVICE, LLC / Anthony DOLDO		Telephone: 315-788-6841	
		E-Mail: genstore2002@yahoo.com	
Address: 816 Bradley STREET			
City/PO: WATERTON		State: NY	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 checked="" type="checkbox"/>	YES <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:		NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		<u>0.425</u>	acres
b. Total acreage to be physically disturbed?		<u>0.100</u>	acres
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		<u>2</u>	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			

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)? If Yes, explain purpose and size: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____	NO	YES
_____	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: <u>Anthony S. Doldo</u>	Date: <u>6/19/14</u>	
Signature: <u>[Signature]</u>		

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

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

	No, or small impact may occur	Moderate to large impact may occur
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"/>

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

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

PRINT

Res No.17

July 2, 2014

To: The Honorable Mayor and City Council

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

Subject: Approving Addition of Apartment to North Country Transitional Living Services' Apartment Treatment Program, 497 Newell Street

On June 16, 2014, the City Council requested that the attached resolution be prepared after discussing the proposal from North Country Transitional Living Services, Inc. to add a two bedroom apartment at 497 Newell Street to its Apartment Treatment Program.

The proposal is described in the attached letter from Maureen P. Cean, Deputy Executive Officer of North Country Transitional Living Services, Inc.

RESOLUTION

Page 1 of 1

Approving Addition of Apartment to North Country Transitional Living Services' Apartment Treatment Program, 497 Newell Street

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

Introduced by

WHEREAS the North Country Transitional Living Services, Inc. desires to add a two bedroom apartment located at 497 Newell Street to its Apartment Treatment Program, and

WHEREAS there is currently a two bedroom apartment at the same address in the Apartment Treatment Program, and

WHEREAS Section 41.34 of the New York State Mental Hygiene Law requires North Country Transitional Living Services to notify the City of Watertown when it intends to house more than three clients at one address, and

WHEREAS the City Council of the City of Watertown, New York, has reviewed said proposal,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the request to add a two bedroom apartment located at 497 Newell Street to the North Country Transitional Living Services' Apartment Treatment Program.

Seconded by



Transitional Living Services
of Northern New York

482 Black River Parkway • Watertown, New York 13601 • Tel: (315) 782-1777 • Fax: (315) 785-8628

June 2, 2014

Ms. Sharon Addison
City Manager
Municipal Building
245 Washington St., Room 302
Watertown, NY 13601



Dear Ms. Addison:

I am writing on behalf of North Country Transitional Living Services, Inc. (NCTLS), dba Transitional Living Services of Northern New York, to officially request approval to add an additional two-bedroom apartment to an existing location in the NCTLS Apartment Treatment program at the location of 497 Newell St. This notification is provided in compliance with Section 41.34 of NYS Mental Hygiene Law as it will constitute the third and fourth apartment program bed to be located at this address. Currently, one two-bedroom apartment is already under lease.

North Country Transitional Living Services, Inc. is a Not-For Profit Corporation that has provided services to adults with serious and persistent mental illness and to children with emotional disturbances in Jefferson, Lewis, and St. Lawrence Counties since our incorporation in 1977. TLS currently operates a thirty-three (33) bed Apartment Treatment program in scattered sites throughout the city of Watertown and Village of Carthage (Jefferson County). These sites are certified and regularly reviewed by the New York State Office of Mental Health. The proposed additional beds at this location will complete the replacement of a duplex located elsewhere in the City of Watertown that is no longer suitable for our program due to age and deterioration.

Under Section 41.34 of the NYS Mental Hygiene Law, the City of Watertown has the option, within forty (40) days after the receipt of this notification to:

- approve the recommended additional apartment to this site,
- offer an alternate location,
- reject this site,
- or not reply at all, which would imply your approval.



In partnership with United Way

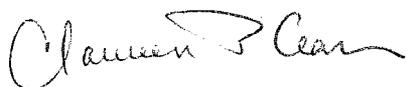
Making the Best Care Better

www.tlsnny.com

Attached to this letter is a site selection fact sheet that outlines the specifics regarding the site and the nature of the program requirements.

I would like to request your endorsement of this proposal at your earliest convenience. For your ease of reference, I appeared before City Council on June 4, 2012, the last time a similar request was made. TLS looks forward to working cooperatively with you and the City of Watertown to make this enhancement to our program. I am available to meet with you at your convenience to discuss this proposal, appear before the City Council or address any concerns you may have. I can be reached at (315) 782-1777 ext. 1020, or at mcean@tlsny.com. Thank you for your consideration in this matter.

Sincerely,

A handwritten signature in cursive script that reads "Maureen P. Cean". The signature is fluid and includes a large loop at the end.

Maureen P. Cean
Deputy Executive Officer

c: Roger Ambrose

Enclosure

North Country Transitional Living Services, Inc.
Site Selection Fact Sheet

Municipal Officer: Ms. Sharon Addison
City Manager
Municipal Building
245 Washington St., Room 302
Watertown, NY 13601

Sponsoring Agency Contact: Maureen P. Cean
Deputy Executive Officer
482 Black River Parkway
Watertown, NY 13601

Site/Area Information: City of Watertown

Proposed Site: 497 Newell St. Apt. 108
Riverview Plaza
Watertown, NY 13601

Property Description: The site is a mixed use commercial and residential rental property, with a total of 30 apartment units. It was recently renovated by the property owner and is well maintained.

**Nature of Program
Requirements:**

The reasons for the selection of this property are that NCTLS can obtain a lease for a reasonable rent, have access to up-to-date housing stock and most importantly offer fully integrated housing to our residents. The location is accessible by walking or use of the public bus system to community amenities such as mental health services, churches, and stores. It is also conveniently located next door to our offices. The Apartment Treatment program provides an opportunity for residents to transition to more independent living in a community-based, supervised residential program. Trained personnel supervise the residents based on their specific needs (i.e., at least 2-3 times/week or daily if needed). Staff provides restorative services such as developing social skills, symptom management skills, daily living skills, medication management training, and community integration skills. Crisis supports are available to residents during non-business hours. Many residents participate in activities in the community such as volunteering, work and attending school.

Res No. 18

July 1, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Application for NYS Division of Homeland Security and Emergency Services (DHSES) Under the FY 2014 Technical Rescue and USAR Grant, Fire Department

The City Fire Department is seeking Council approval to apply for a grant from the NYS Division of Homeland Security and Emergency Services (DHSES) under the FY2014 Technical Rescue and USAR. This funding opportunity is in the amount of up to \$100,000 and requires no matching funds from the City. As detailed in the attached report from Fire Chief Dale C. Herman, this grant, if approved, will allow the Fire Department to purchase a response vehicle and install a radio as well as CBRN metering equipment.

A resolution is attached for Council consideration authorizing Chief Herman to sign and submit the grant application on behalf of the City of Watertown by July 29, 2014. City staff will be available to answer any questions Council may have related to this grant opportunity.

RESOLUTION

Page 1 of 1

Authorizing Application for NYS Division of Homeland Security and Emergency Services (DHSES) Under the FY 2014 Technical Rescue and USAR Grant, Fire Department

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 NYS Division of Homeland Security and Emergency Services (DHSES) Under the FY 2014 Technical Rescue and USAR Grant is accepting applications ,and

WHEREAS the City of Watertown Fire Department has prepared an application that meets the intended purpose of this grant, which will allow the Department to purchase necessary equipment, and

WHEREAS the application in the amount of up to \$100,000 requires no matching funds from the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the Fire Department to submit a grant application in the amount of up to \$100,000 to the NYS Division of Homeland Security and Emergency Services (DHSES) Under the FY 2014 Technical Rescue and USAR Grant, and

BE IT FURTHER RESOLVED that Fire Chief Dale C. Herman is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by



CITY OF WATERTOWN, NEW YORK

FIRE DEPARTMENT

224 South Massey Street

Watertown, New York 13601

(315) 785-7800

Fax: (315) 785-7821

Dale C. Herman, Fire Chief

dherman@watertown-ny.gov



July 1, 2014

Ms. Sharon Addison
City Manager
City of Watertown
245 Washington Street
Watertown NY 13601

Dear Ms. Addison,

The NYS Division of Homeland Security and Emergency Services (DHSES) have opened the application period for FY2014 Technical Rescue and USAR grants. DHSES is making \$2 million available to local emergency response teams that provide technical rescue services. Applicants can apply for funds up to \$100,000, in this no match grant format, prior to the deadline of July 29, 2014.

Previous grant funds from DHSES has allowed our organization to obtain equipment, training, and the ability to offset personnel cost associated with participation in approved training courses, in the technical rescue disciplines.

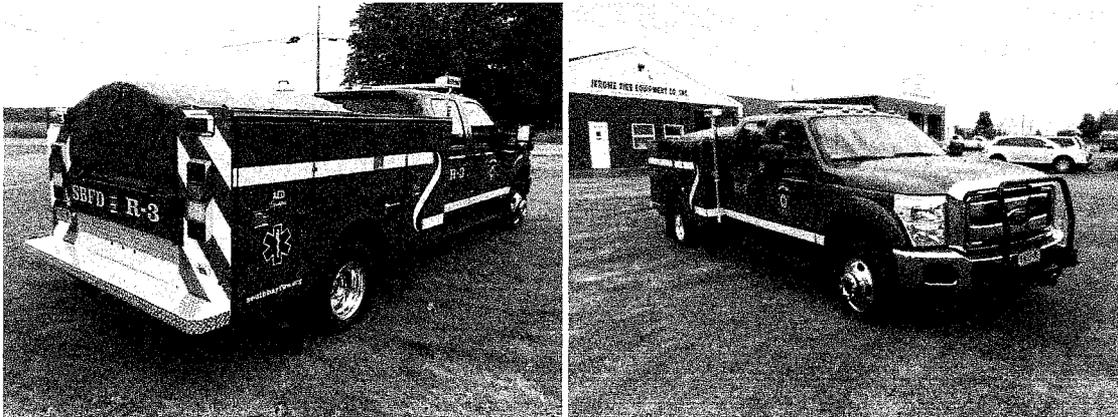
Although we did not receive funds through the FY13 grant application, the department still has an unfilled need for a vehicle to improve our existing transportation abilities for personnel and equipment to incidents. The department has a number of trailers that are outfitted with specialized equipment intended to initiate a rescue of trapped victims from unusual circumstances as well as the County's hazardous materials response trailer. Our current capabilities include; water rescue, rope rescue, confined space rescue, trench rescue and structural collapse responsibilities for not only the City, but the county and regional area. We also have an agreement with Jefferson County to respond to hazardous materials incidents that occur with their response truck and a decon trailer that is stored at Station 1. The department's current fleet of vehicles has capacity limitations for both towing and the number of personnel that a vehicle can safely transport. We currently have to respond with multiple vehicles to these

specialized incidents in order to get the necessary equipment and manpower to the scene of the emergency.

To meet the grant requirements for acquisition of a response vehicle, it must have the capabilities to carry equipment for CBRN (Chemical, Biological, Radiological and Nuclear) incidents. This can be accomplished by purchasing some metering equipment to have on board the vehicle. The metering equipment that will be acquired will not only meet the grant requirements, but will also assist with our current tech rescue/haz mat responses capabilities.

We are asking Council approval to make application for this funding opportunity to purchase a response vehicle capable of transporting up to four or five responders, and a towing capacity of greater than 15,000 lbs. The vehicle shall be equipped with raidos and a mobile data terminal for communication purposes and metering equipment to meet the CBRN requirements of the grant.

The initial cost associated with such a vehicle is \$ 84,000 with no matching funds from the City. The anticipated life expectancy of such a vehicle, pictured below, is 10-12 years with annual maintenance cost for the first five years being approximately \$200 per year and maintenance cost for years six through ten extimated at \$1,500 per year.



The vehicle would need to have a radio installed as well as the CBRN metering equipment. The total grant request would be for \$96,000.

The benefits of applying for this grant outweigh the results of not applying, namely:

- The goal of this grant purchase is to be able to safely and more efficiently transport crews and equipment to incidents within our jurisdiction and regionally when called upon. The current primary vehicle to move our response trailers has a towing capacity of 12, 000 lbs. and a seating capacity of two personnel. Our largest trailer is currently loaded with equipment which exceeds the tow capacity of our current vehicle by 3000 lbs. The

vehicle sought in the grant will be able to transport 4-5 personnel and has an increased towing capacity rated at 16,000 lbs. This should allow us to potentially reduce the number of vehicles responding to an incident by one, which helps reduce the overall cost of responding.

- The current tow vehicle was purchased with funds from the fire department operating budget and was limited in size and towing capacity based on the funds allowed for the purchase. As it is, this 2008 vehicle cannot safely move our largest trailer, and the other options for towing that trailer have been exhausted, namely, placing a tow hitch package and the existing rescue truck. A vehicle of adequate size capable of towing the trailers that the department is responsible for would likely be sought after in upcoming fiscal years as a budget purchase.
- The new vehicle would be more suitable as a backup to our current 2004 American LaFrance Rescue truck when it is out of service for repairs and maintenance. This vehicle would carry our current Rapid Intervention (RIT) response equipment and would be staffed for storms and other infrequent emergencies.
- Although the grant purchases for equipment and training required the availability of a regional response, the likelihood of a technical rescue incident is higher in the City of Watertown than elsewhere. We have had several incidents within the city that we have used these grant acquisitions for, and it has greatly improved our ability to safely mitigate these situations. This has been a great asset to the City residents that would not exist without these grant submissions.
- The City of Watertown is part of the Statewide Fire Mobilization Plan. That, along with the Memorandum of Understanding related to hazardous materials and technical rescue with Jefferson County, is why the department is summoned to respond out of our jurisdiction. This system also works in reverse, and the City has received outside help when disasters have struck. That being said, the department feels that it is important that we are able to respond in the safest and most efficient manor.
- Unlike other grant sources, this is a no match grant so the total cost of the vehicle and other equipment is supported by the grant funding. There is no guarantee that we will be awarded funds through this grant, however we have successfully been awarded funds in this particular program in the past. This year a minimum of 20 response teams will be awarded funds through this program.

This funding opportunity may not be available in the future, but the equipment and training that have been available through this grant program has allowed our department to provide services that are not available through any other regional entity.

If you have any further questions, please do not hesitate to contact me.

Truly yours,

CITY OF WATERTOWN FIRE DEPARTMENT

A handwritten signature in cursive script that reads "Dale C. Herman". The signature is written in black ink and is positioned above the typed name.

Dale C. Herman
Fire Chief, EFO

Giso, Elaine

From: Herman, Dale
Sent: Wednesday, July 02, 2014 8:52 AM
To: Giso, Elaine
Subject: FW: FY14 Technical Rescue & USAR grant

From: Kaskel, Lorrie [mailto:LKaskel@dhses.ny.gov] **On Behalf Of** Grant Info

Sent: Tuesday, June 17, 2014 2:44 PM

Cc: Abramson, Eric; Arnold, Elaine; Ashe, Alyce; Bernard, Tammy; Bloomer, Valerie; Bub, Tracy; Delgado, Alison; D'Entrone, Chris; Dudley, Meghan; Erickson, Nicole; Fassbender, Doug; Heath, Michael; Kaskel, Lorrie; Kellogg, Tania; King, Colin; Knowles, Earl; Lake, Jacqueline; Lamothe, Ryan; Lindsay, Marianne; Lowndes, Ryan; McCallen, Jim; Pearson-Strain, Richard; Pesce, Tony; Quintin, Robin Lee R.; Riley, Beverly; Shea, William; Sliva, Marie; Stumpf, Carol; Wahrlich, Shelley

Subject: FY14 Technical Rescue & USAR grant

Dear Homeland Security Stakeholder,

The NYS Division of Homeland Security and Emergency Services (DHSES) is pleased to release the "Grant Guidelines and Application Kit" for the **FY2014 Technical Rescue and USAR RFA**. Through this unique program, DHSES is making \$2 million available through the 2014 State Homeland Security Program (SHSP) grant.

Local emergency response teams that provide technical rescue and urban search and rescue (USAR) related services can request up to \$100,000. This grant focuses on technical rescue and USAR related services involving structural collapse, trench, confined space, waterway/flood and rope rescues to respond to and recover from acts of terrorism and other catastrophic events to enhance capabilities in their jurisdiction. Through this funding opportunity, specific emphasis has been placed on the development of regional response partnerships through the fostering of new and existing relationships both county-wide and regionally to further enhance the team's resource typing, capabilities, and most importantly, the team's ability to save lives. Funding will be allocated competitively and the Request for Applications (RFA) and related application materials can be located at the following website:

<http://www.dhses.ny.gov/grants/targeted.cfm>

Applications are due to DHSES-OCT by 11:59 p.m. **July 29, 2014**. Late applications will not be accepted and no extensions will be granted.

If you have any questions regarding this targeted grant opportunity, please email grants@dhses.ny.gov. Please check the DHSES-OCT website (<http://www.dhses.ny.gov/grants/targeted.cfm>) frequently for updates.

Thank you in advance for your interest in this targeted grant initiative.

Sincerely,

Shelley

Shelley Wahrlich
Director of Grant Program Administration
NYS Division of Homeland Security and
Emergency Services
1220 Washington Avenue
State Office Campus, Building 7A
Albany, NY 12242
(518) 242-5108 - office
(518) 485-0146 - fax
swahrlich@dhSES.ny.gov

Visit DHSES online at: www.dhSES.ny.gov

Visit NY-ALERT online at: www.nyalert.gov

This e-mail was sent from email servers at the Division of Homeland Security & Emergency Services(DHSES). Its contents, including any attachments, are intended only for the individual(s) named. If you received this e-mail in error or from someone who was not authorized to send it to you, do not disseminate, copy or otherwise use it or its attachments.

Please notify the sender immediately by reply e-mail and delete this e-mail from your system.

Ord No. 1

July 2, 2014

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of 127 Winslow Street, Parcel 11-05-208, from Residence C to Limited Business District

Gerald Schneeberger has submitted the above subject zone change request.

The Planning Board reviewed the request at its July 1, 2014 meeting and defeated a motion recommending that City Council approve the request, with three voting yea, two voting nay, and two absent.

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

The attached ordinance adopts the change as requested. The Council must hold a public hearing on the ordinance before it may vote. It is recommended that a public hearing be scheduled for 7:30 pm on Monday, July 21, 2014. A SEQRA resolution will also be presented for City Council consideration at that meeting.

ORDINANCE

Page 1 of 1

Changing the Approved Zoning Classification of 127 Winslow Street, Parcel 11-05-208, from Residence C to Limited Business District

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 ORDAINED where Gerald Schneeberger has submitted an application to change the approved zoning classification of 127 Winslow Street, parcel 11-05-208, from Residence C to Limited Business District, and

WHEREAS the Planning Board of the City of Watertown considered the request at its July 1, 2014 meeting and failed to adopt a motion recommending that City Council approve the zone change, with three members voting yea, two voting nay, and two absent, and

WHEREAS a public hearing was held on the proposed zone change on July 21, 2014, after due public notice, and

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

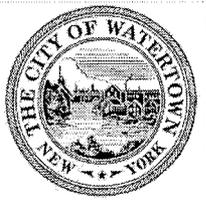
WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested zone change,

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of 127 Winslow Street, parcel 11-05-208, be changed to Limited Business District, and

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

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

Seconded by



MEMORANDUM

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

TO: Planning Board Members

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

SUBJECT: Zone Change – 127 Winslow Street

DATE: June 25, 2014

Request: To change the approved zoning classification of 127 Winslow Street, parcel 11-05-208, from Residence C to Limited Business

Applicant: Gerald Schneeberger

Owner: Gerald Schneeberger

SEQRA: Unlisted

County review: Not required

Comments: The applicant is requesting that the subject property be changed to Limited Business to allow the operation of an acupuncture business. The current use is a dentist's office, which will be relocating in the near future (site plan recently approved for Bellew Ave. S.).

Office use in the Residence C district is specifically limited to doctor's and dentist's practices of a certain maximum size.

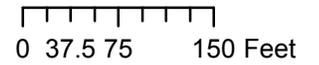
Other uses that are allowed in Limited Business, but not Residence C, include: banks, any business or professional office, and radio/television studios.

The property is designated for high density residential use in the adopted Land Use Plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Gerald Schneeberger, 127 Winslow Street

Legend

-  REQUESTED ZONE CHANGE
-  RIVER DEVELOPMENT DISTRICT
-  DOWNTOWN CORE OVERLAY
-  Open Space and Recreation
-  DOWNTOWN
-  RESIDENCE A
-  RESIDENCE B
-  RESIDENCE C
-  WATERFRONT
-  LIMITED BUSINESS
-  NEIGHBORHOOD BUSINESS
-  COMMERCIAL
-  HEALTH SERVICES
-  LIGHT INDUSTRY
-  HEAVY INDUSTRY
-  PLANNED DEVELOPMENT



**CITY OF WATERTOWN, NEW YORK
GIS DEPARTMENT**

ROOM 305B, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601
TEL: (315) 785-7793

Drawn By: J. Carlsson
Date: 6/26/2014
Approved By:
Date:
Scale: As Noted
Map Number: 14-17

Revision:	Description of Revision:	Date:	By:

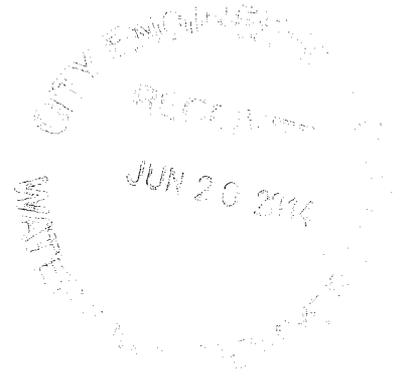


Project: **ZONE CHANGE MAP**
(Residence C to Limited Business)

Title: **127 Winslow Street**
(11-05-208.000)

June 19 2014

Engineering Department Room 305
245 Washington St
Watertown NY 13601



Dear Honorable Mayor and City Council

I am requesting a zoning change for 127 Winslow St Watertown NY 13501 from Residential C to Limited Business. Current zoning only allows use as a dental or doctor office. I have an acupuncturist interested in purchasing the property for a professional office. Her private practice will have less of an impact than my current business. Currently I have seven employees and have three treatment rooms. I see an average of 50 patients a day. The acupuncturist will be a solo practitioner with one employee. Her practice will not have as many patients.

The parcel 1105208 measures 75x158. There will be no changes to the building.

If you have further questions I can be reached at 127 Winslow St or phone 315-786-3990. Thank you for your consideration.

Sincerely,

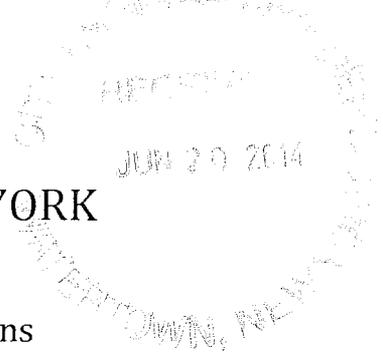

Gerald Schneeberger



CITY OF WATERTOWN, NEW YORK

245 Washington Street, Watertown, NY 13601
Office: (315) 785-7730 - Fax: (315) 782-9014

Zone Change Application Instructions



Applications should be addressed to the “Honorable Mayor and City Council,” and submitted to the following address:

Engineering Department, Room 305
245 Washington Street
Watertown, NY 13601

Applicants must submit **15 hard copy application sets**, plus a **16th hard copy** if County review is required. An additional set must be submitted **electronically in PDF format**. Each set must contain each of the following:

- A detailed letter or statement of what the petitioner seeks to establish (i.e. the proposed zoning district, the proposed future use of the property, and any other information that will aid the Planning Board and the City Council in comprehending the petition). This narrative should also be accompanied by written consent of the adjoining property owners, if possible.
- Applicant’s contact information, including a phone number and email address if available.
- A schematic drawing, if applicable, of the proposed development.
- If available, the metes and bounds description of the property or properties proposed for change. This can typically be found in the property deed.
- A copy of the tax map showing the proposed change area, with the area highlighted in bold marker.
- A completed State Environmental Quality Review Act assessment form (attached). Most changes will require just the attached short form. Larger projects may require a longer assessment form—contact the Planning Office for more information.

At the time of submittal, applicants must remit a **non-refundable \$100.00 fee**, in the form of cash or check payable to the City of Watertown.

Petitions for changes of zone will be heard by the Planning Board and the City Council. A change of zone requires approval of the City Council after a public hearing. Under the rules, the public hearing is held at least two weeks after the City Council receives the application.

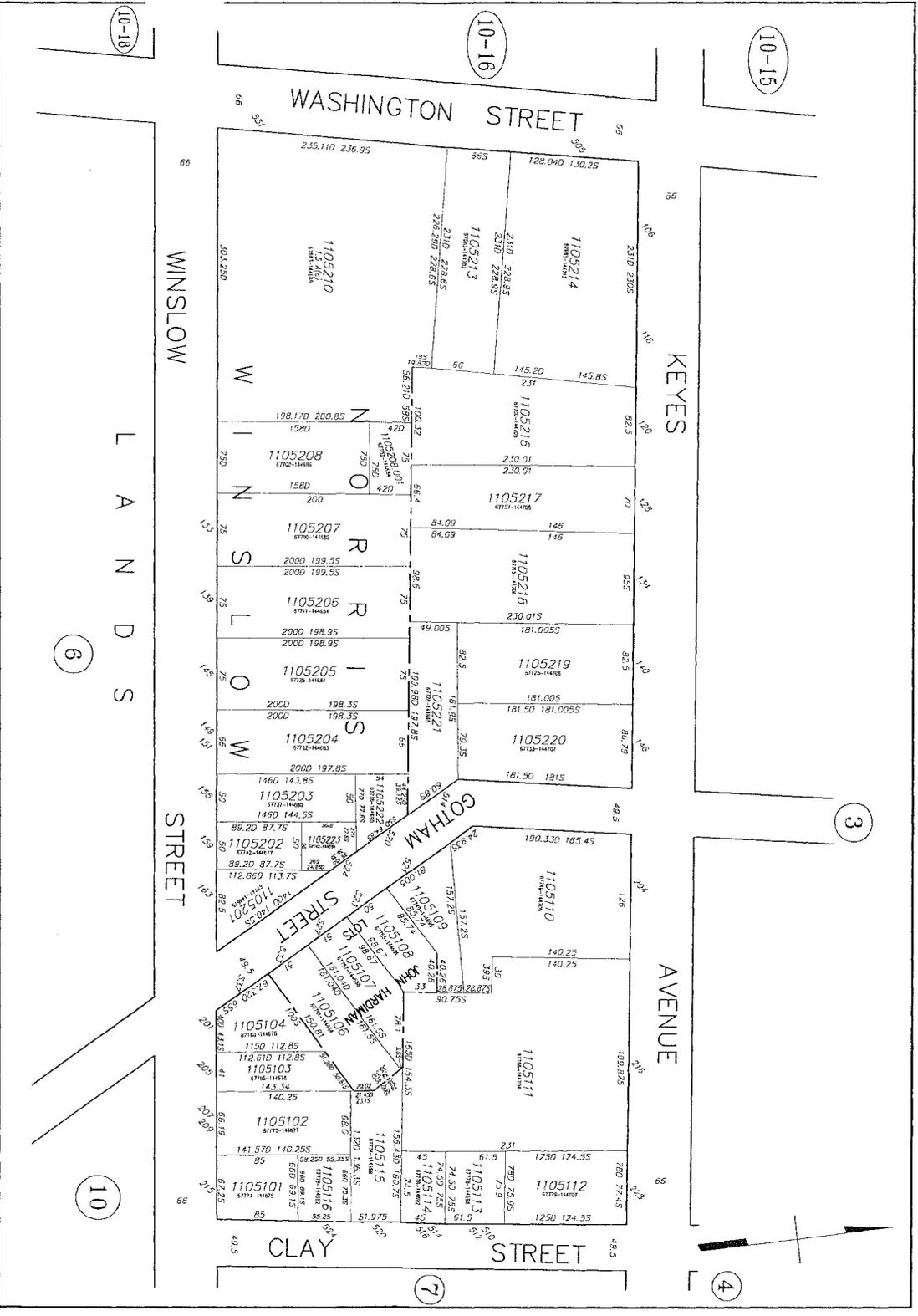
The Planning Board normally meets the first Tuesday of the month at 3:00 pm. All requests must be submitted **two weeks before the scheduled meeting**, and only those requests included on the prepared meeting agenda will be considered.

In the case of a petition for a Planned Development District, the petition shall contain all the additional data stipulated in Section 310-12 of the Zoning Ordinance.

It should be pointed out that a change of zone by the City Council will not be considered complete and established until copies of the resolution affecting the change have been filed with the City Clerk and the City Engineer, and the official zoning map is marked to show the approved change.

SCALE: 1" HIGH = 50 FEET
FOR TAX PURPOSES ONLY
NOT TO BE USED FOR CONVEYANCE

DISTRICT 11 MAP 5
REVISED JANUARY 27, 2004



DEPARTMENT OF ASSESSMENT AND TAXATION
CITY OF BALTIMORE, MARYLAND

DEPARTMENT OF ENGINEERING
CITY OF BALTIMORE, MARYLAND

Excerpt from the Minutes – Planning Board 7/1/2014

**ZONE CHANGE – RES C TO LBD
127 WINSLOW ST – PARCEL 11-05-208**

The Board then considered a request submitted by Gerald Schneeberger to change the approved zoning classification of 127 Winslow Street, parcel 11-05-208, from Residence C to Limited Business District.

Mr. Schneeberger approached the board to explain his request. He said that the property in question has been either a physician's or dentist's office for over 23 years. The current zoning only allows a physician or dentist to locate here, but he has had interest from both an insurance agent and an acupuncturist. He said that the proposed acupuncture office would be less intense than his current use—there would be only one employee and far fewer customers cycling through, whereas he currently has 30-40 patients per day and nine employees.

Mr. Katzman said he is not opposed to the specific use of this property for acupuncture, but he wonders where the line would be drawn. Should the next house east, or the houses across the street, also be allowed to convert to offices? He said he would rather change it to Health Services District.

Mrs. Freda said that she is typically an advocate of not letting business encroach into residential areas, but she realizes that this neighborhood needs help.

Mr. Mix noted that the ordinance was written to allow small general practitioners to locate in houses. If you were writing a new ordinance today, you would probably not include any type of health services in the residential district regulations.

Mrs. Capone said that the additional uses allowed in Limited Business compared to Residence C are not very intensive. You would not see things like restaurants or gas stations. There are already quite a few businesses located in the immediate area.

Mr. Mix said that this property is somewhat unique, having already been used as an office for decades.

Mr. Katzman asked if there was some way to allow acupuncture specifically, without changing the zoning to allow the full list of uses.

Mrs. Freda said that the only way to do that would be to change the text of the ordinance. The Zoning Board of Appeals can also grant a use variance.

Mr. Mix noted that changing the zoning district to anything other than Limited Business could be considered spot zoning. There is no Health Services District nearby to connect to.

Mr. Coburn noted that if other owners down the street want to change their zoning, they would still need to come to the Planning Board. There would be no cascading effect unless the Board and Council allow it.

Mr. Schneeberger said that without the zone change, his only option would be to convert the entire building into apartments. It already has two units on the upper floors.

Mrs. Capone moved to recommend that City Council approve the request submitted by Gerald Schneeberger to change the approved zoning classification of 127 Winslow Street, parcel 11-05-208, from Residence C to Limited Business District.

Mrs. Fields seconded.

Mrs. Fields, Mrs. Capone, and Mr. Coburn voted in favor.

Mr. Katzman and Mrs. Freda voted against.

The motion was defeated with 3 yea, 2 nay, and 2 absent.

617.20
Appendix B
Short Environmental Assessment Form

JUN 20 2014

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				
Dr Schneberger				
Name of Action or Project: Zoning Change from RES C to Limited Business				
Project Location (describe, and attach a location map): 127 Winslow St				
Brief Description of Proposed Action: Change zoning to limited Business to permit a professional other than dentist or doctor.				
Name of Applicant or Sponsor: Dr Schneberger		Telephone: 786 3990	E-Mail: gschneeb@wcnj.com	
Address: 127 Winslow St				
City/PO: Waketown	State: NY	Zip Code: 13601		
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other governmental Agency? If Yes, list agency(s) name and permit or approval:			NO <input checked="" type="checkbox"/>	YES <input type="checkbox"/>
3.a. Total acreage of the site of the proposed action?		_____	acres	
b. Total acreage to be physically disturbed?		_____	acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		_____	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 type="checkbox"/> Commercial <input 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				

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)? If Yes, explain purpose and size: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
19. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
I AFFIRM THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE		
Applicant/sponsor name: _____		Date: _____
Signature: _____		

Part 2 - Impact Assessment. The Lead Agency is responsible for the completion of Part 2. 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 checked="" type="checkbox"/>	<input type="checkbox"/>
2. Will the proposed action result in a change in the use or intensity of use of land?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Will the proposed action impair the character or quality of the existing community?	<input checked="" 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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>
7. Will the proposed action impact existing:		
a. public / private water supplies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. public / private wastewater treatment utilities?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?	<input checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>

	No, or small impact may occur	Moderate to large impact may occur
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11. Will the proposed action create a hazard to environmental resources or human health?	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

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

PRINT

Tabled

June 26, 2014

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Request for Professional Services Agreement with Ralph Marcellus, LCSW-R, ACSW, CASAC

The Federal Highway Administration and/or the Federal Transit Administration require that individuals operating motor buses and/or vehicles requiring the possession of a commercial driver's license participate in a drug and alcohol program. With the expiration of the agreement with the Northern Employee Assistance Program that offered to City employees and their families short-term counseling on a variety of issues including alcohol and substance abuse, the City explored contracting with an individual to provide substance abuse counseling on an "as needed" basis to those employees who operate City motor buses and vehicles under a commercial driver's license as required by the Federal Highway Administration and/or the Federal Transit Administration.

I propose that the City of Watertown retain the professional services of Ralph K. Marcellus, a Credentialed Alcoholism and Substance Abuse Counselor, to provide the required services to those employees. These services will be on an "as needed" basis in the amount of \$80 per hour. Under the City's Procurement Policy, the bid process is not necessary for professional services or services requiring special or technical skill, training or expertise.

At the June 16, 2014 City Council Meeting, Staff was requested to obtain more background information on Ralph Marcellus. Attached is his resume and certification.

RESOLUTION

Page 1 of 1

Approving Professional Services Agreement
Between the City of Watertown and
Ralph Marcellus, LCSW-R, ACSW, CASAC

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

Council Member Stephen A. Jennings

WHEREAS the Federal Highway Administration and/or the Federal Transit Administration requires the City of Watertown to provide substance abuse counseling services for employees who operate City owned vehicles requiring the possession of a commercial driver's license, and

WHEREAS the City Manager is proposing utilizing the services of a credentialed alcoholism and substance abuse counselor to provide the required counseling services, and

WHEREAS the City Manager and staff made inquiries into professionals holding the proper certifications, and it is their recommendation that the Council of the City of Watertown approve the Professional Services Agreement with Ralph K. Marcellus, LCSW-R, ACSW, CASAC to provide this counseling on an as needed basis in the amount of \$80 per one hour counseling session to begin immediately and to expire on December 31, 2015;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Professional Services Agreement between Ralph K. Marcellus and the City of Watertown, a copy of which is attached hereto and made a part of this resolution, and

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

Seconded by Council Member Teresa R. Macaluso

RALPH K. MARCELLUS, LCSW-R
24384 NYS RT 12
Watertown, New York 13601 315-788-4229

EMPLOYMENT EXPERIENCE

April 2009 to Present Clinical Social Worker/Marriage and Family Counselor
Watertown Vet Center
Watertown, New York

GS11 Civil Service Employee, responsible for providing Readjustment Counseling to combat veterans and their families. Responsible for completing thorough evaluations and assessments, developing treatment plans and providing counseling to combat veterans as well their family members. Specifically, have provided counseling to over fourteen couples and families. Five of these Families were dealing with bereavement issues (Families of Fallen Soldiers). Three of these grieving families are ongoing active cases, where I work with both the Children and Spouses.

Responsible for facilitating a weekly treatment group for combat veterans dealing with the effects of Post Traumatic Stress Disorder including psychiatric, medical, family/relationship, financial, and employment issues.

Responsible for providing Clinical Supervision for one staff counselor and one intern, who facilitate a group for surviving spouses of fallen soldiers. Additionally, responsible for providing Clinical Supervision to staff social worker, seeking state licensure.

May, 2007 to April, 2009 Employee Assistance Program Coordinator
Alcohol and Substance Abuse Program (Garrison)
Fort Drum, New York

GS11 Civil Service Employee, responsible for providing Evaluations, Brief Counseling and Referral Services for employees and their family members, retired military and their family members, as well as the family members of active duty military personnel. Responsible for developing and carrying out all aspects of five major national and Army wide alcohol and substance abuse/prevention campaigns for Fort Drum. Additional duties include functioning as Action Officer for the Post's Workplace Violence Prevention Committee and Coordinator for the Suicide Prevention Task Force Team. Also, I provide monthly new employee briefing classes, classes for new supervisors and employees on preventing Violence in the Work Place and the basics for understanding Alcohol and Substance Abuse. Throughout the year I have provided trainings for selected groups of Soldiers on the topics of "The Impact of Alcoholism on Families" and the "Dangers and Side Effects of Combining Prescription Medications and Alcohol Use." Through liaison with the Casualty Affairs Office, I have been given the privilege of providing grief-counseling resources for family members of fallen Soldiers.

Other accomplishments include writing six articles that were published in the Blizzard News Paper on Post and two articles published in the Watertown Daily Times. The topics of these articles included alcohol and substance abuse awareness and prevention, the history and meaning of the national "Red Ribbon Campaign", awareness of the increase in alcohol abuse

among children and adolescents, understanding the disease of alcoholism and the recovery process, as well as Drinking and Drugged Driving Prevention.

September 5, 2006- May 15, 2007 Alcoholism and Substance Abuse Counselor
Alcohol and Substance Abuse Program
Fort Drum Behavioral Health Department
Fort Drum, New York

GS11, Civil Service employee, responsible for providing extensive Alcohol and Substance abuse evaluations, as well as counseling for active duty soldiers. Provided group counseling as well as individual counseling.

March 1, 2006 – August 11, 2006 Contract Clinical Social Worker
Choctaw Management Services Enterprise
Fort Drum Behavioral Health Services
Fort Drum, New York

Contracted Social Worker assigned to the Behavioral Health Department, Social Work Services. Responsible for providing counseling to adult and child patients receiving services through the Family Advocacy Program and Social Work Services. Responsible for assessing treatment plans, documentation of patient care, and case conferencing of patients.

August 1986 – Present Private Practice
Therapist/Alcoholism Counselor
Marcellus Counseling Service
Watertown, New York

Maintain private client caseload of youth and adults involved in individual, couple, and family counseling. Provide alcoholism and substance abuse evaluations and treatment. Classified as an approved evaluator and treatment provider by the New York state Department of Motor Vehicles, Driver Improvement Bureau. Manage own clerical and fiscal responsibilities. Established and maintained long-term professional contacts with community agencies to provide comprehensive referral system, and continuity of care for clients.

November 1991 – November 2005 Executive Director
Family Counseling Service of Northern New York, Inc.
Watertown, New York

Responsible for the supervision and management of local counseling agency to include hiring and discharge of personnel, program planning and development, and grant writing. Responsible for overseeing and maintaining agency budget, implementing fundraising efforts, and actively pursuing public relations efforts. Provide clinical supervision to a minimum of 3 full time and 2 part time staff. Maintain an active caseload of adult and youth involved in individual, couple, and family therapy. Participate in networking opportunities and ongoing collaboration with local agencies by providing paid clinical consultation and trainings on such topics as domestic violence, stress management, and treatment of sexual abuse. Supervise the planning, development, and implementation of the leading comprehensive sexual abuse treatment program in Jefferson County. Responsible for the development, implementation, and supervision of the "CHOICES" Program, a domestic violence treatment program for men,

and for the expanded treatment services to families impacted by domestic violence. Secured new agency location in 1997 to facilitate improved services and expand treatment programs.

April 1989 – October 1991 Director of Casework Department
Children's Home of Jefferson County
Watertown, New York

Provided clinical supervision to case work staff while maintaining own client caseload. Provided individual, group, and family counseling. Obtained \$7,500.00 grant for the program planning and implementation of the Therapeutic Recreation Program. Assumed duties and responsibilities as Acting Director in Executive Director's absence.

January 1989 – April 1989 Psychiatric Social Worker
St. Joseph's Hospital, Outpatient Mental Health
Syracuse, NY

Provided counseling and psychotherapy to outpatient mental health population. Provided individual and group counseling to youth, couples, and families.

June 1988 – December 1988 Supervising Clinical Social Worker
Alcohol and Drug Control/Prevention Program
Fort Drum, New York

Provided clinical supervision to drug and alcohol counselors in a military facility. Provided individual and group counseling to military members.

March 1984 – June 1988 Psychiatric Social Worker
Mercy Hospital Community Mental Health Center
Watertown, New York

Responsible for the provision of treatment services to participants of the Alcohol Rehabilitation Program. Counseled and Provided psychotherapy services to individual, couples, and families on an outpatient basis. Coordinated the continuing Day treatment Program. Directed the "Outdoor Adventure Program".

EDUCATION

Syracuse University
Master of Social Work

SUNY College of Technology
Bachelor of Science

ADDITIONAL TRAINING

Completed numerous seminars: Management and Personnel Development; Depression and Suicide; Stress Management; Group Counseling; Divorce and Child Custody; Divorce Mediation; Domestic Violence; Child, Adolescent and Family Therapy; Child Play Therapy;

ADHD; Gambling Addictions; Sexual Abuse Treatment; and Alcoholism/Drug Abuse Assessment and Treatment.

COMMUNITY INVOLVEMENT

1995-2006

Jefferson County Youth Bureau
Board of Directors

1997 – 2005

CREDO
Board of Directors

PROFESSIONAL CREDENTIALS

- New York State Insurance Provider Number (R-030329-1)
- New York State Credentialed Alcohol & Substance Abuse Counselor (CASAC)
- New York State Licensed Clinical Social Worker (LCSW)
- Academy of Certified Social Workers (ACSW)
- NASW Diplomat in Clinical Social Work (6/93)
- NASW Qualified Clinical Social Worker (1991)
- Certification as Child Psychotherapist and Play Therapist with Play Therapy International (IBECPT) (2005)

MILITARY EXPERIENCE

October 1971 – October 1977

United States Navy
Active Duty
Honorable Discharge

July 1986- July 2005

U.S. Naval Reserves
Commander (Retired)
Medical Service Corps

- During my 19 years of service as a Medical Service Corps Officer I held leadership positions of Officer in Charge and Commanding Officer of Hospital Medical Units, which consisted of Enlisted Corpsmen, Nurse Corps and Medical Corps Officers. Additionally, I maintained Professional Credentialing as a Clinical Social Worker with the Navy.

During my annual two or three week active duty assignments, I worked as a Clinical Social Worker in Naval Hospital Social Work Departments providing patients with assessments, brief counseling, referrals to out side resources in preparation for discharge and discharge planning. I also worked with patients at in-patient and outpatient Psychiatry Departments, providing evaluations and brief counseling, as well as in inpatient Alcoholism Rehabilitation Programs.

REFERENCES AVAILABALE UPON REQUEST

*The University of the State of New York
Education Department
Office of the Professions*

REGISTRATION CERTIFICATE

Do not accept a copy of this certificate

License Number: R030329-1

Certificate Number: 8166557



MARCELLUS RALPH K
24384 NYS RTE 12
WATERTOWN

NY 13601-0000

is registered to practice in New York State through 05/31/2016 as a(n)
LICENSED CLINICAL SOCIAL WORKER

LICENSEE/REGISTRANT

Dan S. Hill
EXECUTIVE SECRETARY

Julius G. G.
COMMISSIONER OF EDUCATION

Dale E. Hill
DEPUTY COMMISSIONER
FOR THE PROFESSIONS

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July 2, 2014

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Request for Billing Adjustment to Water Charges

At the March 17, 2014 City Council Meeting, Council expressed its desire that requests for abate of water charges be presented for review. Water Superintendent Michael Sligar has received a request for abate of water charges due to an unusual circumstance, as detailed in his attached report.

It is my recommendation that Council consider this abate as the family has already acknowledged the problem and presented documentation of the repair.



Michael J. Sligar
Superintendent

Julie Bailey
Principal Account Clerk

Water Department City of Watertown, New York

Municipal Building, Suite 202
245 Washington Street
Watertown, New York 13601

Phone: (315) 785-7757
Fax: (315) 785-7738
Email: msligar@watertown-ny.gov

Aaron T. Harvill
Chief Plant Operator
Water Treatment

R. Mark Crandall
Chief Plant Operator
Wastewater Trmt

Kevin Patchen
Supervisor
Water Distribution

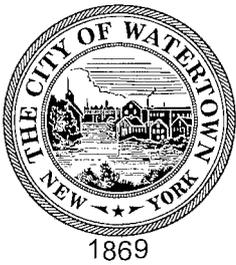
Date: July 2, 2014
To: Sharon Addison, City Manager
From: Michael J. Sligar, Superintendent of Water
Subject: Billing Adjustment for impacted customer

On March 17, 2014 the City Council gave consideration for adjustments to billings. One such category was a decision that would be based upon unusual circumstances where abatements could be considered and the extent of discretion determined. City Council expressed desire to retain discretion at their level.

For the billing period ending in June 2014, one such incident has surfaced. An elderly gentleman (age 87) experienced an anomaly (a leak) that nearly tripled metered consumption at his residence (previous history indicated an average 50 units consumed per quarter, with 130 units metered during the current closeout period). The impact is the elevation of a routine water/sewer bill of \$262 per calendar quarter has grown to \$630 due to the leak.

The gentleman's family acknowledges the leak and has presented documentation of its repair immediately upon its discovery. They have requested consideration of abatement to the historical consumption citing extenuating circumstances that led to the late discovery and the immediate repair thereafter.

Details of identification of individual(s) is omitted to preserve the objective nature of the question at hand.



CITY OF WATERTOWN, NEW YORK

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

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale of Vehicles and Equipment
DATE: 7/3/2014

The Purchasing Department is requesting City Council's permission to auction surplus vehicles and equipment from the City Police Department through the Auctions International on-line website. The Department has determined that the vehicles on the attached list are either no longer useful or beyond repair and therefore no longer of value to the City. The units are "black and whites" and all police insignia have been removed. This request is for the City Council to authorize the Purchasing Department to accept the highest offer at time of sale provided the offer meets or exceeds the estimated scrap value.

Thank you for your consideration in this matter.

Enclosure

SURPLUS VEHICLES/EQUIPMENT

The following vehicles/items are surplus to the City's needs. These pieces are located at the City Police Department.

DESCRIPTION	VIN
2008 Dodge Charger, mileage 96,249	2B3LA43G78H245140
2008 Dodge Charger, mileage 106,958	2B3LA43G08H245139

June 16, 2014

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – May 2014

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to May 2014, the May 2014 sales tax revenue on an actual to actual basis is down \$74,860 or 5.45%. In comparison to the original budget projection for the month of May, sales tax is down \$142,724 or 9.90%.

The year-to-date actual receipts are down \$320,820 or 2.05% while the year-to-date receipts on a budget basis are down \$1,093,518 or 6.66%. Year-to-date sales tax revenue is at \$15,317,949.

The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 131,215	9.64%		
August	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 106,747	7.87%		
September	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ 1,760,254	\$ (311,531)	-15.04%	(73,569)	-1.54%
October	\$ 1,081,394	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ 1,584,174	\$ 282,550	21.71%		
November	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ 1,116,784	\$ (157,805)	-12.38%		
December	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ 1,543,425	\$ (171,247)	-9.99%	(46,502)	-1.08%
January	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ 1,238,468	\$ (38,015)	-2.98%		
February	\$ 921,272	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ 1,076,005	\$ (84,658)	-7.29%		
March	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ 1,471,964	\$ 18,510	1.27%	(104,162)	-4.27%
April	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ 1,271,765	\$ (21,728)	-1.68%		
May	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ 1,298,653	\$ (74,860)	-5.45%		
June	\$ 1,709,687	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ -			(96,587)	-2.26%
YTD	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 15,317,949</u>	<u>\$ (320,820)</u>	<u>-2.05%</u>		

	<u>Original Budget</u>		<u>Actual 2013-14</u>	<u>Variance</u>	<u>%</u>		
	<u>2013-14</u>						
July	\$ 1,428,628		\$ 1,492,579	\$ 63,952	4.48%		
August	\$ 1,424,184		\$ 1,463,877	\$ 39,692	2.79%		
September	\$ 2,174,150		\$ 1,760,254	\$ (413,896)	-19.04%	(310,253)	-6.17%
October	\$ 1,365,936		\$ 1,584,174	\$ 218,238	15.98%		
November	\$ 1,337,565		\$ 1,116,784	\$ (220,782)	-16.51%		
December	\$ 1,799,393		\$ 1,543,425	\$ (255,967)	-14.23%	(258,511)	-5.74%
January	\$ 1,339,552		\$ 1,238,468	\$ (101,084)	-7.55%		
February	\$ 1,218,010		\$ 1,076,005	\$ (142,005)	-11.66%		
March	\$ 1,525,268		\$ 1,471,964	\$ (53,303)	-3.49%	(296,393)	-11.59%
April	\$ 1,357,403		\$ 1,271,765	\$ (85,638)	-6.31%		
May	\$ 1,441,377		\$ 1,298,653	\$ (142,724)	-9.90%		
June	\$ 1,688,534		\$ -			(228,362)	-5.09%
YTD	<u>\$ 18,100,000</u>		<u>\$ 15,317,949</u>	<u>\$ (1,093,518)</u>	<u>-6.66%</u>		

Total Budget \$ 18,100,000