

1. Agenda 032316

Documents: [AGENDA 03-23-16.PDF](#)

2. Supporting Documents 032316

Documents: [MEETING DOCS 032316.PDF](#)

3. Weekly Payroll And Claims Analysis 032316

Documents: [CLAIMS ANALYSIS 032316.PDF](#)

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF PLATTSBURGH, NEW YORK**

March 23, 2016

5:30 P.M.

AGENDA

Present: Mayor James Calnon, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Dale Dowdle (W3), Paul O’Connell (W4), Becky Kasper (W5), Joshua Kretser (W6)

Absent:

1. MINUTES OF THE PREVIOUS MEETING:

RESOLVED: That the Minutes of the regular meeting of the Common Council held on March 10, 2016 are approved and placed on file among the public records of the City Clerk’s Office.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

2. PAYROLLS OF VARIOUS DEPARTMENTS:

RESOLVED: That the payrolls of the various Departments of the City of Plattsburgh for the weeks ending March 16, 2016 in the amount of **\$ 358,046.46** and March 23, 2016 in the amount of **\$ 189,707.86** are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:

- Report of Fire and Ambulance Responses for the weeks of March 10 – 22, 2016
- Report from the Building Inspector’s office March 22, 2016
- Report of Public Hearing held by the Zoning Board of Appeals on March 21, 2016

RESOLVED: That the reports as listed are hereby ordered received and placed on file among the public records of the City Clerk’s Office.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS: None

5. AUDIT OF CLAIMS:

RESOLVED: That the bills Audited by the Common Council for the weeks ending March 18, 2016 in the amount of \$ 691,198.27 and March 25, 2016 in the amount of \$ 2,401,378.15 are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor _____; Seconded by Councilor _____

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

6. PERSONS ADDRESSING COUNCIL:

7. OTHER ITEMS:

A. ADOPTION OF LOCAL LAW P-2 OF 2016

RESOLVED: A local law amending Chapter 257, Section 12, Paragraph B of the City Code of the City of Plattsburgh.

Section 257-12B of the City Code is amended to adopt the following fee schedule for water meters:

Water meter size	Fee to furnish, install & maintain*			
5/8”	1 st	\$340	2 nd	\$390
3/4”	1 st	\$390	2 nd	\$440
1”	1 st	\$490	2 nd	\$540
1 1/2”	1 st	\$650	2 nd	\$700
2”	1 st	\$850	2 nd	\$900

*The cost of furnishing an Encoded Receiver Transmitter (ERT) or other remote reading device for each meter is included in the fee, but not the cost of installation which is at the owner’s expense.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. ADOPTION OF LOCAL LAW P-3 OF 2016

RESOLVED: A local law adding Chapter 3, entitled "Boundaries of the City of Plattsburgh" to the City Code of the City of Plattsburgh. The entire text of which has been distributed to and read by the members of the Common Council, is hereby enacted without the reading thereof and a copy of said local law is made part of the minutes of this meeting.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

C. ADOPTION OF LOCAL LAW P-4 OF 2016

RESOLVED: A local law adding Chapter 4, entitled "Ward Descriptions and Boundaries of the City of Plattsburgh" to the City Code of the City of Plattsburgh. The entire text of which has been distributed to and read by the members of the Common Council, is hereby enacted without the reading thereof and a copy of said local law is made part of the minutes of this meeting.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

D. RESOLVED: In accordance with the request therefore the Common Council approves MLD to write-off unpaid final bills from December 1, 2014 to December 31, 2014 in the total amount of \$4,582.26. The percentage of write-offs for this period is .26%.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

E. RESOLVED: In accordance with the request therefore the Common Council approves Sierra Gonyo to hold the Mighty Matthew Race on US Oval on Saturday June 18 at 9am.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

G. RESOLVED: In accordance with the request therefore the Common Council approves Matthew Hall to hold a free musical show case of local talent at Trinity Park on Saturday June 18, 2016 (a rain date of June 25, 2016) from 7:00 pm to 10:00pm. He is requesting electricity and use of the city's portable staging. Insurance proof is required.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

H. APPROVAL OF ECONOMIC DEVELOPMENT LOAN TO IN HEALTH FAMILY MEDICINE, INC.

RESOLVED: In accordance with the request therefore the Common Council approves a loan from the Economic Development Revolving Loan Fund to In Health Family Medicine, Inc. in the amount of \$50,000 (fifty thousand dollars) on the terms set forth in a report and recommendation from the Lake City LDC Inc. loan underwriting committee dated March 16, 2016, submitted by Paul Dedominicas, Director of Community Development, a copy of report is ordered made a part of the minutes of this meeting.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O'Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

I. RESOLVED: In accordance with the request therefore the Common Council approves Colin Read/30 City Hall Place to hold a free Plattsburgh Blues & Jazz Festival on Saturday July 30, 2016 from 12:00 pm to 9:00 pm at the Lions Club Bandshell. He is requesting electricity. Insurance proof is required.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

J. RESOLVED: In accordance with the request therefore the Common Council approves a 2016 consulting contract with the Finch Network for Grant Services in an amount not to exceed \$20,000.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

K. RESOLVED: In accordance with the request therefore the Common Council approves that Contract # 2012-07 “Hauling of Sludge for WPCP” be extended for the additional one-year period with Drummac Septic the estimated budget costs are \$145,329.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

L. RESOLVED: In accordance with the request therefore the Common Council approves the city Chamberlain to revise capital project H8130.60, 2014 WPCP Aeration System Upgrades by

increasing the spending by \$125,000 from the Sewer Capital Reserve for two aeration system gearboxes.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

M. RESOLVED: In accordance with the request therefore the Common Council approves the City Chamberlain to transfer within the General Fund Budget \$31,000 to cover the contract service labor for customer service support from the Finance and Data Processing payroll budgets while filling permanent positions through civil service. The 2016 General Fund Budget total will not be changed as a result of this transfer.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

N. RESOLVED: In accordance with the request therefore the Common Council approves Guibord’s School of Dance/Friends of the Theatre to hold a free dance performance of Peter Pan at the Lions Club Bandshell on Friday, June 10 and Saturday June 11, 2016 at various times throughout the days . They are requesting electricity. Insurance proof is required.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

O. RESOLVED: In accordance with the request therefore the Common Council approves the Library Trust Association to hold their Annual Conference and training for trustees of NY Public Libraries in the City Hall Auditorium on May 6-7, 2016. Insurance proof is required and Alcohol will be served therefore NYS Liquor documentation is required.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

P. RESOLVED: In accordance with the request therefore the Common Council approves Red Knights MC NY 50 permission to hold a Street Drive on September 3, 2016.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

Q. Introduced: Local Law P-5 of 2016: A local law adding Article VI entitled “Outdoor Cafes and Merchandise Displays on Public Streets and Sidewalks” to Chapter 233 “Streets and Sidewalks” the City Code of the City of Plattsburgh

By _____

Public Hearing Date set by Mayor: _____

8. TRAVEL REQUEST:

A. RESOLVED: In accordance with the request therefore the Common Council approves a Police Department employee to attend “Office of the Prevention of Domestic Violence continuing education” from March 30- April 1, 2016 in Staten Island, NY the total cost will not exceed \$203.50 and will be reimbursed by NYS.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

B. RESOLVED: In accordance with the request therefore the Common Council approves City

Engineer Kevin Farrington and Senior Clerk/Planning Board Secretary Jody Helfgott to attend “NY Planning Federation Conference” on April 18-19, 2016 in Saratoga Springs, NY at an estimated cost of \$659.

By Councilor _____; Seconded by Councilor _____

Discussion:

Roll call: Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

ACTION TAKEN: Adopted _____ Defeated _____ Withdrawn _____ Tabled _____

Follow up Action:

9. RESOLUTIONS FOR INITIAL CONSIDERATION:

- 1. Request from City Engineer Kevin Farrington for permission to advertise for bids for Contract # 2016-03 “Hamilton Street Reconstruction.”

10. NEW BUSINESS:

11. CLOSING PUBLIC COMMENTS:

Motion to Adjourn by Councilor _____; Seconded by Councilor _____

Roll call Councilors Armstrong, Kelly, Dowdle, O’Connell, Kasper, Kretser

MEETING ADJOURNED: _____



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7549
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor James Calnon
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: March 23, 2016

RE: Fire and Ambulance Responses

For this shortened two week period: Thursday, March 10, 2016 through Tuesday, March 22, 2016 our Department has responded to the following:

Fire Calls	<u>29</u>
	1 outside equipment fire
	4 system activation
	16 EMS assist
	5 MVA
	2 excessive heat scorch burn
	1 chimney / flue fire
Ambulance Calls	129
Mutual Aid by CVPH	11



Plattsburgh, New York

Building & Zoning Department
41 City Hall Place
Plattsburgh, New York 12901
Ph: 518-563-7707
Fax: 518-563-6426

March 22, 2016

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

Dear Mayor & Common Council:

At the regular meeting of the Zoning Board of Appeals held on March 21, 2016, below please find the results of that meeting:

<u>APPEAL</u>	<u>APPLICANT</u>	<u>REQUEST</u>
2061	LAVERNE HICKS 9 ALEX WAY	ADMINISTRATIVE REVIEW DETERMINATION FOR 91 MAIN MILL STREET DECISION OF BUILDING INSPECTOR UPHELD
2062	TALL PINES ESTATES LLC NEVADA OVAL EAST	CLASS B VARIANCE NUMBER OF BUILDINGS, DWELLING UNITS AND ACCESSORY STRUCTURES ON EACH LOT GRANTED
2063	WRIGHT MACOMB HOUSE LLC 22 MACOMB STREET	ADMINISTRATIVE REVIEW DETERMINATION FOR 22 MACOMB STREET DECISION OF BUILDING INSPECTOR UPHELD

Sincerely,

Joseph McMahon
Building Inspector

/dn

CC: City Clerk



MUNICIPAL LIGHTING DEPARTMENT
(A Municipally Owned and Operated Power System)
Plattsburgh, New York

6 Miller Street
Plattsburgh, New York 12901
Ph # 518-563-2200
Fax: 518-563-6690

TO: Mayor James Calnon
FROM: William J. Treacy, P.E., Manager 
RE: Unpaid Final Bill Account Write-off
DATE: March 4, 2016

The Management of the Plattsburgh Municipal Lighting Department respectfully requests permission to proceed with the write-off of unpaid final bills. The period covered by this write-off will be from *December 1, 2014 to December 31, 2014*. The amount of the write-off will be \$4,582.26. The percentage of write-offs for this period is .26%.

Sales for this time period were \$1,749,496.74.

This write-off of unpaid bills represents 32 customers ranging as follows (all customers have no forwarding addresses and/or letters returned):

0 to \$50.00 – 8 customers
\$50.01 to \$100.00 – 5 customers
\$100.01 to \$150.00 – 7 customers
\$150.01 to \$200.00 – 6 customer
\$200.01 to \$250.00 – 2 customer
\$250.01 to \$300.00 – 2 customer
\$397.88 – 1 customer
\$517.06 – 1 customer - pay arrangement and was shutoff for nonpayment

I thank you for your attention to this matter.

Cc: Richard Marks, City Chamberlain
Eileen Sickles, Account Systems Supervisor
Kelly Clookey, Finance Director
Final Bill Account Write-off



Date of Application 11/16/15



Please return completed application form with permit fee and paperwork to:

Community Development Office
 41 City Hall Place
 Plattsburgh, NY 12901
 Phone (518) 536-7458 OR (518)536-7509
 events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.

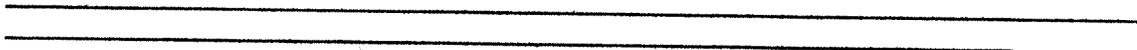
Applications submitted late or incomplete may not receive approval and may not be issued a permit



Applicant's Name: **Guibord's School of Dance** Contact # (day of) **561-5550**

Location of Event Site – *A fee may be assessed based on content of the application.*
 Please mark all that apply:

- Beach booking
- Band shell booking 1st choice
- Trinity Park - 2nd choice
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation (No rain date for street solicitation)
- City Hall Building Rain location
- Other Please list:



Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other **Dance Presentation of *Peter Pan* for families**

Actual Event Date(s): June 10th & 11th Time of Event: morning/afternoon

Set-Up Date: Day of show Start Time 2 hours before

Tear Down Date: Day of show End Time late afternoon

Rain date: none - go inside Annual Event YES NO
(No rain date is permitted for Street Solicitations)

Estimated Attendance: **85** Admission Fees: **None**

Event Details (Please describe the purpose of your event)

Dance performance of "Peter Pan"
40 minutes long



Name of Organization **Guibord's School of Dance** / *Friends of the Theater*
Primary Contact Person: **Deborah Guibord-Stay** (*501c*)
Mailing Address: **15 McKinley Avenue**

Town/City: **Plattsburgh** Province: **New York**

Postal Code: **12901** email: **debbieguibord@gmail.com**

Daytime Phone Number: **561-5550** Cell: **561-5550**

Alternate Contact Person: **Bonnie Black** Phone: **578-1612**

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # _____

Social Media Contact Information

Twitter N/A Facebook <https://www.facebook.com/Guibords/?fref=ts>

You tube N/A Website www.guibords.com



Site Plan Attached YES _____ NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- ~~none~~ - Location of all Tents, temporary or permanent structures
- ~~none~~ - Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- ~~none~~ - Emergency exits
- ~~none~~ - fire extinguishers, propane storage
- ~~none~~ - fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- ~~none~~ - food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO _____ Specifics: **for sound system**

Water Required? YES _____ NO

Trailer Stage Required? YES _____ NO (*Event Organizer responsible for pick up/return of stage*)

Portable Stage Required? YES NO
~~if YES, what dimensions?~~

Fireworks YES _____ NO Sound Amplification YES NO _____

Sanitation Facilities YES _____ NO *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ YES _____ NO

Animals (Petting zoo) YES _____ NO Company Contact information: _____

Amusement Rides YES _____ NO Contact Information: _____



Alcohol at event **YES**__ **NO** **X** *Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.*

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy _____ **SIGNATURE**



Does your event require a road closure? **YES** ____ **NO** **X**

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) **YES** __ **NO** **X** Location: _____

Additional Accessible parking signed dropped **YES**__ **NO** **X** Location: _____



Satellite Parking Location: _____

Bicycle Parking **YES** ____ **NO** **X** Location: _____

Additional Handicap Parking **YES** ____ **NO** **X** Location: _____

Parade/Walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached YES ___ NO ___

Describe the Proposed Event Route of parade _____

All Sections MUST be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): **Deborah Guibord-Stay**

Cell Number: **561-5550** Other (PIN) _____

Alternate Contact person : **Bonnie Black** Cell: **578-1612**

Where will liaison meet Emergency Services in the event of an emergency?

On-site/at Sound Equipment

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

Deborah Guibord-Stay

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

NA

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

NA

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?
Evacuation Area

NA



TENT REQUIREMENTS

Will you have tents at your event? YES ___ NO X

Please list the sizes: _____

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES ___ NO X

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

Detailed Site Plan

Detailed Route Map (parade or walk)

Map of Road Closures

NYS Liquor License/Special Occasion Permit

List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)

Municipal Alcohol Policy Paperwork

Insurance Certificate (City of Plattsburgh listed as additional insured)

Application Signed

I/We the Event organizer **Deborah Guibord-Stay**, on behalf of **Guibord's School of Dance**, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: D.A. Guibord - Stay Date ~~Feb 11, 2015~~ Feb 12, 2016

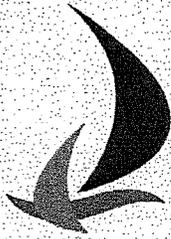
FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		



Date of Application

Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.

Street Solicitation Requests will not be accepted until February 1.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name Sierra Boneyo Contact # (day of) 518-578-1565

Location of Event Site – A fee may be assessed based on content of the application.

Please mark all that apply:

- Beach booking
- Band shell booking
- Trinity Park
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation (*No rain date for street solicitation*)
- City Hall Building
- Other: Please list:

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other _____

Actual Event Date(s): 6/12/16 - SAT Time of Event: 9:00am

Set-Up Date: 6/12/16 Start Time: 7:00am

Tear Down Date: 6/12/16 End Time: Done by noon.

Rain date: Rain or shine Annual Event **YES** **NO**

(No rain date is permitted for Street Solicitations)
Estimated Attendance: 200-300 Admission Fees: Race Fee \$30.

Event Details (Please describe the purpose of your event)

5K Run - fundraiser at D'Ad.
2 times around - aiming for 200-300
runners & will provide all necessary
water & snacks/food on one table.

ORGANIZER/ APPLICANT INFORMATION

Name of Organization: Mighty Matthew Race

Primary Contact Person: Sierra Conroy

Mailing Address: 1502 Lawley Road.

Town/City: Moores State: ny 12958

Postal Code: 12958 email: smg4028@hotmail.com.

Daytime Phone Number: 518-578-1065 Cell: "

Alternate Contact Person: Kelly Conroy Phone: 518 - 524-2424

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # In Progress

Social Media Contact Information

Twitter _____ Facebook Pending on date acceptance

You tube _____ Website Pending on date acceptance

SITE PLAN

Site Plan Attached YES NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO Specifics: _____

Water Required? YES NO

Trailer Stage Required? YES NO (Event Organizer responsible for pick up/return of stage)

Portable Stage Required? YES NO
If YES, what dimensions?

Fireworks YES NO Sound Amplification YES NO

Sanitation Facilities YES NO *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ YES NO

Animals (Petting zoo) YES NO Company Contact information: _____

Amusement Rides YES NO Contact Information: _____

PARADE/WALK INFORMATION

Parade/Walk Assembly Area Run US Oval Time 8:30 am
Parade/Walk Dismissal Area Oval Time 10am - noon
Route Map Attached YES NO
Describe the Proposed Event Route of parade 2 Laps around Oval - Start & end at front of Recreation Center.

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): Kelly Gomez
Cell Number: 518-524-8424 Other (PIN) _____

Alternate Contact person: Chris Gomez Cell: 518-509-6178

Where will liaison meet Emergency Services in the event of an emergency?

Meet at oval/rec center - or where required by City of Plattsburgh/rec dept.

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

Security as needed/required by Platts/rec dept. will be provided by Gomez/Coch family for Parking, Runners, etc. List of members/#'s will be provided.

Name of Security Firm: N/A

Contact #: Sierra Gomez

97-578-1505
or Kelly Gomez
518-524-8424

* Chris Gomez - Sierra's father is
MSP - will help w/ all requirements for parking, route help on oval
* Jamie Sassone - Sierra's mother. RN - first Aid

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

Jaime Sassine - RW - Will be at South Finish area
518-570-9772.

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

Will have a volunteer meeting to discuss
requirements, Route, & Meeting Minutes
will be provided to all volunteer staff w/ a
Detailed Plan.

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?

Evacuation Area All Runners + Spectators to leave
from N/S exits of oval marked on

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? YES ___ NO X

X Please list the sizes: Under Rain for cover over check in
area on Route map - will provide
own.

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES ___ NO X

ALCOHOL

Alcohol at event YES ___ NO Y Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy _____ SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? YES ___ NO Y

Road: oval

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) YES X NO ___ Location: oval

IF required will need on oval

Additional Accessible parking signed dropped YES Y NO ___ Location: oval - if needed

PARKING

Satellite Parking Location: N/A - Park in oval lot

Bicycle Parking YES ___ NO X Location: _____

Additional Handicap Parking YES ___ NO Y Location: _____

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures *N/A*
- NYS Liquor License/Special Occasion Permit *N/A*
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable) *N/A*
- Municipal Alcohol Policy Paperwork *N/A*
- Insurance Certificate (City of Plattsburgh listed as additional insured) *will provide*
- Application Signed

I/We the Event organizer Sierra Gomez, on behalf of Musky Mathew Race, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: Sierra M. Gomez Date 3/9/2016

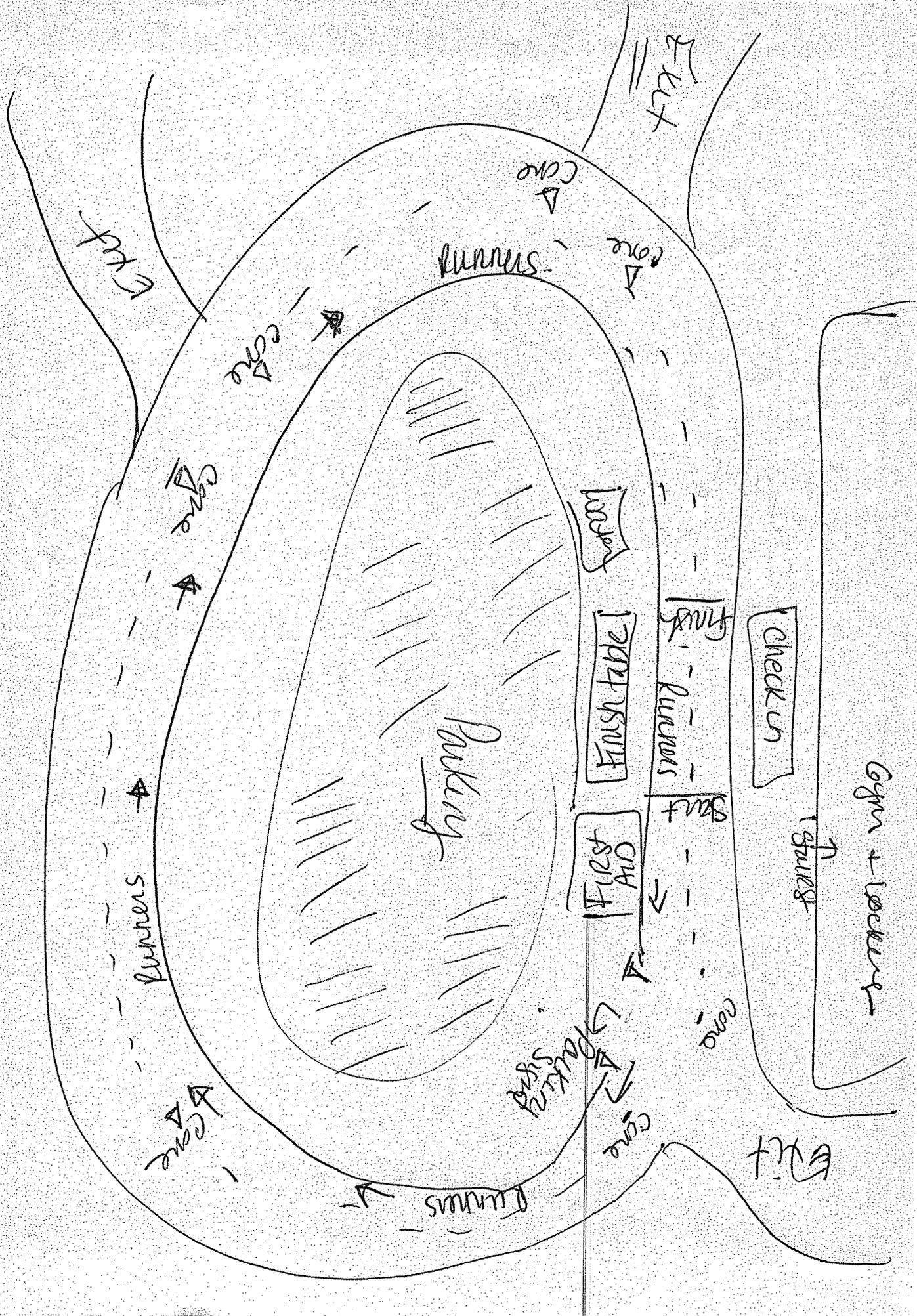
FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and/or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		



Gym + Locker

Check in

→

Exit

Exit

Exit

Parking

Runners

Foam

Finish table

First Aid

First Runners

Stair

→
Parking
Cone

→
Cone

Runners

Runners

Cone

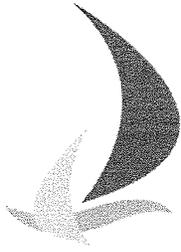
Cone

Cone

Cone

Cone

Cone



Date of Application
Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.
Street Solicitation Requests will not be accepted until February 1.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: MATHEW HALL Contact # (day of) (518) 310-3765

Location of Event Site – *A fee may be assessed based on content of the application.*
Please mark all that apply:

- Beach booking
 - Band shell booking
 - Trinity Park
 - City Marina
 - Crete Civic Center
 - City Gym
 - US Oval
 - Street Solicitation (*No rain date for street solicitation*)
 - City Hall Building
 - Other Please list:
-
-

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other _____

Actual Event Date(s): 06-18-16 Time of Event: 7:00 PM - 10:00 PM

Set- Up Date: 06-18-16 Start Time 4:00 PM

Tear Down Date: 06-18-16 End Time _____

Rain date: 06-25-16 Annual Event YES _____ NO

(No rain date is permitted for Street Solicitations)

Estimated Attendance: _____ Admission Fees: _____

Event Details (Please describe the purpose of your event)

I AM PLANNING ON HOLDING A FREE SHOWCASE OF LOCAL
FOLK, ROCK AND ROLL, AND HIP HOP MUSIC. THE CONTENT OF THE
MUSIC IS ALL FAMILY FRIENDLY - MOST OF THESE ARTISTS
HAVE PERFORMED OUTDOORS AT PLATTSBURGH FIRST WEEKENDS
EVENTS.

ORGANIZER/ APPLICANT INFORMATION

Name of Organization DIY PLATTSBURGH

Primary Contact Person: MATTHEW T. HALL

Mailing Address: 39 BRIDGE ST. #201

Town/City: PLATTSBURGH State : NY

Postal Code: 12901 email: MHALL12901@GMAIL.COM

Daytime Phone Number: (518) 310-3765 Cell: _____

Alternate Contact Person: _____ Phone: _____

Is your group a non-profit/charitable organization? YES ___ NO

If yes, does it have a charitable Donation # _____

Social Media Contact Information

Twitter _____ Facebook _____

You tube _____ Website _____

SITE PLAN

Site Plan Attached YES ___ NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO ___ Specifics: _____

Water Required? YES ___ NO

Trailer Stage Required? YES ___ NO (*Event Organizer responsible for pick up/return of stage*)

Portable Stage Required? YES NO ___

If YES, what dimensions? 12' X 8'

Fireworks YES ___ NO Sound Amplification YES NO ___

Sanitation Facilities YES ___ NO *Port-a-potties to be arranged by organizer. Please mark on site map.*

Food Vendors/BBQ YES ___ NO

Animals (Petting zoo) YES ___ NO Company Contact information: _____

Amusement Rides YES ___ NO Contact Information: _____

ALCOHOL

Alcohol at event YES ___ NO Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy _____ SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? YES ___ NO

Road: _____

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) YES ___ NO ___ Location: _____

Additional Accessible parking signed dropped YES ___ NO ___ Location: _____

PARKING

Satellite Parking Location: _____

Bicycle Parking YES ___ NO ___ Location: _____

Additional Handicap Parking YES ___ NO ___ Location: _____

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area _____ Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached **YES** ____ **NO** ____

Describe the Proposed Event Route of parade _____

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): MATTHEW HALL

Cell Number: (518) 310-3765 Other (PIN) _____

Alternate Contact person : BENN ERB Cell: (518) 572-6421

Where will liaison meet Emergency Services in the event of an emergency?

IN THE PARK

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

WE DO NOT PLAN ON NEEDING

SECURITY, FOR THE PAST FIVE YEARS OUR

TRINITY PARK EVENTS HAVE BEEN VERY PEACEFUL.

Name of Security Firm: _____ Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

MATTHEW HALL

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?
Evacuation Area

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? YES ___ NO X

Please list the sizes: _____

REFRESHMENT VEHICLES REQUIREMENTS

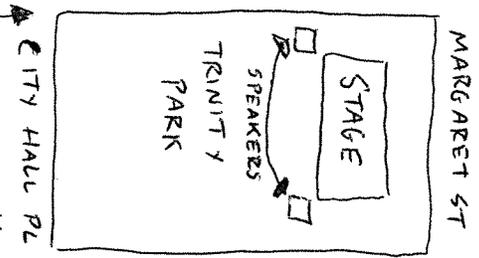
Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES ___ NO X

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed



I/We the Event organizer MATTHEW HALL, on behalf of DIY PLATTSBURGH, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: Date 03-14-16

<p>FOR INTERNAL USE ONLY</p> <p>Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.</p> <p>Permit Issue Date: _____</p> <p>Authorized Signature _____</p>	<table border="1"> <tr> <td>Insurance Certificate</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Permit Fee</td> <td>YES</td> <td>NO</td> </tr> <tr> <td>Report to Council</td> <td colspan="2"></td> </tr> <tr> <td>Permit ISSUED</td> <td colspan="2"></td> </tr> </table>	Insurance Certificate	YES	NO	Permit Fee	YES	NO	Report to Council			Permit ISSUED		
Insurance Certificate	YES	NO											
Permit Fee	YES	NO											
Report to Council													
Permit ISSUED													

MEMORANDUM

TO: Mayor Calnon & Members of the Common Council

FR: Paul DeDominicas, Director of Community Development

DA: March 18, 2016

RE: Loan Application – In Health Family Medicine, Inc.

The LCLDC Loan Review Committee reviewed the above Loan application on March 16, 2016 and recommends that the Council approve this loan.

Project Overview and Loan Review Committee Summary:

Project Name:	In Health Family Medicine, Inc. Dr. Anita Bodrogi
Project Address:	74 Margaret St, Plattsburgh, NY 12901
Loan Amount Requested:	\$50,000
Interest Rate:	¾% of prime rate at the time of approval
Term:	Ten (10) years
Approved:	Hope Coryer, Scott Allen, Jeff Rendinaro, Carol McLean
Opposed:	None
Absent:	Brian Gladwin
Jobs Created:	3

Comments or Special Stipulations: In Health Family Medicine, Inc. is using the funds from this loan as working capital necessary for the growth of the business. In Health has provided the necessary collateral and the loan will be personally guaranteed by Dr. Bodrogi.



Finch Network
Where community solutions take flight

CONSULTING AGREEMENT

This Consulting Agreement (this "Agreement") is entered into as of March 10, 2016 by and between the City of Plattsburgh (the "Client"), and Finch Network LLC (the "Consultant").

RECITALS

1. Consultant has expertise in the area of the Client's business and is willing to provide consulting services to the Client.
2. The Client is willing to engage Consultant as an independent contractor, and not as an employee, on the terms and conditions set forth herein.

AGREEMENT

In consideration of the foregoing and of the mutual promises set forth herein, and intending to be legally bound, the parties hereto agree as follows:

1. Engagement.
 - a. The Client hereby engages Consultant to render, as an independent contractor, the consulting services described in Exhibit A hereto and such other services as may be agreed to in writing by the Client and Consultant from time to time.
 - b. Consultant hereby accepts the engagement to provide consulting services to the Client on the terms and conditions set forth herein.
2. Term. This Agreement will commence on the date first written above, and unless modified by the mutual written agreement of the parties, shall continue until the satisfactory completion of the services set forth in Exhibit A completed or December 31, 2017. Company may terminate this Agreement upon 10 days written notice to Consultant.

3. Compensation.

- a. In consideration of the services to be performed by Consultant, the Client agrees to pay Consultant in the manner and at the rates set forth in Exhibit A. The Consultant will bill on a monthly basis and will not exceed \$760/week without written permission of either the Mayor or the Director of Community Development. When writing grant applications, the Consultant will provide an hourly estimate and gain approval for the project prior to commencing work.
- b. Out of pocket expenses incurred by Consultant that are authorized by the Client in advance in writing shall be reimbursed by the Client to Consultant.

4. Consultant's Business Activities.

- a. Consultant shall devote such time, attention and energy to the business and affairs of the Client as requested by the Client, and in any event no less than the amount of time specified in Exhibit A hereto.
- b. Consultant shall keep and provide upon request to the Client a log describing the work activities of the Consultant.

5. Representations and Warranties. Consultant represents and warrants

- a. that Consultant has no obligations, legal or otherwise, inconsistent with the terms of this Agreement or with Consultant's undertaking this relationship with the Client,
- b. that the performance of the services called for by this Agreement do not and will not violate any applicable law, rule or regulation or any proprietary or other right of any third party,
- c. that Consultant will not use in the performance of his responsibilities under this Agreement any confidential information or trade secrets of any other person or entity and
- d. that Consultant has not entered into or will enter into any agreement (whether oral or written) in conflict with this Agreement.

6. Entire Agreement. This Agreement, contains the entire understanding and agreement between the parties hereto with respect to its subject matter and supersedes any prior or contemporaneous written or oral

agreements, representations or warranties between them respecting the subject matter hereof.

7. Amendment. This Agreement may be amended only by a writing signed by Consultant and by a representative of the Client duly authorized.
8. Severability. If any term, provision, covenant or condition of this Agreement, or the application thereof to any person, place or circumstance, shall be held by a court of competent jurisdiction to be invalid, unenforceable or void, the remainder of this Agreement and such term, provision, covenant or condition as applied to other persons, places and circumstances shall remain in full force and effect.
9. Agreement to Perform Necessary Acts. Consultant agrees to perform any further acts and execute and deliver any documents that may be reasonably necessary to carry out the provisions of this Agreement.
10. Compliance with Law. In connection with her services rendered hereunder, Consultant agrees to abide by all federal, state, and local laws, ordinances and regulations.
11. Independent Contractor. Consultant's relationship with the Client will be that of an independent contractor, and nothing in this Agreement is intended to, or should be construed to, create a partnership, agency, joint venture or employment relationship. Consultant will not be entitled to any of the benefits that the Client may make available to its employees, including, but not limited to, group health, life insurance or other medical benefits, paid vacation, holidays or sick leave. Consultant will not be authorized to make any representation, contract or commitment on behalf of, or otherwise bind or act as agent for, the Client. Consultant will be solely responsible for obtaining any business or similar licenses required by any federal, state or local authority. In addition, Consultant will be solely responsible for, and will file on a timely basis, all tax returns and payments required to be filed with, or made to, any federal, state or local tax authority with respect to the performance of services and receipt of fees under this Agreement. No part of Consultant's compensation will be subject to withholding by the Client for the payment of any social security, federal, state or any other employee payroll taxes. Consultant retains the discretion in performing the tasks assigned, within the scope of work specified.
12. Intellectual Property: The Consultant agrees that the Client will have exclusive ownership in all work product (the "Work Product") that the Consultant produces under this Agreement, including the Consultant's copyright interest in the Work Product, except for the work methods and

materials (the "Consultant's Materials") specified in Exhibit A. All Work Product must be original work by the Consultant or by its subcontractors and must not infringe the rights (including intellectual property rights) of any third party. The Consultant hereby grants the Client a perpetual, non-exclusive license to make copies and to modify the Consultant's Materials, without any additional payments, to the extent that the Consultant's Materials are incorporated in the Work Product or are reasonably necessary to use the Work Product.

13. Objectivity: All work undertaken by the Consultant shall be done in an objective and independent fashion. Results of analysis shall be based solely on the circumstances as the Consultant sees them as derived from research conducted by the Consultant or referenced third parties. If requested by the Client, the Consultant will explain and discuss her findings with the Client and other individuals and groups designated by the Client. Consultant's fees and expenses are not, accordingly, contingent upon predetermined or favorable findings.
14. Protection of Confidential Information: Consultant acknowledges that information may be provided throughout the term of this Agreement with internal documents about the Client programming not readily available to the public. All of which are confidential and proprietary. In recognition of the foregoing, Consultant covenants and agrees during the term of this Agreement and thereafter:
 - a. to keep secret all confidential matters of the Client and not disclose them to anyone outside of the Client, except with the Client's prior written consent;
 - b. to not make use of any of such confidential matters for her own purposes or the benefit of anyone other than the Client; and

In addition, Confidential Information shall not include information generated by the Consultant, unless the information is generated as a direct result of the performance of consulting services under this Agreement.

15. Return of Materials: The Consultant agrees to promptly return, following the termination of this Agreement or upon earlier request by the Client, any drawings, tracings, and written materials in the Consultant's possession and (a) supplied by the Client in conjunction with the Consultant's services under this Agreement; or (b) generated by the Consultant in the performance of services under this Agreement.

16. Disputes: Any question, matter, dispute or claim arising out of or relating to any of the provisions of this Agreement or any obligation between the parties of the breach thereof, which the Consultant and the Client have attempted but not been able to resolve within a reasonable period of time not to exceed thirty (30) days from the date of initial written notice of the dispute from one party to the other, shall be settled by arbitration in the State of New York in accordance with the Commercial Arbitration Rules of the American Arbitration Association. The award rendered in such arbitration shall be binding on the parties hereto and judgment upon the award may be entered by any court having jurisdiction hereof. The Consultant shall not withhold performance of any services and the Client shall not withhold any undisputed payments during the dispute resolution period.
17. Taxes. Consultant agrees to pay all appropriate local, state and federal taxes.
18. Governing Law. This Agreement shall be construed in accordance with, and all actions arising hereunder shall be governed by, the laws of the State of New York.
19. Miscellaneous:
 - a. This Agreement shall inure to the benefit of and be binding upon the respective heirs, executors, successors, representatives and assigns of the parties, as the case may be.
 - b. The Client will not use the Consultant's name in any commercial advertisement or similar material used to promote or sell products, unless the Client obtains in advance the written consent of the Consultant. The Consultant also agrees that it will not use the name, logo or any other trademark of the Client without its express written consent.
 - c. If any provision of this Agreement or any attachment hereto is found by a court of competent jurisdiction to be invalid or unenforceable, such invalidity or unenforceability shall not invalidate or render unenforceable any other part of this Agreement or attachment, but rather the Agreement and/or any attachment shall be construed as not containing the particular provision or provisions held to be invalid or unenforceable; provided, if and to the extent any invalid or unenforceable provision may be modified so as to be valid and enforceable as a matter of law, such provision will be deemed to have been

modified so as to be valid and enforceable to the maximum extent permitted by law.

- d. This Agreement shall be governed by and construed under the laws of the State of New York.

In witness whereof, the parties signed their names on the dates in the year set forth below.

Representative of City of Plattsburgh:

By:

Name:

Title:

Consultant:

Amy Bonn

Exhibit A

1. Description of Services to be Rendered

The consultant will:

Work on/identify and supervise a consultant who will apply for the following grants as requested by the Mayor or Director of Community Development:

- National Park Service's American Battlefield Protection Program
- CFA Applications as Identified by the Council, Mayor and Director of CD
- Waterfront Revitalization Funds
- AHC Grant
- Main Street Grant
- AmeriCorps*VISTA
- Downtown Revitalization Funds
- Placemaking Grants
- Any other specific grants requested by the City and accepted by Consultant

Technical Assistance and Collaborations

- CFA Workshop for Area Businesses and non-profits
- Main Street Workshop for Potential Applicants
- Evaluation and measurement projects
- Weekly Grant Searches for other organizations
- Build Capacity of Lake City CDC
- Grant searches for the City and other projects as identified by the Mayor or the Director of Community Development
- Other projects as agreed on by the consultant and the Mayor and/or the Director of Community Development

2. Compensation

Work completed by the consultant will be billed at a rate of \$76/hr. and will not exceed \$760/week without permission via email from either the Director of Community Development or the Mayor. Other consultants affiliated with Finch who work on projects will be billed at an hourly rate that will be approved of by a City representative prior to commencing work.

Editorial Policy

Finch Network partners believe project collaboration is a beneficial process. This philosophy is reflected in how we work with clients to develop reports that are useful, accessible and meet funding requirements. We find client feedback during the revision process useful and enriching to the process and have developed guidelines so that we can capitalize on our clients' time and talents while adhering to an agreed upon budget and schedule.

Report Outline

Finch Network will share an outline of the report with client one month prior to the anticipated completion of the report. Clients have one week to comment on the outline.

First Draft

Suggested edits may be made either by using track changes in a Word document or written comments on a hard copy version of the report. All formatting and content suggestions should be made during this draft. All comments should be combined into one document and submitted to Finch Network within one week unless a different date is agreed upon in advance.

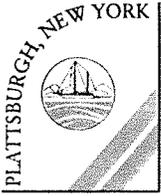
Second Draft

Clients should review the second draft clients to ensure that Finch Network has addressed all concerns noted in the first draft. Clients should send any suggested revisions to Finch Network in one document either using track changes or written comments on a hard copy of the report. Clients will have one week to review and comment on the second draft unless a different date is agreed upon in advance.

Additional Revisions

If a client requires further revision on material, Finch Network will bill hourly of \$76/hr. and the additional editing rate specified in Exhibit A.

Finch Network partners are available to discuss any concerns or questions about the report at any point during the revision process.



Plattsburgh, New York

David M. Powell
Chief Plant Operator

Water Pollution Control Plant
53 Green Street
Plattsburgh, New York 12901
518-563-7172
Fax: 518-566-8540

March 17, 2016

Mayor James Calnon and
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

RE: CONTRACT #2012-07 -HAULING OF SLUDGE FOR WPCP

Dear Mayor and Councilors:

The current contractor, Drummac Septic, has expressed an interest in extending the current contract for an additional year. As part of the contract documents in Item XIV, the contract may be extended for an additional year by mutual consent of the Contractor and the City. For 2015, the City expended about \$144,357 for hauling 6350 wet tons. For 2016, the estimated budget costs are \$145,329 (using 6,014 wet tons).

It is therefore respectfully requested that the contract be extended for the additional one-year period. See the attached letter from Drummac requesting an additional year of hauling services. It is also requested that the Mayor be authorized to execute the necessary contract agreement for this work to commence.

Very truly yours,

David M. Powell
Chief Plant Operator

DMP:pl

cc: Jon Ruff
Files (2)

Drummac Septic Service

P.O. Box 314
Highgate Center, VT 05459
802-868-3247

March 9 2016

David Powell
52 Green Street
Plattsburgh NY 12901

RE: Sludge Hauling for WPCP-Contract #2012-07

Dear David:

Drummac Septic Service is interested in extending the sludge hauling for the Water Pollution Control Plant for one year.

Please let me know if you have any further questions.

Thank you,



Michael Medor
Owner



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

At a regular meeting of the Common Council of the City of Plattsburgh, New York, held March 23rd, 2016, the following resolution was adopted:

By Councilor _____ ; Seconded by Councilor _____

WHEREAS, the following resolution was adopted on March 23rd, 2016, and

WHEREAS, the Capital Expenditure Plan adopted January 9th, 2014, includes a Water Pollution Control Plant (WPCP) category, and

WHEREAS, the Environmental Engineer established a 2014 WPCP Aeration System Upgrades project that was not included in the WPCP category of the Capital Expenditure Plan adopted January 9th, 2014, and requested to amend the Capital Expenditure Plan to include the 2014 WPCP Aeration System Upgrades in the WPCP category, and

WHEREAS, the cost of the 2014 WPCP Aeration System Upgrades project was estimated and was revised and is requested to be revised again by the Environmental Engineer, as follows:

	2014 Amended Capital Plan	2014 Estimated Cost	2015 Revised Cost	2016 Revised Cost
WPCP Aeration System Upgrades	\$ <u>350,000</u>	\$ <u>350,000</u>	\$ <u>400,000</u>	\$ <u>525,000</u>
Total	\$ <u>350,000</u>	\$ <u>350,000</u>	\$ <u>400,000</u>	\$ <u>525,000</u>
Project Funding:				
Sewer Capital Reserve	\$ <u>350,000</u>	\$ <u>350,000</u>	\$ <u>400,000</u>	\$ <u>525,000</u>
Total	\$ <u>350,000</u>	\$ <u>350,000</u>	\$ <u>400,000</u>	\$ <u>525,000</u>

Now therefore,

BE IT RESOLVED, by the Common Council of the City of Plattsburgh, New York, this 23rd day of March 2016, as follows:

- 1) That, the amount of Five Hundred Twenty-five Thousand and 00/100 (\$525,000.00) Dollars is hereby appropriated to the Capital Project **2014 WPCP Aeration System Upgrades (H8130.60)** for the revised cost of the Capital Project as revised above and is hereby authorized to be expended for such purpose.
- 2) That, Five Hundred Twenty-five Thousand and 00/100 (\$525,000.00) Dollars of such appropriation be provided by the Sewer Capital Reserve fund.
- 3) That, this resolution takes effect immediately.

On Roll Call,

CERTIFIED A TRUE COPY

CITY CLERK



Plattsburgh, New York

Richard A. Marks
City Chamberlain

Department of Finance
6 Miller Street
Plattsburgh, NY 12901
518-563-7704 TEL
518-563-1714 FAX

DATE: March 21, 2016
MEMO TO: Mayor Calnon
FROM: Richard Marks
RE: Finance & Data Processing – Budget Transfers

It is being requested to adjust the 2016 General Fund Budget as follows:

Decrease: Appropriation: Finance – Regular Payroll	1-1310000 1100	\$ 7,874.00
Decrease: Appropriation: DP – Regular Payroll	1-1680000 1100	\$23,126.00
Increase: Appropriation: DP – Contract Services	1-1680000-4430	\$31,000.00

This request provides for a transfer within the 2016 General Fund Budget for the unbudgeted costs for the temporary labor services to provide for customer service staff while the process to hire permanent employees is pursued through civil service. The transfer of \$31,000.00 for the estimated cost is being made from the regular payroll lines budgeted in the Finance and Data Processing segments of the 2016 General Fund Budget, requiring no change to the total General Fund Budget for 2016.

Thank you for your attention to this request.

Cc: Carole Garcia



Date of Application 3.21.2016
Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.
Street Solicitation Requests will not be accepted until February 1.

9.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: Library Trustees Association Contact # (day of) 518-698-7578

Location of Event Site – *A fee may be assessed based on content of the application.*

Please mark all that apply:

- Beach booking
- Band shell booking
- Trinity Park
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation -No rain date for street solicitation; map of permitted intersections and guidelines are available from the City Clerk's Office.
- City Hall Building
- Other Please list:

Type of Event:

- Festival
- Tournament
- Parade
- Run/Walk-a-thon
- Bicycle Race/Ride
- Music Event
- Sidewalk Sale
- Marina booking
- Family Picnic/
- Demonstration
- Other Conference

Actual Event Date(s): May 6-7, 2016 Time of Event: 5pm May 6 - 3pm May 7

Set- Up Date: 6 May, 2016 Start Time 1pm

Tear Down Date: 7 May 2016 End Time 4pm

Rain date: NA Annual Event **YES** **NO** *but not in Plattsburgh*
(No rain date is permitted for Street Solicitations)

Estimated Attendance: 70-80 Admission Fees: Pre-registration fee

Event Details (Please describe the purpose of your event)

An annual conference and training for trustees of NY public libraries. Friday evening: local authors, dinner, welcome, awards. Saturday: Breakfast, lunch, three concurrent sessions repeated, keynote presentation, more awards.

We request 3 rooms in City Hall for use in the breakout sessions. Catering will be done by My Cup of Tea and they have arranged the liquor license with Champlain Wine Co. Insurance form is attached.

Liquor license required for cocktails ~~and~~ on Friday evening (wine & beer)

ORGANIZER/ APPLICANT INFORMATION

Name of Organization Library Trustees Association of NYS

Primary Contact Person: Tim Gavin, Executive Director

Mailing Address: PO Box 11048

Town/City: Albany State : NY

Postal Code: 12211 email: tgavin@librarytrustees.org

Daytime Phone Number: 518-445-9505 Cell: 518-698-7578

Alternate Contact Person: Tish Fontanella, President Phone: 914-309-6523

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # _____

Social Media Contact Information

Twitter _____ Facebook www.facebook.com/www.librarytrustees.com

You tube _____ Website librarytrustees.org

SITE PLAN

Site Plan Attached YES NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO Specifics: As provided in City Hall

Water Required? YES NO

Trailer Stage Required? YES NO (Event Organizer responsible for pick up/return of stage)

Portable Stage Required? YES NO
If YES, what dimensions?

Fireworks YES NO Sound Amplification YES NO

Sanitation Facilities YES NO Port-a-potties to be arranged by organizer. Please mark on site map.

Food Vendors/BBQ YES NO

Animals (Petting zoo) YES NO Company Contact information: _____

Amusement Rides YES NO Contact Information: _____

ALCOHOL

Alcohol at event YES NO Attach all requirements of the Municipal Alcohol Policy. Applicant is responsible for obtaining applicable Liquor License. The NYS Liquor Authority rules and regulations are available at www.sla.ny.gov/.

I/we have read, understand and will comply with the City of Plattsburgh

Municipal Alcohol Policy Tim Gavin SIGNATURE

ROAD CLOSURES/ PUBLIC WORKS

Does your event require a road closure? YES NO

Road: Not required

_____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Road: _____ Date: _____ Time: _____

Other: _____

NOTE: Please provide and mark all road closure information in your site plans.

Barricades/Cones needed (if not a road closure) YES NO Location: _____

Additional Accessible parking signed dropped YES NO Location: _____

PARKING

Satellite Parking Location: NA Street parking will be sufficient

Bicycle Parking YES NO Location: _____

Additional Handicap Parking YES NO Location: _____

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area NA Time _____

Parade/Walk Dismissal Area _____ Time _____

Route Map Attached YES ___ NO ___

Describe the Proposed Event Route of parade _____

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): Tim Gavin

Cell Number: 518-698-7578 Other (PIN) _____

Alternate Contact person : Tish Fontanella Cell: 914-309-6523

Where will liaison meet Emergency Services in the event of an emergency?

At City Hall

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

Tim Gavin as above with other members of the LTA Board of Trustees on site.

Name of Security Firm: NA Contact #: _____

FIRST AID

Who is responsible for first aid at your event? Please identify their location on the site plan.

Tim Gavin City Hall

TRAINING

What training will you provide to your volunteers/staff/participants regarding emergencies?

Immediate calls to 911

LTA Board of Trustees will provide aid as needed.

EVACUATION

How will you evacuate the area in the case of an emergency/disaster? Location of exits?

Evacuation Area

Evacuation plan for City Hall.

TENTS/VENDORS

TENT REQUIREMENTS

Will you have tents at your event? YES ___ NO ✓

Please list the sizes: _____

REFRESHMENT VEHICLES REQUIREMENTS

Use of refreshment vehicles must adhere to the below requirements. Please confirm how you are going to demonstrate compliance to these conditions.

List of Food Vendors Attached YES ___ NO ✓

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit *Provided by Champlain Wine Co.*
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork *Provided by Champlain Wine Co.*
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

I/We the Event organizer Tim Gavin, on behalf of Library Trustees Association of NYS, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: Tim Gavin Date 21 march, 2016

<p>FOR INTERNAL USE ONLY</p> <p>Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and or parks as listed in the application for the special event described.</p> <p>Permit Issue Date: _____</p> <p>Authorized Signature _____</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Insurance Certificate</td> <td style="width: 10%; text-align: center;">YES</td> <td style="width: 10%; text-align: center;">NO</td> <td style="width: 10%;"></td> </tr> <tr> <td>Permit Fee</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td></td> </tr> <tr> <td>Report to Council</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Permit ISSUED</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4" style="text-align: center;">_____</td> </tr> </table>	Insurance Certificate	YES	NO		Permit Fee	YES	NO		Report to Council				Permit ISSUED				_____			
Insurance Certificate	YES	NO																			
Permit Fee	YES	NO																			
Report to Council																					
Permit ISSUED																					

Client#: 12340

LIBRATRUST

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/11/2016

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

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

PRODUCER: Cool Insuring Agency Inc CL, 784 Troy Schenectady Road, Latham, NY 12110, 518 783-2665. CONTACT NAME: Cool Insuring Agency Inc, PHONE (A/C, No, Ext): 518 783-2665, FAX (A/C, No): 518-783-8754. INSURER(S) AFFORDING COVERAGE: National Fire Insurance Company, NAIC #: 20478. INSURED: Library Trustees Association of NYS, P.O. Box 11048, Albany, NY 12211.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR INSR, WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) Re: Event at City Hall on May 6-7 2016 Certificate holder is included as an additional insured under the General Liability when required by written contract.

CERTIFICATE HOLDER: City of Plattsburgh, 41 City Hall Place, Plattsburgh, NY 12901. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: Anthony J. Marchese

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RED KNIGHTS MC NY 50
Street Drive 9/03/16

Date of Application
Permit Number

EVENT APPLICATION

Please return completed application form with permit fee and paperwork to:

Community Development Office
41 City Hall Place
Plattsburgh, NY 12901
Phone (518) 536-7458 OR (518)536-7509
events@cityofplattsburgh-ny.gov

All applications must be submitted 45 days in advance for events.
Street Solicitation Requests will not be accepted until February 1.

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

EVENT INFORMATION

Applicant's Name: Eric Jock Contact # (day of) 518-569-7430

Location of Event Site – A fee may be assessed based on content of the application.
Please mark all that apply:

- Beach booking
- Band shell booking
- Trinity Park
- City Marina
- Crete Civic Center
- City Gym
- US Oval
- Street Solicitation (*No rain date for street solicitation*)
- City Hall Building
- Other Please list:



Alternate Contact Person: Dete Borho ~~XXXX~~ ~~XXXX~~ Phone: (518) 586-2560

Is your group a non-profit/charitable organization? YES NO

If yes, does it have a charitable Donation # Yes

Social Media Contact Information

Twitter N/A Facebook Red Knights MC NY 50
You tube N/A Website www.RKMCNY50.com

SITE PLAN

Site Plan Attached YES NO

A Detailed Site Plan must be included with your package. The following, should they be relevant, must be included on your Site Plan.

- Location of all Tents, temporary or permanent structures
- Location of barricades and road closures (road, parking, bicycle parking, parking lots)
- Emergency exits
- fire extinguishers, propane storage
- fencing, staging, bleachers, stages, inflatables, petting zoos, etc.
- food/refreshment tent vendors, restrooms, refreshment tents

OTHER EVENT DETAILS

Power Required? YES NO Specifics: _____

Water Required? YES NO

Trailer Stage Required? YES NO (Event Organizer responsible for pick up/return of stage)

Portable Stage Required? YES NO
If YES, what dimensions?

Fireworks YES NO Sound Amplification YES NO

Sanitation Facilities YES NO Port-a-potties to be arranged by organizer. Please mark on site map.

Food Vendors/BBQ YES NO

Animals (Petting zoo) YES NO Company Contact information: N/A

Amusement Rides YES NO Contact Information: N/A

PARADE/ WALK INFORMATION

Parade/Walk Assembly Area N/A Time _____

Parade/Walk Dismissal Area N/A Time _____

Route Map Attached YES ___ NO

Describe the Proposed Event Route of parade N/A

EMERGENCY MANAGEMENT

All Sections **MUST** be completed before an event will be approved and an event permit issued.

Designated Emergency personal/Liaison (Event day): Eric Jolk

Cell Number: 518-569-17430 Other (PIN) N/A

Alternate Contact person : Pete Borho Cell: 518-586-2560

Where will liaison meet Emergency Services in the event of an emergency?

At location

SECURITY

Who is responsible for your event security? What are their responsibilities? Please identify their location on the site plan.

N/A

Name of Security Firm: _____ Contact #: _____

CHECKLIST

Please submit the following documents with your Event Application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Detailed Site Plan
- Detailed Route Map (parade or walk)
- Map of Road Closures
- NYS Liquor License/Special Occasion Permit
- List of Refreshment Vehicle owners/ Mobile Food Providers (if applicable)
- Municipal Alcohol Policy Paperwork
- Insurance Certificate (City of Plattsburgh listed as additional insured)
- Application Signed

I/We the Event organizer Eric Joul, on behalf of Red Knights MC, the party requesting the use of the City of Plattsburgh facility/park noted in the above application do hereby hold and save harmless and agree to indemnify the City of Plattsburgh and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the rental/use of the facility/park.

I/We have read and understand the Municipal Event Procedures and I/We will abide by all guidelines therein.

Applicant's Signature: _____

Date

March - 14 - 2016

FOR INTERNAL USE ONLY

Permission is GRANTED to the applicant and/or sponsoring organization to use the streets/facilities and/or parks as listed in the application for the special event described.

Permit Issue Date: _____

Authorized Signature _____

Insurance Certificate	YES	NO
Permit Fee	YES	NO
Report to Council		
Permit ISSUED		

Local Law No. P-5 of the year 2016.

A local law adding Article VI entitled “Outdoor Cafes and Merchandise Displays on Public Streets and Sidewalks” to Chapter 233 “Streets and Sidewalks” the City Code of the City of Plattsburgh.

Be it enacted by the Common Council of the City of Plattsburgh as follows:

Article VI of Chapter 233 of the City Code of the City of Plattsburgh will be entitled “Outdoor Cafes and Merchandise Displays on Public Streets and Sidewalks” and will read as follows:

§ 233-38 Purpose

§ 233-39 Definitions

§ 233-40 Commercial Use of Public Streets and Sidewalks Restricted

§ 233-41 Permit Required and Where Permissible

§ 233-42 Permit Application Procedure

§ 233- 43 Permit Term

§ 233- 44 General Permit Regulations

§ 233-45 Revocation or Denial of Permit

§ 233-46 Temporary Suspension of Permit

§ 233-47 Permit and Use Fees

§ 233-48 Display of Permit

§ 233-49 Sale and Consumption of Alcoholic Beverages

§ 233-50 Penalties for Offense

§ 233- 51 Effective Date

§ 233-38 Purpose

Sidewalk cafes and merchandise displays on the public streets and sidewalks may promote the public interest by contributing to an active and attractive pedestrian environment. The purpose of accommodating sidewalk dining and sales is to add activity, attract pedestrians, extend their visits and enhance overall community quality of life. Reasonable regulation of street and sidewalk cafes and merchandise displays is necessary to protect the public health, safety, and welfare, including the maintenance of pedestrian access. The intent of this article is to set forth the conditions and requirements under which a sidewalk café and sidewalk merchandise display, as defined, may operate by permit on a public sidewalk and street within the City of Plattsburgh.

§ 233-39 Definitions

Sidewalk Café: Any portion of public sidewalks or streets in the downtown area in which tables, chairs, and associated exterior property are placed for the sole purpose of patrons consuming food and/or beverages (alcoholic or non-alcoholic) beverages served by a food establishment adjacent to the public sidewalk property.

Clear Path of Travel: Measured from the outside edge of the sidewalk café fencing, fence post base or other sidewalk café related obstruction (that limits pedestrian passage) to the ~~back~~ planter furniture zone where one exists or else to the curb zone.~~of the curb or nearest obstruction.~~ Clear path of travel must fall entirely within the Pedestrian zone as defined below. Measurements must be clearly identified on the café permit application site plan.

Curb Zone: The first 6-inches of the sidewalk corridor immediately adjacent to the roadway.

Frontage Zone: The area between the pedestrian zone and the private property line. A standard frontage zone shall be at least 12-inches wide.

Pedestrian Zone: The area of the sidewalk corridor that is specifically reserved for pedestrian travel. It should be completely free of obstacles, protruding objects, and vertical obstructions which can be hazardous to pedestrians, particularly for individuals with vision impairments who may not be able to detect or avoid the hazard. A standard pedestrian zone should be at least 60-inches wide

Planter / Furniture Zone: Lies between the curb zone and pedestrian zones and is intended to house utilities, such as traffic poles and fire hydrants, trees, plants and pedestrian amenities, such as benches and bus shelters.

Public Right-of-Way: means any public street, alley, roadway, sidewalk, walkway, highway, bicycle lane right-of-way, or public way designed for vehicular, bicycle, or pedestrian travel that is dedicated to public use and/or publicly owned.

Sidewalk Café Permit : means a permit issued by the City Building Inspector for operation of a sidewalk cafe which meets all of the requirements of this section and all other applicable laws and ordinances of the city and all state and federal laws.

Merchandise Display Permits: means a permit issued by the City Building Inspector for the temporary placement of merchandise on public sidewalk property by a commercial retail store adjacent to the public sidewalk property.

§ 233-40 Commercial Use of Public Streets and Sidewalks Restricted

Use of public streets and sidewalks for any commercial purpose, including sidewalk cafes and merchandise displays, shall be unlawful except as specifically provided herein or as specifically authorized by this article.

§ 233-41 Permit Required and Where Permissible

- (A) It shall be unlawful to sell, or offer for sale, any food, beverage, merchandise, or service on any street, sidewalk, alley, City parking lot or other thoroughfare or public right-of-way without first obtaining the applicable sidewalk café permit or merchandise display permit.

- (B) A sidewalk cafe shall be permitted only in zoning districts which allow indoor restaurants, or other indoor business selling food for consumption on the premises, and then only if the sidewalk cafe is contiguous to an indoor restaurant, or other indoor business selling food for consumption on the premises, and the cafe's operation is incidental to and a part of the operation of such contiguous indoor restaurant, or other indoor business selling food for consumption on the premises. A sidewalk cafe shall be located on the public sidewalk or public street right of way immediately contiguous to and abutting the indoor restaurant, or other indoor business selling food for consumption on the premises, which operates the cafe, provided that the area in which the sidewalk cafe is located extends no farther along the sidewalk's length than the actual sidewalk frontage of the operating indoor restaurant, or other indoor business selling food for consumption on the premises, and all other applicable provisions of this article are fulfilled.

- (C) A merchandise display permit shall be permitted only in zoning districts which allow for the retail sale of goods on the premises and then only if the merchandise display is contiguous to an indoor retail store and the merchandise display is incidental to and part of the operation of such contiguous indoor store. A merchandise display shall be located on the public sidewalk immediately contiguous to and abutting the retail store, provided that the display extends no farther along the sidewalk's length than the actual sidewalk frontage of the retail store, and all other applicable provisions of this article are fulfilled.

- (D) No signs shall be hung or attached to the sidewalk café or merchandise display unless a sign permit has been issued by the City Building Inspector pursuant to the Cite Code.

§ 233-42 Permit Application Procedure

Applications for a sidewalk café permit and a merchandise display permit will be available in the City Building Inspector's Office. Applications shall be made on forms as approved by the Common Council by resolution. Necessary information shall include, but not be limited to:

application forms, site plan details, pedestrian zone maintenance, insurance requirements, and proof of food and beverage licenses and permits. All permit and use fees will be established per section 233-47. The City Building Inspector may impose any other restriction on the location, size or design of the sidewalk cafe or merchandise display that, in their sole judgment, protects the accessibility, health, safety and welfare of the public.

§ 233- 43 Permit Term

A sidewalk café permit and a merchandise display permit shall have a one year term from the date of issuance unless suspended or revoked pursuant to this article.

§ 233-44 General Permit Regulations

A sidewalk cafe and merchandise display permitted, authorized and operated pursuant to this article shall:

- A. Comply with all plans submitted to and permits approved by the City Building Inspector.
- B. Serve no alcoholic beverages on or at any sidewalk cafe after 12:00 a.m. or before 8:00 a.m. All service of any kind whatsoever shall cease at 12:00 a.m. and not begin until 8:00 a.m.
- C. Ensure that by no later than 12:30 a.m. all patrons must be vacated from the sidewalk cafe and by no later than the closing of the establishment all furniture, utensils, containers or any other materials used in the operation of the sidewalk cafe or within the area used by the sidewalk cafe shall be removed from the sidewalk cafe area, provided that any railing, flooring or other support or enclosure used in the assembly, operation or enclosure of the sidewalk cafe may be allowed to remain on the sidewalk area if specifically permitted in the Building Inspector's approval of the sidewalk cafe plans.
- D. Remove all sidewalk cafe structures by October 31 and not install prior to April 1 in any year for which a permit is granted.
- E. Not allow music, from whatever source (acoustical, electric or other), to be played on the premises outdoors between the hours of 12:00 midnight and 8:00 a.m.
- F. Not allow advertisements, signs, neon signs, decorations or displays to be placed in, on, or about the sidewalk café premises without the prior written approval of the Code Enforcement Officer.
- G. Not allow encroachment on the public sidewalk beyond the authorized sidewalk café premises or merchandise display into the public right-of-way.
- H. At all times, keep or cause to be kept the sidewalk café or merchandise display free of litter, trash, obscene material, paper and other waste including during special events held by other organizations.
- I. At the termination of the permit, return the sidewalk café or merchandise display premises to the City in as good condition as at the commencement of the term hereof, usual wear and tear, acts of God, or unavoidable accidents excepted.
- J. Be located and permitted only where the sidewalk is wide enough to adequately accommodate a pedestrian zone in the area and the operation of the proposed sidewalk café or merchandise display.
- K. Comply with all other provisions of the Code of the City of Plattsburgh, state and federal regulations, including the Americans with Disabilities Act.

§ 233-45 Revocation or Denial of Permit

- A. Upon a finding by the City Building Inspector that an application for a permit is unable to comply with the requirements as set forth in the permit application, the City Building Inspector shall deny said permit.
- B. Upon a finding that an applicant has violated any provisions of this article, the City Building Inspector shall give notice of violation by personal delivery of written notice to the permit holder or their authorized agent or officer, or by first class mail addressed to the permit holder at the premises address set forth in the permit application. Said notice shall require the applicant to correct said operational violations within 24 hours of receipt of said notice by the City Building Inspector. Upon failure to correct said operational violation within 24 hours, the City Building Inspector may revoke the applicant's sidewalk café permit or merchandise display permit issued pursuant to this article. The City Building Inspector shall, in his or her sole judgment, give the violator reasonable time to repair any structure damage or physical violation of any provision of this article. If revoked for a violation, the permit holder will not be entitled to a refund of any permit or use fees. Any appeal of the City Building Inspector's revocation or denial of a permit issued under this article may be brought to the City of Plattsburgh Zoning Board of Appeals pursuant to the City Code.
- C. Any sidewalk café permit or merchandise display permit which allows commercial operations on the public right-of-way may be terminated at the will of the City without cause on 7 days' notice to the permit holder. If the permit is terminated without cause, the City will refund to the permit holder a prorated portion of the permit and/or use fee for the unexpired term of the permit. The City may give notice of termination by personal delivery of written notice to the permit holder or their authorized agent or officer, or by first class mail addressed to the permit holder at the premises' address set forth in the permit application.

§ 233-46 Temporary Suspension of Permit

A permit may be temporarily suspended, if it is determined by the Chief of Police or Fire Chief and/or their designees that, by reason of disaster, public calamity, riot, or other emergency, the public safety requires such suspension. A temporary suspension may also be issued by the Mayor due to a special event or celebration on the public right-of-way. Written notice of the temporary suspension shall be provided, where practical, to the permit holder.

§ 233-47 Permit and Use Fees

A fee for the permit and use of the public right-of-way shall be charged based upon the direct and indirect costs of administration, inspection, and enforcement as set by resolution of the Common Council.

§ 233-48 Display of Permit

All permits shall be displayed at all times during the operation of the sidewalk café or merchandise display business.

§ 233-49 Sale and Consumption of Alcoholic Beverages

The area encompassed within a sidewalk cafe authorized pursuant to this article shall be considered duly licensed for sale and consumption of alcoholic beverages and shall not be subject to Chapter 129, Alcoholic Beverages, of the Code of the City of Plattsburgh.

§ 233-50 Penalties for Offense

- A. Any person who violates any of the provisions of this article shall, upon conviction thereof, be subject to a fine not exceeding \$250. Each day that such violation continues shall constitute a separate violation. In addition, the Building Inspector may cause any sidewalk cafe existing in violation of this article to be removed without notice. A fee of \$200 shall be charged to the licensee for the cost of such removal. The Department of Public Works may store the removed sidewalk cafe structure for a period of 30 days; and if unclaimed, the structure may be destroyed, sold or discarded.
- B. Any person who fails to remove a sidewalk cafe structure by October 31, or who receives two written notices from the Building Inspector's Office for a general permit violation as provided for in § 233-43, shall not be eligible for a sidewalk cafe or merchandise display permit in any following year.

§ 233- 51 Effective Date

This Local Law shall take effect immediately upon approval by the Mayor and filing with the New York Secretary of State.



Plattsburgh Police Department
45 Pine Street
Plattsburgh, New York

518-563-3411
518-566-9000 (FAX)

DESMOND J. RACICOT
Chief of Police

March 11th, 2016

Mayor James E. Calnon
And members of the Common Council
41 City Hall Pl
Plattsburgh NY 12901

Ladies and Gentlemen;

I respectfully request your approval to send a Police Department Employee to Staten Island to attend training presented by the Office for the Prevention of Domestic Violence for continuing education, from March 30th to April 1st. The total initial costs will be \$203.50 dollars which will be reimbursed by the State of New York. In addition to the per diem reimbursement, NYSPODV will reimburse from gas expenditures and cover all lodging expenses. Thank you for your time and consideration in this matter.

Respectfully,

Chief Desmond J. Racicot
Plattsburgh Police Department

DIR/swb



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

March 7, 2016

Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

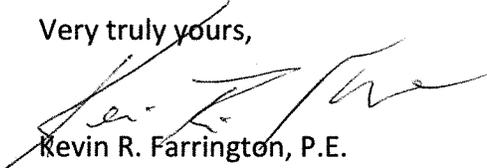
**REF: Request for Permission for
Travel to "NYPF Conference"**

Dear Mayor Calnon & Councilors:

It is requested the permission be granted for City Engineer Kevin Farrington and Senior Clerk, Planning Board Secretary Jody Helfgott to attend the "NYPF Conference" on April 18 – April 19, 2016 at Saratoga Springs, NY at an estimated cost of \$659. A copy of the Program is attached.

Sufficient funds are available in the Engineering & Planning Department Budget.

Very truly yours,

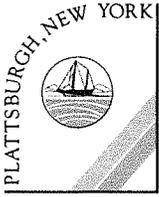

Kevin R. Farrington, P.E.
City Engineer

/jh

CC: City Chamberlain

New York Planning Federation 2016 Annual Conference Schedule

<u>Sunday</u> 4:00-5:00	Preparing for Successful Planning Board and ZBA Meetings	Frederick A. Frank, LEED, BD+C; WSP/Parsons Brinckerhoff
<u>Monday</u> 8:30-9:35	Welcome and keynote speaker What do you see? Planning and Landscape (Re)creation	Rik Scarce: <i>Creating Sustainable Communities: Lessons from the Hudson River Region</i>
9:50-10:55	Zoning for Solar Energy Site Plan Review	Jessica A. Bacher: <i>Pace Land Use Law Center</i> Nina Peek, AICP: <i>AKRF, Inc.</i>
11:00-12:05	Basics of ZBA Decision Making	Mark Schachner, Esq: <i>Miller, Mannix, Schachner & Hafner</i>
12:05-1:30	Local Code Enforcement & Prosecution	Nicholas Ward-Willis, Esq: <i>Keane & Beane P.C.</i>
1:30 3:00	Advanced SEQRA: Involved Agency Activists Municipal Zoning Audits Luncheon and Awards Ceremony	Daniel A. Ruzow, Esq: <i>Whiteman, Osterman & Hanna LLP</i> Robert Feller, Esq: <i>Bond, Schoenack & King</i>
3:15-4:45	Ethical Considerations for Municipal Boards Sense of Space: Urban Parking Issues Zoning for Micro-Alcohol Production	Charles A. Malcomb: <i>Hodgson Russ, LLP</i> William Price, RLA: <i>Fisher Associates</i> Tom Crowell: <i>Chatham Brewing; William Green, Esq: Green & Green</i>
5:00-6:00	Mobile Workshop: Historic Preservation in Saratoga	Representatives from the City of Saratoga, Universal Preservation Hall and the Adelphi Hotel
<u>Tuesday</u> 8:30-10:00	Case Law Updates Regulating Short-Term Rentals The Art of Placemaking: Planning for Public Art Mock Planning Board or ZBA Session	Teresa Bakner: <i>Whiteman, Osterman & Hanna LLP</i> Dean Dietrich, James Morganson,; <i>Lake Placid/North Elba Development Commission; Stephen Shaw: City of Saratoga Springs</i> Barbara Nelson, RA, AIA: <i>TAP, Inc.</i> NYPF Board of Directors
10:15-11:20	Planning for Multi-Generational Communities Ethical Considerations for Municipal Boards (Repeat) Sign Language: Exploring the Regulation of Signs in New York New York State Success Stories in Active Transportation Local Tools and Strategies for Addressing Troubled Properties	Esther Greenhouse: <i>Esther Greenhouse LLC</i> Charles Malcomb: <i>Hodgson Russ, LLP</i> Donald Young: <i>Boylan Code</i> Jeff Olson, RA: <i>Alta Planning+ Design</i> Kerry Ivers, Adam Bello, Justin Wilcox: <i>Town of Irondequoit</i>
11:25-12:30	Controversial and Rare Use Variances FOIL & the Open Meeting Law	Charles A. Voss, AICP: <i>Barton and Loguidice, D.P.C</i> Robert Freeman, Esq: <i>NYS Committee on Open Government</i>



Plattsburgh, New York

Kevin R. Farrington, P.E.
City Engineer

Engineering & Planning Dept.
41 City Hall Place
Plattsburgh, New York 12901
518-563-7730
Fax: 518-563-3645

March 21, 2016

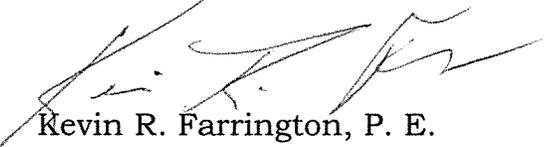
Mayor James Calnon
And
Members of the Common Council
41 City Hall Place
Plattsburgh, NY 12901

**REF: Request for Permission to Advertise for Bid
for "HAMILTON STREET RECONSTRUCTION"
Contract #2016-03**

Dear Mayor Calnon & Councilors:

It is requested that permission be granted to advertise for bids for Contract #2016-03, "HAMILTON STREET RECONSTRUCTION".

Very truly yours,



Kevin R. Farrington, P. E.
City Engineer

/jh

CC: City Clerk
City Chamberlain
Public Works Dept.
Dave Lessor
Dave Brown

City of Plattsburgh
Weekly Expenditure Analysis - Large Dollar Items
Week of 3/24/2016

City:	Payee	Description	Amount
	Clinton County Treasurer	February 2016 receipts for property taxes for 2016 tax roll	746,440.62
	NYS Municipal Workers' Comp	NYS workers' comp premium 2nd qtr. 2016 - all depts.	112,685.54
	Plattsburgh City School District	February 2016 receipts delinquent school taxes for 14/15 & 15/16 rolls	66,340.46
	Plattsburgh City School District	2016 Beekman Towers PILOT payment of \$1118,886 - school district for share	63,610.60
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	50,973.43
	Medicare Reimbursements - 98 retirees	1st Qtr. 2016 Medicare deduction reimbursements (includes 33 spouses)	47,364.30
	Compass Minerals America, Inc.	374.9036 tons of bulk highway coarse salt delivered - DPW - March 2016	30,967.63
	Tyler Technologies	2nd qtr Munis support & hosting - DP & Bldg. Insp. - April to June 2016	24,204.75
	Disabled Retirees - (7)	Supplemental allowance costs 207 (a) & (c) - 6 fire & 1 police - March 2016	17,426.00
	New England Organics	243.99 tons of sludge hauling to Grasslands landfill - WPCP - February 2016	12,453.25
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA/Medicare Payroll withholding	10,900.06
	PrimeLink	March 2016 telephone and internet service fees - all City departments	4,613.24
	NYS Industries for the Disabled	City Court cleaning costs - Municipal Court - February 2016	3,999.30
	Pitney Bowes	Postage advance for new machine - Data Processing - March 2016	2,150.00
	Westaff	Temporary Typist for permanent clerical absences - Finance - March 2016	2,067.12
	Postmaster - USPO	Pre-sorted first class mail postage advance - Data Processing - March 2016	2,000.00
	Polsinello Fuels Inc.	Oil supply purchases - DPW - January 2016 - 1/3 Gen, 1/3 Wtr, 1/3 Swr	1,996.50
	Frontline Industries, Inc.	Frontline pump hub, 24 bushings & 24 pins - WPCP - March 2016	1,716.00
	KCB Inc.	Tire replacements & wheel alignments various vehicles - DPW - Jan/Feb 2016	1,712.96
	NEWS of New York Inc.	17.01 tons grit hauled to Landfill - WPCP - February 2016	1,084.05
	Huber Technology Inc.	3 valve coils - WPCP - March 2016	1,040.00
	Taylor Rental Center	Inflatable house for Irish Festival - Celebrations - March 2016	1,027.12
	Collector Solutions Inc.	Credit card fees customer program purchases - Rec Complex - February 2016	931.42
	Others - 55 total others	Various	14,120.60
		Total City	1,221,824.95
MLD:			
	New York Power Authority	Electricity purchased for resale for February 2016	810,958.22
	City Chamberlain - Reserves	Transfers to Reserves - transfer to debt reserve balance - 2009 serial bonds	250,000.00
	City Chamberlain	January & February monthly installment for 2016 City services	45,000.00
	City Chamberlain	January & February monthly installment for 2016 City PILOT	30,000.00
	NYS Municipal Workers' Comp	NYS workers' comp premium 2nd qtr. 2016	10,805.46
	Medicare Reimbursements - 21 retirees	1st Qtr. 2016 Medicare deduction reimbursements (includes 10 spouses)	10,018.20
	City Chamberlain - T&A Acct.	Transfer wire payment - weekly Blue Shield & monthly CanaRx cost	7,583.04
	City Chamberlain - Soc Sec Acct.	Transfer to deposit FICA Payroll W/H	2,959.30
	Clinton County DSS (3)	Refunds of HEAP payments applied to electricity accounts - March 2016	2,826.46
	TCI of NY, LLC	Transport & dispose of materials and oils from scrap transformers - Feb 2016	2,543.80
	SimplexGrinnell	Fire alarm system test & inspection - February 2016	1,698.71
	Aegisys Inc.	Hosting Harris history files for March 2016 - final month of service	1,250.00
	Others - 16 others	Various	3,910.01
		Total MLD	1,179,553.20
		Gross Total	\$ 2,401,378.15
		Less: Inter-Fund Transactions	325,000.00
		Total Net Expenditures	\$ 2,076,378.15
Payroll:			
		Pay Period	Year to Date
	Total Payroll Headcount	198	280
	Base Hourly & Salary	158,404.28	\$ 2,501,567.13
	Overtime, Standby & Shift Differentials	8,273.20 5.22%	195,743.87 7.82%
	Vacation, Holiday, Pers. & Accum. Leave	\$3.9k Edwards (YTD Payout \$3.6k Robinson, Stone \$33.5k, Riley \$9.6k) 13,366.09 8.44%	480,713.48 19.22%
	Sick, Bereavement Leave	6,291.83 3.97%	99,085.52 3.96%
	Longevity - AFSCME weekly \$2.3k	YTD Mgt. payout - Stone \$14.8k 1,918.05 1.21%	38,378.06 1.53%
	Higher Class Pay	1,504.41 0.95%	7,765.63 0.31%
	Sick Leave Buyout		-
	Health Insurance Buyout	(50.00) -0.03%	24,525.00 0.98%
	Clothing/Uniform Allow - PD, MLD		-
	College Degree Allowances		-
	Severance - sick leave time	YTD Payout - Stone \$59.2k, Riley \$36.8k	95,910.93 3.83%
	Retroactive Pay	YTD Library from 7/1/15 to 2/10/16	6,089.93
	Grand Total	\$ 189,707.86	\$ 3,449,779.55
	Overtime, Standby & Shift Diff	Fire \$ - 0.00%	\$ 74,727.75 38.18%
		Police 3,600.19 43.52%	38,085.02 19.46%
		DPW 1,248.16 15.09%	35,270.05 18.02%
		MLD 1,830.93 22.13%	22,661.28 11.58%
		WPCP 1,089.83 13.17%	16,155.75 8.25%
		Other City Depts. 430.08 5.20%	7,534.34 3.85%
		Library 74.01 0.89%	1,309.68 0.67%
		Overtime, Standby & Shift Diff - by depart.	\$ 195,743.87

City of Plattsburgh
Overtime, Standby & Shift Differential Analysis - 2016 Budget vs. Actual
Payroll Period Ended 3/24/2016
(in dollars)

Department	Budget	YTD Budget	YTD Actual	YTD Variance
Fire	161,301.06	36,926.13	74,727.75	(37,801.62)
Police	233,600.00	53,477.29	38,085.02	15,392.27
DPW	212,623.00	48,675.09	35,270.05	13,405.04
MLD	185,600.00	42,488.80	22,661.28	19,827.52
WPCP	84,830.00	19,419.86	16,155.75	3,264.11
Other City	35,400.00	8,104.01	7,534.34	569.67
Library	<u>7,500.00</u>	<u>1,716.95</u>	<u>1,309.68</u>	<u>407.27</u>
Total	<u><u>920,854.06</u></u>	<u><u>210,808.13</u></u>	<u><u>195,743.87</u></u>	<u><u>15,064.26</u></u>