

**CITY OF WATERTOWN, NEW YORK**  
**REVISED AGENDA**  
**Monday, November 21, 2022**  
**7:00 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, November 21, 2022, 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**

**PROCLAMATION**

Proclaiming the First Friday of December Annual Dave Bonney Memorial “  
Old Newsboy Day”

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- |                    |  |
|--------------------|--|
| Resolution No. 1 - | Approving Plan Service Agreement for Administration of Section 125 Plan, Benefit Services Group  |
| Resolution No. 2 - | Approving Request for Shuttle Bus Service, Northern Choral Society   |
| Resolution No. 3 - | Approving Pole Attachment Agreement, National Grid   |
| Resolution No. 4 - | Directing the City Manager to Obtain Third Party Appraisals of Real Estate and Personal Property owned by Watertown Golf Club, Inc. and 1 Thompson Park LLC And the Federal and State Income Tax Returns Filed for the Last Three Full Fiscal Years for Both Companies |
| Resolution No. 5 - | Accepting Bid for the Outdoor Scoreboards & Installation William T. Field Fairgrounds (Baseball & Football) Project Toth's Sports  |
| Resolution No. 6 - | Directing the City Manager to Conduct Phase 2 of the Thompson Park Brush Clearing Project  |

Resolution No. 7 - Authorizing Public Sale of City Owned Tax Sale  
Certificates

**ADDED:**

Resolution No. 8 - Readopting Fiscal Year 2022-23 General Fund Budget –  
Jefferson County Homeless Assistance

**ORDINANCES**

Ordinance No. 1 - Changing the Approved Zoning Classification Of the Rear  
Portion of 528 and 540 State Street, Parcel Numbers 12-03-  
127.000 and 12-03-128.000 from Residence C to  
Commercial

Ordinance No. 2 - Amending Chapter 216: Parks, Playgrounds, and  
Recreational Areas of the City Code – Adding Facilities,  
Prohibiting Camping, and Abandonment of Personal Items

**LOCAL LAW**

**PUBLIC HEARING**

**OLD BUSINESS**

**STAFF REPORTS**

1. UMR and ProAct performance reports for FY 2021-2022
2. Sales Tax Revenue – October 2022
3. Sale of Surplus Hydro-electricity – October 2022
4. NDC Housing Program – 214 East Hoard Street
5. Property Purchase Offer – 850 Superior Street
6. Jefferson County Wide Transportation Community Input Discussion

**ADDED:**

7. Restore NY Application - Factory Square Redevelopment

**NEW BUSINESS**

**EXECUTIVE SESSION**

1. To Discuss Proposed, Pending, or Current Litigation
2. To Discuss the Employment History of a Particular Individual

**WORK SESSION**

Next Work Session is scheduled for Monday, December 12, 2022, at 7:00 p.m.

**ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,  
DECEMBER 5, 2022**

Res No. 1

November 17, 2022

To: The Honorable Mayor and City Council

From: Kenneth A Mix , City Manager

Subject: Approving Plan Service Agreement for Administration of Section 125 Plan – Benefit Services Group

In September, a Request For Proposals (RFP) for the administration of the City's Flex Spending and Dependent Care program was issued by the Purchasing Department. The RFP was distributed to ten (10) companies. Four (4) companies responded with a proposal. Two (2) were competitive – Total Administrative Services Corp. (TASC) and Benefit Services Group|One Digital.

The proposals were reviewed and Christine Parks, Benefits Administrator is recommending in her attached memo that the contract be awarded to Benefit Services Group. A resolution approving the new contract agreement between Benefits Services and the City has been prepared for the City Council's consideration.

**RESOLUTION**

Page 1 of 1

Approving Plan Service Agreement  
for Administration of Section 125 Plan –  
Benefit Services Group | One Digital

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** \_\_\_\_\_

WHEREAS on September 21, 2022 an RFP for the Administration of the City of Watertown's Section 125 plan was issued, and

WHEREAS it is the recommendation of the Benefits Administrator that the City of Watertown accept the Plan Service Agreement with Benefit Services Group | One Digital beginning January 1, 2023,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby approves the one-year contract with the option to renew with 2 successive one-year terms for the Administration of the City's Section 125 Plan, a copy of which is attached and made part of this resolution, effective January 1, 2023, and

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

***Seconded by*** \_\_\_\_\_



November 9, 2022

To: Kenneth A Mix , City Manager

From: Christine Parks, Benefits Administrator

Subject: Approving Section 125: Flex Spending / Dependent Care Administrator – Benefits Services Group

In September, a Request For Proposal (RFP) for the administration of the City's Flex Spending and Dependent Care program was issued by the Purchasing Department. The RFP was distributed to ten (10) companies. Four (4) companies responded with a proposal.

Two (2) were competitive – Total Administrative Services Corp. (TASC) and Benefit Services Group|One Digital. To put TASC's cost proposal into perspective, their proposed fees were plugged into the fee categories of what the City has paid in 2022. TASC's cost was \$97 higher than current costs.

For the following reasons, I recommend that the City of Watertown accept Benefit Services' proposal:

- offered no price changes from our current contract
- three (3) year rate guarantee
- excellent customer service
- no disruptions to the current plan structure

It is my recommendation to remain with Benefit Services under the terms listed in the attached proposal. A resolution approving the new contract agreement between Benefits Services and the City has been prepared for the City Council's consideration.



ONEDI-1

OP ID: BL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
06/08/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Digital Insurance LLC formerly Huntleigh McGehee 8235 Forsyth Boulevard, #1200 Clayton, MO 63105	<b>314-746-4700</b>	<b>CONTACT NAME:</b> Becky Stallons	
		<b>PHONE (A/C, No, Ext):</b> 314-746-4700	<b>FAX (A/C, No):</b> 314-889-3700
		<b>E-MAIL ADDRESS:</b> becky.stallons@onedigital.com	
<b>INSURED</b> Digital Insurance LLC 200 Galleria Pkwy, Ste 1950 Atlanta, GA 30339	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Great Northern Insurance Co.		20303
	<b>INSURER B:</b> Federal Insurance Company		20281
	<b>INSURER C:</b> ACE American Insurance		22667
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
<b>INSURER F:</b>			

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

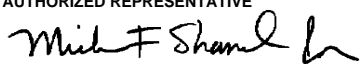
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY  <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			35942213	06/06/2022	06/06/2023	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 15,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 1,000,000
A	AUTOMOBILE LIABILITY  <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			73628382	06/06/2022	06/06/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB  DED <input type="checkbox"/> RETENTION \$			78196640	06/06/2022	06/06/2023	EACH OCCURRENCE \$ 25,000,000
							AGGREGATE \$ 25,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A If yes, describe under DESCRIPTION OF OPERATIONS below			71836833	06/06/2022	06/06/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

<b>EVIDENCE OF INSURANCE</b>  Evidence of Insurance	<b>EVIOF-1</b>
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
AUTHORIZED REPRESENTATIVE 	

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**Section 125 Cafeteria Plan  
Premium Reduction Option *Plus*  
Flexible Spending Plans**

**PLAN SERVICE AGREEMENT**

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*ADOPTED BY*

**CITY OF WATERTOWN, NEW YORK**

*EFFECTIVE 01/01/2023*

**SECTION 125 CAFETERIA PLAN  
PREMIUM REDUCTION OPTION *PLUS*  
FLEXIBLE SPENDING ACCOUNTS**

**CONSULTING, ENROLLMENT, AND  
PLAN SERVICES AGREEMENT**

This agreement specifies the services to be provided to City Of Watertown, New York.

**ADMINISTRATOR**

Under the agreement, City Of Watertown, New York will function as the Plan Sponsor, Benefit Services Group as the Benefit Enrollment Firm, and Benefit Services Group as the Plan Service Provider Firm. These companies will function as subcontractor(s) for consulting, enrollment and administrative plan services.

**CONSULTING SERVICES TO BE PROVIDED  
BY BENEFIT SERVICES GROUP**

Benefit Services Group will assist City Of Watertown, New York in plan analysis and design, both initially and for any revisions to existing benefits. The service and assistance includes cost estimates of initial plan; cost projections of any proposed plan revisions; and advice prepare summary plan descriptions.

Benefit Services Group will also perform the following activities:

- Design the ProPlus125 Plan Document and Summary Plan Description. (City Of Watertown, New York and its legal counsel will review this document.)
- Provide Plan Adoption Agreement and Plan Information Summary and Sample Corporate Resolutions of the Board of Directors.
- Provide Salary Reduction Agreements and Disclosures.

**ENROLLMENT SERVICES TO BE PROVIDED  
BY BENEFIT SERVICES GROUP**

Benefit Services Group will provide the following enrollment services:

- Present employee informational group meetings (if required).
- Meet with each employee, as needed, to discuss the employee's personal benefit coverage needs.
- Review salary reduction agreements/Election Form with each employee as requested.
- Provide re-enrollment services as requested.
- Optional Internet Enroll for open enrollment

## **ADMINISTRATIVE SERVICES TO BE PROVIDED BY BENEFIT SERVICES GROUP**

Benefit Services Group will provide the following administrative services:

- Open individual benefit accounts for plan administration using the enrollment forms and/or payroll deduction register provided by the Employer.
- Prepare reports of detail and summary enrollment results for payroll setup of employee elections
- Process Changes of Status Elections into Administration Records and otherwise keep on-going records of activity affecting each Employee's Elections.
- Provide initial administrative form originals for duplication as needed:
  - Reimbursement Claim Forms
  - Election Enrollment, Termination and Change of Election Forms
  - Re-Enrollment Forms for following year enrollment if requested.
- Provide access to online initial status and history reports - Provide report if requested
  - Account Balance totals on each reimbursement checks
  - Account History Report on request
  - Check History Report on request
- On a **Pay cycle basis**, provide:
  - Reconcile contribution reports with payroll deduction amounts and submit any discrepancies to the employer **if the employer provides the contribution reports to BSG.**
  - Reimbursement checks to employees on a pay cycle basis or on an approved schedule and upon receipt of expense receipts and approved claim vouchers.
  - Checks and Check Register showing checks written and ACH each cycle to be distributed by employer.
- On an **as requested** basis, provide
  - Non-discrimination tests results
  - Employee Account Balances showing the participants' account balances.
- On an **Annual** basis, provide:
  - Plan Renewal Election Forms
- Claims Processing for Reimbursement Accounts
- Balance Inquiry Services
  - Online Access for HR and all participants.
  - Telephone Balance Inquiry is available to the Plan Participants. The participant has access to Account Balances, Check History and Claim History for the current plan year.

## **RESPONSIBILITIES OF PLAN SPONSOR**

City Of Watertown, New York is the Plan Sponsor and the Plan Administrator that is ultimately responsibility for ProPlus125 including the above listed duties delegated to Benefit Services Group. All decisions regarding Plan Administration is the Plan Administrator's responsibility whereas Benefit Services Group will assist the Administrator but not act as the Administrator.

City Of Watertown, New York will provide support, information, reports, and data necessary to propose, administer, report, test and otherwise administer the Cafeteria Plan to Benefit Services Group so Benefit Services Group can assist with the administration of POP and FSA Plans. More specifically these include but not limited to are:

- Each Payroll, submit to BSG a contribution list of all deductions taken out of each employee's paycheck.
- Secure legal review of the Plan Documents from its legal counsel or otherwise review and execute the documents in a timely. **And forward a signed copy back to Benefit Services Group**
- Report participant Election additions, terminations, and changes to Benefit Services Group each pay cycle.
- Sign reimbursement checks (authorized signature facsimile) or authorize Benefit Services Group to sign depending upon banking arrangements.
- Distribute Summary Plan Description and various other reports to employees as requested.
- Upon notice, take any action required if the plan(s) warrants Administrator's authority.
- Provide management support in planning enrollment, meeting facilities, and scheduling.
- Provide document storage for Administrative Files and Records for up to seven years.

### **PAYMENT FEES AND TERMS**

At each month end, Benefit Services Group and/or Benefit Services Group. will submit a statement showing the amount of fees for that month. City Of Watertown, New York will pay Benefit Services Group and Benefit Services Group the amount within 10 days of receipt of the statement.

Benefit Services Group, Inc. has the right to change the fee schedule by advising City Of Watertown, New York 60 days before the end of a plan year.

### **REPORTS AND DATA**

All reports and data remain the property of City Of Watertown, New York. On request, Benefit Services Group will provide City Of Watertown, New York all data in the electronic or printed format used by Benefit Services Group

### **TERMS OF THIS AGREEMENT**

This agreement will be effective from the date the parties execute this agreement until it is terminated. Benefit Services Group may withdraw from this agreement with 21 days written notice to City Of Watertown, New York and Benefit Services Group If City Of Watertown, New York terminates this agreement during the plan year, the fee for the rest of the plan year becomes due and payable as of the termination date. If Benefit Services Group wishes to terminate this agreement during the plan year, Benefit Services Group must give written notice and must continue services until City Of Watertown, New York has secured suitable replacement of such service or until City Of Watertown, New York releases Benefit Services Group or until the end of the current plan year, whichever occurs first.

#### **PLAN SPONSOR**

**City Of Watertown, New York**

#### **PLAN SERVICE PROVIDER FIRM**

**Benefit Services Group**

By: \_\_\_\_\_

By: Denise Evensen

Title: \_\_\_\_\_

Title: Director of Client Services

Date: \_\_\_\_\_

Date: 11/2/2022

The contract period shall be for a (3) three-year term, with an inception date of January 1, 2023 - December 31, 2025.

**Annual 125 Fee:**

\$600 annually billed in January of each year

**Monthly 125 Fees per Employee:**

\$3.00 per participant in the medical flex or dependent care flex/month

New Card Fees: \$2.00 per card

Expired Card Replacement Fee: \$2.00 per card

Lost/Stolen Card Replacement Fee: \$5.00 per card

\*\*\*Updated Document Fee: If a document needs revision due to a change in policies of the client there will be a \$250 fee. If the document is being revised due to regulation changes and it has not been revised in the past 3 years, there will be a charge of \$250. If the document is being revised due to regulation changes and it has been revised in the past 3 years, there will be no charge. These fees include an emailed copy of the Plan Document, Summary Plan Description and the Adoption Agreement. This fee does not include copies or distribution of these documents to participants, as this is completed by the Client in whatever manner they choose.

Res No. 2

November 8, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Request for Shuttle Bus Service,  
Northern Choral Society

Each year, the Northern Choral Society performs a holiday concert at the Asbury United Methodist Church. In the past, we have provided a shuttle bus service for the patrons of the concert at no charge.

The Northern Choral Society has again requested this service for their concert December 3 and 4, 2022. As noted in the attached report of Kyle Meehan, the Transit Director, it is recommended that the City of Watertown again provide this service in accordance with our Charter Bus Policy.

A resolution approving the request for shuttle bus service for the Northern Choral Society is attached for City Council consideration.



**RESOLUTION**

Page 1 of 1

Approving Request for Shuttle Bus Service,  
Northern Choral Society

Council Member HICKEY, Patrick J.  
Council Member OLNEY III, Clifford G.  
Council Member PIERCE, Sarah V. C.  
Council Member RUGGIERO, Lisa A.  
Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

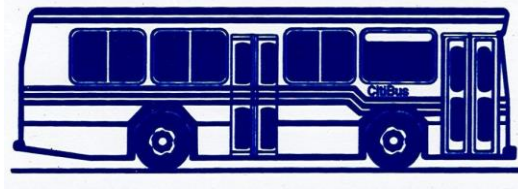
WHEREAS the Northern Choral Society has performed a holiday concert at the Asbury United Methodist Church for the benefit of the citizens for years, and

WHEREAS the City of Watertown had graciously provided shuttle bus service for this concert at no charge to the riders or the Northern Choral Society since 2004, and

WHEREAS it is the recommendation of the Transit Director to continue this service as part of the City of Watertown's Charter Bus Policy,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, approves providing the shuttle bus service at no charge for the Northern Choral Society concert planned for December 3 and 4, 2022, at the Asbury United Methodist Church on Franklin Street.

**Seconded by**



# CitiBus

## MEMORANDUM

To: Kenneth Mix, City Manager

From: Kyle Meehan, Transit Director

Reason: Request for Shuttle Bus Service from Northern Choral Society

Event Dates and Times: December 3<sup>rd</sup>, and December 4<sup>th</sup>, 2022 at 3:00pm for both days

CitiBus has been proudly requested by the Northern Choral Society to provide a shuttle service for their annual Christmas concert, at the Asbury United Methodist Church, 200 Parker St, on Saturday December 3<sup>rd</sup>, 2022 and Sunday, December 4<sup>th</sup>, 2022. Both concerts will begin at 3:00 pm and our Transit Supervisor, Doreen Berry has been working diligently with the Society's Board President David Elmer to work out all the details. Furthermore, we will be providing Paratransit service, if requested, by any of our Paratransit clients, mirroring the same hours that we are providing shuttle service

As in the past we will begin shuttling performers/passengers an hour before the concert start time, which for this year's will be 2:00 pm. The bus will be shuttling from City Hall as well from the parking lot at First Presbyterian Church on Academy Street.

We have provided this shuttle service since 2004 and when Mr. Hayes requested FTA's opinion, he was advised by the Office of Chief Council that provided the City did not charge or accept any funds from the entity that it is receiving this service, the City would be able to provide service for this annual event.

As such, it is my recommendation to provide this shuttle service for the enjoyment of our community.

Please feel free to contact me if you have any questions or require additional information.

*Kyle*

Res No. 3

November 10, 2022

To: The Honorable Mayor and City Council

From: Kenneth A Mix, City Manager

Subject: Approving Pole Attachment Agreement, National Grid

Over the years, the City of Watertown has used the facilities owned by National Grid to display the City's holiday decorations. In support of this initiative, National Grid has forwarded, for City Council approval, a Pole Attachment Agreement that provides the policies and procedures regarding the placing of decorative attachments to their utility poles.

A resolution approving the Agreement with National Grid has been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Approving Pole Attachment Agreement,  
National Grid

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** \_\_\_\_\_

WHEREAS the City of Watertown desires to display holiday decorations throughout the community, and


WHEREAS National Grid, owners of the street lighting system, wishes to permit civic organizations and/or municipal corporations to temporarily attach seasonal decorations, announcements, and special-event notifications to their facilities, and

WHEREAS National Grid has asked the City to approve a Pole Attachment Agreement to cover the use of their facilities,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves the Pole Attachment Agreement, a copy of which is attached and made a part of this resolution, and

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

***Seconded by*** \_\_\_\_\_

	MEMORANDUM	Patrick Keenan
	Dept. Public Works	Superintendent
		Date: 11-10-22
To:	Ken Mix, City Manager	
Subject:	Holiday Decorations National Grid Pole Attachment Agreement 2022	

Attached for your review and City Council approval is the proposed 2022-23 National Grid Pole Attachment Agreement. This standard agreement addresses two specific issues, the first being an indemnification agreement protecting National Grid from any damage sustained to or by their poles due to the attachment of the City's holiday decorations; the second, provides a means, by way of the summary attachment, of quantifying the power to be consumed based upon prior lamp inventory and this years energized/de-energized schedule.

As you will note this agreement is similar to what was authorized in previous years with National Grid identifying the decoration attachment period as running from Monday, November 28<sup>th</sup> 2022 through January 31<sup>st</sup> 2023. We previously used timers on the decorations but have eliminated the timers allowing the lights to be illuminated continuously.

In order to address the required Liability Insurance to indemnify National Grid, the City will need to provide National Grid with a letter indicating the fact that we are self insured and will agree to defend and indemnify National Grid from and against any and all claims for personal injury or property damage arising from the negligence of any of its officers or employees occurring in connection with the use of their facilities in accordance with this Agreement.

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

*Pat*

cc: Peter Monaco, Assistant Superintendent of Public Works  
Chris Misercola, Electric Department Crew Chief  
Mike Lumbis, City Planner

November 10, 2022

NationalGrid  
Attn: Jennifer Egeberg  
Regional Account Services  
21265 NYS Rt 232  
Watertown, NY 13601

RE: Pole Attachment Agreement City of Watertown 2022-23

Dear Sirs/Madams:

In consideration of your permitting the City of Watertown, New York, hereinafter called licensee, and/or its contractor, to attach street decorations to your electric poles or other facilities in the City of Watertown, New York, during the period from Tuesday, November 28, 2022 to Friday, January 31, 2023, the Licensee, hereby agrees to defend, protect and save harmless Niagara Mohawk Power Corporation, its successors, assigns, officers and employees from all injury and damage to its or their property or persons and from and against any and all claims, demands, orders, injuries, damages, proceedings, suits, actions, judgments, and liabilities of every kind and nature, including but not limited to attorneys fees, arising out of, or resulting at any time hereafter from the attachment, maintenance or removal of said decorations to any and all poles and other fixtures, facilities or properties owned or used by Niagara Mohawk Power Corporation in said City of Watertown, New York.

Furthermore, we understand that Niagara Mohawk does not make any representation of warranty as to the present or future strength, condition, or state of repair of any poles, wires, or apparatus. Individuals shall by test or observation determine that poles are safe to climb. If the integrity of any pole is in question or is marked as unsafe, individuals shall confirm said condition with Niagara Mohawk and refrain from ascending the pole. Should the Licensee, or its contractor, objectively decide to ascend a questionable pole, Licensee shall assume all risk of loss and liability to any person(s) who may be injured or any property that may be damaged as a result of that action, and shall indemnify and hold harmless NMPC as indicated herein.

Before any such attachment(s) are made, the Licensee will furnish a current certificate of insurance to the System Risk Management Department at 300 Erie Boulevard West, Syracuse, New York, 13202. For the duration of this agreement, the Licensee shall maintain at its own expense, insurance policies issued by reputable insurance companies acceptable to Niagara Mohawk, which meet or exceed the requirements listed below:

1. A public liability policy insuring the Licensee against liability for injuries to persons (including death of any time resulting there from) and damage to property, resulting or arising from or connected with Licensee operations under this Agreement with the following minimum limits of liability per occurrence:

Bodily injury - \$1,000,000/1,000,000  
Property Damage - \$1,000,000/1,000,000

OR

Combined Single Limit - \$1,000,000

OR

BI & PD per Occurrence - \$1,000,000  
General Aggregate & Product Aggregate - \$2,000,000 each

This policy shall include Contractual Liability and include Niagara Mohawk as an additional insured.

Very truly yours,

-----  
Ken Mix, City Manager

Approval of the above offer granted  
contingent upon receipt of insurance  
specified above.

NIAGARA MOHAWK POWER CORPORATION

By: \_\_\_\_\_

Date: \_\_\_\_\_

(Upon execution, one copy of this Agreement is to be forwarded immediately to the Manager of Insurance, System Risk Management Dept.



October 2022

**Re: Attachments to National Grid Facilities**

**Dear Lighting Customer:**

It is the time of year again when municipalities begin planning to decorate their business districts for the holidays. This letter is to inform you of National Grid's policy and procedure regarding any and all attachments (not just holiday) to our facilities and the energy used by such, whether they are attached to poles owned by National Grid or by the municipal corporation (unless attached to a metered service).

National Grid's policy is to permit civic organizations and/or municipal corporations to temporarily (typically not to exceed 120 days per calendar year) attach seasonal decorations, announcements and special-event notifications of reasonable size to our facilities if they are considered by National Grid's review and assessment to be safe and adequate to support the attachments.

**If you are not attaching holiday decorations, please sign, date and return this letter to me as soon as possible. No other action is necessary.**

**If you are planning to install either energized or non-energized holiday decorations or other types of attachments to our facilities or to install energized decorations to unmetered customer-owned facilities, at least 3 weeks prior to installation (more is preferred since we receive many such requests) we require:**

- 2 copies of your completed Attachment Agreement, each with original signature (blank form and example form are attached);
- your insurance certificate, showing proof of public liability and property damage insurance and specifying coverage dates and limits as outlined in the Attachment Agreement (example attached); and
- your written request, which must include the following information (an Attachment Agreement Supplemental Information sheet is attached for your perusal):
  - ◆ Location of attachments. (Pole number(s), street names, etc.)
  - ◆ Date you wish to install decorations or attachments
  - ◆ Date you will remove decorations or attachments
  - ◆ Projected square area of attachment, weight of material, type of material, length of support arm (if applicable)
  - ◆ Method of attachment to facility
  - ◆ Name of contact person and phone number
  - ◆ Connected wattage at each location\*
  - ◆ Type of controller\* (time clock, photo cell, number of hours of operation)

\*Required for attachments that consume unmetered energy. The information will allow us to calculate a flat rate bill based on P.S.C. 207, S.C.#2, Non-Demand Rate for the energy used through the outlets. The flat rate bill will be sent after the January termination date given on the attachment contract.

Attachments to jointly owned poles must be approved by the appropriate telephone company in addition to receiving National Grid's approval.



In order to remain consistent with our responsibility to provide safe and reliable electric service to our customers, we are unable to permit the installation of decorations attached to our facilities without the above required information and approved attachment agreements.

We will be more than happy to process your request as a service to you at no charge. However, if we need to modify our facilities for safety clearances or other installation concerns, you will be billed. We will discuss this with you prior to proceeding with any field changes in case an alternate location is available.

If any proposed attachment requires energy on a pole where a convenience outlet does not exist, we can install a convenience outlet for you. Charges for these outlets vary depending on the type of pole it is being installed on. Again, energy used will be billed. Please contact us for more information.

As a reminder, the above paperwork is also required for any other attachments or the use of convenience outlets at any time throughout the year (i.e., flag attachments, festival, flower baskets, banners, etc.).

Best wishes for a safe and happy holiday season. If you have any questions, please feel free to contact your local National Grid account representative.

Sincerely,

Jennifer Egeberg  
**[nationalgrid](#)**  
Regional Account Services  
21265 State Route 232  
Watertown, NY 13601  
315-785-7331 office or 315-399-9824 cell  
[jennifer.egeberg@nationalgrid.com](mailto:jennifer.egeberg@nationalgrid.com)

Enclosures:

- Attachment Agreement
- Supplemental Information Form
- Example of Attachment Agreement
- Example of Certificate of Insurance

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We are NOT attaching holiday decorations to utility poles or street light standards this season.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Municipal Name (Printed)

# ATTACHMENT AGREEMENT SUPPLEMENTAL INFORMATION

Municipality/Civic Organisation Name: City of Watertown, NY

Name/Phone of Contact Person: Patrick Keenan, Superintendent DPW 315 785 7774

Installation Date\*: November 28, 2022 Removal Date\*: Januray 31, 2023

\* same dates as entered on Attachment Agreement

## Description of Attachment

Projected square area of attachment: Attached Schedule of holiday ornaments hung from poles including wattage and meter status.

Weight of Material: \_\_\_\_\_

Type of Material: Photos of typical attachments are included.

Length of Support Arm (if applicable): \_\_\_\_\_

Method of Attachment to Facility\*: Stainless band straps

\* If permanent straps are used, please so note

Location of Attachments -- **Both Pole Numbers and Street Name(s) are Required (add additional pages if required):**

<u>Pole #</u>	<u>Street Name</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Connected Wattage at Each Location** -- Required for unmetered energized attachments; otherwise please mark "N/A" below. This information allows us to accurately calculate your flat rate bill based on PSC 207, SC2 Non-Demand Rate for the energy used through the outlets. The flat rate bill will be sent after the decoration removal date.

Type of Controller (time clock, dusk-to-dawn photo cell): \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Date: \_\_\_\_\_, \_\_\_\_\_

**NIAGARA MOHAWK**

300 Erie Blvd West  
Syracuse, NY 13202

Dear Sirs/Madams:

In consideration of your permitting the City of Watertown, New York, hereinafter called licensee, and/or its contractor, to attach street decorations to your electric poles or other facilities in the City of Watertown, New York, during the period from 11/28/2022 to 01/31/2023, the Licensee, hereby agrees to defend, protect and save harmless Niagara Mohawk Power Corporation, its successors, assigns, officers and employees from all injury and damage to its or their property or persons and from and against any and all claims, demands, orders, injuries, damages, proceedings, suits, actions, judgments, and liabilities of every kind and nature, including but not limited to attorneys fees, arising out of, or resulting at any time hereafter from the attachment, maintenance or removal of said decorations to any and all poles and other fixtures, facilities or properties owned or used by Niagara Mohawk Power Corporation in said City of Watertown, New York.

Furthermore, we understand that Niagara Mohawk does not make any representation of warranty as to the present or future strength, condition, or state of repair of any poles, wires, or apparatus. Individuals shall by test or observation determine that poles are safe to climb. If the integrity of any pole is in question or is marked as unsafe, individuals shall confirm said condition with Niagara Mohawk and refrain from ascending the pole. Should the Licensee, or its contractor, objectively decide to ascend a questionable pole, Licensee shall assume all risk of loss and liability to any person(s) who may be injured or any property that may be damaged as a result of that action, and shall indemnify and hold harmless NMPC as indicated herein.

Before any such attachment(s) are made, the Licensee will furnish a current certificate of insurance to the System Risk Management Department at 300 Erie Boulevard West, Syracuse, New York, 13202. For the duration of this agreement, the Licensee shall maintain at its own expense, insurance policies issued by reputable insurance companies acceptable to Niagara Mohawk, which meet or exceed the requirements listed below:

1. A public liability policy insuring the Licensee against liability for injuries to persons (including death of any time resulting therefrom) and damage to property, resulting or arising from or connected with Licensee operations under this Agreement with the following minimum limits of liability per occurrence:

Bodily injury - \$1,000,000/1,000,000  
Property Damage - \$1,000,000/1,000,000  
OR  
Combined Single Limit - \$1,000,000  
OR  
BI & PD per Occurrence - \$1,000,000  
General Aggregate & Product Aggregate - \$2,000,000 each

This policy shall include Contractual Liability and include Niagara Mohawk as an additional insured.

Very truly yours,

\_\_\_\_\_  
\_\_\_\_\_

By: \_\_\_\_\_  
Name, Title

Approval of the above offer granted  
contingent upon receipt of insurance  
specified above.

NIAGARA MOHAWK POWER CORPORATION

By: \_\_\_\_\_

Date: \_\_\_\_\_

(Upon execution, one copy of this Agreement is to be forwarded immediately to the Manager of Insurance, System Risk Management Dept.)

Revised: August 28, 1995



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: PHONE (A/C No. Ext): E-MAIL: ADDRESS:	INSURER(S) AFFORDING COVERAGE	NAC #
INSURED	INSURER A: INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:		

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE INDICATED. NOTWITHSTANDING ANY REQUIREMENT, THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS FOR THE POLICY PERIOD WITH RESPECT TO WHICH THIS CERTIFICATE IS SUBJECT TO ALL THE TERMS,

INSR LTR	TYPE OF INSURANCE	INSURER	POLICY NUMBER	DATE (MM/DD/YYYY)	DATE (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY					EACH OCCURRENCE \$
	COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	CLAIMS-MADE					MED EXP (Any one person) \$
	OCCUR					PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$
	POLICY					PRODUCTS - COMP/OP AGG \$
	PROJECT					
	LOC					
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	ANY AUTO					BODILY INJURY (Per person) \$
	ALL OWNED AUTOS					BODILY INJURY (Per accident) \$
	SCHEDULED AUTOS					PROPERTY DAMAGE (Per accident) \$
	HIRED AUTOS					
	NON-OWNED AUTOS					
	UMBRELLA LIAB					EACH OCCURRENCE \$
	EXCESS LIAB					AGGREGATE \$
	OCCUR					
	CLAIMS-MADE					
	DED					
	RETENTIONS					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS \$
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)					OTH-ER \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

National Grid is included as additional insured under General Liability as per Attachment Agreement.

CERTIFICATE HOLDER	CANCELLATION
Niagara Mohawk (or National Grid) 144 Kensington Ave, Buffalo, NY 14214	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



## Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Pole Wrapped in Lights	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
2	Arsenal Street	South Side	Aluminum Poles		None	No	N/A	Un-Metered	No
3	Arsenal Street	South Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
4	Arsenal Street	North Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
5	Arsenal Street	North Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6	Arsenal Street	South Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
7	Arsenal Street	North Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
8	Arsenal Street	South Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
9	Arsenal Street	North Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
10	Arsenal Street	South Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
11	Arsenal Street	North Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
12	Arsenal Street	North Side	Aluminum Poles		None	No	N/A	Un-Metered	No
13	Arsenal Street	South Side	Ornamental		None	No	N/A	Un-Metered	No
14	Arsenal Street	North Side	Ornamental		None	No	N/A	Un-Metered	No
15	Arsenal Street	South Side	Ornamental		None	No	N/A	Un-Metered	No
16	Arsenal Street	North Side	Ornamental		None	No	N/A	Un-Metered	No
17	Arsenal Street	South Side	Ornamental		None	No	N/A	Un-Metered	No
18	Arsenal Street	North Side	Ornamental		None	No	N/A	Un-Metered	No
19?	Arsenal Street	South Side	New Style Ornamental		None	No	N/A	Un-Metered	No
20	Arsenal Street	North Side	Ornamental		None	No	N/A	Un-Metered	No
1	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150 20 x 7watt Bulbs	Un-Metered	No
2	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
3	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
5/4	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
7/6	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
9/8	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
11/10	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
13/12	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
15/14	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
17/16	Black River Parkway	South Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
1?	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
2	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
3	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
4	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
5	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
6	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
7	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
8	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
9	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
10	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
12	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
13	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
14	Black River Parkway	North Side	Aluminum Poles		Candy Cane 8ft	Lights	150	Un-Metered	No
23	Coffeen Street	Northeast Side	Aluminum Poles		None	No	N/A	Un-Metered	No
24	Coffeen Street	Southwest Side	Aluminum Poles		None	No	N/A	Un-Metered	No
6S 16	Court Street	Northeast Side	Aluminum Poles		None	No	N/A	Un-Metered	No
6S 15	Court Street	Northeast Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 17	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 14	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 18G	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 19	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 13	Court Street	Northeast Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No

Note:



## Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Pole Wrapped in Lights	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
6S 20	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 12	Court Street	Northeast Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 21	Court Street	Southwest Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 11	Court Street	Northeast Side	Aluminum Poles		Candy Cane 6ft	No	N/A	Un-Metered	No
6S 10	Court Street	Northeast Side	Aluminum Poles		None	No	N/A	Un-Metered	No
6S 9	Court Street	Northeast Side	Aluminum Poles		None	No	N/A	Un-Metered	No
One Half	Factory Street	South Side	Aluminum Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
2	Factory Street	South Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
3	Factory Street	South Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
4	Factory Street	South Side	Wood Pole		Christmas tree	No	N/A	Un-Metered	No
8 dash 1	Factory Street	South Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
10 dash 1	Factory Street	South Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
2	Factory Street	North Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
5	Factory Street	North Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
6	Factory Street	North Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
7	Factory Street	North Side	Wood Pole		Christmas Tree	No	N/A	Un-Metered	No
8	Factory Street	North Side	Wood Pole		Candy Cane 6ft	No	N/A	Un-Metered	No
1	Franklin Street	Southwest Side	Streetscape Ornamental		None	No	N/A	Un-Metered	No
1A?	Franklin Street	Northeast Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
2	Franklin Street	Southwest Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
3	Franklin Street	Northeast Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
4	Franklin Street	Southwest Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
5	Franklin Street	Northeast Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
6	Franklin Street	Southwest Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
7	Franklin Street	Northeast Side	New Style Ornamental		None	No	N/A	Un-Metered	No
9	Franklin Street	Northeast Side	Ornamental		None	No	N/A	Un-Metered	No
10	Franklin Street	Northeast Side	Aluminum Poles		None	No	N/A	Un-Metered	No
11	Franklin Street	Southwest Side	Ornamental		None	No	N/A	Un-Metered	No
12	Franklin Street	Northeast Side	Ornamental		None	No	N/A	Un-Metered	No
13	Franklin Street	Southwest Side	Ornamental		None	No	N/A	Un-Metered	No
14	Franklin Street	Northeast Side	Ornamental		None	No	N/A	Un-Metered	No
15	Franklin Street	Southwest Side	Ornamental		None	No	N/A	Un-Metered	No
16	Franklin Street	Southwest Side	Ornamental		None	No	N/A	Un-Metered	No
17	Franklin Street	Northeast Side	Ornamental		None	No	N/A	Un-Metered	No
2	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
3	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
13	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
14	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
15	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
16	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
17	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
18	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No

Note:



## Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Pole Wrapped in Lights	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
-	J.B. Wise Place	J.B. Wise Parking Lot	Streetscape Ornamental		None	No	N/A	Metered	No
2	Mill Street	Interior Traffic Island	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
1	Mill Street	Exterior Perimeter - West Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
2-43	Mill Street	Exterior Perimeter - East Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
4	Mill Street	Exterior Perimeter - West Side	Aluminum Poles		None	No	N/A	Un-Metered	No
2-2	Public Square	Exterior Perimeter - East Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
3	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
4	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
5	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
6	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
7	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
8	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-34A	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-35	Public Square	Exterior Perimeter - North Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
2-13	Public Square	Exterior Perimeter - West Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
2-14	Public Square	Exterior Perimeter - West Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
2-15?	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-16	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-17	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-6	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-5	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-4	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
2-3	Public Square	Exterior Perimeter - South Side	Streetscape Ornamental		Christmas Tree	Lights	70 (50 1.4watt C9 LED Bulb)	Un-Metered	No
1A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Red Banners	No	N/A	Un-Metered	No
2A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		None	No	N/A	Un-Metered	No
3A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Green Banners	No	N/A	Un-Metered	No
4A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Red Banners	No	N/A	Un-Metered	No
5A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Green Banners	No	N/A	Un-Metered	No
6A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Red Banners	No	N/A	Un-Metered	No
7A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Green Banners	No	N/A	Un-Metered	No
8A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Red Banners	No	N/A	Un-Metered	No
9A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Green Banners	No	N/A	Un-Metered	No
10A	Public Square	Interior Main Island - Perimeter	Streetscape Ornamental		Red Banners	No	N/A	Un-Metered	No
11A	Public Square	Interior Main Island - Interior	Streetscape Ornamental		Green Banners	No	N/A	Un-Metered	No
1	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
2	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
3	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
4	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
5	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
6	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
7	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
8	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
9	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
10	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
11	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
12	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
13	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
14	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
15	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
16	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
17	State Street	North Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No

Note:





## Holiday Streetlight Decoration Location Schedule

Street Light ID	Street ID	Location Description	Style	Pole Wrapped in Lights	Type of Decoration	Lights	Wattage Requirement	Power Supply	On Timer
18	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
19	State Street	South Side	New Style Ornamental		Wreath 4ft	No	N/A	Un-Metered	No
20	State Street	North Side	New Style Ornamental		None	No	N/A	Un-Metered	No
3	Washington Street	Interior Traffic Island	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
9-60	Washington Street	Interior Traffic Island	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
2-10	Washington Street	Interior Traffic Island	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
9	Washington Street	West Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
9-1	Washington Street	East Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
9-2	Washington Street	West Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
5	Washington Street	East Side	Streetscape Ornamental		Snowflake	Lights	75(90-.83 watt C7 LED Bulb	Un-Metered	No
6	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String 33'	Lights	<b>8 Watt String</b>	Un-Metered	No
9	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String	Lights	<b>8 Watt String</b>	Un-Metered	No
10	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	LED String	Lights	<b>8 Watt String</b>	Un-Metered	No
13	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String	Lights	<b>8 Watt String</b>	Un-Metered	No
17	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String	Lights	<b>8 Watt String</b>	Un-Metered	No
6A	Washington Street	West Side	New Style Ornamental	YES 33'LED String 8 Watt	LED String	No	8 Watt String	Un-Metered	No
14	Washington Street	West Side	New Style Ornamental	NO POWER 11/21	None	No	N/A	Un-Metered	No
7	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
8	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
11	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
12	Washington Street	West Side	Ornamental	NO POWER 11/21	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
15	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
16	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
18	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
19	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
20	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
21	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
22	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
23	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
24	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
25	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
26	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
27	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
28	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
29	Washington Street	East Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
30	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	LED String	Yes	<b>8 Watt String</b>	Un-Metered	No
31	Washington Street	West Side	Ornamental	YES 33'LED String 8 Watt	Wreath LED 5 WATT	Yes	13 WATTS	Un-Metered	No
									No

Note:



Candy Cane - 6ft







Candy Cane - 8ft



Christmas Z-Tree





Christmas Z-Tree - New Style





Snowflake





Wreath - 4ft





Wreath - 5ft



**Celebrations Warm White LED  
Indoor/Outdoor 50 Light Set (40830-71)**

SKU 9207192 | 843518020883

**\$ 5.99**

**Product Details:**

50 lights

Warm white

Indoor/outdoor use

3.5" spacing between bulbs

Green cord

Approximately 14' lighted length

25,000 hour bulbs

Connect up to 43 strings of the same set



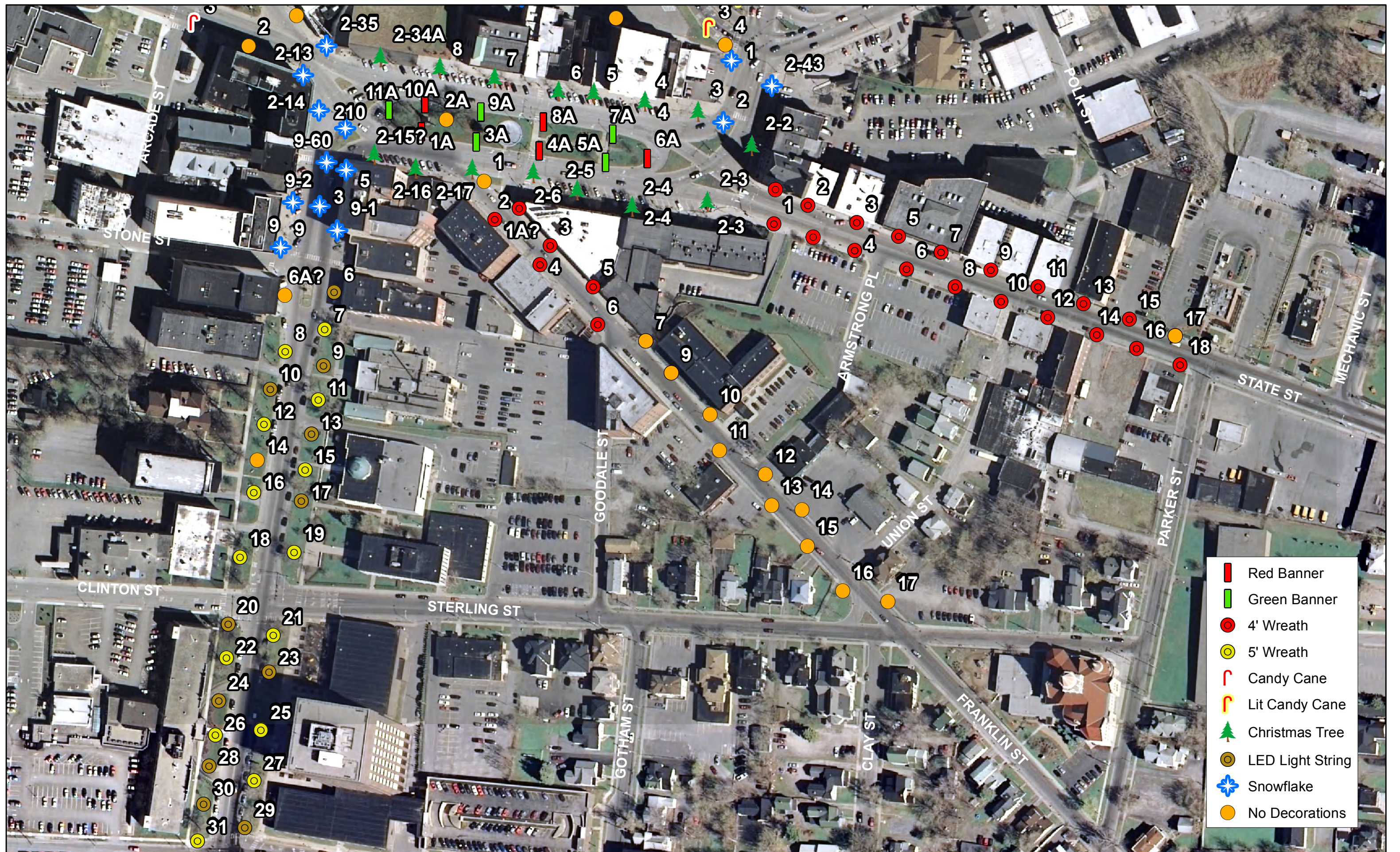
**LED Light Strings**





Christmas Banners





0 200 400 Feet

Holiday Decorations - Downtown













Christmas Tree - No Lights

Candy Cane

Revision:	Description of Revision:	Date:	By:

Project:

2017 Holiday Decorations

Title:

Factory Street



CITY OF WATERTOWN, NEW YORK

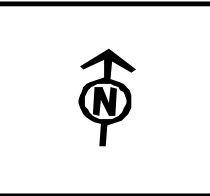
GIS DEPARTMENT

ROOM 305B, MUNICIPAL BUILDING

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601

TEL: (315) 785-7793    EMAIL: gis@watertown-ny.gov



Project: 2017 Holiday Decorations

Requested By: DPW

Drawn By:

Approved By:

Date: 11/6/2017

Date:

Scale: 1 inch = 76 feet

Map Number:

Title: Factory Street

Res No. 4

November 16, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Directing the City Manager to Obtain Third Party Appraisals of Real Estate and Personal Property Owned by Watertown Golf Club, Inc., and 1 Thompson Park LLC and the Federal and State Income Tax Returns Filed for the Last Three Full Fiscal Years for Both Companies

At the November 7, 2022 City Council meeting Mayor Smith and Council Member Hickey requested this resolution.

**RESOLUTION**

Page 1 of 1

Directing the City Manager to Obtain  
Third Party Appraisals of Real Estate and  
Personal Property owned by Watertown  
Golf Club, Inc. and 1 Thompson Park LLC  
And the Federal and State Income Tax Returns  
Filed for the Last Three Full Fiscal Years for  
Both Companies

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** \_\_\_\_\_

WHEREAS the City Council agreed by resolution adopted on November 7, 2022 to purchase the real estate and equipment owned Watertown Golf Club, Inc. for \$3.4 million contingent on an acceptable purchase agreement being drafted and necessary information on operating the course being provided, and

WHEREAS 1 Thompson Park, LLC owns the course maintenance and mowing equipment, and golf accessories and carts, and

WHEREAS the City Council desires to obtain additional information about the value of the property and the operational finances of the course,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown directs the City Manager to obtain third-party appraisals of the value of the real estate and personal property owned by Watertown Golf Club, Inc. and 1 Thompson Park, LLC, and

BE IT FURTHER RESOLVED that the City Manager is also directed to obtain the federal and state income tax returns filed for the last three full fiscal years for both said companies.

***Seconded by*** \_\_\_\_\_

November 16, 2022

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Bid #2022-34 Outdoor Scoreboards & Installation –William T. Field  
Drive Fairgrounds (Baseball & Football)  
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Outdoor Scoreboards & Installation – William T. Field Fairgrounds (Baseball & Football) Project, per City specifications and publicly opened and read the sealed bids on November 2, 2022, at 2:00 p.m. EST.

The Purchasing Department received one (1) sealed bid submittal and the bid tabulation is shown below:

Vendor Name Location and Point of Contact		Toth's Sports	
		Victor, NY 14564	
Description	Qty.	Unit Price	Total Price w/ all features & installation
Scoreboard #1 - Football	1	\$26,550.00	\$26,550.00
Scoreboard #2 - Baseball	1	\$92,000.00	\$92,000.00
<b>Total Bid Price</b>		<b>\$118,550.00</b>	

The Purchasing Manager and Parks and Recreation Department reviewed the response to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Outdoor Scoreboards & Installation – William T. Field Fairgrounds (Baseball & Football) Project to Toth's Sports as the lowest responsive responsible bidder at a total price of **\$118,550.**

The Outdoor Scoreboards & Installation Project will be funded through the American Rescue Plan Act of 2021 as adopted within the Fiscal Year 2022-23 Capital Budget.

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

**RESOLUTION**

Page 1 of 1

Accepting Bid for the Outdoor Scoreboards  
& Installation – William T. Field Fairgrounds  
(Baseball & Football) Project  
Toth's Sports

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** \_\_\_\_\_

WHEREAS the City's Parks and Recreation Department desires to replace the current scoreboards at the main baseball and football fields located at William T. Field, Fairgrounds, and

WHEREAS the Purchasing Department advertised and received one (1) sealed bid for the Outdoor Scoreboards & Installation – William T. Field, Fairgrounds (Baseball & Football) Project, and

WHEREAS on Wednesday, November 2, 2022, at 2:00 p.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bid received with the Parks and Recreation Department and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Toth's Sports, and

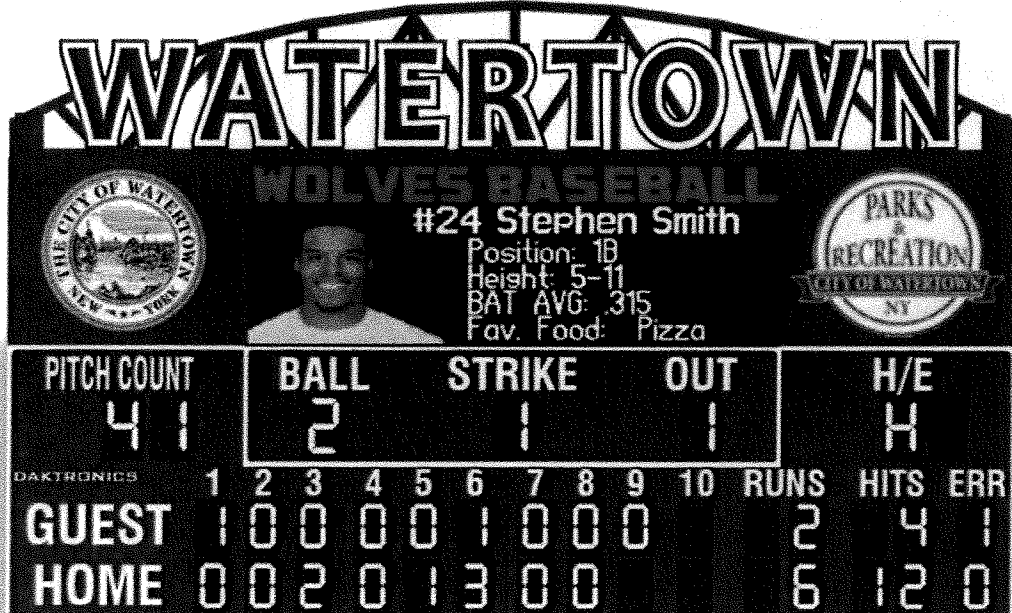
NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Toth's Sports in the amount of \$118,550, and

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

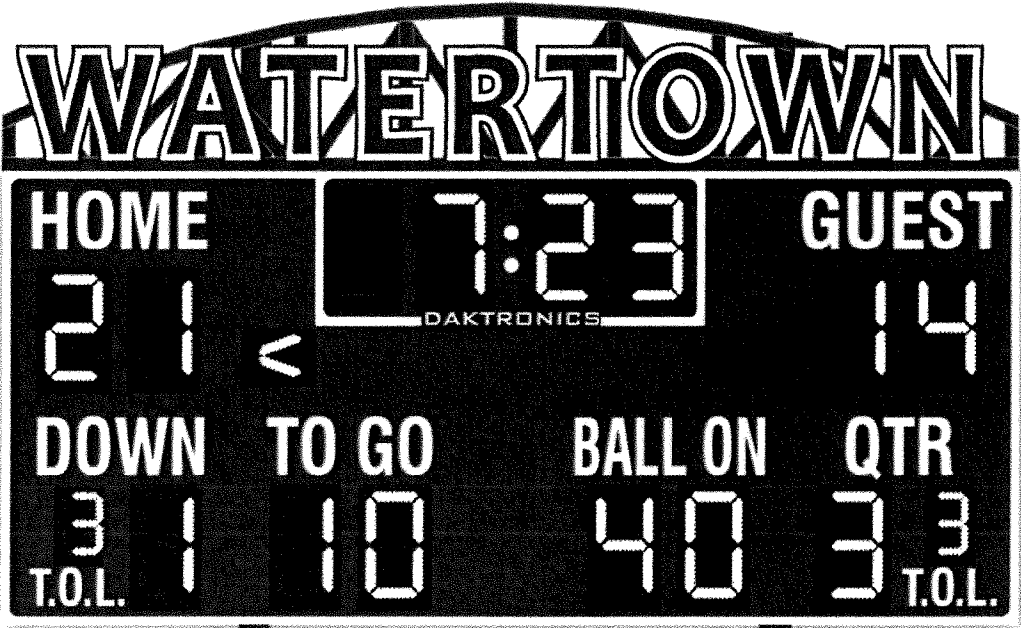
***Seconded by*** \_\_\_\_\_



FISCAL YEAR 2022-2023  
CAPITAL BUDGET  
FACILITY IMPROVEMENTS  
ATHLETIC FACILITY MAINTENANCE

PROJECT DESCRIPTION	COST
<p data-bbox="186 457 657 493"><b>Main Baseball Field Scoreboard</b></p> <p data-bbox="186 535 1226 672">The Parks and Recreation department is requesting a new Daktronics scoreboard/message center to replace the current scoreboard that has been failing for several years. The new scoreboard will be wireless and include a 13' x 5' full color video display.</p>  <p data-bbox="178 1837 1218 1879">Funding to support this project will be from the American Rescue Plan Act of 2021.</p>	<p data-bbox="1291 457 1421 493"><b>\$85,000</b></p> <p data-bbox="1071 1879 1421 1932"><b>TOTAL \$85,000</b></p>

FISCAL YEAR 2022-2023  
CAPITAL BUDGET  
FACILITY IMPROVEMENTS  
ATHLETIC FACILITY MAINTENANCE

PROJECT DESCRIPTION	COST
<p data-bbox="196 453 651 489"><b>Main Football Field Scoreboard</b></p> <p data-bbox="196 531 1218 625">The Parks and Recreation department is requesting a new Daktronics scoreboard to replace the current scoreboard that is approximately 25 years old. The current scoreboard is reaching the end of its useful life. The new scoreboard will be wireless.</p>  <p data-bbox="191 1803 1218 1837">Funding to support this project will be from the American Rescue Plan Act of 2021.</p>	<p data-bbox="1284 453 1421 489"><b>\$30,000</b></p>
<b>TOTAL</b>	<b>\$30,000</b>



CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Bid Project:	Outdoor Scoreboard & Installation
Bid Number:	2022-34
Bid Opening Date:	Wednesday, November 2, 2022 @2:00p.m.

*The following results are bids as presented at the bid opening and do not represent an award.*

Vendor Name Location and Point of Contact		Toth's Sports									
		Victor, NY 14564									
Description	Qty.	Unit Price	Total Price w/ all features & installation	Unit Price	w/ all features &	Unit Price	w/ all features &	Unit Price	w/ all features &	Unit Price	Total Price
Scoreboard #1 - Football	1	\$26,550.00	\$26,550.00								
Scoreboard #2 - Baseball	1	\$92,000.00	\$92,000.00								
Total Bid Price		\$118,550.00									

November 16, 2022

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Directing the City Manager to Conduct Phase 2 of the Thompson Park Brush Clearing Project

As the City Council is aware, the first phase of the Thompson Park Brush Clearing Project was recently completed by contracted crews in various locations in Thompson Park. The project involved the clearing of approximately 11 acres of invasive species such as European buckthorn, honeysuckle and bittersweet which have taken over large areas of the park. Work also included the widening and creation of approximately 4,800' of trails.

Mayor Smith has inquired about continuing the clearing work. Staff is proposing to conduct a second phase of this project to continue the efforts to improve trails and remove invasives that have for decades, outcompeted native trees and shrubs and overtaken many of the park's once pastoral lawns and woodland edges.

The attached map depicts the areas that will be in the second phase of the project. The work will continue in the western section of the park and along Thompson Boulevard, as well as clear areas near the tennis courts and open a trail along Olmsted Drive. This trail will open up access to the residential neighborhoods on this side of the park.

The attached resolution directs the City Manager to draft plans and specifications for the Thompson Park Brush Clearing Project Phase 2 and put it out to bid. It is difficult to estimate what this type of work will cost, but we are planning on \$75,000 to \$100,000. Funding will come from the American Rescue Plan Act funds designated for Thompson Park Renovations in the Capital Budget.

**RESOLUTION**

Page 1 of 1

Directing the City Manager to Conduct  
Phase 2 of the Thompson Park  
Brush Clearing Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by*** \_\_\_\_\_

WHEREAS the first phase of the Thompson Park Brush Clearing Project, involving the clearing of approximately 11 acres of invasive species such as European buckthorn, honeysuckle and bittersweet, was recently completed, and

WHEREAS Staff is proposing to conduct a second phase of this project to continue the efforts to improve trails and remove invasives that have for decades, outcompeted native trees and shrubs and overtaken many of the park's once pastoral lawns and woodland edges, and

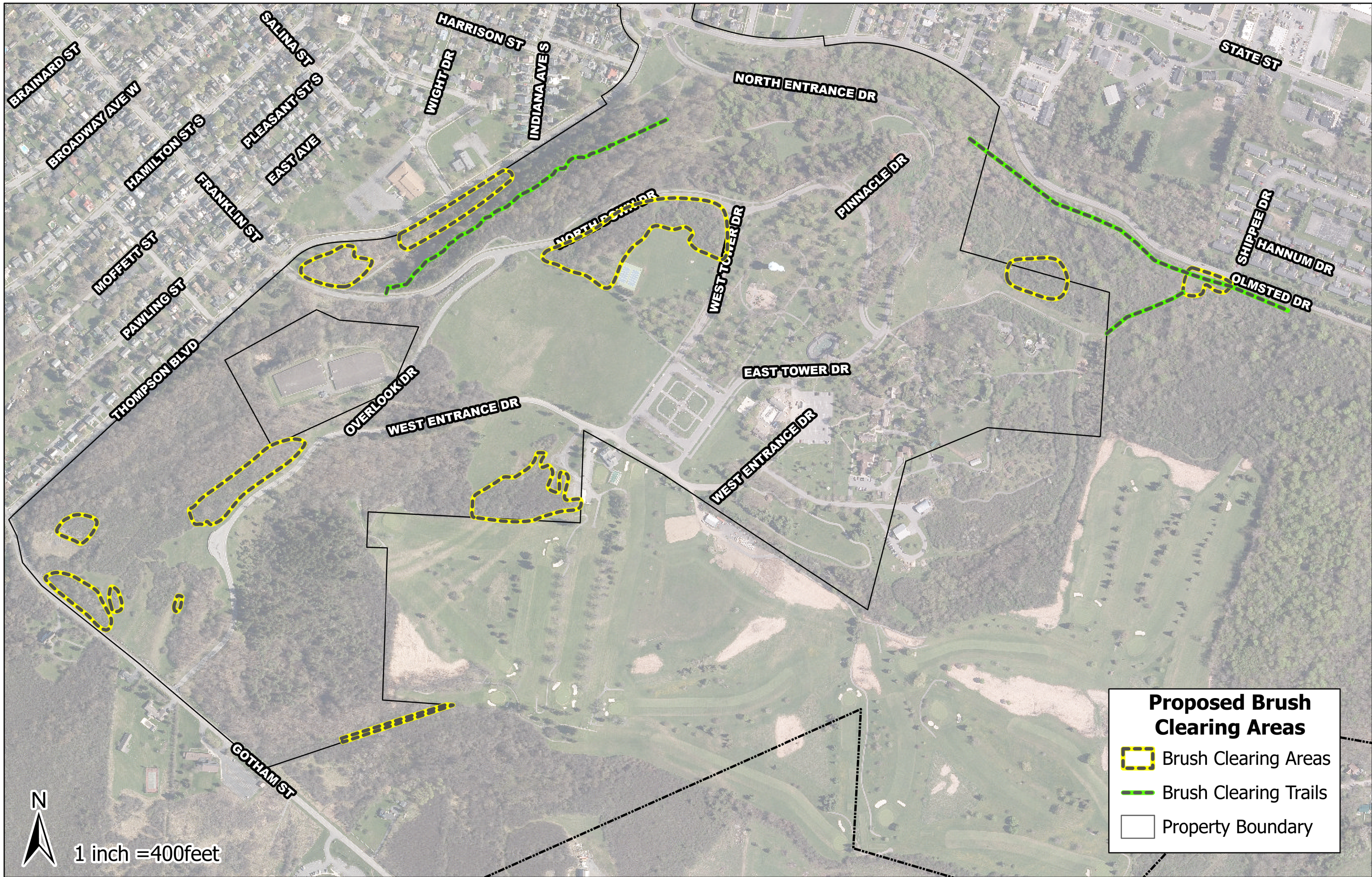
WHEREAS the City Council of the City of Watertown desires to continue the removal of invasive species in Thompson Park,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby directs the City Manager to draft plans and specifications for the Thompson Park Brush Clearing Project Phase 2 and put it out to bid, and

BE IT FURTHER RESOLVED that the funding shall come from the American Rescue Plan Act funds designated for the Thompson Park Renovation Project in the 2022-2023 Capital Budget.

***Seconded by*** \_\_\_\_\_







To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Public Auction for Tax Sale Certificate Assignments

The City of Watertown is the holder of various tax sale certificates for which the redemption periods have expired and the City has yet to issue itself a tax deed. Instead of issuing itself a tax deed to a property the City can choose to hold a public auction to assign the City's interests in the tax sale certificates to allow for someone else to accept a tax deed and become the next owner.

The redemption amount for 235 Main Avenue at the end of the two-year period was \$37,712.63 and since the expiration of the redemption period the City has paid an additional \$7,328.55 in City and School taxes as the tax sale certificate holder. The assessed value is \$367,800.

The redemption amount for 465 Martin Street at the end of the two-year period was \$7,357.31 and since the expiration of the redemption period the City has paid an additional \$12,039.77 in City, School and County taxes as the tax sale certificate holder. The assessed value is \$64,300.

The redemption amount for 413 Factory Street at the end of the two-year period was \$14,165.98 and since the expiration of the redemption period the City has paid an additional \$7,852.38 in City and School taxes as the tax sale certificate holder. The assessed value is \$132,600.

Staff is recommending holding a public auction to sell the City's interest in the tax sale certificates and thus remain out of the ownership chain.

Minimum bids of \$5,000 for 465 Martin Street, \$10,000 for 413 Factory Street and \$25,000 for 235 Main Avenue are proposed in the resolution but City Council may amend any amount.

City Council will be presented with a resolution at the December 19, 2022 meeting to accept the high bids from this auction.

465 Martin Street:



235 Main Avenue:





413 Factory Street:



**RESOLUTION**

Page 1 of 2

Authorizing Public Sale of City  
Owned Tax Sale Certificates

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City of Watertown is the owner of certain tax sale certificates on various lots of land as 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>	<u>Original Tax Sale Certificate Amount</u>
02-01-103.011	235 Main Avenue	\$ 11,273.50
01-14-121.000	465 Martin Street	\$ 1,867.61
06-04-306.000	413 Factory Street	\$ 4,143.31

and,

WHEREAS the City Council does not wish to take title to these properties,

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 tax sale certificates for the 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 6:00 p.m. on the 13<sup>th</sup> day of December, 2022, in the 3<sup>rd</sup> Floor City Council Chambers in the Municipal Building, 245 Washington Street, be offered individually for sale to the highest bidder there present, and

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>
02-01-103.001	235 Main Avenue	\$25,000

**RESOLUTION**

Page 2 of 2

Authorizing Public Sale of City  
Owned Tax Sale Certificates

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

01-14-121.000	465 Martin Street	\$ 5,000
06-04-306.000	413 Factory Street	\$ 10,000

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 bid with the City Comptroller, and

BE IT FURTHER RESOLVED that said tax sale certificates shall be offered for sale for cash only, and

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

BE IT FURTHER RESOLVED that the City reserves the right to withdraw any tax sale certificate prior to the public sale of said certificate.

*Seconded by* \_\_\_\_\_

Res. No. 8

November 21, 2022

To: The Honorable Mayor and City Council

From: Kenneth Mix, City Manager

Subject: Readopting Fiscal Year 2022-23 General Fund Budget – Jefferson County  
Homeless Assistance

At the request of Council Member Ruggiero, a budget re-adoption resolution has been prepared for City Council consideration that would provide \$25,000 to Jefferson County for their assistance with the homeless population in the City.

An inter-municipal agreement will need to be prepared and voted on at a future City Council meeting.

**RESOLUTION**

Page 1 of 1

Readopting Fiscal Year 2022-23 General  
Fund Budget – Jefferson County Homeless  
Assistance

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS on June 6, 2022 the City Council passed a resolution adopting the Budget for Fiscal Year 2022-23, of which \$57,731,644 was appropriated for the General Fund, and

WHEREAS City Council wants to provide financial assistance to Jefferson County towards their efforts of providing assistance to the homeless population in the City, and

NOW BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2022-23 and makes the following adjustments in the re-adopted General Fund Budget:

**GENERAL FUND**

## Expenditures:

A.1990.0430

Contingency – Contracted Services

(\$25,000)

A.6530.0430

Social Services Agency - Contracted Services

\$ 25,000***Seconded by***

Ord No. 1

November 15, 2022

To: The Honorable Mayor and City Council

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

Subject: Changing the Approved Zoning Classification of the rear portion of 528 and 540 State Street, Parcel Numbers 12-03-127.000 and 12-03-128.000, from Residence C to Commercial

Stephanie Albright, P.E. of APD Engineering has submitted a request on behalf of Hospitality Syracuse, Inc. to change the approved Zoning Classification of the rear portion of 528 and 540 State Street, Parcel Numbers 12-03-127.000 and 12-03-128.000 from Residence C to Commercial.

The Planning Board reviewed the request at its November 1, 2022 meeting and adopted a motion recommending that City Council change the approved zoning classification of both parcels. Attached is the complete zone change application, Staff's report to the Planning Board and the relevant excerpt from the Planning Board's meeting minutes.

The ordinance attached for City Council consideration changes the approved zoning classification of the rear portion of both parcels. The City Council must hold a public hearing on the ordinance before it may vote. Staff recommends that City Council schedule a public hearing for 7:15 p.m. on Monday, December 5, 2022. A SEQRA resolution will be presented for City Council consideration at that meeting.

**ORDINANCE**

Page 1 of 1

Changing the Approved Zoning Classification  
Of the Rear Portion of 528 and 540 State  
Street, Parcel Numbers 12-03-127.000 and  
12-03-128.000 from Residence C to  
Commercial

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***


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BE IT ORDAINED where Stephanie Albright, P.E. of APD Engineering on behalf of Hospitality Syracuse, Inc. has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to change the approved zoning classification of the rear portion of 528 and 540 State Street, Parcel Numbers 12-03-127.000 and 12-03-128.000 from Residence C to Commercial and

WHEREAS the Planning Board of the City of Watertown considered the zone change request at its November 1, 2022, meeting and adopted a motion recommending that City Council change the approved zoning classification of the rear portion of both parcels, and

WHEREAS a public hearing was held on the proposed zone change on December 5, 2022, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that the approved zoning classification of the rear portion of 528 and 540 State Street, Parcel Numbers 12-03-127.000 and 12-03-128.000 shall be changed from Residence C to Commercial, and

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

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

***Seconded by***

October 31, 2022

City of Watertown  
Michael Lumbis, Planning and Community Development Director  
245 Washington St, Room 305  
Watertown NY 13601

RE: Taco Bell State St – Zoning Change Request

Dear Mr. Lumbis,

On behalf of our client, Hospitality Syracuse, Inc., we are submitting the Zoning Change Application and supporting materials for the proposed Taco Bell project on State St. We are currently preparing the full site plan package for City Staff and Planning Board review, but we would like to start the process with the zoning change.

Tax Parcels 12-03-127 and 12-03-128 have split zoning (Commercial and Residence C). We would like these parcels to be rezoned to Commercial to support the Taco Bell development. We ask that our current application in to the Planning Board be modified to remove the church parking parcels and only include these two parcels for development.

If you need me to bring additional hard copies to the meeting, please let me know.

Please find the following documents enclosed:

1. The Letter of Intent (this letter)
2. Zoning Change Application Form
3. Tax Map with parcels highlighted (11x17)
4. Sketch plan, SK1 (11x17)

Should you have any questions, comments, or are in need of additional information, please feel free to contact me at 585-764-3588 or [salbright@apd.com](mailto:salbright@apd.com).

Sincerely,



Stephanie Albright, P.E.  
Senior Civil Engineer

---

#### Headquarters

615 Fishers Run, Victor, NY 14564  
phone 585.742.2222 • fax 585.924.4914  
web [www.apd.com](http://www.apd.com) • email [info@apd.com](mailto:info@apd.com)

#### Office Locations

P.O. Box 11626, Santa Ana, CA 92711 • phone/fax 714.987.1380





## City of Watertown ZONE CHANGE APPLICATION FORM

**City of Watertown, Planning and Community Development Dept.**  
**245 Washington Street, Room 305, Watertown, NY 13601**  
**Phone: 315-785-7741 Email: [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov)**

Received:

### PROPERTY INFORMATION:

PROPERTY ADDRESS: 123 Winthrop St ad 528 and 540 State St, Watertown NY 13601

TAX PARCEL NUMBER(S): 12-03-124, 12-03-125, 12-03-127, 12-03-128

CURRENT ZONING DISTRICT: Commercial & Residence C PROPOSED ZONING DISTRICT: Commercial

### APPLICANT INFORMATION:

APPLICANT NAME: Hospitality Syracuse, Inc (Attn: Mike McCracken)

APPLICANT MAILING ADDRESS: 290 Elwood David Rd, Suite 320, Liverpool NY 13088

PHONE NUMBER: 315-451-1957 E-MAIL: mikem@hrgweb.com

### PROPERTY OWNER INFORMATION (if different from applicant):

PROPERTY OWNER NAME: Jon Lennox (528 State St), North Drive-In Theater Corp (540 State St), and Church of the Holy Family (123 Winthrop)

PROPERTY OWNER MAILING ADDRESS (if different from subject parcel): Jon Lennox: 555 State St, Watertown NY 13601

North Drive-In Theater Corp: PO Box 203 Watertown NY 13601; Church of the Holy Family: 129 Winthrop St, Watertown NY 13601

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

### CHECKLIST (please include all of the following in addition to this application form):

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Cover Letter*                 | <input checked="" type="checkbox"/> Tax Map with subject parcel highlighted*             |
| <input checked="" type="checkbox"/> Site Drawing (if applicable)* | <input checked="" type="checkbox"/> State Environmental Quality Review (SEQR) form*      |
| <input checked="" type="checkbox"/> Metes and Bounds description  | <input type="checkbox"/> Written Support of Adjoining Property Owners (if applicable)    |
| <input checked="" type="checkbox"/> \$125 application fee*        | <input checked="" type="checkbox"/> Electronic Copy of Entire Submission (PDF Preferred) |

\*See appendices for further information

Applicant Signature:  Date: 10/11/2022

Property Owner Signature (if different) \_\_\_\_\_ Date: \_\_\_\_\_

# *Short Environmental Assessment Form*

## *Part 1 - Project Information*

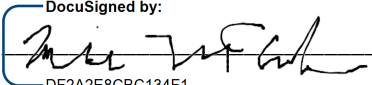
### Instructions for Completing

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

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

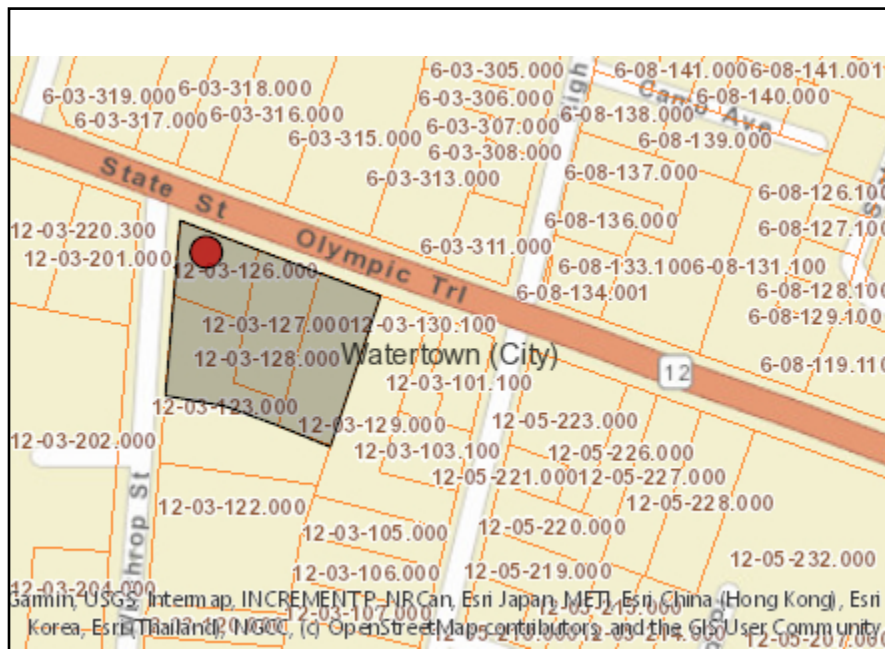
<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Taco Bell - State St Watertown			
Project Location (describe, and attach a location map): 514, 528, 540 State St Watertown NY 13601			
Brief Description of Proposed Action: This project proposed to demolish the existing Trailways building and associated appurtenance to construct a +/- 2,600 SF Taco Bell building and associated parking lot, utilities, landscaping, etc. The project includes the rezoning of four parcels from Residence C to Commercial.			
Name of Applicant or Sponsor: Hospitality Syracuse, Inc.		Telephone: 315-451-1957	
		E-Mail: mikem@hrgweb.com	
Address: 290 Elwood Davis Road, Suite 320			
City/PO: Liverpool		State: NY	Zip Code: 13088
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 government Agency? If Yes, list agency(s) name and permit or approval: City Council - Rezoning and Site Plan Approval, ZBA - Variances (potential), City - Lot consolidation, DOH - Backflow approval		NO <input type="checkbox"/>	YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action? b. Total acreage to be physically disturbed? c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		+/- 0.9 acres +/- 0.9 acres +/- 0.9 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action: 5. <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify): <input type="checkbox"/> Parkland			

5. Is the proposed action, a. A permitted use under the zoning regulations? b. Consistent with the adopted comprehensive plan?	NO  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	N/A  <input type="checkbox"/>  <input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO  <input checked="" type="checkbox"/>	YES  <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO  <input checked="" type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO  <input type="checkbox"/>	YES  <input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO  <input checked="" type="checkbox"/>  <input type="checkbox"/>	YES  <input type="checkbox"/>  <input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO  <input checked="" type="checkbox"/>  <input checked="" type="checkbox"/>	YES  <input type="checkbox"/>  <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply:		
<input type="checkbox"/> Shoreline <input type="checkbox"/> Forest <input type="checkbox"/> Agricultural/grasslands <input type="checkbox"/> Early mid-successional <input type="checkbox"/> Wetland <input checked="" type="checkbox"/> Urban <input type="checkbox"/> Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
Northern Long-eared Bat	<input type="checkbox"/>	<input checked="" type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input checked="" type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources?	NO	YES
If Yes,	<input type="checkbox"/>	<input checked="" type="checkbox"/>
a. Will storm water discharges flow to adjacent properties?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
If Yes, briefly describe:		
Storm will flow to City storm sewer system within State St.		
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)?	NO	YES
If Yes, explain the purpose and size of the impoundment:	<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?	NO	YES
If Yes, describe:	<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?	NO	YES
If Yes, describe:	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Former spills identified on the 540 State St parcel. Applicant is currently obtaining a Phase I and Phase II ESA to determine the extent of potential environmental impacts.		
<b>I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE</b> Applicant/sponsor/name: <u>Mike McCracken</u> Date: <u>11/1/2022</u> Signature:  Title: <u>Director of Development</u> <small>DocuSigned by: DE2A2E8C8C134E1</small>		

## EAF Mapper Summary Report

Tuesday, October 11, 2022 1:49 PM



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



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



AS REQUIRED BY NEW YORK STATE LAW,  
CONTRACTOR SHALL CONTACT "DIG SAFELY NEW  
YORK" (UFPO) @ 1-800-962-7962 FOR LOCATION  
STAKE-OUT OF ALL UTILITIES, AT LEAST 2 FULL  
WORKING DAYS PRIOR TO ANY EXCAVATION.

Issued:	Date:
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Revisions:	Date:
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Seal

CIVIL ENGINEER OF RECORD  
Name: Stephanie L. Albright  
New York License No.: 087051  
Exp. Date: December 31, 2023  
Firm Reg. No.: 0014815  
Exp. Date: December 31, 2023

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A P D Engineering & Architecture PLLC  
615 Fishers Run Victor, NY 14564  
(585) 742-2222

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these prints can stretch or shrink the actual paper or layout.  
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APD

ENGINEERING  
ARCHITECTURE

615 Fishers Run Victor, NY 14564  
585.742.2222 - www.apd.com

Hospitality Syracuse, Inc.  
290 Elwood Davis Road  
Suite 320  
Liverpool, NY 13088  
(315) 481-1993  
(315) 481-9620

Taco Bell - Watertown NY

















State St  
City of Watertown  
Jefferson County, NY  
Project Name & Location:

Sketch Plan

Drawing Name:	Project No.
Date: 09/16/22	22-0408
Type: LG 50	
Drawn By: SLA	SK1
Scale: 1" = 20'	Drawing No.



## 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



0 25 50 100 Feet



**CITY OF WATERTOWN GIS**

245 WASHINGTON STREET  
2ND FLOOR  
WATERTOWN, NEW YORK 13601

(315) 785-7793  
gis@watertown-ny.gov

Residence C to Commercial  
Rear portions of 528 and 540 State Street  
(12-03-127.000, 12-03-128.000)

The City of Watertown does not warrant, guarantee or accept any liability for the accuracy, precision or completeness of any information shown or described hereon or for any inferences made therefrom. Any use made from this information is solely at the risk of the user.

**2**

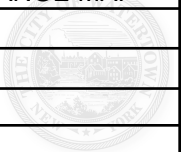
**ZONE CHANGE MAP**

Requested By:

Author: mowen

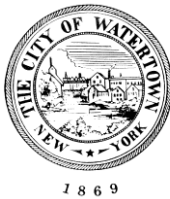
Date: 11/9/2022

Scale : 1 in= 100 ft









# CITY OF WATERTOWN, NEW YORK

## CITY PLANNING BOARD

ROOM 305, WATERTOWN CITY HALL  
245 WASHINGTON STREET  
WATERTOWN, NEW YORK 13601-3380  
(315) 785-7741

MEETING: November 1, 2022

**PRESENT:**

Larry Coburn, Planning Board Chair  
Michelle Capone  
T.J. Babcock  
Neil Katzman  
Michael Pierce

**ALSO:**

Michael A. Lumbis, Planning and  
Community Development Director  
Michael J. Delaney, City Engineer  
Geoffrey Urda, Planner  
Gertrude Karris, Secretary

**ABSENT:**

Linda Fields

Planning Board Chair, Larry Coburn, called the November 1, 2022, Planning Board meeting to order at 3:03 p.m. Mr. Coburn then asked for a motion regarding the Minutes from the October 4, 2022, Planning Board Meeting. Mr. Katzman made a motion to approve the minutes as written, Mr. Pierce seconded the motion, and all voted in favor.

**ZONE CHANGE - 528 AND 540 STATE STREET  
PARCEL NUMBERS 12-03-127.000 AND 12-03-128.000  
FROM RESIDENCE C TO COMMERCIAL**

The Planning Board then considered a request submitted by Stephanie Albright of APD Engineering on behalf of Hospitality Syracuse, Inc to change the approved zoning classification of the rear portions of 528 and 540 State Street, Parcel Numbers 12-03-127.000 and 12-03-128.000. The applicant seeks to rezone the rear portion of the subject parcels from Residence C to Commercial to accommodate the construction of a Taco Bell restaurant.

Stephanie Albright of APD introduced the current application for zone change, noting that the application no longer included the parcels owned by Holy Family Church: Parcel Numbers 12-03-124.000 and 12-03-125.000. She said that the Church and Diocese of Ogdensburg were not interested in participating in the development of the site to provide shared parking, so the two church parcels were removed from the request.

Ms. Albright presented a tax map to the Planning Board depicting the portions of Parcel Numbers 12-03-127.000 and 12-03-128.000 that would require rezoning from Residence C to Commercial in order to develop the site. Ms. Albright noted that according to Section 310-54 of the City's Zoning Ordinance no driveway or other means of access for vehicles shall be maintained or used in any Residence District for the servicing of any allowable use located in a

Commercial District. Therefore, allowing access to the restaurant's parking lot required rezoning the subject parcels from Residence C to Commercial.

Ms. Albright noted that changing these parcels to Commercial was in line with the proposed zoning that Watertown has planned for the State Street corridor. Ms. Albright said that development of this site would revitalize those properties and benefit the neighborhood.

Ms. Albright then informed the board that the applicant team was also considering a traffic study to evaluate the feasibility of changing a portion of Winthrop Street from one way to two-way traffic. She said that the two-way traffic would run only between the entrance to the parking lot on Winthrop Street and the intersection with State Street, to allow patrons to exit the parking area and access State Street from the Winthrop entrance/exit. She then said that she would be willing to submit the traffic study to the City Council.

Mr. Coburn asked about the current state of the former bus station parcel, which bounds the subject parcel to the east. Ms. Albright replied that the former bus station parcel is paved except for a small gravel area and that all three parcels are almost all impervious.

Mr. Coburn asked Mr. Lumbis if rezoning at this point of the application was premature or if it would lay the groundwork for the applicant's future requests, such as converting the traffic flow on Winthrop Street and site plan approval.

Mr. Lumbis replied that the Board should consider the applicant's larger plan while deciding if the parcels should be rezoned, but also remember that the change in zoning would allow for other types of commercial businesses, not just restaurants. He emphasized that the Planning Board must consider if a zone change makes sense for this area, and if it is in harmony with the Comprehensive Plan and the proposed Zoning Ordinance rewrite.

Mr. Lumbis then referred to the Staff Report and noted that presently, the parcels that front on State Street are all zoned Commercial to approximately 90 feet in depth at which point the zoning changes to Residence C, which results in several parcels that are split zoned. The City's adopted Comprehensive Plan recommends this block of State Street as the transition point between the Downtown/Central Business District and Urban Mixed Use future land use character areas. Mr. Lumbis confirmed that even if this application had not come before the board, the plan was to clean up the split zoning and rezone the rear portion of these parcels as part of the City's Zoning Rewrite project.

Mr. Coburn asked the other Board members if there were any additional questions for the applicant. Hearing none, Mr. Babcock made a motion recommending that City Council approve the zone change request submitted by Stephanie Albright of APD Engineering on behalf of Hospitality Syracuse, Inc to change the approved zoning classification of the rear portions of 528 and 540 State Street, Parcel numbers 12-03-127.000 and 12-03-128.000 from Residence C to Commercial.

From the audience, Ms. Glenda C. Dickson of William Street, asked the Board if they would be voting on the zone change tonight. Mr. Urda then informed the Board that Ms. Dickson submitted an email to the Planning Department earlier in the afternoon in which she expressed concerns about the dumpster location and other issues that would be addressed during a site plan review. Chairman Coburn replied to Ms. Dickson that the change in zoning had already been planned for this location in the City of Watertown Comprehensive Plan and the Zoning Ordinance

rewrite. Mr. Urda then clarified the new zoning classification in the rewrite would be Urban Mixed Use.

Ms. Dickson stated her main concern is that she would like any development on the site to include a fence between parcel 128 and 129 to protect the residential occupants of the neighboring area. Ms. Dickson then said that a fence would alleviate multiple problems, especially if the trash bin is in the corner of the lot, as indicated on the preliminary site plan. Ms. Dickson also questioned why the fence would not be addressed if it was related to the parcels that will be rezoned.

Mr. Lumbis explained that fences, buffer zones and setbacks would be addressed by the Planning Board during the site plan review process, if the zone change is approved by the City Council and if the applicant moves forward with a site plan application.

Mr. Katzman announced that the Board needed to move forward with the zoning reclassification. Mr. Katzman then seconded the motion and all voted in favor.

**PRELIMINARY SITE PLAN DISCUSSION  
514, 528 AND 540 STATE STREET  
PARCEL NUMBERS 12-02-126.000, 12-03-127.000 and 12-03-128.000**

Stephanie Albright, of APD Engineering on behalf of Hospitality Syracuse, Inc. addressed the Board. Ms. Albright informed the Board that there is only one potential site plan at this time as the applicant was unable to come to an agreement on a shared parking lot agreement with Holy Family Church.

Ms. Albright then reviewed the current proposed layout, which had an entrance on Winthrop Street, and two curb cuts on State Street. She said that the entrance on Winthrop Street will serve as both an entrance and exit if the City agreed to convert Winthrop Street to two-way traffic between the curb cuts and State Street. She said that this would allow patrons to exit toward State Street rather than through the residential neighborhood. She added that one curb cut on State Street would be a combined entrance and exit and the second curb cut would exit the drive-thru and be exit only.

Discussion ensued regarding the number of drive-thru lanes (proposed to be one), traffic flow, the stacking of vehicles, entrance and exit options, and the possible need for a variance from setback and/or buffering requirements in the front if this site plan moved forward before the City adopted its new Zoning Ordinance.

Peter Souch, who owns property on State Street (Wendy's Restaurant), addressed the board and suggested that the applicant was underestimating the number of vehicles that the drive-thru and parking area would have to handle and suggested the applicant look at the amount of traffic at the Arsenal Street location.

Mike McCracken of Hospitality Syracuse, Inc. addressed the statement; the new restaurant is partly intended to reduce the amount of traffic at the Arsenal Street restaurant and balance the volume between the two stores and the two sides of town. Mr. McCracken noted that an evaluation of customer patterns, shows customer volume will be much lower on State Street than at the Arsenal Street store but eventually should help balance the volume of patrons served.

Mr. Souch replied that he has restaurant experience on both State Street and Arsenal Street and his primary concern for this new restaurant location was traffic congestion and safety both on State Street and Winthrop.

Jake Johnson, who owns several properties in the downtown area, then addressed the board and noted that his mother operated a business on the opposite corner of Winthrop and State Streets, and he believes the use of Winthrop Street for access as an exit or entrance is a mistake.

Ms. Capone asked to see the site plan again and Ms. Albright reviewed the parcels that can be used, where the building can be positioned and where the entrance and exits can be situated. There was brief discussion about the use of Winthrop Street to enter or exit the parking lot, and other layouts that do not conform with the Comprehensive Plan. There was general agreement that the Board did not want to see a portion of Winthrop Street changed to a two-way street for the project, citing traffic congestion at the intersection, traffic safety and general driver confusion.

The Board discussed concerns about traffic flow and traffic volume, entering and exiting the property, turning left onto State Street, and stacking in the drive through and parking area. The Board asked the applicant to address these concerns during the next site plan review.

Mr. Katzman then moved to adjourn the meeting. Ms. Capone seconded the motion, and all voted in favor. The meeting adjourned at 3:40 p.m.

Respectfully submitted,  
Gertrude Mead Karris, Secretary

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Amending Chapter 216: Parks, Playgrounds, and Recreational Areas of the City Code – Adding Facilities, Prohibiting Camping, and Abandonment of Personal Items

At the November 7, 2022 City Council meeting Council Members requested an ordinance, which is attached, that closes Joseph M Butler, Sr. Pavilion at night.

Chapter 216 of the City Code regulates closure hours for parks, playgrounds, and recreational areas. A copy of the current chapter is attached. The general closure time is 9:00 p.m. to 6:00 a.m. with a few exceptions.

The proposed amendment adds Joseph M Butler, Sr. Pavilion to the list of Parks and Recreational Areas so that the general closure time will apply. While looking at it, it was discovered that North Star Playground is not listed so it is added to the list of Playgrounds.

“Or recreational areas” is added to paragraph B of Section 216-3 to make it clear that the closure time also applies to those areas. Bicentennial Park is removed as an exception to the closure time, so that it will apply to the pavilion in that park.

The prohibition of pitching a tent or campsite is added, with the ability to make exceptions for sanctioned events.

The amendment also states that personal belongings found unattended will be considered abandoned and subject to removal and disposal.



**ORDINANCE**

Page 1 of 2

Amending Chapter 216: Parks,  
Playgrounds, and Recreational  
Areas of the City Code – Adding  
Facilities, Prohibiting Camping, and  
Abandonment of Personal  
Items

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS, the City Council wishes to control unauthorized camping and the leaving of personal belongings and garbage in City parks, playgrounds, and recreational areas, and

WHEREAS, Joseph M. Butler, Sr. Pavilion is not listed in the City Code as a Recreational Area and is therefore not regulated as such, and

WHEREAS, North Star Playground is not listed in the City Code as a Playground and is therefore not regulated as such, and

WHEREAS, Bicentennial Park is exempted from having closing hours,

NOW THEREFORE BE IT ORDAINED by the City Council of the City of Watertown that it hereby amends Section 216-1 of the City Code by adding “Joseph M. Butler, Sr. Pavilion” to the list of “Parks and Recreation Areas” and “North Star Playground” to the list of “Playgrounds”, and

BE IT FURTHER ORDAINED that Paragraph “B” of Section 216-3 is replaced in whole to read as follows: “B. No person shall enter or remain in any park or recreational area, except John C. Thompson Park, Veterans' Memorial Riverwalk, Waterworks Park, Alex T. Duffy Fairgrounds, and Whitewater Park, from 9:00 p.m. to 6:00 a.m.”, and

BE IT FURTHER ORDAINED that a new “Section 216-6.1. Camping” is added to read as follows: “Pitching a tent or campsite is prohibited, except at sanctioned events approved by the City Manager.”, and

BE IT FURTHER ORDAINED that a new “Section 216-6.2. Personal Belongings” is added to read as follows: “Any personal belongings found unattended shall be considered to be abandoned and will be subject to removal and disposal.”, and

## ORDINANCE

Page 2 of 2

Amending Chapter 216: Parks,  
Playgrounds, and Recreational  
Areas of the City Code – Adding  
Facilities, Prohibiting Camping, and  
Abandonment of Personal  
Items

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa A.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

BE IT FURTHER ORDAINED this amendment to the City Code 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*

## **Chapter 216**

### **PARKS, PLAYGROUNDS AND RECREATIONAL AREAS**

**[HISTORY: Adopted by the City Council of the City of Watertown as Ch. 20 of the 1949 Code; amended in its entirety 10-20-2014. Subsequent amendments noted where applicable.]**

#### **GENERAL REFERENCES**

**Alcoholic beverages — See Ch. 75.**

**Vehicles and traffic — See Ch. 293.**

**Outdoor burning — See Ch. 108.**

**Zoning — See Ch. 310.**

ARTICLE I  
**General Provisions**

**§ 216-1. Enumeration of parks, playgrounds, and recreational areas.**

The rules set forth in this chapter apply to the following parks, playgrounds and recreational areas:

**Parks and Recreational Areas**

- Alex T. Duffy Fairgrounds
- Bicentennial Park
- Factory Square Park
- Fairgrounds Trail
- John C. Thompson Park
- John Q. Adams Recreation Fields (aka North Elementary Fields)
- Kostyk Field
- Marble Street Park
- Route 3 Handicap Fishing and Boating Access
- Veterans' Memorial Riverwalk
- Waterworks Park
- Whitewater Park

**Playgrounds**

- Academy Street Playground
- Emerson Place Playground
- Hamilton Street Playground
- Jefferson Street Playground
- Portage Street Playground
- Taylor Playground
- Thompson Street Playground

**§ 216-2. Driving and parking of vehicles.**

- A. No person shall operate any motor vehicle, as defined in New York State Vehicle and Traffic Law § 125, as the same may be amended from time to time, within any park, playground, or recreational area, other than on asphalt or stone drives, unless authorized by the City Manager.
- B. No person shall operate any limited-use vehicle, snowmobile or all-terrain vehicle, as defined in New York State Vehicle and Traffic Law § 121-c, 2221 or 2281, as the same may be amended from time to time, within any park, playground or recreational area.
- C. No person shall park any motor vehicle any place within a park, playground or recreational area other than in a parking lot or designated parking area, unless

authorized by the City Manager.

D. Designated parking areas in Thompson Park are: **[Amended 8-3-2020]**

North side of North Tower Drive

South side of South Tower Drive

East side of East Tower Drive from the southern edge of South Tower Drive to the northern edge of North Tower Drive

West side of West Tower Drive from the southern edge of South Tower Drive to the rock monument in front of the flagpole

East side of West Tower Drive from North Tower Drive to Oak Walk

South side of West Entrance Drive from the Watertown Golf Club Entrance to the sand trap

South side of West Entrance Drive from East Tower Drive to the parking lot

Along the overlook wall on West Entrance Drive<sup>1</sup>

**§ 216-3. Closing hours.**

- A. No person shall enter or remain in any playground from 9:00 p.m. to 6:00 a.m., except Hamilton Street Playground, which shall be closed from dusk to dawn. **[Amended 11-2-2020]**
- B. No person shall enter or remain in any park, except John C. Thompson Park, Veterans' Memorial Riverwalk, Waterworks Park, Alex T. Duffy Fairgrounds, Bicentennial Park, and Whitewater Park, from 9:00 p.m. to 6:00 a.m.
- C. No person shall enter or remain in John C. Thompson Park from 9:00 p.m. to 6:00 a.m., except for the purpose of driving through without stopping, other than for traffic signs.
- D. No person shall enter or remain in Veterans' Memorial Riverwalk or Waterworks Park, from one hour after sunset to 6:00 a.m.

**§ 216-4. Glass containers.**

No person shall possess, deliver or use any type of glass container within any park, playground or recreational area.

**§ 216-5. Alcoholic beverages.**

Consumption of alcoholic beverages within any park or recreational area shall be governed by City Code Chapter 75, as the same may be amended from time to time.

**§ 216-6. Tobacco products.**

- A. Use of tobacco products shall be prohibited in all playgrounds and within 100 feet of any playground structure located in a park.

---

1. Editor' Note: An entry regarding parking along the gravel drive connected to the Watertown Golf Club's westerly parking lot, which immediately followed this entry, was repealed 2-22-2022.



- B. Tobacco products shall only be used at Alex T. Duffy Fairgrounds, Kostyk Field, Marble Street Park, and John Q. Adams Recreation Fields within areas designated by the Superintendent of Parks and Recreation and identified by signs.

**§ 216-7. Open fires.**

Open fires are prohibited, except within the confines of cooking grills, fireplaces, or fire pits, if provided, within any park, playground or recreational area.

**§ 216-8. Boats.**

Motorized boats shall not be launched from any park, except the Route 3 handicap fishing and boating access.

**§ 216-9. Swimming.**

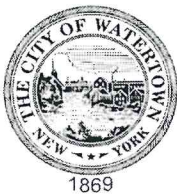
Swimming is prohibited in the Black River at all parks and recreational areas.

**§ 216-10. Enforcement.**

This chapter shall be enforced by the City of Watertown Police Department.

**§ 216-11. Penalties for offenses.**

Any person, firm or corporation violating any provision of this chapter shall, upon conviction, be subject to a fine of not less than \$50 nor more than \$250. Each day of a continued violation is a separate and distinct offense.



CITY OF WATERTOWN, NEW YORK  
BENEFITS OFFICE

November 8, 2022

To: Ken Mix, City Manager

Subject: UMR & ProAct performance reports for FY 2021-2022

Enclosed are reports from each of the providers that summarize the City's usage and claim status for the past fiscal year.

Highlights include:

- Medical claim spending increased 1.7% from last year.
- 96.1% of medical claims are for in-network service providers and generated an average discount of 46.9%
- Prescription claim spending increased 16.90% from last year mostly due to increase cost of specialty medications.

Should you have any questions regarding the data presented, please reach out to me at your earliest convenience.

Thank you,

Christine Parks  
Benefits Administrator



Customer Service Center  
2425 James Street  
Syracuse, NY 13206

Chris Parks, Benefits Administrator  
City of Watertown  
245 Washington Street, Room 205  
Watertown NY 13601

October 21, 2022

Dear Chris:

While the outlook is much more positive than a year ago, UMR remains committed to providing all the resources and support possible to assist you in continuing to cope with the impact of the public health crisis and its aftermath. Our efforts over the past year have included:

- Webcasts to keep you informed on the latest news and developments
- COVID-19 specific reporting
- Expanded telehealth / telemental health services as well as emotional support resources.

We have also remained vigilant in our efforts to support the general health and well-being of everyone we serve.

Attached you will find a summary highlighting the plans performance over the fiscal year 2021-2022 along with UMR's Plan Activity and Checkpoint Evaluation report. The new COVID-19 specific reporting is also included.

Now, more than ever, we value the relationship we have developed with you and will remain vigilant as we work through this crisis and beyond. We look forward to continuing to work with you in 2023.

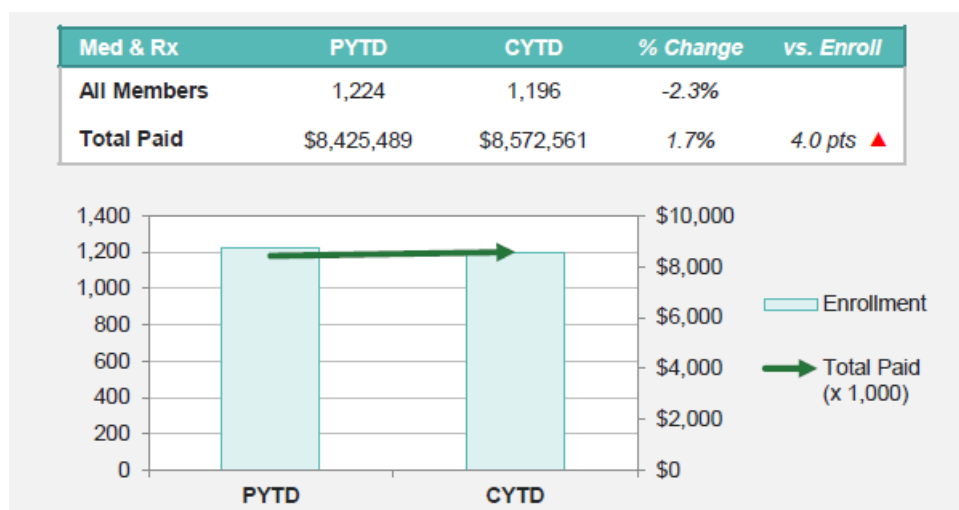
Sincerely,  
Shawn A. Jacobs  
Strategic Account Executive



## City of Watertown Plan Performance Report July 2021 – June 2022 Plan Year

The following report illustrates the key factors of the City of Watertown's plan performance for the plan year July 2021 through June 2022 vs. the prior year.

- Enrollment dropped by 2.3% (1,224 to 1,196 members)
- Claims cost increase by 1.7% (\$8.42M to \$8.57Mm) from the prior year – Well below UMR book of business average of 7% claims cost increase



- High-cost claimants defined as anyone having \$50k or more in claims decreased by 12.7%
- From a plan benefit perspective, the City's plan is still nearly 3x more generous than the UMR book of business and 2x more generous than other municipalities in the Northeast
- The UMR provider network arrangement had an average discount of 47.6% equating to more than \$3.8M in plan savings
- From the City's top 20 claimants by cost, about 7 of them are expected to continue to be high-cost claimants given their diagnoses; however, we show relatively stable clinical prognoses for those claimants benefiting from UMR Case Management outreach and the patient's prescription drug regimens
- Total medical claims cost decreased by 5.8% while prescription drug claims cost increased by 13.4% for the net overall claims cost increase of 1.7%
- Overall, the City's plan ran better than most during the same reporting period

### Claims Summary

Dollar Amount	Prior Year-to-Date			Current Year-to-Date			% Change	
	New Claims	Incurred Prior	Total Claims	New Claims	Incurred Prior	Total Claims	New	Total
Medical Billed	\$20,236,259	\$2,656,569	\$22,892,829	\$22,502,440	\$2,659,743	\$25,162,184	11.2%	9.9%
(-) Ineligible	\$5,030,357	\$1,056,245	\$6,086,602	\$5,388,712	\$975,899	\$6,364,611	7.1%	4.6%
Medical Covered	\$15,205,903	\$1,600,325	\$16,806,227	\$17,113,728	\$1,683,844	\$18,797,573	12.5%	11.8%
(-) Pricing Savings	\$4,100,205	\$297,700	\$4,397,904	\$3,732,025	\$161,513	\$3,893,538	-9.0%	-11.5%
Medical Allowed	\$11,105,698	\$1,302,625	\$12,408,323	\$13,381,703	\$1,522,331	\$14,904,035	20.5%	20.1%
(-) Benefit Design	\$307,717	\$11,425	\$319,142	\$310,464	\$12,393	\$322,857	0.9%	1.2%
(-) COB	\$6,140,786	\$794,069	\$6,934,855	\$8,489,108	\$1,209,717	\$9,698,824	38.2%	39.9%
Medical Net Paid	\$4,625,062	\$493,405	\$5,118,467	\$4,536,588	\$285,786	\$4,822,374	-1.9%	-5.8%
Rx Net Paid	\$3,177,835	\$129,188	\$3,307,022	\$3,616,280	\$133,908	\$3,750,187	13.8%	13.4%
Total Med & Rx Net Paid	\$7,802,896	\$622,593	\$8,425,489	\$8,152,867	\$419,694	\$8,572,561	4.5%	1.7%

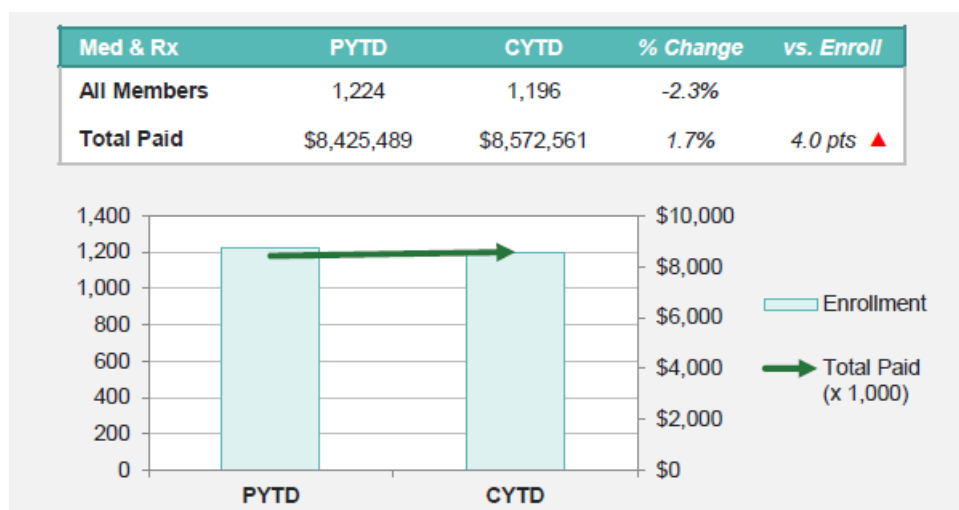
- New Claims are incurred and paid in the plan year. Incurred Prior are paid or adjusted in the plan year but incurred in a prior year (service dates precede the plan year).
- Benefit Design: out-of-pocket amounts, i.e., coinsurance, co-pay, and deductible. COB (Coordination-of-Benefits): Other insurer paid, including Medicare and Medicaid.



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- New Claims are incurred and paid in the plan year. Incurred Prior are paid or adjusted in the plan year but incurred in a prior year (service dates precede the plan year).
- Benefit Design: out-of-pocket amounts, i.e., coinsurance, co-pay, and deductible. COB (Coordination-of-Benefits): Other insurer paid, including Medicare and Medicaid.





October 24, 2022

City of Watertown  
Chris Parks, Benefits Administrator

Dear Chris,

Enclosed is the City of Watertown's plan review for the period July 1, 2021 to June 30, 2022. Below are some highlights from the report:

In reviewing the data for the City of Watertown from 7/1/21-6/30/22, we continue to see similar trends to what has been impacting the City for a number of years. This is not terribly different from the trends that we are seeing throughout our entire book of business. In comparing data from the previous year, we did see an increase in members albeit a minimal difference (2% or 22 members). We saw the number of prescription drugs filled stay relatively flat with a decrease in the number of prescriptions filled at retail pharmacies. For mail order, there was an increase of about 5% when looking at the total number of prescriptions filled. Our mail order pharmacy continues to be a great avenue for members to receive their maintenance drugs (drugs taken every day for things like cholesterol, blood pressure and diabetes) at a discount which additionally passes savings along to the City.

Although there was an increase in mail order prescriptions, we had a few metrics that went in the opposite direction resulting in the plan spend increasing by 15.62%. The largest portion of this increase comes directly from specialty drugs category. Specialty drugs make up 1% of the utilization that are for sensitive and often chronic conditions like cancer, MS and systemic inflammatory conditions but make up 35% of the total dollars spent. We also saw a small dip in the number of generic scripts filled. This is certainly the opposite of what we want to happen. Typically, with every 1% that you increase generic drug utilization there is a corresponding 3% in savings that for the health plan.

In conclusion, the City's drug plan continues to be stable. Specialty medications will continue to be an area to watch. As always, ProAct will push forward to put members on the lowest cost drug that will provide them with the care that is needed.

**Corey Prashaw**

*Account Manager*

Tel (315) 287-3652 ext 3634

Email: [coreyprashaw@proactrx.com](mailto:coreyprashaw@proactrx.com)



EMPLOYEE OWNERS BUILDING CUSTOMERS FOR LIFE.



*Your Fully Integrated Pharmacy Benefit Manager*



## PLAN REVIEW

### PHARMACY BENEFIT PERFORMANCE



Account: **CITY OF WATERTOWN**

Start Date: **7/1/2021** - End Date: **6/30/2022**

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## PLAN SUMMARY

• • •

Review of Plan Sponsor  
Pharmacy Benefit  
Performance





# PLAN COST SUMMARY



Key Performance Indicators (KPI)	Current Period	Previous Period	% Change (L/Y)
<b>Membership</b>			
Utilizing Member Count	1,083	1,061	▲ 2.07%
Member Paid	\$331,475	\$249,594	▲ 32.81%
Member Share %	7.95%	7.00%	▲ 0.95%
Account Plan Paid PMPM	\$245.26	\$217.16	▲ 12.94%
Average Account Members	1,325	1,275	▲ 3.94%
<b>Claims</b>			
Total Rx Count	18,726	18,713	▲ 0.07%
Retail	7,461	8,014	▼ -6.90%
- Retail Maintenance	2,490	3,640	▼ -31.59%
Mail Order	11,054	10,511	▲ 5.17%
Specialty	211	188	▲ 12.23%
Generic Dispensing Rate (GDR)	83.00%	84.28%	▼ -1.28%

# PLAN COST KPIs



KPI	Current Period	Previous Period	% Change (L/Y)
Total Rx Spend			
Total Cost	\$4,167,317	\$3,564,873	▲ 16.90%
Total Plan Paid	\$3,835,842	\$3,315,279	▲ 15.70%
Dispensing Fee	\$5,952	\$7,173	▼ -17.01%
Plan Paid			
Specialty	\$1,346,027	\$1,001,958	▲ 34.34%
Non-Specialty	\$2,489,815	\$2,313,321	▲ 7.63%
Channel (Non-Specialty Plan Paid)			
Retail	\$318,238	\$376,046	▼ -15.37%
Mail Order	\$2,171,577	\$1,937,275	▲ 12.09%



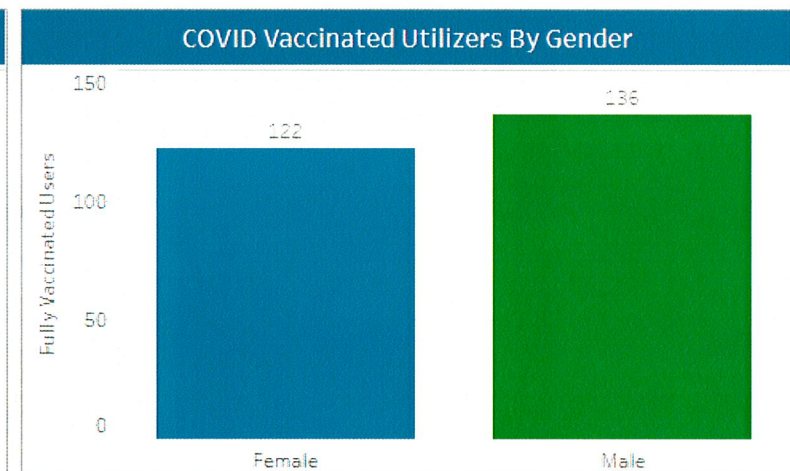
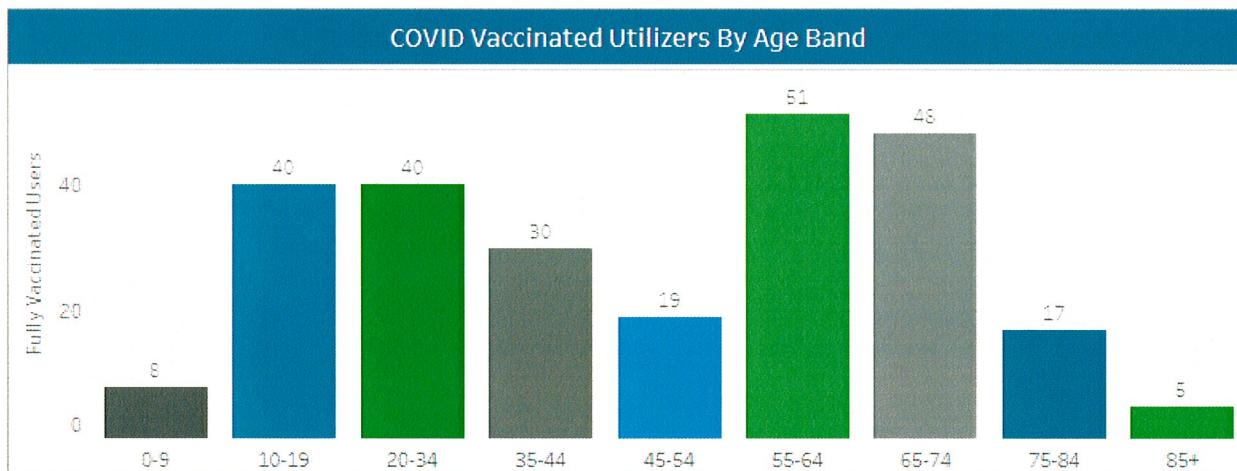
## PLAN PAID KPIs



KPI	Current Period	Previous Period	% Change (L/Y)
<b>Drug Type (Paid Plan)</b>			
Generic	\$591,366	\$421,417	▲ 40.33%
Brand	\$3,244,477	\$2,893,863	▲ 12.12%
<b>Average per Rx</b>			
Total Cost	\$222.54	\$190.50	▲ 16.82%
Plan Paid	\$204.84	\$177.16	▲ 15.62%
Member Paid	\$17.70	\$13.34	▲ 32.71%
<b>Average Plan Paid per Drug Type</b>			
Brand	\$637.38	\$688.28	▼ -7.39%
Generic	\$37.93	\$25.90	▲ 46.42%
Specialty	\$6,379.27	\$5,329.56	▲ 19.70%

# COVID-19

- Fully Vaccinated 258 members through the pharmacy benefit
  - 2 doses Moderna, Pfizer, Novavax and Astzen.
  - 1 dose for Janssen.
- 99 total members received the booster vaccine.







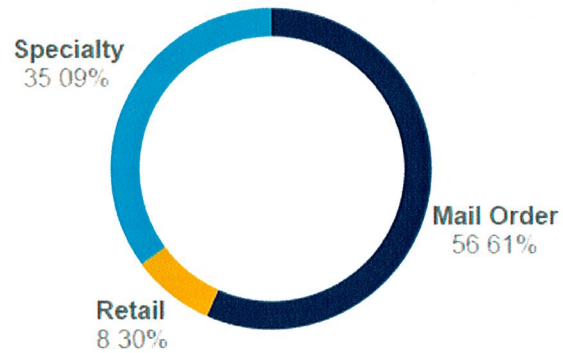
# RX UTILIZATION

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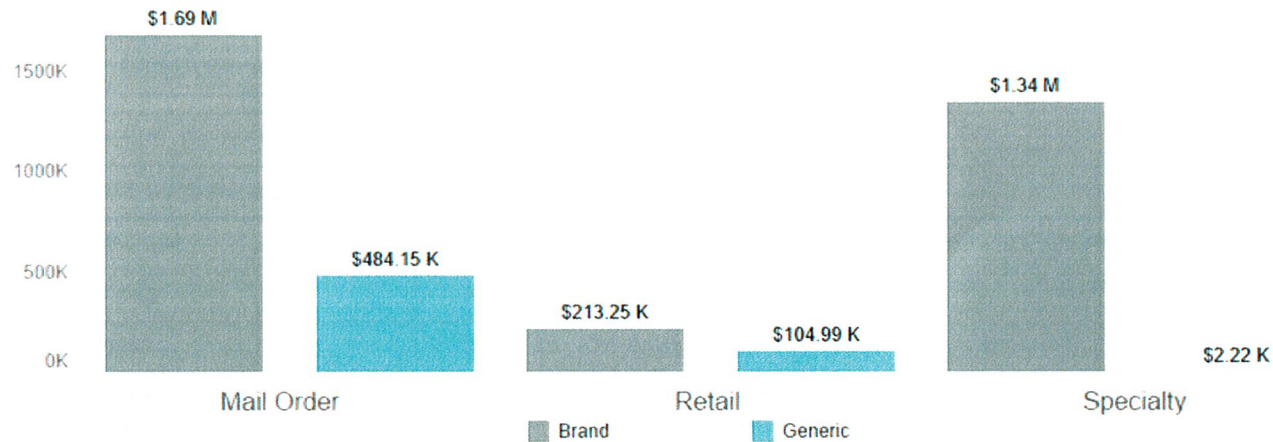
Detailed Review of Rx Claims  
from Plan Sponsor Utilization



# CHANNEL SUMMARY



Channel	Total Plan Paid	% of Total
Mail Order	\$2,171,577	56.61%
Retail	\$318,238	8.30%
Specialty	\$1,346,027	35.09%





# TOP DRUG CLASSES: NON-SPECIALTY



Most Common Indicator	Current				Previous			
	Utilizing Members	Rx Count	Member Paid	Plan Paid	Utilizing Members	Rx Count	Member Paid	Plan Paid
DIABETES	160	1,249	\$31,287	\$913,401	149	1,335	\$28,665	\$923,875
ANTICOAGULANT	60	241	\$8,002	\$255,636	54	219	\$7,027	\$213,595
ASTHMA	201	684	\$13,304	\$197,199	162	653	\$10,431	\$213,859
HIGH BLOOD PRESSURE/HEART DISEASE	428	3,070	\$28,566	\$105,652	427	3,154	\$14,801	\$52,346
HIGH BLOOD CHOLESTEROL	366	1,552	\$9,750	\$84,415	350	1,563	\$11,605	\$58,346
HEARTBURN/ULCER DISEASE	275	982	\$11,720	\$71,378	285	1,050	\$8,358	\$76,904
DEPRESSION	217	978	\$9,816	\$60,443	213	987	\$5,823	\$41,720
HEART DISEASE	42	133	\$2,222	\$54,449	39	152	\$1,913	\$35,708
SEIZURES	123	482	\$5,055	\$49,978	135	627	\$3,787	\$66,018
MENTAL/NEURO DISORDERS	39	157	\$2,053	\$49,764	39	199	\$1,995	\$57,764
OPHTHALMIC CONDITIONS	71	189	\$5,097	\$48,854	86	221	\$4,982	\$62,555
GLAUCOMA	46	213	\$4,404	\$47,175	46	247	\$5,101	\$62,590
VACCINATIONS	553	807	\$0	\$45,144	344	548	\$0	\$28,150
GI DISORDERS	37	71	\$1,107	\$36,255	32	66	\$748	\$24,284
URINARY DISORDERS	108	390	\$4,429	\$35,420	105	367	\$3,369	\$36,674

# TOP 10 BRAND DRUGS: NON-SPECIALTY **PRO<sup>ACT</sup>** PHARMACY BENEFIT MANAGEMENT

Product Name	Most Common Indicator	Current				Previous			
		Utilizing Members	Rx Count	Member Paid	Plan Paid	Utilizing Members	Rx Count	Member Paid	Plan Paid
Trulicity	Diabetes	25	98	\$3,430	\$210,569	24	96	\$3,280	\$184,880
Eliquis	Anticoagulant	34	122	\$4,270	\$135,685	26	102	\$3,455	\$110,038
Xarelto	Anticoagulant	22	86	\$2,975	\$108,967	22	81	\$2,820	\$87,880
Januvia	Diabetes	20	71	\$2,450	\$94,657	22	89	\$3,015	\$104,102
Lantus	Diabetes	20	69	\$2,415	\$84,006	22	82	\$2,795	\$88,381
Farxiga	Diabetes	17	56	\$1,960	\$67,331	7	25	\$875	\$31,536
Jardiance	Diabetes	14	43	\$1,505	\$59,521	13	43	\$1,485	\$58,858
Novolog	Diabetes	9	30	\$1,710	\$57,142	11	32	\$1,120	\$64,453
Entresto	Heart Disease	10	34	\$1,190	\$49,619	6	26	\$780	\$33,006
Humulin	Diabetes	4	13	\$455	\$43,143	3	11	\$370	\$40,306

CITY OF WATERTOWN | 7/1/2021 - 6/30/2022 | Run Date: 7/22/2022



# TOP 10 GENERIC DRUGS: NON-SPECIALTY

Product Name	Most Common Indicator	Current				Previous			
		Utilizing Members	Rx Count	Member Paid	Plan Paid	Utilizing Members	Rx Count	Member Paid	Plan Paid
Atorvastatin Calcium	High Blood Cholesterol	194	756	\$3,983	\$22,832	178	714	\$4,557	\$56
Fluticasone-Salmeterol	Asthma	16	40	\$400	\$17,790	14	34	\$330	\$28,463
Icosapent Ethyl	High Blood Cholesterol	6	17	\$170	\$10,825	1	0	\$0	\$0
Carvedilol Phosphate Er	High Blood Pressure/Heart Disease	5	17	\$170	\$10,369	6	32	\$305	\$15,820
Levothyroxine Sodium	Thyroid Disorders	102	427	\$4,206	\$10,360	94	402	\$3,526	\$3,009
Budesonide	Asthma	7	22	\$220	\$10,028	7	21	\$200	\$8,619
Albuterol Sulfate Hfa	Asthma	101	182	\$1,830	\$9,865	86	176	\$1,725	\$12,477
Venlafaxine Hcl Er	Depression	16	61	\$590	\$9,709	20	83	\$585	\$6,403
Esomeprazole Magnesium	Heartburn/Ulcer Disease	38	141	\$1,420	\$9,375	43	157	\$1,530	\$15,135
Travoprost (Bak Free)	Glaucoma	6	24	\$240	\$8,575	6	23	\$230	\$6,390

# SPECIALTY SUMMARY

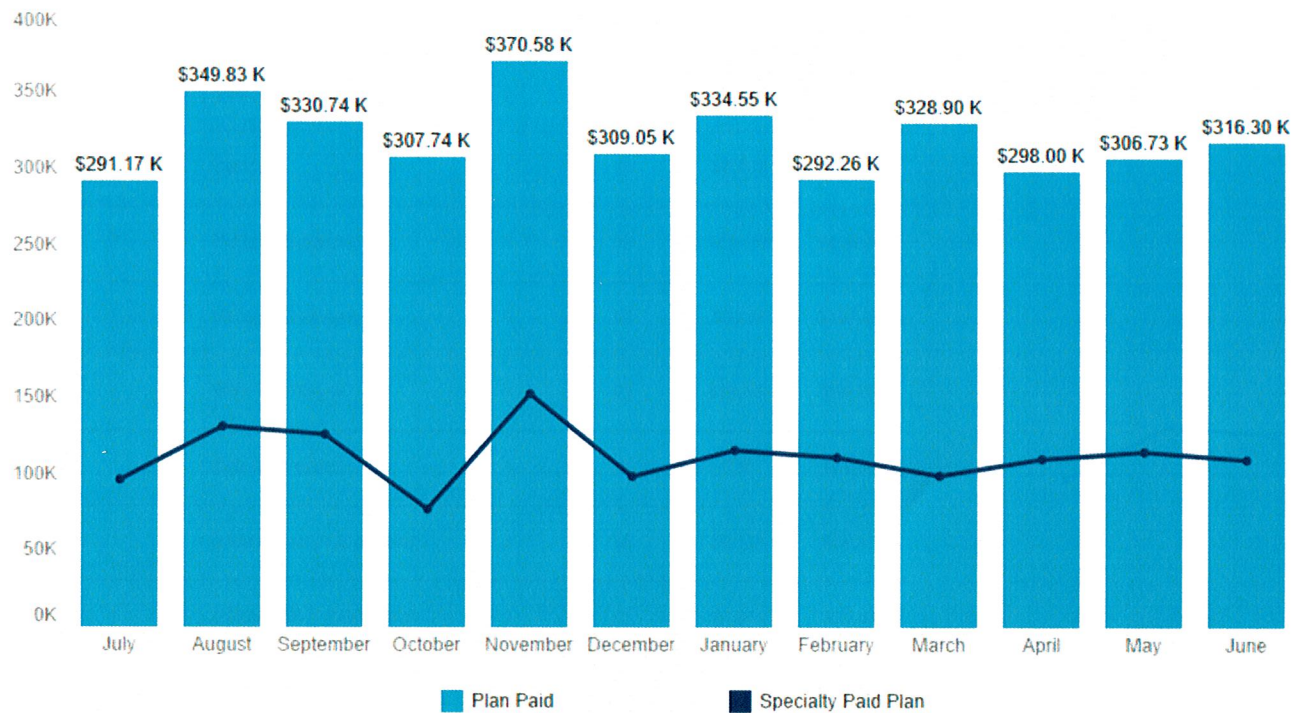


Specialty Plan Paid  
**\$1,346,027**

Specialty Rx Count  
**211**

Specialty % of Total Plan Paid 35.09%

Specialty % of Total Rx Count 1.13%





# TOP 10 SPECIALTY DRUGS



Product Name	Most Common Indicator	Current				Previous			
		Utilizing Members	Rx Count	Member Paid	Plan Paid	Utilizing Members	Rx Count	Member Paid	Plan Paid
Humira	Inflammatory Conditions	6	36	\$26,646	\$275,621	5	30	\$15,462	\$216,056
Cosentyx	Skin Conditions	2	24	\$8,390	\$143,801	2	17	\$6,520	\$110,279
Skyrizi	Skin Conditions	3	7	\$12,677	\$114,092	2	7	\$11,769	\$105,917
Zytiga	Cancer	1	11	\$8,070	\$114,061	1	12	\$12,092	\$119,598
Gilenya	Multiple Sclerosis	1	13	\$10,169	\$110,747	1	12	\$7,948	\$99,013
Aubagio	Multiple Sclerosis	1	13	\$9,526	\$100,398	1	12	\$7,583	\$87,536
Dupixent	Skin Conditions	5	22	\$10,021	\$79,787	3	24	\$7,078	\$69,608
Stelara	Skin Conditions	1	3	\$30	\$76,461	-	-	\$0	-
Otezla	Inflammatory Conditions	2	15	\$6,175	\$55,576	2	7	\$1,580	\$24,835
Xeljanz	Inflammatory Conditions	2	12	\$5,992	\$53,931	2	14	\$6,888	\$61,994

## *Industry Trends:*

# BIOSIMILARS & GENERICS

The 2021 U.S. Generic and Biosimilar Medicines Savings Report, published by the Association for Accessible Medicines, found that the U.S. healthcare system saved \$338 billion in 2020 through the use of generic and biosimilar drugs.<sup>3</sup>

### BIOSIMILAR

A biosimilar is a biologic\* that has no clinically meaningful difference from another biologic that's already FDA-approved. Biosimilars are administered the same way as the biologic medication and have the same strength, dosage form, and potential side effects as the biologic medication.

\* A biologic drug is a medication that is derived from a living organism, this can include animal cells and microorganisms, such as yeast and bacteria.

### INTERCHANGEABILITY

An interchangeable biosimilar product may be substituted without the intervention of the prescriber of the reference product, much like how generic drugs are routinely substituted for brand name drugs. Interchangeability also offers one year of exclusivity for the first biosimilar of each product to receive the designation.

Biologics are one of the fastest growing prescription drug categories. The FDA approval of additional biosimilar and interchangeable biosimilar medications may help increase competition. This will allow patients to have more treatment options and potentially less expensive alternatives.<sup>4</sup>

### GENERICS

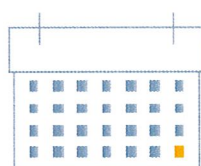
By monitoring upcoming generic launches, ProAct can strategize appropriately, and implement formulary changes to transition utilization toward the agent losing exclusivity or by evolving our clinical programs to increase utilization.



## BIOSIMILAR APPROVALS 2021 TIMELINE<sup>5</sup>

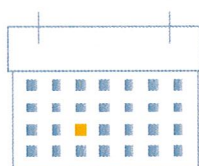
In 2021, the FDA approved 5 biosimilars, including 3 new biosimilar approvals and 2 approvals that granted interchangeable status to previously approved biosimilars. Multiple biosimilar applications were also delayed in 2021, in large part due to inspection delays related to the COVID-19 pandemic.

JULY 28



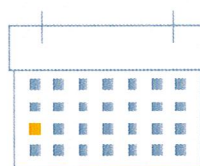
Biocon Biologics and Viatri's Semglee (insulin glargine-yfgn) was approved as the first biosimilar to gain the FDA's interchangeable designation. Semglee was approved in 2020 under the 505(b)(2) pathway. Biocon/Viatri launched both branded and unbranded versions of Semglee in 11/2021.

SEPTEMBER 17



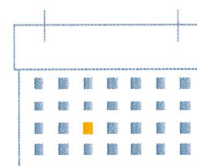
Samsung Bioepis and Biogen's Byooviz (ranibizumab-nuna) was approved as the first ophthalmic biosimilar. Byooviz references Roche/Genentech's Lucentis and is expected to launch in mid-2022.

OCTOBER 15



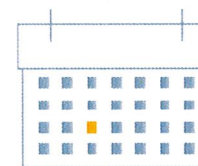
Boehringer Ingelheim's (BI) Cyltezo (adalimumab-adbm) received interchangeable designation after already being approved as a biosimilar of AbbVie's Humira in 2017. BI has indicated it will launch interchangeable Cyltezo in 7/2023.

DECEMBER 17



Eli Lilly's Rezvoglar (insulin glargine-aglr) was approved as biosimilar to Lantus (but not interchangeable). Lilly has yet to announce a launch date.

DECEMBER 17



Coherus' Yusimry (adalimumab-aqvh) was approved as the seventh biosimilar to Humira. Yusimry is expected to launch in 2023.



To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – October 2022

Sales tax revenue was up \$168,839 or 10.06% compared to last October. In comparison to the original budget projection for the month, sales tax was up \$135,265 or 7.90%. The year-to-date actual receipts are up \$406,617 or 4.93%, while the year-to-date receipts on a budget basis are up \$241,775 or 2.88%.

The State is withholding \$482,925 of County sales tax to fund a fiscally distressed health facilities fund which in turn lowers the City's sales tax revenue by **\$115,900**. The State will intercept a portion of the County's sales tax for the May, August, November and January distributions of \$120,731 each quarter (City share is \$28,975).

	<u>Actual 2019-20</u>	<u>Actual 2020-21</u>	<u>Actual 2021-22</u>	<u>Actual 2022-23</u>	<u>Variance</u>	<u>Monthly % Inc/(Dec)to Prior Year</u>	<u>Quarterly % Inc/(Dec)to Prior Year</u>
July	\$ 1,763,856	\$ 1,493,210	\$ 1,948,809	\$ 2,035,333	\$ 86,524	4.44%	
August	\$ 1,763,893	\$ 1,515,827	\$ 1,888,806	\$ 2,008,482	\$ 119,676	6.34%	
September	\$ 2,129,882	\$ 2,783,423	\$ 2,725,797	\$ 2,757,376	\$ 31,578	1.16%	
October	\$ 1,499,868	\$ 1,488,167	\$ 1,678,723	\$ 1,847,562	\$ 168,839	10.06%	
November	\$ 1,410,364	\$ 1,331,668	\$ 1,643,509				
December	\$ 1,868,004	\$ 2,493,688	\$ 2,374,453				
January	\$ 1,436,294	\$ 1,290,702	\$ 1,649,030				
February	\$ 1,203,572	\$ 1,181,566	\$ 1,429,187				
March	\$ 1,750,746	\$ 2,284,533	\$ 2,253,672				
April	\$ 988,797	\$ 1,566,858	\$ 2,064,386				
May	\$ 925,025	\$ 1,626,958	\$ 2,023,137				
June	<u>\$ 2,258,456</u>	<u>\$ 3,144,514</u>	<u>\$ 1,949,070</u>				
YTD	<u>\$ 18,998,780</u>	<u>\$ 22,201,114</u>	<u>\$23,628,579</u>	<u>\$ 8,648,752</u>	<u>\$ 406,617</u>	<u>4.93%</u>	
			<u>Original Budget 2022-23</u>	<u>Actual 2021-22</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July			\$ 1,987,785	\$ 2,035,333	\$ 47,548	2.39%	
August			\$ 1,926,582	\$ 2,008,482	\$ 81,900	4.25%	
September			\$ 2,780,313	\$ 2,757,376	\$ (22,937)	(0.82%)	
October			\$ 1,712,297	\$ 1,847,562	\$ 135,265	7.90%	
November			\$ 1,796,461				
December			\$ 2,421,942				
January			\$ 1,682,011				
February			\$ 1,457,771				
March			\$ 2,298,745				
April			\$ 1,630,159				
May			\$ 1,808,891				
June			<u>\$ 3,273,043</u>				
YTD			<u>\$ 24,776,000</u>	<u>\$ 8,648,752</u>	<u>\$ 241,775</u>	<u>2.88%</u>	



# Staff Report 3

November 14, 2022

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – October 2022

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last October, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$307,031 or 58.62%. In comparison to the budget projection for the month, revenue was down \$169,423 or 43.88%. The year-to-date actual revenue is down \$1,134,881 or 53.61%, while the year-to-date revenue on a budget basis is down \$30,044 or 2.97%.

	<u>Actual</u> <u>2019-20</u>	<u>Actual</u> <u>2020-21</u>	<u>Actual</u> <u>2021-22</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u> <u>Inc/(Dec)to</u> <u>Prior Year</u>
July	\$ 265,466	\$ 1,937	\$ 673,456	\$ 165,456	(\$ 508,021)	(75.43%)
August	\$ 13,330	\$ 1,819	\$ 612,155	\$ 157,460	(\$ 454,695)	(74.28%)
September	\$ 125,102	\$ 1,164	\$ 307,692	\$ 442,559	\$ 134,867	43.83%
October	\$ 222,218	\$ 117,331	\$ 523,734	\$ 216,702	(\$ 307,031)	(58.62%)
November	\$ 554,930	\$ 410,218	\$ 731,273			
December	\$ 406,126	\$ 366,126	\$ 702,586			
January	\$ 416,391	\$ 255,650	\$ 293,374			
February	\$ 217,222	\$ 175,736	\$ 246,124			
March	\$ 745,936	\$ 449,166	\$ 661,611			
April	\$ 752,511	\$ 669,698	\$ 897,945			
May	\$ 383,085	\$ 433,690	\$ 539,059			
June	\$ 53,641	\$ 85,233	\$ 418,974			
YTD	<u>\$4,155,958</u>	<u>\$2,967,769</u>	<u>\$6,604,983</u>	<u>\$ 982,156</u>	<u>(\$1,134,881)</u>	<u>(53.61%)</u>

	<u>Original</u> <u>Budget</u> <u>2022-23</u>	<u>Actual</u> <u>2022-23</u>	<u>Variance</u>	<u>%</u>	<u>Power</u> <u>Purchased</u> <u>from</u> <u>National</u> <u>Grid</u>
July	\$ 309,892	\$ 165,456	(\$ 144,437)	(46.62%)	\$ 25,655
August	\$ 161,617	\$ 157,460	(\$ 4,157)	( 2.57%)	\$ 22,790
September	\$ 154,566	\$ 442,559	\$ 287,993	186.32%	\$ -
October	\$ 386,125	\$ 216,702	(\$ 169,423)	( 43.88%)	\$ -
November	\$ 590,227				
December	\$ 468,929				
January	\$ 339,180				
February	\$ 274,525				
March	\$ 517,044				
April	\$ 790,853				
May	\$ 633,501				
June	\$ 325,541				
YTD	<u>\$4,952,000</u>	<u>\$ 982,156</u>	<u>(\$ 30,044)</u>	<u>( 2.97%)</u>	<u>\$ 48,445</u>

November 15, 2022

To: The Honorable Mayor and City Council

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

Subject: NDC Housing Program – 214 East Hoard Street

The NDC Housing Program was originally established in 1995 as a partnership between Neighbors of Watertown, the Development Authority of the North Country (DANC) and the City to undertake a housing rehabilitation program whereby homes that the City has acquired through tax sale, bank foreclosures or donations can be rehabilitated and returned to the tax rolls. Construction financing for the program is provided through DANC lending, the City's Community Development Block Grant (CDBG) funds and other grant programs administered by Neighbors of Watertown (NOW).

The program ran for several years and successfully rehabilitated 11 homes that not only provided a visual impact in the neighborhoods in which they were located but resulted in an increase in the assessment of those properties by nearly \$300,000. Since the re-establishment of the program a few years ago, the program has successfully rehabilitated a two-family home at 825 Academy Street and a single-family home at 1101 Bronson Street that is about 90% complete.

As outlined in the Memorandum of Understanding between the City, NOW and DANC, the City sells eligible properties to NOW for the amount of the outstanding taxes. Once NOW takes title to the property, they act as developer and administrator for the program. This includes preparation of rehabilitation plans and specifications, as well as bidding, contractor and construction oversight. After the home is rehabilitated, it is sold, with the proceeds paying off the construction financing and any back taxes owed to the City.

The NDC program is one of the tools that the City has successfully used to rehabilitate homes within the City. Other efforts include annually appropriating CDBG funds for housing rehabilitation programs and the recent Vacant Homes Redevelopment Initiative.

In 2020, the City Council indicated a desire to place both 1101 Bronson Street and another vacant home, 214 East Hoard Street, into the NDC Program. 1101 Bronson Street was the first project to progress and as noted above, the rehabilitation work is almost finished. Work at 214 East Hoard Street has not started and Staff wanted to provide this update and see if the City Council still concurs with rehabilitating this property through this program.

The rehabilitation of 214 East Hoard Street is interesting in that the proposed approach to the rehabilitation work is a little bit different than other projects. The two-story structure is an unusual design in that it is constructed of concrete block and is much taller than the surrounding homes. Although the walls are structurally sound, the flat roof has failed and needs a complete replacement. In order to avoid future issues, a new truss system would be installed to

create a pitched roof. Several courses of concrete block would be removed to lower the overall height of the structure to accommodate the pitched roof.

Neighbors of Watertown has obtained some preliminary pricing for asbestos abatement, removal of the top courses of concrete block and the construction of the new roof. Preliminary estimates for this work are approximately \$48,000. The City budgeted \$45,000 in our 2020 CDBG Annual Action Plan to cover the costs of stabilizing the property and to complete the environmental remediation.

If the City Council still concurs with rehabilitating this home through this program, the first step will be transferring ownership of the property to Neighbors of Watertown so that asbestos abatement, select demolition and roof work can begin.

November 16, 2022

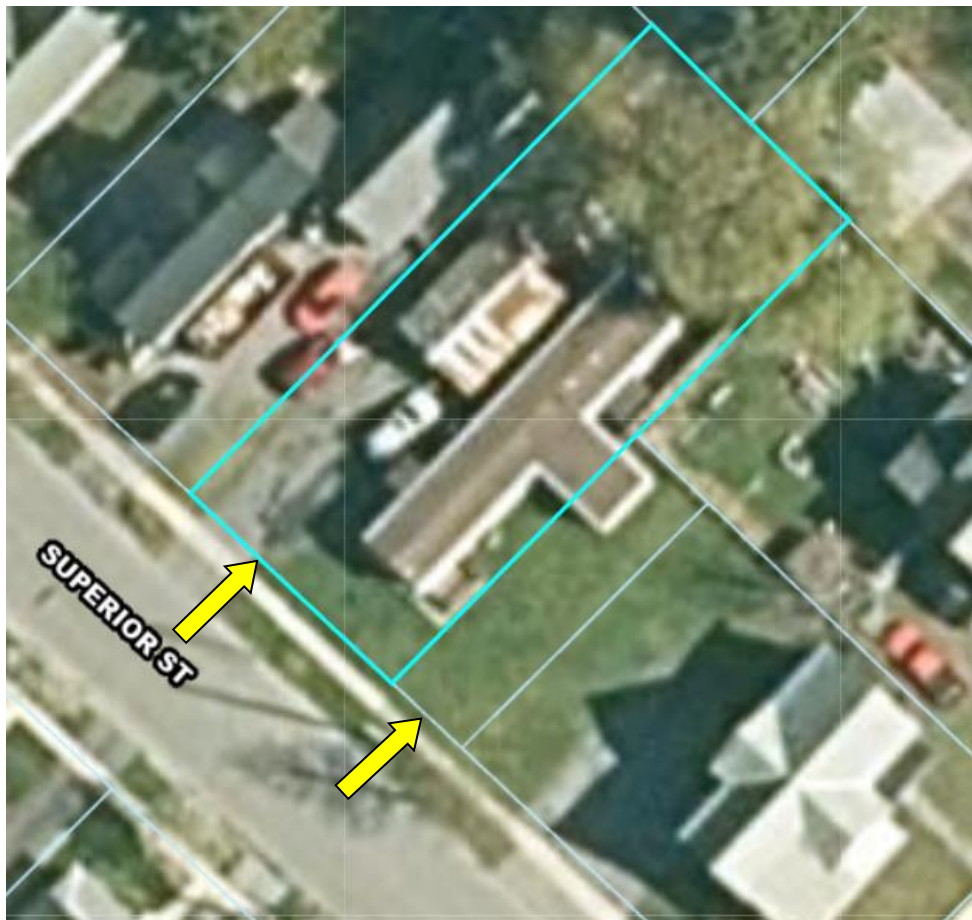
To: The Honorable Mayor and City Council  
From: Kenneth A. Mix, City Manager  
Subject: Property Purchase Offer – 850 Superior Street

The City has received the attached purchase offer from Michelle Averell for 850 Superior Street. The City acquired the parcel from Donald Averell in June 2022 as a result of its tax sale certificate process.

The amount of the offer is not specified. The tax sale certificate redemption amount owed on the deadline of June 24, 2002 was \$3,510.02. Since then the 2022-23 City tax was \$1,546.29 and the 2022-23 School tax was \$243.92. The total of those items is \$5,300.23 without adding any additional interest and penalties.

Additionally, the City acquired VL Superior Street (parcel # 01-16-307.001) from Donald Averell in June 2019 also for failure to pay the property taxes. This is the narrow lot in the picture that has a portion of the house upon. The assessed value of that lot is \$1,900.





Sept 28, 2022

Dear city Council members

I am writing to you today because I've talked to comptroller James mills he ~~isposed~~ informed me that my husbands house which is now our house on 850 Superior Street Watn. N.Y. 13601 was taken due to back taxes I was unaware of this I just recently got married to him. Mr. mills informed me that they would not sell the property back to him so I am writing and pleading with you to see if I can make an offer on the property. I am trying to take care of all he has got himself into I have 3,348 dollars that I can put down and pay what ever ~~else~~ else hopefully in payments. I really don't want to lose this property please and  
Thank you

Michelle Avall  
850 Superior St  
Watn. N.Y. 13601  
(315) 219-2185

November 17, 2022

To: The Honorable Mayor and City Council  
From: Kenneth A Mix, City Manager  
Subject: Jefferson County Wide Transportation Community Input Discussion

Council Member Hickey requested the attached presentation be included with the Agenda. It includes public input on the routes from the November meeting of the Volunteer Transportation Center Inc. regarding the Jefferson County Wide Transportation Community Input Discussion.



# Jefferson County Wide Transportation Community Input Discussion

Mobility  
Management



# Who We Met With

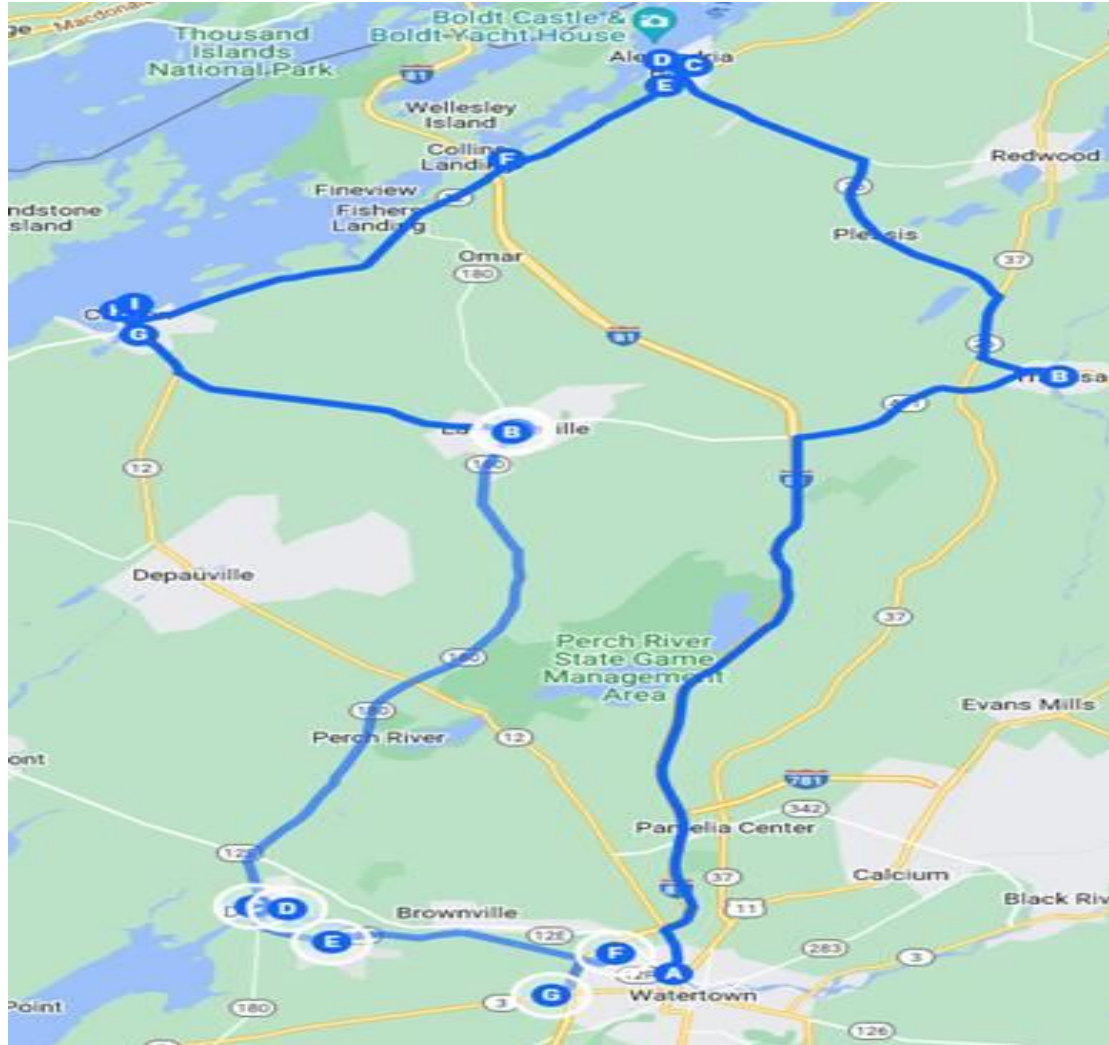
- Employers
- Human Service Agencies
- Medical Facilities
- Educational Institutions
- 12 Public Input Sessions



## What They Said

Employment – Education – Medical – Food Sources

# Alexandria Bay Route Map (Draft)



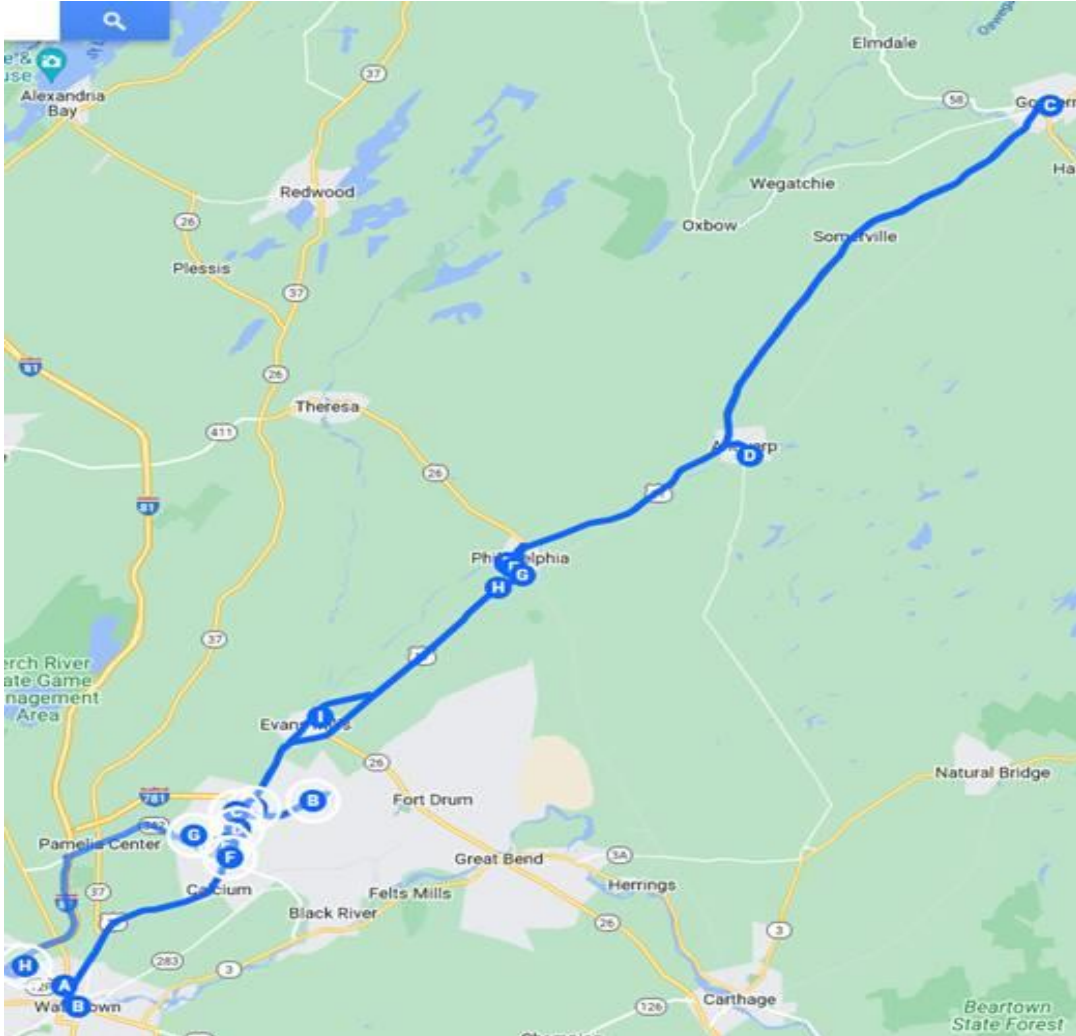
Watertown  
Theresa  
Alexandria Bay  
Clayton  
Lafargeville  
Dexter

# Alexandria Bay Route (Draft)

Destination	Address	City/Village	Depart	Depart	Depart	Depart	Depart
611 W Main St	611 W Main St	Watertown	6:30	9:19	12:29	3:28	8:53
Commercial and Main	Commercial and Main St	Theresa	6:55	9:44	12:54	3:53	6:52
Gordon Court Apartments	39 Bolton Ave	Alex Bay	7:14	10:03	1:13	4:12	7:11
River Hospital	4 Fuller St	Alex Bay	7:19	10:08	1:18	4:17	7:16
Big M	45560 NY-12	Alex Bay	7:26	10:13	1:23	4:22	7:21
Price Chopper	43615 NY-12	Alex Bay	7:34	10:20	1:30	4:29	7:28
Riverview Apartments	912 Strawberry Lane	Clayton	7:49	10:35	1:45	4:44	7:43
305 James St	305 James St	Clayton	7:54	10:41	1:51	4:50	7:49
Harbor Hotel	200 Riverside Dr	Clayton	7:59	10:46	1:56	4:55	7:54
Lafargeville Senior Housing	36421 Penet Square, Dr	Lafargeville	8:15	11:02	2:12	5:11	8:10
Library	36263 NY-180	Lafargeville	8:20	11:07	2:17	5:16	8:15
Smith Apartments	200 W Grove	Dexter	8:41	11:28	2:38	5:37	8:36
Poole Apartments	600 William St	Dexter	8:46	11:33	2:43	5:42	8:41
Airport	22529 Airport Dr	Dexter	8:53	11:40	3:00		
JCC	1220 Coffeen St	Watertown	9:10	12:20			
Mall	21182 Salmon Run Mall Loop	Watertown			3:15	6:25	

# Route 11 – Philadelphia

## Route Map (Draft)



Watertown  
Leray  
Fort Drum  
Evans Mills  
Philadelphia  
Antwerp  
Gouverneur

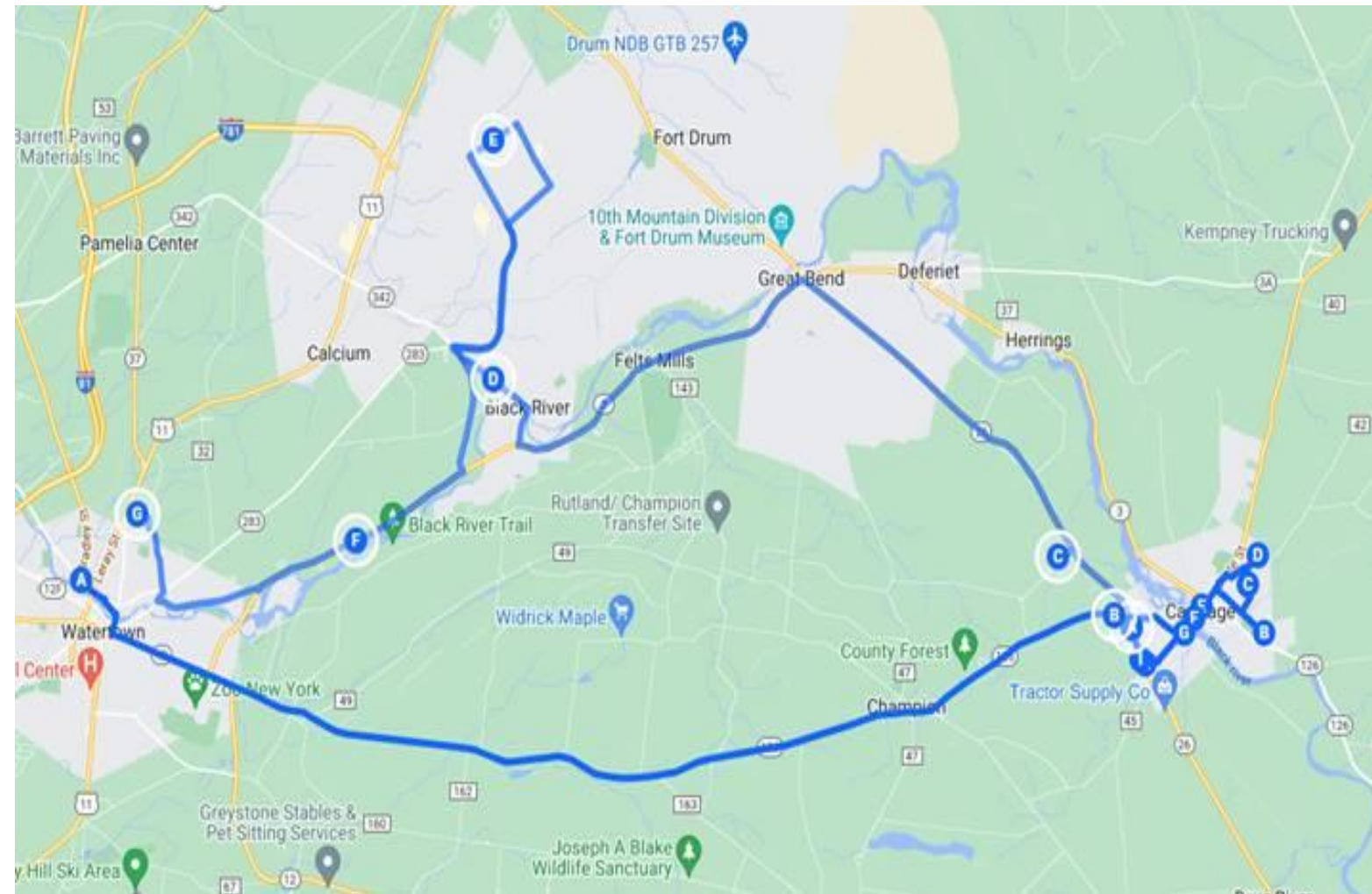


# Route 11 – Philadelphia

## Route (Draft)

Destination	Address	City/Village	Depart	Depart	Depart	Depart	
611 W Main St	611 W main St	Watertown	7:00	10:40	2:40		9:20
Seaway Plaza	22050 Seaway Shopping Center	Watertown	7:10	11:10	2:50	6:45	
Church St	Church St, Covered Stop	Gouverneur	8:10	12:05	3:40	7:30	
Antwerp housing	500 Lexington Ave	Antwerp	8:31	12:26	4:01	7:50	
Stonewood	729 Stonewood Dr	Philadelphia	8:47	12:42	4:17	8:05	
Parkstead	300 Quaker Ave	Philadelphia	8:53	12:48	4:23	8:11	
Philly Court	661 Philadelphia Court N	Philadelphia	8:59	12:54	4:29	8:17	
Philadelphia Medical Center	32787 US-11	Philadelphia	9:04	12:59	4:34	7:34	
Milltown Housing	8130 Schell Ave	Evans Mills	9:14	1:09	4:44	8:28	
LeRay Health Center	26908 Independence Way	Evans Mills	9:24	1:19	4:54		
Fort Drum Visitor Center	Iraqi Freedom Dr	Fort Drum	9:30	1:25	5:30	8:38	
Ledges Apartments	26686 Boyer Circle	Evans Mills	9:37	1:32	5:37	8:45	
Aldi's	26163 US-11	Evans Mills	9:42	1:37	5:42	8:50	
Walmart	25737 US-11	Evans Mills	9:50	1:45	5:50	8:58	
Woodcreek	25382 Virginia Smith Dr	Calcium	9:56	1:51	5:56	9:04	
Eagle Ridge	26095 Kestrel Dr	Evans Mills	10:06	2:01	6:03	9:11	
JCC	1220 Coffeen St	Watertown	10:30	2:30			

# Carthage Route Map (Draft)

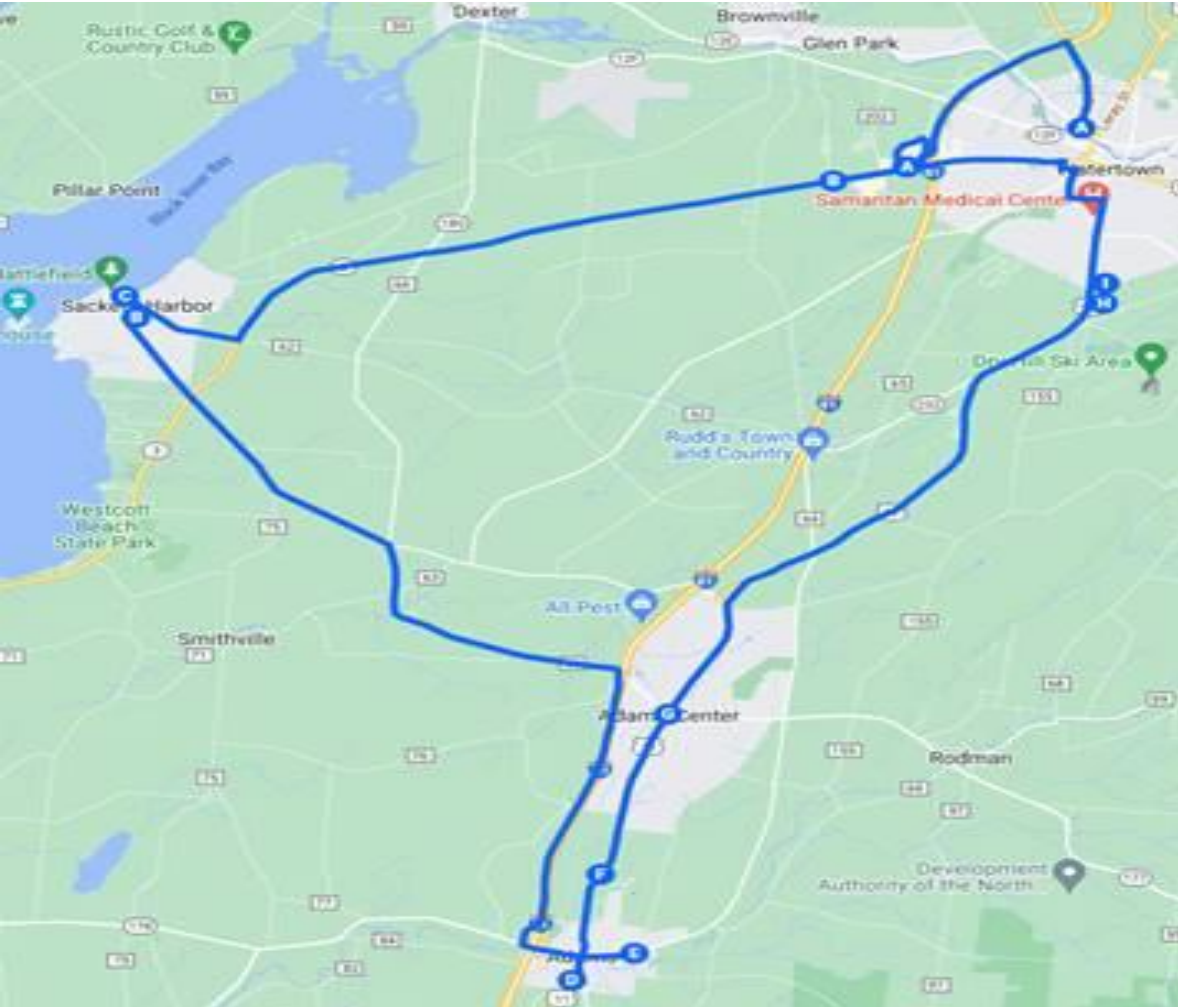


Watertown  
Carthage  
Black River  
Fort Drum

# Carthage Route (Draft)

[illegible]

# Southern Jefferson Route Map (Draft)



Watertown  
Sackets Harbor  
Adams  
Adams Center



# Southern Jefferson Route (Draft)

[illegible]

# Time Line



- **November 2022**– Public input on Routes
- **November 15<sup>th</sup>** – Adopt resolution to submit application and send to NYSDOT. Resolution must be submitted within 30 days of application deadline, 12/14.
- **January 2023** – RFP sent out for Mobility Management
- **March 2023** - Mobility Management Contract Awarded
- **March 2023** – Public Input on proposed Routes
- **March 2023**- Meet with Human Service Agencies, Medical Facilities, and Employers on proposed routes.

# Time Line



- **March 2023** – Work with County Legal Counsel on adopting Public Law for Transportation and complete the 119R NYSDOT Form.(If Needed)
- **May 1, 2023** – Mobility Management starts under County
- **May 2023** – Get Routes approved by County Legislature and send for NYSDOT approval
- **June 2023** – Meeting with NYSDOT to talk about Operating Revenue- Ongoing
- **June 2023** – Work with Purchasing and order Buses
- **January 2024**- RFP for County Wide Transportation.
- **March 2024- April** – Award Contract for Transportation Provider for County Wide System
- **April 2024**- Order Marketing materials and schedules
- **July 2024** – Start to Phase in County Wide Routes





# Thank You

John Exford, Jefferson County  
Mobility Manager  
315-755-8365  
John@VolunteerTransportation.org

**Frank Doldo**  
Regional Mobility Manager  
St. Lawrence County: P.O. Box 515, 3 Commerce Lane Canton, NY 13617 / Oswego County: 808 W.  
Broadway, Fulton, NY 13069 / Greater Watertown Area: 24685 State Route 37, Watertown, NY 13601  
P. 315-405-5406 / f. 315.788.8021  
Email: [frank@volunteertransportation.org](mailto:frank@volunteertransportation.org)  
[www.VolunteerTransportation.org](http://www.VolunteerTransportation.org)



Staff Rep No. 7

November 21, 2022

To: The Honorable Mayor and City Council

From: Michael Lumbis, Planning and Community Development Director

Subject: Restore NY Application - Factory Square Redevelopment

The attached information was received by the City on Friday, regarding a proposed development project at 629 Factory St. and 567 Fairbanks St. The developer, Greenleaf Builders of Rochester, is proposing to redevelop the former Black River Paper Company Building on Factory St. and an adjacent building on Fairbanks St. into 28 market rate units and 110 units of workforce housing. The email follows a meeting we had with them a few weeks ago where they discussed their initial interest in redeveloping the buildings.

Greenleaf would like to partner with the City to apply for Restore NY Communities Initiative grant program funding as a “Special Project”. Empire State Development recently announced that Round 7 of the Restore NY program is open. Intent to Apply forms are due November 30, 2022, and applications will be due on January 27, 2023. Applications cannot be submitted unless the Intent to Apply is submitted for a project.

As the Council is aware, an intent to apply was submitted to ESD for the YMCA’s project for a regular project. A community may submit one regular project and one special project during this round of funding.

The attached material was emailed to Council prior to the meeting. A formal resolution is not required to submit the intent to apply but we would like to get some direction from the City Council as far as whether you would like to apply on behalf of the project.



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# LOI Submission

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Presented By:





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3. Greenleaf Builders
4. PathStone Corporation







November 18, 2022

Michael A. Lumbis  
Planning and Community Development Director  
City of Watertown Planning and Community Development Department  
245 Washington Street  
Room 304  
Watertown, New York 13601  
[mlumbis@watertownny.gov](mailto:mlumbis@watertownny.gov)

**RE: Letter of Intent Round 7 Restore NY “Special Project” Funding**

Dear Mr. Lumbis,

Greenleaf Builders is pleased and honored to submit its qualifications for a Letter of Intent for a combination Market Rate/ Workforce Housing redevelopment project in Watertown, New York. The location of the potential project is as follows:

1. 629 Factory Street Watertown, New York Tax Id # 6-05-104.100
2. 567 Fairbanks Street Watertown, New York Tax Id # 6-05.302.000,6-050303.000

The anticipated unit count for the Market Rate Building will be approximately 28 units, while the unit count for the workforce housing building is around 110 units.

The Total Development Cost for this project is estimated to be approximately at \$32,000,000.00.

If you have any questions, please feel free to contact me at [tdarpino@GreenleafBuilders.net](mailto:tdarpino@GreenleafBuilders.net) or by phone at 716.923.3853.

Thank you,

Tony D'Arpino  
Vice President



# 2

# Team Overview



GC/Design  
Mgmt.

MEP Engineer



Non-Profit  
Partner/Property  
Manager



Consultant

Structural  
Engineer



Architect



Site Engineer



# 3



# Team Overview



Greenleaf  
Builders  
GC/Design  
Mgmt.

# Greenleaf Overview

**Greenleaf Community Builders specializes in the construction of quality affordable housing, offering a full line of real estate services, from the initial development concept design to a turn-key construction project. We pride ourselves on being successful in assisting owners and developers with value engineering and constructing their developments regardless of the size of their budget and property challenges.**



# Organizational Chart



Jayne  
Penepent  
(CFO)



Karl Schuler  
(President)



**Tony D'Arpino**  
(Vice President)



Fred Lehmann  
(Project Executive)



Dan Daley  
(Project Manager)



Bob Key  
(Chief Estimator)



Geoff Cook  
(Dir. Marketing/BD)

# Project Experience

## ► Cayuga View Senior Living, Lansing, NY



## ► Whitney Town Center/Legends at Whitney, Perinton, NY



## ► College Town Rochester, City of Rochester, NY



## ► The Legends at North Ponds, Webster, NY



## ► The Carriages at Cedar Rock, Webster, NY





# Project Experience

## ► The Gardens at Penfield Square, Penfield, NY



## ► Albany Housing Authority (Ida Yarbrough/North) Albany, NY



## ► DePaul, (Apple Blossom Apartments) Cheektowaga, NY



## ► Clinton Avenue, Albany, NY



## ► Parcel 3, Rochester, NY



# Greenleaf Team Roles

- ▶ **Assisting/Managing the design and construction of development projects including project planning, budgeting, identification of resources and scope creation.**
- ▶ **Coordinating the efforts of all parties including owners, architects, consultants, and contractors to ensure the success of each project.**
- ▶ **Assist in the evaluation of property and feasibility studies for the acquisition related to projects.**
- ▶ **Responsible for the general oversight and support of all onsite project managers and superintendents relative to the projects I am involved with.**
- ▶ **Provide support of all construction process and quality control for construction projects.**
- ▶ **Support staff and senior management for projects including but not limited to the creation of the scope of work for each project, contract writing, management of the schedule, budget control, oversight of project deliverables and collaboration of field staff.**
- ▶ **Work with staff in the development, management, estimating and preconstruction activities to bring projects from conceptual to completion.**
- ▶ **Provided project related continuity between developers, owners, and design teams.**
- ▶ **Manage budget development, pre project planning and initial logistics analysis as well as schedule development.**
- ▶ **Assist in cultivating long term relationships based on a foundation of trust and maintaining a safe work environment while delivering project excellence that far exceeds clients' expectations.**



# 4

# Team Overview

PathStone



Connecting You to Opportunities

Non-Profit  
Partner/Property  
Manager



# PathStone Overview

PathStone is a not-for-profit community development and human services organization dedicated to eliminating poverty and strengthening families and individuals in the communities we have been serving since 1969. Low-income families and economically distressed communities throughout New York, Pennsylvania, New Jersey, Ohio, Indiana, Virginia, Vermont, and Puerto Rico are the primary beneficiaries of services and resources.

Our main areas of service include:

- ▶ **Workforce Development**
- ▶ **Education and Health**
- ▶ **Housing**
- ▶ **Community Development**

# Community Development

## Development of Affordable Rental and For-Sale Homes

PathStone Development Corporation (PDC) is our real estate development arm and is one of upstate New York's most active non-profit developers. We also have a presence in Indiana; Pennsylvania and Puerto Rico. Our PDC work includes preservation, new construction, adaptive reuse/repurpose and mixed-use. We work with community partners, non-profits, service providers, private developers and government officials to design and build housing that is affordable, accessible and seamlessly integrated into the local communities. Affordable and safe housing is offered to qualified individuals, families, farmworkers, seniors and special needs populations.



# Community Development

## Property Management of Affordable Residential Communities

PathStone Management Corporation (PMC) is an industry leader in the affordable housing market serving as the property management company for our rental property portfolio. We are a non-profit, full-service property management company, with a substantial portfolio that serves New York, Indiana and Ohio. Our team is knowledgeable in the day-to-day property management operations necessary to be successful in this competitive market. We have a clear understanding of the compliance, marketing, and maintenance regulations that are mandated by a number of different funding agencies. We take pride in reducing common barriers to affordable housing and presenting opportunities to those in need. PathStone Management Corporation is an equal housing opportunity provider

