



Watertown City Council
Tuesday, October 15, 2013
7:00 p.m.

Work Session Agenda

Discussion Items:

1. Discussion of Requests for Abates – Sharon Addison, City Manager
1203 State Street
327 Coffeen Street
422 Cross Street
2. Signs at Thompson Park
Eugene P. Hayes, Superintendent of Public Works
3. MS4 Co-Op Update
Michael J. Sliger, Water Superintendent

October 10, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Request for Abate – 1203 State Street

Attached is an email from SSG Michelle Hughes requesting leniency on the cost of the trash removal at the above address.

At this time, it is my recommendation that the City of Watertown abate the Code Enforcement \$150.00 surcharge as a one time courtesy.

Giso, Elaine

From: Addison, Sharon
Sent: Wednesday, October 02, 2013 2:07 PM
To: Giso, Elaine
Subject: FW: My property (UNCLASSIFIED)

Here's the request from the property owner.

Sharon Addison
City Manager
245 Washington Street, Suite 302
Watertown, NY 13601
Phone: 315.785.7730 | Fax: 315.782.9014
saddison@watertown-ny.gov
www.watertown-ny.gov

-----Original Message-----

From: Hughes, Michelle R SSG USARMY ICOE (US) [mailto:michelle.r.hughes8.mil@mail.mil]
Sent: Friday, September 13, 2013 2:05 PM
To: Addison, Sharon
Subject: My property (UNCLASSIFIED)

Classification: UNCLASSIFIED
Caveats: FOUO

Hi,
I own a property at 1203 State Street, Watertown. I recently received a letter with pictures attached of the properties condition. I just called and spoke with Kristine about my situation. She told me that the outside of the property was cleaned up as of yesterday and I was actually calling to let the office know I was in the process of trying to find someone to take care of it for me as I no longer live in NY.

I am in the Army and left Ft. Drum back in March. I had two roommates that were still there and the last one to leave was supposed to be taking care of the property for me until he left. That is obvious he didn't do his job. I also had to find another realtor to take over the property as the previous one either couldn't or wouldn't do her job. She never called to tell me that she was notified of the condition of the property by Kristine and with my job in the Army, I'm gone away from home here in AZ a lot. I was gone for two weeks and I got the Code letter when I returned on Monday the 9th.

I have had to get JAG involved due to all the theft and damage that he left inside the home as well. The reason that I am writing you is to ask for leniency in the charges since this is a onetime offense and have never been cited previously. The guy who left didn't leave until 26 July so the grass obviously was going to grow out of control especially with me not being notified that the outside of the property was in disarray by the previous realtor.

I have a very competent realtor now and I know between the two of us, we will keep the outside of the property clean and well maintained. If you could provide leniency on the cost of the clean up and rubbish removal, it would be appreciated since it is my one and only code violation. Thank You.

V/R
SSG Michelle Hughes
Common Ground Terminal Instructor

New Systems Training & Integration Directorate
U.S. Army Intelligence Center Of Excellence
Office: (520) 538-4059
Email: michelle.r.hughes8.mil@mail.mil

Classification: UNCLASSIFIED
Caveats: FOUO

CITY OF WATERTOWN
INVOICE

Customer Id DPW00006592

Invoice Number 2013/40/0053919
Invoice Date 10/02/2013
Invoice Due Date 11/01/2013

HUGHES MICHELLE R
Attn: RE: 1203 STATE ST
355 N 7TH ST
APT 313
SIERRA VISTA AR 85635

Mail Remittance To:
CITY COMPTROLLER'S OFFICE
ROOM 203, CITY HALL
245 WASHINGTON STREET
WATERTOWN NY 13601
(315) 785-7754

Desc: REFUSE COLLECTION 1203 STATE S Prop Loc: 1203 STATE ST



Muni/Sbl: 221800 5-0001-304.000

Service	Quantity	Unit	Unit Price	Amount
TRASH DISPOSAL LABOR 9/12/2013	8.00		5.00	40.00 tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00 tx
SALES TAX: DPW				14.73

Total Amount Due 204.73

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance



**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT
INTEROFFICE MEMORANDUM**

DATE: October 2, 2013
TO: Sharon Addison, City Manager
FROM: Shawn McWayne, Code Enforcement Supervisor
Christine A. Shipley, Code Enforcement Aide
SUBJECT: Recommendation – 1203 State St.

Attached please find a copy of orders sent regarding the property listed above. The above owner failed to comply with mailed orders.

The property referenced above was cited for Trash & Debris under Section 161.1 of the Watertown City Charter that requires all property owners to keep their property free and clear of garbage, rubbish and refuse. The attached photographs and documentation notated what needed to be completed within a given time frame to bring the property into compliance with City Charter and the property owner(s) were given ample time to address the situation. A property owner is responsible for the upkeep and maintenance of their property, which would negate the processing of any violation letter.

On September 13, 2013 I received a phone call from Michelle Hughes, the owner of the above referenced property inquiring on the violation letter she received. Michelle stated to me that she contracted with Nancy D. Storino to oversee the property in her absence as she is a soldier in the US Army no longer stationed at Fort Drum. Apparently the tenant at the property trashed the house, cut the copper piping out, sold the refrigerator and stove that was supplied as part of the rental and did not mow the grass and scattered trash and debris throughout the exterior of the property. Michelle made provisions to make sure the property was to be properly maintained but some where along the line her efforts failed.

It is my recommendation that a one time courtesy on forgiveness of the surcharge only be granted due to the above circumstances.

At this time, I leave the final decision up to the City Manager.



City of Watertown Department of Public Works Work Order Report

*Closeup
See note →*

Work Order Number A8160-411

Department Refuse/Recycling
Project ID
Project Manager
Activity Refuse Collection
Street 1203 State St
Facility Name
Location Description

Status Planned
Billed On
Invoice Number
Invoice Amount
Payment Status
Date
Invoice Note

Details

Notes Original order sent to property owner by Malcolm Blodgett, Code Agent on September 4, 2013.

From the photographs accompanying this order it looks like the problem is some trash bags by the rear porch next to the garage as well as a small amount of demolition materials along the side of the house.

Please note: The memo from Codes also mentions a tall grass complaint but if you look at the photographs this situation was addressed earlier.

Priority	High	Labor Cost Actual	\$0.00
Start Date Actual		Equipment Cost Actual	\$0.00
Stop Date Actual		Material Cost Actual	\$40.00
		Other Cost Actual	\$0.00
		Total Cost Actual	\$40.00

Labor (Actual)

Start Date	Last Name	First Name	Activity	Total Hours	Cost
Labor Totals				0.00	\$0.00

Equipment (Actual)

Start Date	ID	Description	Total Usage	Cost
Equipment Totals			0.00	\$0.00

Material (Actual)

Start Date	Description	Quantity	Unit Price	Cost
9/12/2013	Trash Disposal	picked up 8 bags trash	8.00 ea	\$5.00
Material Cost				\$40.00

Other (Actual)

Start Date	Vendor	Description	Other Cost	Cost
Other Cost				\$0.00

Daily Remarks

Snatch-n-grab 8 bags trash at address--Monaco



9/13/13
 Michele
 #801-624-0314
 Tenant trashed house; cut copper piping; Nancy D. was stop Maint. Did nothing. Tenant sold refriq. stove. Owner has been to file about tenant.

**Department of Public Works
Codes Request Report Email**

Wednesday, September 11, 2013

Non-Compliance of Orders

Request Number: 6579
Requested By: Code Enforcement
Type of Violation: TRASH & DEBRIS
Property in Violation:

Due Date 9/18/2013
Status Planned
Priority High

Property Owner:
 Michelle R Hughes

Property Owner Address:

Address 2: 355 N. 7th St. Apt. 313
City: Sierra Vista
State: Arizona
Zip Code: 85635

1203 State St

Parcel Number: 5-01-304
Case Number: 8997

Violation Note:

Code Enforcement, Noncompliance of Orders: Property is in violation of the Code of the City of Watertown, Section 161, an ordinance relating to GARBAGE, RUBBISH AND REFUSE, as on this premises is the accumulation of rubbish, junk, and refuse in excess o

Action(s) Needed:

Assigned To: Monaco, Peter
Department: Refuse/Recycling
Activity: Refuse Collection

Notes:

Original order sent to property owner by Malcolm Blodgett, Code Agent on September 4, 2013.

From the photographs accompanying this order it looks like the problem is some trash bags by the rear porch next to the garage as well as a small amount of demolition materials along the side of the house.

Please note: The memo from Codes also mentions a tall grass complaint but if you look at the photographs this situation was addressed earlier.

Attachment(s):

INTEROFFICE MEMORANDUM
BUREAU OF CODE ENFORCEMENT
CITY OF WATERTOWN

DATE: September 11, 2013
TO: Eugene P. Hayes, Superintendent, Department of Public Works
FROM: Shawn R. McWayne, Code Enforcement Supervisor
SUBJECT: Non-Compliance of Orders

Attached is a copy of orders sent regarding the property listed below:

Property in Violation:	Owner:
1203 State Street Parcel No.: 5-01-304 Sections 161.1 and 98.1 Case No. 8997	Michelle R. Hughes 355 N. 7 th St. Apt. 313 Sierra Vista, AZ 85635

The above owners have failed to comply with the attached orders. Therefore, I request that you take the appropriate action as prescribed in the Code of the City of Watertown, **Section 161, for the removal of garbage, rubbish and refuse.**

And the appropriate action as prescribed in the § 98-3, **for the removal of grass exceeding allowable heights.**

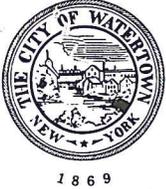
Please follow the procedures of Section 172.4 - Remedy of Unsanitary Conditions - Assessment of Costs.

SRM/cas
Backup to follow

FOR ON SITE WORK PLEASE CONTACT a Code Enforcement Officer if needed. Thank you.

1203 State St TD





CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT

Suite 105, City Hall
245 Washington Street
Watertown, New York 13601

Tel. (315) 785-7735
Fax (315) 785-7854

#8997
9-10-13

September 4, 2013

Michelle R. Hughes
355 N. 7th St. Apt. 313
Sierra Visa, AZ 85635

Re: Code Violations, Sections 161.1 and 98.1
1203 State St. – Parcel No.: 5-01-304

Dear Property Owner:

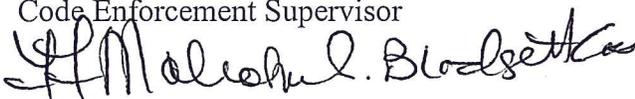
You are in violation of the following provisions of the Code of the City of Watertown. Please refer to the attached photograph(s):

- **Section 98.1:** The ordinance relating to GRASS, WEEDS, AND BRUSH, as there is a "Growth of grass, weeds, and brush in excess of the allowable limit per City Law". This must be corrected (cut) within **FIVE (5) DAYS**, from the date of this notice, including front and rear yards and margin areas between the sidewalks and curb. If any debris is uncovered, having been hidden due to the tall grass, it also must be removed from the property.
- **Section 161.1:** an ordinance relating to GARBAGE, RUBBISH, REFUSE; there is "accumulated rubbish, junk and refuse not in containers with locking covers. All debris and rubbish, must be removed from the property within **FORTY-EIGHT (48) HOURS** from the date of this notice.

Failure to comply within this timeframe will result in this office referring compliance action to the Department of Public Works. The City of Watertown will take compliance action to remove the rubbish, grass, weeds and brush and is entitled, by the Code, §172-4, to seek reimbursement for any costs it may incur during this action. Any costs incurred to bring this property into compliance will be the responsibility of the property owner.

If you have any questions, please contact this office.

Sincerely,
Shawn. R. McWayne
Code Enforcement Supervisor



By: F.F. Malcolm S. Blodgett
Code Agent

CC: Tenant/Occupant
MSB/cas
Attachment

STATE OF NEW YORK
COURT COUNTY OF JEFFERSON

CITY OF WATERTOWN,

Plaintiff,

AFFIDAVIT OF
SERVICE BY MAIL
Index No.:

v.

Michelle R. Hughes
355 N. 7th St. Apt. 313
Sierra Visa, AZ 85635

Defendant,

STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

Shawn R. McWayne, being duly sworn, deposes and says, that deponent is not a party of the action, is over 18 years of age and resides at Watertown, New York 13601.

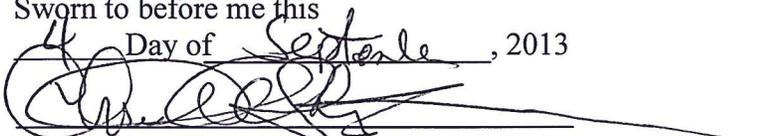
That on the 04 day of September, 2013, deponent served the within notice, upon the following:
~~Notice of violation: Watertown Municipal Code, Section 98.1, 101.1~~

Re: 5-01-304
Parcel No.: 1203 State St.

By depositing same enclosed in a postpaid properly addressed wrapper, in a post office official depository under the exclusive care and custody of the United States Post Office Department within the State of New York.


Shawn R. McWayne
City of Watertown
Code Enforcement Supervisor

Sworn to before me this
Day of September, 2013


Christine A. Shipley
Commissioner of Deeds



Property Description Report For: 1203 State St, Municipality of City of Watertown



Status: Active
Roll Section: Taxable
Swis: 221800
Tax Map ID #: 5-01-304.000
Account #: 18105640
Property Class: 210 - 1 Family Res
Site: RES 1
In Ag. District: No
Site Property Class: 210 - 1 Family Res
Zoning Code: RC - Residential C
Neighborhood Code: 00403
School District: Watertown
Total Assessment: 2013 - \$122,200
 2012 - \$122,200
Legal Property Desc: 60x110 501304
Deed Page: 4688
Grid North: 1447356

Total Acreage/Size: 60 x 110
Land Assessment: 2013 - \$12,100
 2012 - \$12,100
Full Market Value: 2013 - \$138,864
 2012 - \$137,303
Equalization Rate: ----
Deed Book: 2011
Grid East: 1002721

Structure

Building Style: Old style
Bedrooms: 4
Fireplaces: 1
Porch Type: Porch-covered
Basement Garage Cap: 0
Overall Condition: Normal
Year Built: 1900
Bathrooms (Full - Half): 1 - 1
Kitchens: 1
Basement Type: Full
Porch Area: 55.00
Attached Garage Cap: 0.00 sq. ft.
Overall Grade: Average

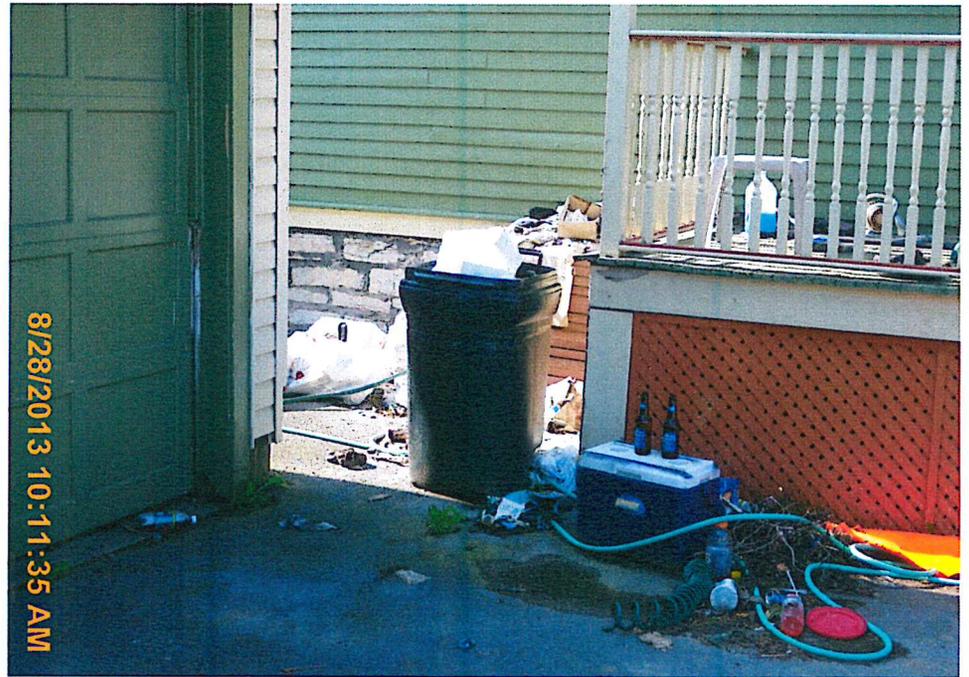
Owners

Michelle R Hughes
 355 N 7th St Apt 313
 Sierra Visa AZ 85635

Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
4/1/2011	\$184,900	210 - 1 Family Res	Land & Building	Smith, Joanne M	Yes	Yes	No	2011/4688

1203 State St. TD / TG



1203 State St. TD

Clean Out File



October 10, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Request for Abate – 327 Coffeen Street

Attached is a letter from Sandra Hill requesting a waiver of the surcharge on the cost of the trash removal at the above address.

At this time, it is my recommendation that the City of Watertown abate the Code Enforcement \$150.00 surcharge as a one time courtesy.

Dear Ms. Addison,

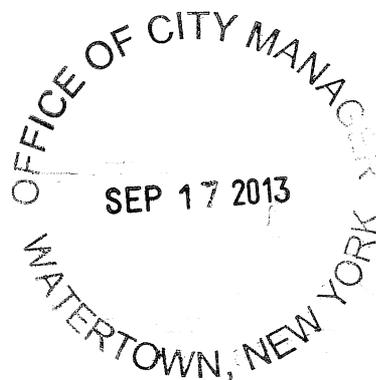
I am part owner at the resident of 327 Coffeen st. watertown N.Y. Parcel No.7-06-117. The main owner is my mother Reta Armstrong. We were all sent a letter stating that the city wanted the debris removed. Unfortunately they were sent to wrong addresses for all of us except my mother is right but she had gotten the letter and forgot to tell me and my sister about it. By the time we read the letter it was to late I do not have access to a truck readily. I did get someone with a truck but it was to late and city had already picked up debris. Since than we have had debris from garage removed accept recyclables which will be taken to recyclable place soon. I was wondering if you could please wave the surcharge of 150.00. I do apologize for the inconvenience of the city and having to come pick up the debris. Thank you for your time .

Sandra Hill

207 Parker st

Watertown, NY 13601

315 408 4326



CITY OF WATERTOWN
INVOICE

Customer Id DPW00006559

Invoice Number 2013/40/0053738
 Invoice Date 8/29/2013
 Invoice Due Date 9/30/2013

ARMSTRONG RETA
 Attn: RE: 327 COFFEEN ST
 327 COFFEEN ST
 WATERTOWN NY 13601

Mail Remittance To:
 CITY COMPTROLLER'S OFFICE
 ROOM 203, CITY HALL
 245 WASHINGTON STREET
 WATERTOWN NY 13601
 (315) 785-7754

Desc: CODES: TRASH/DEBRIS 327 COFFEE Prop Loc: 327 COFFEEN ST



Muni/Sbl: 221800 7-0006-117.000

Service	Quantity	Unit	Unit Price	Amount
REMOVE TRASH 8/26/2013	1.00		70.29	70.29 tx
DPW EQUIPMENT FEE	1.00		70.50	70.50 tx
TRASH DISPOSAL FEE	0.13	TON	120.00	15.60 tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00 tx
SALES TAX: DPW				23.75

Total Amount Due 330.14

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance



**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT
INTEROFFICE MEMORANDUM**

DATE: September 20, 2013
TO: Sharon Addison, City Manager
FROM: Shawn McWayne, Code Enforcement Supervisor
Christine A. Shipley, Code Enforcement Aide
SUBJECT: Recommendation – 327 Coffeen Street

Attached please find a copy of orders sent regarding the property listed above. The above owner failed to comply with mailed orders.

The property referenced above was cited for Trash & Debris under Section 161.1 of the Watertown City Charter that requires all property owners to keep their property free and clear of garbage, rubbish and refuse. The attached photographs and documentation notated what needed to be completed within a given time frame to bring the property into compliance with City Charter and the property owner(s) were given ample time to address the situation. A property owner is responsible for the upkeep and maintenance of their property, which would negate the processing of any violation letter.

Sandra Hill, daughter to Reta Amrstong, called the Codes office inquiring about the bill her mother received for the removal of the trash and debris by the City, also stating that the notices were sent to incorrect address. As you can view from the attached Assessment documents, the violation was mailed to the owners of record to which I explained to her and furthermore, to correct the mailing addresses for future reference. To date, that has yet to happen as I reviewed the Assessment records today to see if the corrections were made.

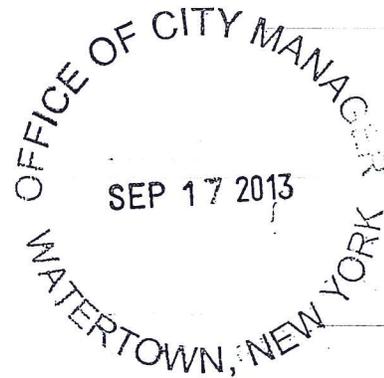
It is my recommendation that the owner/daughter only upon providing the correct addresses to the Assessment Department to support her request to remove the surcharge be made in advance of the any forgiveness of the surcharge. Then upon receipt of the correct mailing information, be granted her request as a one time courtesy.. That would negate any time lapse for future instances of this sort.

At this time, I leave the final decision up to the City Manager.

Dear Ms. Addison,

I am part owner at the resident of 327 Coffeen st. watertown N.Y. Parcel No.7-06-117. The main owner is my mother Reta Armstrong. We were all sent a letter stating that the city wanted the debris removed. Unfortunately they were sent to wrong addresses for all of us except my mother is right but she had gotten the letter and forgot to tell me and my sister about it. By the time we read the letter it was to late I do not have access to a truck readily. I did get someone with a truck but it was to late and city had already picked up debris. Since than we have had debris from garage removed accept recyclables which will be taken to recyclable place soon. I was wondering if you could please wave the surcharge of 150.00. I do apologize for the inconvenience of the city and having to come pick up the debris. Thank you for your time .

Sandra Hill
207 Parker st
Watertown, NY 13601
315 408 4326





Property Description Report For: 327 Coffeen St, Municipality of City of Watertown



Status: Active
Roll Section: Taxable
Swis: 221800
Tax Map ID #: 7-06-117.000
Account #: 03021730
Property Class: 220 - 2 Family Res
Site: RES 1
In Ag. District: No
Site Property Class: 220 - 2 Family Res
Zoning Code: C - Commercial
Neighborhood Code: 00608
School District: Watertown
Total Assessment: 2013 - \$57,300
 2012 - \$57,300
Legal Property Desc: 62x105 706117
Deed Page: 276
Grid North: 1450605

Total Acreage/Size: 62 x 105
Land Assessment: 2013 - \$7,700
 2012 - \$7,700
Full Market Value: 2013 - \$65,114
 2012 - \$64,382
Equalization Rate: ----
Deed Book: 1747
Grid East: 995757

Structure

Building Style: Old style
Bedrooms: 4
Fireplaces: 0
Porch Type: Porch-enclsd
Basement Garage Cap: 0
Overall Condition: Normal
Year Built: 1900
Bathrooms (Full - Half): 2 - 0
Kitchens: 2
Basement Type: Full
Porch Area: 24.00
Attached Garage Cap: 0.00 sq. ft.
Overall Grade: Economy

Owners

Reta E Armstrong
 327 Coffeen St
 Watertown NY 13601
 Sandra Hill
 5735 Airport Rd
 Coosada AL 36108

Bonnie Rainone
 9 Kenton Ave
 Marlton NJ 08053

Deborah Swanson
 4361 Loveland Dr
 Liverpool NY 13090

Sales

No changes

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
7/27/2000	\$1	220 - 2 Family Res	Land & Building	Armstrong, Reta E	No	No	No	1747/276



City of Watertown Department of Public Works Work Order Report

Sunday Hill
315-408-4326

Closed

Work Order Number A8160-406

Department Refuse/Recycling
Project ID
Project Manager
Activity Trash and Debris
Street 327 Coffeen St
Facility Name
Location Description

Status Completed
Billed On
Invoice Number
Invoice Amount
Payment Status
Date
Invoice Note

Details

Notes Initial order sent to the property owner by Malcolm Blodgete, Code Agent on August 13, 2013.

From the photographs accompanying this order it looks like the problem is the small amount of trash and debris placed along the left hand side of the garage as well as numerous plastic garbage bags and "stuff" actually inside of the garage.

You will need to have someone from Codes meet you on site to detail the scope of the operation being requested. Also, given that we are being asked to enter and remove items from the garage itself you should only perform this work in the presence of a Code representative and, if conditions so warrant, you might want to ask for a Law Enforcement Officer to be there as well.

Priority High
Start Date Actual 8/26/2013
Stop Date Actual 8/26/2013

Labor Cost Actual \$70.29
Equipment Cost Actual \$70.50
Material Cost Actual \$15.60
Other Cost Actual \$0.00
Total Cost Actual \$156.39

Labor (Actual)

Start Date	Last Name	First Name	Activity	Total Hours	Cost
8/26/2013	Cratsenberg	George	Codes	1.50	\$42.91
8/26/2013	Hynes	Matthew	Codes	1.50	\$27.38
Labor Totals				3.00	\$70.29

Equipment (Actual)

Start Date	ID	Description	Total Usage	Cost
8/26/2013	1-007	Garbage Truck	1.50	\$70.50
Equipment Totals			1.50	\$70.50

Material (Actual)

Start Date	Description	Quantity	Unit Price	Cost
8/26/2013	Trash Disposal	0.13 ton	\$120.00	\$15.60
Material Cost				\$15.60

Other (Actual)

Start Date	Vendor	Description	Other Cost	Cost
Other Cost				\$0.00

Daily Remarks

8/26/13: Codes, Capt Demar, on Site during Cleanup



8/26/13
Sandra A. H
408-21324

Department of Public Works Codes Request Report Email

Wednesday, August 21, 2013

Non-Compliance of Orders

Request Number: 6531

Requested By: Code Enforcement

Type of Violation: TRASH & DEBRIS

Property in Violation:

327 Coffeen St

Parcel Number: 7-06-117

Case Number: 8946

Due Date 8/28/2013

Status Planned

Priority High

Property Owner:

Reta Armstrong

Property Owner Address:

327 Coffeen St

Address 2:

City: Watertown

State: New York

Zip Code: 13601

Violation Note:

Code Enforcement, Noncompliance of Orders: Property is in violation of the Code of the City of Watertown, Section 161, an ordinance relating to GARBAGE, RUBBISH AND REFUSE, as on this premises is the accumulation of rubbish, junk, and refuse in excess o

Action(s) Needed:

Assigned To: Monaco, Peter

Department: Refuse/Recycling

Activity: Trash and Debris

Notes:

Initial order sent to the property owner by Malcolm Blodgete, Code Agent on August 13, 2013.

From the photographs accompanying this order it looks like the problem is the small amount of trash and debris placed along the left hand side of the garage as well as numerous plastic garbage bags and "stuff" actually inside of the garage.

You will need to have someone from Codes meet you on site to detail the scope of the operation being requested. Also, given that we are being asked to enter and remove items from the garage itself you should only perform this work in the presence of a Code representative and, if conditions so warrant, you might want to ask for a Law Enforcement Officer to be there as well.

Attachment(s):



**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT
INTEROFFICE MEMORANDUM**

DATE: August 21, 2013
TO: Eugene P. Hayes, Superintendent, Department of Public Works
FROM: Shawn McWayne, Code Enforcement Supervisor
SUBJECT: Noncompliance of Orders

Attached please find a copy of orders sent regarding the property listed below:

Property in Violation:

327 Coffeen St.
Parcel No.: 7-06-117
Section 98.1
Case No.: 8946

Owner of Record:

Reta Armstrong
327 Coffeen St.
Watertown, NY 13601
(Please refer to violation for other addresses)

The above owner(s) and /or tenants failed to comply with mailed orders. Therefore, I request that you take the appropriate action as prescribed in the Code of the City of Watertown, Section 161, for the removal of garbage, rubbish, debris and refuse.

Please follow the procedures of Section 172.4 - Remedy of Unsanitary Conditions - Assessment of Costs.

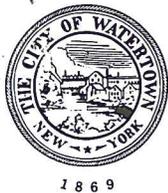
SRM/cas
Back up documents attached
Hard copy to follow

FOR ON SITE WORK, PLEASE CONTACT: Code Enforcement, FPB at 7735 for on site inspector



327 Coffeen St. TD
8/20/2013





CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT
Suite 105, City Hall
245 Washington Street
Watertown, New York 13601
Tel. (315) 785-7735
Fax (315) 785-7854

#8946

8-20-13

August 13, 2013

Reta E. Armstrong
327 Coffeen Street
Watertown, NY 13601

Sandra Hill
5735 Airport Rd.
Coosada, AL 36108

Bonnie Rainone
9 Kenton Ave.
Marlton, NJ 08053

Re: 327 Coffeen St.
Parcel No: 7-06-117

Dear Property Owner:

The referenced property is in violation of the Code of the City of Watertown Section 161.1, relating to **GARBAGE, RUBBISH AND REFUSE**: *trash, rubbish, tires, refuse, and debris are accumulated and neglected on this property, as shown in the attached photograph(s).*

The junk, rubbish and debris located at the referenced property must be removed within **forty-eight (48) hours from the date of this notice**. *Unless all junk, rubbish and debris have been removed within the stated timeframe, this task will be referred to the Department of Public Works and action will be taken to bring your property into compliance. Any costs incurred by the City to achieve compliance will be placed as a lien upon the property.*

Sincerely,

Shawn R. McWayne
Code Enforcement Supervisor

By: F. F. Malcolm S. Blodgett
Code Agent

MSB/cas
Attachment
CC: Tenant/Occupant

STATE OF NEW YORK
COURT COUNTY OF JEFFERSON

CITY OF WATERTOWN,

Plaintiff,

AFFIDAVIT OF
SERVICE BY MAIL

v.

Index No.:

Reta E. Armstrong
327 Coffeen Street
Watertown, NY 13601

Sandra Hill
5735 Airport Rd.
Coosada, AL 36108

Bonnie Rainone
9 Kenton Ave.
Marlton, NJ 08053

Defendant,

STATE OF NEW YORK)

SS.:

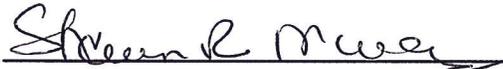
COUNTY OF JEFFERSON)

Shawn R. McWayne, being duly sworn, deposes and says, that deponent is not a party of the action, is over 18 years of age and resides at Watertown, New York 13601.

That on the 13 day of August, 2013, deponent served the within notice,
Notification of violation: TD upon the following:

Re: 327 Coffeen Street
Parcel No.: 7-06-117

By depositing same enclosed in a postpaid properly addressed wrapper, in a post office official depository under the exclusive care and custody of the United States Post Office Department within the State of New York.



Shawn R. McWayne
City of Watertown
Code Enforcement Supervisor

Sworn to before me this
13 Day of August, 2013



Christine A. Shipley
Commissioner of Deeds



Property Description Report For: 327 Coffeen St, Municipality of City of Watertown



Status: Active
Roll Section: Taxable
Swis: 221800
Tax Map ID #: 7-06-117.000
Account #: 03021730
Property Class: 220 - 2 Family Res
Site: RES 1
In Ag. District: No
Site Property Class: 220 - 2 Family Res
Zoning Code: C - Commercial
Neighborhood Code: 00608
School District: Watertown
Total Assessment: 2013 - \$57,300
 2012 - \$57,300
Legal Property Desc: 62x105 706117
Deed Page: 276
Grid North: 1450605

Total Acreage/Size: 62 x 105
Land Assessment: 2013 - \$7,700
 2012 - \$7,700
Full Market Value: 2013 - \$65,114
 2012 - \$64,382
Equalization Rate: ----
Deed Book: 1747
Grid East: 995757

Structure

Building Style: Old style
Bedrooms: 4
Fireplaces: 0
Porch Type: Porch-enclsd
Basement Garage Cap: 0
Overall Condition: Normal
Year Built: 1900
Bathrooms (Full - Half): 2 - 0
Kitchens: 2
Basement Type: Full
Porch Area: 24.00
Attached Garage Cap: 0.00 sq. ft.
Overall Grade: Economy

Owners

Reta E Armstrong 327 Coffeen St Watertown NY 13601	Bonnie Rainone 9 Kenton Ave Marlton NJ 08053	Deborah Swanson 4361 Loveland Dr Liverpool NY 13090
Sandra Hill 5735 Airport Rd Coosada AL 36108		

Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
7/27/2000	\$1	220 - 2 Family Res	Land & Building	Armstrong, Reta E	No	No	No	1747/276



327 Coffeen St. TD
8/8/2013



October 10, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Request for Abate – 422 Cross Street

Attached is an email from Joseph Pelland requesting a waiver of the surcharge on the cost of mowing the tall grass at the above address.

At this time, it is my recommendation that the City of Watertown abate the Code Enforcement \$150.00 surcharge as a one time courtesy.

Giso, Elaine

From: Addison, Sharon
Sent: Monday, September 23, 2013 8:14 AM
To: Hayes, Eugene; McWayne, Shawn
Cc: Giso, Elaine
Subject: FW: Help with a Code Violation (UNCLASSIFIED) - 422 Cross St

Gene, Shawn,

Please provide me with the background for this address.

Thank you,
sharon

Sharon Addison
City Manager
245 Washington Street, Suite 302
Watertown, NY 13601
Phone: 315.785.7730 | Fax: 315.782.9014
saddison@watertown-ny.gov
www.watertown-ny.gov

-----Original Message-----

From: Pelland, Joseph K SGT USARMY (US) [mailto:joseph.k.pelland.mil@mail.mil]
Sent: Monday, September 23, 2013 2:00 AM
To: Addison, Sharon
Subject: Help with a Code Violation (UNCLASSIFIED)

Classification: UNCLASSIFIED
Caveats: NONE

Ms. Addison,

Hello my name Joseph Pelland and I'm currently serving in the United States Army. I'm stationed in a foreign country at this current time and have been for the last eight months. I own property at 422 Cross St. Watertown NY 13601 and it was just brought to my attention that there was a code violation against that address. The person that I had mowing the lawn and taking care of the land stop without letting me know. The city of Watertown took care of the lawn to fix the code violation. I'm in talks with a few different lawn care business to make sure this doesn't happen again. I'm asking if you could please wave the fees for the code violation.

Thanks Joseph Pelland

Classification: UNCLASSIFIED
Caveats: NONE

CITY OF WATERTOWN
INVOICE

Invoice Number 2013/40/0053834
Invoice Date 9/13/2013
Invoice Due Date 10/14/2013

Customer Id DPW00006576

PELLAND JOSEPH K
422 CROSS ST
WATERTOWN NY 13601

Mail Remittance To:
CITY COMPTROLLER'S OFFICE
ROOM 203, CITY HALL
245 WASHINGTON STREET
WATERTOWN NY 13601
(315) 785-7754

Desc: TALL GRASS 422 CROSS ST

Prop Loc: 422 CROSS ST



Muni/Sbl: 221800 10-0004-102.000

Service	Quantity	Unit	Unit Price	Amount
MOW GRASS 9/9/2013	1.00		113.25	113.25 tx
DPW EQUIPMENT FEE	1.00		31.61	31.61 tx
WEED TRIMMERS	2.00		2.00	4.00 tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00 tx
SALES TAX: DPW				23.16

Total Amount Due 322.02

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance



**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT
INTEROFFICE MEMORANDUM**

DATE: September 20, 2013
TO: Sharon Addison, City Manager
FROM: Shawn McWayne, Code Enforcement Supervisor
Christine A. Shipley, Code Enforcement Aide
SUBJECT: Recommendation – 422 Cross St.

Attached please find a copy of violation sent regarding the property listed above. The above owner failed to comply with mailed orders.

The property referenced above was cited for Tall Grass under Section 98.1 of the Watertown City Charter that requires all property owners to keep their property's grass no more than 10 inches high. The attached photographs and documentation notated what needed to be completed within a given time frame to bring the property into compliance with City Charter and the property owner/tenant was given ample time to address the situation.

Unfortunately, upon receiving a call from the owner today, a soldier stationed out of the country and due to his absence the upkeep and maintenance of the property was contracted out except the contractor failed to uphold the contract. With the owner out of the country and the contractor not communicating that they had broken the contract, the owner had no idea that the lawn had not been in compliance. Nor, did he receive the violation in ample time to make the necessary arrangements to bring the property into compliance.

Therefore, based on the information by the property owner and history of no previous violations on the above property, it is my recommendation that the City extend a one time courtesy, forgiving the surcharge only.

At this time, I leave the final decision up to the City Manager.

CITY OF WATERTOWN
INVOICE

Customer Id DPW00006576

Invoice Number 2013/40/0053834
Invoice Date 9/13/2013
Invoice Due Date 10/14/2013

PELLAND JOSEPH K
422 CROSS ST
WATERTOWN NY 13601

Mail Remittance To:
CITY COMPTROLLER'S OFFICE
ROOM 203, CITY HALL
245 WASHINGTON STREET
WATERTOWN NY 13601
(315) 785-7754

Desc: TALL GRASS 422 CROSS ST

Prop Loc: 422 CROSS ST



Muni/Sbl: 221800 10-0004-102.000

Service	Quantity	Unit	Unit Price	Amount	
MOW GRASS 9/9/2013	1.00		113.25	113.25	tx
DPW EQUIPMENT FEE	1.00		31.61	31.61	tx
WEED TRIMMERS	2.00		2.00	4.00	tx
CODE ENFORCEMENT SURCHARGE	1.00		150.00	150.00	tx
SALES TAX: DPW				23.16	

Total Amount Due 322.02

Please Make Check Payable To: CITY COMPTROLLER

Please Reference Invoice Numbers On All Remittance



City of Watertown Department of Public Works Work Order Report

Work Order Number A5010-965

Department Buildings & Grounds
Project ID
Project Manager
Activity Mowing & Trimming
Street 422 Cross St
Facility Name
Location Description

Status Completed
Billed On
Invoice Number
Invoice Amount
Payment Status
Date
Invoice Note

Details

Notes Original notice sent to owner from Code Enforcement Supervisor McWayne on August 26, 2013.
 From the photographs it appears that this property has not been mowed in the past couple of months.

Priority High
Start Date Actual 9/9/2013
Stop Date Actual 9/9/2013

Labor Cost Actual	\$113.25
Equipment Cost Actual	\$31.61
Material Cost Actual	\$4.00
Other Cost Actual	\$0.00
Total Cost Actual	<u>\$148.86</u>

Labor (Actual)

Start Date	Last Name	First Name	Activity	Total Hours	Cost
9/9/2013	Cole	Robert	Codes	1.00	\$15.94
9/9/2013	Eyles	Jonathan	Codes	1.00	\$41.73
9/9/2013	Nuffer	Jarrett	Codes	1.00	\$25.81
9/9/2013	Satchwell	Joshua	Codes	1.00	\$29.77
Labor Totals				4.00	\$113.25

Equipment (Actual)

Start Date	ID	Description	Total Usage	Cost
9/9/2013	1-107	Tractor Mower	1.00	\$5.00
9/9/2013	1-023	Pickup Crewcab Flatbed 4x2	1.00	\$20.00
9/9/2013	1-114	Trailer Equipment	1.00	\$6.61
Equipment Totals			3.00	\$31.61

Material (Actual)

Start Date	Description	Quantity	Unit Price	Cost
9/9/2013	Mowing Equipment	used 2 weed trimmers	2.00 ea \$2.00	\$4.00
Material Cost				\$4.00

Other (Actual)

Start Date	Vendor	Description	Other Cost	Cost
			Other Cost	\$0.00

Daily Remarks

09/09/13; FP: mowed and cleaned up yard per code officer orders.



Department of Public Works Codes Request Report Email

Wednesday, September 04, 2013

Non-Compliance of Orders

Request Number:6565

Requested By: Code Enforcement

Type of Violation:GRASS, WEEDS, AND BRUSH

Property in Violation:

422 Cross St

Parcel Number:10-04-102

Case Number: 8985

Due Date 9/11/2013

Status Planned

Priority High

Property Owner:

Joseph K Pelland

Property Owner Address:

422 Cross St

Address 2:

City: Watertown

State: NY

Zip Code: 13601

Violation Note:

Code Enforcement, Noncompliance of Orders: Property is in violation of the Code of the City of Watertown, Section 98, an ordinance relating to GRASS, WEEDS, AND BRUSH, as on this premises is a growth of grass, weeds, and brush in excess of the allowable

Action(s) Needed:

Assigned To: Pettey, Frank

Department: Buildings & Grounds

Activity: Mowing & Trimming

Notes:

Original notice sent to owner from Code Enforcement Supervisor McWayne on August 26, 2013.

From the photographs it appears that this property has not been mowed in the past couple of months.

Attachment(s):



**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT
INTER-OFFICE MEMORANDUM**

DATE: September 4, 2013
TO: Eugene P. Hayes, Superintendent, and DPW
FROM: Shawn McWayne, Code Enforcement Supervisor
SUBJECT: Noncompliance of Orders

Please bring the properties listed below into compliance with the Code of the City of Watertown, Section 98.1

Property in Violation:

422 Cross St.
Parcel No.: 10-04-102
Section 98.1
Case No.: 8985

Owner of Record:

Joseph K. Pelland
422 Cross St.
Watertown, NY 13601

Therefore, I request that you take the appropriate action as prescribed in the Code of the City of Watertown, Section 98 for the cutting and removal of the grass and brush.

The procedures of Section 172.4 - Remedy of Unsanitary Conditions - Assessment of Costs, apply.

SRM:cas

Backup will be provided to your office

FOR ON SITE WORK PLEASE CONTACT a Code Enforcement Officer if needed. Thank you.

722 CROSS ST. 16



9/3/2013 14:45:25 PM



CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT

Suite 105, City Hall
245 Washington Street
Watertown, New York 13601

Tel. (315) 785-7735
Fax (315) 785-7854

#8985

9-3-13

August 26, 2013

Joseph K. Pelland
422 Cross St.
Watertown, NY 13601

Re: 422 Cross St.
Parcel No.: 10-04-102

Dear Property Owner:

Please Take Notice:

- **The referenced property is in violation of the Code of the City of Watertown, Section 98.1, an ordinance relating to GRASS, WEEDS, AND BRUSH, as on this premises is a growth of grass, weeds, and brush in excess of the allowable limit per City Law. This ordinance includes the front and rear yards, the margin area between sidewalks and curbing and brush, tall grass or any other obstruction hindering passage on sidewalks.**

The violation must be corrected **WITHIN FIVE (5) DAYS** from the date of this notice. Failure to comply within this timeframe will result in this office referring compliance action to the Department of Public Works. Any costs incurred to bring this property into compliance will be the responsibility of the property owner.

If any debris is uncovered, having been hidden due to the tall grass, it must also be removed from the property as in Section 161.1 of the Code of the City of Watertown.

If you have any questions regarding the above, please contact this office. If this property has already been cleared, please disregard this notice.

Sincerely,

Shawn R. McWayne
Code Enforcement Supervisor

SRM:cas
Attachment
CC:

STATE OF NEW YORK
COURT COUNTY OF JEFFERSON

CITY OF WATERTOWN,

Plaintiff,

AFFIDAVIT OF
SERVICE BY MAIL
Index No.:

Joseph K. Pelland
422 Cross St.
Watertown, NY 13601

Defendant,

STATE OF NEW YORK)

SS.:

COUNTY OF JEFFERSON)

Shawn R. McWayne, being duly sworn, deposes and says, that deponent is not a party of the action, is over 18 years of age and resides at Watertown, New York 13601.

That on the 26 day of August, 2013, deponent served the within notice, upon the following:
Notice of violation: Watertown Municipal Code, Section 98.1

Re: 422 Cross St.
Parcel No.: 10-04-102

By depositing same enclosed in a postpaid properly addressed wrapper, in a post office official depository under the exclusive care and custody of the United States Post Office Department within the State of New York.



Shawn R. McWayne
City of Watertown
Code Enforcement Supervisor

Sworn to before me this
26 Day of August, 2013


Christine A. Shipley
Commissioner of Deeds



Property Description Report For: 422 Cross St, Municipality of City of Watertown



Status: Active
Roll Section: Taxable
Swis: 221800
Tax Map ID #: 10-04-102.000
Account #: 03027840
Property Class: 210 - 1 Family Res
Site: RES 1
In Ag. District: No
Site Property Class: 210 - 1 Family Res
Zoning Code: RC - Residential C
Neighborhood Code: 00608
School District: Watertown
Total Assessment: 2013 - \$119,900
 2012 - \$119,900
Legal Property Desc: 57x132 1004102
Deed Page: 3352
Grid North: 1448564

Total Acreage/Size: 57 x 132
Land Assessment: 2013 - \$8,400
 2012 - \$8,400
Full Market Value: 2013 - \$136,250
 2012 - \$134,719
Equalization Rate: ----
Deed Book: 2012
Grid East: 994661

Structure

Building Style: Old style
Bedrooms: 5
Fireplaces: 0
Porch Type: Porch-enclsd
Basement Garage Cap: 0
Overall Condition: Good
Year Built: 1900
Bathrooms (Full - Half): 1 - 0
Kitchens: 1
Basement Type: Full
Porch Area: 66.00
Attached Garage Cap: 0.00 sq. ft.
Overall Grade: Average

Owners

Joseph K Pelland
 422 Cross St
 Watertown NY 13601

Sales

Sale Date	Price	Property Class	Sale Type	Prior Owner	Value Usable	Arms Length	Addl. Parcels	Deed Book and Page
1/24/2012	\$0	210 - 1 Family Res	Land & Building	Pelland, Joseph K	No	No	No	2012/3352
2/4/2008	\$133,000	210 - 1	Land &	Wilson,	Yes	Yes	No	2008/1972

422 Cross St. TG 8/23/2013



**Report to the City Council
Concerning the Proposed Cooperative
Of Municipal Entities
Within the Jefferson County MS4**

In two previous City Manager Weekly Updates to the City Council (dated September 6, 2013 and September 20, 2013) information has been provided introducing the MS4 (Municipal Separate Storm Sewer System). For your convenience, attached are the appropriate excerpts from those two CM Updates.

The purpose of this report is not to repeat but rather further update what has been previously submitted.

The Jefferson County MS4 Co-op:

The City, 5 Villages, and 3 Towns continue to explore the formation of a cooperative to strengthen the group's potentials for consistent and cost effective maneuvering through the various obligations being imposed upon us as individual municipal entities in the Jefferson County MS4 (hereinafter the "JC MS4"). In all that follows, the JC MS4 is the composite of all municipalities that fall within the gerrymandering that formed its boundaries and each of the individual municipalities that by rules cannot be waived from participating is referred to individually as an entity within the JC MS4. The NYSDEC advocates for a cooperative of some form as it will consolidate and to a measure "streamline" administrative burdens that the NYSDEC will have to assume with this USEPA promulgated program. To that end, a \$100,000 segment of the larger Water Quality Improvement Grant Program sponsored by the NYSDEC is specifically ear marked for the JC MS4 and has as an incentive the caveat for the formation of such a cooperative.

There are distinct advantages to participating in a Co-op. While much of the type of work that may ultimately be required of individual entities is unique to the very specific topography, soils, etc. of the entity, there are none-the-less mandated efforts in which each entity in the entire group would share "common ground" with each of the other entities. Such things as public participation, public information programs, the template of local law adaptation, templates for Zoning Boards and Planning Boards respective reviews, etc., are examples of such "common ground" items facing all 9 entities. Assistance in both expertise and assets enabled by a Co-op would be of great value here.

The application for the grant referenced above is being drafted by a team made up of participating members of the proposed Co-op, one of which is Mr. Sligar, Water Superintendent. The **grant's submission deadline** has been amended to **Friday, December 13, 2013** (previously it was November 8, 2013).

There is also a second document that is to be submitted to the NYSDEC by each entity within the JC MS4. That document is the Notice of Intent (the NOI) to perform all work efforts necessary to meet the requirements of a NYSDEC General Purpose Permit already in effect. The City will have three years subsequent to acceptance by the NYSDEC of our NOI to submit a plan that will outline our intended path of satisfying all rules and regulations now being imposed upon us as a Municipal Entity. The **NOI is to be submitted by November 18, 2013**. The plan that is to be submitted at the end of the three year subsequent period will govern how the City will conduct its storm water management and pollution prevention program in the long term.

Early action requested of the City prior to submission of the above referenced documents:

The 9 Municipal Entities are requested to submit a Letter of Intent to be incorporated within the application for the \$100,000 Water Quality Improvement Program (WQIP) Grant. The letter would be prepared and signed by a Municipal Officer specifically authorized to do so by their respective Governing Board or Council. Further, the letter would state that the Entity intends to cooperate with the Town of LeRay as lead agent and the remaining Municipal Entities identified within the WQIP Grant Application, consistent with what is outlined within the application and what is ultimately embraced in a signed Memorandum of Understanding (MOU) yet to be prepared. Germane to this commitment and to the MOU would be the understanding that a Municipal Entity may terminate its part in the proposed Co-op upon 60 days written notice to the other parties. Also germane is the obligation of the Entity to provide its share of outputs in what will be an agreed upon work plan.

Mr. Sligar will be at the City Council work session scheduled for Tuesday, October 15, 2013 to answer any questions and address any concerns of the City Council.

Attachments:

Excerpt from CM Update to the City Council dated September 6, 2013:

- **MS4:** The City of Watertown is a “regulated entity” within a Regulated Small Mmunicipal Separate Storm Sewer System (the MS4). This is in the same context as the MPO Program also forming in parallel (both resulting from being declared as within an Urbanized Area). City Staff is progressing toward filing with the NYSDEC a Notice of Intent (the NOI) to comply with mandated obligations. The NOI is due by November 18, 2013.

Several municipalities, who themselves are also “regulated entities” within the same MS4, are considering joining together in a combined effort as it is believed it would strengthen the group’s overall potential of achieving goals in a more cost effective manner. This thought needs to be further developed and explored. To that end, the City is participating in a “steering group” being formed to define more clearly what would be the goals and obligations of being a part of such a cooperative effort. Once such goals and obligations are clarified and put in writing, the document would then be presented to the respective Governing Boards and Councils of the Municipal Bodies to gain the requisite municipal authorization to continue participation. Mayor Scott Burto of the Village of West Carthage has agreed to serve as the interim leader of this steering group, and the City’s Water Superintendent will participate.

The Municipalities invited to participate are: Carthage (V), Black River (V), Brownville (V), Dexter (V), LeRay (T), Rutland (T), Watertown (C), Watertown (T), and West Carthage (V). Additionally, the following have also been invited to participate: Jefferson County Planning, Jefferson County Soil & Water Conservation District, and The NYS Tug Hill Commission. The first scheduled meeting for the steering group is scheduled for Wednesday, September 18, 2013 at 1:00 PM at the West Carthage Municipal Building.

Excerpt from CM Update to the City Council dated September 20, 2013:

- **MS4 Update:** The synopsis of the meeting held at the Village of West Carthage at 10:00 AM on Thursday, September 5, 2013 presents the concept of setting up a Steering Group to help form a cooperative of the nine identified municipalities (Towns, Villages, and the City) that are the entities encumbered with MS4 regulatory imposed obligations. The meeting held on September 18, 2013 was the first meeting of the Steering Group. Water Superintendent Sligar attended that meeting as a representative of the City. Discussions at the meeting ultimately focused upon two tasks immediately facing the Group:
 1. Each Municipality must submit their own Notice of Intent (NOI) by **November 18, 2013** (there is no option available to file a single NOI representing a group of entities); and
 2. The NYSDEC has announced a Grant available with \$100,000 specifically set aside for the Jefferson County MS4. There is a very strong encouragement from the NYSDEC for filing a single grant application on behalf of some form of a cooperative representing the Municipal entities that have agreed to participate in such a thing in some manner. The deadline for the grant submission is **November 8, 2013.**

For the purpose of having a starting point, the Tug Hill Commission has prepared a draft letter of intent to participate in a cooperative to accompany the NOI. This letter will be submitted by each of the Municipal entities and also the beginnings of a draft of an inter-municipal Memorandum of Understanding (MOU) to be endorsed by the Council or Board of the respective participating Municipalities. Both draft documents are attached. There was, however, little discussion on either of the draft documents during the September 18th meeting. The letter of intent would have to accompany the NOIs while the MOU might only be alluded to in the letter of intent and be actually accomplished some time thereafter. The MOU is of sufficient importance that it ought not be rushed.

The Town of LeRay has agreed to act as the lead agent in the filing for the grant (if one is indeed filed), and also consents to continue in the capacity of the cooperative's lead agent should a grant be subsequently awarded.

At this point the meeting focused upon the grant application itself – how it would be worded, what points would or would not be made, etc. The group rapidly came to the conclusion that the grant could not be specific for there are too many unknowns, and each Municipality would have different things that would rise to the top of their very specific priorities. The grant application would have to be general (as opposed to specific), focusing on “common ground” type of issues (as opposed to the “not so common” type of things) and would have to allow for considerable flexibility on the part of the cooperative to utilize the potential award without some ill conceived language barrier imposed within the grant application itself. The grant application will be difficult to write. A sub-set group of four agreed to work on the draft application – one each from a Village, a Town, Jefferson County Planning, and the City. The Tug Hill Commission and the Jefferson County Soil & Water Conservation District will also assist.