

**CITY OF WATERTOWN, NEW YORK**

**AGENDA**

**Monday, June 19, 2023**

**7:00 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, June 19, 2023, 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**

**PRESENTATION**

**PRIVILEGE OF THE FLOOR**

**PUBLIC HEARING**

7:15 p.m	Proposed Local Law No. 1 of 2023 - A Local Law amending Sections 253-17 Of the City of Watertown Code of the City of Watertown
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**RESOLUTIONS**

Resolution No. 1 -	Approving Pivot Employee Assistance Services Contract
Resolution No. 2 -	Approving Change Order No. 1 with National Water Main Cleaning Company for Western Outfall Trunk Sewer Manhole Rehabilitation – Phase 1
Resolution No. 3 -	Accepting Proposal from Arborcare Tree Service for the Street & Park Tree Pruning Project
Resolution No. 4 -	Consenting to the Reappointment of Paul J. DiFabion to the Roswell P. Flower Memorial Library Board of Trustees
Resolution No. 5 -	Accepting Bid from Empire Tractor for Multifunction Snow Pusher
Resolution No. 6 -	Finding that Constructing the Water Treatment Plant Water Quality Improvement Project Will Not Have a Significant Adverse Impact on the Environment

- Resolution No. 7 - Approving Amendment No. 3 of the GHD Consulting Services Agreement for the Water Treatment Plant Disinfection By-Product Project
- Resolution No. 8 - Authorizing a Grant Application to the Defense Community Infrastructure Pilot Program for the Water Treatment Plant Water Quality Improvement Project
- Resolution No. 9 - Re-Adoption of Fiscal Years 2022-23 through 2026-27 Capital Budget – Water Treatment Plant Water Quality Improvement Project
- Resolution No. 10 - Approving Amendment No. 1 with GHD Consulting Services, Inc. for the Pratt Street and Sherman Street Water Main Replacement Project
- Resolution No. 11 - Approving Change Order No. 1 with GYMO for the Barben Avenue, Holcomb Street, and Bugbee Drive Water Main Replacement Project
- Resolution No. 12 - Approving Change Order No.1 with GYMO for the East Street Water Main Replacement Project

## **ORDINANCES**

- Ordinance No. 1 – An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion of the \$1,050,000 Estimated Maximum Cost of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City
- Ordinance No. 2 – An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

## **LOCAL LAW**

## **OLD BUSINESS**

- Tabled - A Resolution Directing City Manager to Hire a Bus to Transport Handicapped and Elderly Persons to Election Polling Locations on June 27, 2023

Laid Over  
Under the Rules -

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation of The Bathhouse, in and for Said City

Proposed Local Law  
No. 1 of 2023 -

A Local Law amending Sections 253-17 of the City of Watertown Code of the City of Watertown

## **STAFF REPORTS**

1. Sale of Surplus Hydro-electricity – May 2023
2. Sales Tax Revenue – May 2023

## **NEW BUSINESS**

## **EXECUTIVE SESSION**

## **WORK SESSION**

Next Work Session is scheduled for Monday, July 10, 2023, at 7:00 p.m.

## **ADJOURNMENT**

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, July 3, 2023.**

Res No. 1

June 19, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Pivot Employee Assistance Services Contract

Attached for City Council consideration is a resolution approving a Services Agreement between the City of Watertown and Pivot, 167 Polk Street, Watertown, New York. This Agreement will provide the City's approximately 330 employees and their family members with access to a program designed to help individuals deal with problems affecting their jobs and quality of life.

Pivot will provide DOT and FTA approved training for employees and supervisors and serve as the City's Substance Abuse Professional for FTA purposes.

An effective Pivot program is a crucial management tool and is available to assist City employees and their family members with a wide range of situations, such as substance abuse and addiction, job loss in the family, financial difficulties, home ownership, and stress in the home or workplace. When these or similar situations are occurring, they often end up impacting every aspect of an employee's life and will ultimately decrease productivity in the workplace and negatively affect the overall health and well-being of City employees.

The rate for services under the proposed Agreement is \$20.98 per employee for the 12 month agreement, which represents the same fee schedule as for the last several years.



**RESOLUTION**

Page 1 of 1

Approving Pivot Employee Assistance  
Services Contract

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 Employee Assistance Programs are designed to assist employees and their families with difficult issues related to finances, stress at home and in the workplace, substance abuse, and other issues related to the well-being of employees, and

WHEREAS an Employee Assistance Program is an effective and supportive management tool aimed at helping employees cope with life's many challenges, and

WHEREAS the City wishes to provide such a program for its employees and their families in compliance with NYS DOT and FTA requirements, and

WHEREAS the City of Watertown wishes to enter into a Service Agreement with Pivot, 167 Polk Street, Watertown, New York, for one year,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Pivot Employee Assistance Services Contract between the City of Watertown and Pivot (formerly Northern Employee Assistance Services), a copy of which is attached and made part of this resolution, and

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

***Seconded by***



A New Direction

167 Polk Street, Suite 320 • Watertown, NY 13601

**Prevention & Health Services**

Office: 315-788-4660

Fax: 315-788-4922

[www.pivot2health.com](http://www.pivot2health.com)

**Employee Assistance Services**

Watertown Office: 315-788-4790

Ogdensburg Office: 315-713-4861

Toll Free: 1-877-327-6327

[www.pivot2eap.com](http://www.pivot2eap.com)

**PIVOT EMPLOYEE ASSISTANCE SERVICES CONTRACT**

Between Pivot (formerly Northern Employee Assistance Services) and **City of Watertown**, Watertown, New York. This agreement shall be in effect from **July 1, 2023, to June 30, 2024** or until cancelled by either party upon 60 days written notice to the other party.

Pivot (hereinafter referred to as the Provider) will provide the following services to **City of Watertown**, (hereinafter referred to as the Municipality):

1. The Provider will consult with the Municipality and the advisory committee regarding continuing program development.
2. The Provider will assist the Municipality in the development, selection, and use of promotional materials as requested to keep all relevant persons appropriately informed about the EAP.
3. The Provider will offer free orientations as needed.
4. The Municipality will receive the following free trainings: Workplace Violence, Sexual Harassment, The Right to Know and DOT/FTA. All other trainings and seminars will be offered at a reduced rate of \$150 per hour and any related travel expenses will be paid by the Company.
5. The Provider will interview any person covered by the contract for the purpose of identifying problems, determining the appropriate service provider(s) to which the client can be referred, and arranging for such referrals. The Provider accepts responsibility for following the progress of these referrals.
6. The Provider will keep confidential records of all activities connected with the Municipality program and will present statistical records on a regular basis.

7. The Provider will furnish technical assistance to the Municipality when appropriate with respect to the Pivot Employee Assistance Services.
8. The Provider will assist the Municipality with any program evaluation efforts for the purpose of ongoing program development and justification.
9. The Provider will provide Substance Abuse Professional Services in accordance with Department of Transportation regulations. The Provider will also provide Drug Free Awareness Program in compliance with FTA standards.

The cost of said Pivot Employee Assistance Services for the specified period, based on **330 employees at \$20.98 per capita** is **\$6,923.40**, payable in full or \_\_\_\_\_ parts. If the number of employees is incorrect, please make any necessary adjustments and initial the changes.

Pivot

City of Watertown

DocuSigned by:

*William Bowman*

Date 5/12/2023

3C81B0195F5145A...

William W. Bowman, Executive Director

Date \_\_\_\_\_

Kenneth A Mix, City Manager

Res. No. 2

June 12, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Change Order No.1 with National Water Main Cleaning Company for Western Outfall Trunk Sewer Manhole Rehabilitation – Phase 1

National Water Main Cleaning Company is requesting a time extension for the Western Outfall Trunk Sewer Manhole Rehabilitation project. Notice to Proceed was granted on September 16, 2022, with 120 calendar days to complete the project. Winter weather as well as the manufacturing of the frames and covers prevented them from keeping to that schedule.

NWMCC is proposing a no-cost change order extending substantial completion to August 11, 2023. The change order and a resolution approving it have been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Approving Change Order No. 1 with  
National Water Main Cleaning Company  
for Western Outfall Trunk Sewer Manhole  
Rehabilitation – Phase 1

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 desires to reduce infiltration and inflow into the Western Outfall sewer network, and

WHEREAS on April 4, 2022, City Council approved a Design Agreement with GHD Consulting for the design of repair and rehabilitation of manholes to reduce infiltration and inflow, and

WHEREAS on September 6, 2022, City Council approved a Contract with National Water Main Cleaning Company in the amount of \$196,550.00 for the repair of 63 manholes to reduce infiltration and inflow, and

WHEREAS due to construction timing the available supply of materials the project has been delayed, and

WHEREAS National Water Main Cleaning Company has asked for a time extension for substantial completion to August 11, 2023, and

WHEREAS GHD Consulting has recommended the extension of time.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the no cost Contract Change Order No. 1 between the City of Watertown and National Water Main Cleaning Company, a copy of which is attached and made a part of this resolution, 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*** \_\_\_\_\_

## CHANGE ORDER NO. 1 - Contract Time Extension

Owner: City of Watertown

Engineer: GHD

Contractor: National Water Main Cleaning Co.

Project: Western Outfall Trunk Sewer - Manhole Rehabilitation Phase I

Contract Name: Contract 1 - General

Date Issued: TBD

Owner's Project No.:

Engineer's Project No.: 12576371

Contractor's Project No.:

Effective Date of Change Order: 6/30/23

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

Description:

**Extension of contract time as described below**

Attachments:

**NWMCC - Request for Time Extension**

### Change in Contract Times

#### Change in Contract Price

Original Contract Price: \$ 196,550.00	Original Contract Times: Substantial Completion: May 21, 2023 Ready for final payment: June 30, 2023
Increase from previously approved Change Orders : \$ \$0.00	Increase from previously approved Change Orders Substantial Completion: -- Ready for final payment: --
Contract Price prior to this Change Order: \$ 196,555.00	Contract Times prior to this Change Order: Substantial Completion: May 21, 2023 Ready for final payment: June 30, 2023
Increase this Change Order: \$ \$0.00	Increase this Change Order: Substantial Completion: August 11, 2023 Ready for final payment: September 27, 2023
Contract Price incorporating this Change Order: \$ 196,555.00	Contract Times with all approved Change Orders: Substantial Completion: August 11, 2023 Ready for final payment: September 27, 2023

Recommended by Engineer (if required)

By: Adam Scicchitano - GHD

Title: Engineer

Date: June 9th 2023

Authorized by Owner

By:

Title:

Date:

Authorized by Owner

Approved by Funding Agency (if applicable)



**NATIONAL WATER  
MAIN CLEANING**  
*A Carylton Company*

1000 Rear Elm St.  
Rocky Hill, CT 06067  
tf: (800) 422-0815  
p: (860) 372-4199  
f: (781) 828-2473

25 Marshall St.  
Canton, MA 02021  
tf: (800) 422-0815  
p: (781) 828-0863  
f: (781) 828-2473  
NYC BIC License #468

928 Broad St.  
Utica, NY 13501  
tf: (866) 341-1287  
p: (315) 624-9520  
f: (315) 624-9523

May 25, 2023

Adam Scicchitano, EIT  
Engineer – Wastewater  
GHD  
5788 Widewaters Pkwy  
Syracuse, NY 13214

Subject: Western Outfall Trunk Sewer MH Rehab  
Watertown, NY  
REQUEST FOR TIME EXTENSION

Adam,

National Water Main Cleaning Company is requesting a time extension for the WOTS MH Rehab project. Notice to Proceed was granted on September 16, 2022, with 120 calendar days to complete the project. It was discussed during the October 7<sup>th</sup>, 2022, meeting that work would not begin due to the upcoming weather as well as the manufacturing of the frames and covers. Due to these setbacks, it was discussed to start the project at the end of May/ beginning of June which we are still set for.

NWMCC is requesting the 120 calendar days begin on Tuesday May 30<sup>th</sup> when the manhole inspections start. Based on our schedule this will give us more than enough time to complete the proposed work as well as any extras that come up during the project. It will also cover any setbacks due to weather and upcoming holidays where the village doesn't want any work affecting local traffic.

Thank you for your time and consideration,

Sincerely,  
**NATIONAL WATER MAIN CLEANING COMPANY**

*Jack Caraher*

Jack Caraher  
Project Engineer

Res No. 3

June 6, 2023

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: RFP #2023-08 Street and Park Tree Pruning Project  
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed proposals from qualified vendors for Street and Park Tree Pruning Services, per City specifications and publicly opened and read the sealed proposals on May 23, 2023, at 2:00 p.m. EST. Proposals were provided to seven (7) plan houses and seven (7) potential vendors.

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

Vendor Name, Address and Point of Contact		Arborcare Tree Service
		Harrisville, NY 13648
Tree Pruning Groups	QTY	Total Price per Tree group
Base Tree Group	50	\$66,950.00
Tree Group Alternate #1	50	\$61,950.00
Tree Group Alternate #2	23	\$22,050.00
Total Price for Project		\$150,950.00

The Purchasing Manager and Office of Planning and Community Development reviewed the response to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for Street and Park Tree Pruning Project to Arborcare Tree Service at a total base bid price of **\$66,950.00**.

The Street and Park Tree Pruning Project is being funded by funds from the American Rescue Plan Act (ARPA).

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



**RESOLUTION**

Page 1 of 1

Accepting Proposal from Arborcare Tree  
Service for the Street & Park Tree  
Pruning 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 City desires to enter into a professional services contract with a professional tree care company to conduct priority tree pruning services at various locations in the City of Watertown, Watertown, NY, and

WHEREAS the Purchasing Department advertised and received one (1) sealed proposal for Street and Park Tree Pruning Project, and

WHEREAS on May 23, 2023, at 2:00 p.m. the proposals received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the proposal received with the Office of Planning and Community Development and it is their recommendation that the City Council accept the proposal submitted by Arborcare Tree Service, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal received from Arborcare Tree Service in the amount of \$66,950.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement, a copy of which is attached and made part of this resolution, on behalf of the City of Watertown.

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



# CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

STREET AND PARK TREE PRUNING PROJECT

Bid / RFP Number:

RFP #2023-08

Opening Date:

TUESDAY, MAY 23, 2023 @ 2:00 PM

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

Vendor Name, Address and Point  
of Contact

Arborcare Tree Service

Harrisville, NY 13648

Tree Pruning Groups

QTY

Total Price per Tree group

Total Price per Tree group

Total Price per Tree group

Total Price per Tree group

Total Price per Tree group

Base Tree Group

50

\$66,950.00

Tree Group Alternate #1

50

\$61,950.00

Tree Group Alternate #2

23

\$22,050.00

Total Price for Project

\$150,950.00

# Professional Services Agreement

Agreement made the \_\_\_\_ day of June, 2023  
between

**Arborcare Tree Service**  
**(“Arborcare”)**

and

**[City of Watertown]**  
**(“Client”)**

for services related to the following Project:

**Tree Pruning Services**  
**(“Project”)**

Arborcare and Client hereby agree as follows:

**Description of Services:** Arborcare shall perform the services set forth and described in Arborcare’s proposal, dated May 23, 2023, a copy of which is attached as *Exhibit A*, in accordance with the terms and conditions of this contract attached as *Exhibit B*.

**Term:** Arborcare shall commence performing its services when Client gives notice to proceed. This Agreement shall terminate when Arborcare’s services are completed and final payment has been received from Client, or as otherwise provided in this Agreement.

**Insurance:** Arborcare shall maintain, at its own expense, throughout the term of this Agreement and until the expiration of all applicable statutes of limitation, the following insurance coverages:

- Comprehensive general liability insurance with policy limits of not less than \$1,000,000 each occurrence and \$2,000,000 in the aggregate for bodily injury and property damage;

- Automobile liability insurance covering owned, non-owned, rented and hired vehicles operated by Arborcare with policy limits of not less than \$1,000,000 combined single limit and aggregate for bodily injury and property damage;
- Umbrella liability insurance with policy limits of not less than \$5,000,000;
- Worker's compensation insurance at statutory limits and employer's liability insurance with a policy limit of not less than \$500,000 for all employees engaged in the rendering of professional services under this Agreement; and

Client shall be named as an additional insured on a primary and non-contributory basis under the CGL, Automobile and Umbrella insurance policies. Arborcare shall provide to the Client certificates of insurance evidencing compliance with the requirements of this Agreement. The certificates shall contain a provision that at least thirty (30) days prior written notice shall be given to Client in the event of cancellation, non-renewal, or reduction of the insurance.

**Indemnification:** To the fullest extent permitted by law, Arborcare shall indemnify and hold the Client and its officers and employees harmless from and against liabilities, damages, losses and judgments, including reasonable attorneys' fees and expenses recoverable under applicable law, but only to the extent they are caused by the negligent acts, errors or omissions of Arborcare, its employees and its consultants in the performance of professional services under this Agreement.

### Arborcare Tree Service

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

Name \_\_\_\_\_

Title \_\_\_\_\_

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

### Client Name

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

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# **Exhibit A**

## **Arborcare's Proposal**

## Section V

### Proposal Form

#### RFP #2023-08 – Street and Park Tree Pruning Project

Tree Pruning Groups	QTY	Total Price Per Tree Group
Base Tree Group	50	\$ 66,950.00
Tree Group Alternate #1	50	\$ 61,950.00
Tree Group Alternate #2	23	\$ 22,050.00
Total Price for Project		\$ 150,950.00

**\*\*Note that prices listed are “all inclusive” pricing to encompass all work as described herein, including prep work, pruning, clean-up, and all labor, equipment, and materials necessary.**

**\*\* If funding allows, the City may include addition trees at a negotiated cost.**

**Proposal submittals must include:**

- ☒ Proposal Form
- ☒ Proposal Certifications
- ☒ Compliance to Law Requirements
- ☒ Non-Collusion Certificate
- ☒ Certification of Compliance with the Iran Divestment Act
- ☒ Certification of Sexual Harassment Policy Acknowledgement
- ☒ Vendor Responsibility Form
- ☐ Questions (if applicable)
- ☐ Acknowledgement of Addendum (if applicable)
- ☐ Non-bidder Response Form (if applicable)
- ☐ Product literature (if applicable)

Authorized Signature: \_\_\_\_\_

Title

owner

Printed Name: \_\_\_\_\_

Herb Frost

Company Name

Arborcare

Address: \_\_\_\_\_

PO Box 297 Harrisville NY 13648

Contact Number: \_\_\_\_\_

315-608-1903

Federal ID #

32-0497064

Email address: \_\_\_\_\_

arborcare2016@gmail.com

Website: \_\_\_\_\_

www.Arborcare.ny.com

**PROPOSAL MUST BE SUBMITTED TO:**

Tina Bartlett-Bearup, Purchasing Manager  
City of Watertown Purchasing Department  
245 Washington Street, Suite 206  
Watertown, NY 13601

## RFP #2023-08 – Street and Park Tree Pruning Project

### Base Tree Group

**Cost Quote Per Size Class:** *Contractors must provide a price for each size class, and total cost of group.*

Size Classes (DBH)	# of Trees	Cost to Prune One (1) Tree in Size Class
14" to 20" (DBH)	<u>3</u>	\$ <u>500.00</u>
21" to 30" (DBH)	<u>17</u>	\$ <u>850.00</u>
31" to 40" (DBH)	<u>15</u>	\$ <u>1,000.00</u>
41" to 50" (DBH)	<u>9</u>	\$ <u>2,000.00</u>
51+" (DBH)	<u>6</u>	\$ <u>3,000.00</u>
Base Group Total Trees	<u>50</u>	\$ <u>66,950.00</u>

### Attachment A: Base Group - Tree List and Maps

### Alternate Tree Group #1

**Cost Quote Per Size Class:** *Contractors must provide a price for each class, and total cost of group.*

Size Classes (DBH)	# of Trees	Cost to Prune One (1) Tree in Size Class
14" to 20" (DBH)	<u>2</u>	\$ <u>500.00</u>
21" to 30" (DBH)	<u>7</u>	\$ <u>850.00</u>
31" to 40" (DBH)	<u>31</u>	\$ <u>1,000.00</u>
41" to 50" (DBH)	<u>6</u>	\$ <u>2,000.00</u>
51" +	<u>4</u>	\$ <u>3,000.00</u>
Alternate #1 Total Trees	<u>50</u>	\$ <u>61,950.00</u>

### Attachment B: Alternate #1 Tree List and Maps

## Alternate Tree Group #2

**Cost Quote Per Size Class:** *Contractors must provide a price for each class, and total cost of group.*

Size Classes (DBH)	# of Trees	Cost to Prune One (1) Tree in Size Class
14" to 20" (DBH)	<u>2</u>	\$ <u>500.00</u>
21" to 30" (DBH)	<u>13</u>	\$ <u>850.00</u>
31" to 40" (DBH)	<u>4</u>	\$ <u>1,000.00</u>
41" to 50" (DBH)	<u>3</u>	\$ <u>2,000.00</u>
Alternate #2 Total Trees	<u>23</u>	\$ <u>22,050.00</u>

## Attachment C: Alternate #2 Tree List and Map



## Section VI

### Mandatory Documentation

#### PROPOSAL CERTIFICATIONS

##### EXCEPTIONS OR LIMITATIONS TO SPECIFICATIONS AND CONDITIONS

This page must be completed and signed by the vendor for your proposal to be considered by the City of Watertown.

A. If any exceptions or limitations to the requirements are part of your proposal, you must check box 1 (below) and indicate the limitation on this page.

B. If no exceptions or limitations are part of your proposal, you must check box 2 (below).

☐

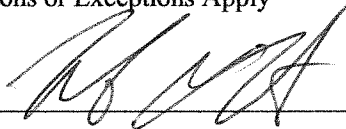
1. The following limitations or qualifications are included in this proposal:

- a. Delivery:
- b. Freight or Delivery Charges:
- c. Pricing:
- d. Other (please specify):

☒

2. No Limitations or Exceptions Apply

Authorized Signature



Title

Owner

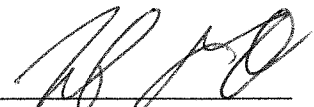
Please sign here

##### ACKNOWLEDGEMENT OF TERMS AND CONDITIONS

The City of Watertown reserves the right to award contracts by total (aggregate), group (subcategory) or individual (line-by-line), whichever is in the best interest of City of Watertown. The City of Watertown guarantees no minimum or maximum award by acceptance of the awarded proposal.

By signing below and submitting this proposal for consideration by the City of Watertown, the contractor acknowledges that he/she has read, understood and agreed to all aspects of the Requirements, Instructions and Conditions, all appendices and the Bidder Response Form as presented without reservation or alteration. The Contractor, Contractor affiliates and any other agency that intercedes on the Contractor's behalf also agrees to hold the City of Watertown harmless and not responsible for any hardship that can or potentially could be caused and subsequently impacts the bidder as a result of this proposal.

Authorized Signature:



Printed Name:

Herb Frost

Title

Owner

Company Name

Arborcare

Please sign here

Address:

Po box 297 Henrieville NY 13648

Phone Number:

315 608 1903

Fax Number

E-mail address:

Arborcare2016@gmail.com

Website:

www.ArborcareNY.com

## Compliance to Law Requirements

In accordance with the provisions of Section 103-A of the General Municipal Law, it is understood and agreed that upon refusal of a person called upon before a Grand Jury to testify concerning any transactions or contracts had with the State, or an political subdivision thereof, a public authority or any public department, agency or officer of the State or of any political subdivision thereof or of a public authority, to sign a waiver of immunity against any subsequent criminal, prosecution or to answer any relative question concerning such transaction or contract:

- (a) Such person, and any firm, partnership, or corporation of which he is a member, partner, director, or officer shall be disqualified from thereafter selling to or submitting proposals or receiving awards from or entering into any contract with any municipal corporation or fire district, or any public department, agency or official thereof, for goods, work or services for a period of five (5) years after such refusal, and to provide that:
- (b) Any and all contracts made with any municipal corporation or any public department, agency or official thereof on or after the first day of July, 1959 or with any fire district or any agency or official thereof, on or after the first day of September, 1960, by such person, any by any firm, partnership, or corporation of which he is a member, partner, director or officer may be cancelled or terminated by the municipal corporation or fire district without incurring any penalty or damage on account of such cancellation or termination but any monies owing by the municipal corporation or fire district for goods, delivered or work done prior to the cancellation or termination shall be paid.

Section 103-d Statement of non-collusion in proposals and proposals to political subdivision of the state:

- (a) By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:
  - (1) The prices in this proposal have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.
  - (2) Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
  - (3) No attempt has been made or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a proposal for the purpose of restricting competition.

The person signing this proposal or proposal certifies that he had fully informed himself regarding the accuracy of the statement contained in the certification, and under the penalties of perjury, affirms the truth thereof, such penalties being applicable to the bidder as well as to the person signing in its behalf.

That attached hereto (if a corporate bidder) is a certified copy of the resolution authorizing the execution of this certificate by the signatory of this proposal or proposal on behalf of the corporate bidder.

HF

*[Handwritten signature]*

5-23-23

## NON-COLLUSION CERTIFICATE


EACH PROPOSAL MUST HAVE ATTACHED TO IT A NON-COLLUSION CERTIFICATE PURSUANT TO 103-D OF THE GENERAL MUNICIPAL LAW FULLY COMPLETED AND SIGNED. THE CERTIFICATE BELOW MUST BE COMPLETED AND RETURNED WITH THIS PROPOSAL.

Resolved that Harb Frost be authorized to sign and submit the proposal or proposal of this corporation for the following project:

---

---

and to include in such proposal or proposal the certificate as to non-collusion required by section one hundred three D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporation bidder shall be liable under the penalties of perjury.



---

The foregoing is true and correct copy of the resolution adopted by:

---

Corporation

At the meeting of its Board of Directors held on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

(Seal of Corporation)

---

## CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

As a result of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, a new provision has been added to State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g, both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) will be developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). Pursuant to SFL § 165-a(3)(b), the initial list is expected to be issued no later than 120 days after the Act's effective date at which time it will be posted on the OGS website.

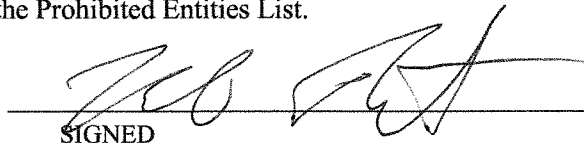
By submitting a proposal in response to this solicitation or by assuming the responsibility of a Contract awarded hereunder, each Bidder/Contractor, any person signing on behalf of any Bidder/Contractor and any assignee or subcontractor and, in the case of a joint, each party thereto, certifies, under penalty of perjury, that once the Prohibited Entities List is posted on the OGS website, to the best of its knowledge and belief, each Bidder/Contractor and any subcontractor or assignee is not identified on the Prohibited Entities List created pursuant to SFL § 165-a(3)(b).

Additionally, Bidder/Contractor is advised that once the Prohibited Entities List is posted on the OGS Website, any Bidder/Contractor seeking to renew or extend a Contract or assume the responsibility of a Contract awarded in response to this solicitation must certify at the time the Contract is renewed, extended, or assigned that it is not included on the Prohibited Entities List.

During the term of the Contract, should the City receive information that a Bidder/Contractor is in violation of the above-referenced certification, the City will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the City shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Bidder/Contractor in default.

The City reserves the right to reject any proposal or request for assignment for a Bidder/Contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any Bidder/Contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

I, Herb Frost, being duly sworn, deposes and says that he/she is the owner of the Arborcare Corporation and that neither the Bidder/Contractor nor any proposed subcontractor is identified on the Prohibited Entities List.

  
SIGNED

SWORN to before me this 22 day of May 20 23

Notary Public: Tammy S. Rebb

TAMMEY S. REBB  
NOTARY PUBLIC, STATE OF NEW YORK  
Registration No. 01RE6368212  
Qualified in Lewis County  
Commission Expires Dec. 11, 2025

**CERTIFICATION OF SEXUAL HARASSMENT PREVENTION IN THE WORKPLACE  
POLICY AND ANNUAL SEXUAL HARASSMENT PREVENTION TRAINING OF ALL  
EMPLOYEES**

**Pursuant to NYS Finance Law 3139-1**

By submission of this proposal, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section Two Hundred One-g of the Labor Law (NY Labor Law §201-g).

A proposal shall not be considered for award nor shall any award be made to a bidder who has not complied with the certification requirement of NYS Finance Law §139-1(1); provided, however, that if the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefore.

Any proposal hereafter made by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where such proposal contains the statement required by NYS Finance Law §139-1(1), shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such proposal and the inclusion therein of such statement as the act and deed of the corporation

Certified under penalty of perjury:

Signature: 

Print Name: Herb Frost

Title: Owner

## Vendor Responsibility Form

Within the past five (5) years has your firm, any affiliate, any predecessor company or entity, owner, director, officer, partner or proprietor had been the subject of:

ANSWER ALL QUESTIONS

- A. an indictment, judgment, conviction, or a grant of immunity, including pending actions, for any business related conduct constituting a crime under governmental law?

YES \_\_\_\_\_ NO ☒

- B. a government suspension or debarment, rejection of any proposal or disapproval of any proposed subcontract, including pending actions, for lack of responsibility, denial or revocation of prequalification or a voluntary exclusion agreement?

YES \_\_\_\_\_ NO ☒

- C. any governmental determination of a violation of any public works law or regulation, or labor law or regulation, or any OSHA violation deemed "serious or willful?"

YES \_\_\_\_\_ NO ☒

- D. a consent order with NYS Department of Environmental Conservation, or a governmental enforcement determination involving a construction-related violation of federal, state, or local environmental laws?

YES \_\_\_\_\_ NO ☒

- E. a finding of non-responsibility by a governmental agency or Authority for any reason, including but not limited to the intentional provision of false or incomplete information as required by Executive Order 127?

YES \_\_\_\_\_ NO ☒

If yes to any of above, please provide details regarding the finding.

ENTITY MAKING FINDING: \_\_\_\_\_

YEAR OF FINDING: \_\_\_\_\_

BASIS OF FINDING: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(Attach Additional Sheets if Necessary)

**Overview on Executive Order #127 May be Accessed:**

**<http://www.ogs.state.ny.us/aboutOgs/regulations/procurement/overview.html>**



# Arborcare Tree Service

*"Service with Integrity"*

P.O Box 297 Harrisville, New York 13648

(315)608-1903 • [Arborcare2016@gmail.com](mailto:Arborcare2016@gmail.com) • [www.arborcareennny.com](http://www.arborcareennny.com)



5/22/2023

City of Watertown  
Purchasing Department  
245 Washington Street, Room 206  
Watertown, N.Y. 13601  
Street and Park Tree Pruning Project

To whom it may concern:

Arborcare Tree Service would like to thank you for this opportunity to bid on the City of Watertown's Street and Park Tree Pruning Project. Our proposal not only covers all the relevant requirements, but also highlights areas where we feel the expertise of our team and quality of our work will ensure the job will get done proficiently and safely.

Arborcare Tree Service prides itself in professionalism and safety. Our dedication to completing each project professionally and safely sets our company apart from others in our area. We implement training and safety programs from the International Society of Arboriculture and the Tree Care Industry Association into our business; with continued education and training, Arborcare is able to keep up with ANSI standard and the ever-changing science of tree care.

Certified Arborist and Arborcare owner, Herb Frost, has provided the north country with top quality tree care for over 20 years. In 2021, Herb was the recipient of New York State Arborist Association – "*NYS ISA Chapter Distinguished Arborist Award*". Also, NNY Business recognized him in the Class of 2022 "*20 Under 40 Northern New York's Emerging Leaders*" for his leadership and integrity.

Arborcare has completed numerous projects for the City of Watertown. These include a crane assisted tree removal for the Jefferson County Historical Society, as well as air spading, root excavation and soil amendment for the Jefferson County Historical Society. We completed large tree removals on Cayuga Ave in 2018. We completed cabling and bracing on a Littleleaf Linden tree at City Hall and did structural pruning and air spade work at the 10<sup>th</sup> Mountain Division at



Thompson Park. Arborcare has also been responsible for taking care of the Village of Claytons' hazard and potential hazard trees for the past three years. We have been responsible for tree removal in the village and hazard mitigation. The New York State Department of Environmental Conservation hired Arborcare for projects that included tree pruning and removals.

We want to thank you again for this opportunity and consideration for this project, and feel we are qualified to complete this job efficiently. We look forward to potentially working with you in the future. If you have any questions or concerns please reach me at (315)608-1903.

Sincerely,

A handwritten signature in black ink, appearing to read 'Herb Frost', with a long horizontal flourish extending to the right.

Herb Frost

Arborcare Owner, Certified Arborist NY-6276A



# Arborcare Tree Service

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(315)608-1903 • [Arborcare2016@gmail.com](mailto:Arborcare2016@gmail.com) • [www.arborcarenyny.com](http://www.arborcarenyny.com)



## **Professional References:**

### **Steve Thesier**

Owner of Mr. Grants Construction

255B Rose Road Harrisville N.Y. 13648.

Phone: (315)543-2049

Email Address: [steve@mrgrantcontracting.com](mailto:steve@mrgrantcontracting.com).

### **Terry Jones**

Village of Clayton Superintendent

Joint Highway Garage

615 East Line Road Clayton, NY 13624

Phone: (315)686-3631 Email address: [dpw@villageofclayton.org](mailto:dpw@villageofclayton.org).

### **Brian Hanno**

Director of Purchasing for Lewis County

7660 N State St, Lowville N.Y. 13367

Phone:(315)376-5144

Email address: [brianhanno@gmail.com](mailto:brianhanno@gmail.com).



# Arborcare Tree Service

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(315)608-1903 • [Arborcare2016@gmail.com](mailto:Arborcare2016@gmail.com) • [www.arborcareennny.com](http://www.arborcareennny.com)



## **Insurance Requirements:**

- Commercial General Liability Insurance (including Broad form contractual Liability, combined bodily injury and property damage). Our policy includes \$1,000,000 each occurrence, \$2,000,000 general aggregate limit, \$2,000,000 products completed operations, \$1,000,000 advertising/personal injury and \$5,000 premises medical payment.
- Automobile Liability Insurance (Combined Bodily Injury and Property Damage arising out of the ownership, operation, use, loading or unloading of all owned, leased, hired and non-owned vehicles) Our policy includes the \$1,000,000 combined single limit required for this project.
- Workers' Compensation & Employer's Liability Insurance (Waiver of subrogation). Our policy has the Statutory \$500,000 each accident for bodily injury and \$500,000 injury by disease.
- Commercial Umbrella Liability Insurance policy- \$2,000,000 per occurrence limit.

Although we do not meet the Umbrella Liability Insurance requirement for this project, but it could be obtained at an extra cost and be absorbed by the cost per tree.

# CERTIFICATE

## OF COMPLETION

This certifies that

***Herb Frost***

Has completed all training requirements for the  
**Electrical Hazards Awareness Program**  
and, in recognition thereof, is presented this Certificate.

**Certifying Company Representative**

In signing above, I am certifying that this certificate holder  
has demonstrated the required competencies of this course.



**5/23/24**

Renewal Date

7.5 ISA CEUs- TC-22-086  
7.5 CTSP CEUs- Contact CTSP Dept.

# **Exhibit B**

## **Terms and Conditions**

## **Terms and Conditions**

**Arborcare's Responsibilities:** Arborcare shall designate a representative authorized to act on its behalf with respect to the Project. All notices required under this Agreement shall be given to that representative.

Arborcare shall perform its services consistent with the professional skill and care ordinarily provided by members of the same profession practicing in the same or similar locality under the same or similar circumstances. Arborcare shall perform its services as expeditiously as is consistent with such professional skill and care, and the orderly progress of the Project.

Arborcare shall not at any time supervise, direct, control or have authority over any contractor or subcontractor's work, nor shall Arborcare have authority over, or be responsible for, the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor or subcontractor, or the safety precautions and programs incident thereto, for safety or security at the Project location, nor for any failure of a contractor or subcontractor to comply with laws and regulations applicable to the performance of their work and the furnishing of materials on the Project. Arborcare shall not be responsible for the acts or omissions of any contractor or subcontractor.

**Client's Responsibilities:** Client shall designate a representative authorized to act on its behalf with respect to the Project. All notices required under this Agreement shall be given to that representative.

Client shall provide Arborcare with all available information regarding, and site access to, the Project necessary for Arborcare to perform its professional services, including Client's requirements for the Project. Client also shall provide information regarding the Project site and any existing facilities, including destructive testing and investigation of concealed conditions and hazardous substances or injurious conditions. If Client does not perform destructive testing or investigation, nor provide information beyond that which is apparent by non-intrusive observations, or in the event documentation or information furnished by Client is inaccurate or incomplete, then any resulting damages, losses and expenses, including the cost of Arborcare's changes in service or additional services, shall be borne by Client.

Client shall examine documents submitted by Arborcare and render decisions pertaining thereto promptly to avoid unreasonable delay in the progress of Arborcare's services.

**Additional Services:** Arborcare may provide additional services after execution of this Agreement without invalidating the Agreement. Arborcare shall not proceed to provide any additional services, unless and until Arborcare receives written direction from Client. Client shall compensate Arborcare for additional services as set forth in Arborcare's proposal, or any supplemental proposal or contract modification, or as agreed upon in writing signed by both parties.

**Assignment:** Neither party may assign any benefit or obligation under this Agreement without the prior written consent of the other party, except Arborcare may use the services of persons and entities not in Arborcare's employ when appropriate and customary to do so.

**Confidentiality:** During the Project, confidential and/or proprietary information of the Client might be furnished to Arborcare. Arborcare shall use such information for the purpose of providing its professional services on the Project, and for no other purpose. Arborcare shall hold such information in strict confidence and shall not disclose such information to any person or entity, except sub-consultants engaged on the Project or as required by law. Upon completion of its services, Arborcare shall return or destroy all confidential and/or proprietary information to the Client.

**Instruments of Service:** All documents prepared or furnished by Arborcare pursuant to this Agreement are instruments of professional service, and Arborcare shall retain its ownership and property interest therein, including all copyrights and the right to reuse the documents. Upon payment in full for services rendered, Arborcare grants Client a license to use the instruments of service for the purposes of constructing, occupying and maintaining the Project. Reuse or modification of any documents by Client without Arborcare's written permission shall be at Client's sole risk, and Client agrees to defend, indemnify, and hold Arborcare harmless from all claims, damages and expenses, including attorneys' fees, arising out of such reuse by Client or by others acting through Client.

Client and Client's contractors and other consultants may rely only upon printed copies (also known as hard copies) of documents that are signed and sealed by a licensed professional employed by Arborcare. If there is any discrepancy between printed copies and any electronic copies, the most recent version of the printed and certified copies shall govern. Any electronic copies (files) provided by Arborcare will be provided solely as a convenience and shall not be considered "Contract Documents," "Construction Documents" or any type of certified document. All documents considered "Contract Documents," "Construction Documents" or any type of certified document shall consist only of printed copies having an original signature and seal of a licensed professional employed by Arborcare. Client is advised that electronic copies of documents can deteriorate or be inadvertently modified without Arborcare's consent or may otherwise be corrupted or defective. Accordingly, Client and Client's contractors or other consultants may not rely upon the accuracy of any electronic copies of documents.

**Escalation:** In the event the term of this Agreement is extended beyond the period of service set forth in Arborcare's proposal, then compensation for professional services is subject to review and escalation by Arborcare upon thirty (30) days written notice to Client.

**Suspension:** Client may suspend this Agreement in whole or in part at any time for convenience upon seven (7) days written notice. Upon receipt of notice, Arborcare shall immediately discontinue all services. Arborcare shall be entitled to compensation for all services rendered up to the date of suspension. If the suspension exceeds three (3) months, an equitable adjustment in compensation shall be negotiated to compensate Arborcare for all reasonable costs incurred by Arborcare on account of the suspension of the Project.

Arborcare may suspend its performance under this Agreement if any delinquent amounts due for services and expenses have not been paid. Arborcare may refuse to release drawings, plans, specifications, reports, maps, materials and any other instruments of service prepared by Arborcare for Client until all arrearages are paid in full. Arborcare shall not be liable to Client for delay or any other damages due to any such suspension of services.

**Termination:** Either party may terminate this Agreement for cause upon seven (7) days written notice with an opportunity to cure any default during that period. In any event, without regard to the party terminating the Agreement, Client shall remit payment of all amounts that are not in dispute no later than thirty (30) days after the date of each invoice.

**Disputes:** The parties agree that mediation before a mutually agreeable neutral third party shall be a condition precedent to any legal action arising out of this Agreement, unless waived in writing by the parties. The cost of the mediation shall be borne equally by the parties. The mediation shall be conducted in accordance with the Construction Industry Mediation Rules of the American Arbitration Association, unless the parties agree otherwise. No demand for mediation shall be made after the date that the applicable statute of limitations would bar a legal or equitable action based on the claim or dispute.

**Venue and Jurisdiction:** Any legal suit, action or proceeding arising out of or relating to this agreement shall be instituted in a court of competent jurisdiction located in the state and county where the project is located. The parties hereby waive any objection which they may have now or hereafter to the venue of any such suit, action or proceeding, and hereby irrevocably consent to the personal jurisdiction of any such court in any such suit, action or proceeding.

**Choice of Law:** This Agreement shall be interpreted, construed and enforced in accordance with the laws of the state where the project is located without giving effect or reference to any conflict of laws provisions.

**Consequential Damages:** In any suit, action or proceeding, the parties shall be entitled to recover compensatory damages incurred as a result of the breach of this Agreement, but, to the fullest extent permitted by law, neither party shall be liable to the other for any special, incidental, indirect, or consequential damages.

**Late Fees, Costs and Attorneys' Fees:** An additional charge of 1.5% of an invoice will be imposed each month on all past due accounts. Imposition of such charges does not constitute an extension of the payment due date. If Arborcare must bring suit to collect payment of any invoices, then Client agrees to pay Arborcare's costs and expenses, including reasonable attorneys' fees.

**Remedies Cumulative:** The rights and remedies available to a party under this Agreement are cumulative and in addition to, not exclusive of, or in substitution for, any other rights or remedies either party may have at law, or in equity, or under this Agreement. Nothing contained in this Agreement shall be deemed to preclude either party from seeking injunctive relief, if necessary, to prevent the other party from willfully or intentionally breaching its obligations under this Agreement or to compel the other party to perform its obligations hereunder.



**Non-Waiver:** Failure by either party at any time to require performance by the other party or to claim a breach of any provision of this Agreement will not be construed as a waiver of any right accruing under this Agreement, nor affect any subsequent breach, nor affect the effectiveness of this Agreement or any part hereof, nor prejudice either party as regards any subsequent action.

**Force Majeure:** Neither party to this Agreement shall be liable to the other for delays in performing the obligations called for by this Agreement, or the direct and indirect costs resulting from such delays, that are caused by labor strikes, riots, war, acts of government authorities other than the Client (if a governmental authority), extraordinary weather conditions, epidemics, pandemics or other natural catastrophe, or any other cause beyond the reasonable control or contemplation of either party.

**Severability:** The provisions of this Agreement are hereby agreed and declared to be severable. Any term or provision of this Agreement which is held to be unenforceable by a court of competent jurisdiction shall be deemed to have been stricken from this Agreement, and the remaining terms and provisions of this Agreement shall be construed and enforced without such terms or provisions.

**Counterparts:** This Agreement may be executed in one or more counterparts, each one of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

**Scope of Agreement:** This Agreement represents the entire and integrated agreement between the parties and supersedes all prior negotiations, representations or agreements, either written or oral, except that terms specific to future projects shall be set forth in Arborcare's proposals. This Agreement may be amended only by written instrument signed by both parties.

Res No. 4

June 12, 2023

To: Members of City Council

From: Jeffrey M. Smith, Mayor

Subject: Consenting to the Reappointment of Paul J. DiFabion to the Roswell P. Flower Memorial Library Board of Trustees

The City Council consented to my reappointment of Paul J. DiFabion to the Roswell P. Flower Memorial Library Board of Trustees on November 7, 2022. However, he did not take his oath of office within the required time frame of 20 days.

A resolution repeating the Council's consent, in order to start the time clock over again, is attached for City Council consideration. The appointment is for an eleven-year term expiring on December 31, 2033

**RESOLUTION**

Page 1 of 1

Consenting to the Reappointment of  
Paul J. DiFabion to the Roswell P. Flower  
Memorial Library Board of Trustees,

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** \_\_\_\_\_

BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby consents to the reappointment to the Roswell P. Flower Memorial Library Board of Trustees by Mayor Jeffrey M. Smith, to an 11-year term, which term expires December 31, 2033:

Paul J. DiFabion  
328 Bugbee Drive  
Watertown, NY 13601

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



1869

## CITY OF WATERTOWN, NEW YORK

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

KENNETH A. MIX  
CITY MANAGER

November 8, 2022

Paul J. DiFabion  
328 Bugbee Drive  
Watertown, NY 13601

Re: Reappointment to the Roswell P. Flower Memorial Library  
Board of Trustees

Dear Mr. DiFabion:

At its meeting of November 7, 2022, the City Council adopted a resolution reappointing you to the Board of Trustees for the Roswell P. Flower Memorial Library, which term expires on December 31, 2033. A certified copy of the resolution adopted by the City Council is enclosed for your file.

At your earliest convenience but no later than 20 days from today, please stop in the City Clerk's Office in order to take your Oath of Office.

On behalf of the Mayor and City Council, I wish to express my appreciation for your willingness to serve on this most important Board of City Government.

Should you have any questions on this matter, please do not hesitate to contact me.

Sincerely,

Kenneth A Mix

KAM:lh  
Enclosure

cc: Maria Mesires, President, Library Board of Trustees  
Suzanne C Renzi-Falge, Library Director  
✓ Ann M. Saunders, City Clerk

# RESOLUTION

Page 1 of 1

Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Paul J. DiFabion

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
X	
X	
Absent	
X	
X	
4	0

*Introduced by* Council Member Lisa A. Ruggiero

BE IT RESOLVED that the City Council of the City of Watertown, New York, hereby appoints to the Roswell P. Flower Memorial Library Board of Trustees, to an 11-year term, which term expires December 31, 2033:

Paul J. DiFabion  
328 Bugbee Drive  
Watertown, NY 13601

*Seconded by* Council Member Patrick J. Hickey

Res No. 5

June 9, 2023

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Bid #2023-22 Multifunction Snow Pusher & Installation  
Letter of Recommendation

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for a Multifunction Snow Pusher & Installation, per City specifications and publicly opened and read the sealed bids on June 1, 2023, at 2:00 p.m. EST. Bids were provided to five (5) plan houses and six (6) potential vendors.

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

Vendor Name, Address and Point of Contact	Empire Tractor	
	Watertown, NY 13601	
Product / Description	Per unit	Ext. Price w/all features
Multifunction Snow Pusher	\$21,300.00	\$21,300.00
Onsite Installation	\$500.00	\$500.00
<b>Total Base Bid</b>	<b>\$21,800.00</b>	

The Purchasing Manager and Department of Public Works reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Multifunction Snow Pusher & Installation to Empire Tractor as the lowest responsive responsible bidder at a total price of **\$21,800.00**.

The Multifunction Snow Pusher and Installation is funded by the General Fund as appropriated by the City Council within the fiscal year 2022-23 Adopted Budget.

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

**RESOLUTION**

Page 1 of 1

Accepting Bid from Empire Tractor for  
Multifunction Snow Pusher

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 desires to purchase a multifunction snow pusher attachment to be used at various City business and parking facilities, and

WHEREAS the Purchasing Department advertised and received one (1) sealed bid for a Multifunction Snow Pusher and Installation, and

WHEREAS on June 1, 2023, 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 Department of Public Works and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Empire Tractor, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the bid received from Empire Tractor in the amount of \$21,800.00, 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*** \_\_\_\_\_



# CITY OF WATERTOWN, NEW YORK

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Multifunction Snow Pusher

Bid / RFP Number:

Bid #2023-22

Opening Date:

Thursday June 1, 2023 @ 2:00 PM

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

Vendor Name, Address and Point of Contact

Empire Tractor

Watertown, NY 13601

Product / Description

Per unit

Ext. Price w/all  
features

Per unit

Ext. Price w/all  
features

Per unit

Ext. Price w/all  
features

Per unit

Ext. Price w/all  
features

Multifunction Snow Pusher

\$21,300.00

\$21,300.00

Onsite Installation

\$500.00

\$500.00

Total Base Bid

\$21,800.00



A5142 Snow Removal

Fiscal Year 2022-23  
Vehicles and Equipment

LOADER

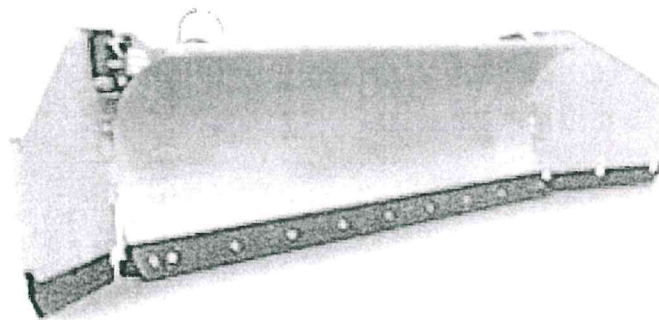
Two Stage Moldboard Replacement

28,000  
\$15,000 pg. 118

This request is for a hydraulically reversible moldboard snowplow attachment to be used in the downtown business district and City parking facilities. This piece of equipment will be configured with a JRB compatible quick hitch coupler allowing it to be mounted on any of our existing front-end loaders.

Based on the success of this style plow assembly currently in use within the Department, we are requesting a second unit to be deployed for use in the downtown area as well as parking facilities.

The attachment has the capability of being configured on-the-fly as either a box style pusher or as a conventional reversible moldboard. This added capability gives the operator the option of carrying snow away from parked cars & crosswalks, etc. or casting the snow either left or right. These features increase the safety and efficiency of plowing operations which are carried out in close proximity to vehicular and pedestrian traffic alike.



Res No. 6

June 13, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Finding that Constructing the Water Treatment Plant Water Quality Improvement Project Will Not Have a Significant Adverse Impact on the Environment

The construction of the Water Treatment Plant Water Quality Improvement Project is defined as a Type I Action by the State Environmental Quality Review Act (SEQRA), pursuant to 6NYCRR Part 617. The City Council initiated a Coordinated Review of the project on May 1, 2023.

As a Type I Action, construction of the project must be reviewed for its environmental impact. Part 1 of a Full Environmental Assessment Form has been completed to assist the Council in its review. Also, Parts II and III have been completed with suggested answers for the Council to consider.

The resolution prepared for City Council consideration states that the Council is declaring itself as Lead Agency and that the proposed project will not have a significant adverse impact on the environment.

**RESOLUTION**

Page 1 of 2

Finding that Constructing the Water Treatment Plant Water Quality Improvement Project Will Not Have a Significant Adverse Impact on the Environment

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 of the City of Watertown, New York, is planning to construct the Water Treatment Plant Water Quality Improvement Project, and

WHEREAS the construction of said Project is an “Action” as defined by the State Environmental Quality Review Act (SEQRA) and the regulations promulgated pursuant thereto, and

WHEREAS the proposed project is a Type I Action pursuant to 6NYCRR Part 617 regulations, which requires the City Council to review its possible environmental impact and coordinate that review with all Involved Agencies to determine the Lead Agency, and

WHEREAS SEQRA specifies that for actions governed by local environmental review, the Lead Agency shall be that agency which has primary responsibility to undertake, fund or approve the action, and

WHEREAS the review has been coordinated with all other Involved Agencies with the City Council declaring its intent to be Lead Agency and none have objected to the City Council acting as Lead Agency, and

WHEREAS to aid the City Council in its determination as to whether the proposed project will have a significant adverse impact on the environment, Part 1 of a Full Environmental Assessment Form has been prepared, a copy of which is attached and made part of this Resolution,

NOW THEREFORE BE IT RESOLVED that the City Council hereby declares itself the Lead Agency for the purpose of determining the environmental impact of the Water Treatment Plant Water Quality Improvement Project, and

**RESOLUTION**

Page 2 of 2

Finding that Constructing the Water  
Treatment Plant Water Quality Improvement  
Project Will Not Have a Significant Adverse  
Impact on the Environment

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 RESOLVED by the City Council of the City of Watertown,  
New York, that:

1. Based upon its examination of the Full Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6 NYCRR Part 617, no significant adverse impact to the environment is known, and the construction of the Water Treatment Plant Water Quality Improvement Project will not have a significant adverse impact on the environment.
2. The Mayor of the City of Watertown is authorized and directed to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

*Seconded by*

**Full Environmental Assessment Form**  
**Part 1 - Project and Setting**

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** 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; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

Applicants/sponsors must complete all items in Sections A & B. In Sections C, D & E, most items contain an initial question that must be answered either “Yes” or “No”. If the answer to the initial question is “Yes”, complete the sub-questions that follow. If the answer to the initial question is “No”, proceed to the next question. Section F allows the project sponsor to identify and attach any additional information. Section G requires the name and signature of the applicant or project sponsor to verify that the information contained in Part 1 is accurate and complete.

**A. Project and Applicant/Sponsor Information.**

Name of Action or Project:		
Project Location (describe, and attach a general location map):		
Brief Description of Proposed Action (include purpose or need):		
Name of Applicant/Sponsor:		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Project Contact (if not same as sponsor; give name and title/role):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:
Property Owner (if not same as sponsor):		Telephone:
		E-Mail:
Address:		
City/PO:	State:	Zip Code:

## B. Government Approvals

**B. Government Approvals, Funding, or Sponsorship.** (“Funding” includes grants, loans, tax relief, and any other forms of financial assistance.)

Government Entity	If Yes: Identify Agency and Approval(s) Required	Application Date (Actual or projected)
a. City Counsel, Town Board, or Village Board of Trustees <input type="checkbox"/> Yes <input type="checkbox"/> No		
b. City, Town or Village Planning Board or Commission <input type="checkbox"/> Yes <input type="checkbox"/> No		
c. City, Town or Village Zoning Board of Appeals <input type="checkbox"/> Yes <input type="checkbox"/> No		
d. Other local agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
e. County agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
f. Regional agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
g. State agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
h. Federal agencies <input type="checkbox"/> Yes <input type="checkbox"/> No		
i. Coastal Resources. <i>i.</i> Is the project site within a Coastal Area, or the waterfront area of a Designated Inland Waterway? <input type="checkbox"/> Yes <input type="checkbox"/> No  <i>ii.</i> Is the project site located in a community with an approved Local Waterfront Revitalization Program? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>iii.</i> Is the project site within a Coastal Erosion Hazard Area? <input type="checkbox"/> Yes <input type="checkbox"/> No		

## C. Planning and Zoning

### C.1. Planning and zoning actions.

Will administrative or legislative adoption, or amendment of a plan, local law, ordinance, rule or regulation be the only approval(s) which must be granted to enable the proposed action to proceed? ☐ Yes ☐ No

- **If Yes**, complete sections C, F and G.
- **If No**, proceed to question C.2 and complete all remaining sections and questions in Part 1

### C.2. Adopted land use plans.

a. Do any municipally- adopted (city, town, village or county) comprehensive land use plan(s) include the site where the proposed action would be located? ☐ Yes ☐ No

If Yes, does the comprehensive plan include specific recommendations for the site where the proposed action would be located? ☐ Yes ☐ No

b. Is the site of the proposed action within any local or regional special planning district (for example: Greenway; Brownfield Opportunity Area (BOA); designated State or Federal heritage area; watershed management plan; or other?) ☐ Yes ☐ No

If Yes, identify the plan(s):

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c. Is the proposed action located wholly or partially within an area listed in an adopted municipal open space plan, or an adopted municipal farmland protection plan? ☐ Yes ☐ No

If Yes, identify the plan(s):

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### C.3. Zoning

a. Is the site of the proposed action located in a municipality with an adopted zoning law or ordinance. ☐ Yes ☐ No  
If Yes, what is the zoning classification(s) including any applicable overlay district?

\_\_\_\_\_

\_\_\_\_\_

b. Is the use permitted or allowed by a special or conditional use permit? ☐ Yes ☐ No

c. Is a zoning change requested as part of the proposed action? ☐ Yes ☐ No

If Yes,

i. What is the proposed new zoning for the site? \_\_\_\_\_

### C.4. Existing community services.

a. In what school district is the project site located? \_\_\_\_\_

b. What police or other public protection forces serve the project site?

\_\_\_\_\_

c. Which fire protection and emergency medical services serve the project site?

\_\_\_\_\_

d. What parks serve the project site?

\_\_\_\_\_

\_\_\_\_\_

### D. Project Details

#### D.1. Proposed and Potential Development

a. What is the general nature of the proposed action (e.g., residential, industrial, commercial, recreational; if mixed, include all components)?

\_\_\_\_\_

b. a. Total acreage of the site of the proposed action? \_\_\_\_\_ acres

b. Total acreage to be physically disturbed? \_\_\_\_\_ acres

c. Total acreage (project site and any contiguous properties) owned  
or controlled by the applicant or project sponsor? \_\_\_\_\_ acres

c. Is the proposed action an expansion of an existing project or use? ☐ Yes ☐ No

i. If Yes, what is the approximate percentage of the proposed expansion and identify the units (e.g., acres, miles, housing units, square feet)? % \_\_\_\_\_ Units: \_\_\_\_\_

d. Is the proposed action a subdivision, or does it include a subdivision? ☐ Yes ☐ No

If Yes,

i. Purpose or type of subdivision? (e.g., residential, industrial, commercial; if mixed, specify types)

\_\_\_\_\_

ii. Is a cluster/conservation layout proposed? ☐ Yes ☐ No

iii. Number of lots proposed? \_\_\_\_\_

iv. Minimum and maximum proposed lot sizes? Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

e. Will the proposed action be constructed in multiple phases? ☐ Yes ☐ No

i. If No, anticipated period of construction: \_\_\_\_\_ months

ii. If Yes:

- Total number of phases anticipated \_\_\_\_\_

- Anticipated commencement date of phase 1 (including demolition) \_\_\_\_\_ month \_\_\_\_\_ year

- Anticipated completion date of final phase \_\_\_\_\_ month \_\_\_\_\_ year

- Generally describe connections or relationships among phases, including any contingencies where progress of one phase may determine timing or duration of future phases: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

f. Does the project include new residential uses? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, show numbers of units proposed.				
	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes,	
i. Total number of structures _____ ii. Dimensions (in feet) of largest proposed structure: _____ height; _____ width; and _____ length iii. Approximate extent of building space to be heated or cooled: _____ square feet	

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes,	
i. Purpose of the impoundment: _____ ii. If a water impoundment, the principal source of the water: <span style="float: right;"><input type="checkbox"/> Ground water <input type="checkbox"/> Surface water streams <input type="checkbox"/> Other specify:</span> _____ iii. If other than water, identify the type of impounded/contained liquids and their source. _____ iv. Approximate size of the proposed impoundment. Volume: _____ million gallons; surface area: _____ acres v. Dimensions of the proposed dam or impounding structure: _____ height; _____ length vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): _____	

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite) If Yes:	
i. What is the purpose of the excavation or dredging? _____ ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site? • Volume (specify tons or cubic yards): _____ • Over what duration of time? _____ iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. _____ _____ iv. Will there be onsite dewatering or processing of excavated materials? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, describe. _____ _____ v. What is the total area to be dredged or excavated? _____ acres vi. What is the maximum area to be worked at any one time? _____ acres vii. What would be the maximum depth of excavation or dredging? _____ feet viii. Will the excavation require blasting? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> ix. Summarize site reclamation goals and plan: _____ _____ _____	

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes:	
i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): _____ _____	



*ii.* Describe how the proposed action would affect that waterbody or wetland, e.g. excavation, fill, placement of structures, or alteration of channels, banks and shorelines. Indicate extent of activities, alterations and additions in square feet or acres:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*iii.* Will the proposed action cause or result in disturbance to bottom sediments? Yes ☐ No ☐  
If Yes, describe: \_\_\_\_\_

*iv.* Will the proposed action cause or result in the destruction or removal of aquatic vegetation? ☐ Yes ☐ No ☐  
If Yes:

- acres of aquatic vegetation proposed to be removed: \_\_\_\_\_
- expected acreage of aquatic vegetation remaining after project completion: \_\_\_\_\_
- purpose of proposed removal (e.g. beach clearing, invasive species control, boat access): \_\_\_\_\_
- proposed method of plant removal: \_\_\_\_\_
- if chemical/herbicide treatment will be used, specify product(s): \_\_\_\_\_

*v.* Describe any proposed reclamation/mitigation following disturbance: \_\_\_\_\_

---

*c.* Will the proposed action use, or create a new demand for water? ☐ Yes ☐ No ☐  
If Yes:

*i.* Total anticipated water usage/demand per day: \_\_\_\_\_ gallons/day

*ii.* Will the proposed action obtain water from an existing public water supply? ☐ Yes ☐ No ☐  
If Yes:

- Name of district or service area: \_\_\_\_\_
- Does the existing public water supply have capacity to serve the proposal? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐
- Do existing lines serve the project site? ☐ Yes ☐ No ☐

*iii.* Will line extension within an existing district be necessary to supply the project? ☐ Yes ☐ No ☐  
If Yes:

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_
- Source(s) of supply for the district: \_\_\_\_\_

*iv.* Is a new water supply district or service area proposed to be formed to serve the project site? ☐ Yes ☐ No ☐  
If, Yes:

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- Proposed source(s) of supply for new district: \_\_\_\_\_

*v.* If a public water supply will not be used, describe plans to provide water supply for the project: \_\_\_\_\_

*vi.* If water supply will be from wells (public or private), what is the maximum pumping capacity: \_\_\_\_\_ gallons/minute.

---

*d.* Will the proposed action generate liquid wastes? ☐ Yes ☐ No ☐  
If Yes:

*i.* Total anticipated liquid waste generation per day: \_\_\_\_\_ gallons/day

*ii.* Nature of liquid wastes to be generated (e.g., sanitary wastewater, industrial; if combination, describe all components and approximate volumes or proportions of each): \_\_\_\_\_

\_\_\_\_\_

*iii.* Will the proposed action use any existing public wastewater treatment facilities? ☐ Yes ☐ No ☐  
If Yes:

- Name of wastewater treatment plant to be used: \_\_\_\_\_
- Name of district: \_\_\_\_\_
- Does the existing wastewater treatment plant have capacity to serve the project? ☐ Yes ☐ No ☐
- Is the project site in the existing district? ☐ Yes ☐ No ☐
- Is expansion of the district needed? ☐ Yes ☐ No ☐

<ul style="list-style-type: none"> <li>• Do existing sewer lines serve the project site? _____</li> <li>• Will a line extension within an existing district be necessary to serve the project? _____</li> </ul> <p>If Yes:</p> <ul style="list-style-type: none"> <li>• Describe extensions or capacity expansions proposed to serve this project: _____            _____            _____</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Will a new wastewater (sewage) treatment district be formed to serve the project site? _____</p> <p>If Yes:</p> <ul style="list-style-type: none"> <li>• Applicant/sponsor for new district: _____</li> <li>• Date application submitted or anticipated: _____</li> <li>• What is the receiving water for the wastewater discharge? _____</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge or describe subsurface disposal plans): _____            _____            _____</p>		
<p>vi. Describe any plans or designs to capture, recycle or reuse liquid waste: _____            _____            _____</p>		
<p>e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction? _____</p> <p>If Yes:</p> <p>i. How much impervious surface will the project create in relation to total size of project parcel?</p> <p style="padding-left: 20px;">_____ Square feet or _____ acres (impervious surface)</p> <p style="padding-left: 20px;">_____ Square feet or _____ acres (parcel size)</p> <p>ii. Describe types of new point sources. _____            _____</p> <p>iii. Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)? _____            _____</p> <ul style="list-style-type: none"> <li>• If to surface waters, identify receiving water bodies or wetlands: _____              _____</li> <li>• Will stormwater runoff flow to adjacent properties? _____</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>iv. Does the proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater? _____</p>		
<p>f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations? _____</p> <p>If Yes, identify:</p> <p>i. Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles) _____</p> <p>ii. Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers) _____</p> <p>iii. Stationary sources during operations (e.g., process emissions, large boilers, electric generation) _____</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No	
<p>g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit? _____</p> <p>If Yes:</p> <p>i. Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year) _____</p> <p>ii. In addition to emissions as calculated in the application, the project will generate:</p> <ul style="list-style-type: none"> <li>• _____ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)</li> <li>• _____ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)</li> <li>• _____ Tons/year (short tons) of Perfluorocarbons (PFCs)</li> <li>• _____ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)</li> <li>• _____ Tons/year (short tons) of Carbon Dioxide equivalent of Hydrofluorocarbons (HFCs)</li> <li>• _____ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)</li> </ul>		<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No

<p>h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Estimate methane generation in tons/year (metric): _____</p> <p>ii. Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): _____</p>			
<p>i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): _____</p>			
<p>j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. When is the peak traffic expected (Check all that apply): <input type="checkbox"/> Morning <input type="checkbox"/> Evening <input type="checkbox"/> Weekend  <input type="checkbox"/> Randomly between hours of _____ to _____.</p> <p>ii. For commercial activities only, projected number of truck trips/day and type (e.g., semi trailers and dump trucks): _____</p> <p>iii. Parking spaces: Existing _____ Proposed _____ Net increase/decrease _____</p> <p>iv. Does the proposed action include any shared use parking? <span style="float: right;">Yes No</span></p> <p>v. If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: _____</p> <p>vi. Are public/private transportation service(s) or facilities available within ½ mile of the proposed site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>vii. Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>viii. Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>			
<p>k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Estimate annual electricity demand during operation of the proposed action: _____</p> <p>ii. Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): _____</p> <p>iii. Will the proposed action require a new, or an upgrade, to an existing substation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>			
<p>l. Hours of operation. Answer all items which apply.</p> <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul> </td> </tr> </table>		<p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>
<p>i. During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p>ii. During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>		

<p>m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes:</p> <p>i. Provide details including sources, time of day and duration:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action remove existing natural barriers that could act as a noise barrier or screen? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Describe: _____</p> <p>_____</p>	
<p>n. Will the proposed action have outdoor lighting? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes:</p> <p>i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:</p> <p>_____</p> <p>_____</p>	
<p>ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>Describe: _____</p> <p>_____</p>	
<p>o. Does the proposed action have the potential to produce odors for more than one hour per day? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: _____</p> <p>_____</p> <p>_____</p>	
<p>p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Product(s) to be stored _____</p> <p>ii. Volume(s) _____ per unit time _____ (e.g., month, year)</p> <p>iii. Generally, describe the proposed storage facilities: _____</p> <p>_____</p>	
<p>q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe proposed treatment(s):</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>ii. Will the proposed action use Integrated Pest Management Practices? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p>	
<p>r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe any solid waste(s) to be generated during construction or operation of the facility:</p> <ul style="list-style-type: none"> <li>• Construction: _____ tons per _____ (unit of time)</li> <li>• Operation : _____ tons per _____ (unit of time)</li> </ul> <p>ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:</p> <ul style="list-style-type: none"> <li>• Construction: _____</li> <li>_____</li> <li>• Operation: _____</li> <li>_____</li> </ul> <p>iii. Proposed disposal methods/facilities for solid waste generated on-site:</p> <ul style="list-style-type: none"> <li>• Construction: _____</li> <li>_____</li> <li>• Operation: _____</li> <li>_____</li> </ul>	

s. Does the proposed action include construction or modification of a solid waste management facility? ☐ Yes ☐ No  
 If Yes:  
 i. Type of management or handling of waste proposed for the site (e.g., recycling or transfer station, composting, landfill, or other disposal activities): \_\_\_\_\_  
 ii. Anticipated rate of disposal/processing:  
     • \_\_\_\_\_ Tons/month, if transfer or other non-combustion/thermal treatment, or  
     • \_\_\_\_\_ Tons/hour, if combustion or thermal treatment  
 iii. If landfill, anticipated site life: \_\_\_\_\_ years

t. Will the proposed action at the site involve the commercial generation, treatment, storage, or disposal of hazardous waste? ☐ Yes ☐ No  
 If Yes:  
 i. Name(s) of all hazardous wastes or constituents to be generated, handled or managed at facility: \_\_\_\_\_  
 \_\_\_\_\_  
 ii. Generally describe processes or activities involving hazardous wastes or constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 iii. Specify amount to be handled or generated \_\_\_\_\_ tons/month  
 iv. Describe any proposals for on-site minimization, recycling or reuse of hazardous constituents: \_\_\_\_\_  
 \_\_\_\_\_  
 v. Will any hazardous wastes be disposed at an existing offsite hazardous waste facility? ☐ Yes ☐ No  
 If Yes: provide name and location of facility: \_\_\_\_\_  
 \_\_\_\_\_  
 If No: describe proposed management of any hazardous wastes which will not be sent to a hazardous waste facility:  
 \_\_\_\_\_  
 \_\_\_\_\_

## E. Site and Setting of Proposed Action

<b>E.1. Land uses on and surrounding the project site</b>			
a. Existing land uses. i. Check all uses that occur on, adjoining and near the project site. <input type="checkbox"/> Urban <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Residential (suburban) <input type="checkbox"/> Rural (non-farm) <input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other (specify): _____ ii. If mix of uses, generally describe: _____ _____			
b. Land uses and coverytypes on the project site.			
Land use or Coverytype	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

<p>c. Is the project site presently used by members of the community for public recreation? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>i. If Yes: explain: _____</p>	
<p>d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes,</p> <p>i. Identify Facilities: _____</p> <p>_____</p>	
<p>e. Does the project site contain an existing dam? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Dimensions of the dam and impoundment:</p> <ul style="list-style-type: none"> <li>• Dam height: _____ feet</li> <li>• Dam length: _____ feet</li> <li>• Surface area: _____ acres</li> <li>• Volume impounded: _____ gallons OR acre-feet</li> </ul> <p>ii. Dam's existing hazard classification: _____</p> <p>iii. Provide date and summarize results of last inspection: _____</p> <p>_____</p>	
<p>f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Has the facility been formally closed? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <ul style="list-style-type: none"> <li>• If yes, cite sources/documentation: _____</li> </ul> <p>ii. Describe the location of the project site relative to the boundaries of the solid waste management facility: _____</p> <p>_____</p> <p>iii. Describe any development constraints due to the prior solid waste activities: _____</p> <p>_____</p>	
<p>g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred: _____</p> <p>_____</p>	
<p>h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p>i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply: <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Yes – Spills Incidents database  <input type="checkbox"/> Yes – Environmental Site Remediation database  <input type="checkbox"/> Neither database         </div> <div>           Provide DEC ID number(s): _____            Provide DEC ID number(s): _____         </div> </div> <p>ii. If site has been subject of RCRA corrective activities, describe control measures: _____</p> <p>_____</p> <p>iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes, provide DEC ID number(s): _____</p> <p>iv. If yes to (i), (ii) or (iii) above, describe current status of site(s): _____</p> <p>_____</p>	

v. Is the project site subject to an institutional control limiting property uses? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> <ul style="list-style-type: none"> <li>• If yes, DEC site ID number: _____</li> <li>• Describe the type of institutional control (e.g., deed restriction or easement): _____</li> <li>• Describe any use limitations: _____</li> <li>• Describe any engineering controls: _____</li> <li>• Will the project affect the institutional or engineering controls in place? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></li> <li>• Explain: _____  _____</li> </ul>	
<b>E.2. Natural Resources On or Near Project Site</b>	
a. What is the average depth to bedrock on the project site? _____ feet	
b. Are there bedrock outcroppings on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, what proportion of the site is comprised of bedrock outcroppings? _____ %	
c. Predominant soil type(s) present on project site: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>_____</div> <div>_____ %</div> </div>	
d. What is the average depth to the water table on the project site? Average: _____ feet	
e. Drainage status of project site soils: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> Well Drained: _____ % of site <input type="checkbox"/> Moderately Well Drained: _____ % of site <input type="checkbox"/> Poorly Drained: _____ % of site </div>	
f. Approximate proportion of proposed action site with slopes: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <input type="checkbox"/> 0-10%: _____ % of site <input type="checkbox"/> 10-15%: _____ % of site <input type="checkbox"/> 15% or greater: _____ % of site </div>	
g. Are there any unique geologic features on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes, describe: _____ _____	
h. Surface water features. <div style="margin-top: 10px;"> i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> </div> <div style="margin-top: 5px;"> ii. Do any wetlands or other waterbodies adjoin the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> </div> <div style="margin-top: 5px;"> If Yes to either <i>i</i> or <i>ii</i>, continue. If No, skip to E.2.i. </div> <div style="margin-top: 5px;"> iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> </div> <div style="margin-top: 5px;"> iv. For each identified regulated wetland and waterbody on the project site, provide the following information: <ul style="list-style-type: none"> <li>• Streams: Name _____ Classification _____</li> <li>• Lakes or Ponds: Name _____ Classification _____</li> <li>• Wetlands: Name _____ Approximate Size _____</li> <li>• Wetland No. (if regulated by DEC) _____</li> </ul> </div>	
v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If yes, name of impaired water body/bodies and basis for listing as impaired: _____ _____	
i. Is the project site in a designated Floodway? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
j. Is the project site in the 100-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
k. Is the project site in the 500-year Floodplain? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>	
l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: <div style="margin-top: 5px;"> i. Name of aquifer: _____ </div>	

<p>m. Identify the predominant wildlife species that occupy or use the project site:</p> <p>_____</p> <p>_____</p> <p>_____</p>	
<p>n. Does the project site contain a designated significant natural community? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Describe the habitat/community (composition, function, and basis for designation): _____</p> <p style="margin-left: 20px;">ii. Source(s) of description or evaluation: _____</p> <p style="margin-left: 20px;">iii. Extent of community/habitat:</p> <ul style="list-style-type: none"> <li>• Currently: _____ acres</li> <li>• Following completion of project as proposed: _____ acres</li> <li>• Gain or loss (indicate + or -): _____ acres</li> </ul>	
<p>o. Does project site contain any species of plant or animal that is listed by the federal government or NYS as endangered or threatened, or does it contain any areas identified as habitat for an endangered or threatened species? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing (endangered or threatened): _____</p> <p>_____</p> <p>_____</p>	
<p>p. Does the project site contain any species of plant or animal that is listed by NYS as rare, or as a species of special concern? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Species and listing: _____</p> <p>_____</p> <p>_____</p>	
<p>q. Is the project site or adjoining area currently used for hunting, trapping, fishing or shell fishing? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If yes, give a brief description of how the proposed action may affect that use: _____</p> <p>_____</p> <p>_____</p>	
<p><b>E.3. Designated Public Resources On or Near Project Site</b></p>	
<p>a. Is the project site, or any portion of it, located in a designated agricultural district certified pursuant to Agriculture and Markets Law, Article 25-AA, Section 303 and 304? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes, provide county plus district name/number: _____</p>	
<p>b. Are agricultural lands consisting of highly productive soils present? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p style="margin-left: 20px;">i. If Yes: acreage(s) on project site? _____</p> <p style="margin-left: 20px;">ii. Source(s) of soil rating(s): _____</p>	
<p>c. Does the project site contain all or part of, or is it substantially contiguous to, a registered National Natural Landmark? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. Nature of the natural landmark: <span style="margin-left: 20px;"><input type="checkbox"/> Biological Community</span> <span style="margin-left: 20px;"><input type="checkbox"/> Geological Feature</span></p> <p style="margin-left: 20px;">ii. Provide brief description of landmark, including values behind designation and approximate size/extent: _____</p> <p>_____</p> <p>_____</p>	
<p>d. Is the project site located in or does it adjoin a state listed Critical Environmental Area? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span></p> <p>If Yes:</p> <p style="margin-left: 20px;">i. CEA name: _____</p> <p style="margin-left: 20px;">ii. Basis for designation: _____</p> <p style="margin-left: 20px;">iii. Designating agency and date: _____</p>	



e. 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? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: i. Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District ii. Name: _____ iii. Brief description of attributes on which listing is based: _____
f. 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? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>
g. Have additional archaeological or historic site(s) or resources been identified on the project site? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: i. Describe possible resource(s): _____ ii. Basis for identification: _____
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: i. Identify resource: _____ ii. Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____ iii. Distance between project and resource: _____ miles.
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span> If Yes: i. Identify the name of the river and its designation: _____ ii. Is the activity consistent with development restrictions contained in 6NYCRR Part 666? <span style="float: right;"><input type="checkbox"/> Yes <input type="checkbox"/> No</span>

#### F. Additional Information

Attach any additional information which may be needed to clarify your project.

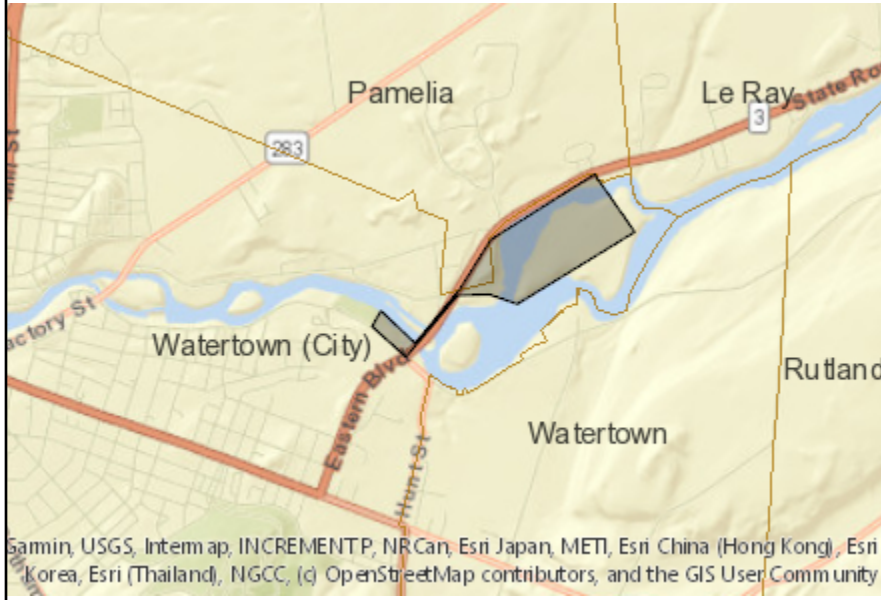
If you have identified any adverse impacts which could be associated with your proposal, please describe those impacts plus any measures which you propose to avoid or minimize them.

#### G. Verification

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

Applicant/Sponsor Name \_\_\_\_\_ Date \_\_\_\_\_

Signature  Title \_\_\_\_\_



**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.



B.i.i [Coastal or Waterfront Area]	No
B.i.ii [Local Waterfront Revitalization Area]	No
C.2.b. [Special Planning District]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h [DEC Spills or Remediation Site - Potential Contamination History]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Listed]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.i [DEC Spills or Remediation Site - Environmental Site Remediation Database]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.1.h.iii [Within 2,000' of DEC Remediation Site]	No
E.2.g [Unique Geologic Features]	No
E.2.h.i [Surface Water Features]	Yes
E.2.h.ii [Surface Water Features]	Yes
E.2.h.iii [Surface Water Features]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
E.2.h.iv [Surface Water Features - Stream Name]	805-1, 805-2
E.2.h.iv [Surface Water Features - Stream Classification]	C, A
E.2.h.iv [Surface Water Features - Wetlands Name]	Federal Waters
E.2.h.v [Impaired Water Bodies]	No
E.2.i. [Floodway]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.j. [100 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.

E.2.k. [500 Year Floodplain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.2.l. [Aquifers]	No
E.2.n. [Natural Communities]	No
E.2.o. [Endangered or Threatened Species]	Yes
E.2.o. [Endangered or Threatened Species - Name]	Northern Long-eared Bat
E.2.p. [Rare Plants or Animals]	No
E.3.a. [Agricultural District]	No
E.3.c. [National Natural Landmark]	No
E.3.d [Critical Environmental Area]	No
E.3.e. [National or State Register of Historic Places or State Eligible Sites]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
E.3.f. [Archeological Sites]	Yes
E.3.i. [Designated River Corridor]	No

**Full Environmental Assessment Form**  
**Part 2 - Identification of Potential Project Impacts**

Project :

Date :

**Part 2 is to be completed by the lead agency.** Part 2 is designed to help the lead agency inventory all potential resources that could be affected by a proposed project or action. We recognize that the lead agency's reviewer(s) will not necessarily be environmental professionals. So, the questions are designed to walk a reviewer through the assessment process by providing a series of questions that can be answered using the information found in Part 1. To further assist the lead agency in completing Part 2, the form identifies the most relevant questions in Part 1 that will provide the information needed to answer the Part 2 question. When Part 2 is completed, the lead agency will have identified the relevant environmental areas that may be impacted by the proposed activity.

If the lead agency is a state agency **and** the action is in any Coastal Area, complete the Coastal Assessment Form before proceeding with this assessment.

**Tips for completing Part 2:**

- Review all of the information provided in Part 1.
- Review any application, maps, supporting materials and the Full EAF Workbook.
- Answer each of the 18 questions in Part 2.
- If you answer “**Yes**” to a numbered question, please complete all the questions that follow in that section.
- If you answer “**No**” to a numbered question, move on to the next numbered question.
- Check appropriate column to indicate the anticipated size of the impact.
- Proposed projects that would exceed a numeric threshold contained in a question should result in the reviewing agency checking the box “Moderate to large impact may occur.”
- The reviewer is not expected to be an expert in environmental analysis.
- If you are not sure or undecided about the size of an impact, it may help to review the sub-questions for the general question and consult the workbook.
- When answering a question consider all components of the proposed activity, that is, the “whole action”.
- Consider the possibility for long-term and cumulative impacts as well as direct impacts.
- Answer the question in a reasonable manner considering the scale and context of the project.

<b>1. Impact on Land</b> Proposed action may involve construction on, or physical alteration of, the land surface of the proposed site. (See Part 1. D.1) <i>If “Yes”, answer questions a - j. If “No”, move on to Section 2.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>		
a. The proposed action may involve construction on land where depth to water table is less than 3 feet.	E2d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may involve construction on slopes of 15% or greater.	E2f	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may involve construction on land where bedrock is exposed, or generally within 5 feet of existing ground surface.	E2a	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may involve the excavation and removal of more than 1,000 tons of natural material.	D2a	<input type="checkbox"/>	<input type="checkbox"/>		
e. The proposed action may involve construction that continues for more than one year or in multiple phases.	D1e	<input type="checkbox"/>	<input type="checkbox"/>		
f. The proposed action may result in increased erosion, whether from physical disturbance or vegetation removal (including from treatment by herbicides).	D2e, D2q	<input type="checkbox"/>	<input type="checkbox"/>		
g. The proposed action is, or may be, located within a Coastal Erosion hazard area.	B1i	<input type="checkbox"/>	<input type="checkbox"/>		
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

<b>2. Impact on Geological Features</b> The proposed action may result in the modification or destruction of, or inhibit access to, any unique or unusual land forms on the site (e.g., cliffs, dunes, minerals, fossils, caves). (See Part 1. E.2.g) <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - c. If "No", move on to Section 3.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Identify the specific land form(s) attached: _____	E2g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may affect or is adjacent to a geological feature listed as a registered National Natural Landmark. Specific feature: _____	E3c	<input type="checkbox"/>	<input type="checkbox"/>
c. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>3. Impacts on Surface Water</b> The proposed action may affect one or more wetlands or other surface water bodies (e.g., streams, rivers, ponds or lakes). (See Part 1. D.2, E.2.h) <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If "Yes", answer questions a - l. If "No", move on to Section 4.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may create a new water body.	D2b, D1h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in an increase or decrease of over 10% or more than a 10 acre increase or decrease in the surface area of any body of water.	D2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may involve dredging more than 100 cubic yards of material from a wetland or water body.	D2a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve construction within or adjoining a freshwater or tidal wetland, or in the bed or banks of any other water body.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may create turbidity in a waterbody, either from upland erosion, runoff or by disturbing bottom sediments.	D2a, D2h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may include construction of one or more intake(s) for withdrawal of water from surface water.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may include construction of one or more outfall(s) for discharge of wastewater to surface water(s).	D2d	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may cause soil erosion, or otherwise create a source of stormwater discharge that may lead to siltation or other degradation of receiving water bodies.	D2e	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may affect the water quality of any water bodies within or downstream of the site of the proposed action.	E2h	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may involve the application of pesticides or herbicides in or around any water body.	D2q, E2h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may require the construction of new, or expansion of existing, wastewater treatment facilities.	D1a, D2d	<input type="checkbox"/>	<input type="checkbox"/>

I. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>4. Impact on groundwater</b> The proposed action may result in new or additional use of ground water, or may have the potential to introduce contaminants to ground water or an aquifer. (See Part 1. D.2.a, D.2.c, D.2.d, D.2.p, D.2.q, D.2.t) <i>If “Yes”, answer questions a - h. If “No”, move on to Section 5.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may require new water supply wells, or create additional demand on supplies from existing water supply wells.	D2c	<input type="checkbox"/>	<input type="checkbox"/>
b. Water supply demand from the proposed action may exceed safe and sustainable withdrawal capacity rate of the local supply or aquifer. Cite Source: _____	D2c	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may allow or result in residential uses in areas without water and sewer services.	D1a, D2c	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may include or require wastewater discharged to groundwater.	D2d, E2l	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the construction of water supply wells in locations where groundwater is, or is suspected to be, contaminated.	D2c, E1f, E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may require the bulk storage of petroleum or chemical products over ground water or an aquifer.	D2p, E2l	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may involve the commercial application of pesticides within 100 feet of potable drinking water or irrigation sources.	E2h, D2q, E2l, D2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>5. Impact on Flooding</b> The proposed action may result in development on lands subject to flooding. (See Part 1. E.2) <i>If “Yes”, answer questions a - g. If “No”, move on to Section 6.</i>			
	<input type="checkbox"/> NO	<input type="checkbox"/> YES	
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may result in development in a designated floodway.	E2i	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in development within a 100 year floodplain.	E2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in development within a 500 year floodplain.	E2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in, or require, modification of existing drainage patterns.	D2b, D2e	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may change flood water flows that contribute to flooding.	D2b, E2i, E2j, E2k	<input type="checkbox"/>	<input type="checkbox"/>
f. If there is a dam located on the site of the proposed action, is the dam in need of repair, or upgrade?	E1e	<input type="checkbox"/>	<input type="checkbox"/>

g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
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<b>6. Impacts on Air</b> The proposed action may include a state regulated air emission source. <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> (See Part 1. D.2.f., D.2.h, D.2.g) <i>If “Yes”, answer questions a - f. If “No”, move on to Section 7.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. If the proposed action requires federal or state air emission permits, the action may also emit one or more greenhouse gases at or above the following levels: i. More than 1000 tons/year of carbon dioxide (CO <sub>2</sub> ) ii. More than 3.5 tons/year of nitrous oxide (N <sub>2</sub> O) iii. More than 1000 tons/year of carbon equivalent of perfluorocarbons (PFCs) iv. More than .045 tons/year of sulfur hexafluoride (SF <sub>6</sub> ) v. More than 1000 tons/year of carbon dioxide equivalent of hydrochloroflourocarbons (HFCs) emissions vi. 43 tons/year or more of methane	D2g D2g D2g D2g D2g D2h	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
b. The proposed action may generate 10 tons/year or more of any one designated hazardous air pollutant, or 25 tons/year or more of any combination of such hazardous air pollutants.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may require a state air registration, or may produce an emissions rate of total contaminants that may exceed 5 lbs. per hour, or may include a heat source capable of producing more than 10 million BTU's per hour.	D2f, D2g	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may reach 50% of any of the thresholds in “a” through “c”, above.	D2g	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in the combustion or thermal treatment of more than 1 ton of refuse per hour.	D2s	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Impact on Plants and Animals</b> The proposed action may result in a loss of flora or fauna. (See Part 1. E.2. m.-q.) <span style="float: right;"><input type="checkbox"/> NO <input type="checkbox"/> YES</span> <i>If “Yes”, answer questions a - j. If “No”, move on to Section 8.</i>			
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may cause reduction in population or loss of individuals of any threatened or endangered species, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in a reduction or degradation of any habitat used by any rare, threatened or endangered species, as listed by New York State or the federal government.	E2o	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may cause reduction in population, or loss of individuals, of any species of special concern or conservation need, as listed by New York State or the Federal government, that use the site, or are found on, over, or near the site.	E2p	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may result in a reduction or degradation of any habitat used by any species of special concern and conservation need, as listed by New York State or the Federal government.	E2p	<input type="checkbox"/>	<input type="checkbox"/>

e. The proposed action may diminish the capacity of a registered National Natural Landmark to support the biological community it was established to protect.	E3c	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result in the removal of, or ground disturbance in, any portion of a designated significant natural community. Source: _____	E2n	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may substantially interfere with nesting/breeding, foraging, or over-wintering habitat for the predominant species that occupy or use the project site.	E2m	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action requires the conversion of more than 10 acres of forest, grassland or any other regionally or locally important habitat. Habitat type & information source: _____	E1b	<input type="checkbox"/>	<input type="checkbox"/>
i. Proposed action (commercial, industrial or recreational projects, only) involves use of herbicides or pesticides.	D2q	<input type="checkbox"/>	<input type="checkbox"/>
j. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>8. Impact on Agricultural Resources</b> The proposed action may impact agricultural resources. (See Part 1. E.3.a. and b.) <input type="checkbox"/> NO <input type="checkbox"/> YES <i>If "Yes", answer questions a - h. If "No", move on to Section 9.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may impact soil classified within soil group 1 through 4 of the NYS Land Classification System.	E2c, E3b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may sever, cross or otherwise limit access to agricultural land (includes cropland, hayfields, pasture, vineyard, orchard, etc).	E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in the excavation or compaction of the soil profile of active agricultural land.	E3b	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may irreversibly convert agricultural land to non-agricultural uses, either more than 2.5 acres if located in an Agricultural District, or more than 10 acres if not within an Agricultural District.	E1b, E3a	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may disrupt or prevent installation of an agricultural land management system.	E1 a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action may result, directly or indirectly, in increased development potential or pressure on farmland.	C2c, C3, D2c, D2d	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed project is not consistent with the adopted municipal Farmland Protection Plan.	C2c	<input type="checkbox"/>	<input type="checkbox"/>
h. Other impacts: _____		<input type="checkbox"/>	<input type="checkbox"/>



<b>9. Impact on Aesthetic Resources</b> The land use of the proposed action are obviously different from, or are in sharp contrast to, current land use patterns between the proposed project and a scenic or aesthetic resource. (Part 1. E.1.a, E.1.b, E.3.h.) <i>If "Yes", answer questions a - g. If "No", go to Section 10.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Proposed action may be visible from any officially designated federal, state, or local scenic or aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the obstruction, elimination or significant screening of one or more officially designated scenic views.	E3h, C2b	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may be visible from publicly accessible vantage points: i. Seasonally (e.g., screened by summer foliage, but visible during other seasons) ii. Year round	E3h	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
d. The situation or activity in which viewers are engaged while viewing the proposed action is: i. Routine travel by residents, including travel to and from work ii. Recreational or tourism based activities	E3h E2q, E1c	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
e. The proposed action may cause a diminishment of the public enjoyment and appreciation of the designated aesthetic resource.	E3h	<input type="checkbox"/>	<input type="checkbox"/>
f. There are similar projects visible within the following distance of the proposed project: 0-1/2 mile 1/2 -3 mile 3-5 mile 5+ mile	D1a, E1a, D1f, D1g	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>10. Impact on Historic and Archeological Resources</b> The proposed action may occur in or adjacent to a historic or archaeological resource. (Part 1. E.3.e, f. and g.) <i>If "Yes", answer questions a - e. If "No", go to Section 11.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may occur wholly or partially within, or substantially contiguous to, any buildings, archaeological site or district which is listed on the National or State Register of Historical 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.	E3e	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may occur wholly or partially within, or substantially contiguous to, an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory.	E3f	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may occur wholly or partially within, or substantially contiguous to, an archaeological site not included on the NY SHPO inventory. Source: _____	E3g	<input type="checkbox"/>	<input type="checkbox"/>

d. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>
<p>If any of the above (a-d) are answered “Moderate to large impact may occur”, continue with the following questions to help support conclusions in Part 3:</p> <p>e.</p> <p>i. The proposed action may result in the destruction or alteration of all or part of the site or property.</p> <p>ii. The proposed action may result in the alteration of the property’s setting or integrity.</p> <p>iii. The proposed action may result in the introduction of visual elements which are out of character with the site or property, or may alter its setting.</p>	<p>E3e, E3g, E3f</p> <p>E3e, E3f, E3g, E1a, E1b</p> <p>E3e, E3f, E3g, E3h, C2, C3</p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>	<p><input type="checkbox"/></p> <p><input type="checkbox"/></p> <p><input type="checkbox"/></p>

<b>11. Impact on Open Space and Recreation</b> The proposed action may result in a loss of recreational opportunities or a reduction of an open space resource as designated in any adopted municipal open space plan. (See Part 1. C.2.c, E.1.c., E.2.q.) <i>If “Yes”, answer questions a - e. If “No”, go to Section 12.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>		
a. The proposed action may result in an impairment of natural functions, or “ecosystem services”, provided by an undeveloped area, including but not limited to stormwater storage, nutrient cycling, wildlife habitat.	D2e, E1b E2h, E2m, E2o, E2n, E2p	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in the loss of a current or future recreational resource.	C2a, E1c, C2c, E2q	<input type="checkbox"/>	<input type="checkbox"/>		
c. The proposed action may eliminate open space or recreational resource in an area with few such resources.	C2a, C2c E1c, E2q	<input type="checkbox"/>	<input type="checkbox"/>		
d. The proposed action may result in loss of an area now used informally by the community as an open space resource.	C2c, E1c	<input type="checkbox"/>	<input type="checkbox"/>		
e. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

<b>12. Impact on Critical Environmental Areas</b> The proposed action may be located within or adjacent to a critical environmental area (CEA). (See Part 1. E.3.d) <i>If “Yes”, answer questions a - c. If “No”, go to Section 13.</i>				<input type="checkbox"/> NO	<input type="checkbox"/> YES
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>		
a. The proposed action may result in a reduction in the quantity of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>		
b. The proposed action may result in a reduction in the quality of the resource or characteristic which was the basis for designation of the CEA.	E3d	<input type="checkbox"/>	<input type="checkbox"/>		
c. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>		

**13. Impact on Transportation**

The proposed action may result in a change to existing transportation systems.

☐ NO

☐ YES

(See Part 1. D.2.j)

*If “Yes”, answer questions a - f. If “No”, go to Section 14.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

**14. Impact on Energy**

The proposed action may cause an increase in the use of any form of energy.

☐ NO

☐ YES

(See Part 1. D.2.k)

*If “Yes”, answer questions a - e. If “No”, go to Section 15.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

**15. Impact on Noise, Odor, and Light**

The proposed action may result in an increase in noise, odors, or outdoor lighting.

☐ NO

☐ YES

(See Part 1. D.2.m., n., and o.)

*If “Yes”, answer questions a - f. If “No”, go to Section 16.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

d. The proposed action may result in light shining onto adjoining properties.	D2n	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may result in lighting creating sky-glow brighter than existing area conditions.	D2n, E1a	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

#### 16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)

☐ NO

☐ YES

*If "Yes", answer questions a - m. If "No", go to Section 17.*

	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action is located within 1500 feet of a school, hospital, licensed day care center, group home, nursing home or retirement community.	E1d	<input type="checkbox"/>	<input type="checkbox"/>
b. The site of the proposed action is currently undergoing remediation.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
c. There is a completed emergency spill remediation, or a completed environmental site remediation on, or adjacent to, the site of the proposed action.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
d. The site of the action is subject to an institutional control limiting the use of the property (e.g., easement or deed restriction).	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may affect institutional control measures that were put in place to ensure that the site remains protective of the environment and human health.	E1g, E1h	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action has adequate control measures in place to ensure that future generation, treatment and/or disposal of hazardous wastes will be protective of the environment and human health.	D2t	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action involves construction or modification of a solid waste management facility.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
h. The proposed action may result in the unearthing of solid or hazardous waste.	D2q, E1f	<input type="checkbox"/>	<input type="checkbox"/>
i. The proposed action may result in an increase in the rate of disposal, or processing, of solid waste.	D2r, D2s	<input type="checkbox"/>	<input type="checkbox"/>
j. The proposed action may result in excavation or other disturbance within 2000 feet of a site used for the disposal of solid or hazardous waste.	E1f, E1g E1h	<input type="checkbox"/>	<input type="checkbox"/>
k. The proposed action may result in the migration of explosive gases from a landfill site to adjacent off site structures.	E1f, E1g	<input type="checkbox"/>	<input type="checkbox"/>
l. The proposed action may result in the release of contaminated leachate from the project site.	D2s, E1f, D2r	<input type="checkbox"/>	<input type="checkbox"/>
m. Other impacts: _____ _____			

<b>17. Consistency with Community Plans</b> The proposed action is not consistent with adopted land use plans. (See Part 1. C.1, C.2. and C.3.) <i>If “Yes”, answer questions a - h. If “No”, go to Section 18.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action’s land use components may be different from, or in sharp contrast to, current surrounding land use pattern(s).	C2, C3, D1a E1a, E1b	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will cause the permanent population of the city, town or village in which the project is located to grow by more than 5%.	C2	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action is inconsistent with local land use plans or zoning regulations.	C2, C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action is inconsistent with any County plans, or other regional land use plans.	C2, C2	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may cause a change in the density of development that is not supported by existing infrastructure or is distant from existing infrastructure.	C3, D1c, D1d, D1f, D1d, E1b	<input type="checkbox"/>	<input type="checkbox"/>
f. The proposed action is located in an area characterized by low density development that will require new or expanded public infrastructure.	C4, D2c, D2d D2j	<input type="checkbox"/>	<input type="checkbox"/>
g. The proposed action may induce secondary development impacts (e.g., residential or commercial development not included in the proposed action)	C2a	<input type="checkbox"/>	<input type="checkbox"/>
h. Other: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>18. Consistency with Community Character</b> The proposed project is inconsistent with the existing community character. (See Part 1. C.2, C.3, D.2, E.3) <i>If “Yes”, answer questions a - g. If “No”, proceed to Part 3.</i>			
		<input type="checkbox"/> NO	<input type="checkbox"/> YES
	Relevant Part I Question(s)	No, or small impact may occur	Moderate to large impact may occur
a. The proposed action may replace or eliminate existing facilities, structures, or areas of historic importance to the community.	E3e, E3f, E3g	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may create a demand for additional community services (e.g. schools, police and fire)	C4	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may displace affordable or low-income housing in an area where there is a shortage of such housing.	C2, C3, D1f D1g, E1a	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may interfere with the use or enjoyment of officially recognized or designated public resources.	C2, E3	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action is inconsistent with the predominant architectural scale and character.	C2, C3	<input type="checkbox"/>	<input type="checkbox"/>
f. Proposed action is inconsistent with the character of the existing natural landscape.	C2, C3 E1a, E1b E2g, E2h	<input type="checkbox"/>	<input type="checkbox"/>
g. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

Project :

Date :

***Full Environmental Assessment Form***  
***Part 3 - Evaluation of the Magnitude and Importance of Project Impacts***  
***and***  
***Determination of Significance***

Part 3 provides the reasons in support of the determination of significance. The lead agency must complete Part 3 for every question in Part 2 where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.

Based on the analysis in Part 3, the lead agency must decide whether to require an environmental impact statement to further assess the proposed action or whether available information is sufficient for the lead agency to conclude that the proposed action will not have a significant adverse environmental impact. By completing the certification on the next page, the lead agency can complete its determination of significance.

**Reasons Supporting This Determination:**

To complete this section:

- Identify the impact based on the Part 2 responses and describe its magnitude. Magnitude considers factors such as severity, size or extent of an impact.
- Assess the importance of the impact. Importance relates to the geographic scope, duration, probability of the impact occurring, number of people affected by the impact and any additional environmental consequences if the impact were to occur.
- The assessment should take into consideration any design element or project changes.
- Repeat this process for each Part 2 question where the impact has been identified as potentially moderate to large or where there is a need to explain why a particular element of the proposed action will not, or may, result in a significant adverse environmental impact.
- Provide the reason(s) why the impact may, or will not, result in a significant adverse environmental impact
- For Conditional Negative Declarations identify the specific condition(s) imposed that will modify the proposed action so that no significant adverse environmental impacts will result.
- Attach additional sheets, as needed.

**Determination of Significance - Type 1 and Unlisted Actions**

SEQR Status: ☐ Type 1 ☐ Unlisted

Identify portions of EAF completed for this Project: ☐ Part 1 ☐ Part 2 ☐ Part 3

Upon review of the information recorded on this EAF, as noted, plus this additional support information

and considering both the magnitude and importance of each identified potential impact, it is the conclusion of the \_\_\_\_\_ as lead agency that:

☐ A. This project will result in no significant adverse impacts on the environment, and, therefore, an environmental impact statement need not be prepared. Accordingly, this negative declaration is issued.

☐ B. Although this project could have a significant adverse impact on the environment, that impact will be avoided or substantially mitigated because of the following conditions which will be required by the lead agency:

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.7(d)).

☐ C. This Project may result in one or more significant adverse impacts on the environment, and an environmental impact statement must be prepared to further assess the impact(s) and possible mitigation and to explore alternatives to avoid or reduce those impacts. Accordingly, this positive declaration is issued.

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

*M. Meehan*

Date:

**For Further Information:**

Contact Person:

Address:

Telephone Number:

E-mail:

**For Type 1 Actions and Conditioned Negative Declarations, a copy of this Notice is sent to:**

Chief Executive Officer of the political subdivision in which the action will be principally located (e.g., Town / City / Village of)  
Other involved agencies (if any)

Applicant (if any)

Environmental Notice Bulletin: <http://www.dec.ny.gov/enb/enb.html>

## Part 3-Attachment

### Evaluation of the Magnitude and Importance of Project Impacts and Determination of Significance

#### 1. Impact on Land

1c. Bedrock outcroppings exist along the river shoreline at the Water Treatment Plant (WTP) where proposed work will take place. Based on historical soil boring data, bedrock is not expected at a depth of less than 5 feet in areas of proposed work. Additional geotechnical investigation will take place in the location of the new sedimentation basin in effort to avoid encountering bedrock during excavation. If blasting is required, it is not anticipated any nearby uses will be impacted. Any discharge from blasting will be captured to prevent pollutant runoff.

1d. The project will involve excavation for the construction of a new sedimentation basin, installation of new sedimentation influent and effluent water lines, installation of a chemical containment basin and the installation of new sludge discharge piping. The project does not involved mining or dredging of on-site materials. To the extent practical, excavated material will be reused on-site for grading and fill material in accordance with regulations. The excavation for the new sedimentation basin involved a large volume of excavation and it is anticipated that there will be a surplus of excavated material that will need to be removed from site. Soils to be removed from the site will be done so in accordance with regulations. Potential impacts will be mitigated by reusing excavated material in accordance with regulations and restoring the site will topsoil and seed.

1e. It is anticipated that the projects construction will take place over approximately 30 months, with intermittent seasonal activity.

1f. The proposed work will impact an area greater than 1 acre and will require a stormwater pollution prevention plan. Erosion and sediment control plans will be developed in accordance with NYS standards and a Stormwater Pollution Prevention Plan (SWPPP) will be developed in accordance with the NYSDEC SPDES General Permit for Stormwater Discharges from construction activity. The project will result in approximately 1.75 acres of added impervious surface of the total parcel size of 215 acres of mostly pervious surface. Runoff will be controlled with requirements included in the SWPPP and post construction stormwater management practices. Post-construction stormwater management practices will be designed and constructed as part of the project.

#### 3. Impact on Surface Waters

3c. The proposed project includes potential dredging of the existing impounded sedimentation basin. This work is done regularly by the City to remove alum sludge accumulated in the sedimentation basin and transferred to the existing sludge drying beds.

3d. A wetland delineation will be completed. If work is required within an existing wetland, actions will be taken to minimize the impact on wetland and restoration will be completed post construction. Efforts will be taken to mitigate work within wetland areas. A wetlands permit will be obtained prior to any work within any wetland.

3e. It is anticipated that a NYS projection of waters permit will be required due to disturbance of the Class A waterbody. Short term impacts to water flow and increased turbidity will be limited to during construction.

3h. Due to the size of the project, a stormwater pollution prevention plan will be created, and post-construction stormwater controls will be implemented to control erosion and sediment, and limit discharge off site. Appropriate pollution control measures (silt fences, etc.) will be utilized to direct runoff and erosion to existing drainage paths and away from adjacent wetlands. The proposed action will not create a new water body or impact the size of existing water body.

3i. Any impact on water quality to water body within or downstream of the site will be limited to during construction and measures to minimize impacts will be taken.

#### 5. Impact on Flooding

5a. The project area is located within a floodway, the Class A Black River. A portion of the project may be constructed within the floodway zone, including upgrades to an existing roadway and site grading. In efforts to minimize impact on the floodway, a majority of site development will take place outside of the floodway zone. A floodplain land development permit will be obtained by local authority prior to any work within the floodway.

5b. The project area includes a portion designated within the 100-year floodplain. No development is planned to take place within the 100-year floodplain. A floodplain development permit will be obtained prior to any work within the floodplain.



5d. The proposed project will have a small impact on existing drainage patterns due to increased impervious surfaces. Post construction stormwater controls will be designed and constructed as part of the project per NYS standards. A SWPPP will be developed to control erosion and sedimentation during construction. Stormwater will be contained on site and will not flow to or impact surface water bodies off-site on other properties.

5e. It is not anticipated that the proposed project change flood water flows that contribute to flooding since it is not anticipated that any new development will occur within the floodplain. A small impact may occur if grading and clearing activities are required within the floodplain. Any activity within the floodplain will be in accordance with the local authority.

5f. A low hazard (A) dam is located within the project site. Coordination with DEC's Dam Safety office will take place to determine if inspection is required, and if any repairs or upgrades are required. The proposed project does not involve construction on or directly downstream of the dam.

6. Impacts on Air

The project will have minimal impacts on air and impacts are temporary during construction. On site air monitoring will occur throughout construction as necessary to ensure minimal impact as health and safety precaution.

7. Impact on Plants and Animals

The project site is identified as habitat for the endangered Northern Long-eared Bat. Tree clearing is required for a portion of the project site. All clearing will occur between November 1 and March 31 due to the presence of this species, as in accordance with NYSDEC.

9. Impact on Aesthetic Resources

The project location is adjacent to recreational areas the Waterworks Park and Black River Trail. All work in this area is limited to onsite at the WTP and will not impact the nearby recreation areas. The work on Huntington Island is nearby an existing recreational fishing dock, however work should not impact access to this recreation area. The only recreation allowed on Huntington Island is a handicap accessible fishing access. This access may be impacted during construction, but it is not anticipated to have any impact post construction.

10. Impact on Historic and Archeological Resources

The project site does not contain any known places listed under the National or State Register of Historic Places. It is located within or adjacent to an area identified as sensitive for archaeological sites on the NY State Historic Office of Preservation Office. The SHPO office identified the portions of the site that appear to have not been previously disturbed as sensitive areas. A desktop archaeological investigation was completed through a search of existing available public records and data. Based on the results it is anticipated the project will result in no impact or small impact on historic and archaeological resources. A phase 1A reconnaissance and phase 1B field investigation will be completed, and a phase 2 review if deemed necessary by phase 1. The large project site allows for facility relocation that would occur during the design phase if required to avoid damage to any culturally significant areas.

14. Impact on Energy

The proposed project will require an extended electrical service to the new sedimentation facility, and an increase in electrical service size to the WTP. The impacts are anticipated to be minimal relative to the system as a whole.

15. Impact on Noise, Odor, and Light

During construction there will be a temporary impact on noise in the areas at the WTP and new sedimentation facility. Odors will be minimal or none during construction. There will be minimal impact on lighting in the project areas, mostly temporary during construction. Post construction new lighting will be required at the new sedimentation facility and efforts will be made to minimize impact.

17. Consistency with Community Plans

The proposed project will require modifications to the allowable use table for the waterfront overlay district to allow for essential services in the parks and open space district.





**New York State  
Parks, Recreation and  
Historic Preservation**

**KATHY HOCHUL**  
Governor

**ERIK KULLESEID**  
Commissioner

May 30, 2023

Colleen Meehan  
Project Engineer  
GHD  
150 Grand St. 4th Floor  
White Plains, NY 10601

Re: NYSEFC  
City of Watertown Water Treatment Plan Improvements  
23PR03409

Dear Colleen Meehan:

Thank you for requesting the comments of the New York State Historic Preservation Office (SHPO). The SHPO understands that there are both scheduling and financial concerns regarding this project that require a letter from this agency so that funds may be committed. The SHPO has no objection to the release of short-term financing under the condition that there is a commitment to continue consultation regarding the project's potential effects on historic cultural resources. When project plans are available, please submit them to SHPO.

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

If you have any questions, I can be reached at [Bradley.Russell@parks.ny.gov](mailto:Bradley.Russell@parks.ny.gov) or 518-268-2124.

Sincerely,

Bradley W. Russell  
Historic Preservation Specialist - Archaeology

Res No. 7

June 14, 2023

To: The Honorable Mayor and City Council

From: Kenneth Mix, City Manager

Subject: Approving Amendment No.3 of the GHD Consulting Services, Inc.  
Agreement for the Water Treatment Plant Disinfection By-Product Project

An agreement was entered into on April 5, 2022, with GHD Consulting Services, Inc. for consulting and engineering services for the Water Treatment Plant Disinfection By-Product System Project with a cost of \$43,900.00.

The agreement was later amended to include pilot rental/commissioning, analysis, sampling, and reporting for an additional cost of \$663,000.

Amendment No. 2 was for services related to a funding schedule, an interim report, SEQR, WIIA/IMG funding assistance, DCIP funding assistance, and project presentations. The cost of that amendment was \$20,405.00.

Amendment No. 3 is proposed to extend the lease of Pilot Enclosure No. 2 by two weeks, perform an archaeological assessment, and additional sampling. GHD feels they need more data pertaining to the sedimentation testing, and the archaeological assessment is being required by NYS Office of Parks, Recreation, and Historic Preservation. The cost for the additional services will be \$49,300.00, bringing the total agreement to \$776,605. A resolution approving the amendment is attached for City Council consideration.

**RESOLUTION**

Page 1 of 1

Approving Amendment No. 3 of the GHD Consulting Services Agreement for the Water Treatment Plant Disinfection By-Product Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa L.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***

WHEREAS GHD Consulting Services Inc., and the City of Watertown entered into an Agreement dated April 5, 2022 to perform engineering services to design a disinfection by-products system to reduce TTHM's and HAA5's, in the amount of \$43,900.00, and

WHEREAS the agreement with GHD was first amended to include additional pilot rental/commissioning, analyses, sampling, and reporting services, which increased the contract by \$663,000, and

WHEREAS Amendment No. 2 added \$20,405.00 to the cost for a funding schedule, an interim report, SEQR assistance, WIIA/IMG funding assistance, DCIP funding assistance, and additional services, and

WHEREAS GHD has submitted Amendment No. 3 to extend the lease of Pilot Enclosure No. 2 by two weeks, perform an archaeological assessment, and additional sampling,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment No. 3 of the GHD agreement, a copy of which is attached and made part of this resolution, to include the additional services with an increase of \$49,300.00, bringing the contract total \$776,605.00, and

BE IT FURTHER RESOLVED that the City Manager, Kenneth A. Mix, is hereby authorized and directed to execute Amendment No. 3 on behalf of the City of Watertown.

***Seconded by***



## Q1403 Amendment No. 3

This Amendment No. 3 is effective this June \_\_\_\_, 2023, (the "Effective Date") between GHD Consulting Services Inc. (hereinafter "GHD") and City of Watertown, New York (hereinafter "Client"). In consideration of the mutual promises set forth herein, GHD and Client agree to modify the project details for the Original Agreement between GHD and Client referenced herein.

### Project details

<b>Project name:</b>	Water Treatment Plant Disinfection By-Products System Design	<b>Project number:</b>	12576729
<b>Effective Date of Original Agreement:</b>	April 5, 2022	<b>Project Manager:</b>	Erica Goldin, PE

### Description of proposed change:

#### 1. Scope of Services

- Extend the lease of Pilot Enclosure No. 2 by two weeks.
- Archaeological Assessment
  - Conduct a preliminary literature review for SEQR purposes.
  - Conduct a Phase IA literature review and sensitivity assessment for the areas shown in the attached, including recommendations for Phase 1B field investigation if necessary.
  - If necessary, conduct a Phase 1B field investigation, analyze the results, and prepare a Phase 1A/1B Report for submission to the New York State Office of Parks, Recreation and Historic Preservation (NYSOPRHP) for review.
- Additional Sampling
  - Perform the additional sampling as detailed in the attached revised sampling protocol based on guidance from the NYSDOH.

#### 2. Payments to the Engineer

The above scope of services will be completed for the following fees (not to exceed without prior written authorization):

Phase	Fee	Fee Type
Extend Pilot Enclosure No. 2 lease	\$13,600	Lump Sum
Preliminary Archaeological Assessment	\$1,000	Lump Sum
Phase 1A Archaeological Assessment	\$2,400	Lump Sum
Phase 1A Archaeological Assessment – Huntington Island Site	\$2,600	Lump Sum
Phase 1A Archaeological Assessment – ASPCA Site	\$2,100	Lump Sum
Additional Sampling	\$27,600	Lump Sum
<b>Total Amendment No. 3</b>	<b>\$49,300</b>	

### 3. Schedule

Phase 1A archaeological assessment will be completed within 4 weeks of authorization to proceed, assuming no delays for weather conditions or access permissions. If necessary, Phase 1B archaeological assessments will be completed within 2 weeks of the completed on the Phase 1A assessment, assuming no delays for weather conditions or access permissions. Phase 1 report will be completed within 3 weeks following the completion of field operations.

Additional sampling will be completed as detailed in the attached revised sampling protocol.

### 4. Work by Owner

The City will be responsible for coordinating property access for the Phase 1A/1B archaeological assessment.

### 5. Terms and Conditions

April 5, 2022 Engineering Service Agreement as amended to date.

<b>Original budgeted effort:</b>	\$43,900	<b>Current completion date:</b>	January 1, 2024
<b>Budget prior to this Amendment:</b>	\$727,305		
<b>This Amendment No. 3 (variation)</b>	\$49,300		
<b>Revised budgeted effort total:</b>	\$776,605	<b>Revised completion date:</b>	January 1, 2024

In witness whereof, GHD and Client have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

#### GHD

GHD Consulting Services Inc.



Kevin Castro, PE

Project Director

June 7, 2023

#### Client

City of Watertown, NY

Kenneth Mix

City Manager

date:







# Technical Memorandum

June 7, 2023

<b>To</b>	Aaron Harvill, City of Watertown	<b>Contact No.</b>	315.802.0277
<b>Copy to</b>	Vicky Murphy, City of Watertown Chad Vieth, City of Watertown Gordon Crank, City of Watertown Kevin Castro, PE, GHD Natasha Duran, GHD	<b>Email</b>	erica.goldin@ghd.com
<b>From</b>	Erica Goldin, PE, GHD	<b>Project No.</b>	12576729
<b>Project Name</b>	City of Watertown WTP DBP System Design – Piloting		
<b>Subject</b>	Piloting & Sampling Protocol for Extended Period No. 3 and Period No. 4		

- Protocol revised 5/16/23: Details of period nos. 1 and 2 removed from protocol. Additional revisions noted in red.
- Protocol revised 6/5/23: Revisions noted in blue. Review period no. 3 extended by two weeks. City to continue to collect daily samples from both Pilot Enclosure Nos. 1 and 2. Additional lab samples to be collected for Pilot Enclosure No. 2 as noted herein. Additional lab samples do not need to be collected for Pilot Enclosure No. 1 from 06/12/2023 – 06/23/2023.

## 1. Piloting Protocol

### 1.1 Pilot Review Periods

- Review Period No. 3
  - Pilot Enclosure Nos. 1 and 2
  - 04/03/2023 – 06/23/2023 (12 weeks)
    - Revised protocol only applies to 05/15/23 – 06/23/2023
- Review Period No. 4
  - Pilot Enclosure No. 1 only
  - 07/10/2023 – 09/01/2023 (8 weeks)

### 1.2 Filtration Rates

- Maximum filter loading rate: 4.5 gpm/ft<sup>2</sup> (based on 15 MGD with four filters running)
- Average filter loading rate: 2.8 gpm/ft<sup>2</sup> (based on 6.9 MGD with three filters running)
- Filter Skid No. 1 (four 6-inch diameter columns)
  - Review Period No. 3
    - 04/03/2023 – 04/30/2023 (4 weeks): 4.5 gpm/ft<sup>2</sup> (3.53 gpm total flow, 0.88 gpm per column)
    - 05/01/2023 – 06/23/2023 (8 weeks): 2.8 gpm/ft<sup>2</sup> (2.20 gpm total flow, 0.55 gpm per column)
  - Review Period No. 4
    - 07/10/2023 – 08/06/2023 (4 weeks): 4.5 gpm/ft<sup>2</sup> (3.53 gpm total flow, 0.88 gpm per column)

- 08/07/2023 – 09/01/2023 (4 weeks): 2.8 gpm/ft<sup>2</sup> (2.20 gpm total flow, 0.55 gpm per column)
- Filter Skid No. 2 (two 6-inch diameter columns)
  - Review Period No. 3
    - 04/03/2023 – 04/30/2023 (4 weeks): 4.5 gpm/ft<sup>2</sup> (1.77 gpm total flow, 0.88 gpm per column)
    - 05/01/2023 – 06/23/2023 (8 weeks): 2.8 gpm/ft<sup>2</sup> (1.10 gpm total flow, 0.55 gpm per column)

### 1.3 Automatic Backwash Setpoints

	Run Time (hrs)	Headloss (ft)	Effluent Turbidity (NTU)
Filter Column No. 1A	100	8	0.1
Filter Column No. 1B		7.83	
Filter Column No. 1C		7	
Filter Column No. 1D		6.5	
Filter Column No. 2A		8	
Filter Column No. 2B		7	

### 1.4 Backwash Sequence

	Filter Column Nos. 1A, 2A <sup>(1)</sup>		Filter Column Nos. 1B, 1C, 1D, 2B		
	Water Flow (gpm/ft <sup>2</sup> )	Duration (minutes)	Water Flow (gpm/ft <sup>2</sup> )	Air Flow (scfm)	Duration (minutes)
Air scour only	-	-	-	0.6 <sup>(2)</sup>	10
Low-rate wash	9.6 <sup>(3)</sup>	4	-	-	-
Low-rate wash with air scour	-	-	9.6 <sup>(3)</sup>	0.6 <sup>(2)</sup>	4
High-rate wash	19.2 <sup>(4)</sup>	8	19.2 <sup>(4)</sup>	-	8
Low-rate wash	9.6 <sup>(3)</sup>	4	9.6 <sup>(3)</sup>	-	4
Filter rest	-	30	-	-	30

(1) Control columns

(2) Based on 3 scfm/ft<sup>2</sup>

(3) Based on 8 MGD

(4) Based on 16 MGD

### 1.5 Equipment Calibration

- Turbidimeters shall be calibrated by Intuitech during pilot skid start up/commissioning
- Calibration of turbidimeters shall be verified on a weekly basis during pilot review periods by GHD
- Turbidimeters shall be calibrated monthly, at a minimum, or as needed by GHD.
- Turbidimeters shall be calibrated with 20 NTU calibration fluid:
  - 5 mL of Formazin 4000 NTU (supplied by City)

- 1000 mL of distilled water (supplied by City)

## 1.6 Data

- Logging frequency: 30 seconds
- Data download frequency: weekly by GHD (manually download from pilot skid USB and clear USB after downloading)

## 1.7 Coagulant

*To be determined prior to the delivery of Pilot Enclosure No. 2 in March 2023.*

## 1.8 Additional Notes

- Truck driver that delivers the pilot skids will provide 4 bolts to be used for lifting the pilot enclosure with a crane. The bolts shall be kept in a box within the pilot enclosure throughout the lease and shall be returned to the truck driver when the pilot enclosure is picked up at the end of the lease period.

# 2. Sampling Protocol

## 2.1 UV254

- Sampling locations: Raw water, full-scale sedimentation basin outlet, filter skid inlet, and each filter column outlet (4 columns total)
- Sample/analysis frequency: daily (on weekdays only, not on weekends or holidays) by the City during pilot review periods.
- Weekly sample quantity:
  - Review period no. 3 – 10 daily samples (300 samples total)
    - 1 raw water sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
    - Filter Skid No. 2: 1 inlet sample, 2 outlet samples
    - 1 full-scale sedimentation basin outlet sample
  - Review period no. 4 – 6 daily samples (240 samples total)
    - Filter Skid No. 1: 1 raw water sample, 1 inlet sample, 4 outlet samples
- Results: analysis results to be provided to GHD by the City.

## 2.2 Temperature

- Sample/analysis frequency: daily as part of City's normal water quality monitoring.
- Results: to be provided to GHD by the City.

## 2.3 pH/Alkalinity

- Sample/analysis frequency: weekly during pilot review periods by the City.
- Weekly sample quantity:
  - Review period no. 3 – 9 weekly samples (36 samples total)
    - 1 raw water sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
    - Filter Skid No. 2: 1 inlet sample, 2 outlet samples
  - Review period no. 4 – 6 weekly samples (48 samples total)
    - Filter Skid No. 1: 1 raw water sample, 1 inlet sample, 4 outlet samples
- Results: to be provided to GHD by the City.

## 2.4 Turbidity

- Raw water turbidity
  - Sample/analysis frequency: daily as part of the City's normal water quality monitoring.
- Contact basin effluent turbidity
  - Sample/analysis frequency: daily as part of the City's normal water quality monitoring.
- Settled water turbidity
  - Sample/analysis frequency: daily as part of the City's normal water quality monitoring.
- Results: raw water, contact basin effluent turbidity, and settled water turbidity values to be provided to GHD by the City.
- Filter effluent turbidity: continuously monitored/logged by the filter pilot skids (data downloaded by GHD).

## 2.5 TOC Reduction

- Analysis frequency: weekly during pilot review periods.
- Sample collection/pickup:
  - Collected by the City on a weekly basis.
  - Collection time shall be coordinated with Life Science Laboratories so that the sample is ready for Life Science Laboratories regular sample pick-up from the WTP on Fridays.
  - City to provide chain of custody form at the time of sample pick-up (chain of custody form attached).
- Weekly sample quantity:
  - Review period no. 3 – 10 weekly samples 05/15/2023 – 06/09/2023 (40 samples total), 5 weekly samples 06/12/2023 – 06/23/2023 (10 samples total)
    - 1 raw water sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples (only 05/15/23 – 06/09/2023)
    - Filter Skid No. 2: 1 inlet sample, 2 outlet samples
    - 1 full-scale sedimentation basin outlet sample
  - Review period no. 4 – 6 weekly samples (48 samples total)
    - Filter Skid No. 1: 1 raw water sample, 1 inlet sample, 4 outlet samples
- Results: analysis results to be provided to GHD by Life Science Laboratories and logged/analyzed by GHD.

## 2.6 TTHM Reduction (SDS Method)

*No longer being analyzed.*

## 2.7 HAA5 Reduction (SDS Method)

*No longer being analyzed.*

## 2.8 TTHM Maximum Formation Potential (SDS Method)

- City shall perform the SDS method in-house. Life Science Laboratories shall analyze samples for TTHM level after the SDS method is complete.
- Analysis frequency: biweekly during pilot review periods.
- Sample collection/pickup:
  - Samples shall be collected by the City on a biweekly basis.
  - City shall perform the SDS method. SDS method conditions:
    - Duration: 7 days

- Temperature: finished water temperature
  - Chlorine residual: 4 mg/L
- Collection time shall be coordinated with Life Science Laboratories so that the sample is ready for Life Science Laboratories regular sample pick-up from the WTP on Fridays.
- City to provide chain of custody form at the time of sample pick-up (chain of custody form attached).
- **Biweekly** sample quantity:
  - Review period no. 3 – **11 biweekly** samples **05/15/2023 – 06/09/2023** (**22** samples total), **6 weekly** samples **06/12/2023 – 06/23/2023** (12 samples total)
    - 1 raw water sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples (**only 05/15/23 – 06/09/23**)
    - Filter Skid No. 2: 1 inlet sample, 2 outlet samples
    - **1 full-scale sedimentation basin outlet sample**
    - **1 full-scale combined filter effluent sample**
  - Review period no. 4 – **7 biweekly** samples (**28** samples total)
    - Filter Skid No. 1: 1 raw water sample, 1 inlet sample, 4 outlet samples, **1 combined filter effluent sample**
- Results: analysis results to be provided to GHD by Life Science Laboratories and logged/analyzed by GHD.

## 2.9 HAA5 Maximum Formation Potential (SDS Method)

- City shall perform the SDS method in-house. Life Science Laboratories shall analyze samples for HAA5 level after the SDS method is complete.
- Analysis frequency: **biweekly** during pilot review periods.
- Sample collection/pickup:
  - Samples shall be collected by the City on a **biweekly** basis.
  - City shall perform the SDS method. SDS method conditions:
    - Duration: 7 days
    - Temperature: finished water temperature
    - Chlorine residual: 4 mg/L
  - Collection time shall be coordinated with Life Science Laboratories so that the sample is ready for Life Science Laboratories regular sample pick-up from the WTP on Fridays.
  - City to provide chain of custody form at the time of sample pick-up (chain of custody form attached).
- **Biweekly** sample quantity:
  - Review period no. 3 – **11 biweekly** samples **05/15/2023 – 06/09/2023** (**22** samples total), **6 weekly** samples **06/12/2023 – 06/23/2023** (12 samples total)
    - 1 raw water sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples (**only 05/15/23 – 06/09/23**)
    - Filter Skid No. 2: 1 inlet sample, 2 outlet samples
    - **1 full-scale sedimentation basin outlet sample**
    - **1 full-scale combined filter effluent sample**
  - Review period no. 4 – **7 biweekly** samples (**28** samples total)
    - Filter Skid No. 1: 1 raw water sample, 1 inlet sample, 4 outlet samples, **1 combined filter effluent sample**
- Results: analysis results to be provided to GHD by Life Science Laboratories and logged/analyzed by GHD.

## **2.10 Heterotrophic Plate Counts (HPCs)**

- Sample/analysis frequency: monthly by the City during pilot review periods.
- Monthly sample quantity:
  - Review period no. 3 – 4 samples total
    - Filter Skid No. 1: 4 outlet samples
  - Review period no. 4 – 4 monthly samples (8 samples total)
    - Filter Skid No. 1: 4 outlet samples
- Results: analysis results to be provided to GHD by the City.

## **2.11 Dissolved Oxygen (DO)**

- Analysis frequency: monthly by the City during pilot review periods.
- Monthly sample quantity:
  - Review period no. 3 – 5 samples total
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
  - Review period no. 4 – 5 monthly samples (10 samples total)
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
- Results: analysis results to be provided to GHD by the City.

## **2.12 Assimilable Organic Carbon (AOC)**

- Analysis frequency: weekly during pilot review periods.
- Sample collection/shipment:
  - Samples shall be collected by the City on a weekly basis.
  - Samples shall be shipped to Eurofins by the City.
- Weekly sample quantity:
  - Review period no. 3 – 6 weekly samples (24 samples total)
    - Ozone Skid: 1 inlet sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
  - Review period no. 4 – 6 weekly samples (48 samples total)
    - Ozone Skid: 1 inlet sample
    - Filter Skid No. 1: 1 inlet sample, 4 outlet samples
- Results: analysis results to be provided to GHD by Eurofins and logged/analyzed by GHD.

## **2.13 Total Aldehydes**

- Analysis frequency: once per pilot review period.
- Sample collection/shipment:
  - Samples shall be collected by the City once per pilot review period.
  - Samples shall be shipped to Eurofins by the City.
- Sample quantity:
  - Review period no. 3 – 5 samples total
    - 1 raw water sample
    - Filter Skid No. 1: 4 outlet samples
  - Review period no. 4 – 5 samples total
    - 1 raw water sample
    - Filter Skid No. 1: 4 outlet samples
  - Results: analysis results to be provided to GHD by Eurofins and logged/analyzed by GHD.

## 2.14 Odor

- Analysis frequency: once by the City per pilot review period.
- Sample quantity:
  - Review period no. 3 – 5 samples total
    - 1 raw water sample
    - Filter Skid No. 1: 4 outlet samples
  - Review period no. 4 – 5 samples total
    - 1 raw water sample
    - Filter Skid No. 1: 4 outlet samples
  - Results: analysis results to be provided to GHD by the City.

## 2.15 Sample Pick-up Schedule (by Life Science Laboratories)

- Review Period No. 3 (05/15/2023 – 06/23/2023)
  - Friday, 05/19/23 – 10 TOC samples
  - Friday, 05/26/23 – 10 TOC samples, 11 TTHM samples (max FP), 11 HAA5 samples (max FP)
  - Friday, 06/02/23 – 10 TOC samples
  - Friday, 06/09/23 – 10 TOC samples, 11 TTHM samples (max FP), 11 HAA5 samples (max FP)
  - Friday, 06/16/23 – 5 TOC samples, 6 TTHM samples (max FP), 6 HAA5 samples (max FP)
  - Friday, 06/23/23 – 5 TOC samples, 6 TTHM samples (max FP), 6 HAA5 samples (max FP)
- Review Period No. 4 (07/10/2023 – 09/01/2023)
  - Friday, 07/14/23 – 6 TOC samples
  - Friday, 07/21/23 – 6 TOC samples, 7 TTHM samples (max FP), 7 HAA5 samples (max FP)
  - Friday, 07/28/23 – 6 TOC samples
  - Friday, 08/04/23 – 6 TOC samples, 7 TTHM samples (max FP), 7 HAA5 samples (max FP)
  - Friday, 08/11/23 – 6 TOC samples
  - Friday, 08/18/23 – 6 TOC samples, 7 TTHM samples (max FP), 7 HAA5 samples (max FP)
  - Friday, 08/25/23 – 6 TOC samples
  - Friday, 09/01/23 – 6 TOC samples, 7 TTHM samples (max FP), 7 HAA5 samples (max FP)

## 2.16 Sample Shipping Schedule (City to ship samples to Eurofins)

- Review Period No. 3 (05/15/2023 – 06/09/2023)
  - Week of 05/15/23 – 6 AOC samples
  - Week of 05/22/23 – 6 AOC samples
  - Week of 05/29/23 – 6 AOC samples, 5 Total Aldehydes samples
  - Week of 06/05/23 – 6 AOC samples
- Review Period No. 4 (07/10/2023 – 09/01/2023)
  - Week of 07/10/23 – 6 AOC samples
  - Week of 07/17/23 – 6 AOC samples
  - Week of 07/24/23 – 6 AOC samples
  - Week of 07/31/23 – 6 AOC samples, 5 Total Aldehydes samples,
  - Week of 08/07/23 – 6 AOC samples
  - Week of 08/14/23 – 6 AOC samples
  - Week of 08/21/23 – 6 AOC samples
  - Week of 08/28/23 – 6 AOC samples

Res. No. 8

June 14, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Authorizing a Grant Application to the Defense Community Infrastructure Pilot Program for the Water Treatment Plant Water Quality Improvement Project

The United States Department of Defense, Office of Local Defense Community Cooperation has announced they are accepting applications for the Defense Community Infrastructure Pilot (DCIP) Program. Eligible infrastructure projects include community support facilities that enhance military value, installation resilience, and family quality of life. Grant applications can be for a minimum of \$250,000 up to a maximum of \$20 million. Applications are due June 23, 2023.

The City Council approved hiring GHD Consulting Services, Inc. to prepare an application for the Water Treatment Plant Water Quality Improvement Project.

The attached resolution approves and endorses the City's application to the DCIP Program for up to \$20 million and directs the City Manager to file a grant proposal and application for funding.



**RESOLUTION**

Page 1 of 1

Authorizing a Grant Application to the  
Defense Community Infrastructure  
Pilot Program for the Water Treatment  
Plant Water Quality Improvement Project

Council Member HICKEY, Patrick J.

Council Member OLNEY III, Clifford G.

Council Member PIERCE, Sarah V.C.

Council Member RUGGIERO, Lisa L.

Mayor SMITH, Jeffrey M.

Total .....

YEA	NAY

***Introduced by***


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WHEREAS the United States Department of Defense, Office of Local Defense Community Cooperation, has recently announced a funding opportunity to address deficiencies in community infrastructure supportive of military installations under the Defense Community Infrastructure Pilot Program, and

WHEREAS eligible infrastructure projects include community support facilities that enhance military value, resiliency, and family quality of life, and

WHEREAS the City of Watertown's Water Treatment Plant provides water to Fort Drum, and

WHEREAS the City Council of the City of Watertown desires to pursue funding for the construction of the Water Treatment Plant Water Quality Improvement Project to address disinfection by-products in the system,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves and endorses the City's application for up to \$20 million in grant funding to the United States Department of Defense, Office of Local Defense Community Cooperation, under the Defense Community Infrastructure Pilot Program for the project known as the Water Treatment Plant Water Quality Improvement Project, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to file a grant proposal and application for funding for the project on behalf of the City of Watertown.

***Seconded by***

Res No. 9

June 12, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Re-adoption of the Fiscal Years 2022-23 through 2026-27 Capital Fund Budget – Water Treatment Plant Water Quality Improvement Project

Included in the Fiscal Year 2022-23 Capital Budget was a project to replace the water treatment plant filter underdrain and filter media at an estimated cost of \$3,000,000. The estimated cost of the granulated active carbon project has increased from the initial \$3,000,000 to \$10,700,000.

Additionally, GHD is recommending that the project scope be expanded to include a flocculation/sedimentation basin and a pre-ozonation system at estimated costs of \$22,700,000 and \$16,600,000 respectively.

The project components are now:	
Flocculation / Sedimentation Basin	\$22,700,000
Pre-Ozonation	\$16,600,000
Granular Activated Carbon	<u>\$10,700,000</u>
Total Bond Ordinance	<u>\$50,000,000</u>

A resolution has been prepared for City Council consideration to re-adopt the Fiscal Years 2022-23 through 2026-27 Capital Budget to expand the scope of the project and cost.

**RESOLUTION**

Page 1 of 1

Re-Adoption of Fiscal Years 2022-23 through  
2026-27 Capital Budget – Water Treatment  
Plant Water Quality Improvement 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 on June 6, 2022 the City Council adopted the Fiscal Years 2022-23 through 2026-27 Capital Budget, and

WHEREAS the Fiscal Years 2022-23 through 2026-27 Capital Budget included a project to replace the water treatment plant filter underdrain and filter media at an estimated cost of \$3,000,000, and

WHEREAS the estimated cost of the granular activated carbon project has increased from the initial \$3,000,000 to \$10,700,000, and

WHEREAS GHD Consulting Services, Inc. has recommended expanding the project scope to include a flocculation/sedimentation basin and a pre-ozonation system at estimated costs of \$22,700,000 and \$16,600,000 respectively,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby amends the Fiscal Years 2022-23 through 2026-27 Capital Budget to modify the scope of the water treatment plant filter underdrain and filter media project to also include a flocculation/sedimentation basin and a pre-ozonation system at an estimated total cost of \$50,000,000.

***Seconded by***

**FISCAL YEAR 2022-2023  
CAPITAL BUDGET  
FACILITY IMPROVEMENTS  
PURIFICATION**

PROJECT DESCRIPTION	COST
<p data-bbox="155 438 1040 478"><b>Water Treatment Plant Water Quality Improvement Project</b></p> <p data-bbox="155 518 1240 842">The City of Watertown is under USEPA Administrative Order due to an exceedance of the maximum contaminant levels (MCL) for total trihalomethanes (TTHMs) and haloacetic acids (HAA5s), also known as disinfection by-products (DBPs). Since September 2022, the City has been pilot testing treatment technologies for control of DBPs. Pilot testing will continue through August 2023 to achieve pilot testing over four seasons and demonstrate efficacy of treatment under varying raw water quality conditions, as required by the New York State Department of Health. The following is a summary of the nominated treatment process improvements identified through pilot testing preliminary results to date.</p> <p data-bbox="155 882 1214 1131">The nominated process improvements consist of 1) a new flocculation / sedimentation basin, 2) ozonation of settled water and 3) deeper, coarser filter media beds of granular activated carbon (GAC) with new filter underdrains and air scour retrofit. The combination of ozonation with GAC filtration will create an ozone enhanced biologically active filtration process. The preliminary pilot testing results indicate this treatment combination is effective in removing precursors to DBP formation.</p> <p data-bbox="155 1171 623 1207"><b>1. Flocculation/Sedimentation Basin</b></p> <p data-bbox="155 1211 1234 1610">A conventional flocculation/sedimentation basin will be designed and constructed in accordance with Recommended Standards for Water Works 2018, to replace the existing coagulation/sedimentation basin that is provided by an impounded section of the Black River. The new flocculation sedimentation basin will be located on Huntington Island, adjacent to the City's sludge drying beds, and will consist of a concrete structure for the basins with a superstructure above. Additional related improvements include the relocation of the coagulant chemical storage and feed system to the new flocculation/sedimentation basin, an alkalinity adjustment chemical storage and feed system, sludge collection equipment, modifications to the existing settled water pumping system to pump to the new basins, and improvements to the Huntington Island access road.</p> <p data-bbox="155 1650 375 1686"><b>2. Pre Ozonation</b></p> <p data-bbox="155 1690 1227 1829">At the WTP, a new ozone production and injection system will be provided, and the existing coagulant contact basins at the WTP will be converted to ozone contactors. The ozone generation equipment will be housed adjacent to the water treatment plant.</p> <p data-bbox="155 1869 722 1904"><b>3. Granular Activated Carbon (GAC) Filters</b></p> <p data-bbox="155 1908 1187 1971">The existing filters will be converted from anthracite media to GAC media with deeper and coarser media beds. To accommodate the deeper filter media bed, the</p>	<p data-bbox="1271 438 1461 478"><b>\$50,000,000</b></p>

existing filter underdrains will be replaced with gravelless underdrains, the backwash troughs will be raised and auxiliary air scour will be provided to enhance backwash of the deeper beds. The air scour blowers will be located in a new blower room adjacent to the filter wing.

These treatment process improvements will require appurtenant work, including structural, architectural, electrical and mechanical upgrades.

Funding pursuits are underway through the New York State Water Infrastructure and Investment Act (WIIA) / Intermunicipal Grant (IMG) programs and Drinking Water State Revolving Loan Fund, and the Defense Community Infrastructure Pilot (DCIP) Program through the US Department of Defense. State Environmental Quality Review (SEQR) is underway and expected to be completed in May 2023. Bond resolution and completion of SEQR are required in order to apply for funding assistance from New York State funding programs.

Design of the nominated process improvements is expected to begin in 2023, with construction commencing in 2024.



Funding to support this project will be from a 40-year serial bond with Fiscal Year 2024-25 debt service of \$2,325,000 if no grants or interest subsidies are received.

**TOTAL**

**\$50,000,000**

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Amendment No. 1 with GHD Consulting Services, Inc. for the Pratt Street and Sherman Street Water Main Replacement Project

On April 04, 2022 the City Council approved the Professional Service Agreement from the GHD Consulting Services, Inc. (GHD) for Civil Engineering and Design Services for the Pratt Street and Sherman Street Water Main Replacement Project in the amount of \$82,700.00.

GHD has now submitted Amendment No. 1 in the amount of \$23,800.00 more for additional Site Survey and Design work described in the amendment, bringing the final cost to \$106,500.00.

A resolution approving Amendment No. 1 has been prepared for City Council consideration.

# RESOLUTION

Page 1 of 1

Approving Amendment No. 1 with  
GHD Consulting Services, Inc. for the  
Pratt Street and Sherman Street  
Water Main Replacement 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 at its April 04, 2022, meeting, the City Council approved the Professional Service Agreement with GHD Consulting Services, Inc. (GHD) in the amount of \$82,700.00 for the Pratt Street and Sherman Street Water Main Replacement Project, and

WHEREAS the GHD incurred additional Site Survey and Design Work for the design services for the Pratt Street and Sherman Street Water Main Replacement Project, and

WHEREAS the GHD Group has now submitted Amendment No. 1 to its Agreement in the amount of \$23,800.00,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Amendment No. 1 from the GHD in the amount of \$23,800.00, a copy of which is attached and made part of this Resolution, bringing the total contract amount to \$106,500.00, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to execute Amendment No. 1 on behalf of the City of Watertown.

## *Seconded by*



## Q1403 Amendment No. 1

This Amendment No. 1 is effective this \_\_\_\_ day of February 2023, (the “Effective Date”) between GHD Consulting Services Inc. (hereinafter “GHD”) and City of Watertown, New York (hereinafter “Client”). In consideration of the mutual promises set forth herein, GHD and Client agree to modify the project details for the Original April 5, 2022 Agreement between GHD and Client referenced herein.

### Project details

<b>Project name:</b>	Pratt and Sherman Streets Watermain Replacements	<b>Project number:</b>	12580751
<b>Effective Date of Original Agreement:</b>	April 5, 2022	<b>Project Manager:</b>	Jon Putnam, PE

**Description of proposed change: Additional effort necessary to complete the watermain replacement design phases services for the Pratt and Sherman Street watermain replacements.**

#### **Additional Site Survey and Coordination: \$4,100**

The design required additional field trips to the site to collect field survey data of the existing underground gas utilities and additional office time to revise survey mapping to include the gas main and gas service data surveyed in the field. National Grid gas locators had originally indicated all gas utilities were flagged/painted, and therefore were surveyed in, along with other underground utilities. The locators then performed vacuum excavations (potholing) on the underground gas utilities, to confirm actual locations and elevations. This required an additional field trips to survey the actual locations, and office time to import survey data re-generate survey mapping to include locator’s final mark-outs, and meet the survey requirements of the City of Watertown for this project.

Coordination with City and Surveyor to geospatially locate the street right-of-way lines on the design drawings based on GIS files and City tax mapping information provided. Locating and survey of existing property pins in the field were not sufficient to confirm actual location of street rights-of-way. Extent of water service replacements were coordinated with street right-of-way and sidewalk locations, per City requests.

#### **Design Phase- \$19,700**

Contract Document Development- The City of Watertown had pre-purchased watermain replacement materials required for this project. This arrangement required specific construction contract requirements and language be developed when preparing the Bid Documents for this project. Additional effort was required to prepare the project specific contract requirements and develop a specific bill of materials list for the watermain replacement work based on the final design. A project bill of materials was required to be developed for the City’s and Contractors accounting purposes during both bid and construction phases.

Design Drawing Development and Reviews- To meet the requests of City of Watertown Engineering Department and Water Department, and to complete the final design details of the watermain replacement work, additional design review meetings and coordination was required to prepare the final design drawings. Specifically, the original scope assumed one design kick-off meeting and one 90 percent design review meeting. GHD performed two additional design review meetings with City Engineering and Water Department to discuss project specifics and contractual requirements. The additional, subsequent design review meetings were performed on a more iterative basis.



The following additional tasks were required to get the project Contract Documents to 100 percent complete, approved by the City, and ready for bid:

1. Individual watermain interconnection re-designs to facilitate future operation and maintenance of the new watermain to meet City Water Department requirements and needs, and minimize water service interruptions/shutdowns while performing construction of interconnections.
2. Confirmation of watermain tie-in requirements with the City of Watertown.
3. Revise and re-arrange construction contract documents to require City of Watertown to provide (furnish) to the Contractor all watermain, fire hydrants, and water service materials required to construct project.
4. Provide additional design drawings to incorporate tree protection, tree removal, and new tree planting required to be performed by the Contractor under this project, per City's request.
5. Provide additional contract specifications required for the additional tree removal, planting, and protection work.
6. Revise design location of water services to extend beyond sidewalks, or just outside street right-of-way, per City requirements.
7. Finalization of construction contract documents, and coordination with City Purchasing Department to complete contract documents ready for bid.

GHD is requesting \$23,800 to complete the additional survey and design phase services outlined above, as part of the Design Phase of this project.

<b>Current budgeted effort</b>	\$82,700	<b>Current completion date:</b>	December 1, 2022
<b>This change (variation)</b>	\$23,800		
<b>Revised budgeted effort total</b>	\$106,500	<b>Revised completion date:</b>	September 29, 2023

In witness whereof, GHD and Client have caused this Agreement to be executed by their duly authorized representatives as of the Effective Date.

**GHD**

**Consulting Services Inc.**



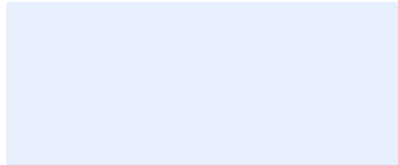
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Kevin Castro, PE

President

02/10/2023

**Client:**

**City of Watertown, NY**



-----  
Kenneth Mix

City Manager

Date:

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Change Order No. 1 with GYMO for the Barben Avenue, Holcomb Street, and Bugbee Drive Water Main Replacement Project

On April 18, 2022, the City Council approved the Professional Service Agreement from GYMO for Civil Engineering and Design Services for the Barben Avenue, Holcomb Street, and Bugbee Drive Water Main Replacement Project in the amount of \$89,000.00 and \$41,000.00 for Construction Administration Services.

GYMO has now submitted Change Order No. 1 in the amount of \$41,000.00 for additional Construction Administration Services, bringing the total Construction Administration services cost to \$82,000.00. This will cover the increase in the construction timeline from nine-weeks to nineteen weeks and will allow for a full-time, on-site Construction Administrator from GYMO Engineering.

A resolution approving Change Order No. 1 has been prepared for City Council consideration.

**RESOLUTION**

Page 1 of 1

Approving Change Order No. 1 with  
GYMO for the Barben Avenue, Holcomb  
Street, and Bugbee Drive Water Main  
Replacement 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 at its April 18, 2022 meeting, the City Council approved the Professional Service Agreement from GYMO in the amount of \$89,000.00 for professional design services and \$41,000.00 for Construction Administration Services for the Barben Avenue, Holcomb Street, and Bugbee Drive Water Main Replacement Project, and

WHEREAS the original Construction Administration Agreement was for nine-weeks of full-time work, and

WHEREAS the construction timeline has increased to nineteen-weeks, and

WHEREAS GYMO Engineering has now submitted Change Order No. 1 in the amount of \$41,000.00,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Change Order No. 1 from GYMO in the amount of \$41,000.00 for Construction Administration Services, a copy of which is attached and made part of this Resolution, bringing the total Construction Administration amount to \$82,000.00, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to execute Change Order No. 1 on behalf of the City of Watertown.

***Seconded by***

June 6, 2023

Ms. Meredith Griffin  
City of Watertown  
Department of Engineering  
245 Washington Street  
Watertown, New York 13601  
Sent Electronically: mgriffin@watertown-ny.gov

**RE: Water Main Replacement: East St, Barben Ave, Holcomb St, Bugbee Dr.  
Change Order for Engineering/Construction Management Services**

Dear Ms. Griffin:

Pursuant to our pre-construction meeting for the Water Main Replacement Project on Holcomb Street, Barben Avenue, Bugbee Drive, and East Street, GYMO Architecture, Engineering, & Land Surveying DPC ("GYMO") is supplying this change order to our original agreement. Our original agreement accounted for Construction Administration and Resident Project Representative services for an assumed 9-week construction schedule. This change order will provide additional Construction Administration and Resident Project Representative Services that align with the proposed approximately 19-week and 2-day schedule from your contractor, Edge Civil Corporation. This proposal includes a Project Understanding, Scope of Services, and Fee Proposal.

**1) PROJECT UNDERSTANDING**

- a. The project is located on portions of Holcomb Street, Bugbee Drive, Barben Avenue, and East Street in the City of Watertown.
- b. GYMO has been previously hired to design the project, as well as to provide Construction Administration and Resident Project Representative services based on an assumed a 9-week construction schedule.
- c. GYMO Construction Management will provide inspection services for the installation of new infrastructure.
- d. GYMO Engineering will provide Construction Administration services along with oversight of the inspection process.

**2) SCOPE OF SERVICES**

**TASK I – Construction Administration**

- A. Provide consultation between the Contractors and the City, such as project meetings, including a preconstruction meeting, progress reports, payment applications, change orders, etc. Confirm the work being completed is in compliance with the plans and specifications.
- B. Provide professional services related to the project being constructed in general compliance with applicable laws, regulations and codes of regulating entities.
- C. Review of shop drawings and submittals and distribute. Maintain a master file of submittals and communications. Review submittals for conformance with the Construction Documents.
- D. Perform intermittent site visits by the engineer at appropriate stages of construction work.
- E. Negotiate the value of any change orders to the contract and make subsequent recommendations to the owner for approval or rejection of such changes.

Patrick J. Scordo, PE  
Matthew J. Cervini, PE  
Scott W. Soules, AIA  
Brandy W. Lucas, MBA  
Gregory F. Ashley, PLS  
Peter S. Clough  
Kevin M. Bamann, PE  
Zachary P. Scordo

18969 US Route 11  
Watertown, New York 13601

Tel: (315) 788-3900  
Fax: (315) 788-0668

E-mail: web@gymodpc.com

- F. Assisting the resident project representative throughout the entire construction period.
- G. Review contractor red line drawings and coordinate As Built drawings.
- H. Certify that the improvements were built in substantial compliance with the Construction Drawings and Specifications. The NYS Department of Health, the NYS Department of Environmental Conservation, and the City will be copied with this certification.
- I. Review monthly payment applications against our daily records.

## **TASK II – Resident Project Representation**

- J. Attend a pre-construction meeting.
- K. Obtain preconstruction photographs of the project area to represent evidence of conditions before construction activity.
- L. Observe daily the contractor's activities with regard to compliance with contract specifications and drawings, materials delivered to the site in comparison with approved shop drawings, sound construction practices, safety-related activities, maintenance of a quantity's log for review of contractor's payment requests.
- M. Issue a Daily Report outlining the construction activities as well as photo documentation of the work performed that day.
- N. Maintain daily records of the contractor's activities. We utilize forms related to construction activities and the monitoring of labor and equipment used.
- O. Provide an overview service for coordination, and attend progress coordination meetings at the project site.
- P. Monitor the contractor's activities as related to the anticipated project schedule.
- Q. Witness water, and sanitary sewer system testing as required by the Contract Documents and regulatory agencies. Document the testing results on the appropriate testing forms.
- R. Assist in the developing modifications and change orders to the contract where necessary whether the modifications are developed by the engineer, the owner, or result from claims submitted by the contractor.
- S. Review pay requests from the contractor and make recommendations for payments.
- T. Assist in preparing a punch list and follow through with the schedule of its completion.

### **3) FEE PROPOSAL**

GYMO proposes to provide the Scope of Services described above on a lump sum basis, with the inspection services broken out on an hourly- not to exceed basis.

	Barben Ave, Holcomb Street, Bugbee Drive	East Street	Total
<b>Construction Services Amount from Previous Agreements</b>	\$41,000	\$10,000	\$51,000
<b>Proposed Additional Construction Services Amount</b>	\$41,000	\$10,000	\$51,000
<b>Total</b>	<b>\$82,000</b>	<b>\$20,000</b>	<b>\$102,000</b>

If this change order is acceptable to you, please sign the authorization to proceed below and return a copy to our office.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,  
GYMO Architecture, Engineering & Land Surveying, D.P.C.



Kevin Bamann, P.E.  
*Senior Project Engineer*

cc: Patrick Scordo, P.E. - GYMO, D.P.C.  
Peter Clough, GYMO, D.P.C

---

*Authorized Signature*

---

*Date*

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Approving Change Order No. 1 with GYMO for the East Street Water Main Replacement Project

On April 04, 2022, the City Council approved the Professional Service Agreement from GYMO for Civil Engineering and Design Services for the East Street Water Main Replacement Project in the amount of \$20,000.00 and \$10,000.00 for Construction Administration Services.

GYMO Engineering has now submitted Change Order No. 1 in the amount of \$10,000.00 for additional Construction Administration Services, bringing the final Construction Administration services cost to \$20,000.00. This will cover the increase in Construction timeline from nine-weeks to nineteen weeks and will allow for a full-time, on-site Construction Administrator from GYMO Engineering.

A resolution approving Change Order No. 1 has been prepared for City Council consideration.



# RESOLUTION

Page 1 of 1

Approving Change Order No.1 with  
GYMO for the East Street  
Water Main Replacement 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 at its April 04, 2022, meeting, the City Council approved the Professional Service Agreement from GYMO in the amount of \$20,000.00 for professional design services and \$10,000.00 for Construction Administration Services for the East Street Water Main Replacement Project, and

WHEREAS the original Construction Administration Agreement was for nine-weeks of full-time work, and

WHEREAS the construction timeline has increased to nineteen-weeks, and

WHEREAS GYMO has now submitted Change Order No. 1 in the amount of \$10,000.00,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves Change Order No. 1 from GYMO in the amount of \$10,000.00 for Construction Administration Services, a copy of which is attached and made part of this Resolution, bringing the total Construction Administration amount to \$20,000.00, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to execute Change Order No.1 on behalf of the City of Watertown.

## *Seconded by*

June 6, 2023

Ms. Meredith Griffin  
City of Watertown  
Department of Engineering  
245 Washington Street  
Watertown, New York 13601  
Sent Electronically: mgriffin@watertown-ny.gov

**RE: Water Main Replacement: East St, Barben Ave, Holcomb St, Bugbee Dr.  
Change Order for Engineering/Construction Management Services**

Dear Ms. Griffin:

Pursuant to our pre-construction meeting for the Water Main Replacement Project on Holcomb Street, Barben Avenue, Bugbee Drive, and East Street, GYMO Architecture, Engineering, & Land Surveying DPC ("GYMO") is supplying this change order to our original agreement. Our original agreement accounted for Construction Administration and Resident Project Representative services for an assumed 9-week construction schedule. This change order will provide additional Construction Administration and Resident Project Representative Services that align with the proposed approximately 19-week and 2-day schedule from your contractor, Edge Civil Corporation. This proposal includes a Project Understanding, Scope of Services, and Fee Proposal.

**1) PROJECT UNDERSTANDING**

- a. The project is located on portions of Holcomb Street, Bugbee Drive, Barben Avenue, and East Street in the City of Watertown.
- b. GYMO has been previously hired to design the project, as well as to provide Construction Administration and Resident Project Representative services based on an assumed a 9-week construction schedule.
- c. GYMO Construction Management will provide inspection services for the installation of new infrastructure.
- d. GYMO Engineering will provide Construction Administration services along with oversight of the inspection process.

**2) SCOPE OF SERVICES**

**TASK I – Construction Administration**

- A. Provide consultation between the Contractors and the City, such as project meetings, including a preconstruction meeting, progress reports, payment applications, change orders, etc. Confirm the work being completed is in compliance with the plans and specifications.
- B. Provide professional services related to the project being constructed in general compliance with applicable laws, regulations and codes of regulating entities.
- C. Review of shop drawings and submittals and distribute. Maintain a master file of submittals and communications. Review submittals for conformance with the Construction Documents.
- D. Perform intermittent site visits by the engineer at appropriate stages of construction work.
- E. Negotiate the value of any change orders to the contract and make subsequent recommendations to the owner for approval or rejection of such changes.

Patrick J. Scordo, PE  
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- F. Assisting the resident project representative throughout the entire construction period.
- G. Review contractor red line drawings and coordinate As Built drawings.
- H. Certify that the improvements were built in substantial compliance with the Construction Drawings and Specifications. The NYS Department of Health, the NYS Department of Environmental Conservation, and the City will be copied with this certification.
- I. Review monthly payment applications against our daily records.

## **TASK II – Resident Project Representation**

- J. Attend a pre-construction meeting.
- K. Obtain preconstruction photographs of the project area to represent evidence of conditions before construction activity.
- L. Observe daily the contractor's activities with regard to compliance with contract specifications and drawings, materials delivered to the site in comparison with approved shop drawings, sound construction practices, safety-related activities, maintenance of a quantity's log for review of contractor's payment requests.
- M. Issue a Daily Report outlining the construction activities as well as photo documentation of the work performed that day.
- N. Maintain daily records of the contractor's activities. We utilize forms related to construction activities and the monitoring of labor and equipment used.
- O. Provide an overview service for coordination, and attend progress coordination meetings at the project site.
- P. Monitor the contractor's activities as related to the anticipated project schedule.
- Q. Witness water, and sanitary sewer system testing as required by the Contract Documents and regulatory agencies. Document the testing results on the appropriate testing forms.
- R. Assist in the developing modifications and change orders to the contract where necessary whether the modifications are developed by the engineer, the owner, or result from claims submitted by the contractor.
- S. Review pay requests from the contractor and make recommendations for payments.
- T. Assist in preparing a punch list and follow through with the schedule of its completion.

### **3) FEE PROPOSAL**

GYMO proposes to provide the Scope of Services described above on a lump sum basis, with the inspection services broken out on an hourly- not to exceed basis.

	Barben Ave, Holcomb Street, Bugbee Drive	East Street	Total
<b>Construction Services Amount from Previous Agreements</b>	\$41,000	\$10,000	\$51,000
<b>Proposed Additional Construction Services Amount</b>	\$41,000	\$10,000	\$51,000
<b>Total</b>	<b>\$82,000</b>	<b>\$20,000</b>	<b>\$102,000</b>

If this change order is acceptable to you, please sign the authorization to proceed below and return a copy to our office.

If you have any questions or require additional information, please do not hesitate to contact our office.

Sincerely,  
GYMO Architecture, Engineering & Land Surveying, D.P.C.



Kevin Bamann, P.E.  
*Senior Project Engineer*

cc: Patrick Scordo, P.E. - GYMO, D.P.C.  
Peter Clough, GYMO, D.P.C

---

*Authorized Signature*

---

*Date*

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Washington Street and Keyes Avenue Sanitary Sewer Replacement  
Project Bond Ordinance

On June 5, 2023 City Council accepted the bid submitted by JL Excavation, LLC in the amount of \$910,090.50 to replace a portion of the sanitary and storm sewers in Washington Street and Keyes Avenue. City Council also accepted the proposal from Aubertine and Currier for construction administration and inspection in the amount of \$65,209. Both resolutions were contingent upon City Council approving a bond ordinance for the sanitary sewer portion of the project. The storm sewer portion was funded by City Council on June 5<sup>th</sup> with a General Fund budget re-adoption to cover the estimated cost of \$175,000.

The estimated total cost of the project is:

Design	\$ 67,385
Construction Cost	\$ 910,091
Construction Administration and Inspection	\$ 65,209
Bonding Fees and Contingency	<u>\$ 7,315</u>
TOTAL ESTIMATED COST	\$1,050,000
Less: Transfer from General Fund	<u>(\$ 175,000)</u>
Net Amount to Borrow	<u>\$ 875,000</u>

**ORDINANCE**

Page 1 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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** \_\_\_\_\_

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on June 19, 2023, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

The following ordinance was offered by Councilman \_\_\_\_\_, who

**ORDINANCE**

Page 2 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

moved its adoption, seconded by Councilman \_\_\_\_\_, to-wit:

BOND ORDINANCE DATED JUNE 19, 2023.

AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$875,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY A PORTION OF THE \$1,050,000 ESTIMATED MAXIMUM COST OF THE REPLACEMENT OF THE STORM AND SANITARY SEWER ON WASHINGTON STREET AND KEYES AVENUE, IN AND FOR SAID CITY.

WHEREAS, all conditions precedent to the financing of the capital purposes hereinafter described, including compliance with the provisions of the State Environmental Quality Review

Act to the extent required, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

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

Section 1. For paying a portion of the estimated maximum cost of the replacement of the storm and sanitary sewer on Washington Street and Keyes Avenue, in and for the City of Watertown, Jefferson County, New York, including incidental expenses in connection therewith, a specific object or purpose, there are hereby authorized to be issued \$875,000 bonds of said City pursuant to the provisions of the Local Finance Law.

**ORDINANCE**

Page 3 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$1,050,000 and that the plan for the financing thereof is by the issuance of the \$875,000 bonds of said City authorized to be issued pursuant to this bond ordinance and \$175,000 from the General Fund.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years pursuant to subdivision four of paragraph a of Section 11.00 of the Local Finance Law.

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

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

Section 6. Such bonds shall be in fully registered form and shall be signed in the name of the City of Watertown, Jefferson County, New York, by the manual or facsimile signature of the City



**ORDINANCE**

Page 4 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

Comptroller and a facsimile of its corporate seal shall be imprinted thereon and may be attested by the manual or facsimile signature of the City Clerk.

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York

**ORDINANCE**

Page 5 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this ordinance is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Council.

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date,

**ORDINANCE**

Page 6 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 13. The validity of such bonds and bond anticipation notes may be contested only if:

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

(2) The provisions of law which should be complied with at the date of publication

**ORDINANCE**

Page 7 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

of this ordinance are not substantially complied with,  
and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the *Watertown Daily Times* the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by Councilperson \_\_\_\_\_,  
seconded by Councilperson \_\_\_\_\_, with all voting "AYE".

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

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

## ORDINANCE

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An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.

\* \* \* \* \*

APPROVED BY THE MAYOR

\_\_\_\_\_, 2023  
Mayor

STATE OF NEW YORK     )  
                                      ) ss.:  
COUNTY OF JEFFERSON    )

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on June 19, 2023, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

**ORDINANCE**

Page 9 of 9

An Ordinance Authorizing the Issuance of \$875,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay a Portion Of the \$1,050,000 Estimated Maximum Cost Of the Replacement of the Storm and Sanitary Sewer on Washington Street and Keyes Avenue, in and for Said City

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

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News MediaDate Given

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

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

Ordinance No. 2

June 12, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Bond Ordinance Amendment – Water Disinfection By-products Project

Included in the Fiscal Year 2022-23 Capital Budget was a project to replace the water treatment plant filter underdrain and filter media at an estimated cost of \$3,000,000. City Council approved the corresponding bond ordinance to fund that project on July 5, 2022.

Earlier tonight, City Council was presented with a resolution to modify the Fiscal Year 2022-23 Capital budget to expand the scope of the project to also include a flocculation/sedimentation basin and a pre-ozonation system. A bond ordinance has been prepared for City Council consideration to finance the project.

Project Components:	
Flocculation / Sedimentation Basin	\$22,700,000
Pre-Ozonation	\$16,600,000
Granulated Active Carbon	<u>\$10,700,000</u>
Total Bond Ordinance	<u>\$50,000,000</u>

**ORDINANCE**

Page 1 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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*** \_\_\_\_\_

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, on June 19, 2023, at 7:00 o'clock P.M., Eastern Time.

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

**PRESENT:**

**ABSENT:**



**ORDINANCE**

Page 2 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

The following ordinance was offered by Council Member \_\_\_\_\_,  
who moved its adoption, seconded by Council Member \_\_\_\_\_, to-wit:

**BOND ORDINANCE DATED JUNE 19, 2023.**

**AN ORDINANCE AMENDING THE ORDINANCE DATED JULY 18, 2022, AUTHORIZING THE ISSUANCE OF \$3,000,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY THE COST OF WATER TREATMENT PLANT IMPROVEMENTS, INCLUDING FILTER UNDERDRAIN AND MEDIA REPLACEMENT, TO EXPAND THE PURPOSES FINANCED TO INCLUDE A NEW FLOCCULATION/SEDIMENTATION BASIN AND A NEW OZONE PRODUCTION AND INJECTION SYSTEM, AND TO INCREASE THE ESTIMATED MAXIMUM COST AND THE AMOUNT OF BONDS AUTHORIZED TO \$50,000,000.**

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

WHEREAS, by ordinance dated July 18, 2022 (the "Prior Ordinance"), the Council of the City of Watertown, Jefferson County, New York (the "City"), authorized the issuance of \$3,000,000 bonds of said City to pay the cost of water treatment plant improvements, including filter underdrain and media replacement, including incidental expenses in connection therewith, a specific object or purpose,

**ORDINANCE**

Page 3 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

at an estimated maximum cost of \$3,000,000, in and for the City; and

WHEREAS, no obligations have been issued under the Prior Ordinance; and

WHEREAS, the Council now wishes to (i) expand the scope of the aforesaid specific object or purpose to include a new flocculation/sedimentation basin and a new ozone production and injection system, and including incidental expenses in connection therewith, and (ii) increase the estimated maximum cost of the aforesaid specific object or purpose from \$3,000,000 to \$50,000,000, an increase of \$47,000,000 over that previously authorized, and to authorize the issuance of bonds sufficient to pay said estimated maximum cost; NOW, THEREFORE,

BE IT ORDAINED, by the Council of the City as follows:

Section A. The ordinance duly adopted July 18, 2022, authorizing the issuance of \$3,000,000 bonds to pay the cost of water treatment plant improvements, including filter underdrain and media replacement, including incidental expenses in connection therewith, a specific object or purpose, at an estimated maximum cost of \$3,000,000, in and for the City, is hereby amended in its entirety to read as follows:

“AN ORDINANCE AUTHORIZING THE ISSUANCE OF \$50,000,000 BONDS OF THE CITY OF WATERTOWN, JEFFERSON COUNTY, NEW YORK, TO PAY

**ORDINANCE**

Page 4 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

THE COST OF WATER TREATMENT PLANT IMPROVEMENTS, INCLUDING BUT NOT LIMITED TO FILTER UNDERDRAIN AND MEDIA REPLACEMENT, A NEW FLOCCULATION/SEDIMENTATION BASIN AND A NEW OZONE PRODUCTION AND INJECTION SYSTEM, IN AND FOR SAID CITY.

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

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE,

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

Section 1. For paying the cost of water treatment plant improvements, including but not limited to filter underdrain and media replacement, a new flocculation/sedimentation basin, a new ozone production and injection system, other related upgrades to the plant and incidental expenses in connection therewith, in and for the City, there are hereby authorized to be issued \$50,000,000 bonds of said City pursuant to the provisions of the Local Finance Law

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$50,000,000 and that the plan for the financing thereof is by the issuance of the \$50,000,000 bonds of said City authorized to be issued pursuant to this ordinance, provided however, that the amount of bonds to be issued shall be reduced by the amount of any grant funds received therefor.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision one of paragraph a of Section 11.00 of the Local Finance Law.

**ORDINANCE**

Page 5 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

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

Section 5. The faith and credit of said City are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year.

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

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the City Comptroller shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, the City Comptroller shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated

**ORDINANCE**

Page 6 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at his or her sole discretion, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities Corporation.

Section 10. The intent of this resolution is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Comptroller.

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of the City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance

**ORDINANCE**

Page 7 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this ordinance, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the Watertown Daily Times the official newspaper of the City, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

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

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

- (2) The provisions of law which should be complied with at the date of publication

**ORDINANCE**

Page 8 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

of this ordinance are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or

(3) Such obligations are authorized in violation of the provisions of the Constitution.

Section C. Upon this ordinance taking effect, the same shall be published in summary in the *Watertown Daily Times*, the official newspaper of the City, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Section D. This ordinance is effective immediately.

Unanimous consent moved by Council Member \_\_\_\_\_,  
seconded by Council Member \_\_\_\_\_, with all voting "AYE".

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

# ORDINANCE

Page 9 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

\_\_\_\_\_ VOTING \_\_\_\_\_

The ordinance was thereupon declared duly adopted.

\* \* \* \* \*

APPROVED BY THE MAYOR

\_\_\_\_\_, 2023.

Mayor

STATE OF NEW YORK )

) ss.:

COUNTY OF JEFFERSON )



**ORDINANCE**

Page 10 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on June 19, 2023, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that said meeting was (i) open to the general public pursuant to Section 103 of the Public Officers Law or (ii) conducted in conformance with Section 103-a of the Public Officers Law.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or Other News MediaDate Given

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

**ORDINANCE**

Page 11 of 11

An Ordinance Amending the Ordinance dated July 18, 2022, Authorizing the issuance of \$3,000,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost Of Water Treatment Plant Improvements, Including Filter Underdrain and Media Replacement, to Expand the Purposes Financed to Include a new Flocculation/ Sedimentation Basin and a new Ozone Production and Injection System, and to Increase The Estimated Maximum Cost and the Amount Of Bonds Authorized to \$50,000,000

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

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

Designated Location(s) of Posted NoticeDate of Posting

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

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

June \_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk(CORPORATE  
SEAL)*Seconded by* \_\_\_\_\_

Old Business – Tabled Resolution

June 14, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Directing City Manager to Hire a Bus to Transport Handicapped and Elderly Persons to Election Polling Locations on June 27, 2023

This resolution was requested by Councilmember Clifford Olney and was tabled on June 5, 2023.

The Council requested that staff look into the logistics of transporting voters from their former polling locations of Midtown Towers and the Emma Flower Taylor Fire Station to their new voting location. However, when looking at this closer, a question arises. If a voter has a ride to the old location, why wouldn't they take that same mode of transportation to the new polling place instead of going to the old location and transferring to a different vehicle?

We checked with the Volunteer Transportation Center (VTC) to see if they could provide assistance, as requested. VTC is willing to work with us for a fee, but they have no way of handling wheelchairs. They can take the calls and dispatch drivers to the voter's house and return them there.

It appears to me that the boundary lines of redistricting that took place last year have more impact on the distance to polling places than the closing of the two polling places. I've attached copies of the old and the new maps. There were 11 districts with 6 polling places and now there are 8 districts with 4 polling places. Some people are now closer to their polling place and some people are further away. For example, the people in Starwood Apartments now have to go further to the Church of the Nazarene, instead of Sacred Heart. The residents of Maywood Terrace and Skyline Apartments can now go to the closer Sacred Heart Church rather than Midtown Towers. Those from Kelsey Creek Apartments can also go to the closer Sacred Heart Church, rather than St. Anthony's. Those that live south of Arsenal Street can now go to St. Anthony's, rather than go to the further away Fire Station. There are very few residents that use to vote at Midtown that are not closer or just as close to their new sites at Sacred Heart or the Church of the Nazarene.

We will still have to determine the criteria for pick-up. Is it just within a certain geography as has been suggested? Why not other areas like the more impacted Starbuck Apartments?

Resolution No. 21

RESOLUTION

Page 1 of 1

Directing City Manager to Hire a  
Bus to Transport Handicapped and  
Elderly Persons to Election Polling  
Locations on June 27, 2023

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

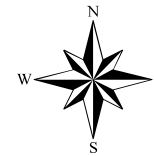
***Introduced by*** Council Member Lisa A. Ruggiero





BE IT RESOLVED that the City Manager is hereby directed to hire a bus with wheelchair access to transport handicapped and elderly persons to election polling places on June 27, 2023.

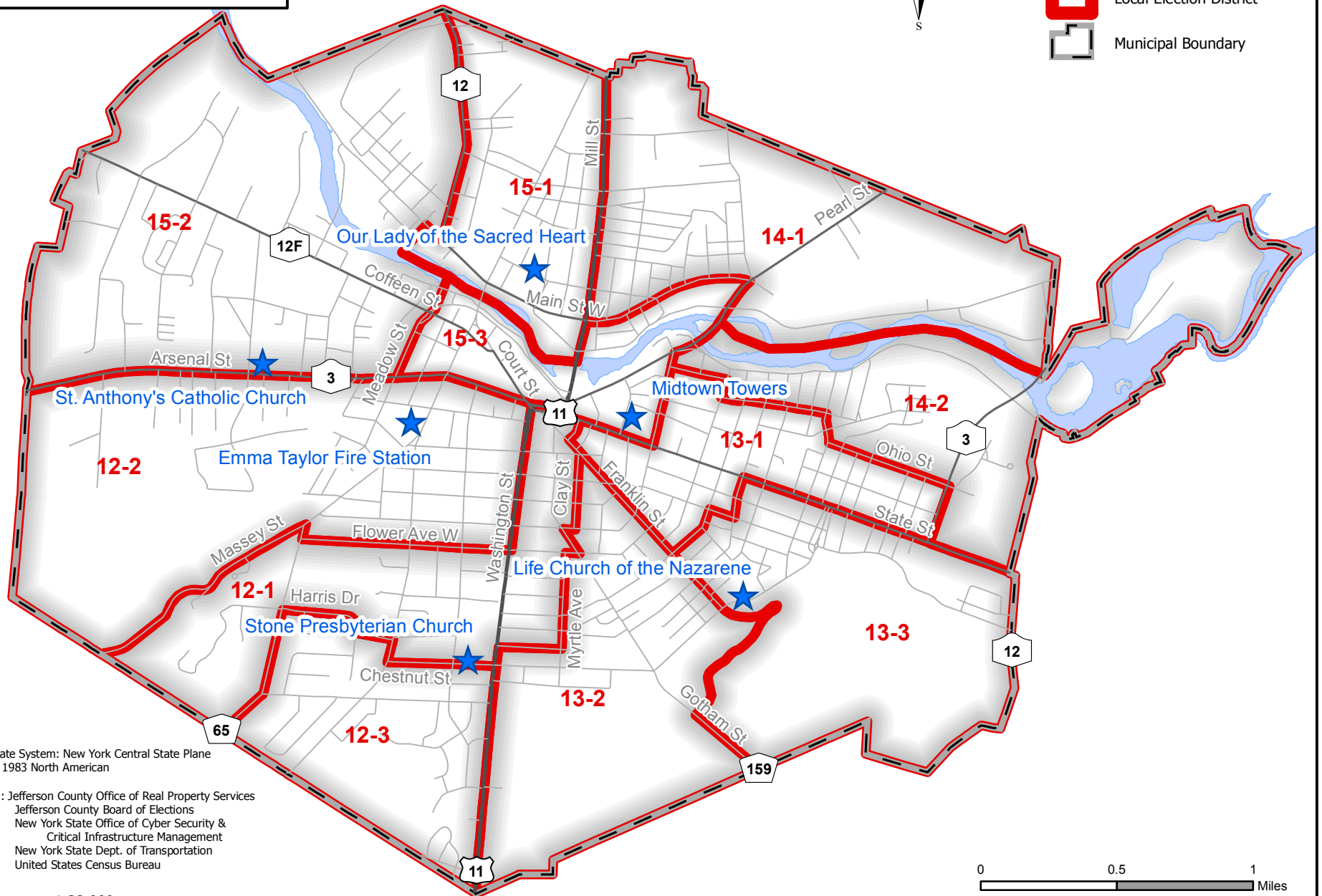
***Seconded by*** Council Member Clifford G. Olney III

# ELECTION DISTRICTS

## City of Watertown New York



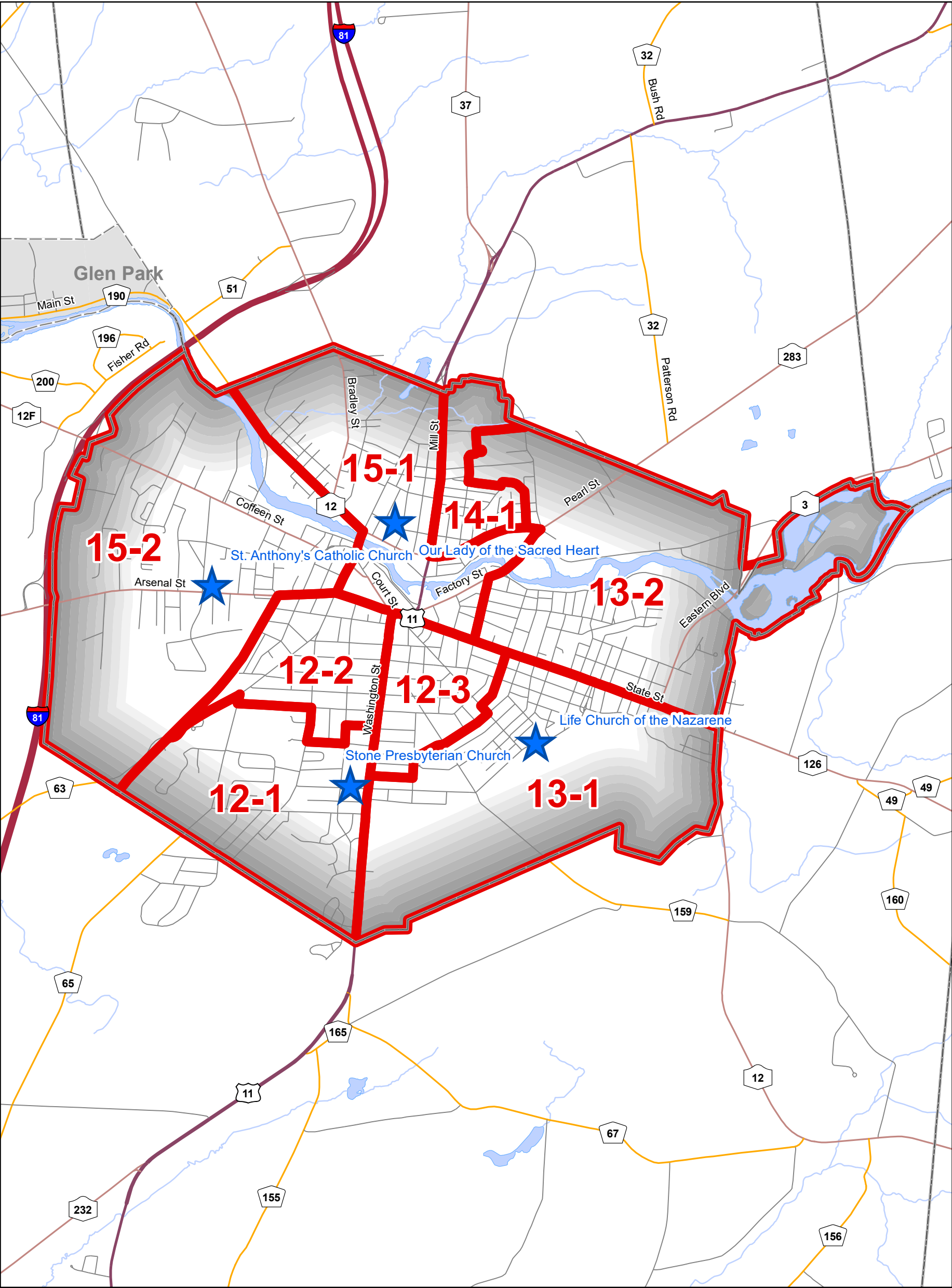
-  Polling Places
-  County Election District
-  Local Election District
-  Municipal Boundary



Coordinate System: New York Central State Plane  
Datum: 1983 North American

Sources: Jefferson County Office of Real Property Services  
Jefferson County Board of Elections  
New York State Office of Cyber Security &  
Critical Infrastructure Management  
New York State Dept. of Transportation  
United States Census Bureau

1:32,000



# ELECTION DISTRICTS

## City of Watertown

## Jefferson County

May 2023

**Legend**

Polling Place

Hamlet

Village

City

Town

**Roads**

Interstate

Federal

State

County

Local

Election District

Sources: Jefferson County Office of Real Property Tax Services  
Jefferson County Board of Elections  
New York State Dept. of Transportation  
New York State Office of Cyber Security  
US Geological Survey Center for Earth Resource Observation and Science  
National Aeronautics and Space Administration  
National Geospatial-Intelligence Agency  
ESRI

Laid Over Under the Rules - Ordinance

June 14, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject: Flynn Pool Reconstruction and Bathhouse Rehabilitation Bond Ordinance

This Ordinance was laid over under the rules at the June 5, 2023 City Council meeting. It authorizes borrowing for the Flynn Pool and bathhouse rehabilitation.

The projected total cost of the project is:

Design:		
- Preliminary Engineering	\$ 13,850	
- Preliminary Engineering Update	\$ 4,300	
- Engineering Design	<u>\$ 287,400</u>	\$ 305,550
Construction Cost		
- General Construction Contract	\$2,695,000	
- Mechanical Construction Contract	\$ 112,532	
- Plumbing Contract	\$ 199,077	
- Electrical Contract	<u>\$ 361,935</u>	\$3,368,544
	\$3,368,544	
Construction Administration		\$ 145,800
Third Party Testing		\$ 20,300
Bonding Fees and Contingency		<u>\$ 59,806</u>
TOTAL COST		\$3,900,000
Less: American Rescue Plan Act of 2021 funding		<u>(\$ 750,000)</u>
Net Amount to Borrow		<u>\$3,150,000</u>

**ORDINANCE**

Page 1 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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 Council Member Lisa A. Ruggiero***

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building in Watertown, New York on June 5, 2023, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Jeffrey M. Smith, and upon roll being called, the following were

PRESENT: Council Member Patrick J. Hickey, Council Member Clifford G. Olney III, Council Member Sarah V.C. Pierce, Council Member Lisa A. Ruggiero, and Mayor Jeffrey M. Smith

ABSENT: --

The following ordinance was offered by Council Member Lisa A. Ruggiero, who moved its adoption, seconded by Council Member Patrick J. Hickey, to wit:

**BOND ORDINANCE DATED JUNE 5, 2023.**

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation of The Bathhouse, in and for Said City

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

WHEREAS, it is now desired to authorize the financing of such capital project;

NOW, THEREFORE, BE IT ORDAINED, by the Council of the City of Watertown, Jefferson



**ORDINANCE**

Page 2 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

County, New York (the “City”), as follows:

Section 1. For paying the costs of the reconstruction of the William J. Flynn Municipal Swimming Pool and rehabilitation of the bathhouse, including engineering assessment, design, construction, and incidental expenses in connection therewith, a specific object or purpose, in and for the City of Watertown, Jefferson County, New York, there are hereby authorized to be issued \$3,900,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$3,900,000 and that the plan for the financing thereof is by the issuance of the \$3,900,000 bonds of said City authorized to be issued pursuant to this bond ordinance; provided, however, that the amount of bonds ultimately to be issued will be reduced by the amount of any State and, or federal aid or any other revenue received by the City from other sources for such specific object or purpose, which monies are hereby appropriated therefor.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is fifteen years, pursuant to subdivision ninety-one of paragraph a of Section 11.00 of the Local Finance Law, as each item of said class has a period of probable usefulness of at least fifteen years under subdivisions twelve or sixty-one.

Section 4. Subject to the provisions of the Local Finance Law, the power to authorize the

**ORDINANCE**

Page 3 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

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

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

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

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as the City Comptroller shall deem best

**ORDINANCE**

Page 4 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, the City Comptroller shall comply fully with the provisions of the Local Finance Law and any order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

Section 8. The power to issue and sell notes to the New York State Environmental Facilities Corporation pursuant to Section 169.00 of the Local Finance Law is hereby delegated to the City Comptroller. Such notes shall be of such terms, form and contents as may be prescribed by said City Comptroller consistent with the provisions of the Local Finance Law.

Section 9. The City Comptroller is hereby further authorized, at the sole discretion of the City Comptroller, to execute a project financing agreement, and any other agreements with the New York State Department of Environmental Conservation and/or the New York State Environmental Facilities Corporation, including amendments thereto, and including any instruments (or amendments thereto) in the effectuation thereof, in order to effect the financing or refinancing of the specific object or purpose described in Section 1 hereof, or a portion thereof, by a bond, and, or note issue of said City in the event of the sale of same to the New York State Environmental Facilities

**ORDINANCE**

Page 5 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

Corporation.

Section 10. The intent of this ordinance is to give the City Comptroller sufficient authority to execute those applications, agreements, instruments or to do any similar acts necessary to effect the issuance of the aforesaid bonds and, or notes, without resorting to further action of the City Council.

Section 11. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bonds are to be executed in the name of the City by the facsimile signature of its City Comptroller, providing for the manual countersignature of a fiscal agent or of a designated official of the City), the date, denominations, maturities and interest payment dates, place or places of payment, and also including the consolidation with other issues, shall be determined by the City Comptroller. It is hereby determined that it is to the financial advantage of the City not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such

**ORDINANCE**

Page 6 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

Section 12. The validity of such bonds and bond anticipation notes may be contested only if:

- (1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- (2) The provisions of law which should be complied with at the date of publication of this resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- (3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 13. This ordinance shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150 - 2. Other than as specified in this resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

**ORDINANCE**

Page 7 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

Section 14. This ordinance, which takes effect immediately, shall be published in summary in the *Watertown Daily Times* the official newspaper, together with a notice of the City Clerk in substantially the form provided in Section 81.00 of the Local Finance Law.

Unanimous consent moved by Council Member Lisa A. Ruggiero, seconded by Council Member Patrick J. Hickey, but was defeated with all voting "AYE" except for Mayor Jeffrey M. Smith voting "NAY".

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building in Watertown, New York on June 19<sup>th</sup>, 2023, at 7:00 o'clock P.M., Prevailing Time.

The meeting was called to order by Mayor Jeffrey M. Smith, and upon roll being called, the following were

PRESENT:

ABSENT:

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

Council Member Patrick J. Hickey  
Council Member Clifford G. Olney III  
Council Member Sarah V.C. Pierce  
Council Member Lisa A. Ruggiero  
Mayor Jeffrey M. Smith

VOTING \_\_\_\_\_  
VOTING \_\_\_\_\_  
VOTING \_\_\_\_\_  
VOTING \_\_\_\_\_  
VOTING \_\_\_\_\_

**ORDINANCE**

Page 8 of 10

An Ordinance Authorizing the Issuance of  
\$3,900,000 Bonds of the City of Watertown,  
Jefferson County, New York, to Pay the Costs  
Of the Reconstruction of the William J. Flynn  
Municipal Swimming Pool and Rehabilitation  
Of the Bathhouse, in and for Said City

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

The ordinance was thereupon declared duly adopted.

\* \* \* \* \*

**APPROVED BY THE MAYOR**

---

Mayor Jeffrey M. Smith

June \_\_, 2023.

**ORDINANCE**

Page 9 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

STATE OF NEW YORK     )  
   ) ss.:  
 COUNTY OF JEFFERSON    )

I, the undersigned Clerk of the City of Watertown, Jefferson County, New York, DO  
 HEREBY CERTIFY:

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on June 5, 2023, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

I FURTHER CERTIFY that all members of said Council had due notice of said meeting.

I FURTHER CERTIFY that pursuant to Section 103 of the Public Officers Law (Open Meetings Law), said meeting was open to the general public.

I FURTHER CERTIFY that, PRIOR to the time of said meeting, I duly caused a public notice of the time and place of said meeting to be given to the following newspapers and/or other news media as follows:

Newspaper and/or other news media   Date given

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

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

Designated Location(s) of Posted Notice   Date of Posting



**ORDINANCE**

Page 10 of 10

An Ordinance Authorizing the Issuance of \$3,900,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Costs Of the Reconstruction of the William J. Flynn Municipal Swimming Pool and Rehabilitation Of the Bathhouse, in and for Said City

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

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on June \_\_\_\_, 2023.

\_\_\_\_\_  
City Clerk

(CORPORATE SEAL)

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

Public Hearing – 7:15 pm

Proposed Local Law No. 1 of 2023

June 14, 2023

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, City Manager

Subject; A Local Law Amending Sections 253-17 of the Code of the City of Watertown

This Local Law was introduced at the adjourned City Council meeting on June 5, 2023. It sets the sewer rents as required by the Adopted FY 2023-2024 Sewer Fund Budget. A public hearing is scheduled for 7:15 p.m. on Monday, June 19, 2023.

**LOCAL LAW**

Page 1 of 3

A Local Law amending Sections 253-17  
Of the City of Watertown Code of the City  
of Watertown

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 Council Member Lisa A. Ruggiero***

A Local Law to amend Section 253-17 of the City of Watertown Code of the City of  
Watertown.

WHEREAS a public hearing was held on this amendment on June 19, 2023, at 7:15 p.m.  
in the City Council Chambers;

NOW THEREFORE BE IT ENACTED by the City Council of the City of Watertown,  
New York that §253-17 of the City Code of the City of Watertown is modified to read as  
follows:

**C. Rates.**

(1) The basis for the normal sewer service charge shall be the volume of water consumed  
from the Public Water Supply System by the individual property owner. The rates for  
both domestic and industrial metered sewer service within the City of Watertown shall be  
as follows:

**(a) Quarterly meter rates:**

<u>Usage</u>	<u>Rate [(per 1,000 cubic feet (7,480 gallons))]</u>
First 1,200 cubic feet (8,976 gallons)	\$39.50 per 1,000 cubic feet (7,480 gallons)
Over 1,200 cubic feet (8,976 gallons)	\$23.05 per 1,000 cubic feet (7,480 gallons)

**(b) Monthly meter rates:**

<u>Usage</u>	<u>Rate [(per 1,000 cubic feet (7,480 gallons))]</u>
First 400 cubic feet (2,992 gallons)	\$39.50 per 1,000 cubic feet (7,480 gallons)
Over 400 cubic feet (2,992 gallons)	\$23.05 per 1,000 cubic feet (7,480 gallons)

## LOCAL LAW

Page 2 of 3

A Local Law amending Sections 253-17  
Of the City of Watertown Code of the City  
of Watertown

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

## (c) Minimum charge for quarterly inside City use:

<u>Meter Size (inches)</u>	<u>Cubic Feet</u>	<u>Gallons</u>	<u>Minimum Charge</u>
5/8	900	6,732	\$ 35.55
3/4	1,500	11,220	54.32
1	2,700	20,196	81.97
1 1/2	5,100	38,148	137.27
2	8,400	62,832	213.30
3	15,900	118,932	386.13
4	26,400	197,472	628.07
6	51,900	388,212	1,215.65
8	84,000	628,320	1,955.31
10	120,000	897,600	2,784.83

## (d) Minimum charge for monthly inside City use:

<u>Meter Size (inches)</u>	<u>Cubic Feet</u>	<u>Gallons</u>	<u>Minimum Charge</u>
5/8	300	2,244	\$ 11.85
3/4	500	3,740	18.11
1	900	6,732	27.32
1 1/2	1,700	12,716	45.76
2	2,800	20,944	71.10
3	5,300	39,644	128.71
4	8,800	65,824	209.35
6	17,300	129,404	405.22
8	28,000	209,440	651.77
10	40,000	299,200	928.28

## (2) Elderly Exemption

<u>Unit</u>	<u>Charge</u>
1	\$ 3.95
2	\$ 7.90
3	\$11.85

## LOCAL LAW

Page 3 of 3

A Local Law amending Sections 253-17  
Of the City of Watertown Code of the City  
of Watertown

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

4	\$15.80
5	\$19.75
6	\$23.70
7	\$ 27.65
8	\$ 31.60

And,

BE IT FURTHER ENACTED that the Sewer Service Charges shall be instituted with the sewer bills dated on or after July 1, 2023 and contained on all bills, and

BE IT FURTHER ENACTED that this Local Law shall take effect immediately upon its being filed in the Office of the Secretary of State.

***Seconded by*** Council Member Sarah V.C. Pierce

June 12, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sale of Surplus Hydro-electricity – May 2023

The City has received the monthly hydro-electricity production and consumption data from National Grid. In comparison to last May, the sale of surplus hydro-electric power on an actual-to-actual basis was down \$64,821 or 12.09%. In comparison to the budget projection for the month, revenue was down \$162,264 or 25.61%. The year-to-date actual revenue is down \$1,340,721 or 21.67%, while the year-to-date revenue on a budget basis is up \$218,830 or 4.73%.

	<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	\$ 373,674	(\$ 357,599)	(48.90%)
December	\$ 406,126	\$ 366,126	\$ 702,586	\$ 533,542	(\$ 169,044)	(24.06%)
January	\$ 416,391	\$ 255,650	\$ 293,374	\$ 522,759	\$ 229,385	78.19%
February	\$ 217,222	\$ 175,736	\$ 246,124	\$ 477,279	\$ 231,155	93.92%
March	\$ 745,936	\$ 449,166	\$ 661,611	\$ 610,504	(\$ 51,107)	(7.72%)
April	\$ 752,511	\$ 669,698	\$ 897,945	\$ 872,321	(\$ 25,625)	(2.85%)
May	\$ 383,085	\$ 433,690	\$ 539,059	\$ 471,237	(\$ 64,821)	(12.09%)
June	<u>\$ 53,641</u>	<u>\$ 85,233</u>	<u>\$ 418,974</u>			
YTD	<u>\$4,155,958</u>	<u>\$2,967,769</u>	<u>\$6,604,983</u>	<u>\$4,845,289</u>	<u>(\$1,340,721)</u>	<u>(21.67%)</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	\$ 373,674	(\$ 216,553)	(36.69%)	\$ -
December	\$ 468,929	\$ 533,542	\$ 64,613	13.78%	\$ -
January	\$ 339,180	\$ 522,759	\$ 183,579	54.12%	\$ -
February	\$ 274,525	\$ 477,279	\$ 202,754	73.86%	\$ -
March	\$ 517,044	\$ 610,504	\$ 93,460	18.08%	\$ -
April	\$ 790,853	\$ 872,321	\$ 81,468	10.30%	\$ -
May	\$ 633,501	\$ 471,237	(\$ 162,264)	(25.61%)	\$ -
June	<u>\$ 325,541</u>				
YTD	<u>\$4,952,000</u>	<u>\$4,845,289</u>	<u>\$ 218,830</u>	<u>4.73%</u>	<u>\$ 48,445</u>

June 12, 2023

To: The Honorable Mayor and City Council

From: James E. Mills, City Comptroller

Subject: Sales Tax Revenue – May 2023

Sales tax revenue was down \$187,155 or 9.25% compared to last May. In comparison to the original budget projection for the month, sales tax was down \$285,400 or 13.45%. The year-to-date actual receipts are up \$369,121 or 1.70%, while the year-to-date receipts on a budget basis are down \$683,651 or 3.01%.

	<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%	3.62%
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	\$ 1,818,188	\$ 174,679	10.63%	
December	\$ 1,868,004	\$ 2,493,688	\$ 2,374,453	\$ 2,232,223	(\$ 51,230)	(2.16%)	5.13%
January	\$ 1,436,294	\$ 1,290,702	\$ 1,649,030	\$ 1,849,036	\$ 200,006	12.13%	
February	\$ 1,203,572	\$ 1,181,566	\$ 1,429,187	\$ 1,643,774	\$ 214,587	15.01%	
March	\$ 1,750,746	\$ 2,284,533	\$ 2,253,672	\$ 2,041,305	(\$ 212,367)	(9.42%)	3.79%
April	\$ 988,797	\$ 1,566,858	\$ 2,064,386	\$ 1,888,370	(\$ 176,016)	(8.53%)	
May	\$ 925,025	\$ 1,626,958	\$ 2,023,137	\$ 1,835,982	(\$ 187,155)	(9.25%)	
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>\$ 22,048,630</u>	<u>\$ 369,121</u>	<u>1.70%</u>	

	<u>Original Budget 2022-23</u>	<u>Actual 2022-23</u>	<u>Variance</u>	<u>%</u>	<u>%</u>
July	\$ 2,043,445	\$ 2,035,333	(\$ 8,112)	-0.40%	
August	\$ 1,980,527	\$ 2,008,482	\$ 27,955	1.41%	
September	\$ 2,858,164	\$ 2,757,376	\$ (100,788)	(3.53%)	-1.18%
October	\$ 1,760,243	\$ 1,847,562	\$ 87,319	4.96%	
November	\$ 1,723,319	\$ 1,818,188	\$ 94,869	5.51%	
December	\$ 2,489,758	\$ 2,323,223	(\$ 166,535)	(6.69%)	0.26%
January	\$ 1,729,108	\$ 1,849,036	\$ 119,928	6.94%	
February	\$ 1,498,589	\$ 1,643,774	\$ 145,185	9.69%	
March	\$ 2,363,112	\$ 2,041,305	(\$ 321,807)	(13.62%)	( 1.01%)
April	\$ 2,164,634	\$ 1,888,370	(\$ 276,264)	(12.76%)	
May	\$ 2,121,382	\$ 1,835,982	(\$ 285,400)	(13.45%)	
June	<u>\$ 2,043,719</u>				
YTD	<u>\$ 24,776,000</u>	<u>\$ 22,048,630</u>	<u>(\$ 683,651)</u>	<u>( 3.01%)</u>	

June 19, 2023

To: The Honorable Mayor and City Council

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

Subject: Consolidated Funding Application – Salt Storage Facility

The New York State Department of Environmental Conservation (NYSDEC) has funding available through the Water Quality Improvement Project (WQIP) program for projects that directly improve water quality or aquatic habitat, promote flood risk reduction, restoration, and enhanced flood and climate resiliency, or protect a drinking water source.

Salt storage facilities are eligible for funding under this program. DPW has proposed constructing a salt storage facility to enclose our uncovered salt pile and the City Council recently appropriated \$300,000 in American Rescue Plan Act (ARPA) funding for it.

Our grant writer, LaBella Associates, has reviewed the grant criteria and believes an application for a salt storage facility from the City will score well. The match is 25% for high priority projects that construct a new structure where none exists. The ARPA funds would cover any required match and the grant funding may reduce the amount of ARPA funds needed for the project depending on the total cost.

Applications are being accepted through the Consolidated Funding Application through New York State until July 28. Unless the City Council objects, Staff will work with LaBella to submit an application for the City. A formal resolution authorizing the application will be presented to the City Council at an upcoming meeting.