

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, January 4, 2016**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, January 4, 2016, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**RESOLUTIONS**

- Resolution No. 1 - Reappointment to Community Action Planning Council, Christina E. Stone
- Resolution No. 2 - Reappointment to Community Action Planning Council, Stanley Zaremba
- Resolution No. 3 - Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees
- Resolution No. 4 - Designating Depositories of City Funds for 2016
- Resolution No. 5 - Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000
- Resolution No. 6 - Approving Agreement for the Provision of Water Services Between the Town of Pamelaia and City of Watertown

**ORDINANCES**

**LOCAL LAW**



Res Nos. 1 and 2

December 29, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Reappointments to the Jefferson County Community  
Action Planning Council

At the November 16, 2015 Meeting, City Council reappointed the following two members to the Jefferson County Community Action Planning Council (CAPC). As these members are appointed as an official designee of a particular Council Member and that Member has now changed, new Resolutions have been prepared.

Attached are Resolutions for the following members of the Jefferson County Community Action Planning Council (CAPC) for City Council consideration with new endorsements for the reappointments.

Christina E. Stone  
20258 County Route 63  
Watertown, NY 13601

Stanley Zaremba  
505 Franklin Street  
Watertown, NY 13601

# RESOLUTION

Page 1 of 1

Reappointment to Community Action  
Planning Council, Christina E. Stone

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

***Introduced by***

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RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2017, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of Mayor Joseph M. Butler, Jr., in her appointment to the Jefferson County Community Action Planning Council:

Christina E. Stone  
20258 County Route 63  
Watertown, NY 13601

**Seconded by**

# RESOLUTION

Page 1 of 1

Reappointment to Community Action  
Planning Council, Stanley Zaremba

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

***Introduced by***

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RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2017, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of City Council Member Stephen A. Jennings in his appointment to the Jefferson County Community Action Planning Council:

Stanley Zaremba  
505 Franklin Street  
Watertown, NY 13601

**Seconded by**

Res No. 3

December 23, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Salary Structure and Annual Increase for  
Watertown Housing Authority Employees

In conformity with the requirements of the New York State Housing Law and the United States Housing Act, the City Council of the City of Watertown is being asked to approve salary increases for the employees of the Watertown Housing Authority (WHA). By correspondence dated December 21, 2015, the City was notified that the Watertown Housing Authority Board adopted a resolution establishing the cost of living increase for all employees at two percent (2%) for calendar year 2016. Upon final approval through Civil Service, the salary range of the new position of Maintenance Mechanic is also being approved.

A resolution approving the recommended two percent (2%) cost of living increase for all employees of the Watertown Housing Authority is attached for City Council consideration. A copy of the 2016 salary schedules for the WHA is attached for your review. Mr. Robare will be present at Monday's City Council meeting should the Council have any further questions regarding the WHA's recommendations.

# RESOLUTION

Page 1 of 1

Approving Salary Structure, and Annual Pay Increase for Watertown Housing Authority Employees

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.

Total .....

YEA	NAY

**Introduced by**

WHEREAS in conformity with the requirements of the New York State Public Housing Law § Section 32, Sub Division 1, compensation for Watertown Housing Authority employees can be fixed only upon the approval of the local legislative body, which is the City Council of the City of Watertown, and

WHEREAS the Watertown Housing Authority has reported that based on a comparability review of salaries for their employees with prevailing local government salaries, it is the desire of the Watertown Housing Authority Board to authorize a two percent (2%) cost of living increase for all employees effective January 1, 2016, and

WHEREAS the Watertown Housing Authority is awaiting final approval by the Civil Service for the salary range for the new position of Maintenance Mechanic, and

WHEREAS by resolution adopted on December 17, 2015, the Watertown Housing Authority Board approved a two percent (2%) cost of living increase for all employees, effective January 1, 2016, by modification to its existing salary structure, including the Maintenance Mechanic position,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the 2016 salary structure for all employees of the Watertown Housing Authority which contains a two percent (2%) cost of living increase, effective January 1, 2016, salary structures are attached and made part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to forward certified copies of the resolution to the Watertown Housing Authority.

**Seconded by**

**Step System (Administration) that will become effective January 1, 2016**

**Watertown Housing Authority**

Each year the steps will be adjusted accordingly with the cost of living adjustment (COLA) approved by the WHA Board, then by the City Council.

**2016 COLA = 2.00%**

<b>POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>MANAGEMENT EMPLOYEES</b>								
<b><u>Executive Assistant</u></b>								
Executive Assistant (Salary)	\$41,822	\$43,286	\$44,801	\$46,369	\$47,992	\$49,672	\$51,411	\$53,210
Executive Assistant (Hourly)	\$22.98	\$23.78	\$24.62	\$25.48	\$26.37	\$27.29	\$28.25	\$29.24
<b><u>Modernization Manager</u></b>								
Mod Manager (Salary)	\$50,830	\$52,609	\$54,450	\$56,356	\$58,329	\$60,370	\$62,483	\$64,670
Mod. Manager (Hourly)	\$27.93	\$28.91	\$29.92	\$30.96	\$32.05	\$33.17	\$34.33	\$35.53
<b><u>Maintenance Supervisor</u></b>								
Maint. Supervisor (Salary)	\$48,184	\$49,870	\$51,616	\$53,422	\$55,292	\$57,227	\$59,230	\$61,303
Maint. Supervisor (Hourly)	\$26.47	\$27.40	\$28.36	\$29.35	\$30.38	\$31.44	\$32.54	\$33.68
<b><u>Occupancy Supervisor</u></b>								
Occ. Supervisor (Salary)	\$45,641	\$47,239	\$48,892	\$50,603	\$52,374	\$54,207	\$56,107	\$58,070
Occ. Supervisor (Hourly)	\$25.08	\$25.96	\$26.86	\$27.80	\$28.78	\$29.78	\$30.83	\$31.91
<b><u>Accounting Supervisor</u></b>								
Accounting Supervisor (Salary)	\$53,732	\$55,613	\$57,559	\$59,574	\$61,659	\$63,817	\$66,050	\$68,362
Accounting Supervisor (Hourly)	\$29.52	\$30.56	\$31.63	\$32.73	\$33.88	\$35.06	\$36.29	\$37.56
<b>NON - MANAGEMENT EMPLOYEES</b>								
<b><u>Public Housing Specialist</u></b>								
Public Housing Specialist (Salary)	\$25,516	\$26,409	\$27,333	\$28,290	\$29,280	\$30,305	\$31,366	\$32,464
Public Housing Specialist (Hourly)	\$14.02	\$14.51	\$15.02	\$15.54	\$16.09	\$16.65	\$17.23	\$17.84
<b><u>Senior Public Housing Specialist</u></b>								
Sr. Public Housing Specialist (Salary)	\$28,226	\$29,214	\$30,236	\$31,295	\$32,390	\$33,524	\$34,697	\$35,911
Sr Public Housing Specialist (Hourly)	\$15.51	\$16.05	\$16.61	\$17.19	\$17.80	\$18.42	\$19.06	\$19.73
<b><u>Account Clerk</u></b>								
Acct. Clerk (Salary)	\$29,008	\$30,024	\$31,074	\$32,162	\$33,288	\$34,453	\$35,659	\$36,907
Acct. Clerk (Hourly)	\$15.94	\$16.50	\$17.07	\$17.67	\$18.29	\$18.93	\$19.59	\$20.28
<b><u>Senior Account Clerk</u></b>								
Senior Account Clerk ( Salary )	\$33,617	\$34,794	\$36,011	\$37,272	\$38,576	\$39,927	\$41,324	\$42,770
Senior Account Clerk ( Hourly )	\$18.47	\$19.12	\$19.79	\$20.48	\$21.20	\$21.94	\$22.71	\$23.50
<b><u>Tenant Relations Coord.</u></b>								
Ten. Rel. Coord. (Salary)	\$30,795	\$31,873	\$32,989	\$34,144	\$35,339	\$36,576	\$37,856	\$39,181
Ten. Rel. Coord. (Hourly)	\$16.92	\$17.51	\$18.13	\$18.76	\$19.42	\$20.10	\$20.80	\$21.53
<b><u>Administrative Assistant</u></b>								
Administrative Assistant (Salary)	\$31,422	\$32,522	\$33,660	\$34,838	\$36,057	\$37,319	\$38,625	\$39,977
Administrative Assistant (Hourly)	\$17.26	\$17.87	\$18.49	\$19.14	\$19.81	\$20.51	\$21.22	\$21.97
<b><u>Information Tech. Specialist</u></b>								
Info. Tech. Specialist (Salary)	\$38,864	\$40,225	\$41,632	\$43,090	\$44,599	\$46,160	\$47,775	\$49,447
Info. Tech. Specialist (Hourly)	\$21.35	\$22.10	\$22.87	\$23.68	\$24.50	\$25.36	\$26.25	\$27.17
<b><u>Stock Attendant</u></b>								
Stock Attendant (Salary)	\$30,612	\$31,684	\$32,793	\$33,941	\$35,128	\$36,361	\$37,634	\$38,951
Stock Attendant (Hourly)	\$14.72	\$15.23	\$15.77	\$16.32	\$16.89	\$17.48	\$18.09	\$18.73

**Step System (Maintenance) that will become effective January 1, 2016**

**Watertown Housing Authority**

2016 COLA = 2.00%

<b>POSITION</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>	<b>Step 9</b>	<b>Step 10</b>
<b>Maintenance Workers</b>										
Maintenance Workers (Salary)	\$26,158	\$27,073	\$28,021	\$29,002	\$30,017	\$31,067	\$32,155	\$33,280	\$34,445	\$35,650
Maintenance Workers (Hourly)	\$12.58	\$13.02	\$13.47	\$13.94	\$14.43	\$14.94	\$15.46	\$16.00	\$16.56	\$17.14
<b>Facility Maintenance Workers</b>										
Facility Maintenance Worker (Salary)	\$28,752	\$29,756	\$30,798	\$31,876	\$32,991	\$34,146	\$35,341	\$36,578	\$37,858	\$39,182
Facility Maintenance Worker (Hourly)	\$13.82	\$14.31	\$14.81	\$15.32	\$15.86	\$16.42	\$16.99	\$17.59	\$18.20	\$18.84
<b>Maintenance Mechanic</b>										
Maintenance Mechanic (Salary)	\$31,876	\$32,992	\$34,146	\$35,342	\$36,579	\$37,859	\$39,184	\$40,555	\$41,975	\$43,444
Maintenance Mechanic (Hourly)	\$15.33	\$15.86	\$16.42	\$16.99	\$17.59	\$18.20	\$18.84	\$19.50	\$20.18	\$20.89
<b>Crew Chief</b>										
Crew Chief (Salary)	\$36,758	\$38,045	\$39,376	\$40,754	\$42,181	\$43,657	\$45,185	\$46,767	\$48,404	\$50,098
Crew Chief (Hourly)	\$17.67	\$18.29	\$18.93	\$19.59	\$20.28	\$20.99	\$21.72	\$22.48	\$23.27	\$24.09

# Watertown Housing AUTHORITY



December 21, 2015

East Hills

Maywood  
Terrace

Skyline  
Apartments

Hilltop  
Towers

Midtown  
Towers

LeRay St.  
Apartments

Meadowbrook  
Apartments

Ms. Sharon Addison  
City Manager  
Watertown Municipal Building  
245 Washington Street  
Watertown, New York 13601

Re: Annual Salary Comparability Approval by City Council

Dear Ms. Addison:

In conformity with the requirements of the New York State Public Housing Law Section 32, Sub Division 1, compensation for the Watertown Housing Authority (WHA) employees can be fixed only upon approval of the local legislative body, which is the City Council of the City of Watertown. Recently at its regular meeting that was held at Midtown Towers, 142 Mechanic Street, Watertown, New York on Thursday, December 17, 2015, the WHA Board of Commissioners approved a 2% cost of living adjustment effective January 1, 2016. In addition, they also approved a new position and salary range for the title of Maintenance Mechanic. The job specifications for this position have been forwarded over to Civil Service for final approval.

The WHA Board is requesting a resolution by the City Council of Watertown approving the 2% cost of living adjustment along with the new salary range for the Maintenance Mechanic position. These changes will be effective January 1, 2016. A copy of the WHA's Board resolution and salary structure are enclosed for your review.

If you have any questions, you can contact me at the address or number below.

Sincerely,

Michael Robare  
Executive Director



*Providing Decent, Safe and Affordable Housing*

142 Mechanic St. • Watertown, NY 13601 • 315-782-1251  
FAX: 315-782-9394 • www.WHANY.org

**WATERTOWN HOUSING AUTHORITY**

Administrative Office  
142 Mechanic Street  
Watertown, NY 13601

**Resolution #2015-33**

The following Resolution was moved by Jason R. Burto, seconded by Michelle Holder and unanimously carried:

BE IT RESOLVED that the Board of Commissioners of the Watertown Housing Authority hereby approve the following salary structure changes for the WHA that will become effective January 1, 2016:

- New salary range for Maintenance Mechanic
- A 2% Cost of Living increase for all positions

I hereby certify that the foregoing is a true copy and the whole of said Resolution adopted by the Watertown Housing Authority on December 17, 2015, and that said meeting was regularly called and duly constituted.

Witness my hand and seal of the Watertown Housing Authority this 17<sup>th</sup> day of December, 2015.

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Michael Robare, Executive Director

Res No. 4

December 29, 2015

To: The Honorable Mayor and City Council  
From: James E. Mills, City Comptroller  
Subject: Annual Designation of Bank Depositories

In accordance with City Charter, Section 30, City Council shall designate at its first meeting in each year the banks located in the City for the deposit of all City funds. Accordingly, a resolution has been prepared for City Council consideration which establishes the depositories for City funds for the period January 1, 2016 through December 31, 2016.

# RESOLUTION

Page 1 of 1

Designating Depositories of  
City Funds for 2016

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

***Introduced by***

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WHEREAS Section 30 of the City Charter requires the City Council to designate each year at its first meeting some incorporated bank or banks or trust company located in the City of Watertown for the deposit of all moneys belonging to the City,

NOW THEREFORE BE IT RESOLVED that the following banks be and they are hereby designated as depositories of the City of Watertown, New York for the year beginning January 1, 2016 and ending December 31, 2016:

- Community Bank, N.A.
- Key Bank
- WSB Municipal Bank

And,

BE IT RESOLVED that Community Bank, N.A., Key Bank and WSB Municipal Bank each be required to either execute a bond, deliver to the City of Watertown, New York approved collateral or to deposit at a mutually agreed upon depository approved collateral of a value up to TWENTY-FIVE MILLION DOLLARS (\$25,000,000).

**Seconded by**

Res No. 5

December 30, 2015

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planner

Subject: Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000

A request has been submitted by the Northern New York Community Foundation, Inc., for the above subject site plan approval.

The City Planning Board reviewed the request on December 1, 2015 and voted to recommend that the City Council approve the site plan subject to the 12 conditions listed in the resolution. Attached are copies of the Staff report prepared for the Planning Board and an excerpt from their meeting minutes.

A revised site plan that addresses most of the conditions, except the six listed in the resolution, was submitted to the City Engineering Department on December 22, 2015. A copy of the revised site plan is included in each Council Member's agenda package.

The City Council must evaluate this site plan in accordance with the State Environmental Quality Review Act (SEQRA). Section 617.4(b)(9) of the SEQRA states that any Unlisted Action (unless the action is designed for the preservation of the facility or site) occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places is considered a Type I Action under SEQR.

Although, the applicant is proposing to undertake several preservation efforts, the proposed project still involves the removal of over half of the existing structure. Therefore, the project cannot be deemed as being designed for the preservation of the facility or site, and it is considered a Type I Action under SEQR.

All Type I Actions under SEQR require completion of a Full Environmental Assessment Form (EAF). The applicant has submitted a Full EAF with Part 1 completed. The City Council must respond to the questions in Part 2 and complete Part 3 of the Full EAF before it may vote on the resolution.

The City Council is the lead agency under SEQR in this matter and there are no other involved agencies. Since the project falls within the Public Square Historic District, Staff requested that the State Historic Preservation Office (SHPO) provide their input on the project to assist the City Council in making a determination of significance. For this project, the SHPO is not an involved agency, but is considered an interested agency and participates in an advisory capacity only. As such, the Council must reach its own conclusions when answering these questions.

Comments received from the SHPO have been attached to this report, and the Council is free to take these comments under advisement when answering the questions in Part 2, and completing Part 3 of the EAF. Part 2 of the EAF includes detailed questions about the significance of the proposed action's impact on Historic and Archeological Resources. SHPO's letter to the City acknowledges the potential impacts to a historic architectural resource and states that if the City Council concludes that it needs more information to determine the level of significance of those impacts, then SHPO would be willing to provide additional guidance.

The resolution prepared for City Council consideration states that the project will not have a significant adverse environmental impact and approves the site plan submitted to the City Engineering Department on December 22, 2015, subject to the remaining conditions recommended by the Planning Board and Staff.

# RESOLUTION

Page 1 of 4

Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Joseph M. Jr.

Total .....

YEA	NAY

### *Introduced by*

WHEREAS the Northern New York Community Foundation, Inc., has submitted an application for site plan approval for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on December 1, 2015, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall provide a pedestrian and vehicular circulation plan that shows the movements of a delivery or refuse vehicle as well as City fire truck.
2. The applicant shall remove the easternmost parking space from the site plan to allow the neighboring parked car adequate room to maneuver when leaving the parking space.
3. The applicant shall submit a signed SEQR Full Environmental Assessment Form prior to the City Council considering the site plan for approval.
4. The applicant shall obtain a letter from the neighboring property owner at 215 Washington Street that authorizes the applicant to apply for site plan approval for all work to be performed on the neighbor's property. This letter must indicate that the neighboring property owner acknowledges all impacts of the underground utility work that the applicant proposes.
5. The applicant must provide copies of all required easements for underground utilities on adjacent properties, as well as copies of all required easements for all pedestrian and vehicular access across adjacent properties.

# RESOLUTION

Page 2 of 4

Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000

- Council Member HORBACZ, Cody J.
- Council Member JENNINGS, Stephen A.
- Council Member MACALUSO, Teresa R.
- Council Member WALCZYK, Mark C.
- Mayor BUTLER, Joseph M. Jr.

Total .....

YEA	NAY

6. The applicant shall remove the proposed fire escape on the north side of the building from the site plan.
7. The applicant shall provide a photometric plan that provides light pole and fixture details and depicts lighting levels on the site.
8. The applicant shall include a hydraulic analysis in the Engineering Report and perform an updated hydrant flow test to verify adequate hydraulic capacity exists to serve the renovated building.
9. The proposed water connection shall be located at a location to be determined that is acceptable to the City of Watertown Water Department.
10. The applicant must address all concerns listed in the “Site Plan Document Comments” section to the satisfaction of the City of Watertown Engineering Department.
11. The applicant must address all of the design details noted above in the “Other Engineering Comments” section and submit them to the Engineering Department prior to the issuance of any City permits.
12. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.

And,

# RESOLUTION

Page 3 of 4

Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Joseph M. Jr.

Total .....

YEA	NAY

WHEREAS the applicant submitted revised plans to the City Engineer on December 22, 2015 that satisfied all of the Planning Board’s recommended conditions of approval except for the following:

1. The applicant must provide copies of all required easements for underground utilities on adjacent properties, as well as copies of all required easements for all pedestrian and vehicular access across adjacent properties.
2. The applicant shall include a hydraulic analysis in the Engineering Report and perform an updated hydrant flow test to verify adequate hydraulic capacity exists to serve the renovated building.
3. The proposed water connection shall be located at a location to be determined that is acceptable to the City of Watertown Water Department.
4. The applicant must address all concerns listed in the “Site Plan Document Comments” section to the satisfaction of the City of Watertown Engineering Department.
5. The applicant must address all of the design details noted above in the “Other Engineering Comments” section and submit them to the Engineering Department prior to the issuance of any City permits.
6. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.

And,

WHEREAS Staff has also identified the following required permits that the applicant must obtain prior to construction:

1. Fence Permit and Water Supply Permit, and

# RESOLUTION

Page 4 of 4

Approving the Site Plan for the construction of an approximately 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000

Council Member HORBACZ, Cody J.  
Council Member JENNINGS, Stephen A.  
Council Member MACALUSO, Teresa R.  
Council Member WALCZYK, Mark C.  
Mayor BUTLER, Joseph M. Jr.

Total .....

YEA	NAY

WHEREAS the proposed project is classified as a Type I Action under SEQRA because it occurs within a historic district that is listed on the National Register of Historic Places, and

WHEREAS the City Council has reviewed the Full Environmental Assessment Form, responding to each of the questions contained in Part 2 and Part 3, and has determined that the project, as submitted, will not result in a significant adverse environmental impact.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown makes a declaration of Negative Findings for the purposes of SEQRA and hereby determines that the project, as proposed, will not result in a significant adverse environmental impact, and

BE IT FURTHER RESOLVED that it is an express condition of this site plan approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended Site Plan approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is requested to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to the Northern New York Community Foundation, Inc., for the construction of a 4,266 square foot, three-story building addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000, as depicted on the revised site plan submitted to the City Engineer on December 22, 2015, contingent upon the applicant meeting the remaining conditions listed above.

**Seconded by**

JOSEPH L. THESIER, P.E.

RICK W. TAGUE, A.I.A.

MICHAEL J. HARRIS, A.I.A.,  
LEED, A.P.

KRIS D. DIMMICK, P.E., PWLF

GERALD A. KOSTYK, P.L.S.

MARI L. CECIL, A.I.A.,  
C.S.I., NCARB

MICKEY G. LEHMAN, P.E.

MATTHEW J. COOPER, P.E.

JASON S. JANTZI, A.I.A., C.S.I.

MARK B. KIMBALL, P.E.,  
LEED GREEN ASSOCIATE

SHAWN M. TRAVERS, R.A.,  
LEED GREEN ASSOCIATE

KEVIN E. LEWIS, A.I.A.,  
NCARB

MICHAEL F. PECK, P.L.S.

December 22, 2015

Justin Wood, P.E.  
City Engineer  
Room 305, City Hall  
245 Washington St.  
Watertown, NY 13601

Re: Northern New York Community Foundation/Black River Valley Club  
2014-046

Dear Mr. Wood:

Enclosed herewith please find the re-submittal package incorporating comments from the December 1 Planning Board meeting for the above referenced project. In addition to the original documents, a Full Environmental Assessment Form (SEQR), Part 1, has been included.

We trust that the application and associated documents are in order, and look forward to working with the City moving forward in 2016. Should you have any questions, please do not hesitate to contact me directly.

Respectfully submitted,



Andrew F. Jackson, AIA  
Project Architect

327 MULLIN STREET  
WATERTOWN, NY 13601  
TEL: (315) 782-8130  
FAX (315) 782-7192

WWW.THEBCGROUP.COM

Cc: File

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## CITY OF WATERTOWN SITE PLAN APPLICATION PROCESS

The applicant is responsible for completeness of application and inclusion of all required information.

**\*\*INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED\*\***

In order to expedite the Site Plan review process, all applicants are encouraged to have a pre-application meeting with Planning & Engineering staff. Staff can be reached at (315) 785-7740.

In the interest of expediting site plan approvals, the City of Watertown wishes to advise you of the procedures in applying for these referrals:

### **A. Fill out the Site Plan / Site Plan Waiver - Determination Flow Chart below:**

1. Is the use a one, two, or three family dwelling?  
 YES (Site Plan Review is **not** required. You may apply directly for Building Permit.)  
 NO (Go to question 2)
2. Is your building or parking lot construction or expansion less than or equal to 400 sq. ft.?  
 YES (Site Plan Review is not required. You may apply directly for Building Permit.)  
 NO (Go to question 3)
3. Does your building or parking lot construction or expansion exceed 2500 sq. ft.?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 4)
4. Is your proposed building the first on the lot?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 5)
5. Does your project involve a change in the property boundaries?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (Go to question 6)
6. Does your building or parking lot construction or expansion change or impair the overall grading, circulation, drainage, utility services, and appearance and visual effect of the property?  
 YES (Site Plan Review required. Submit the Site Plan Application Form.)  
 NO (\*Site Plan Waiver allowed. Submit the Site Plan Waiver Form.)

\* The City of Watertown Planning Board reserves the right to require Site Plan Review.

## **B. SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\***

1. **3 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 stamped & signed original.
  - d. Engineering Report.
  
2. **13 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
  
3. **An electronic (pdf) copy** of the entire site plan application package to include the following:
  - a. A single, combined pdf containing the cover letter, the site plan application form and the Engineering Report.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email to [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) or on a CD.

Note: When Jefferson County Planning Board (239-M) Review is necessary, one additional full size set as described in # 1 above is required.

\*Planning Board Recommendation and City Council Approval is required for Site Plans.

## **C. WAIVER OF SITE PLAN APPROVAL SUBMITTAL REQUIREMENTS\*\***

1. **2 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Full size copies of all required plans (24"x36"), including 1 signed original.
  
2. **8 complete, collated sets of the site plan application package** that includes the following documents:
  - a. Cover letter explaining the proposal.
  - b. Completed Site Plan Waiver Application Form.
  - c. Reduced size copies of all required plans (11"x17") if they are legible. (otherwise submit full size sets)
  
3. **An electronic (pdf) copy** of the entire site plan waiver application package to include the following:
  - a. A single, combined pdf containing the cover letter and the site plan waiver application form.
  - b. A single, combined pdf containing all of the plan sheets and drawings.
  - c. The pdf may be submitted via email to [planning@watertown-ny.gov](mailto:planning@watertown-ny.gov) or on a CD.

\*\* Site Plan Approval of City Council may be waived by the City Planning Board.

D. Address submittals to:

Justin Wood, P.E.  
 City Engineer  
 Room 305, City Hall  
 245 Washington Street  
 Watertown, NY 13601

E. A **\$50.00** application fee must accompany the submittal.

A **\$50.00** application fee must accompany each resubmittal. You will be notified by the Engineering Department if an application requires a resubmittal.

Make checks payable to the City of Watertown.

F. All Site Plan submittals must be received by the City Engineer at least 14 calendar days prior to the next Planning Board Meeting; 21 calendar days if Jefferson County Planning Board action is necessary. Failure to meet the submittal deadline will result in **not** making the agenda for the upcoming Planning Board Meeting. **THERE ARE NO EXCEPTIONS.** The City Planning Board meets on the first Tuesday of each month at 3:00 P.M. in the City Council Chambers on the 3<sup>rd</sup> Floor of City Hall.

G. 2015 Meeting Schedules.

CITY OF WATERTOWN PLANNING BOARD 2015 (1 <sup>ST</sup> TUES. MONTH @ 3:00 PM)		CITY OF WATERTOWN CITY COUNCIL 2015 (1 <sup>ST</sup> & 3 <sup>RD</sup> MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2015 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 6	Dec. 23	Jan. 5, 20*		Jan. 27	Jan. 13
Feb. 3	Jan. 20	Feb. 2, 17*		Feb. 24	Feb. 10
March 3	Feb. 17	March 2, 16		March 31	March 17
April 7	March 24	Apr. 6, 20		April 28	April 14
May 5	April 21	May 4, 18		May 26	May 12
June 2	May 19	Jun. 1, 15		June 30	June 16
July 7	June 23	July 6, 20		July 28	July 14
Aug. 4	July 21	Aug. 3, 17		Aug. 25	Aug. 11
Sept. 1	Aug. 18	Sept. 8*, 21		Sept. 29	Sept. 15
Oct. 6	Sept. 22	Oct. 5, 19		Oct. 27	Oct. 13
Nov. 3	Oct. 20	Nov. 2, 16		Nov. 24	Nov. 10
Dec. 1	Nov. 17	Dec. 7, 21		Dec. 29	Dec. 15

\* = Meeting Date changed due to Holiday

## REQUIRED DRAWINGS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)
- COMPLETED PART I OF ENVIRONMENTAL ASSESSMENT FORM**
- SITE PLAN SKETCH**
  - Pertinent existing above ground features are shown and labeled including, but not limited to, buildings, parking spaces, driveways, sidewalks, streets etc.
  - All proposed above ground features are shown and clearly labeled “proposed”.
  - Land use, zoning, & tax parcel number are shown.
  - The Plan is adequately dimensioned including radii.
  - All vehicular & pedestrian traffic circulation is shown.
  - Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
  - Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
  - The north arrow & graphic scale are shown.
- GENERAL INFORMATION**
  - Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.
  - Plans have been collated and properly folded.
  - Explanation for any item not checked in the Site Plan Waiver Checklist.  
(Attach separate sheet with explanation and comments)

## SIGNATURE

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

Applicant (please print) \_\_\_\_\_

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_



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## CITY OF WATERTOWN SITE PLAN APPLICATION

\*\* Provide responses for all sections. INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED. Failure to submit required information by the submittal deadline will result in **not** making the agenda for the upcoming Planning Board meeting.

### PROPERTY LOCATION

Proposed Project Name: \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

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

Existing Zoning Classification: \_\_\_\_\_

### OWNER OF PROPERTY

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### APPLICANT

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

### ENGINEER/ARCHITECT/SURVEYOR

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

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

\_\_\_\_\_

Telephone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

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

## OPTIONAL MATERIALS:

- PROVIDE AN ELECTRONIC (.DWG) COPY OF THE SITE PLAN WITH AS-BUILT REVISIONS. This will assist the City in keeping our GIS mapping up-to-date.**

## REQUIRED MATERIALS:

\*\* The following drawings with the listed information **ARE REQUIRED, NOT OPTIONAL**. If the required information is not included and/or addressed, the Site Plan Application will **not** be processed.

- COMPLETED ENVIRONMENTAL ASSESSMENT FORM** (Contact us if you need help choosing between the Short EAF and the Full EAF):

<http://www.dec.ny.gov/permits/6191.html>

- ELECTRONIC COPY OF ENTIRE SUBMISSION** (PDF preferred)

- BOUNDARY & TOPOGRAPHIC SURVEY**

(Depict existing features as of the date of the Site Plan Application. This Survey and Map must be performed and created by a Professional Land Surveyor licensed and currently registered to practice in the State of New York. This Survey and Map must be stamped and signed with an original seal and signature on at least one copy, the rest may be copies thereof.

- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

- 1' contours are shown & labeled with appropriate spot elevations.

- All existing features on and within 50 feet of the subject property are shown and labeled.

- All existing utilities on and within 50 feet of the subject property are shown and labeled.

- All existing easements and/or right-of-ways are shown and labeled.

- Existing property lines (bearings & distances), margins, acreage, zoning, existing land use, reputed owner, adjacent reputed owners & tax parcel numbers are shown and labeled.

- The north arrow & graphic scale are shown.

- DEMOLITION PLAN** (If Applicable)

- All existing features on and within 50 feet of the subject property are shown and labeled.

- All items to be removed are labeled in darker text.

**SITE PLAN**

- All proposed above ground features are depicted and clearly labeled.
- All proposed features are clearly labeled “proposed”.
- All proposed easements & right-of-ways are shown and labeled.
- Land use, zoning, & tax parcel number are shown.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- All vehicular & pedestrian traffic circulation is shown including a delivery or refuse vehicle entering and exiting the property.
- Proposed parking & loading spaces including ADA accessible spaces are shown and labeled.
- Refuse Enclosure Area (Dumpster), if applicable, is shown. Section 161-19.1 of the Zoning Ordinance states, “No refuse vehicle or refuse container shall be parked or placed within 15 feet of a party line without the written consent of the adjoining owner, if the owner occupies any part of the adjoining property”.
- The north arrow & graphic scale are shown.

**GRADING PLAN**

- All proposed below ground features including elevations & inverts are shown and labeled.
- All proposed above ground features are shown and labeled.
- The line work & text for all proposed features is shown darker than existing features.
- All proposed easements & right-of-ways are shown and labeled.
- 1’ existing contours are shown dashed & labeled with appropriate spot elevations.
- 1’ proposed contours are shown & labeled with appropriate spot elevations.
- All elevations are National Geodetic Vertical Datum of 1929 (NGVD29).

- Sediment & Erosion control are shown & labeled on the grading plan unless separate drawings have been provided as part of a Stormwater Pollution Prevention Plan (SWPPP).

**UTILITY PLAN**

- All proposed above & below ground features are shown and labeled.
- All existing above & below ground utilities including sanitary, storm water, water, electric, gas, telephone, cable, fiber optic, etc. are shown and labeled.
- All proposed easements & right-of-ways are shown and labeled.
- The Plan is adequately dimensioned including radii.
- The line work & text for all proposed features is shown darker than existing features.
- The following note has been added to the drawings stating, “All water main and service work must be coordinated with the City of Watertown Water Department. The Water Department requirements supersede all other plans and specifications provided.”

**LANDSCAPING PLAN**

- All proposed above ground features are shown and labeled.
- All proposed trees, shrubs, and other plantings are shown and labeled.
- All proposed landscaping & text are shown darker than existing features.
- All proposed landscaping is clearly depicted, labeled and keyed to a plant schedule that includes the scientific name, common name, size, quantity, etc.
- For additional landscaping requirements where nonresidential districts and land uses abut land in any residential district, please refer to Section 310-59, Landscaping of the City’s Zoning Ordinance.
- Site Plan complies with and meets acceptable guidelines set forth in Appendix A - Landscaping and Buffer Zone Guidelines (August 7, 2007).**

**PHOTOMETRIC PLAN (If Applicable)**

- All proposed above ground features are shown.
- Photometric spot elevations or labeled photometric contours of the property are clearly depicted. Light spillage across all property lines shall not exceed 0.5 foot-candles.

**CONSTRUCTION DETAILS & NOTES**

- All details and notes necessary to adequately complete the project including, but not limited to, landscaping, curbing, catch basins, manholes, water line, pavement, sidewalks, trench, lighting, trash enclosure, etc. are provided.
- Maintenance & protection and traffic plans & notes for all required work within City streets including driveways, water laterals, sanitary laterals, storm connections, etc. are provided.
- The following note must be added to the drawings stating:  
“All work to be performed within the City of Watertown margin will require sign-off from a Professional Engineer, licensed and currently registered to practice in the State of New York, that the work was built according to the approved site plan and applicable City of Watertown standards. Compaction testing will be required for all work to be performed within the City of Watertown margin and must be submitted to the City of Watertown Codes Department.”

**PRELIMINARY ARCHITECTURAL PLANS** (If Applicable)

- Floor plan drawings, including finished floor elevations, for all buildings to be constructed are provided.
- Exterior elevations including exterior materials and colors for all buildings to be constructed are provided.
- Roof outline depicting shape, slope and direction is provided.

**ENGINEERING REPORT**

**\*\* The engineering report at a minimum includes the following:**

- Project location
- Project description
- Existing & proposed sanitary sewer flows & summary
- Water flows & pressure
- Storm Water Pre & Post Construction calculations & summary
- Traffic impacts
- Lighting summary
- Landscaping summary

**GENERAL INFORMATION**

ALL ITEMS ARE STAMPED & SIGNED WITH AN ORIGINAL SIGNATURE BY A PROFESSIONAL ENGINEER, ARCHITECT, LANDSCAPE ARCHITECT, OR SURVEYOR LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK.

If required, a copy of the Stormwater Pollution Prevention Plan (SWPPP) submitted to the NYSDEC will also be sent to the City of Watertown Engineering Department.

\*\* If required, a copy of all submittals sent to the New York State Department of Environmental Conservation (NYSDEC) for the sanitary sewer extension permit will also be sent to the City of Watertown Engineering Department.

\*\* If required, a copy of all submittals sent to the New York State Department of Health (NYSDOH) will also be sent to the City of Watertown Engineering Department.

\*\* When NYSDEC or NYSDOH permitting is required, the property owner/applicant shall retain a licensed Professional Engineer to perform inspections of the proposed utility work and to certify the completed works were constructed in substantial conformance with the approved plans and specifications.

Signage will not be approved as part of this submission. It requires a sign permit from the Codes Department. See Section 310-52.2 of the Zoning Ordinance.

Plans have been collated and properly folded.

If an applicant proposes a site plan with multiple buildings and any of those buildings front on a private drive, the City Council will name the private drive by resolution and the building(s) will be given an address number on that private drive by City staff. The applicant may propose a name for the private drive for the City Council's consideration.

Proposed Street Name: \_\_\_\_\_

Explanation for any item not checked in the Site Plan Checklist.

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



# MEMORANDUM

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

TO: Planning Board Members  
FROM: Michael A. Lumbis, Planner  
SUBJECT: Site Plan Approval – 131 Washington Street  
DATE: November 25, 2015

**Request:** Site plan approval for the construction of an approximately 4,266 square foot, three-story addition and a 14-space parking lot located at 131 Washington St., Parcel Number 11-01-213.000.

**Applicant:** Northern New York Community Foundation

**Proposed Use:** New offices and meeting space for the Northern New York Community Foundation

**Property Owner:** Northern New York Community Foundation

## Submitted:

Property Survey: Yes	Preliminary Architectural Drawings: Yes
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: Yes	Description of Uses, Hours & Traffic Volume: Uses and Traffic Volume are included. The applicant does not indicate operating hours.

SEQRA: Type I

County Review: Yes

## Zoning Information:

District: Downtown	Maximum Lot Coverage: 100%
Setback Requirements: F: 0', S: 0', R: 0'	Buffer Zones Required: No

**Project Overview:** The Northern New York Community Foundation proposes to renovate the existing Black River Valley Club property and convert the building into offices and meeting rooms for the NNY Philanthropy Center. The proposed project would begin with removing the existing 9,828 square foot two-story section at the rear of the building. This section was not part of the original 1906 structure. Following the proposed removal, the applicant then proposes to construct a new, three-story 4,266 square foot addition onto the rear of the original 1906 structure to replace the existing two-story section.

The applicant then proposes using the remainder of the site to construct a new parking lot. The applicant also proposes removing the existing retaining wall and all of the existing asphalt at the southeast end of the site and constructing a new retaining wall and repaving the area for the proposed parking lot.

**Parking and Vehicle/Pedestrian Circulation:** Vehicular access to the site will be via the existing asphalt driveway that extends southeast from Washington Street to the proposed parking lot at the rear of the building. The driveway is located on the neighboring property but the applicant has a 10' wide common easement in this area that provides access to the rear of their property. The applicant proposes 14 parking spaces, including one handicapped space. There is no minimum parking requirement, as the Zoning Ordinance does not require any off-street parking in the Downtown District.

The applicant proposes a one-way drive aisle in the parking lot with one entrance and one exit connecting to the driveway from Washington Street. The applicant proposes a long, narrow landscaped island to separate the proposed lot from the asphalt driveway and to delineate the entrance and exit points. The easternmost parking space presents a safety concern, and it will not be allowed. This parking space should be removed from the site plan to allow the neighboring parked car room to maneuver when leaving the adjacent parking space.

The City's site plan application requires the applicant to clearly show the site's proposed vehicular and pedestrian traffic circulation, including a delivery or refuse vehicle entering and exiting the property. The applicant shall provide a traffic circulation map showing that a delivery or refuse vehicle can navigate the site. This plan should also show the turning movements of a City fire truck. On the north side of the building there is a 12' driveway that runs in between the Black River Valley Club and the YMCA. This 12' width must be maintained to provide secondary access for the Fire Department to the YMCA parking lot.

Floor plans appear to show the door fronting on Washington Street operating as an alternate entrance for pedestrians. During a previous meeting, the applicant mentioned that this would function as an exit-only door. If this is still what is planned, then pedestrian access to enter the building would be exclusively via the proposed addition at the rear of the building, meaning that pedestrians would have to use a private sidewalk on the neighbor's property, and a crosswalk across the neighbor's private driveway, in order to access the building.

The applicant should clarify whether pedestrians will be able to access the building via the front door on Washington Street, or whether they would have to walk around to the rear of the building in order to enter. If they need to enter at the rear of the building, the applicant should provide the City with details on how this access will be granted by the neighboring owner. The existing 10' wide common easement may provide for this access or an additional easement or permission from the property owner may be needed.

**Landscaping and Buffers:** The applicant proposes removing the two existing Green Ash trees in front of the building and planting a pair of Cleveland Select Callery Pear trees in their place. This will serve two purposes. First, the two existing trees are under imminent threat from the Emerald Ash Borer and replacing them with an alternate species will ensure the continued existence of two street trees in this location. Second, replacing them with smaller trees will increase visibility of the restored historic façade from Washington Street.

The applicant also proposes a 4' wide landscaped island to separate the proposed parking lot from the asphalt driveway and to delineate the entrance and exit points from the driveway to the lot. The applicant proposes nine trees in this landscaped island. The Planning Board's adopted Landscaping and Buffer Zone Guidelines recommend a landscaped strip around the perimeter of any parking lot, exclusive of driveways, and recommends that such a landscaped strip be 8' wide. In this instance, the site constraints limit the width of the island but the 4' width is acceptable for the vehicular circulation purpose for which the island is intended. It will also provide some landscaping to buffer the proposed lot.

The applicant also proposes a landscaped area in front of the eastern façade of the proposed building expansion. The planting area would face the proposed parking lot and would include four different species of small trees and shrubs. A small island with a honeylocust tree is also planned for the northeast corner of the parking lot.

**SEQR:** The entire parcel is contained within the Public Square Historic District, which is listed on the National Register of Historic Places. The Black River Valley Club is specifically identified in the list of properties included in the Public Square Historic District on the district's Nomination Form. According to Chapter 6, Part 617.4(b)(9) of the Official Compilation of Codes, Rules and Regulations of the State of New York, the following is considered a Type I Action: "Any Unlisted action (unless the action is designed for the preservation of the facility or site) occurring wholly or partially within, or substantially contiguous to, any historic building, structure, facility, site or district or prehistoric site that is listed on the National Register of Historic Places, or that has been proposed by the New York State Board on Historic Preservation for a recommendation to the State Historic Preservation Officer for nomination for inclusion in the National Register, or that is listed on the State Register of Historic Places."

While the applicant is proposing to undertake several preservation efforts, which are described below, the proposed project still involves the removal of over half of the existing structure. As such, the project is not solely designed for the preservation of the facility or the site, and thus it does not qualify for the exemption described in the State Code above. Therefore, the proposed action is a Type I Action, and it will require the completion of a SEQR Full Environmental Assessment Form (EAF).

The City Council of the City of Watertown will act as the lead agency under SEQR in the review process. Staff has not identified any other involved agencies for the project, although it has identified one interested agency. Thus, the City Council is the appropriate entity to act as the lead agency in this review.

The New York State Department of Environmental Conservation's SEQR Handbook states in Chapter 3, Section G, that although there is no obligation for the lead agency to coordinate review with interested agencies, it may do so if appropriate. The SEQR Handbook explicitly states that interested agencies may be contacted as a courtesy to keep them informed of actions that may affect them, and that an interested agency may participate in the SEQR process in an advisory capacity.

The New York State Historic Preservation Office (SHPO) is an interested agency in this matter. Exterior modifications to a historic structure clearly fall under SHPO's area of expertise. Staff will be submitting the details of the proposed project to SHPO to solicit their input on behalf of City Council. The Council, acting as the lead agency, will take SHPO's review and comments under advisement when making its determination of significance under SEQR.

**Historic Preservation:** As mentioned above, the Black River Valley Club building is included in the Public Square Historic District, which is listed on the National Register of Historic Places. The original Colonial Revival-style structure was built in 1906, and the rear addition, which the applicant proposes to remove, was built in 1923-24.

Prominent architectural details on the west (front) and south sides of the original structure include the modillions and dentils that are prominent in the entablature, the belt courses beneath the attic story and second story windows, the Palladian window above the central entrance, keystone lintels above the other first and second story windows, the Classical columns on the portico, and the fanlight and sidelights that surround the front door.

Many of these historically significant features have fallen into decay. The applicant proposes restoring these and other features on the western and southern facades, replacing various elements in-kind when necessary and using matching white paint to maintain these sides of the building in their original 1906 appearance as much as possible.

The proposed addition will create an eastern façade that looks significantly different from the south and the west. However, the original eastern façade was already lost as a result of the 1923-24 addition. Any concerns about the proposed eastern façade will be considered by SHPO as a part of their review.

The majority of the existing northern façade is absent any significant historical features.

**Setbacks and Parcel Boundaries:** According to the Survey Plat provided by the applicant, the southern property line is only 1' south of the edge of the original building. There are no required setbacks in the Downtown Zoning District, so the building edge is legal. However, much of the proposed utility work occurs on the neighbor's

property at 215 Washington Street, and some of it necessitates the removal of pavement and a grassed area on the neighbor's property.

The applicant must provide a letter from the neighboring property owner authorizing the applicant to apply for site plan approval for all work to be performed on the parcel at 215 Washington Street, including any utility work, pavement, striping, staging etc. This letter must also acknowledge that the neighboring property owner is aware of all impacts of the underground utility work that the applicant proposes, including tying into the 8" water lateral on the neighboring parcel. The applicant must also provide copies of all required easements for underground utilities located on adjacent properties.

The proposed fire escape on the north side of the building will encroach on the neighboring YMCA parcel at 121 Washington Street. In addition, the fire escape would narrow the driveway width on this side to less than the 12' width that must be maintained for fire access. Any fire escape must be set back a minimum of 5' from the parcel boundary and cannot encroach into the 12' driveway. The applicant should address this issue.

**Lighting:** The site plan depicts a "site lighting fixture" on the proposed landscaped island. The applicant must provide a photometric plan that provides light pole and fixture details and depicts lighting levels on the site.

**Utilities and Hydrology:** A fire flow analysis shall be included in the Engineering Report and an updated hydrant flow test shall be performed to verify adequate hydraulic capacity exists to serve the renovated building. The hydraulic analysis shall also include the effect of the new connection on the adjacent building to the south. Any required outside hose allowances or fire protection demand (sprinklers) need to be included in the projected hydraulic analysis. The proposed water connection will not be allowed on the adjacent private property and should be relocated to connect to the 8" main within the City margin, at a location to be determined by the Water Department.

**Site Plan Document Comments:** The site plan, as submitted, is currently missing and should be revised to include all of the following: A Land Use and Zoning Table of Requirements, all existing and proposed easements and rights-of-way, labels for all curb radii, the locations of any proposed fire escapes and space for snow storage. The site plan legend should be updated to include all line types; i.e. stormwater, water, property line, margin, etc.

Also, Sheet Numbers ADD100 and C102 indicate that a new concrete walk along Washington Street will be constructed; however, the site plan on Sheet Number C101 does not. The applicant must show all proposed work on the site plan.

The site plan also erroneously depicts some existing conditions on the neighboring property at 215 Washington Street. The site plan depicts a stone wall running between the asphalt driveway and the concrete sidewalk for the length of the sidewalk that runs adjacent to the north side of the building at 215 Washington Street. In reality, the stone wall is on the other side of the sidewalk, acting as a retaining wall for the landscaped area adjacent to the building. There is only a curb where this sidewalk abuts the asphalt driveway, and the curb ends prior to the handicapped landing at the eastern corner of the building. The applicant shall amend the site plan to reflect existing conditions accurately.

**Permits:** The property owner must obtain the following permits, minimally, prior to construction: Demolition Permit, Building Permit, Water Supply Permit, Storm Sewer Permit and Fence Permit.

**Miscellaneous:** No hours of operation are indicated on the application. The applicant should indicate the proposed hours of operation. Review by the Jefferson County Planning Board, pursuant to General Municipal Law Section 239-m, will be required for this project. Staff will be referring a copy of the application to the County for review at the December 29 County Planning Board meeting.

**Other Engineering Comments:** The City of Watertown Engineering Department has the following additional comments and concerns. The Engineering Report should provide a detailed calculation of projected water and sewer use. The Engineering report should provide drainage calculations. It is understood that runoff should

decrease, but the sizing of the stormwater infrastructure is required to determine if adequate capacity exists. Stormwater calculations shall include any offsite drainage.

The applicant should explain how the construction process would achieve sediment and erosion control along with offsite tracking control. The applicant should provide details of how this project will connect to existing catch basins. The applicant should provide an indication of a staging area for both the demolition of the existing building and construction of the new building. Demolition plans should indicate measures for adequate protection of the public (including signage, fencing, etc.) during the removal of the building and the retaining wall, as well as what areas, if any will be fenced off during construction.

**Summary:**

1. The applicant shall provide a pedestrian and vehicular circulation plan that shows the movements of a delivery or refuse vehicle as well as City fire truck.
2. If the primary pedestrian access is at the rear of the building, the applicant should provide the City with details on how this access will be granted by the neighboring owner, whether it is through the existing 10' wide common easement, through a new easement or some other permission from the property owner.
3. The applicant shall submit a signed SEQR Full Environmental Assessment Form prior to the City Council considering the site plan for approval.
4. The applicant shall obtain a letter from the neighboring property owner at 215 Washington Street that authorizes the applicant to apply for site plan approval for all work to be performed on the neighbor's property. This letter must indicate that the neighboring property owner acknowledges all impacts of the underground utility work that the applicant proposes.
5. The applicant must provide copies of all required easements for underground utilities on adjacent properties.
6. The applicant should address the issue of the proposed fire escape on the north side of the building encroaching on the neighboring YMCA parcel and blocking the fire department access to the rear of that property.
7. The applicant shall provide a photometric plan that provides light pole and fixture details and depicts lighting levels on the site.
8. The applicant shall include a hydraulic analysis in the Engineering Report and perform an updated hydrant flow test to verify adequate hydraulic capacity exists to serve the renovated building.
9. The proposed water connection located on the adjacent private property shall be relocated to connect to the 8-inch main within the City margin, at a location to be determined by the Water Department.
10. The applicant must address all concerns listed in the "Site Plan Document Comments" section to the satisfaction of the City of Watertown Engineering Department.
11. The applicant must address all of the design details noted above in the "Other Engineering Comments" section and submit them to the Engineering Department prior to the issuance of any City permits.
12. The applicant shall indicate the proposed hours of operation.
13. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.

cc: City Council Members  
Robert J. Slye, City Attorney  
Brian Drake, Civil Engineer II  
Andrew Jackson, Bernier, Carr & Associates  
Rande Richardson, Northern New York Community Foundation

**SITE PLAN APPROVAL**  
**131 WASHINGTON STREET – PARCEL # 11-01-213.000**

The Planning Board then considered a request for site plan approval submitted by the Northern New York Community Foundation for the construction of an approximately 4,266 square-foot, three-story addition and a 14-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000. Andrew F. Jackson, AIA, of Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C. and Rande Richardson, Executive Director of the Northern New York Community Foundation were in attendance to represent the project before the Planning Board.

At this time, Mr. Coburn notified the other Planning Board members that he would abstain from discussing or voting on this project from this due to a conflict of interest.

Mr. Jackson began by giving a brief overview of the project. He said that the Northern New York Community Foundation proposed renovating 131 Washington Street, more commonly referred to as the Black River Valley Club, and creating a new home for the Foundation. He said they proposed creating high-quality office space in the existing building and constructing a 25' x 56' addition on the southeast side.

Mr. Jackson then referred to an illustration he had on an easel. He first identified the original three-story building, built in 1906, and then identified the 1923-24 two-story addition in the rear, which he said they planned to demolish, and was also where the proposed addition would be constructed. He said the main purposes of the addition were for the elevator, handicap accessibility, restrooms, new meeting space and reception space. The remainder of the property, he said, would be paved and converted into parking. He added that the retaining wall will be redone and will look much better once it is completed.

Mr. Jackson then discussed the original 1906 section of the building, which he said they plan on restoring to its original 1906 condition. He said that they plan to be very sensitive to the historic aspects of the Washington Street side. He added that the addition would go together with the existing building and be a seamless complement. At this time, Mr. Jackson asked the members of the Planning Board if they had any questions.

Ms. Freda then asked if the proposed fire escape on the YMCA side of the building was required by the Building Code. Mr. Jackson replied that they had proposed that as a means of egress from the existing building, but that as of today, they planned on deleting that from the project. Ms. Freda followed up by asking if the fire escape encroached on the YMCA's property. Mr. Jackson replied that there was an encroachment issue as well as an issue with fire truck access, and that visually, it was not really desirable.

Ms. Fields then asked Mr. Jackson if he had obtained a letter from the owner of 215 Washington Street for work to be performed on the neighboring property. Mr. Jackson replied that as of today, Purcell Construction had been in discussions with Brian Murray of Washington Street Properties, LLC. Mr. Jackson told the Planning Board that they would have an agreement for pedestrian and vehicular access across the property at 215 Washington Street.

Ms. Freda then asked Mr. Jackson if he would like to go through the summary items in Staff's Memorandum with the Planning Board. Mr. Jackson agreed. He first addressed Staff's requirement for a pedestrian and vehicular circulation plan, which Mr. Jackson agreed to add to the site plan materials.

Ms. Freda asked if it was feasible for the applicant to depict fire truck turning radii on this plan. Mr. Drake then said that the issue with the fire truck is that the applicant needed to show that it could make it past the proposed retaining wall. Mr. Drake then pointed out the area of concern on the applicant's site plan. Mr. Drake added that the City's preference was that a fire truck could access the neighboring YMCA lot, which sits several feet lower than the applicant's lot.

Mike Altieri, a Civil Engineer in the applicant's team, asked if the alley from Franklin Street would provide sufficient access for a fire truck. City Fire Chief Dale Herman replied that the alley from Franklin Street was too narrow for a fire truck to pass through. He added that if there were no access from the applicant's lot, that a fire truck would need to access the site via Goodale Street, and he was unsure that that was feasible.

Ms. Freda asked Mr. Herman for some clarification. Mr. Herman replied that a fire truck could not use the alley between the Black River Valley Club and the YMCA as proposed but that it was crucial that a fire truck be able to use that alley. Mr. Drake said that removing the proposed fire escape should solve that problem.

Mr. Altieri asked if they needed to show a fire truck in the new circulation plan. Mr. Drake replied that the applicant would need to show a fire truck in the YMCA lot. Mr. Alteri noted that the YMCA lot is usually full of cars.

Ms. Freda then asked if the proposed new addition would be sprinklered. Mr. Jackson replied that the entire building would be sprinklered, even the old part.

Mr. Jackson then addressed the item that requested clarification of pedestrian access. He said that pedestrian access would be at the rear of the building and that he would provide the City with details. He added that this would be further addressed with the letter from Brian Murray. Mr. Lumbis then asked for confirmation that primary pedestrian access would be from the rear and Mr. Jackson confirmed that.

Ms. Freda then asked what would happen to the front door on Washington Street. Mr. Jackson replied that the front door would be used primarily as an exit. Ms. Fields then asked if the door was remaining largely for historic preservation reasons. Mr. Jackson replied that it was both to maintain the historic look and to provide an exit from the building.

Mr. Jackson then acknowledged the need to complete a State Environmental Quality Review (SEQR) Full Environmental Assessment Form (EAF) due to the property's presence in a historic district that is listed on the National Register of Historic Places. He said that the applicant would submit a Full EAF to the City.

Mr. Urda then said to Mr. Jackson that because County review was required, it would be necessary for him to submit the form to the City by December 15, so that the City could include the completed EAF when it refers the proposal to the Jefferson County Planning Board for that board's December 29 meeting.

Ms. Freda then asked if the New York State Historic Preservation Office (SHPO) needed a completed Full EAF to perform their review of the project. Mr. Urda replied that SHPO did not need the completed form. He said that Staff would contact SHPO as an interested agency under SEQR and refer the project details to SHPO. Mr. Urda then said the City Council is still the lead agency under SEQR in this matter, and that the Council would take SHPO's review and comments under advisement when it completes Parts II and III of the EAF.

Mr. Jackson then moved on to other summary items in Staff's Memorandum. He said that the applicant would provide copies all easements as requested. He also said that they would prepare a photometric plan, which Staff also requested. Ms. Freda then asked Mr. Jackson if any light poles were proposed.

Mr. Jackson replied that they were proposing one light pole on the proposed landscaped median adjacent to the parking lot. He added that it would have enough wattage to cover the entire lot. Mr. Drake then said that no more than a 0.5 footcandle spillage was permitted across a property line. Mr. Jackson said that he would have his engineer look at that. He also said that they planned to have lighting at the entrance to the building, and that some would be ambient and some would be for safety.

Mr. Jackson then moved on to Staff's request for a hydraulic analysis, including an updated hydrant flow. He said that they would work with the City Water Department to cover all requirements. He then addressed Staff's concern about the location of the water connection on the neighbor's private property.

Jeff Walseman of Purcell Construction, another member of the applicant's team, said that he had spoken with Kevin Patchen, Supervisor of Water Distribution, to talk water options. Mr. Walseman said that there were two options. He said that the first option was to stay connected to the existing 4" main and change the 2" access valve to a 4" access valve. He said that this was the applicant's preferred option.

Mr. Walseman said that the second option was connect to the 8" main as originally shown on the site plan, but to do it further out into the right-of-way, and not in the neighbor's property.

Mr. Jackson then spoke about the summary items requiring the applicant to address all concerns listed in the "Site Plan Document Comments" and "Other Engineering Comments" sections of Staff's Memorandum. Mr. Jackson said that he had no issues incorporating any of those comments. He then addressed the requirement to indicate the proposed hours of operation, and said that for the actual business, the hours would be 9 a.m. to 5 p.m., Monday through Friday.

Ms. Freda then asked if there had been any consideration or discussion about whether YMCA clients could park in the lot after 6 p.m. Mr. Walseman replied that it would be possible. Mr. Rowell said that the YMCA leases parking spaces behind the old Agricultural Building located at 215 Washington Street. Mr. Jackson then said that his team was trying its best to work with both neighbors.

Mr. Jackson then said that the final summary item was to obtain a series of various permits prior to any construction, which his team also had no problems with.

Ms. Capone left the meeting at this time.

Mr. Lumbis then said to Ms. Freda that there was one additional item of concern that came up late in the review process, and was mentioned in Staff's Memorandum but was not listed as a summary item. Mr. Lumbis drew the Planning Board's attention to the "Parking and Vehicle/Pedestrian Circulation" section of the Memorandum. Mr. Lumbis said that the applicant proposed a parking space that was unsafe. Mr. Drake pointed this space out on the site plan that was on display.

Mr. Lumbis said that Staff was concerned that a car parked in the adjacent space would be unable to maneuver out of that space without backing into a car parked in the space in question. Mr. Lumbis then said that Staff recommended eliminating that space from the site plan and using that area for snow storage instead. The Planning Board expressed some confusion about the safety concern. Mr. Urda then demonstrated on the site plan how the car movements that Mr. Lumbis had described could lead to a crash.

Ms. Fields then asked about landscaping. She noted that the site plan called for two existing trees to be replaced on the Washington Street side and for some smaller trees and bushes to be installed in the rear. Mr. Jackson replied by identifying all proposed tree species on the landscaping plan.

Ms. Freda then noted in the proposed parking lot that faced the YMCA, there were two proposed bollards in each parking space, and asked what their purpose was. Mr. Jackson replied that they were to prevent people from driving their cars into the retaining wall while trying to park. He said that the idea was that the bollard gives out first and there is no damage to the retaining wall.

Ms. Freda then asked if any members of the Planning Board had any other questions. After hearing no questions, she asked Mr. Jackson if he planned to resubmit the proposal. Mr. Jackson replied in the affirmative. Ms. Freda then discussed the Planning Board's options for acting on the proposal.

Mr. Lumbis noted that the Planning Board could table the request until the plans are modified or, as an alternative, the Planning Board could recommend approval to the City Council with conditions. He said that the application also needed County approval and that the Jefferson County Planning Board did not meet until December 29. Therefore, the City Council

would be unable to review the application until January 4. He then added that if the Planning Board tabled the application today and acted on it at its January meeting, the Council would then not be able to consider it until January 18.

Ms. Freda said that she did not see any reason why the applicant would have to resubmit the application. Ms. Fields then made a motion to approve the request for site plan approval submitted by the Northern New York Community Foundation for the construction of an approximately 4,266 square-foot, three-story addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000 contingent upon the applicant meeting the conditions outlined in the Memorandum.

Mr. Lumbis then said that some of the conditions were already satisfied and could be re-written or removed. Ms. Freda said that there should be a condition requiring removal of the dangerous parking space. Modifications to some of the other conditions were then discussed. Ms. Fields then modified her motion to recommend approval contingent upon the applicant meeting the conditions outlined in the Memorandum, as revised. Mr. Katzman then seconded the motion to approve.

Prior to the vote on the motion, Mr. Urda said to Mr. Jackson that because County review was required, that the Full EAF and other modified materials should be submitted to City Staff by December 15. Mr. Lumbis then said that the most critical thing to have by the 15<sup>th</sup> was the Full EAF, and that the plans could be sent to the County as they were.

Ms. Freda then asked Mr. Jackson if he was confident that his team could complete a Full EAF within a few days. Mr. Jackson replied that they could.

Following the discussion on the motion, the Planning Board voted 5-0, with Mr. Coburn abstaining and Ms. Capone absent, to approve the request for site plan approval submitted by the Northern New York Community Foundation for the construction of an approximately 4,266 square-foot, three-story addition and a 13-space parking lot located at 131 Washington Street, Parcel Number 11-01-213.000, subject to the following conditions:

1. The applicant shall provide a pedestrian and vehicular circulation plan that shows the movements of a delivery or refuse vehicle as well as City fire truck.
2. The applicant shall remove the easternmost parking space from the site plan to allow the neighboring parked car adequate room to maneuver when leaving the parking space.
3. The applicant shall submit a signed SEQR Full Environmental Assessment Form prior to the City Council considering the site plan for approval.
4. The applicant shall obtain a letter from the neighboring property owner at 215 Washington Street that authorizes the applicant to apply for site plan approval for all work to be performed on the neighbor's property. This letter must indicate that the neighboring property owner acknowledges all impacts of the underground utility work that the applicant proposes.

5. The applicant must provide copies of all required easements for underground utilities on adjacent properties, as well as copies of all required easements for all pedestrian and vehicular access across adjacent properties.
6. The applicant shall remove the proposed fire escape on the north side of the building from the site plan.
7. The applicant shall provide a photometric plan that provides light pole and fixture details and depicts lighting levels on the site.
8. The applicant shall include a hydraulic analysis in the Engineering Report and perform an updated hydrant flow test to verify adequate hydraulic capacity exists to serve the renovated building.
9. The proposed water connection shall be located at a location to be determined that is acceptable to the City of Watertown Water Department.
10. The applicant must address all concerns listed in the “Site Plan Document Comments” section to the satisfaction of the City of Watertown Engineering Department.
11. The applicant must address all of the design details noted above in the “Other Engineering Comments” section and submit them to the Engineering Department prior to the issuance of any City permits.
12. The applicant must obtain, minimally, the following permits prior to construction: Building Permit, Storm Sewer Connection Permit, Sidewalk Permit, General City Permit and a Sign Permit.

Ms. Freda then asked for a motion to adjourn. Ms. Fields then moved to adjourn the meeting. The motion was seconded by Mr. Katzman and all voted in favor. The meeting was adjourned at 4:01 PM.

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

**Instructions for Completing Part 1**

**Part 1 is to be completed by the applicant or project sponsor.** Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification.

Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information; indicate whether missing information does not exist, or is not reasonably available to the sponsor; and, when possible, generally describe work or studies which would be necessary to update or fully develop that information.

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

**A. Project and Sponsor Information.**

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

**B. Government Approvals**

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

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

**C. Planning and Zoning**

**C.1. Planning and zoning actions.**

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

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

**C.2. Adopted land use plans.**

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

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

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

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

If Yes, identify the plan(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**C.3. Zoning**

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

\_\_\_\_\_

\_\_\_\_\_

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

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

If Yes,

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

**C.4. Existing community services.**

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

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

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

d. What parks serve the project site?  
\_\_\_\_\_  
\_\_\_\_\_

**D. Project Details**

**D.1. Proposed and Potential Development**

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

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

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

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

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

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

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

If Yes,

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

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

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

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

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

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

ii. If Yes:

• Total number of phases anticipated \_\_\_\_\_

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

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

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

f. Does the project include new residential uses?  Yes  No  
 If Yes, show numbers of units proposed.

	<u>One Family</u>	<u>Two Family</u>	<u>Three Family</u>	<u>Multiple Family (four or more)</u>
Initial Phase	_____	_____	_____	_____
At completion	_____	_____	_____	_____
of all phases	_____	_____	_____	_____

g. Does the proposed action include new non-residential construction (including expansions)?  Yes  No  
 If Yes,

i. Total number of structures \_\_\_\_\_

ii. Dimensions (in feet) of largest proposed structure: \_\_\_\_\_ height; \_\_\_\_\_ width; and \_\_\_\_\_ length

iii. Approximate extent of building space to be heated or cooled: \_\_\_\_\_ square feet

h. Does the proposed action include construction or other activities that will result in the impoundment of any liquids, such as creation of a water supply, reservoir, pond, lake, waste lagoon or other storage?  Yes  No  
 If Yes,

i. Purpose of the impoundment: \_\_\_\_\_

ii. If a water impoundment, the principal source of the water:  Ground water  Surface water streams  Other specify: \_\_\_\_\_

iii. If other than water, identify the type of impounded/contained liquids and their source. \_\_\_\_\_

iv. Approximate size of the proposed impoundment. Volume: \_\_\_\_\_ million gallons; surface area: \_\_\_\_\_ acres

v. Dimensions of the proposed dam or impounding structure: \_\_\_\_\_ height; \_\_\_\_\_ length

vi. Construction method/materials for the proposed dam or impounding structure (e.g., earth fill, rock, wood, concrete): \_\_\_\_\_

**D.2. Project Operations**

a. Does the proposed action include any excavation, mining, or dredging, during construction, operations, or both?  Yes  No  
 (Not including general site preparation, grading or installation of utilities or foundations where all excavated materials will remain onsite)  
 If Yes:

i. What is the purpose of the excavation or dredging? \_\_\_\_\_

ii. How much material (including rock, earth, sediments, etc.) is proposed to be removed from the site?

- Volume (specify tons or cubic yards): \_\_\_\_\_
- Over what duration of time? \_\_\_\_\_

iii. Describe nature and characteristics of materials to be excavated or dredged, and plans to use, manage or dispose of them. \_\_\_\_\_

iv. Will there be onsite dewatering or processing of excavated materials?  Yes  No  
 If yes, describe. \_\_\_\_\_

v. What is the total area to be dredged or excavated? \_\_\_\_\_ acres

vi. What is the maximum area to be worked at any one time? \_\_\_\_\_ acres

vii. What would be the maximum depth of excavation or dredging? \_\_\_\_\_ feet

viii. Will the excavation require blasting?  Yes  No

ix. Summarize site reclamation goals and plan: \_\_\_\_\_

b. Would the proposed action cause or result in alteration of, increase or decrease in size of, or encroachment into any existing wetland, waterbody, shoreline, beach or adjacent area?  Yes  No  
 If Yes:

i. Identify the wetland or waterbody which would be affected (by name, water index number, wetland map number or geographic description): \_\_\_\_\_

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

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

iii. Will proposed action cause or result in disturbance to bottom sediments?  Yes  No

If Yes, describe: \_\_\_\_\_

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

If Yes:

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

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

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

If Yes:

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

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

If Yes:

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

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

If Yes:

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

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

If Yes:

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

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

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

d. Will the proposed action generate liquid wastes?  Yes  No

If Yes:

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

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

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

If Yes:

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

- Do existing sewer lines serve the project site?  Yes  No
- Will line extension within an existing district be necessary to serve the project?  Yes  No

 If Yes:
 

- Describe extensions or capacity expansions proposed to serve this project: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iv. Will a new wastewater (sewage) treatment district be formed to serve the project site?  Yes  No  
 If Yes:
 

- Applicant/sponsor for new district: \_\_\_\_\_
- Date application submitted or anticipated: \_\_\_\_\_
- What is the receiving water for the wastewater discharge? \_\_\_\_\_

v. If public facilities will not be used, describe plans to provide wastewater treatment for the project, including specifying proposed receiving water (name and classification if surface discharge, or describe subsurface disposal plans):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

vi. Describe any plans or designs to capture, recycle or reuse liquid waste: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

e. Will the proposed action disturb more than one acre and create stormwater runoff, either from new point sources (i.e. ditches, pipes, swales, curbs, gutters or other concentrated flows of stormwater) or non-point source (i.e. sheet flow) during construction or post construction?  Yes  No  
 If Yes:
 

- How much impervious surface will the project create in relation to total size of project parcel?  
 \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (impervious surface)  
 \_\_\_\_\_ Square feet or \_\_\_\_\_ acres (parcel size)
- Describe types of new point sources. \_\_\_\_\_  
 \_\_\_\_\_
- Where will the stormwater runoff be directed (i.e. on-site stormwater management facility/structures, adjacent properties, groundwater, on-site surface water or off-site surface waters)?  
 \_\_\_\_\_  
 \_\_\_\_\_
  - If to surface waters, identify receiving water bodies or wetlands: \_\_\_\_\_  
 \_\_\_\_\_
  - Will stormwater runoff flow to adjacent properties?  Yes  No

iv. Does proposed plan minimize impervious surfaces, use pervious materials or collect and re-use stormwater?  Yes  No

---

f. Does the proposed action include, or will it use on-site, one or more sources of air emissions, including fuel combustion, waste incineration, or other processes or operations?  Yes  No  
 If Yes, identify:
 

- Mobile sources during project operations (e.g., heavy equipment, fleet or delivery vehicles)  
 \_\_\_\_\_
- Stationary sources during construction (e.g., power generation, structural heating, batch plant, crushers)  
 \_\_\_\_\_
- Stationary sources during operations (e.g., process emissions, large boilers, electric generation)  
 \_\_\_\_\_

---

g. Will any air emission sources named in D.2.f (above), require a NY State Air Registration, Air Facility Permit, or Federal Clean Air Act Title IV or Title V Permit?  Yes  No  
 If Yes:
 

- Is the project site located in an Air quality non-attainment area? (Area routinely or periodically fails to meet ambient air quality standards for all or some parts of the year)  Yes  No
- In addition to emissions as calculated in the application, the project will generate:
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide (CO<sub>2</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Nitrous Oxide (N<sub>2</sub>O)
  - \_\_\_\_\_ Tons/year (short tons) of Perfluorocarbons (PFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Sulfur Hexafluoride (SF<sub>6</sub>)
  - \_\_\_\_\_ Tons/year (short tons) of Carbon Dioxide equivalent of Hydroflouorocarbons (HFCs)
  - \_\_\_\_\_ Tons/year (short tons) of Hazardous Air Pollutants (HAPs)

h. Will the proposed action generate or emit methane (including, but not limited to, sewage treatment plants, landfills, composting facilities)?  Yes  No

If Yes:

*i.* Estimate methane generation in tons/year (metric): \_\_\_\_\_

*ii.* Describe any methane capture, control or elimination measures included in project design (e.g., combustion to generate heat or electricity, flaring): \_\_\_\_\_

---

i. Will the proposed action result in the release of air pollutants from open-air operations or processes, such as quarry or landfill operations?  Yes  No

If Yes: Describe operations and nature of emissions (e.g., diesel exhaust, rock particulates/dust): \_\_\_\_\_

---

j. Will the proposed action result in a substantial increase in traffic above present levels or generate substantial new demand for transportation facilities or services?  Yes  No

If Yes:

*i.* When is the peak traffic expected (Check all that apply):  Morning  Evening  Weekend  
 Randomly between hours of \_\_\_\_\_ to \_\_\_\_\_.

*ii.* For commercial activities only, projected number of semi-trailer truck trips/day: \_\_\_\_\_

*iii.* Parking spaces: Existing \_\_\_\_\_ Proposed \_\_\_\_\_ Net increase/decrease \_\_\_\_\_

*iv.* Does the proposed action include any shared use parking?  Yes  No

*v.* If the proposed action includes any modification of existing roads, creation of new roads or change in existing access, describe: \_\_\_\_\_

---

*vi.* Are public/private transportation service(s) or facilities available within 1/2 mile of the proposed site?  Yes  No

*vii.* Will the proposed action include access to public transportation or accommodations for use of hybrid, electric or other alternative fueled vehicles?  Yes  No

*viii.* Will the proposed action include plans for pedestrian or bicycle accommodations for connections to existing pedestrian or bicycle routes?  Yes  No

---

k. Will the proposed action (for commercial or industrial projects only) generate new or additional demand for energy?  Yes  No

If Yes:

*i.* Estimate annual electricity demand during operation of the proposed action: \_\_\_\_\_

*ii.* Anticipated sources/suppliers of electricity for the project (e.g., on-site combustion, on-site renewable, via grid/local utility, or other): \_\_\_\_\_

*iii.* Will the proposed action require a new, or an upgrade to, an existing substation?  Yes  No

---

l. Hours of operation. Answer all items which apply.

<p><i>i.</i> During Construction:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>	<p><i>ii.</i> During Operations:</p> <ul style="list-style-type: none"> <li>• Monday - Friday: _____</li> <li>• Saturday: _____</li> <li>• Sunday: _____</li> <li>• Holidays: _____</li> </ul>
---	--

m. Will the proposed action produce noise that will exceed existing ambient noise levels during construction, operation, or both?  Yes  No  
 If yes:  
 i. Provide details including sources, time of day and duration:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a noise barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

---

n. Will the proposed action have outdoor lighting?  Yes  No  
 If yes:  
 i. Describe source(s), location(s), height of fixture(s), direction/aim, and proximity to nearest occupied structures:  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will proposed action remove existing natural barriers that could act as a light barrier or screen?  Yes  No  
 Describe: \_\_\_\_\_  
 \_\_\_\_\_

---

o. Does the proposed action have the potential to produce odors for more than one hour per day?  Yes  No  
 If Yes, describe possible sources, potential frequency and duration of odor emissions, and proximity to nearest occupied structures: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

---

p. Will the proposed action include any bulk storage of petroleum (combined capacity of over 1,100 gallons) or chemical products 185 gallons in above ground storage or any amount in underground storage?  Yes  No  
 If Yes:  
 i. Product(s) to be stored \_\_\_\_\_  
 ii. Volume(s) \_\_\_\_\_ per unit time \_\_\_\_\_ (e.g., month, year)  
 iii. Generally describe proposed storage facilities: \_\_\_\_\_  
 \_\_\_\_\_

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q. Will the proposed action (commercial, industrial and recreational projects only) use pesticides (i.e., herbicides, insecticides) during construction or operation?  Yes  No  
 If Yes:  
 i. Describe proposed treatment(s):  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

ii. Will the proposed action use Integrated Pest Management Practices?  Yes  No

---

r. Will the proposed action (commercial or industrial projects only) involve or require the management or disposal of solid waste (excluding hazardous materials)?  Yes  No  
 If Yes:  
 i. Describe any solid waste(s) to be generated during construction or operation of the facility:  
 • Construction: \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 • Operation : \_\_\_\_\_ tons per \_\_\_\_\_ (unit of time)  
 ii. Describe any proposals for on-site minimization, recycling or reuse of materials to avoid disposal as solid waste:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

iii. Proposed disposal methods/facilities for solid waste generated on-site:  
 • Construction: \_\_\_\_\_  
 \_\_\_\_\_  
 • Operation: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

**E. Site and Setting of Proposed Action**

**E.1. Land uses on and surrounding the project site**

a. Existing land uses.  
 i. Check all uses that occur on, adjoining and near the project site.  
 Urban  Industrial  Commercial  Residential (suburban)  Rural (non-farm)  
 Forest  Agriculture  Aquatic  Other (specify): \_\_\_\_\_  
 ii. If mix of uses, generally describe:  
 \_\_\_\_\_  
 \_\_\_\_\_

b. Land uses and covertypes on the project site.

Land use or Covertypes	Current Acreage	Acreage After Project Completion	Change (Acres +/-)
• Roads, buildings, and other paved or impervious surfaces			
• Forested			
• Meadows, grasslands or brushlands (non-agricultural, including abandoned agricultural)			
• Agricultural (includes active orchards, field, greenhouse etc.)			
• Surface water features (lakes, ponds, streams, rivers, etc.)			
• Wetlands (freshwater or tidal)			
• Non-vegetated (bare rock, earth or fill)			
• Other Describe: _____ _____			

c. Is the project site presently used by members of the community for public recreation?  Yes  No  
i. If Yes: explain: \_\_\_\_\_

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d. Are there any facilities serving children, the elderly, people with disabilities (e.g., schools, hospitals, licensed day care centers, or group homes) within 1500 feet of the project site?  Yes  No  
If Yes,  
i. Identify Facilities:  
\_\_\_\_\_

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e. Does the project site contain an existing dam?  Yes  No  
If Yes:  
i. Dimensions of the dam and impoundment:  

- Dam height: \_\_\_\_\_ feet
- Dam length: \_\_\_\_\_ feet
- Surface area: \_\_\_\_\_ acres
- Volume impounded: \_\_\_\_\_ gallons OR acre-feet

ii. Dam's existing hazard classification: \_\_\_\_\_  
iii. Provide date and summarize results of last inspection:  
\_\_\_\_\_

---

f. Has the project site ever been used as a municipal, commercial or industrial solid waste management facility, or does the project site adjoin property which is now, or was at one time, used as a solid waste management facility?  Yes  No  
If Yes:  
i. Has the facility been formally closed?  Yes  No  

- If yes, cite sources/documentation: \_\_\_\_\_

ii. Describe the location of the project site relative to the boundaries of the solid waste management facility:  
\_\_\_\_\_

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g. Have hazardous wastes been generated, treated and/or disposed of at the site, or does the project site adjoin property which is now or was at one time used to commercially treat, store and/or dispose of hazardous waste?  Yes  No  
If Yes:  
i. Describe waste(s) handled and waste management activities, including approximate time when activities occurred:  
\_\_\_\_\_

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h. Potential contamination history. Has there been a reported spill at the proposed project site, or have any remedial actions been conducted at or adjacent to the proposed site?  Yes  No  
If Yes:  
i. Is any portion of the site listed on the NYSDEC Spills Incidents database or Environmental Site Remediation database? Check all that apply:  Yes  No  
 Yes – Spills Incidents database Provide DEC ID number(s): \_\_\_\_\_  
 Yes – Environmental Site Remediation database Provide DEC ID number(s): \_\_\_\_\_  
 Neither database  
ii. If site has been subject of RCRA corrective activities, describe control measures: \_\_\_\_\_  
\_\_\_\_\_

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iii. Is the project within 2000 feet of any site in the NYSDEC Environmental Site Remediation database?  Yes  No  
If yes, provide DEC ID number(s): \_\_\_\_\_  
iv. If yes to (i), (ii) or (iii) above, describe current status of site(s):  
\_\_\_\_\_

v. Is the project site subject to an institutional control limiting property uses?  Yes  No

- If yes, DEC site ID number: \_\_\_\_\_
- Describe the type of institutional control (e.g., deed restriction or easement): \_\_\_\_\_
- Describe any use limitations: \_\_\_\_\_
- Describe any engineering controls: \_\_\_\_\_
- Will the project affect the institutional or engineering controls in place?  Yes  No
- Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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**E.2. Natural Resources On or Near Project Site**

a. What is the average depth to bedrock on the project site? \_\_\_\_\_ feet

b. Are there bedrock outcroppings on the project site?  Yes  No  
 If Yes, what proportion of the site is comprised of bedrock outcroppings? \_\_\_\_\_ %

c. Predominant soil type(s) present on project site: \_\_\_\_\_ %  
 \_\_\_\_\_ %  
 \_\_\_\_\_ %

d. What is the average depth to the water table on the project site? Average: \_\_\_\_\_ feet

e. Drainage status of project site soils:  Well Drained: \_\_\_\_\_ % of site  
 Moderately Well Drained: \_\_\_\_\_ % of site unknown  
 Poorly Drained \_\_\_\_\_ % of site

f. Approximate proportion of proposed action site with slopes:  0-10%: \_\_\_\_\_ % of site  
 10-15%: \_\_\_\_\_ % of site  
 15% or greater: \_\_\_\_\_ % of site

g. Are there any unique geologic features on the project site?  Yes  No  
 If Yes, describe: \_\_\_\_\_  
 \_\_\_\_\_

h. Surface water features.

i. Does any portion of the project site contain wetlands or other waterbodies (including streams, rivers, ponds or lakes)?  Yes  No

ii. Do any wetlands or other waterbodies adjoin the project site?  Yes  No  
 If Yes to either *i* or *ii*, continue. If No, skip to E.2.i.

iii. Are any of the wetlands or waterbodies within or adjoining the project site regulated by any federal, state or local agency?  Yes  No

iv. For each identified regulated wetland and waterbody on the project site, provide the following information:

- Streams: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Lakes or Ponds: Name \_\_\_\_\_ Classification \_\_\_\_\_
- Wetlands: Name \_\_\_\_\_ Approximate Size \_\_\_\_\_
- Wetland No. (if regulated by DEC) \_\_\_\_\_

v. Are any of the above water bodies listed in the most recent compilation of NYS water quality-impaired waterbodies?  Yes  No  
 If yes, name of impaired water body/bodies and basis for listing as impaired: \_\_\_\_\_  
 \_\_\_\_\_

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i. Is the project site in a designated Floodway?  Yes  No

j. Is the project site in the 100 year Floodplain?  Yes  No

k. Is the project site in the 500 year Floodplain?  Yes  No

l. Is the project site located over, or immediately adjoining, a primary, principal or sole source aquifer?  Yes  No  
 If Yes:  
 i. Name of aquifer: \_\_\_\_\_

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

e. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on, or has been nominated by the NYS Board of Historic Preservation for inclusion on, the State or National Register of Historic Places?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Nature of historic/archaeological resource: <input type="checkbox"/> Archaeological Site <input type="checkbox"/> Historic Building or District	
<i>ii.</i> Name: _____	
<i>iii.</i> Brief description of attributes on which listing is based: The buildings are predominantly three to four-story attached masonry rows. Exterior trim is executed in stone, brick, terra cotta, wood, and metal. The buildings are designed in a broad range of popular American styles dating from the late 1840s to the early 1930s.	
f. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
g. Have additional archaeological or historic site(s) or resources been identified on the project site?	
If Yes:	
<i>i.</i> Describe possible resource(s): _____	
<i>ii.</i> Basis for identification: _____	
h. Is the project site within five miles of any officially designated and publicly accessible federal, state, or local scenic or aesthetic resource?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify resource: _____	
<i>ii.</i> Nature of, or basis for, designation (e.g., established highway overlook, state or local park, state historic trail or scenic byway, etc.): _____	
<i>iii.</i> Distance between project and resource: _____ miles.	
i. Is the project site located within a designated river corridor under the Wild, Scenic and Recreational Rivers Program 6 NYCRR 666?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If Yes:	
<i>i.</i> Identify the name of the river and its designation: _____	
<i>ii.</i> Is the activity consistent with development restrictions contained in 6NYCRR Part 666?	
<input type="checkbox"/> Yes <input type="checkbox"/> No	

**F. Additional Information**

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

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

**G. Verification**

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

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

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

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

Project :

Date :

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

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

**Tips for completing Part 2:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>13. Impact on Transportation</b> The proposed action may result in a change to existing transportation systems. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.j) <i>If "Yes", answer questions a - g. If "No", go to Section 14.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. Projected traffic increase may exceed capacity of existing road network.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in the construction of paved parking area for 500 or more vehicles.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action will degrade existing transit access.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action will degrade existing pedestrian or bicycle accommodations.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
e. The proposed action may alter the present pattern of movement of people or goods.	D2j	<input type="checkbox"/>	<input type="checkbox"/>
f. Other impacts: _____ _____		<input type="checkbox"/>	<input type="checkbox"/>

<b>14. Impact on Energy</b> The proposed action may cause an increase in the use of any form of energy. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.k) <i>If "Yes", answer questions a - e. If "No", go to Section 15.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action will require a new, or an upgrade to an existing, substation.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action will require the creation or extension of an energy transmission or supply system to serve more than 50 single or two-family residences or to serve a commercial or industrial use.	D1f, D1q, D2k	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may utilize more than 2,500 MWhrs per year of electricity.	D2k	<input type="checkbox"/>	<input type="checkbox"/>
d. The proposed action may involve heating and/or cooling of more than 100,000 square feet of building area when completed.	D1g	<input type="checkbox"/>	<input type="checkbox"/>
e. Other Impacts: _____ _____			

<b>15. Impact on Noise, Odor, and Light</b> The proposed action may result in an increase in noise, odors, or outdoor lighting. <input type="checkbox"/> NO <input type="checkbox"/> YES (See Part 1. D.2.m., n., and o.) <i>If "Yes", answer questions a - f. If "No", go to Section 16.</i>			
	<b>Relevant Part I Question(s)</b>	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
a. The proposed action may produce sound above noise levels established by local regulation.	D2m	<input type="checkbox"/>	<input type="checkbox"/>
b. The proposed action may result in blasting within 1,500 feet of any residence, hospital, school, licensed day care center, or nursing home.	D2m, E1d	<input type="checkbox"/>	<input type="checkbox"/>
c. The proposed action may result in routine odors for more than one hour per day.	D2o	<input type="checkbox"/>	<input type="checkbox"/>

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

### 16. Impact on Human Health

The proposed action may have an impact on human health from exposure to new or existing sources of contaminants. (See Part 1.D.2.q., E.1. d. f. g. and h.)  
*If "Yes", answer questions a - m. If "No", go to Section 17.*

NO

YES

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

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

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

Project :

Date :

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

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

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

**Reasons Supporting This Determination:**

To complete this section:

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

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

SEQR Status:             Type 1                       Unlisted

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

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

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

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

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

There will, therefore, be no significant adverse impacts from the project as conditioned, and, therefore, this conditioned negative declaration is issued. A conditioned negative declaration may be used only for UNLISTED actions (see 6 NYCRR 617.d).

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

Name of Action:

Name of Lead Agency:

Name of Responsible Officer in Lead Agency:

Title of Responsible Officer:

Signature of Responsible Officer in Lead Agency:

Date:

Signature of Preparer (if different from Responsible Officer)

Date:

**For Further Information:**

Contact Person:

Address:

Telephone Number:

E-mail:

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

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

Other involved agencies (if any)

Applicant (if any)

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



# Parks, Recreation, and Historic Preservation

ANDREW M. CUOMO  
Governor

ROSE HARVEY  
Commissioner

December 15, 2015

Mr. Geoffrey Urda, Planner  
City of Watertown Office of Planning and Community Development  
245 Washington Street, Room 304  
Watertown, NY 13601

Re: SEQRA  
Black River Valley Club Renovation Project  
131 Washington St, Watertown, Jefferson County, NY  
15PR07006

Dear Mr. Urda:

Thank you for requesting the comments of the Division for Historic Preservation of the Office of Parks, Recreation and Historic Preservation (OPRHP) as part of your SEQRA process. These comments are those of OPRHP and relate only to Historic/Cultural resources. They do not include potential environmental impacts to New York State Parkland that may be involved in or near your project. Such impacts must be considered as part of the environmental review of the project pursuant to the State Environmental Quality Review Act (New York Environmental Conservation Law Article 8) and its implementing regulations (6 NYCRR Part 617).

We note the Black River Valley Club is included in the Public Square Historic District, which is listed in the State and National Registers of Historic Places. The original Colonial Revival-style structure was built in 1906 and the rear addition was added in 1923-24.

We understand the proposed work will include restoration of the north, east and west facades and interior renovation of the 1906 building into high-quality office and meeting spaces. The 9,828 square foot, two-story rear portion of the existing building will be demolished and replaced with a new 4,266 square foot, three-story addition and a 14-space parking lot incorporating a new accessible entrance with elevator, stairwell, and restrooms.

Given that this SEQR review reveals potential impacts to the architectural resources identified; if the lead agency concludes that additional studies would be beneficial to assess potential impacts to this listed historic resource, the OPRHP would be pleased to provide additional guidance.

If this project will involve state or federal permitting, funding or licensing, it may require a more rigorous review for potential impacts to architectural and archaeological resources, in accordance with Section 106 of the National Historic Preservation Act or Section 14.09 of NYS Parks Recreation and Historic Preservation Law.

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## Division for Historic Preservation

P.O. Box 189, Waterford, New York 12188-0189 • (518) 237-8643 • [www.nysparks.com](http://www.nysparks.com)

Please provide additional correspondence regarding this project, if required, via our Cultural Resource Information System (CRIS) at [www.nysparks.com/shpo/online-tools/](http://www.nysparks.com/shpo/online-tools/). Once on the CRIS site, log in as a guest and choose "submit" at the very top menu. Next choose "submit new information for an existing project." You will need the project number above and your e-mail address. If you have any questions, I can be reached at (518) 268-2170.

Sincerely,

A handwritten signature in black ink, appearing to read 'Laurie E. Klenkel', written in a cursive style.

Laurie E. Klenkel  
Historic Site Restoration Coordinator  
e-mail: [laurie.klenkel@parks.ny.gov](mailto:laurie.klenkel@parks.ny.gov)

via e-mail only



December 10<sup>th</sup>, 2015

Washington Street Properties  
215 Washington Street  
Watertown, NY 13601

Attn: Mr. Brian Murray

Re: NNY Community Foundation Project (former Black River Valley Club) 131 Washington St.

Dear Mr. Murray,

On behalf of the NNY Community Foundation, and as the contractor for the above referenced project, I'm writing you to coordinate a few aspects of the project that will have an effect on your property and require your permission. A new addition at the back of the building will be the new main entrance and will be accessed via a new painted crosswalk that connects to your existing sidewalk. We are asking for pedestrians to be able to use your existing sidewalk to access the new entrance. Also, there will be a water line connection within the drive lane adjacent to your property which will require some asphalt pavement and striping work. Hopefully this does not present any issues for you.

Portions of the drive lane will be closed intermittently during the project to complete our work. We will not close the entire lane, and will allow traffic to pass through this area. We will notify you in advance of interruptions to the drive lane and will provide appropriate barricades and signage for safe travel during these times. We ask that you respond to this request and present us with any questions or concerns that you may have.

Very truly yours,

A handwritten signature in blue ink that reads 'Jeffrey K. Walseman'. The signature is written in a cursive, flowing style.

Jeff Walseman  
Project Manager  
Purcell Construction Corp.

## Andrew Jackson

---

**From:** Jeff Walseman <[jeff@purcellconstruction.com](mailto:jeff@purcellconstruction.com)>  
**Sent:** Monday, December 14, 2015 11:39 AM  
**To:** Andrew Jackson  
**Subject:** Fwd: NNY Community Foundation Philanthropy Center Site Work

FYI. This is Brians response. I will also forward the letter I sent to him so we can provide both.

Jeff

Sent from my iPhone

Begin forwarded message:

**From:** Brian Murray <[brian@washingtonstreetproperties.com](mailto:brian@washingtonstreetproperties.com)>  
**Date:** December 14, 2015 at 11:16:14 AM EST  
**To:** Jeff Walseman <[jeff@purcellconstruction.com](mailto:jeff@purcellconstruction.com)>  
**Subject:** Re: NNY Community Foundation Philanthropy Center Site Work

Hi Jeff,

I am in receipt of your letter dated December 10th, 2015 regarding the NNY Community Foundation Project at 131 Washington Street.

We approved of all items you outlined in the letter, including the proposed crosswalk, water line connection, and associated asphalt/striping work.

We are also grateful for your coordination of the intermittent lane closings during the project. This will be fine.

Please let us know if there is anything else we can do to help ensure that your project is a success.

Sincerely,

Brian

**Brian H. Murray**  
Founder and CEO  
Washington Street Properties  
215 Washington Street, Suite 001  
Watertown, New York 13601  
Office (315) 405-8161  
Cell (315) 212-9071  
Fax (315) 222-7400  
[www.washingtonstreetproperties.com](http://www.washingtonstreetproperties.com)

On Thu, Dec 10, 2015 at 5:04 PM, Jeff Walseman <[jeff@purcellconstruction.com](mailto:jeff@purcellconstruction.com)> wrote:

## Andrew Jackson

---

**From:** Andrew Jackson  
**Sent:** Tuesday, December 15, 2015 5:05 PM  
**To:** Rande Richardson  
**Cc:** Jeff Walseman (jeff@purcellconstruction.com); Gerry Kostyk; Bernie Brown (bbrown@TheBCGroup.com); Rick Gefell (rick@purcellconstruction.com)  
**Subject:** Easements with 215 Washington  
**Attachments:** Letter to WSP signed PDF.pdf  
  
**Categories:** Filed by Newforma

Rande Richardson  
NNY Community Foundation  
Black River Valley Club Renovation 2014-046

Rande,

While addressing the requirements of the Planning Board for our resubmission, and upon speaking with Gerry Kostyk in my office, we have come to the conclusion that there should be legal easements in place with the owners of 215 Washington. We recommend that you speak with your attorney to start the process. The easements in question involve the use of their sidewalk, driveway, and utility easement for the new water line. For the Planning Board resubmission, we will submit the letter from Purcell (attached), and the email response from Brian Murry. As far as public record, the actual legal easement should be incorporated into the survey for the future. We will be glad to work with your attorney on the details as required.

Thank you.

**Andrew F. Jackson, AIA**

Project Architect

**BCA Architects & Engineers**

Ithaca | Syracuse | Watertown

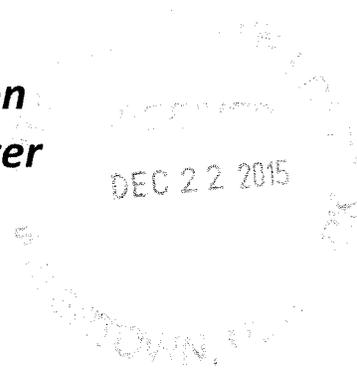
[www.thebcgroup.com](http://www.thebcgroup.com)

Ph:315-782-8130 x233

City of Watertown  
Site Plan Application for:

***NNY Community Foundation  
Proposed Philanthropy Center***

**Engineering Report**



Prepared By  
**Bernier Carr & Associates, PC**

327 MULLIN STREET  
WATERTOWN, NY 13601  
TEL. (315) 782-8130  
FAX (315) 782-7192

[WWW.THEBCGROUP.COM](http://WWW.THEBCGROUP.COM)



November 17, 2015  
Revised December 22, 2015

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B. Project Description.....1

C. Existing and Proposed Sanitary Sewer Flows and Summary.....1

D. Stormwater Pre & Post Construction Calculations & Summary.....1

E. Water Flows and Pressure.....2

F. Traffic Impacts.....2

G. Lighting Summary..... 2

H. Landscaping Summary.....2

Appendix A.....Storm Water Peak Discharge Calculations

### **A. Project Location**

The proposed addition and renovation work will be performed at the existing Black River Valley Club at 131 Washington Street in the City of Watertown, Jefferson County, New York. This property is located in the central portion of Watertown, on the eastern side of Washington Street.

The property on which the proposed work will be performed is zoned as "Downtown" within the "Downtown Core Overlay".

### **B. Project Description**

Proposed work at the site will include renovation of the front (Washington St.) three story portion of the building into high-quality office and meeting space. The rear (southern portion) two story section of the existing building will be demolished, and replaced with a new three-story addition incorporating a new accessible entrance with elevator, stairwell, and restrooms. The remaining area at the rear of the lot will expand the facility's parking with accessible parking spaces and new landscaping and lighting.

Electric and sewer service is adequate to serve the needs of the proposed renovation and addition work. Water service will need to be upgraded for a new sprinkler system. An 8" water line exists in close proximity to service this upgrade.

### **C. Existing and Proposed Sanitary Sewer Flows and Summary**

Proposed maximum sanitary sewer flow rates per NYS Plumbing Code, Appendix E, Table E103.3, is 180 water supply fixture units, equaling 85.5 gpm. New sanitary lines are proposed to connect to the existing sanitary line located on Washington Street.

### **D. Storm Water Pre & Post Construction Calculations and Summary**

Storm water discharge on the N-E (YMCA) side of the site will not change from present levels. Due to the limited area of disturbance expected during construction at this site, a notice of intent will not need to be submitted to the DEC for coverage under the SPDES General Permit for Stormwater Discharges. A permit is required for activities that are expected to disturb greater than one acre of land. Impervious area will be reduced from the original footprint with the addition of landscaping area in lieu of impervious surface.

While this site is not required to provide a SWPPP in conformance with the SPDES General Permit for Stormwater Discharges, drainage calculations were performed in order to compare pre and post stormwater discharges from the site. Please see below a summary table with pre and post stormwater volumes and peak discharges

predicted from the site. A printout of the stormwater model has been provided as a part of this report.

**Stormwater Runoff Summary Table**

	<b>1-Year Storm Volume</b>	<b>1-Year Storm Peak Discharge</b>	<b>10-Year Storm Peak Discharge</b>	<b>100-Year Storm Peak Discharge</b>
	Storm Volume (acre-ft.)	Peak Flow (CFS)	Peak Flow (CFS)	Peak Flow (CFS)
Predevelopment	0.025	0.42	0.77	1.32
Post-development	0.022	0.40	0.74	1.30

**E. Water Flows and Pressure**

The water service to the building will be upgraded to accommodate the proposed sprinkler system. The system will require a new 4" diameter line which would connect to the existing 8" diameter line located in front of 215 Washington Street. Hydrant flow test data as of May 21, 2015 at the 1280 fire hydrant in front of 215 Washington Street had 68 PSI and a flow of 1250 GPM.

**F. Traffic Impacts**

There will be no increase in traffic volume as a result of this project. Access to the new parking lot shall be through driveway owned by 215 Washington, via easement with the owner. Pedestrian access to the building shall also be along the sidewalk owned by 215 Washington, via easement with the owner.

**G. Lighting Summary**

Lighting throughout the site and parking area will be improved. Light poles will be added for the new parking area, and building-mounted fixtures will be added to improve security and accessibility at all pedestrian traffic areas. Photometric levels shall be as follows: Average Fc; .39, maximum Fc; 1.0, max. Fc on property line; .6.

**H. Landscaping Summary**

The proposed site development includes trees, shrub, perennial and ground cover between the new addition entrance and the parking spaces, with an additional planting bed acting as a parking buffer on the S-W side of the new parking lot. Two (2) new street trees will be replaced on the Washington Street side, along with new gratings and sidewalks. New plantings will be composed primarily of native species which are resistant to disease and drought.

*Appendix A, Storm Water Peak Discharge Calculations*, not included with this copy.

See the master copy, or digital copy.

# NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.

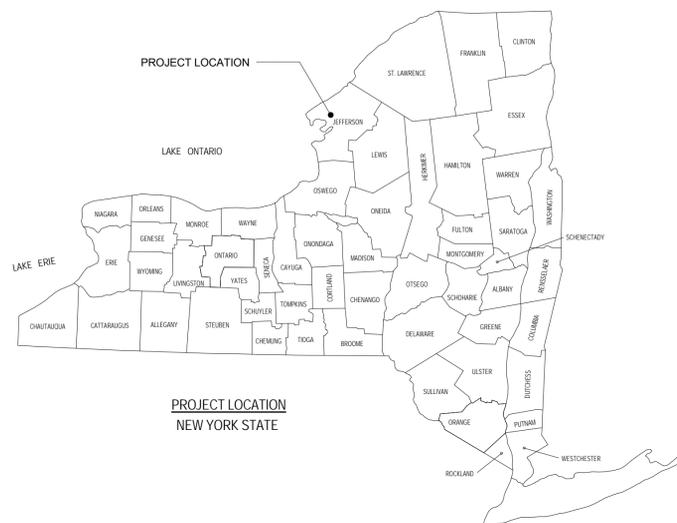
BLACK RIVER VALLEY CLUB RENOVATION  
131 WASHINGTON ST., WATERTOWN, NY 13601

ARCHITECT'S PROJECT NO.2014-046

## DRAWING LIST

SHEET NUMBER	SHEET NAME
C-001	SITE DEMOLITION SURVEY
C-100	SITE PLAN
C-101	CODE COMPLIANCE PLAN
C-102	LANDSCAPING DETAILS
C-103	CONSTRUCTION SITE PLAN
C-104	SITE LIGHTING PHOTOMETRIC PLAN
C-600	SITE DETAILS
C-601	SITE DETAILS
A-001	EXTERIOR HISTORIC RESTORATION
A-002	LAND USE AND ZONING PLANS
A-101	FIRST FLOOR PLAN
A-102	SECOND FLOOR PLAN
A-103	THIRD FLOOR PLAN
A-104	ROOF PLAN
A-501	BUILDING ELEVATIONS
1	SURVEY

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.



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TO THE BEST OF OUR KNOWLEDGE, INFORMATION AND BELIEF, THE PLANS AND SPECIFICATIONS ARE IN ACCORDANCE WITH APPLICABLE REQUIREMENTS OF THE ADOPTED CODES OF NYS (i.e. BUILDING, FIRE, PLUMBING, ETC.), ENERGY CONSERVATION CONSTRUCTION CODE OF NYS, INDUSTRIAL CODE RULE #56 AND CONSTRUCTION STANDARDS OF THE STATE OF NEW YORK EDUCATION DEPARTMENT.



**BERNIER, CARR & ASSOCIATES**

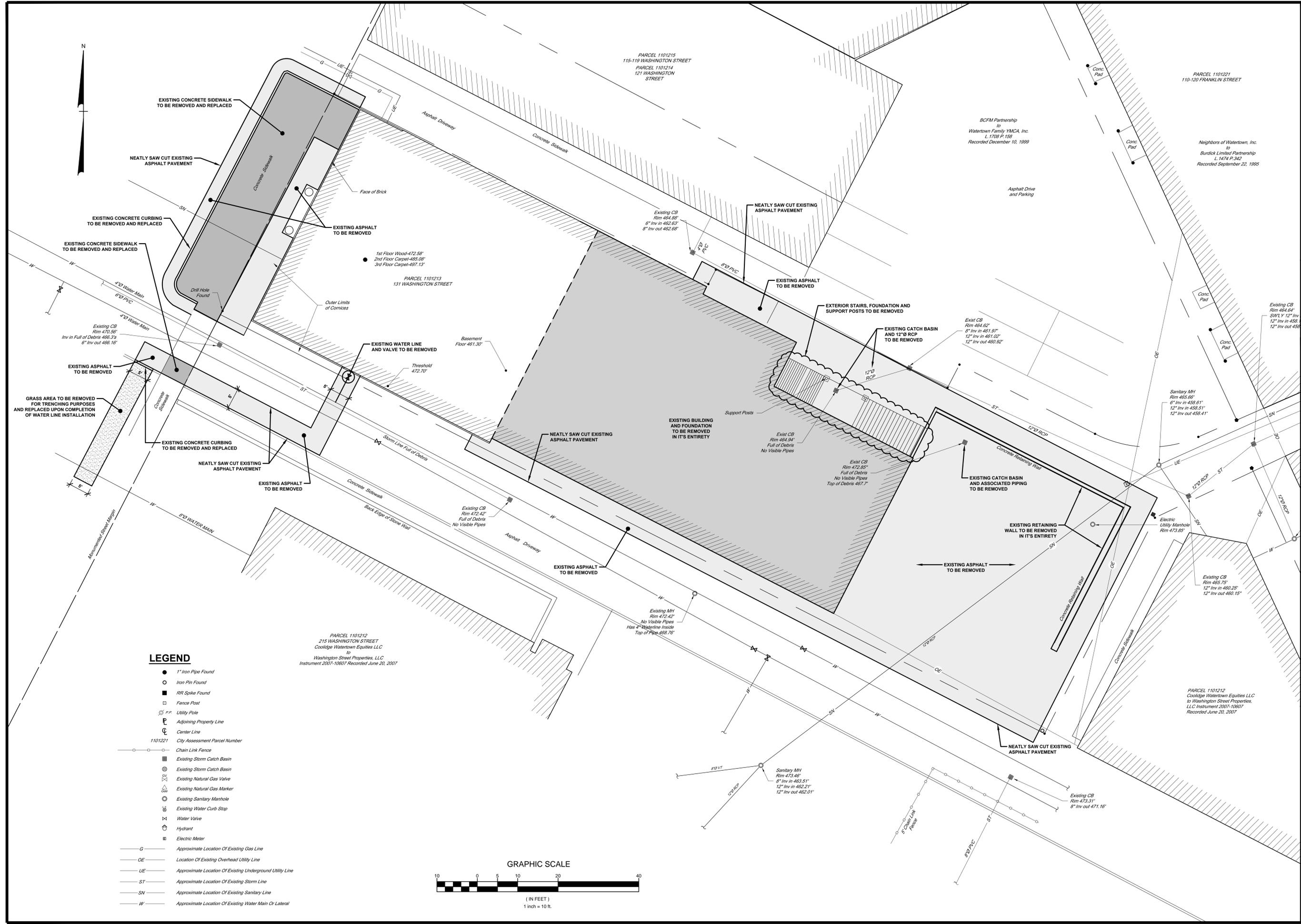
Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.

NORTHERN NEW YORK  
COMMUNITY FOUNDATION, INC.

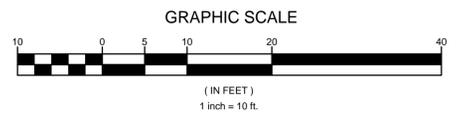
ARCHITECT'S PROJECT NO. 2014-046

SET NO. PLANNING BOARD  
SUBMISSION #2

12/22/15



- LEGEND**
- 1" Iron Pipe Found
  - Iron Pin Found
  - R/R Spike Found
  - Fence Post
  - ⊕ Utility Pole
  - ⊔ Adjoining Property Line
  - ⊕ Center Line
  - 1101221 City Assessment Parcel Number
  - Chain Link Fence
  - Existing Storm Catch Basin
  - ⊕ Existing Storm Catch Basin
  - ⊕ Existing Natural Gas Valve
  - ⊕ Existing Natural Gas Marker
  - ⊕ Existing Sanitary Manhole
  - ⊕ Existing Water Curb Stop
  - ⊕ Water Valve
  - ⊕ Hydrant
  - ⊕ Electric Meter
  - G — Approximate Location Of Existing Gas Line
  - OE — Location Of Existing Overhead Utility Line
  - UE — Approximate Location Of Existing Underground Utility Line
  - ST — Approximate Location Of Existing Storm Line
  - SN — Approximate Location Of Existing Sanitary Line
  - W — Approximate Location Of Existing Water Main Or Lateral

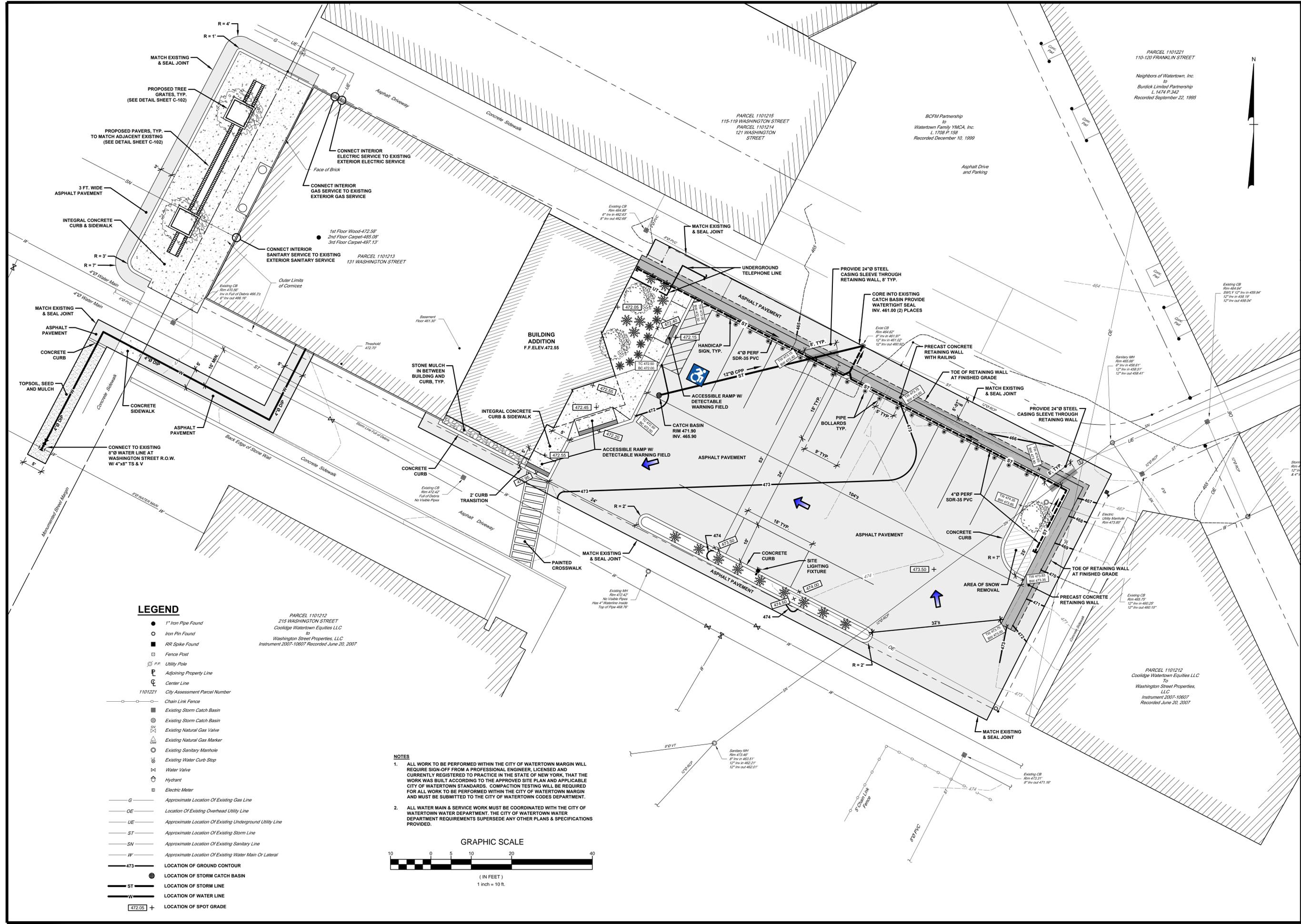


**BERNIER, CARR & ASSOCIATES**  
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**NOT FOR CONSTRUCTION**

**SITE DEMOLITION SURVEY**  
**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**  
 Watertown - County of Jefferson - State of New York

Revisions:	1.) PLANNING BOARD SUBMISSION 11/17/2015
	2.) PLANNING BOARD RE-SUBMISSION - 12/22/2015
Drawn By:	JED
Checked By:	MDA
Scale:	AS NOTED
Date:	10/14/2015
File No.:	2014-046
Sheet No.:	C-001
	PROJECT STATUS

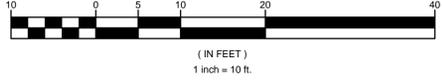


**LEGEND**

- 1" Iron Pipe Found
- Iron Pin Found
- RR Spike Found
- Fence Post
- ⊕ Utility Pole
- Adjoining Property Line
- Center Line
- 1101221 City Assessment Parcel Number
- Chain Link Fence
- Existing Storm Catch Basin
- Existing Storm Catch Basin
- Existing Natural Gas Valve
- Existing Natural Gas Marker
- Existing Sanitary Manhole
- Existing Water Curb Stop
- Water Valve
- Hydrant
- Electric Meter
- Approximate Location Of Existing Gas Line
- OE — Location Of Existing Overhead Utility Line
- UE — Approximate Location Of Existing Underground Utility Line
- ST — Approximate Location Of Existing Storm Line
- SW — Approximate Location Of Existing Sanitary Line
- W — Approximate Location Of Existing Water Main Or Lateral
- 473 — LOCATION OF GROUND CONTOUR
- LOCATION OF STORM CATCH BASIN
- ST — LOCATION OF STORM LINE
- W — LOCATION OF WATER LINE
- 472.55 + LOCATION OF SPOT GRADE

- NOTES**
- ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK. THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.
  - ALL WATER MAIN & SERVICE WORK MUST BE COORDINATED WITH THE CITY OF WATERTOWN WATER DEPARTMENT. THE CITY OF WATERTOWN WATER DEPARTMENT REQUIREMENTS SUPERSEDE ANY OTHER PLANS & SPECIFICATIONS PROVIDED.

**GRAPHIC SCALE**



PARCEL 1101212  
215 WASHINGTON STREET  
Coolidge Watertown Equities LLC  
to  
Washington Street Properties, LLC  
Instrument 2007-10607 Recorded June 20, 2007

PARCEL 1101221  
110-120 FRANKLIN STREET  
  
Neighbors of Watertown, Inc.  
to  
Burdick Limited Partnership  
L 1474 P.342  
Recorded September 22, 1995

BCFM Partnership  
to  
Watertown Family YMCA, Inc.  
L 1708 P.158  
Recorded December 10, 1999

PARCEL 1101212  
Coolidge Watertown Equities LLC  
to  
Washington Street Properties, LLC  
Instrument 2007-10607  
Recorded June 20, 2007

**BERNIER, CARR & ASSOCIATES**  
Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.



**NOT FOR CONSTRUCTION**

**SITE PLAN**  
**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**  
Watertown - County of Jefferson - State of New York

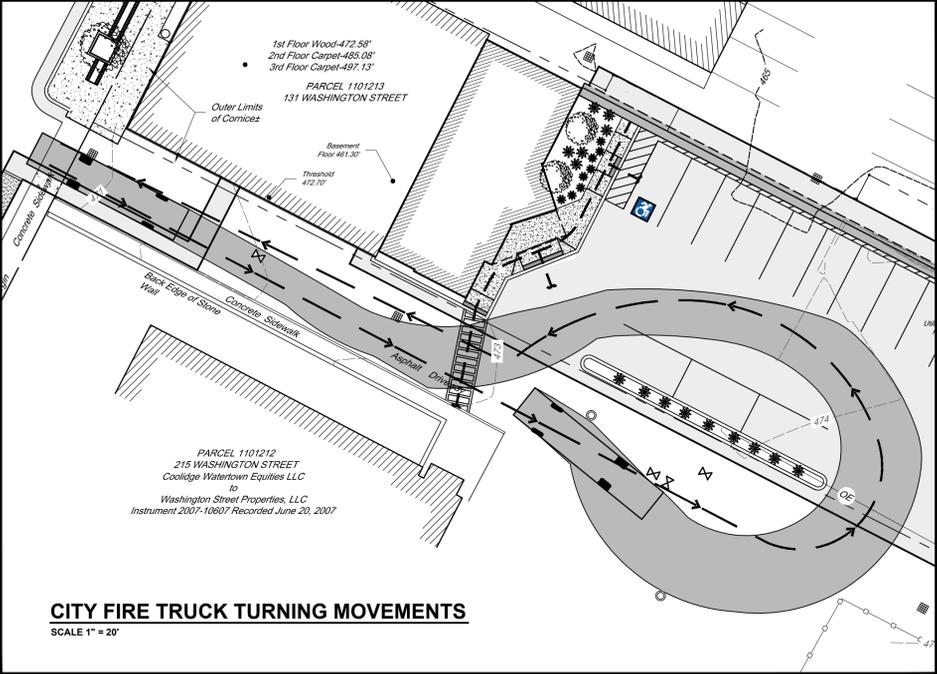
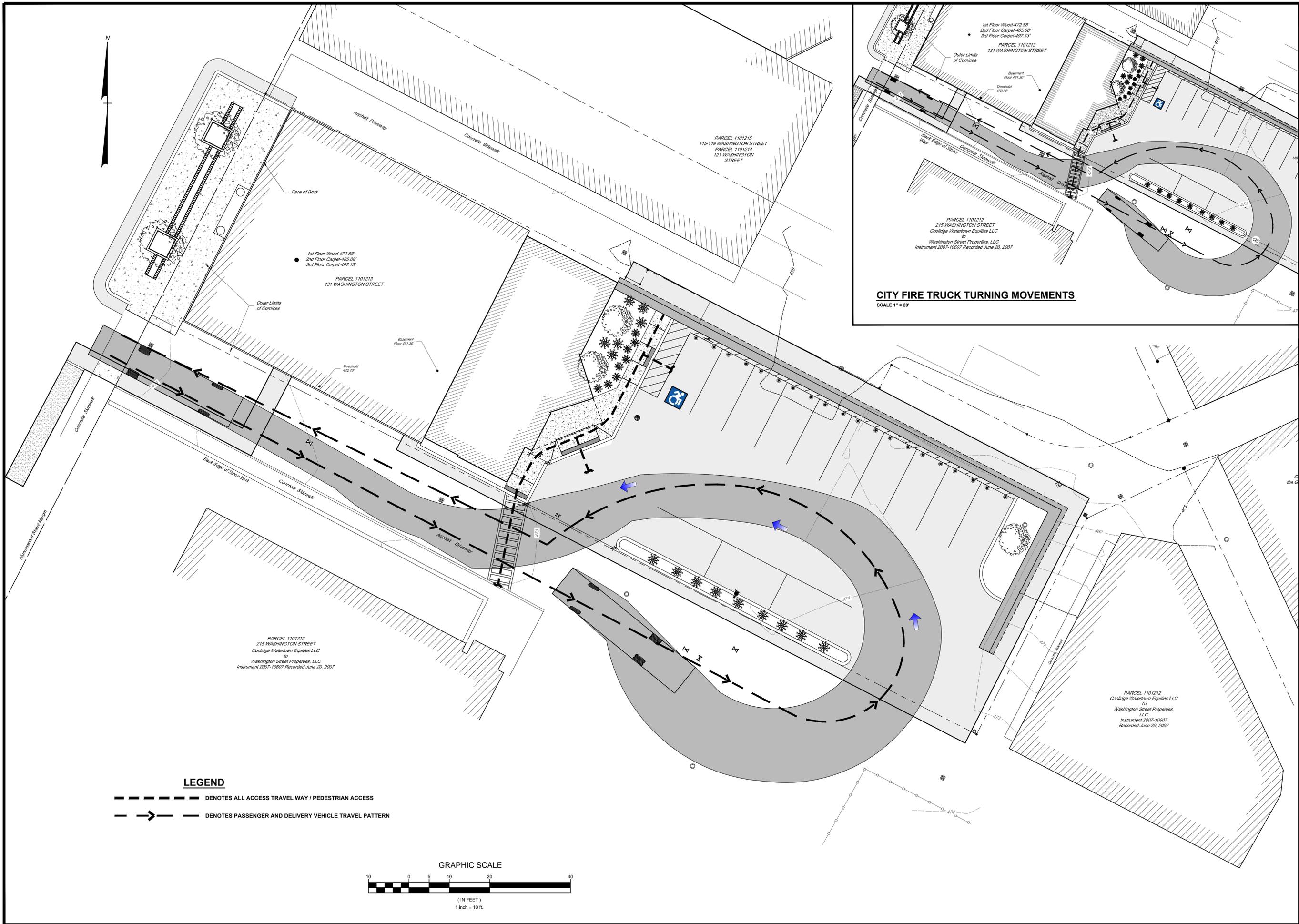
Revisions:  
1.) PLANNING BOARD SUBMISSION  
11/17/2015  
2.) PLANNING BOARD  
RE-SUBMISSION - 12-21-15

THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

Drawn By: JBE  
Checked By: MDA  
Scale: AS NOTED  
Date: 10/14/2015

File No.: 2014-046

Sheet No.:  
**C-100**  
PROJECT STATUS



**BERNIER, CARR & ASSOCIATES**  
 Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.



**NOT FOR CONSTRUCTION**

**CODE COMPLIANCE PLAN**  
**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**  
 Watertown - County of Jefferson - State of New York

Revisions:  
 1.) PLANNING BOARD SUBMISSION  
 11/17/2015  
 2.) PLANNING BOARD  
 RE-SUBMISSION - 12/22/2015

THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

Drawn By JED	Checked By MDA
Scale AS NOTED	Date 10/14/2015

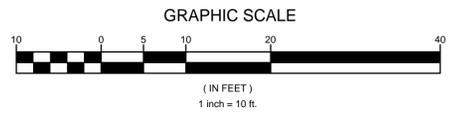
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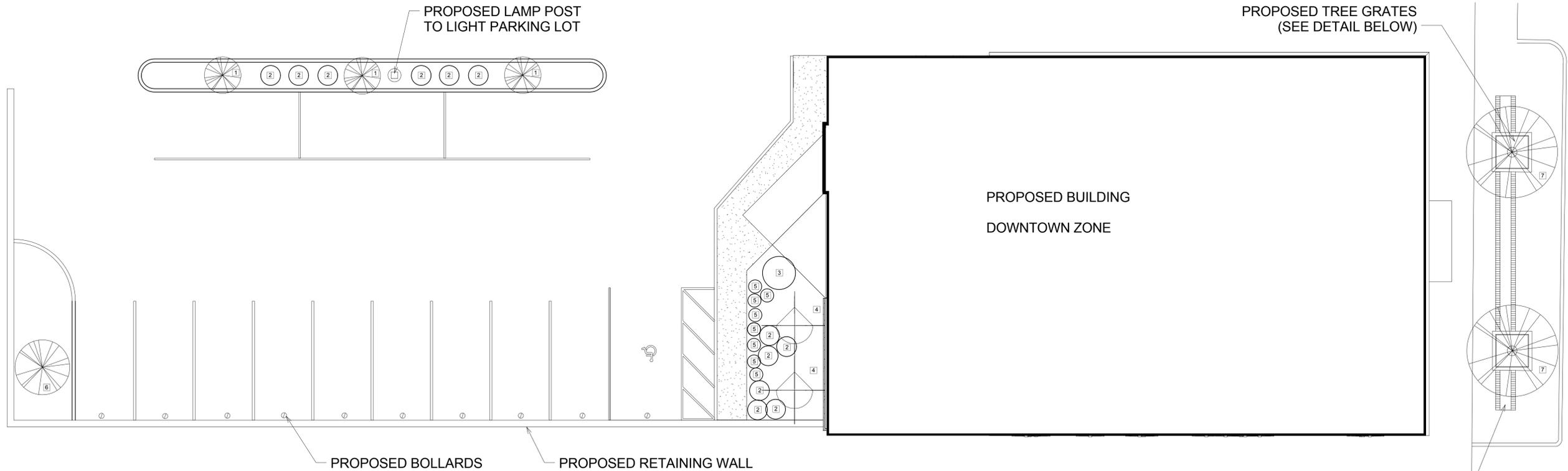
Sheet No.  
**C-101**  
 PROJECT STATUS



**LEGEND**

- DENOTES ALL ACCESS TRAVEL WAY / PEDESTRIAN ACCESS
- DENOTES PASSENGER AND DELIVERY VEHICLE TRAVEL PATTERN





**LANDSCAPING PLAN**  
SCALE: 1/8" = 1'-0"

PLANTING SCHEDULE			
SCIENTIFIC NAME	COMMON NAME	SIZE	QUANTITY
1 AMELANCHIER ALNIFOLIA	SERVICEBERRY	1 1/4" DBH	3
2 SALIX PURPUREA 'NANA'	BLUE LEAF WILLOW	5 GALLON	12
3 CORNUS ALBA 'BAIHALO'	DOGWOOD	2 GALLON	1
4 PICEA PUNGENS	FAT ALBERT COLORADO		
	BLUE SPRUCE	8'	2
5 ZAGREB COREOPSIS	TICKSEED		12
6 GLEDITISIA TRIACANTHOS INERMIS	THORNLESS HONEYLOCUST	1 1/4" DBH	1
7 PYRUS CALLERYANA 'CHANTICLEER'	CLEVELAND SELECT CALLERY PEAR	2" DBH	2

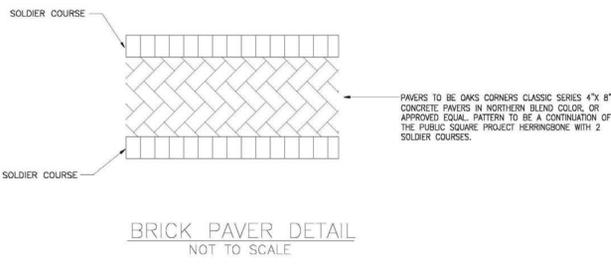
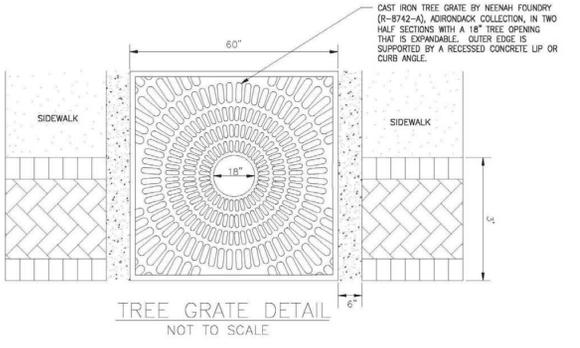
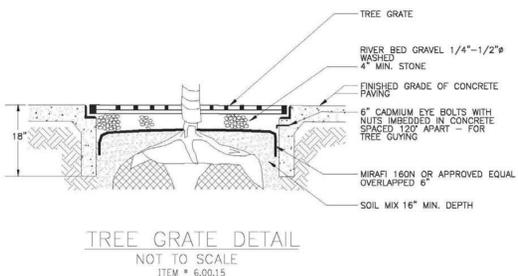
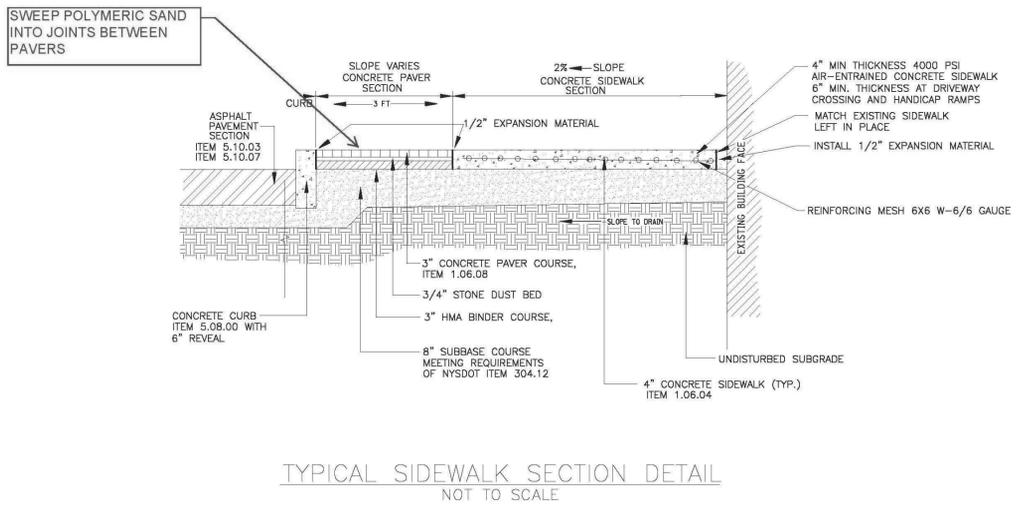
**BERNIER, CARR & ASSOCIATES**  
Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.  
CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.



**NOT FOR CONSTRUCTION**

LANDSCAPING PLAN  
NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.  
BLACK RIVER VALLEY CLUB RENOVATION  
Watertown - Jefferson County - State of New York

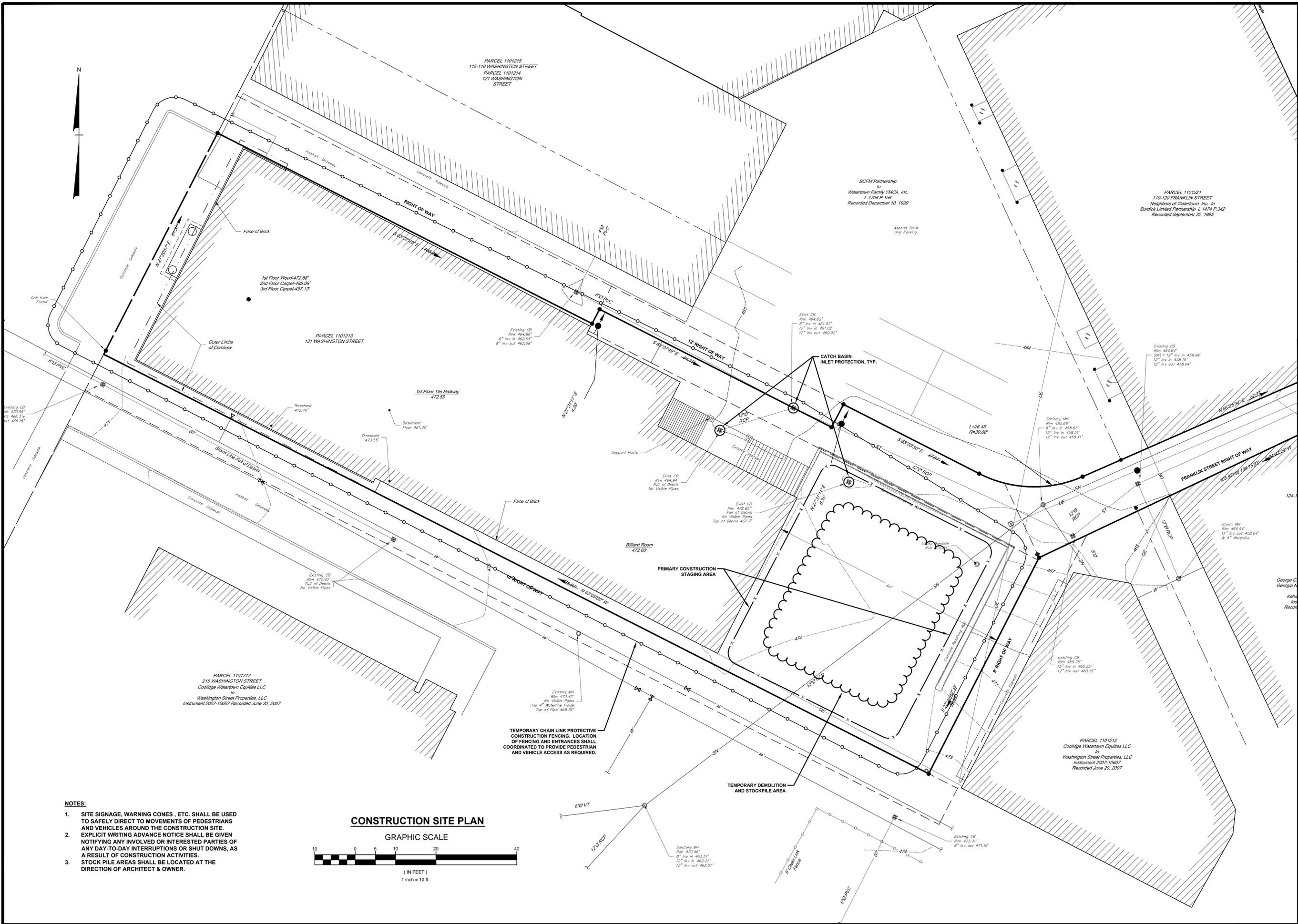
REVISIONS	
PLANNING BOARD SUBMISSION #2	12/22/15
THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.	
Drawn By: SAC	Checked By: AFJ
Scale: 1/8" = 1'-0"	Date: 12/22/15
File No: 2014-046	
Sheet No: C-102	



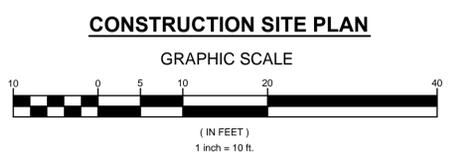
**NOTE:**  
CONTRACTOR MUST EXCAVATE DELINEATED LANDSCAPE AREAS AND REFILL WITH 8-10" OF TOP SOIL WHERE BUSHES WILL BE PLANTED AND 3' OF TOP SOIL WHERE TREES WILL BE PLANTED. ALL LANDSCAPED AREAS WILL RECEIVE 4" OF DARK BROWN COLORED MULCH AFTER PLANTINGS ARE IN PLACE.

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

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- NOTES:**
1. SITE SIGNAGE, WARNING CONES, ETC. SHALL BE USED TO SAFELY DIRECT TO MOVEMENTS OF PEDESTRIANS AND VEHICLES AROUND THE CONSTRUCTION SITE.
  2. EXPLICIT WRITING ADVANCE NOTICE SHALL BE GIVEN NOTIFYING ANY INVOLVED OR INTERESTED PARTIES OF ANY DAY-TO-DAY INTERRUPTIONS OR SHUT DOWNS, AS A RESULT OF CONSTRUCTION ACTIVITIES.
  3. STOCK PILE AREAS SHALL BE LOCATED AT THE DIRECTION OF ARCHITECT & OWNER.



TEMPORARY CHAIN LINK PROTECTIVE CONSTRUCTION FENCING, LOCATION OF FENCING AND ENTRANCES SHALL COORDINATED TO PROVIDE PEDESTRIAN AND VEHICLE ACCESS AS REQUIRED.

TEMPORARY DEMOLITION AND STOCKPILE AREA

**BERNIER, CARR & ASSOCIATES**  
Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.

**NOT FOR CONSTRUCTION**

**CONSTRUCTION SITE PLAN**

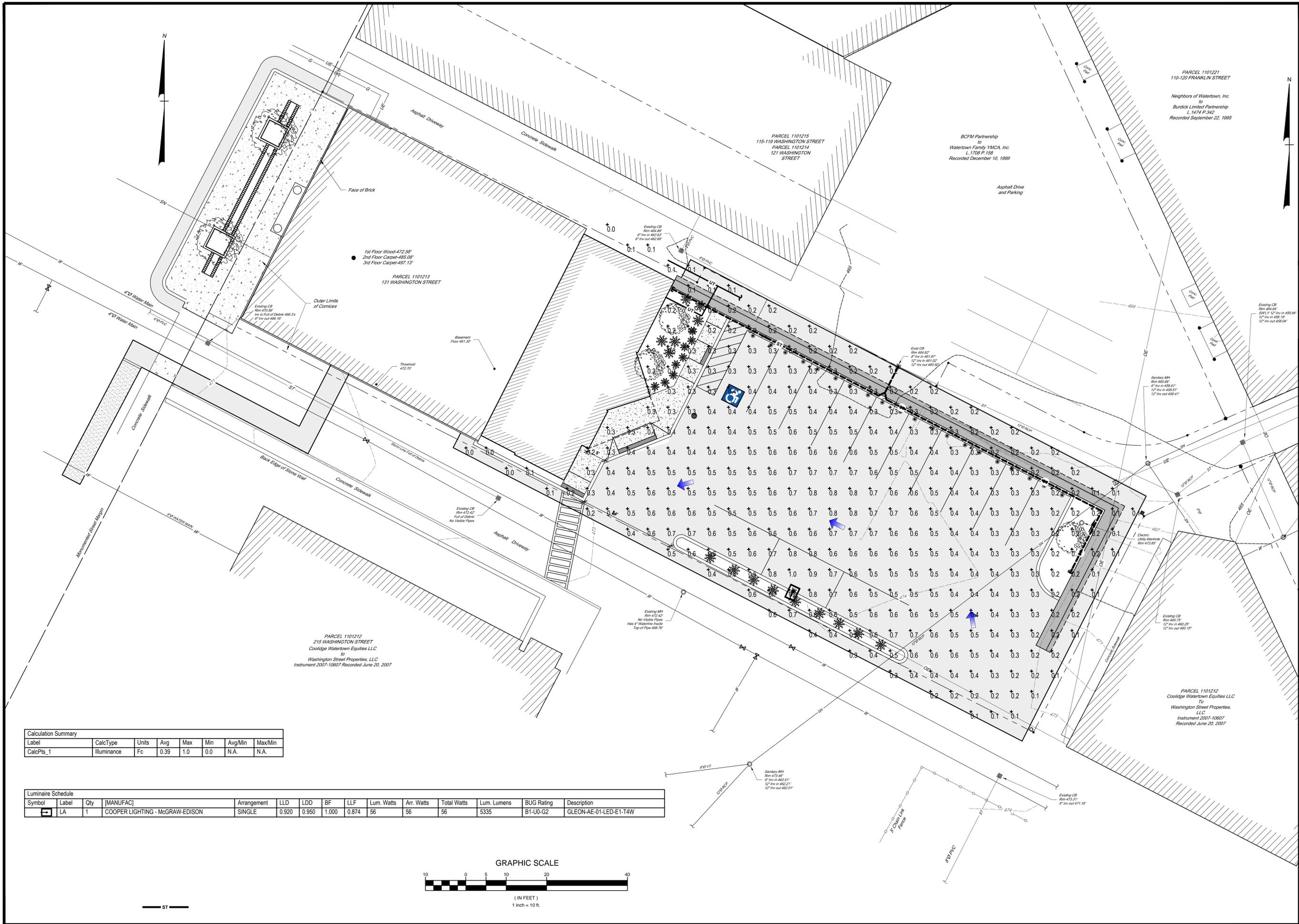
**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**  
Watertown - County of Jefferson - State of New York

Revisions:  
1.) PLANNING BOARD SUBMISSION 11/17/2015  
2.) PLANNING BOARD RE-SUBMISSION - 12/22/2015

THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

Drawn By JED	Checked By MDA
Scale AS NOTED	Date 10/14/2015
File No. 2014-046	Sheet No.

**C-103**  
PROJECT STATUS

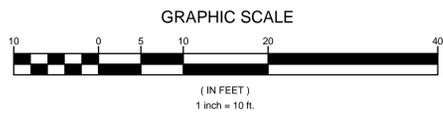


Calculation Summary

Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts_1	Illuminance	Fc	0.39	1.0	0.0	N.A.	N.A.

Luminaire Schedule

Symbol	Label	Qty	(MANUFAC)	Arrangement	LLD	LDD	BF	LLF	Lum. Watts	Arr. Watts	Total Watts	Lum. Lumens	BUG Rating	Description
☐	LA	1	COOPER LIGHTING - MCGRAW-EDISON	SINGLE	0.920	0.950	1.000	0.874	56	56	56	5335	B1-U0-G2	GLEON-AE-01-LED-E1-T4W



**BERNIER, CARR & ASSOCIATES**  
 Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.



**NOT FOR CONSTRUCTION**

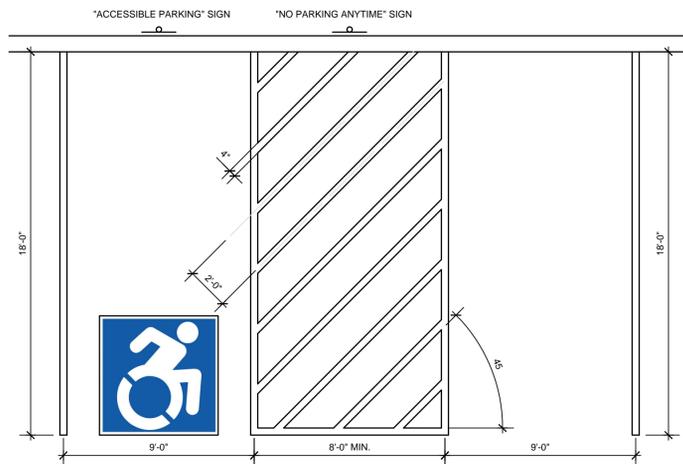
**SITE LIGHTING PHOTOMETRIC PLAN**  
**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**  
 Watertown - County of Jefferson - State of New York

Revisions:  
 1.) PLANNING BOARD SUBMISSION 11/17/2015  
 2.) PLANNING BOARD RE-SUBMISSION - 12-21-15

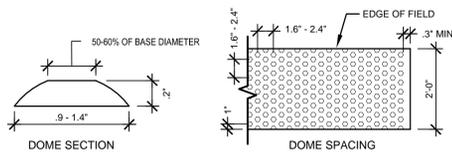
THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

Drawn By JED	Checked By MDA
Scale AS NOTED	Date 10/14/2015
File No. 2014-046	Sheet No.

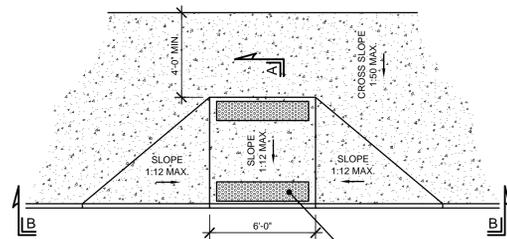
**C-104**  
PROJECT STATUS



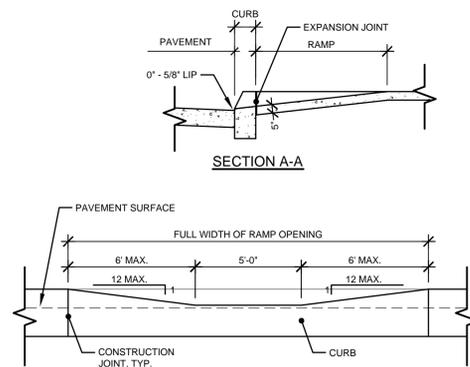
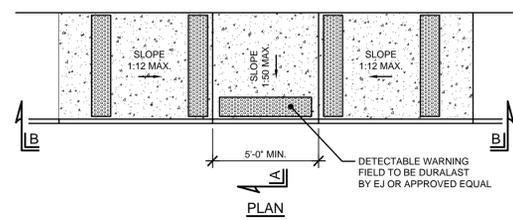
**1. PARKING SPACE LAYOUT DETAIL  
(TYPICAL & HANDICAP ACCESSIBLE SPACES)**  
NOT TO SCALE



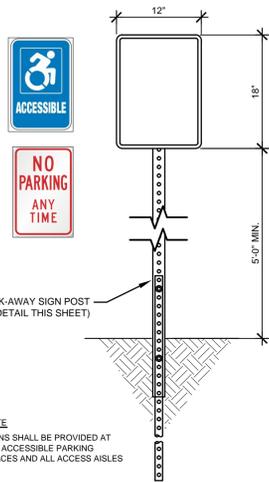
**2. DETECTABLE WARNING FIELD DETAILS**  
NOT TO SCALE



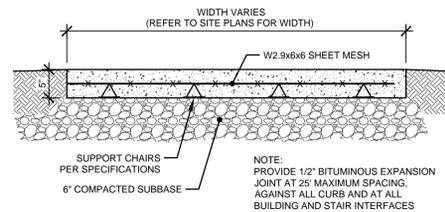
**3. ALL ACCESS RAMP DETAILS**  
NOT TO SCALE



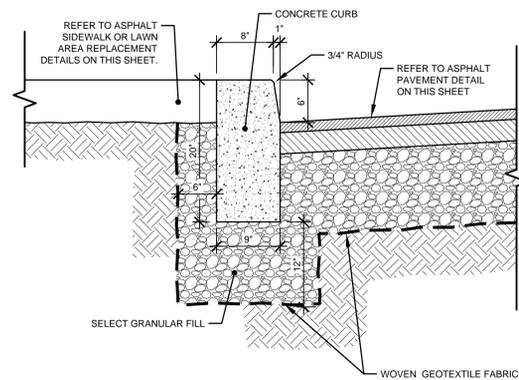
**3. ALL ACCESS RAMP DETAILS**  
NOT TO SCALE



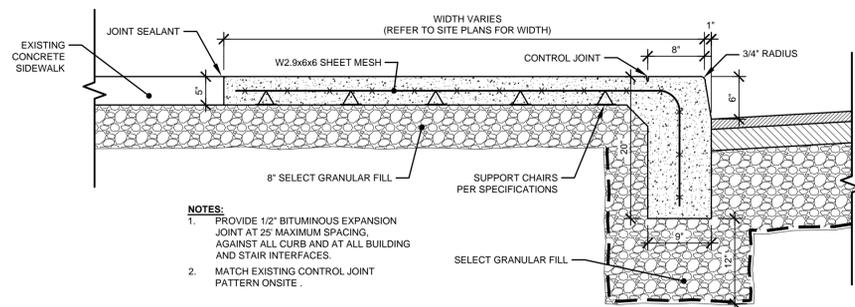
**4. ACCESSIBLE PARKING SIGN DETAIL**  
NOT TO SCALE



**5. CONCRETE SIDEWALK DETAIL**  
NOT TO SCALE

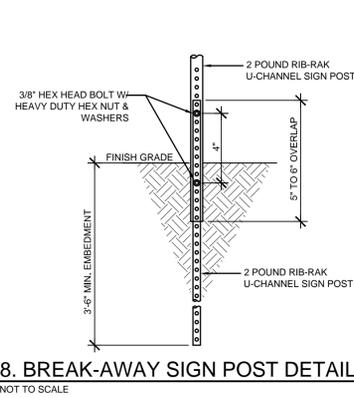


**6. CONCRETE CURB DETAIL**  
NOT TO SCALE

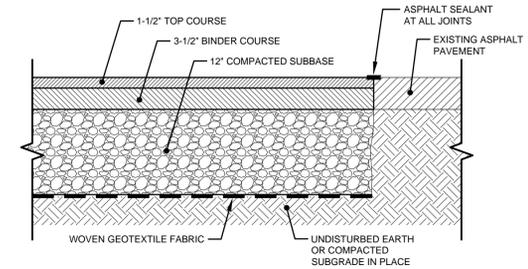


- NOTES:**
1. PROVIDE 1/2" BITUMINOUS EXPANSION JOINT AT 25' MAXIMUM SPACING, AGAINST ALL CURB AND AT ALL BUILDING AND STAIR INTERFACES.
  2. MATCH EXISTING CONTROL JOINT PATTERN ONSITE.

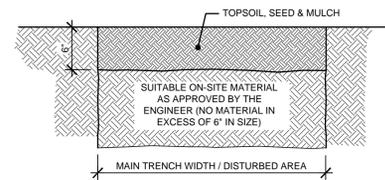
**7. INTEGRAL CONCRETE CURB AND SIDEWALK DETAIL**  
NOT TO SCALE



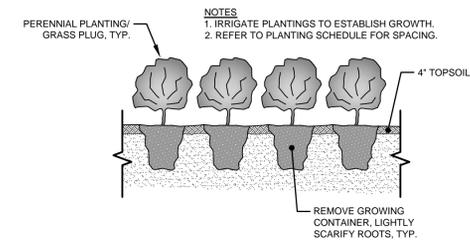
**8. BREAK-AWAY SIGN POST DETAIL**  
NOT TO SCALE



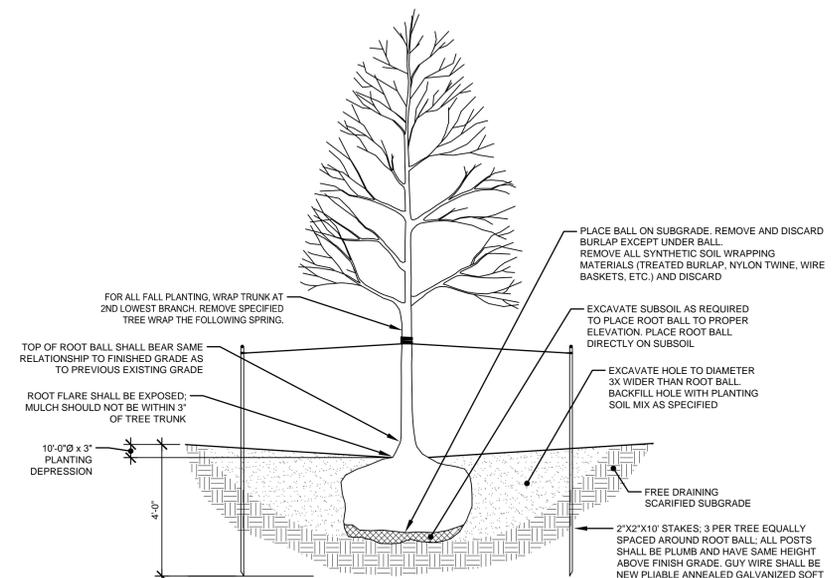
**11. ASPHALT PAVEMENT RECONSTRUCTION DETAIL**  
NOT TO SCALE



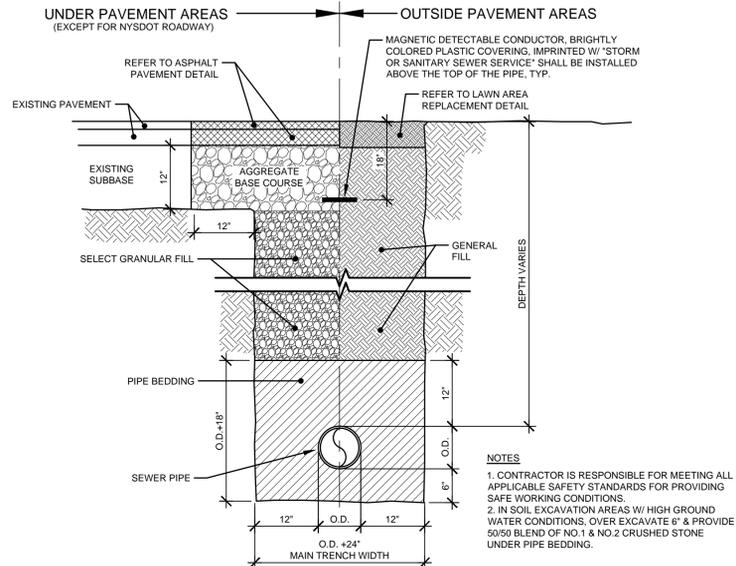
**9. LAWN AREA REPLACEMENT DETAIL**  
NOT TO SCALE



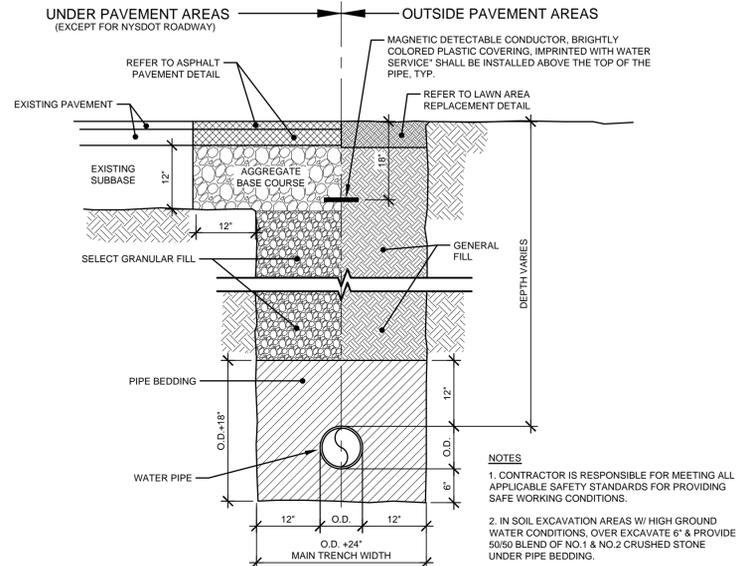
**12. PERENNIAL PLANTING DETAIL**  
NOT TO SCALE



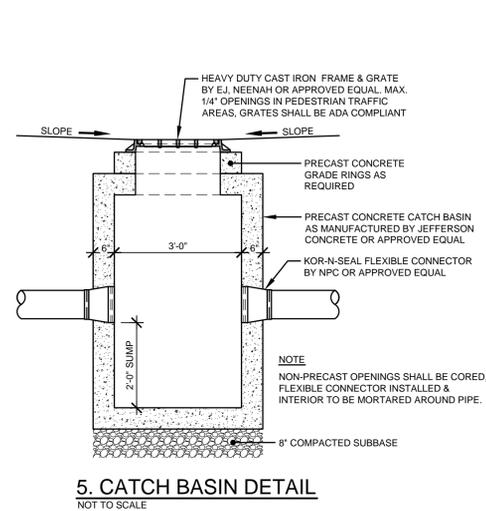
**10. TREE PLANTING DETAIL**  
NOT TO SCALE



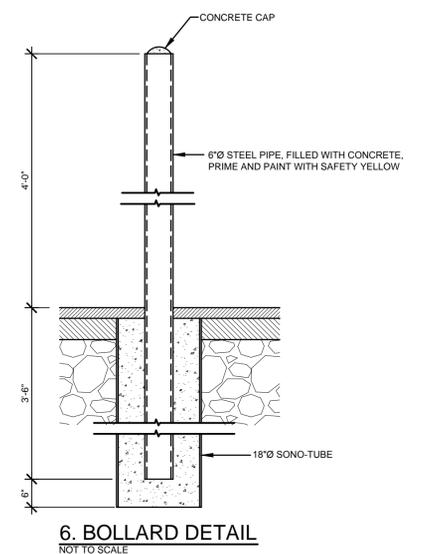
**1. SEWER / STORM TRENCH AND PIPE BEDDING DETAIL**  
NOT TO SCALE



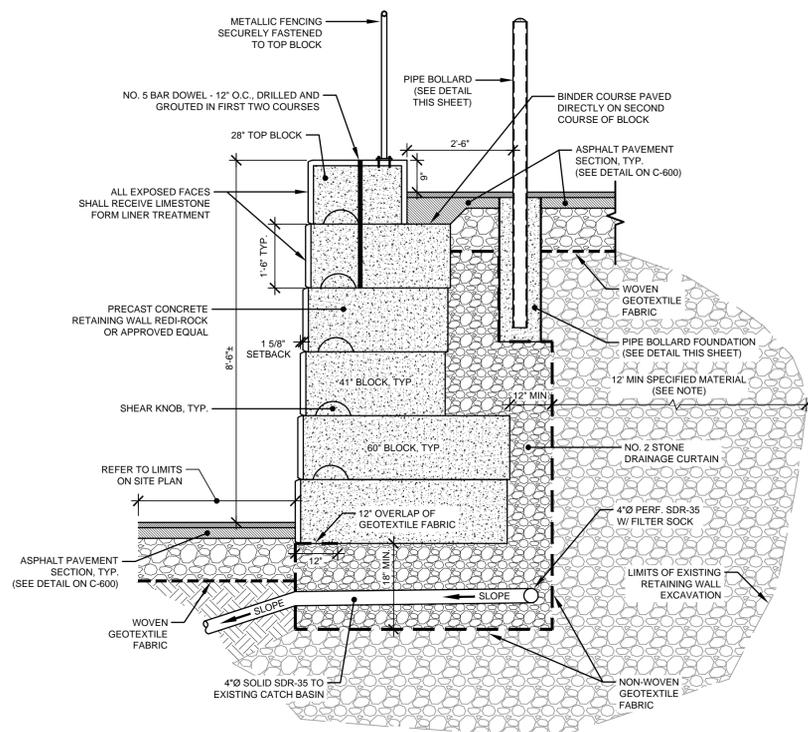
**3. WATER TRENCH AND PIPE BEDDING DETAIL**  
NOT TO SCALE



**5. CATCH BASIN DETAIL**  
NOT TO SCALE

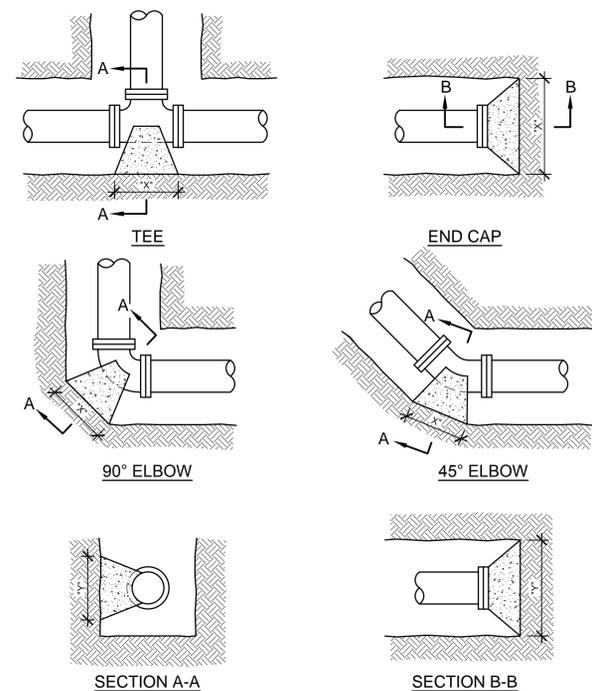


**6. BOLLARD DETAIL**  
NOT TO SCALE



**NOTE**  
1. ALL BACKFILL MATERIAL PLACED BELOW AND WITHIN 12 FEET OF THE NEAREST INSIDE VERTICAL FACE OF THE RETAINING WALL SHALL BE SELECT GRANULAR FILL MATERIAL UNLESS NOTED OTHERWISE.

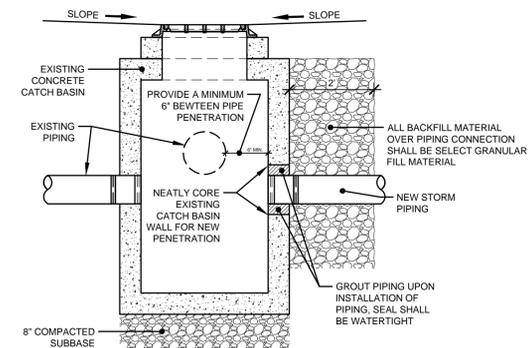
**2. RETAINING WALL DETAIL**  
NOT TO SCALE



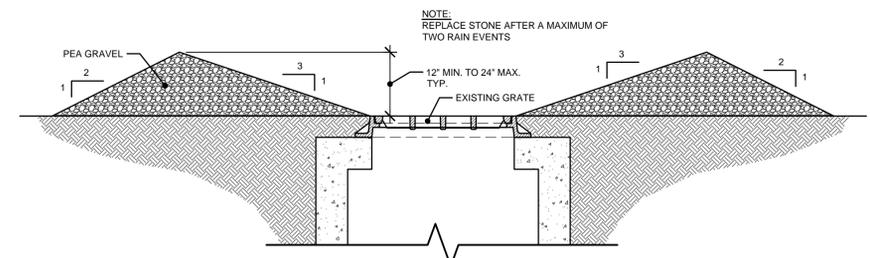
**DESIGN BASIS**  
(150 PSI HYDROSTATIC PRESSURE AGAINST UNDISTURBED SOIL OF 2000 PSF BEARING CAPACITY)

PIPE SIZE	MINIMUM EFFECTIVE AREA IN SQ. FT. (PRODUCT OF 'X' TIMES 'Y')						HYDRANT	GATE VALVE
	END CAP	TEE	90°	45°	22 1/2°	11 1/4°		
4"	2	2	-	-	-	-	2	-

**4. THRUST BLOCK DETAILS**  
NOT TO SCALE

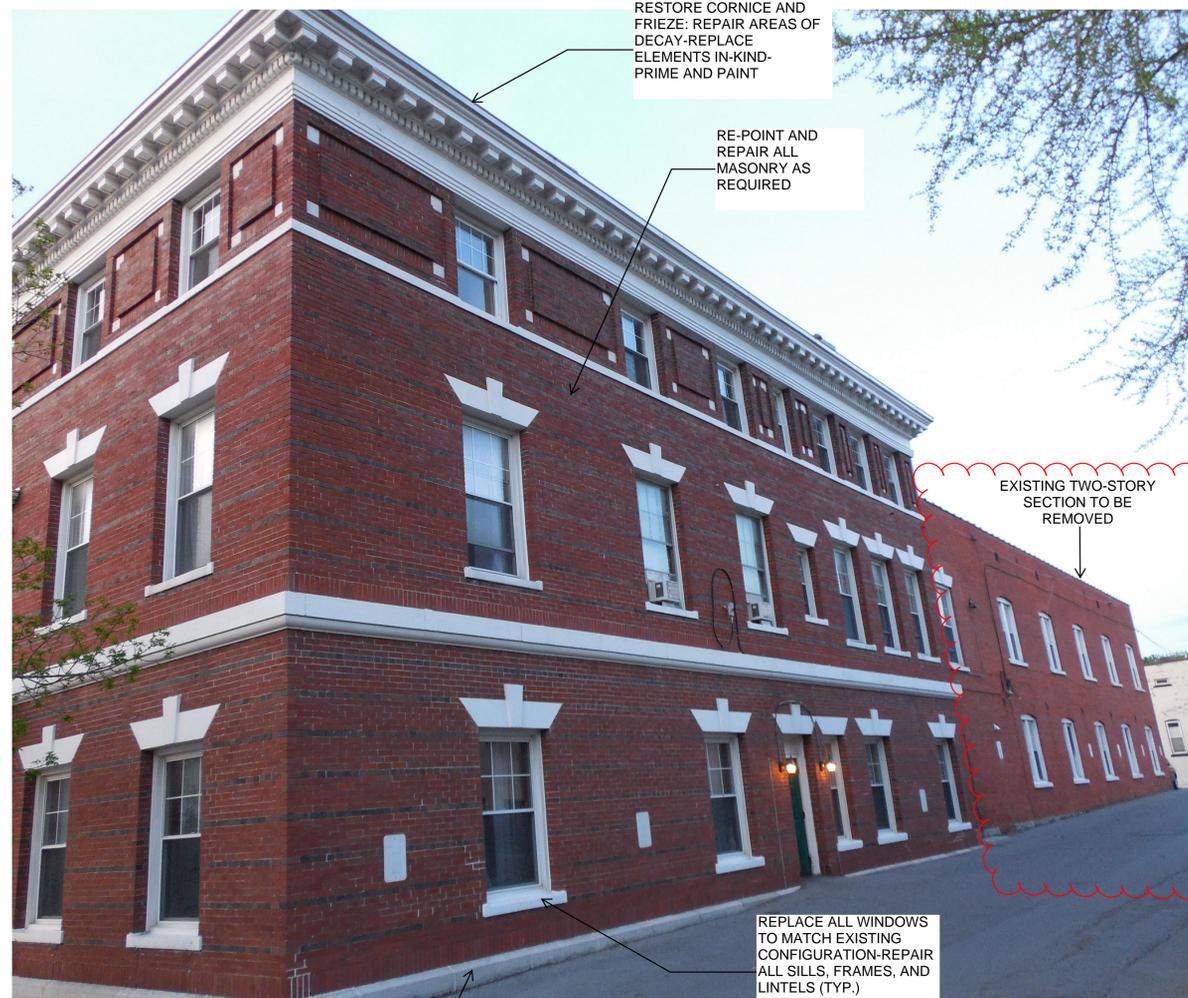


**7. CONNECTION TO EXISTING CATCH BASIN DETAIL**  
NOT TO SCALE



**8. TEMPORARY CATCH BASIN INLET PROTECTION DETAIL**  
NOT TO SCALE

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RESTORE CORNICE AND FRIEZE: REPAIR AREAS OF DECAY-REPLACE ELEMENTS IN-KIND-PRIME AND PAINT

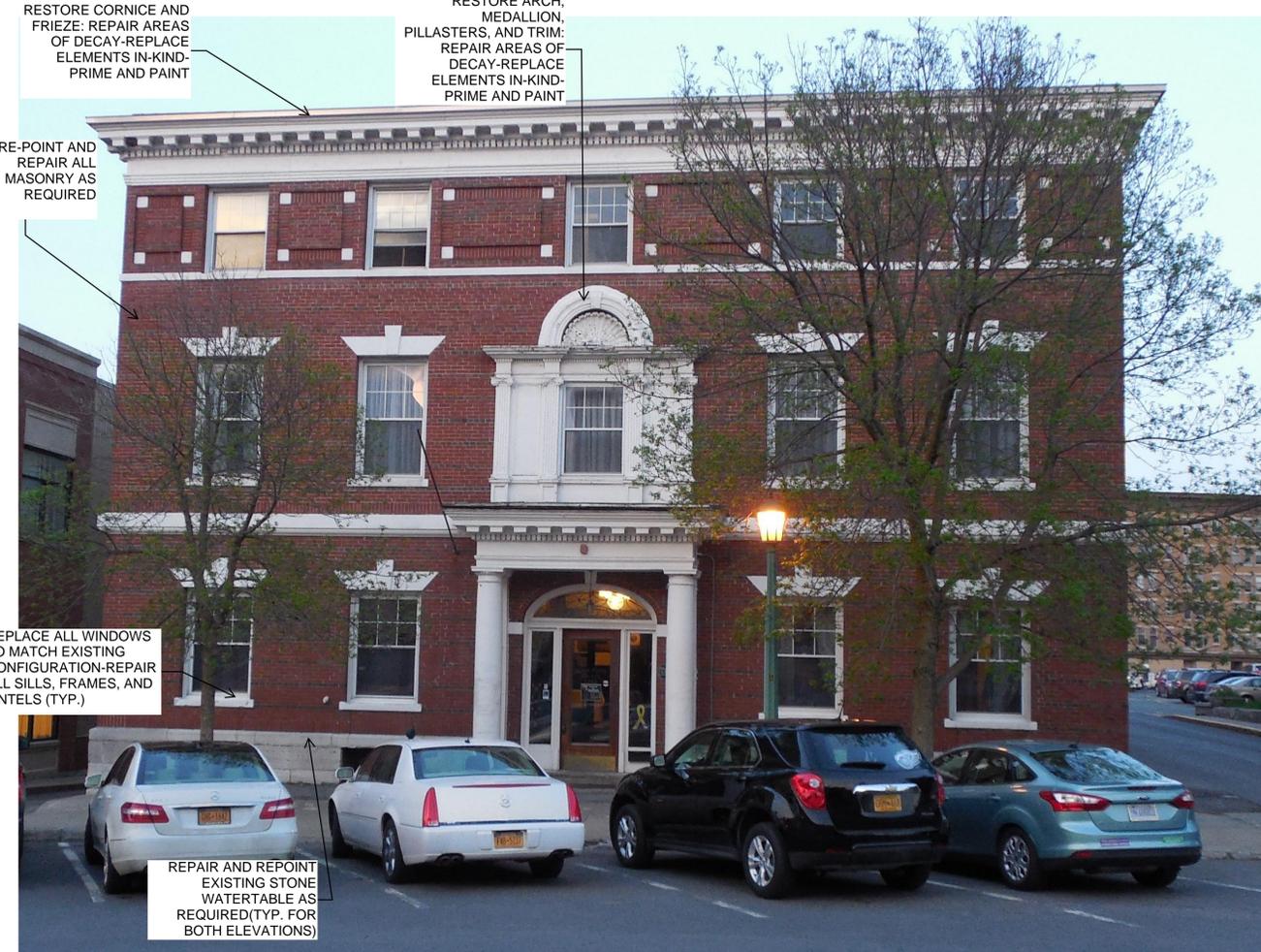
RE-POINT AND REPAIR ALL MASONRY AS REQUIRED

EXISTING TWO-STORY SECTION TO BE REMOVED

REPLACE ALL WINDOWS TO MATCH EXISTING CONFIGURATION-REPAIR ALL SILLS, FRAMES, AND LINTELS (TYP.)

1 SOUTH ELEVATION  
NOT TO SCALE

REPAIR AND REPOINT EXISTING STONE WATERTABLE AS REQUIRED(TYP. FOR BOTH ELEVATIONS)



RESTORE CORNICE AND FRIEZE: REPAIR AREAS OF DECAY-REPLACE ELEMENTS IN-KIND-PRIME AND PAINT

RE-POINT AND REPAIR ALL MASONRY AS REQUIRED

RESTORE ARCH, MEDALLION, PILLASTERS, AND TRIM: REPAIR AREAS OF DECAY-REPLACE ELEMENTS IN-KIND-PRIME AND PAINT

REPLACE ALL WINDOWS TO MATCH EXISTING CONFIGURATION-REPAIR ALL SILLS, FRAMES, AND LINTELS (TYP.)

REPAIR AND REPOINT EXISTING STONE WATERTABLE AS REQUIRED(TYP. FOR BOTH ELEVATIONS)

2 WEST ELEVATION  
NOT TO SCALE



REPLACE ROOFING-REPLACE COPING WITH LOW PROFILE EDGE TO MATCH EXISTING

RESTORE CORNICE AND FRIEZE: REPAIR AREAS OF DECAY-REPLACE ELEMENTS IN-KIND-PRIME AND PAINT

NEW COLUMN CAPITAL TRIM TO MATCH EXISTING

RESTORE FRONT DOOR, TRIM, TRANSOM, AND SIDELIGHTS

PATCH, PRIME, AND PAINT COLUMNS

NEW CONCRETE SIDEWALK

REPLACE ALL WINDOWS TO MATCH EXISTING CONFIGURATION-REPAIR ALL SILLS, FRAMES, AND LINTELS (TYP.)

3 ENTRANCE DETAIL  
NOT TO SCALE

GENERAL NOTE: CLEAN, REPAIR, AND REFINISH ALL EXISTING AREAS TO REMAIN ON THE WEST AND SOUTH ELEVATIONS.

NOTE: INFORMATION ON THIS SHEET SUPERSEDES ELEVATION SHOWN ON 4/A-501

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

BERNIER, CARR & ASSOCIATES



NOT FOR CONSTRUCTION

HISTORIC RESTORATION

NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.  
BLACK RIVER VALLEY CLUB RENOVATION

Watertown - Jefferson County - State of New York

REVISIONS	
PLANNING BOARD SUBMISSION #2 12/22/15	
THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES	
Drawn By: AFJ	Checked By: AFJ
Scale: 1/4" = 1'-0"	Date: 12/22/15
File No: 2014-046	
Sheet No:	

A-001

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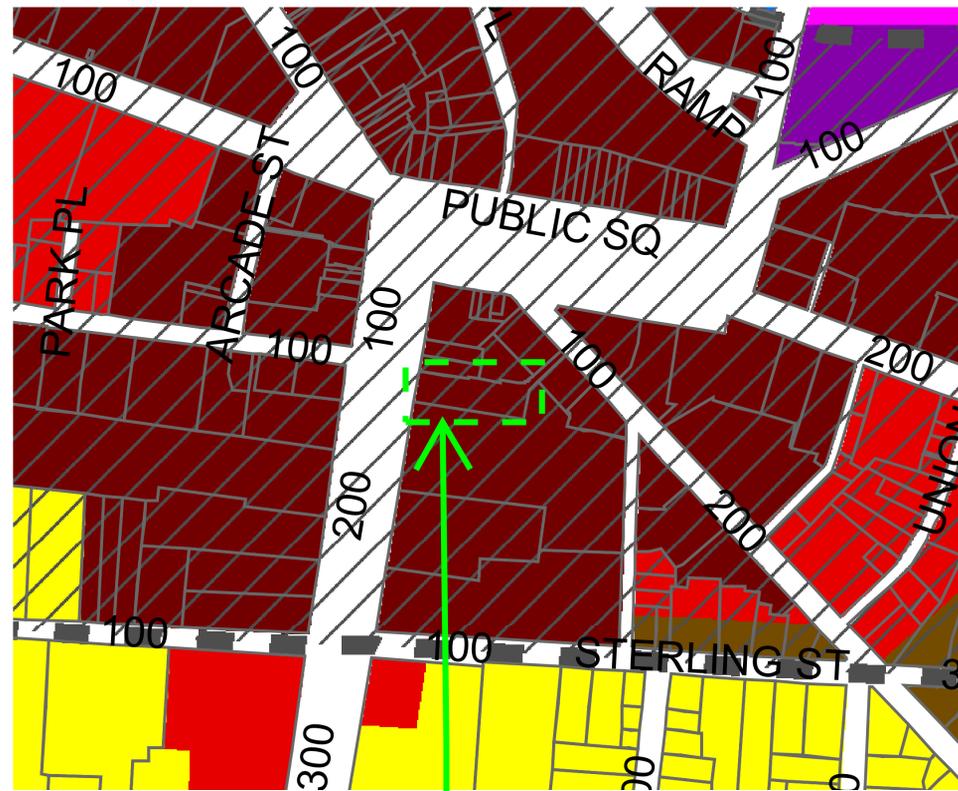
### ZONING MAP OF THE CITY OF WATERTOWN NEW YORK

REVISED THROUGH  
JULY 2015



#### Legend

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



PROJECT SITE

### LAND USE MAP OF THE CITY OF WATERTOWN NEW YORK

REVISED THROUGH  
OCTOBER 2015



#### Legend

- RIVER
- ANNEXED
- CITY CENTER
- COMMERCIAL
- DRAINAGE
- HEALTH SERVICES
- HIGH DENSITY RESIDENTIAL
- INDUSTRY
- LIMITED OFFICE
- LOW DENSITY RESIDENTIAL
- MEDIUM DENSITY RESIDENTIAL
- NEIGHBORHOOD BUSINESS
- OFFICE/BUSINESS
- PUBLIC/INSTITUTIONAL SERVICES
- RIVERFRONT DEVELOPMENT



PROJECT SITE

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

BERNIER, CARR & ASSOCIATES



NOT FOR  
CONSTRUCTION

LAND USE AND ZONING MAPS

NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.  
BLACK RIVER VALLEY CLUB RENOVATION

Watertown - Jefferson County - State of New York

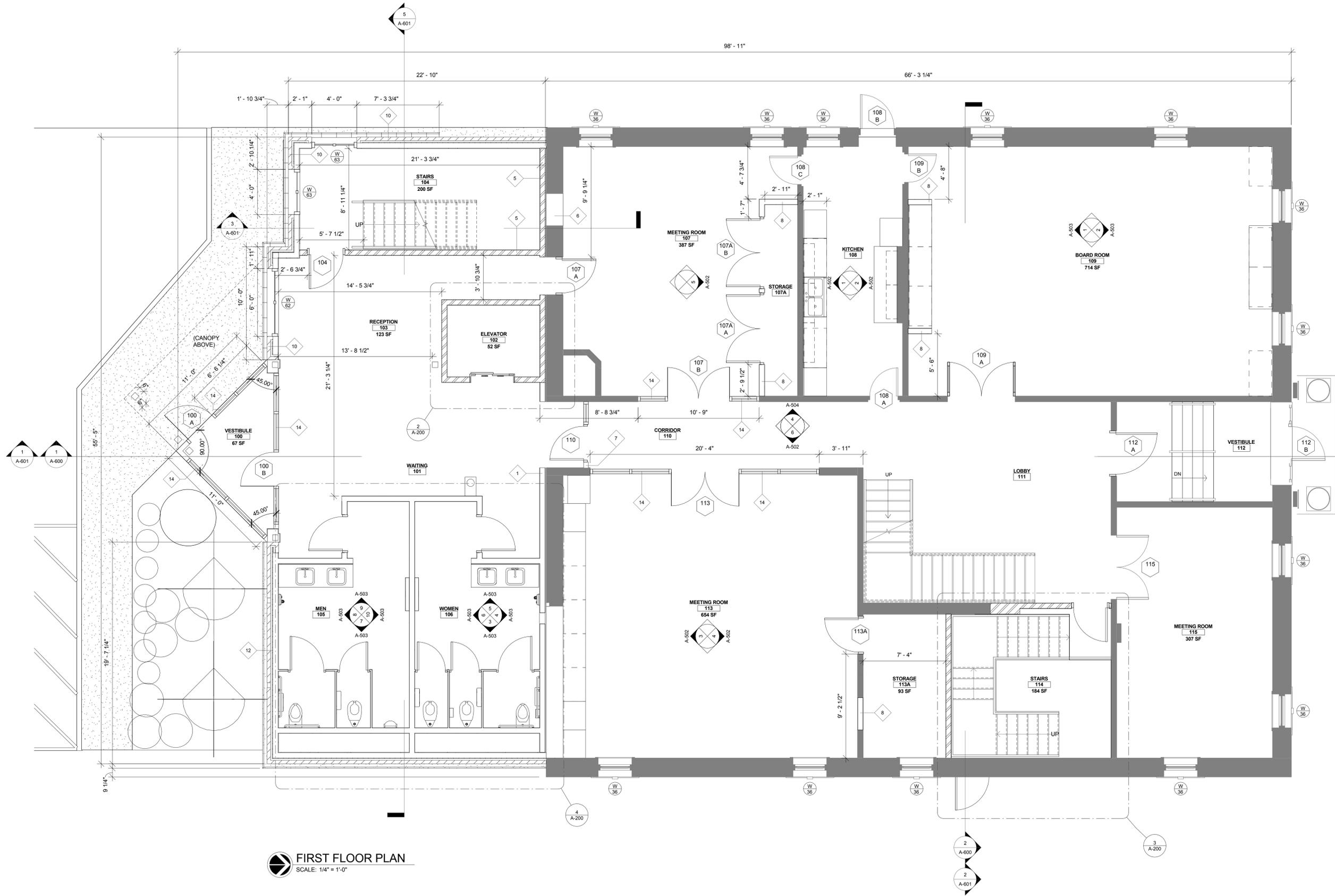
REVISIONS	
PLANNING BOARD SUBMISSION #2 12/22/15	
THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.	
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Scale 1/4" = 1'-0"	Date 12/22/15
File No. 2014-046	

A-002

Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.  
CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DRAWING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED IN THIS DRAWING.

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**FIRST FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

NOTE:  
PRESERVE AND PROTECT HISTORIC SPACES. ALL FINISHES, ARCHITECTURAL ELEMENTS, AND FIXTURES TO REMAIN AND SHALL BE CLEANED AND RESTORED AS DIRECTED BY THE ARCHITECT.

**BERNIER, CARR & ASSOCIATES**

Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.



**NOT FOR CONSTRUCTION**

FIRST FLOOR PLAN

NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.  
BLACK RIVER VALLEY CLUB RENOVATION

Watertown - Jefferson County - State of New York

REVISIONS  
**PLANNING BOARD SUBMISSION #2**  
12/22/15

THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.

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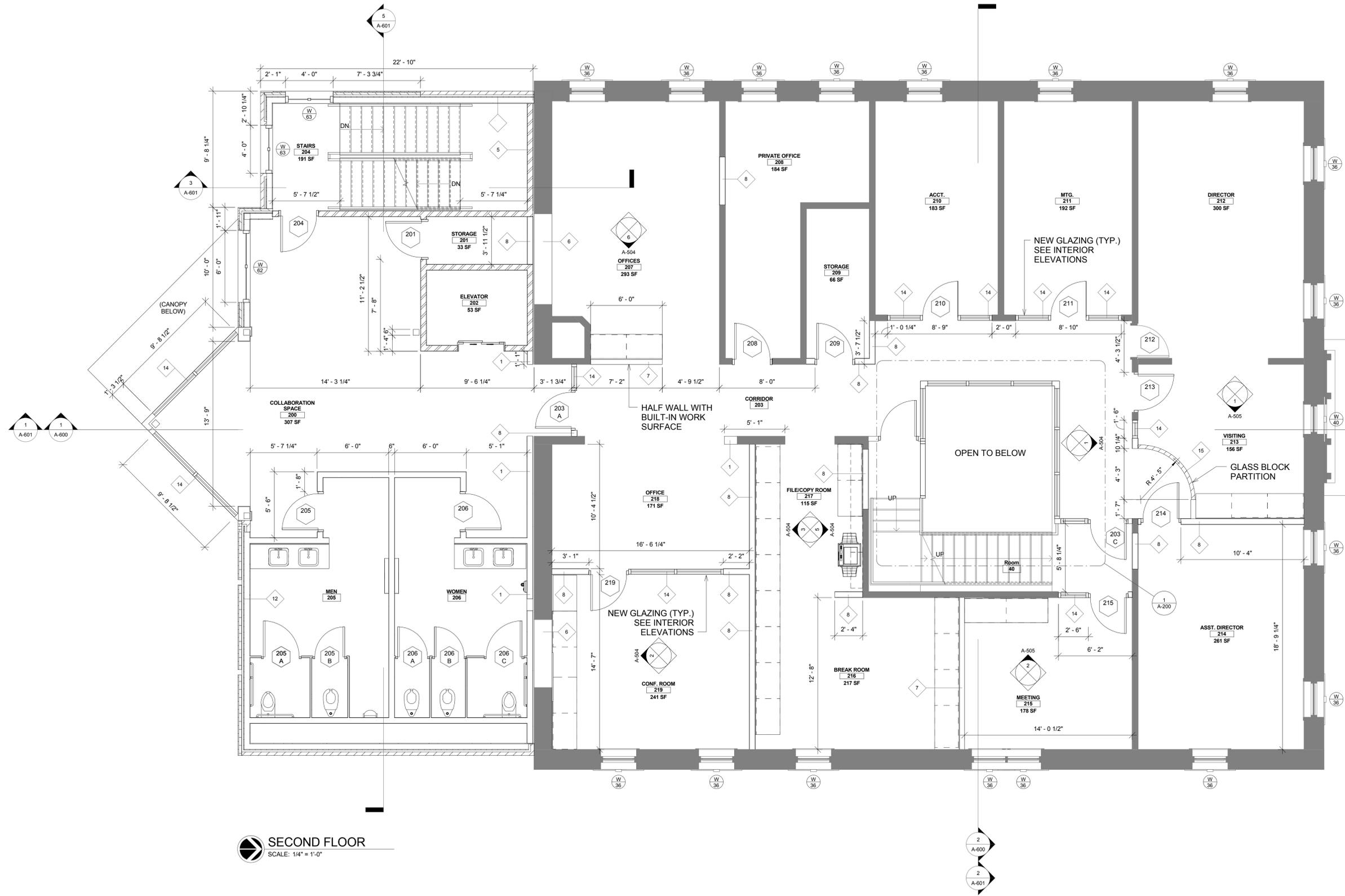
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File No: 2014-046

Sheet No.

**A-101**

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**SECOND FLOOR**  
SCALE: 1/4" = 1'-0"

**BERNIER, CARR & ASSOCIATES**



**NOT FOR CONSTRUCTION**

**SECOND FLOOR PLAN**

**NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.**  
**BLACK RIVER VALLEY CLUB RENOVATION**

Watertown - Jefferson County - State of New York

REVISIONS  
PLANNING BOARD  
SUBMISSION #2  
12/22/15

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Drawn By: SAC  
Checked By: AFJ

Scale: 1/4" = 1'-0"  
Date: 12/22/15

File No: 2014-046

Sheet No.

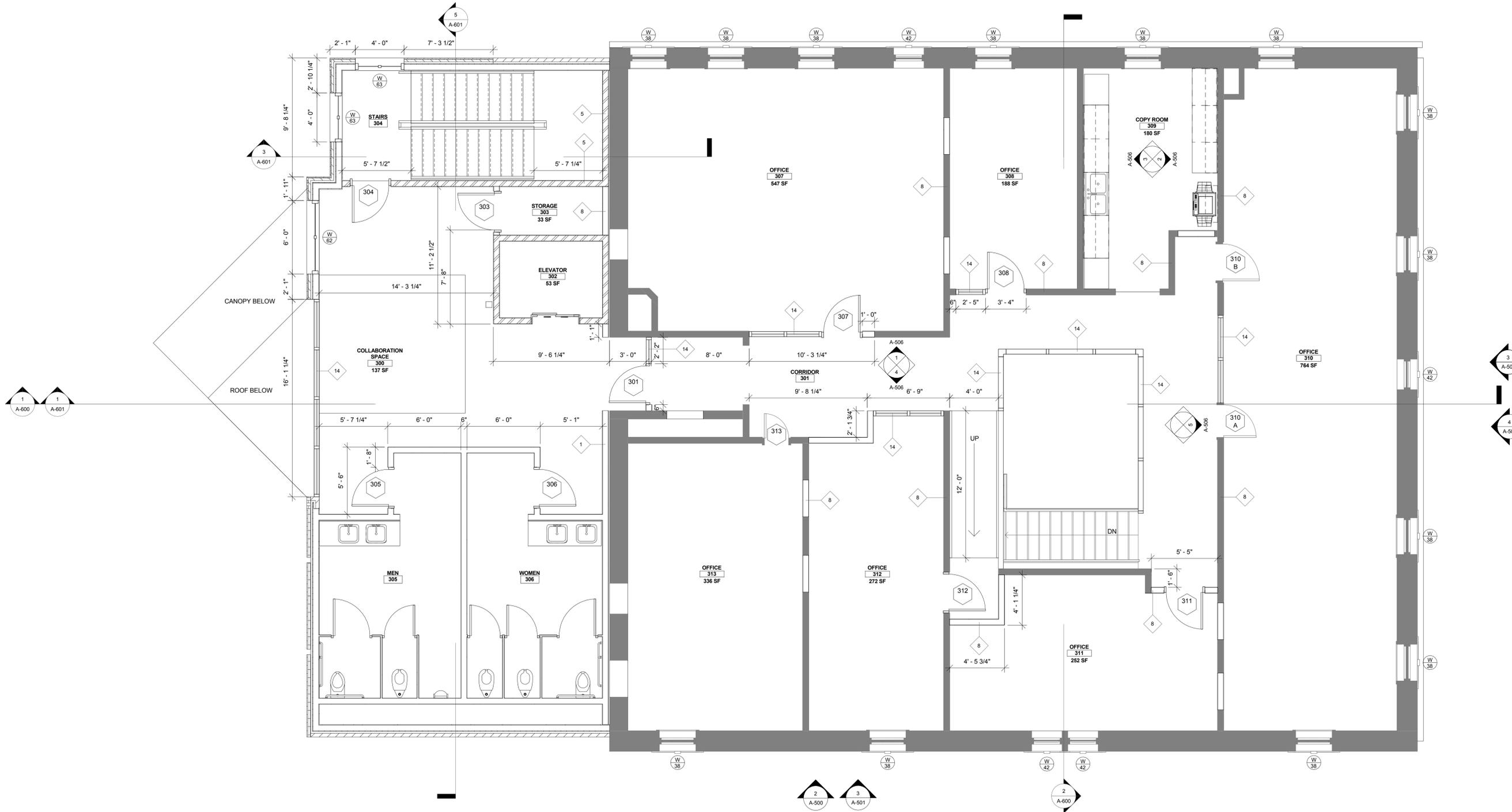
**A-102**

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.  
CONTRACTOR SHALL VERIFY ALL DIMENSIONS AT THE SITE WITHOUT THE SERVICES OF BERNIER, CARR & ASSOCIATES. BERNIER, CARR & ASSOCIATES IS NOT PROVIDING WRITTEN PERMISSION OF BERNIER, CARR & ASSOCIATES TO REPRODUCE OR TRANSMIT THIS ARCHITECTURAL DRAWING IN ANY MANNER OR TO ALTER OR REPRODUCE THIS ARCHITECTURAL DRAWING IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF BERNIER, CARR & ASSOCIATES. THE DATE, THE NOTE, THE FIELD OF THE ALTERATION SHALL APPEAR ON THE REVISION SHEET.

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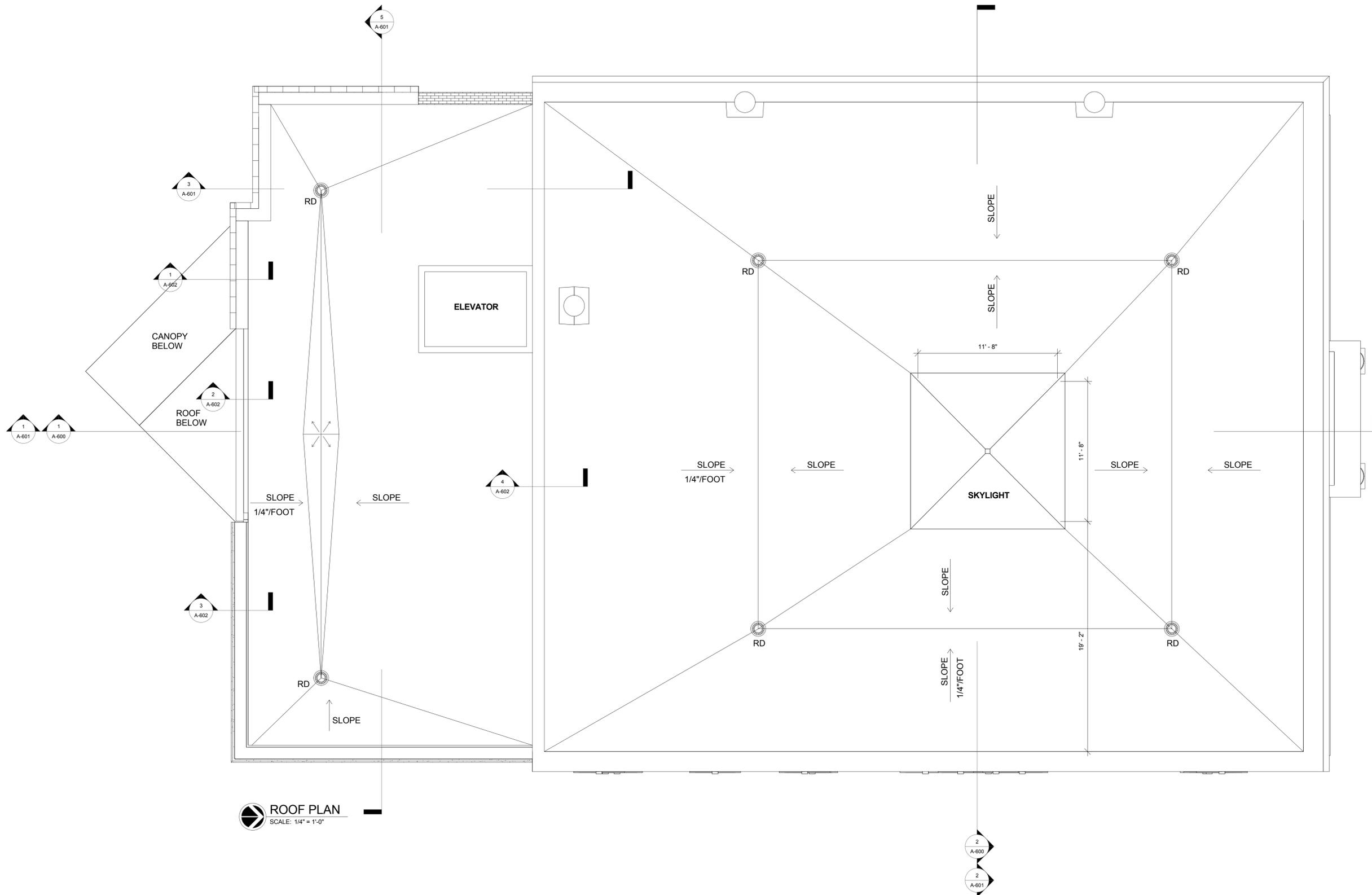


**THIRD FLOOR PLAN**  
SCALE: 1/4" = 1'-0"

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<b>NOT FOR CONSTRUCTION</b>	
<b>THIRD FLOOR PLAN</b> NORTHERN NEW YORK COMMUNITY FOUNDATION, INC. BLACK RIVER VALLEY CLUB RENOVATION Watertown - Jefferson County - State of New York	<b>BERNIER, CARR &amp; ASSOCIATES</b> Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C. <small>COMPANY OF BERNIER, CARR &amp; ASSOCIATES, ALL RIGHTS RESERVED. THESE DOCUMENTS WITHOUT THE EXPRESS WRITTEN PERMISSION OF BERNIER, CARR &amp; ASSOCIATES, IS A VIOLATION OF ARTICLE 17-B, SECTIONS 2 AND 3 OF THE GENERAL BUILDING LAW OF THE STATE OF NEW YORK. ANY UNAUTHORIZED REPRODUCTION OR ALTERATION OF THESE DOCUMENTS SHALL BE PROSECUTED TO THE FULL EXTENT OF THE LAW.</small>
REVISIONS PLANNING BOARD SUBMISSION #2 12/22/15 <small>THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE &amp; NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.</small>	Drawn By: SAC Checked By: AFJ Scale: 1/4" = 1'-0" Date: 12/22/15 File No: 2014-046 Sheet No:
<b>A-103</b>	

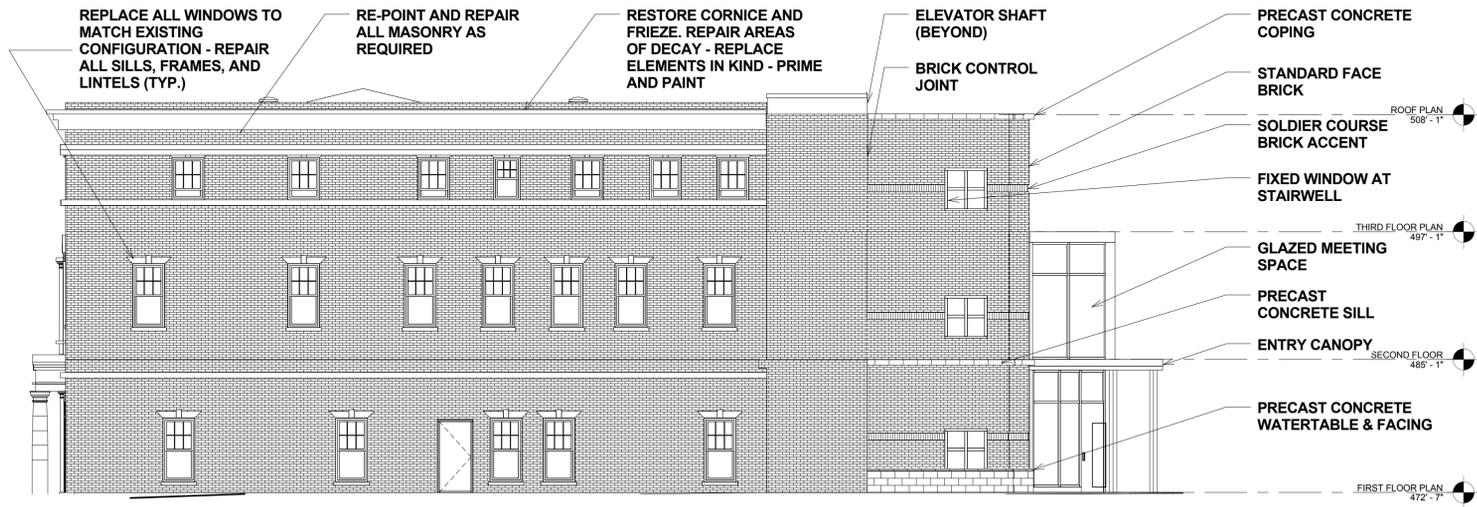
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**ROOF PLAN**  
SCALE: 1/4" = 1'-0"

ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

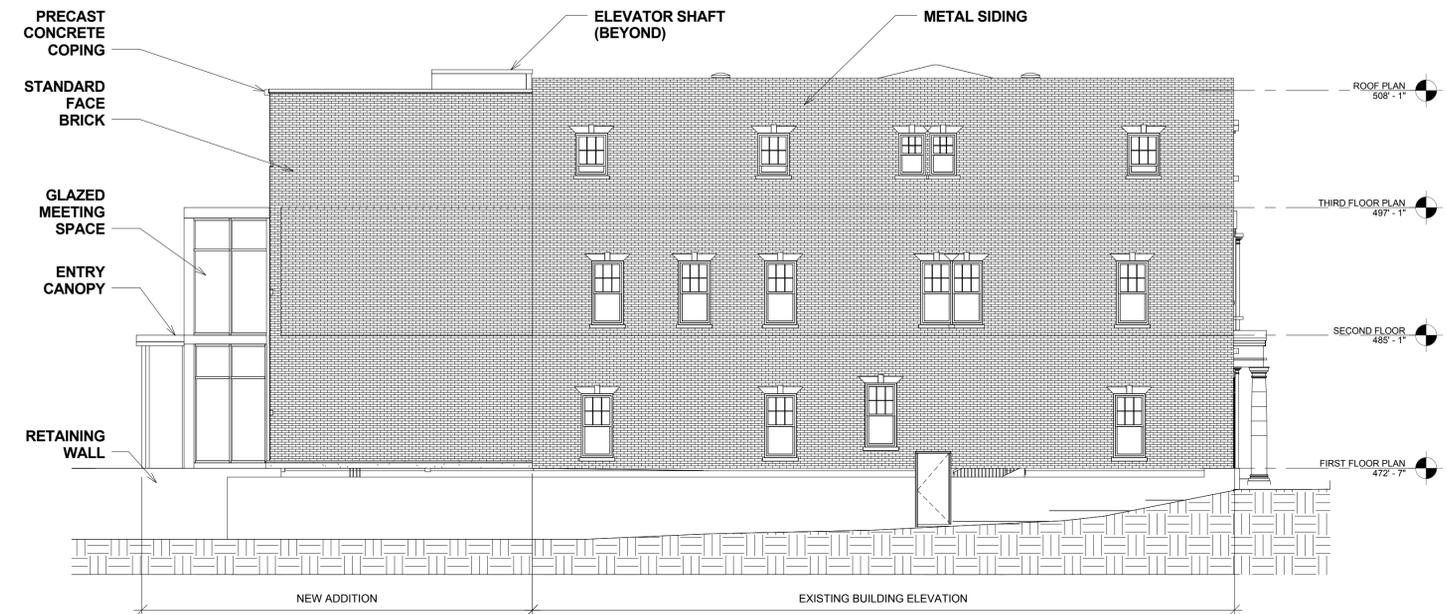
<b>BERNIER, CARR &amp; ASSOCIATES</b>	
Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.	
<small>COMPANY OR A MEMBER OF A COMPANY, ALL RIGHTS RESERVED. REUSE OF THESE DOCUMENTS WITHOUT THE EXPRESS WRITTEN PERMISSION OF BERNIER, CARR &amp; ASSOCIATES IS PROHIBITED. WARNING: IT IS A VIOLATION OF ARTICLE 1305-B OF THE GENERAL OBLIGATIONS LAW TO REPRODUCE OR TRANSMIT THIS DOCUMENT IN ANY MANNER WITHOUT THE WRITTEN PERMISSION OF BERNIER, CARR &amp; ASSOCIATES. ANY REPRODUCTION OR TRANSMISSION OF THIS DOCUMENT WITHOUT THE WRITTEN PERMISSION OF BERNIER, CARR &amp; ASSOCIATES SHALL BE PROHIBITED AND SUBJECT TO ALL PENALTIES PROVIDED BY LAW. THE DATE, THE TIME, THE PLACE, THE MANNER OF REPRODUCTION OR TRANSMISSION SHALL BE THE RESPONSIBILITY OF THE REPRODUCER OR TRANSMITTER.</small>	
<b>bcg</b>	
<b>NOT FOR CONSTRUCTION</b>	
ROOF PLANS, ROOF DETAILS	NORTHERN NEW YORK COMMUNITY FOUNDATION, INC. BLACK RIVER VALLEY CLUB RENOVATION Watertown - Jefferson County - State of New York
REVISIONS <b>PLANNING BOARD SUBMISSION #2</b> 12/22/15	
<small>THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE &amp; NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.</small>	
Drawn By SAC	Checked By AFJ
Scale 1/4" = 1'-0"	Date 12/22/15
File No. 2014-046	
Sheet No. <b>A-104</b>	



**1 RENOVATED NORTH ELEVATION**  
SCALE: 1/8" = 1'-0"



**2 RENOVATED WEST ELEVATION**  
SCALE: 1/8" = 1'-0"



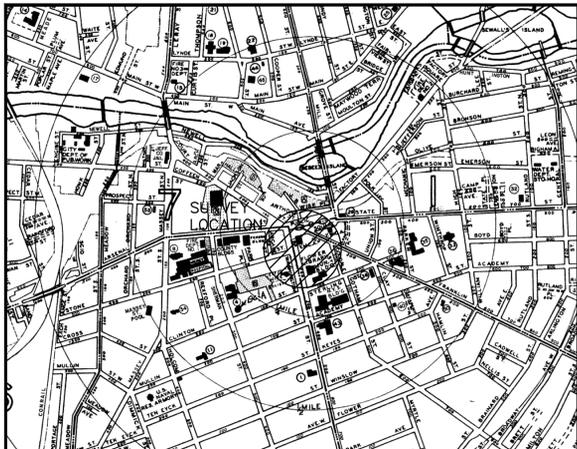
**3 RENOVATED SOUTH ELEVATION**  
SCALE: 1/8" = 1'-0"



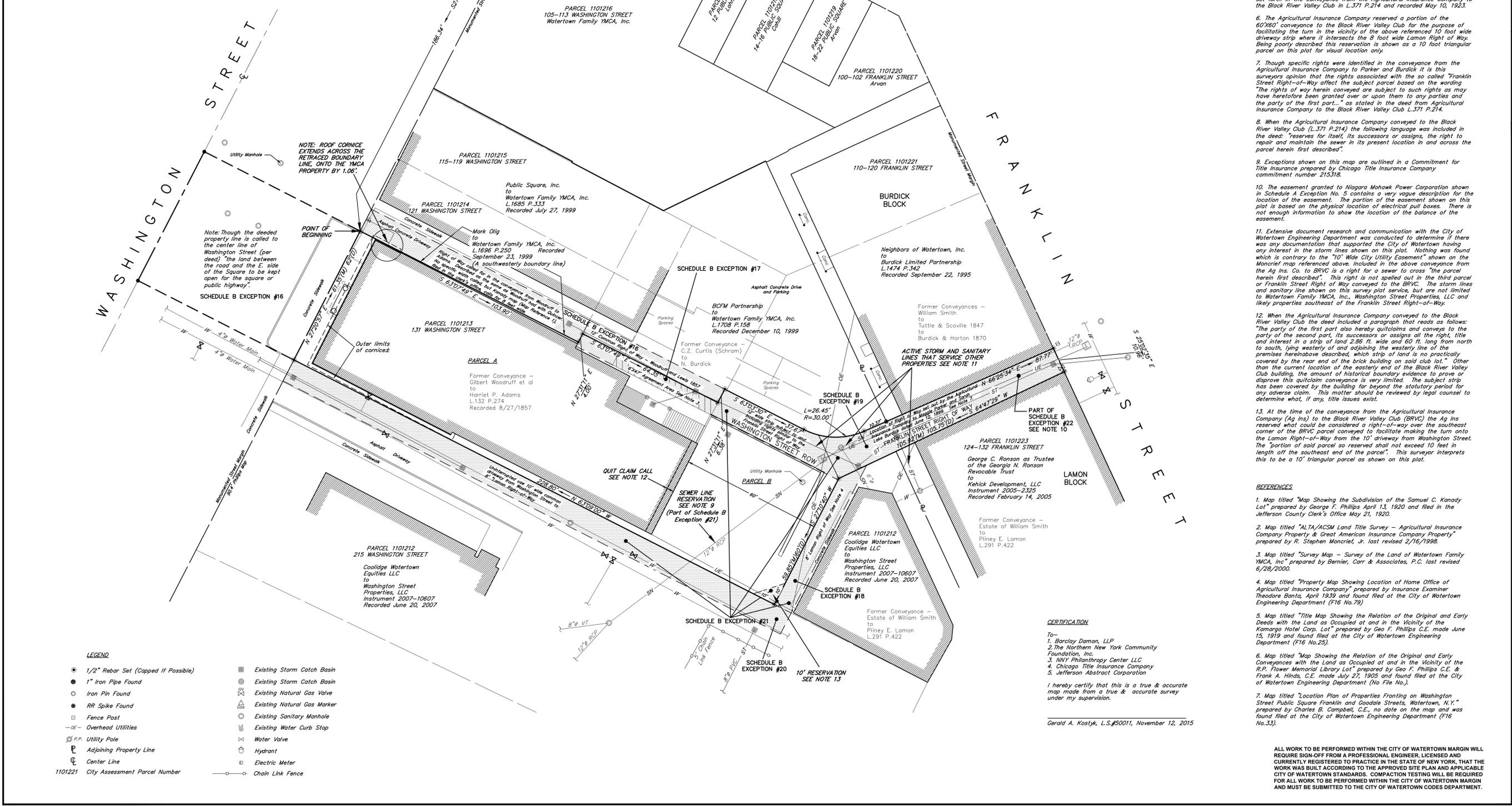
**4 RENOVATED EAST ELEVATION**  
SCALE: 1/8" = 1'-0"

**BERNIER, CARR & ASSOCIATES**  
 Bernier, Carr & Associates, Engineers, Architects and Land Surveyors, P.C.  
 COUNTY OF ALBANY, NEW YORK: ALL WORKS PERFORMED BY THESE PROFESSIONALS WITHOUT THE SERVICES OF A REGISTERED PROFESSIONAL ENGINEER OR ARCHITECT ARE UNLAWFUL. ANY VIOLATION OF ARTICLE 132 OF THE GENERAL VILLAGE LAW OF THE STATE OF NEW YORK SHALL BE CONSIDERED A VIOLATION OF THE PROFESSIONAL ENGINEER AND ARCHITECT ACT AND SUBJECT TO ALL PENALTIES THEREUNDER. THE PROFESSIONAL ENGINEER OR ARCHITECT SHALL BE RESPONSIBLE FOR THE DESIGN AND CONSTRUCTION OF THE PROJECT.  
**NOT FOR CONSTRUCTION**  
 RENOVATED BUILDING ELEVATIONS  
 NORTHERN NEW YORK COMMUNITY FOUNDATION, INC.  
 BLACK RIVER VALLEY CLUB RENOVATION  
 Watertown - Jefferson County - State of New York  
 REVISIONS  
 PLANNING BOARD SUBMISSION #2  
 12/22/15  
 THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.  
 Drawn By: SAC, Checked By: AFJ  
 Scale: 1/8" = 1'-0", Date: 12/22/15  
 File No.: 2014-046  
 Sheet No.: **A-501**  
 ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN WILL REQUIRE SIGN-OFF FROM A PROFESSIONAL ENGINEER, LICENSED AND CURRENTLY REGISTERED TO PRACTICE IN THE STATE OF NEW YORK, THAT THE WORK WAS BUILT ACCORDING TO THE APPROVED SITE PLAN AND APPLICABLE CITY OF WATERTOWN STANDARDS. COMPACTION TESTING WILL BE REQUIRED FOR ALL WORK TO BE PERFORMED WITHIN THE CITY OF WATERTOWN MARGIN AND MUST BE SUBMITTED TO THE CITY OF WATERTOWN CODES DEPARTMENT.

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LOCATION MAP NOT TO SCALE



DEED REFERENCES

Parcel A
George C. Sherman and Alice T. Sherman
Black River Valley Club
L. 322 P. 208
Recorded January 16, 1907
Parcel B
Agricultural Insurance Company to Black River Valley Club
L. 371 P. 214
Recorded May 10, 1923

ACREAGE

Area = 0.371 Acres±

NOTES

- 1. Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of Section 7209, Subdivision 2, of the New York State Education Law.
2. Subsurface and environmental conditions were not examined or considered as a part of this survey. No statement is made concerning the existence of underground or overhead containers or facilities that may affect the use or development of this tract.
3. The 6'x47' area shown on this plat is the location of an agreement between the Union Club and Nelson Burdick filed in the Jefferson County Clerk's Office in Liber 291 at Page 74 on December 12, 1898. The agreement is for Burdick, to the north, to excavate and construct a wall or foundation to support a new building. No building currently exists in this area and this surveyor has not been able to determine if the Burdick building was ever constructed in the area of the agreement.
4. This Right of Way ("Across the westerly side" of the Lamon property) was originally set out, by deed, to the Agricultural Insurance Company in 1899. The width was not specified. Later on the Agricultural Insurance Company granted the Black River Valley Club the same rights in common, but specified the width of 8 feet. Note: It is the opinion of this surveyor that the Mancrief survey (referenced above) has erroneously shown this Right of Way across the 60'x60' parcel conveyed to the Black River Valley Club.
5. Uninterrupted use, in common, of a 10 foot wide driveway strip as set forth in the conveyance from the Agricultural Insurance Company to the Black River Valley Club in L.371 P.214 and recorded May 10, 1923.
6. The Agricultural Insurance Company reserved a portion of the 60'x60' conveyance to the Black River Valley Club for the purpose of facilitating the turn in the vicinity of the above referenced 10 foot wide driveway strip where it intersects the 8 foot wide Lamon Right of Way. Being poorly described this reservation is shown as a 10 foot triangular parcel on this plat for visual location only.
7. Though specific rights were identified in the conveyance from the Agricultural Insurance Company to Parker and Burdick it is the surveyors opinion that the rights associated with the so called "Franklin Street Right-of-Way" affect the subject parcel based on the wording "The rights of way herein conveyed are subject to such rights as may have heretofore been granted over or upon them to any parties and the party of the first part..." as stated in the deed from Agricultural Insurance Company to the Black River Valley Club L.371 P.214.
8. When the Agricultural Insurance Company conveyed to the Black River Valley Club (L.371 P.214) the following language was included in the deed: "reserves for itself, its successors or assigns, the right to repair and maintain the sewer in its present location in and across the parcel herein first described".
9. Exceptions shown on this map are outlined in a Commitment for Title Insurance prepared by Chicago Title Insurance Company commitment number 215318.
10. The easement granted to Niagara Mohawk Power Corporation shown in Schedule A Exception No. 5 contains a very vague description for the location of the easement. The portion of the easement shown on this plat is based on the physical location of electrical pull boxes. There is not enough information to show the location of the balance of the easement.
11. Extensive document research and communication with the City of Watertown Engineering Department was conducted to determine if there was any documentation that supported the City of Watertown having any interest in the storm lines shown on this plat. Nothing was found which is contrary to the City Utility Easement shown on the Mancrief map referenced above. Included in the above conveyance from the Ag Ins. Co. to BRVC is a right for a sewer to cross "the parcel herein first described". This right is not spelled out in the third parcel or Franklin Street Right of Way conveyed to the BRVC. The storm lines and sanitary line shown on this survey plat service, but are not limited to Watertown Family YMCA, Inc., Washington Street Properties, LLC and likely properties southeast of the Franklin Street Right-of-Way.
12. When the Agricultural Insurance Company conveyed to the Black River Valley Club the deed included a paragraph that reads as follows: "The party of the first part also hereby quitclaims and conveys to the party of the second part, its successors or assigns all the right, title and interest in a strip of land 2.86 ft. wide and 60 ft. long from north to south, lying westerly of and adjoining the westerly line of the premises heretofore described, which strip of land is no practically covered by the rear end of the brick building on said club lot." Other than the current location of the easterly end of the Black River Valley Club building, the amount of historical boundary evidence to prove or disprove this quitclaim conveyance is very limited. The subject strip has been covered by the building for beyond the statutory period for any adverse claim. This matter should be reviewed by legal counsel to determine what, if any, title issues exist.
13. At the time of the conveyance from the Agricultural Insurance Company (Ag Ins.) to the Black River Valley Club (BRVC) the Ag Ins. reserved with the Land as Occupied at and in the vicinity of the southeast corner of the BRVC parcel conveyed to facilitate making the turn onto the Lamon Right-of-Way from the 10' driveway from Washington Street. The portion of said parcel so reserved shall not exceed 10 feet in length at the southeast end of the parcel". This surveyor interprets this to be a 10' triangular parcel as shown on this plat.

REFERENCES

- 1. Map titled "Map Showing the Subdivision of the Samuel C. Kanady Lot" prepared by George F. Phillips April 13, 1920 and filed in the Jefferson County Clerk's Office May 21, 1920.
2. Map titled "ALTA/ACSM Land Title Survey - Agricultural Insurance Company Property & Great American Insurance Company Property" prepared by R. Stephen Mancrief, Jr. last revised 2/16/1998.
3. Map titled "Survey Map - Survey of the Land of Watertown Family YMCA, Inc." prepared by Bernier, Carr & Associates, P.C. last revised 6/28/2000.
4. Map titled "Property Map Showing Location of Home Office of Agricultural Insurance Company" prepared by Insurance Examiner Theodore Banta, April 1939 and found filed at the City of Watertown Engineering Department (F16 No.79).
5. Map titled "Title Map Showing the Relation of the Original and Early Deeds with the Land as Occupied at and in the Vicinity of the Kamargo Hotel Corp. Lot" prepared by Geo. F. Phillips C.E. made June 15, 1919 and found filed at the City of Watertown Engineering Department (F16 No.25).
6. Map titled "Map Showing the Relation of the Original and Early Conveyances with the Land as Occupied at and in the Vicinity of the R.P. Flower Memorial Library Lot" prepared by Geo. F. Phillips C.E. & Frank A. Hinds, C.E. made July 27, 1905 and found filed at the City of Watertown Engineering Department (No File No.).
7. Map titled "Location Plan of Properties Fronting on Washington Street Public Square Franklin and Goodale Streets, Watertown, N.Y." prepared by Charles B. Campbell, C.E. no date on the map and was found filed at the City of Watertown Engineering Department (F16 No.33).

CERTIFICATION

To-
1. Barclay Damon, LLP
2. The Northern New York Community Foundation, Inc.
3. NYP Philanthropy Center LLC
4. Chicago Title Insurance Company
5. Jefferson Abstract Corporation
I hereby certify that this is a true & accurate map made from a true & accurate survey under my supervision.
Gerald A. Kostyk, L.S.#50011, November 12, 2015

LEGEND

- 1/2" Rebar Set (Capped if Possible)
1" Iron Pipe Found
Iron Pin Found
RR Spike Found
Fence Post
Overhead Utilities
Utility Pole
Adjoining Property Line
Center Line
City Assessment Parcel Number
Existing Storm Catch Basin
Existing Storm Catch Valve
Existing Natural Gas Valve
Existing Natural Gas Marker
Existing Sanitary Manhole
Existing Water Curb Stop
Water Valve
Hydrant
Electric Meter
Chain Link Fence

BERNIER CARR & ASSOCIATES
SURVEY PLAT
BLACK RIVER VALLEY CLUB PROPERTY
131 WASHINGTON STREET
City of Watertown Co. of Jefferson State of New York
Revisions:
1) G.A.K. 10/15/15 Per Barclay
2) M.J.M. 10/26/15 Revi Policy
3) M.J.M. 11/2/2015 Notes
4) G.A.K. 11/2/2015 Cert. Rev.
PLANNING BOARD
SUBMISSION #2 - 12/22/15
THE CONTRACTOR SHALL FIELD VERIFY ALL DIMENSIONS AT THE SITE & NOTIFY THE ENGINEER IN WRITING OF ANY DISCREPANCIES.
Drawn By: G.A.K. Checked By: M.J.M.
Scale: 1"= 20' Date: 10/13/2015
File No.: 2015-217
Sheet No.: 1

Res No. 6

December 29, 2015

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Agreement for the Provision of Water Services Between the Town of Pamelaia and City of Watertown

The City Council has directed Staff to pursue an Agreement for water services with the Town of Pamelaia. As discussed at the August 3, 2015 Council Meeting, an alternative has been proposed to complete the second connection of the loop at NYS Route 12E.

The attached Agreement has been reviewed by City Attorneys and is for a five-year period, and may be renewed for three additional five-year periods. The Agreement serves the Outer Bradley Street and connects the project's water main to the Superior Street water main immediately south of the development as an alternative. The installation and cost of the infrastructure is the obligation of the Town of Pamelaia, and the City of Watertown bears no obligations for the installation or its costs.

City Council informally approved this Agreement on August 3, 2015. To accommodate the parties and to meet the City's obligations to the Town of Pamelaia, Staff had proceeded to finalize the agreement, which was timely signed by Mayor Jeffrey E. Graham.

A resolution ratifying this Agreement is attached for Council consideration.

RESOLUTION

Page 1 of 1

Approving Agreement for the Provision of Water Services Between the Town of Pamelaia and City of Watertown

Council Member HORBACZ, Cody J.
Council Member JENNINGS, Stephen A.
Council Member MACALUSO, Teresa R.
Council Member Walczyk, Mark C.
Mayor BUTLER Jr., Joseph M.

Total .....

Table with 2 columns: YEA, NAY. Rows for each council member and a total row.

Introduced by

WHEREAS the City owns and operates a water supply system which is operated for the purpose of supplying the City and its inhabitants with water, and

WHEREAS the City has excess capacity to produce and transport water in excess of its own needs, and

WHEREAS the Town of Pamelaia has requested the right to draw water from the City system for use, and

WHEREAS the City may, pursuant to Section 20 of the General City Law of the State of New York and General Municipal Law Sections 118 and 118(a), enter into an Agreement with the Town of Pamelaia to sell the right to make connections to the City's system for the purpose of drawing water therefrom and the City may fix the prices by ordinance duly adopted by the City Council, therefore, so long as such action will not render the supply of water for the City or its inhabitants insufficient, and

WHEREAS the City and the Town of have negotiated an Agreement for the Sale of Water,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby approves the Agreement for the Provision of Water Services Between the Town of Pamelaia and City of Watertown, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that Mayor Jeffrey E. Graham has been authorized and directed to execute the Agreement on behalf of the City.

Seconded by

**AGREEMENT FOR THE PROVISION OF WATER SERVICES  
BETWEEN THE TOWN OF PAMELIA  
AND  
CITY OF WATERTOWN**

**AGREEMENT** (the "Agreement") made this 1<sup>st</sup> day of Dec, 2015, by and between the City of Watertown, Watertown, New York 13601, (the "City"), and the Town of Pamela as Administrator for the Town of Pamela Water District No. 11, 25859 N.Y.S Route 37, Watertown, New York 13601, (the "District").

**RECITALS**

- A. The City owns a water supply system (the "System"), which it operates for the purpose of supplying the City and its inhabitants with water.
- B. The City has excess capacity to produce and transport water in excess of its own needs.
- C. The District has requested the right to draw water from the City System for use in the District as it currently exists and as it may be extended and expanded during the term of the Agreement.
- D. The City and the Town have agreed and this document is therefore predicated upon the water to be supplied the District shall be delivered by means of a closed loop system with the first point of delivery being located at the District/City common boundary on Outer Bradley Street (NYS Route 12) and the second point of delivery generating from West Main Street (NYS Route 12E); with the initial development of the first parcel of the District permitted with only the first point of delivery established and all subsequent phases of development of the District being preceded by the establishment of the second point of delivery.
- E. The City may, pursuant to Section 20 of the General City Law of the State of New York and General Municipal Law Sections 118 and 118(a), enter into an agreement with the District to sell the right to make connections to the City System for the purpose of drawing water therefrom and the City may fix the prices by Ordinance/Local Law duly adopted by the City Council, so long as such action will not render the supply of water for the City or its inhabitants insufficient.
- F. The City currently has sufficient capacity to provide water at the Allocation identified at Exhibit "C" for the term of this Agreement.
- G. The City has installed, and will maintain, an appropriately sized master meter(s), for the purpose of metering water drawn by the District from the City System.

The calculation of water usage within the District shall be determined by the readings from the master meter(s).

- H. The District has agreed to pay to the City, for water drawn from the City System, water rents calculated pursuant to this Agreement.

**NOW, THEREFORE**, in consideration of the mutual obligations hereinafter set forth, the parties covenant and agree as follows:

**SECTION 1. – DEFINITIONS.** For the purpose of this Agreement, the following terms shall have the meanings set forth below:

(a) “Site” shall mean Water District No. 11, as currently located in the Town of Pamela and as the same may be extended during the term of this Agreement, being more particularly described on the location map attached hereto as Exhibit “A”.

(b) “User” shall mean any individual or entity who is drawing water from the City System. There shall be a distinction between users inside the City and outside the City. The District shall be considered as having users outside of the City.

(c) “New User” shall mean a person, individual or entity whose water source has not previously been from the City water system.

(d) “Allocation” shall mean the quantity of water promised to be made available to the District by the City as specified in Section 4(a) below.

(e) City – shall mean the City of Watertown, Jefferson County, New York.

(f) District – shall mean the Town of Pamela, Jefferson County, New York, as administrator of a special improvement district known as Water District No. 11.

(g) Unit of Water – shall mean 100 cubic feet or 748 U.S. gallons.

(h) Point of Delivery – shall mean the connection between the City water distribution system and the District’s water distribution system, which point shall be at the meter pit(s) which houses the master meter(s) furnished by the City for determining the amount of water supplied to the District. More specifically, initially the point of delivery shall be the downstream flange (that is the northern most flange) of the downstream isolation valve (the northern most valve) that isolates the Outer Bradley Street (NYS Route 12) metering pit from the District’s water distribution system. A second point of delivery shall be determined with the establishment of the second point of connection and shall be further defined by an amendment to this agreement.

(i) Point of Connection – shall mean the point at which the District and the City system connect to each other, shall be the same as the “Point of Delivery,” and shall further

mean the point at which maintenance and repair responsibilities are distinguished and separated. The point of connection for the District is described on Exhibit "B" hereto.

**SECTION 2. – TERM OF AGREEMENT.** The term of this Agreement shall be five (5) years commencing on Dec. 1, 2015, unless earlier terminated pursuant to this section. This Agreement may be renewed by the District for three (3) additional five (5) year periods on the same terms and conditions of this Agreement, provided the District is not in default of any of the provisions of the Agreement and further provided that any allocations of water in addition to those guaranteed herein, shall be open to negotiation, along with the capital cost to provide said additional allocation, provided however, that the City shall be under no obligation to provide additional allocations or to incur any capital expense. Either party may give written notice to the other at least twelve (12) months prior to its intent not to renew this Agreement.

**SECTION 3. – APPLICABLE LAW.** This Agreement shall in all respects be subject to Section 20 of the General City Law and Section 118 and 118(a) of the General Municipal Law. The City shall not be liable for any act done by it pursuant to the provisions of such law.

**SECTION 4. – WATER TO BE FURNISHED.**

(a) The City agrees to furnish and the District agrees to purchase and take a supply of potable water from the same water supply as that used within the City. The maximum allocation for the District shall be as set forth on Exhibit "C" based on daily average flows over an annual basis, and the City agrees to deliver said gallons per day at the defined gallon per minute flow rate of the agreed upon gallons per day maximum allocation divided by 1,440 minutes per day. The Town is required to provide the City with copies of an approved Water Supply Permit from the NYSDEC for the allocation requested for the District.

(b) The City's responsibility for the water quality at any point beyond the point of connection shall be limited to conditions or requirements set forth in applicable state and federal legislation or regulation. The District bears the responsibility for maintaining the water quality at any point beyond the point of connection. The District shall be responsible for compliance with any state and federal legislation or regulation regarding water quality and testing beyond the point of delivery, unless the state or federal legislation or regulation specifically places responsibility with the City as the supplier of water.

(c) The City reserves the right to limit the District's allocation to the quantity and flow rate set forth in Section 4 (a) and Schedule C. In the event that the usage shall consistently exceed the allocation (four months out of any six month period) then either party may reopen the Agreement for further negotiations on thirty (30) days' written notice to the other.

**SECTION 5. – WATER SHORTAGE.** In the event of any water emergency or shortage, the City agrees to notify the District promptly of such shortage or emergency in order that the District may have reasonable time to procure an alternate source of supply or notify the users, and until such source may be procured by the District, the City agrees to exercise reasonable diligence in continuing an adequate supply of water. The District agrees that the City

shall not be liable for consequential damage arising from an inability to provide water due to shortage or emergency.

**SECTION 6. – MAINTENANCE.** The District shall provide and maintain all water mains and appurtenances within the District beginning at its “point of connection” with the City’s water distribution system, as set forth in Section 13(b). The District’s water mains and appurtenances shall include, but not be limited to, the pipes, fittings, meter pit, back-flow devices, valves, and service lines, but shall not include the master meter which shall be provided and maintained by the City for the purpose of determining the quantities of water supplied to the District.

**SECTION 7. – WATER RENT.**

(a) The outside user rate for the District for the term of this Agreement shall be the rate established by Sect. 301-17A(2) of the Code of the City of Watertown (rate for usage of the first 400 cubic feet) as the same may, from time to time, be amended. This rate shall be the uniform rate for all usage under this Agreement.

(b) The District’s water rents shall be billed monthly and paid to the City Comptroller’s office monthly within thirty days of the rendering of a bill by the City.

(c) Late payments or failure to make payments within thirty days of rendering of a bill will subject the District to a surcharge of ten percent of the current bill.

(d) The District acknowledges the continuing nature of the services provided by the City under this Agreement and that the monthly billing by the City does not affect the District’s obligation to pay for water provided during the term of this Agreement. The City billings shall not be construed as accruals of causes of action.

(e) It is agreed that should flushing meter(s) be installed at mutually agreed upon critical points within the District for the purpose of sustaining regulatory required water quality performances, and given the mutual understanding that such flushing is in the best interests of both the Town of Pamela and the City of Watertown, and further given the recognition that the quantity of water employed in such flushing is monitored, recorded and reported to the City of Watertown, the City of Watertown will deduct the quantity of flushing water from the metered sales to the District prior to the computation of billings. The quantity of flushing water shall not be applied against the District allocation.

**SECTION 8. – METER SYSTEM AND SERVICE PIPES.**

(a) The City requires and the City has the right to specify the requirement of any pit or metering devices to calculate the amount of water used by the District.

(b) The City reserves the right to inspect, test, repair and replace the water meters as required unless same is necessitated by the negligence, recklessness or intentional acts of the District.

(c) The District shall install approved backflow devices after all meters at each Point of Delivery.

(d) The District shall be responsible for safeguarding the meter which shall be housed at the expense of the District in a meter pit or other structure approved by the City and suitable for housing of a meter. The meter shall be accessible to the City and its authorized employees at all times. Expenses incurred as a result of failure to protect the meter will be the responsibility of the District.

(e) Meters shall not be interfered with or removed by any person except an authorized employee of the City or its contractor. Seals placed on the meters, valves, or other fittings shall not be tampered with or broken. If a seal is broken, the meter will be removed, tested, and replaced, if necessary, at the expense of the District.

(f) The Superintendent of Water of the City, an inspector, or any other designated employee may, at any reasonable time, enter the premises of the District for the purpose of examining pipes, hydrants, and any other fixtures for the purpose of determining or ascertaining the quantity and quality of water used and the manner of its use.

**SECTION 9. – ALLOWED USERS.** Only Sites as set forth in Exhibit “A” or as may be extended, and permitted users as herein defined under the authority of this Agreement shall be connected to the City’s system under the authority of the Agreement.

**SECTION 10. – ADDITIONAL USERS.**

(a) The District shall notify the City of any additional users being added within the District. Before any additional users are added to the District’s facilities, a permit must first be obtained from the City.

(b) A permit fee of \$25.00 for such permit for each service shall be payable to the City regardless of service line size.

(c) Connection fees shall also be charged based on the size of the service line serving each building or structure. The connection fees and total fees are established as detailed below:

**PERMIT AND CONNECTION FEE SCHEDULE**

<u>Service Line Size</u>	<u>Connection Fee</u>	<u>Permit Fee</u>	<u>Total Fee</u>
3/4”	100.00	25.00	125.00
1”	150.00	25.00	175.00
1-1/2”	225.00	25.00	250.00
2”	300.00	25.00	325.00
3”	450.00	25.00	475.00
4”	600.00	25.00	625.00

6"	900.00	25.00	925.00
8"	1,200.00	25.00	1,225.00
10"	1,500.00	25.00	1,525.00

(d) The City's permitting authority is purely ministerial to assure the ability to provide services consistent with the approved allocation set forth in Section 4(a) and federal and state regulations.

(e) Any unauthorized connection, may, at the election of the City, result in the imposition of a penalty as set forth in Section 14.

(f) The District shall provide the City annually, on July 1 of each year, a current list of users in the District.

**SECTION 11. – CITY REPRESENTATIONS AND WARRANTIES**

The City represents and covenants that:

(a) It has the full power and authority to execute and deliver this Agreement and to perform its obligations hereunder and its governing body has, by necessary and appropriate resolutions, authorized the execution and delivery of the Agreement by the officer or representative so executing the same;

(b) This Agreement constitutes a legal, valid and binding obligation of the City and is enforceable in accordance with its terms; and

(c) It will, at all times, make reasonable efforts to comply with all local, state and federal laws and regulations necessary to operate a Water Supply System and it will make reasonable efforts to secure and maintain all necessary local, state and federal permits required to operate a Water Supply System.

(d) The City agrees not to sell water to any other outside users, other than those users connected to the Development Authority of the North Country line, at a rate that is less than that charged to the District without the express written approval of the Town as Administrator for the District, unless the City also offers such a lower rate to the District. This covenant shall and will not apply to large outside users that connect directly to the City Water Plant, bypassing the City's water distribution system.

(e) The City shall make a good faith effort to require all outside users to go through the same permitting process as the District for new connections.

(f) The City has sufficient facilities and sources to provide the allocations set forth in Section 4 (a), but makes no representation as to facilities and source for additional allocations at the time of contract renewal.

**SECTION 12. – THE DISTRICT’S REPRESENTATIONS AND WARRANTIES.**

The District represents and warrants that:

- (a) It has been properly formed and approved.
- (b) It has full power and authority to execute and deliver this Agreement on behalf of the District and to perform its obligations hereunder;
- (c) This Agreement constitutes a legal, valid and binding obligation of the District and is enforceable in accordance with its terms;
- (d) The District shall immediately notify the City of any emergency or condition which may affect the quality of water in either party’s system and will assist in all reasonable efforts to mitigate and correct any harm resulting from such occurrence;
- (e) The District shall comply with any state or federal regulations regarding water quality and testing beyond the point of connection;
- (f) The District shall immediately comply with any direction from the City to shut off service on an emergency basis if required to prevent contamination of the City system by failure or any back flow device, or other justifiable cause.

**SECTION 13. – REPAIRS.**

- (a) The City shall be solely responsible for all maintenance and repair necessary to those portions of the System located entirely within the City boundaries to the point of delivery, except as set forth in Section 13(b) and (c) below.
- (b) The District shall provide for and perform all maintenance and repair necessary to those portions of the water line and appurtenances located within and/or serving the District from the “point of connection” with the City of Watertown’s water distribution system as defined in Paragraph (h) of Section 1.
- (c) All other provisions of this Section 13 notwithstanding, if the District engages or allows others to engage in any activity which causes damage resulting in the need for repair to any portion of District Facilities or the City’s System, the costs of such repair, if undertaken at City expense, shall be borne 100% by the District.

**SECTION 14. – PENALTIES.** The breach by the District of any covenant, condition or limitation may, at the discretion of the City, result in the imposition of a penalty of \$100.00 per day.

**SECTION 15. – ASSIGNMENT.** The District may not assign, transfer or otherwise dispose of this Agreement or its right, title or interest herein, without the previous written consent of the City.

**SECTION 16. – TERMS TO BE EXCLUSIVE.** This Agreement contains the sole and entire understanding between the parties.

**SECTION 17. – WAIVER AND MODIFICATION.** No waiver or modification of this Agreement or of any covenant, condition or limitation herein shall be valid unless in writing and duly executed by both parties. The failure of either party to insist upon the strict performance of any covenant, agreement, term or condition of this Agreement, or to exercise any right or remedy provided for in this Agreement shall not constitute a waiver of performance of any such covenant, agreement, term or condition.

**SECTION 18. – NEW YORK STATE LAW APPLIES.** This Agreement, the performance hereunder, and all actions and special proceedings relating hereto shall be construed in accordance with, under and pursuant to the laws of the State of New York.

**SECTION 19. – SEVERABILITY.** All provisions contained in this Agreement are mutual, related and non-severable. In the event any provision of this Agreement shall, for any reason, be held to be invalid, illegal, or unenforceable in any respect, such determination shall require immediate renegotiation of this Agreement.

**SECTION 20. – NOTICES.** Any notice under this Agreement shall be in writing, registered on certified paper, or hand delivered and shall be deemed to have been duly given when mailed, postage prepaid, to the parties at the address set forth below, or at such other address as either party may designate from time to time by notice hereunder or actually delivered.

<u>Party</u>	<u>Address</u>
City of Watertown	City Manager Municipal Building 245 Washington Street Watertown, New York 13601
Town of Pamela Water District No. 11	Supervisor, Town of Pamela 25859 N.Y.S. Route 37 Watertown, New York 13601

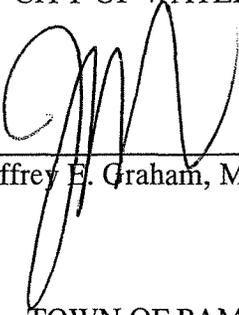
**SECTION 21. – HEADINGS AND CONSTRUCTION.** The paragraph headings of the Sections in this Agreement are inserted only as a matter of convenience, are not a part of this Agreement, and in no way define, limit or affect this Agreement or any provision thereof. Each covenant and agreement binding the parties shall be construed, absent an express contrary provision, as being independent of each and every other covenant contained herein, and compliance with any or all other covenants contained herein.

**SECTION 22. – NUMBER AND GENDER.** Words of gender and number used in this Agreement shall be deemed to mean any other gender or number when the sense requires.

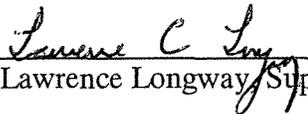
**SECTION 23. – EXHIBITS.** Exhibits “A”, “B”, and “C” are attached hereto, and are intended to be a part hereof, as if set forth herein at length.

**IN WITNESS WHEREOF**, the parties hereto have set their hands and seals as of the day and year first set forth above.

CITY OF WATERTOWN

By:   
\_\_\_\_\_  
Jeffrey E. Graham, Mayor

TOWN OF PAMELIA

By:   
\_\_\_\_\_  
Lawrence Longway, Supervisor

**ACKNOWLEDGEMENTS**

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

On this 15<sup>th</sup> day of December, 2015 before me personally came Jeffrey E. Graham, who being by me duly sworn, did depose and say that he resides in Watertown, New York; that he is Mayor of the City of Watertown, the City described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said City Council.

  
\_\_\_\_\_  
Notary Public

**ELAINE GISO**  
Notary Public, State of New York  
Qualified in Jefferson County  
No. 01G14619507  
Commission Expires 1/31/18

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

On this 17 day of September, 2015, before me personally came Lawrence Longway, who being by me duly sworn, did depose and say that he resides in Watertown, New York; that he is Supervisor of the Town of Pamela, the Town described herein, and which executed the foregoing instrument; and that he signed his name thereto by order of said Town Board of the Town of Pamela.

  
\_\_\_\_\_  
Notary Public

**DAVID A. RENZI**  
Notary Public, State of New York  
Registration No. 02RE6074110  
Qualified in Jefferson County  
Commission Expires 5/6/20 16

**EXHIBIT "A"**

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Location Maps of the Town of Pamela Water District No. 11, on file in the offices of the Town and also in the office of the Superintendent of Water shall be considered to be part of this Agreement as if they were attached, hereto.

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**EXHIBIT “B”**

**District No. 11**

**Bradley Street Line**

EXHIBIT "C"  
ALLOCATION

District No. 11

Tabled

December 30, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Adopting Employee Handbook

At the October 19, 2015 City Council Meeting, the attached Resolution was Tabled. Further discussion of the Handbook took place at the November 9, 2015 Work Session with Jeff Travers of Public Sector HR answering Council's questions.

Staff recommends that this Resolution now be considered by Council.

# RESOLUTION

Page 1 of 1

Adopting Employee Handbook

Council Member HORBACZ, Cody J.  
 Council Member JENNINGS, Stephen A.  
 Council Member MACALUSO, Teresa R.  
 Council Member WALCZYK, Mark C.  
 Mayor BUTLER, Jr., Joseph M.  
 Total .....

YEA	NAY

*Introduced by*

Council Member Stephen A. Jennings

WHEREAS the City Council of the City of Watertown desires to develop and implement an Employee Handbook detailing the various personnel policies and procedures, employee benefits, compliance policies, and other pertinent information governing employment related matters, and

WHEREAS the City Council has retained Public Sector HR Consultants LLC to assist with the development of the City’s Employee Handbook, and

WHEREAS the City Council has reviewed the draft of said Employee Handbook

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Employee Handbook, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City of Watertown Employee Handbook shall be distributed, with signed acknowledgment, to all City officials and employees **\*except the union of the firefighters of the City of Watertown.**

Seconded by Council Member Teresa R. Macaluso

**\* Motion was made by Council Member Roxanne M. Burns to amend the last paragraph of the foregoing resolution to read “BE IT FURTHER RESOLVED that the City of Watertown Employee Handbook shall be distributed, with signed acknowledgment, to all City officials and employees except the union of the firefighters of the City of Watertown.” Motion was seconded by Council Member Joseph M. Butler, Jr and carried with all voting yea except Council Member Stephen A. Jennings and Council Member Teresa R. Macaluso voting nay.**

RESOLUTION

By Council Member Stephen A. Jennings

Date October 19, 2015

SUBJECT:

Adopting Employee Handbook

STATE OF NEW YORK }  
Jefferson County } ss:  
CITY OF WATERTOWN }

I, Ann M. Saunders, City Clerk of the City of Watertown, hereby certify that the within Resolution was adopted at a meeting of the City Council of said City, held \_\_\_\_\_ and that the same is the whole of said Resolution.

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

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

# CITY OF WATERTOWN



## EMPLOYEE HANDBOOK

Adopted by resolution of the City Council on **DATE**



*Prepared by:*  
*Public Sector HR Consultants LLC*  
*14 Knollwood Drive*  
*Glenville, New York 12302*  
*Telephone: 518.399.4512*  
*Fax: 518.384.1963*  
*[www.publicsectorhr.org](http://www.publicsectorhr.org)*

# CITY OF WATERTOWN



# EMPLOYEE HANDBOOK

Adopted by resolution of the City Council on **DATE**

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This employee handbook is copyrighted material and is intended only for the internal use of the City of Watertown. The City of Watertown may copy this employee handbook for distribution to its employees. The contents of this employee handbook may not be copied or reproduced in any form or by any means for any other individual or organization without the prior written permission of *Public Sector HR Consultants LLC*.

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# City of Watertown Employee Handbook

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## **100 INTRODUCTION**

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### **101 *Welcome Message***

We would like to welcome you and congratulate you on your appointment to a position with the City of Watertown. As a part of our team, you take on an extremely important role, that of serving the members of our community. Together, our mission is to provide cost-effective services that conform to the highest standards of quality.

This Employee Handbook is designed to familiarize you with your employment and to help ensure government compliance, foster positive employee relationships, and contribute to the overall success of the City in delivering services to the public effectively and efficiently.

Please keep in mind that this is only an overview of the City's policies and procedures, employee benefits, and the Civil Service System. Specific questions concerning employment matters should be addressed to your supervisor and/or Department Head.

We trust that you will find service with the City of Watertown rewarding both personally and professionally.

### **102 *A Message for Our Union Members***

This Employee Handbook has been developed by the City of Watertown to assist you in getting acquainted with your employment with the City. A cooperative labor-management relationship not only lends to a positive work environment but also helps ensure fair treatment in the workplace.

It is important that all employees understand the personnel policies, procedures, and work rules outlined in this Employee Handbook. For union members, the collective bargaining agreement governs the terms and conditions of employment. You are encouraged to obtain a copy of your collective bargaining agreement from your union representative. Anywhere that the Agreement and this Handbook conflict, the Agreement will control. However, in certain instances where the Handbook covers an issue that is not the subject of bargaining, this Handbook will control. Under certain circumstances a past practice may prevail. We have made every effort to acknowledge these situations. If you have any questions, you should contact your Department Head or union representative.

We hope that your career with the City of Watertown will be an enjoyable experience.

## 103 *Our Heritage*

The settling of Watertown in 1800 began a 200-year legacy that continues today. The New England pioneers who chose our area did so based on foresight of creating an industrial center, which would draw its power from the mighty Black River. These men and women have been described as people of strong feeling, vivid imagination and dauntless courage. They, along with their families, faced many obstacles when they arrived. The terrain was rough and uncleared. The western end of the present Public Square was twelve or fifteen feet higher than the eastern end while the center was a depression that has been described as being large enough for a comfortable skating rink. There was a stream of water having its source south of Clinton Street and running across Stone Street in front of the Arcade, crossing the western end of the Square on its way to the river. Yet, out of this unsightly spot within a few years evolved one of the most beautiful public squares to be found in any city of its time.

The naming of Watertown as the county seat, in 1805, led to much progress in the hamlet. Lawyers such as Benjamin Skinner, Egbert TenEyck, Amos Benedict and Samuel Whittlesey set up practice here. Six hotels were constructed. The Failing Hotel, first known as the Traveler's House, was built in 1808 at the corner of Main and LeRay Streets. During the War of 1812, the soldiers used it as a barracks. Court Street became both a residential and business street. Small mills and factories sprang up and businesses extended along Factory Street. John Safford, Tuttle & Sill and Otis & Duane launched new stores. Other well-known names such as Norris, Woodruff, Hungerford, Paddock and Fairbanks also engaged in businesses.

The development of waterpower was the force that started the wheels of progress for the community. Watertown became one of the nations' principal paper manufacturing communities and can still boast that it has the oldest continuously running paper mill in the nation – Knowlton's Specialty Papers. FactoryVillage, which later became Factory Square, had its real beginning when the Black River Cotton and Woolen Manufacturing Company was built in 1813. The mills and businesses depended on the mighty Black River for its power.

Watertown became an incorporated village in 1816 and continued to prosper. Businesses, industries and population doubled by 1824. Growth continued in the decade between 1850 and 1860 seeing the largest amount of building construction. This was due in part to rebuilding after a devastating fire but also to new building expansion.

The Davis Sewing Machine Co. employed about 200 people. The Watertown Steam Engine Co. had assets estimated at \$1,000,000. The paper making industry was flourishing. H.H. Babcock's carriage factory and Watertown Spring Wagon Co. were two of the many businesses that were helping Watertown to thrive. The railroad was of tremendous importance to the economy. People marveled at the telephone, the electric light and even "street name plates" that the City installed.

The next 100 years of history includes the story of our veterans who went to wars and the citizens who helped with the war effort from home. Watertownians took pride in their community and at one time, Watertown was named "The Ideal American City". Over the years, the economic climate has affected business and industry. However, some of today's businesses have their roots in our early history. Even though the City is much different from the hamlet of 1800, we can take pride in the rich heritage that was left for us and for future generations.

Source: City of Watertown Website, "Our History" - <http://www.watertown-ny.gov/index.asp?nid=411>

## 104 **Definitions**

**City of Watertown** – For purposes of this Employee Handbook, the City of Watertown may be referred to as the “City”.

**City Council** – For purposes of this Employee Handbook, “City Council” will mean the City Council of the City of Watertown.

**Elected Official** – For the purposes of this Employee Handbook, “Elected Official” will mean and refer to any of the following elected officials of the City of Watertown:

- Mayor
- City Council Members

Elected Officials are exempt from all sections of this handbook except for Section 801-Equal Employment Opportunity and Section 803 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace.

**City Manager** – For purposes of this Employee Handbook, “City Manager” will mean the City Manager of the City of Watertown. When referenced in this Employee Handbook, City Manager shall also mean an individual acting with the City Manager’s properly designated authority.

**Department Head** – For purposes of this Employee Handbook, “Department Head” will mean the person in charge of any department, agency, unit, or subdivision of the City of Watertown. This definition will be applicable in the event such person is serving in an acting, temporary, or provisional status in the position of Department Head. This term shall also include the City Manager, where an individual otherwise designated as Department Head or any other individual must report directly to the City Manager.

**Supervisor** – For purposes of this Employee Handbook, “supervisor” will mean the individual so designated by the Department Head to direct and inspect the performance of employees.

**Employee** – For the purposes of this Employee Handbook, “employee” will mean a person employed by the City, including, but not limited to, Department Head, Management Employee, Management Confidential employee, supervisory employee, provisional employee, probationary employee, temporary employee, seasonal employee, trainee, or student intern, but not an independent contractor.

**Management and Management Confidential Employees** – For purposes of this Employee Handbook, “Management” and “Management Confidential” employees will refer to those non-union employees whose job titles have been allocated to the Management or Management Confidential group.

**Civil Service Law** – For purposes of this Employee Handbook, “Civil Service Law” shall mean the New York State Civil Service Law and shall include the *City of Watertown Civil Service Commission Rules*.

## 105 **Employee Classifications**

For purposes of this Employee Handbook, the following terms shall be defined as indicated. The definition provided for each of these terms applies only within the context of this Employee Handbook. The meaning and use of these terms or similar terms may be different in the context of Civil Service Rules or a collective bargaining agreement.

**Full-Time Employees**– For purposes of this Employee Handbook, the term “full-time employee” will mean an employee who is regularly scheduled to work a minimum of thirty-five hours per week.

**Part-Time Employees**– For purposes of this Employee Handbook, the term “part-time employee” will mean an employee who is scheduled on a regular and on-going basis to work less than thirty hours per week.

**Temporary Employees**– For purposes of this Employee Handbook, the term “temporary employee” will mean an employee who is employed on an interim or sporadic basis, or who is employed to work on a special, emergency, or on-call basis for a specified period, consistent with the Civil Service Law as applicable.

**Seasonal Employees**– For purposes of this Employee Handbook, the term “seasonal employee” will mean an employee who is employed to work for a given season or portion thereof.

**FLSA Non-Exempt Employees**– For purposes of this Employee Handbook, the term “FLSA non-exempt employee” will mean a covered employee who is subject to the minimum wage and overtime provisions of the Fair Labor Standards Act.

**FLSA Exempt Employees**– For purposes of this Employee Handbook, “FLSA exempt employee” will mean a covered employee who qualifies for an exemption from the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA), or an employee who is not covered under the FLSA.

## 106 *The Purpose of this Employee Handbook*

**Statement of Purpose** – The purpose of this Employee Handbook is to communicate the City’s personnel policies and practices to all employees. It is extremely important that each employee understand the policies that relate to rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits. **This Employee Handbook is not a contract of employment, expressed or implied, and should not be construed as such.** That is, employment can be terminated at any time at the will of either the employer or the employee, subject only to such procedural requirements as may be specified pursuant to New York State Civil Service Law, a collective bargaining agreement, or any other applicable law, rule, or regulation. The provisions and policies contained in this Employee Handbook are intended to supersede any and all prior manuals, guidelines or related policies issued by the City of Watertown, unless clarity is provided in a departmental standard operating policy

Unless otherwise required by law, the provisions of this Employee Handbook are for City use only and do not apply in any criminal or civil proceeding. The Employee Handbook provisions shall not be construed as a creation of higher legal standard of safety or care. Notwithstanding the above, a violation of a Handbook provision may form the basis for administrative action by the City and any subsequent judicial or administrative proceeding.

**Previous Personnel Policies**– Unless otherwise specified, this Employee Handbook supersedes and replaces any previous personnel policies issued by the City concerning all policies contained herein.

**Superseding Agreements** – In the event an expressed and explicit provision set forth in a separate written agreement between the City and an employee should conflict with any employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of that agreement will control. Otherwise, unless expressly excluded herein, this Employee Handbook will be applicable to all employees.

**Collective Bargaining Agreements** – In the event an expressed and explicit provision set forth in a collective bargaining agreement between the City of Watertown and an employee organization as defined by the Public Employees’ Fair Employment Act (Taylor Law) should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in this Employee Handbook, the expressed and explicit provision of the collective bargaining agreement will control. Otherwise, unless expressly excluded herein, this Employee Handbook will be applicable to all employees.

**Police and Fire Departments**–The Police and Fire Departments have established policies and procedures governing the operation of their respective departments. If a policy stated in this Employee Handbook differs from a rule, regulation or policy established by the Police or Fire Department, the latter shall supersede.

**Questions** – Any questions regarding any topic covered in this Employee Handbook should be directed to the appropriate Department Head.

## 107 Changes or Modifications

**Rights of the City Council / City Manager**—The City Council and/or the City Manager reserve the right to interpret, change, modify, or eliminate any provision contained in this Employee Handbook.

**Governmental Actions**— This Employee Handbook is subject to alteration by the City Manager, changes in City and/or departmental rules, or changes in federal, state or local statutes, rules, or regulations. (This is not meant to be a comprehensive list).

**Statutes, Laws and Ordinances** – In the event a federal or state statute or local law or ordinance should conflict with any provision contained in this Employee Handbook, then such statute, law or ordinance will prevail.

## 200 THE CIVIL SERVICE SYSTEM

---

The following is intended as a guide for informational purposes. The Civil Service Law and the *City of Watertown Civil Service Commission Rules* shall govern regarding the jurisdictional classification of positions and the appointment and promotion of personnel.

### 201 *The Unclassified and Classified Services*

**Unclassified Service** – In accordance with Civil Service Law and for purposes of this Employee Handbook, the term “Unclassified Service” will include all individuals who are Elected Officials and/or members of Councils or commissions.

**Classified Service** – In accordance with Civil Service Law and for purposes of this Employee Handbook, the term “Classified Service” as defined by the Civil Service Law and the *City of Watertown Civil Service Commission Rules* will include all City employees who are subject to the *City of Watertown Civil Service Commission Rules*. The Classified Service is divided into four jurisdictional classes:

- **Exempt** – those positions, other than unskilled labor positions, for which competitive or non-competitive examinations or other qualification requirements are not practicable (Civil Service Law, Section 41);
- **Competitive** – those positions for which it is practicable to determine merit and fitness by competitive examination;
- **Non-Competitive** – those positions not in the exempt class or the labor class for which it is not practicable to determine merit and fitness by competitive examination, but rather by a review of training and experience; and,
- **Labor** – unskilled labor positions, except those positions which can be examined for competitively.

### 202 *Civil Service Appointments*

**Competitive Class** – In accordance with Civil Service Law, the following types of appointments may be made to positions in the Competitive Class:

- **Permanent** – an appointment to a vacant position in the Competitive Class from an eligible list established as a result of examination, following successful completion of a probationary term;
- **Provisional** – an appointment to a vacant position in the Competitive Class when there is not an appropriate eligible list. A provisional appointee must take an examination whenever it is scheduled. Thereafter, a permanent appointment will be made on the basis of the eligible list resulting from the examination; or

- **Temporary** – an appointment to a position in the Competitive Class for reasons including, but not limited to: emergency work projects; planned termination of the position after a limited time; to replace an employee who is on a leave of absence; to fill a position funded through a temporary grant; or to fill a position vacated by the promotion of another employee until the employee who has been promoted receives permanent status.

### **203 Examinations and Promotions**

**Examinations** – In accordance with Civil Service Law, in the event there is a vacancy in a new or existing position in the Competitive Class which the City intends to maintain, the City will fill the vacancy by selection from the eligible list certified by the City of Watertown Civil Service Commission of persons who have taken the appropriate Civil Service examination. The City of Watertown Civil Service Commission will test and rank each candidate according to the individual's performance on the examination. In accordance with Civil Service Law Section 61, the City will select one of the top three eligible candidates on the list willing to fill the position.

**Promotions** – The City will offer opportunities for advancement for those employees who qualify. In the event the position is in the Competitive Class, a qualified employee must normally take a promotional examination and the above “one of three” rule will apply. An employee who wants to be promoted should become knowledgeable about the employee’s present position and be aware of higher level positions for which the employee may be qualified.

### **204 Veterans Credits**

**Summary** – An employee who is a veteran as defined by the Civil Service Law may be eligible to apply for veterans credits on a Civil Service examination. An employee who is a veteran should contact the City of Watertown Civil Service Commission for details concerning these credits.

## 300 EMPLOYMENT MATTERS

---

### 301 *Oath of Office*

**Requirement** – Each Public Officer as defined in the Public Officers Law must take the Oath of Office in accordance Public Officers Law Section 10, which must be administered prior to commencing the duties of the office. Each official who is re-elected or re-appointed to a subsequent term must take the Oath of Office for each term.

Upon original appointment or upon a new appointment following an interruption of continuous service, each employee (other than an employee in the labor class) must take an oath or alternate affirmation as set forth in Civil Service Law Section 62.

**Filing of Oath** – The Oath of Office is filed in the City Clerk’s Office within twenty calendar days of the Public Officer’s commencement of the term of office, or upon an employee’s appointment.

### 302 *Procedure for Filling Vacancies*

**Statement of Compliance** – The City of Watertown is an Equal Opportunity Employer. The City complies with all applicable federal, state and local laws, rules, and regulations throughout the employee selection process, including, but not limited to, Public Officers Law, Civil Service Law, Title VII, Human Rights Law, the Age Discrimination in Employment Act, and the Americans with Disabilities Act.

**Notification of Vacancies** – Except as otherwise provided for in a collective bargaining agreement, in the event there is a vacancy in a new or existing position which the City intends to maintain, the vacancy may be advertised and/or posted and qualified individuals interviewed.

**Employment Applications**–The City relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the City’s exclusion of the individual from further consideration for employment or disqualification if the conduct is discovered after employment commences.

**Employment Reference and Background Checks** –To ensure that individuals who join the City are well qualified and have a strong potential to be productive and successful, it is the policy of the City to check the employment references of final applicants. In addition, final applicants will be required to complete a hold harmless statement and release in order for the City to conduct appropriate background checks.

**Pre-Employment Physicals / Drug Screening** –When appropriate in accordance with the requirements of a particular position, the City may require that an applicant undergo a medical examination (after receiving a conditional offer of employment) to determine fitness for duty. In doing so, the City will comply with the provisions of the Americans with Disabilities Act (see Section 802 of this handbook.) Additionally, all final applicants for a position that requires a commercial driver’s license must consent to be tested for the presence of a controlled substance as a pre-qualifying condition to employment.

### 303 **Nepotism**

**Policy Statement** – City employees or officials may not authorize or use the authority or influence of their positions to secure employment for or to benefit a person closely related by blood or marriage, or another significant business relationship.

### 304 **Probationary Period**

Except as otherwise provided in a collective bargaining agreement, the *City of Watertown Civil Service Commission Rules* provide for the following, which is applicable to employees appointed, promoted or transferred pursuant to the Civil Service laws. Additional provisions may also apply in accordance with those rules.

**Purpose of Probationary Period** – The purpose of the probationary period is for an employee to become familiar with the specific duties and responsibilities of the employee's new position. The probationary period also provides the Department Head with an opportunity to evaluate the employee's job performance and potential for development in the position.

**Length of Probationary Period** – Except as otherwise provided in the *City of Watertown Civil Service Commission Rules* or the applicable collective bargaining agreement, every permanent appointment from an open-competitive list and every permanent appointment to a position in the non-competitive, exempt or labor class shall be for a probationary term of not less than eight (8) weeks nor more than fifty-two (52) weeks. For Police Officers, the probationary period shall be for a term of not less than eight (8) weeks nor more than seventy-eight (78) weeks. The length of the probationary period may be extended in accordance with the *City of Watertown Civil Service Commission Rules*.

**Successful Completion of Probationary Period** – An employee's appointment will become permanent upon written notice that the probationary period has been successfully completed following the minimum period of service required. Or, the employee's appointment will become permanent upon the retention of the employee after completion of the maximum period of service required. **Except as otherwise provided by law or a collective bargaining agreement, completion of the probationary period does not necessarily confer rights or privileges in the position.**

**Employment Status During Probationary Period** – During the probationary period (at any time after the completion of the minimum probationary period and before completion of the maximum probationary period), an employee will be subject to demotion, suspension, or discharge at the City's sole discretion. If the performance or conduct of an employee serving a probationary period who has been promoted or transferred from a permanent appointment (as defined by civil service regulations) is not satisfactory, the employee shall be returned to the employee's former permanent position prior to the end of the probationary period.

### **305 New Employee Orientation**

**Procedure** – The purpose of the new employee orientation is to welcome new employees and to familiarize them with the City and their job. The orientation process generally consists of, but is not limited to, a visit to the Comptroller’s Office for payroll processing, enrollment in benefit plans, if applicable, a tour of the employee’s assigned worksite, and distribution and review of this Employee Handbook. In addition, the employee’s Department Head is responsible for introducing the employee to co-workers, scheduling on-the-job training, providing a copy of departmental policies, and reviewing the job description and performance requirements of the position.

## 306 **Corrective Action and Discipline**

**Policy Statement** – It is the policy of the City of Watertown that certain rules and regulations regarding employee behavior are necessary for the benefit and safety of all employees, the efficient operation of the City, and the delivery of services to residents of the City. Any conduct that interferes with operations or that discredits the City will not be tolerated. Each employee must conduct oneself in a positive manner so as to promote the best interests of the City. Corrective action is necessary when an employee has demonstrated performance deficiencies, or has violated a policy, rule, regulation, or procedure. Corrective action may include counseling or initiating formal disciplinary action against an employee.

**Communication** – Open and candid communications with all employees is an important aspect of the City of Watertown’s on-going employee relations. When a rule, policy, or procedure is violated, the employee's Department Head, or other designated supervisor, will review the specific nature of the violation with the employee. The employee's input is extremely important to ensure that all of the facts have been considered.

**Counseling** –Counseling employees, as opposed to initiating formal disciplinary action, may be the appropriate first step in addressing performance deficiencies or misconduct. The purpose of counseling is to inform the employee of such deficiencies or misconduct, discourage its recurrence, and inform the employee of the consequences if the behavior is repeated. When performance deficiencies are the issue, the performance standards of the job should be reviewed, along with specific examples of how the employee is not meeting those standards. Where appropriate, goals for improvement may be established, along with a timeframe for achieving them. The counseling will be documented in writing and the employee will be required to acknowledge receipt by signing the memorandum. Any employee who fails to follow a supervisor’s directive to sign the counseling memorandum to acknowledge receipt will be subject to disciplinary action.

**Discipline** – The purpose of disciplinary action is to impose penalties for performance deficiencies or misconduct. The City retains the right to discipline employees without engaging in progressive discipline or prior counseling if the situation so warrants and retains the right to discipline employees in any manner it sees fit, except as limited by a collective bargaining agreement.

**Investigations** – Where appropriate, an investigation will be conducted by the proper supervisor or other designated individual(s) in order to gather all pertinent information and to ensure that all the facts are considered. The investigation may include, among other things, interviews with the employee and any witnesses or other involved parties, and review of documents and materials. Employees who are participants in an investigation are not allowed to disclose the content or particulars of the investigation unless otherwise authorized. All employees who are called upon to participate in an investigation are required to fully cooperate in the process and respond truthfully to all questions posed. Failure to do so will subject the employee to appropriate corrective action. The City reserves the right to suspend an employee while an investigation is conducted.

During the investigation process, a union employee who appears to be a potential subject of disciplinary action may undergo questioning. Such employee will have the right to representation by the employee’s certified or recognized employee organization under Civil Service Law Article 14, and will be given advanced notice of such right. In the event the

employee requests representation, the employee will be allowed a reasonable period of time to obtain such representation. In the event the employee is unable to obtain such representation within a reasonable period of time, the employer will have the right to then question the employee.

**Procedures** – Employees covered by **Civil Service Law Section 75** shall be disciplined in accordance with the procedures contained therein. (Refer to Section 308 of this Employee Handbook). An employee who is a member of a collective bargaining unit should refer to the collective bargaining agreement on the subject of the disciplinary procedure, wherein the negotiated procedure is the only method of resolving challenges to disciplinary action and wholly replaces the provisions of Civil Service Law Sections 75 and 76.

**Prohibited Conduct** – Any employee who, after investigation, is found to have committed any of the actions listed below will be subject to corrective action, up to and including termination of employment. This list is illustrative only and does not limit the City's right to impose discipline in other appropriate cases.

- Willful violation of City and/or departmental rules, policies, and procedures.
- Harassing (including sexual harassment), intimidating, coercing, threatening, assaulting, or creating a hostile environment against another employee, Elected Official, resident of the City, supplier, visitor, or any other person, whether on or off City premises.
- Engaging in any action that is in violation of the City's Workplace Violence Prevention Policy.
- Possession of any non-authorized tool or weapon or dangerous instrument (including knives with over a three inch blade, firearms, and explosives) on City property or in City vehicles, except for those employees who are required as a condition of employment to bear a weapon.
- Use, distribution, sale, or being under the influence of alcohol or controlled substances during scheduled hours of work or in City vehicles.
- Willful or deliberate abuse, destruction, defacement, or misuse of City property or the property of another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Theft or unauthorized possession, use, or removal of City property or the property of another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Falsification or alteration of any records or reports including but not limited to employment applications, time records, work records, medical reports, absence reports, work-related injury reports, and claims for benefits provided by the City.
- Preparation or manipulation of another employee's time record.
- Acts of sabotage, including the work of another employee.
- Insubordination or willful refusal to comply with the lawful order or instruction of a supervisor or Department Head.
- Improper performance of job duties or repeated failure to perform assigned duties and responsibilities.

- Making false statements about another employee, Elected Official, resident of the City, supplier, visitor, or any other person. This includes knowingly making false accusations against another individual as to allegations of discrimination, sexual harassment or other harassment which is in violation of City policy or applicable law.
- Violation and/or disregard of safety rules or safety practices, including failure to wear assigned safety clothing or equipment, in such a way that jeopardizes the safety of the employee, another employee, Elected Official, resident of the City, supplier, visitor, or any other person.
- Offensive or unprofessional behavior that is contrary to the City's best interest, or any conduct that does not warrant public trust.
- Committing any violation of the law either on or off duty or on or off the work site that implicates the employee's fitness or ability to perform assigned job duties.
- Unauthorized expenditure of City funds.
- Illegal gambling while on duty.
- Willful work slow down, work stoppage, or interfering with or restricting the performance of another employee or in any other way interfering with City operations.
- Careless or negligent use or operation of equipment, including vehicles and machinery.
- Unauthorized absences or failure to give proper notice of an absence.
- Excessive tardiness and/or absences except those absences covered by state and/or federal statutes.
- Leaving work area without permission, as defined by the Department Head.
- Failure to adhere to the personal appearance/dress code policy.
- Sleeping on the job, unless authorized by a Department Head or supervisor.
- Personal activity during paid work time without the express permission of the Department Head.
- Use of personal listening devices (e.g. iPods/MP3 players, etc., with headphones / earbuds) during paid work time without the expressed permission of the Department Head. (Note: use of such devices is permitted during meal breaks and authorized rest breaks.)
- Disruptive, loud, or boisterous behavior or horseplay in the workplace.
- Abusive language in the workplace, including racial slurs and epithets.
- Posting, removing, or defacing of notices, signs, or other written material without prior approval.

This list is not intended to be comprehensive and does not limit the City's right to impose discipline in other appropriate cases.

### 307 **Civil Service Law Section 75**

**Summary** – New York State Civil Service Law Section 75 establishes disciplinary procedures for covered employees. Section 75 affords a covered employee the opportunity for a hearing when charges of incompetence or misconduct have been made against the employee by the City.

**Union Employees** – An employee who is a member of a collective bargaining unit should refer to the collective bargaining agreement on the subject of the disciplinary procedure, wherein the negotiated procedure is the only method of resolving challenges to disciplinary action and wholly replaces the provisions of Civil Service Law Sections 75 and 76.

**Covered Employees** – In accordance with Civil Service Law, the following employees are generally covered under Section 75:

- A newly hired employee who has not completed the minimum probationary period as determined by civil service rules;
- An employee holding a position by permanent appointment in the **Competitive Class** of the classified Civil Service;
- An employee holding a position in the **Non-Competitive Class** who has been employed for at least five years of continuous uninterrupted service in the non-competitive class, other than a position designated in the City of Watertown Civil Service Commission Rules as confidential or requiring the performance of functions influencing policy. Even though the employee has completed the required probationary period and has received permanent appointment or employment in the non-competitive class, the employee is not covered under Section 75 until the employee has completed five years of continuous service in the non-competitive class;
- An employee holding a position by permanent appointment or employment in the Exempt, Competitive, Non-Competitive, or Labor Class who is a qualified veteran as defined by the Civil Service Law, or exempt volunteer firefighter, as defined by the General Municipal Law, except when such an employee holds the position of private secretary, cashier, or deputy of any official or department. Specifically, the employee must have been honorably discharged or released under honorable circumstances from the armed forces of the United States having served therein as such member in time of war as defined in Section 85 of the New York State Civil Service Law, or the employee must be an exempt volunteer firefighter as defined in the General Municipal Law.

**Disciplinary Procedure** – Except as otherwise provided by a collective bargaining agreement, the following disciplinary procedure shall apply to employees covered by Civil Service Law Section 75:

- **Notice of Discipline** – An employee subject to discipline will be provided with a written Notice of Discipline (NOD) which will contain all charges and specifications.
- **Employee Answer** – The employee will have eight calendar days to respond to the charges. The employee's response must be in writing.

- **Disciplinary Hearing** – Unless there is a stipulation of settlement between the City and the employee, the employee is afforded the right to a hearing in accordance with provisions established by Civil Service Law Section 75. The hearing upon such charges shall be held by the officer or body having the power to remove the person against whom such charges are preferred, or by a deputy or other person designated by such officer or body in writing for that purpose.

The Appointing Authority will designate a hearing officer in accordance with Civil Service Law Section 75. The designation must be in writing. The hearing officer will set the time and place for the hearing. The hearing officer will make a record of the hearing which will be submitted to the Appointing Authority, with the hearing officer's recommendations, for review and decision.

**Right to Representation** – The employee may have representation by counsel or by a representative of a recognized or certified employee organization at the hearing and may summon witnesses on the employee's behalf.

**Suspension Without Pay Pending Determination of Charges** – Pending the hearing and determination of charges, the employee may be suspended without pay for a period not to exceed thirty calendar days.

**Penalties** – In the event the employee is found to be guilty of the charges, the penalty may consist of one of the following:

- Reprimand;
- Fine not to exceed one-hundred dollars which will be deducted from the employee's pay;
- Suspension without pay not to exceed two months;
- Demotion in grade and title; or
- Termination from City employment.

**Finding of Not-Guilty** – In the event the employee is found to be not guilty of all charges and specifications, the employee will be restored to the employee's position with full pay for the period of suspension less the amount of any unemployment insurance benefits that the employee may have received during such period.

**Limitations** – Notwithstanding any other provision of law, no removal or disciplinary proceeding will be commenced more than eighteen months after the occurrence of the alleged incompetence or misconduct complained of and described in the charges. Such limitation will not apply where the incompetence or misconduct complained of and described in the charges would, if proved in a court of appropriate jurisdiction, constitute a crime.

**Filing Requirements** – In the event the employee is found to be guilty, a copy of the charges, the employee's written answer, a transcript of the hearing, and the determination will be filed in the office of the department in which the employee is employed. A copy will also be filed with the City of Watertown Civil Service Commission.

## 308 Code of Ethics

### **§32-1 Legislative Intent:**

Pursuant to the provisions of §806 of the General Municipal Law, the Council of the City of Watertown recognizes that there are rules of ethical conduct for public officers and employees which must be observed if a high degree of moral conduct is to be obtained and if public confidence is to be maintained in our unit of local government. It is the purpose of this Article to promulgate these rules of ethical conduct for the officers and employees of the City of Watertown. These rules shall serve as a guide for official conduct of the officers and employees of the City of Watertown. The rules of ethical conduct of this Article, as adopted, shall not conflict with, but shall be in addition to, any prohibition of Article 18 of the General Municipal Law or any other general or special law relating to ethical conduct and interest in contracts of municipal officers and employees.

### **§32-2 Definitions:**

As used in this chapter, the following terms shall have the meanings indicated:

**Interest** - A pecuniary or material benefit accruing to a municipal officer or employee unless the context otherwise requires.

**Municipal Officer or Employee** -An officer or employee of the City of Watertown, whether paid or unpaid, including members of any administrative board, commission or other agency thereof. No person shall be deemed to be a municipal officer or employee solely by reason of being a volunteer fireman or civil defense volunteer, except a Chief Engineer or Assistant Chief Engineer.

### **§32-3 Enumeration of Standards:**

Every officer or employee of the City of Watertown shall be subject to and abide by the following standards of conduct:

- A. Gifts. He shall not directly or indirectly solicit any gift or accept or receive any gift having a value of \$75 or more, whether in the form of money, services, loan, travel, entertainment, hospitality, thing or promise, or any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence him, or could reasonably be expected to influence him, in the performance of his official duties or was intended as a reward for any official action on his part.[Amended 9-4-2001]
- B. Confidential information. He shall not disclose confidential information acquired by him in the course of his official duties or use such information to further his personal interest.
- C. Representation before one's own agency. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any municipal agency of which he is an officer, member or employee or of any municipal agency over which he has jurisdiction or to which he has the power to appoint any member, officer or employee.

- D. Representation before any agency for a contingent fee. He shall not receive or enter into any agreement, express or implied, for compensation for services to be rendered in relation to any matter before any agency of his municipality, whereby his compensation is to be dependent or contingent upon any action by such agency with respect to such matter, provided that this subsection shall not prohibit the fixing at any time of fees based upon the reasonable value of the services rendered.
- E. Disclosure of interest in legislation. To the extent that he knows thereof, a member of the Council and any officer or employee of the City of Watertown, whether paid or unpaid, who participates in the discussions or gives official opinion to the Council on any legislation before the Council shall publicly disclose on the official record the nature and extent of any direct or indirect financial or other private interest he has in such legislation.
- F. Investments in conflict with official duties. He shall not invest or hold any investment directly or indirectly in any financial, business, commercial or other private transaction which creates a conflict with his official duties.
- G. Private employment. He shall not engage in, solicit, negotiate for or promise to accept private employment or render services for private interests when such employment or service creates a conflict with or impairs the proper discharge of his official duties.
- H. Future employment. He shall not, after the termination of service or employment with such municipality, appear before any board or agency of the City of Watertown in relation to any case, proceeding or application in which he personally participated during the period of his service or employment or which was under his active consideration.

**§32-4 Claims arising out of personal injury or property damage:**

Nothing herein shall be deemed to bar or prevent the timely filing by a present or former municipal officer or employee of any claim, account, demand or suit against the City of Watertown, or any agency thereof, on behalf of himself or any member of his family arising out of any personal injury or property damage or for any lawful benefit authorized or permitted by law.

**§32-5 Distribution:**

The City Manager of the City of Watertown shall cause a copy of this Code of Ethics to be distributed to every officer and employee of the City of Watertown within 30 days after the effective date of this Article. Each officer and employee elected or appointed thereafter shall be furnished a copy before entering upon the duties of his office or employment.

**§32-6 Penalties for offenses:**

In addition to any penalty contained in any other provision of law, any person who shall knowingly and intentionally violate any of the provisions of this Article may be fined, suspended or removed from office or employment, as the case may be, in the manner provided by law.

## 309 **Personnel Records**

**Policy Statement**—It is the policy of the City to balance its need to obtain, use, and retain employment information with a concern for each employee's privacy. To this end, the City will endeavor to maintain only that personnel information necessary for the conduct of the City's business or required by federal, state, or local law. Personnel records will be maintained for current and past employees in order to document employment related decisions and comply with government record keeping and reporting requirements.

**Content** – The personnel records maintained by the City include, but are not limited to, Employment Applications, Report of Personnel Change Forms; copies of job-required licenses and certificates, Federal and State Withholding Tax Forms, Retirement Enrollment/Waiver Forms, Health Insurance Enrollment/Waiver Forms, performance appraisals, grievance or dispute resolution notices, counseling memoranda, notices of discipline, and probationary reports.

**Location of Files** – All original personnel records for current employees will be kept in the City Manager's office and will be controlled by the Confidential Assistant to the City Manager.

**Employment Eligibility Verification (I-9) Forms** – All Employment Eligibility Verification (I-9) Forms will be kept in a separate file in the City Comptroller's Office.

**Medical Records** – All employee medical records will be kept in a separate file apart from the employee's personnel file in the City Manager's office and will be maintained and controlled by the Confidential Assistant to the City Manager. ***For security purposes, these files will be locked at all times.***

**Substance Testing Records** – All employee substance testing records will be kept in a separate file apart from the employee's personnel file in the City Manager's office and will be maintained and controlled by the Confidential Assistant to the City Manager. ***For security purposes, these files will be locked at all times.***

**Change in Status** – An employee must immediately notify the Department Head of a change of name, address, telephone number, marital status, number and age of dependents, beneficiary designations and individuals to notify in case of emergency.

**Review of Personnel Files** – Access to personnel files is limited. A current employee may review the contents of the employee's own personnel file by submitting a written request to the City Manager, with the review to be scheduled at a mutually convenient time. An authorized official must be present when the employee inspects the file. At the employee's request, a union representative may be present during the review. An employee may not copy, remove, or place any material in the employee's personnel file without the approval of the City Manager's Office.

## 310 **Separation from Employment**

**Notice of Resignation (Department Heads)** –A Department Head who intends to resign from employment must submit a written resignation to the City Manager at least thirty days before the date of resignation is to be effective. Failure to provide the notice listed above may result in the employee not being paid for their unused vacation accruals.

**Completion of Notice Period** – When a resignation notice is provided by an employee, the City reserves the right to waive some or all of the notice period.

**Notice of Resignation (Public Officers)** – A Public Officer (as defined by Public Officers Law) must resign by delivering a written notice to the City Clerk. If no effective date is specified, the office becomes vacant immediately upon delivery of the notice to the City Clerk. If a Public Officer wishes to resign at some future date, the Public Officer may specify a resignation date. However, if the resignation date is more than thirty days after delivery of the notice to the City Clerk, the resignation will become effective thirty days after such delivery.

**Exit Interviews** – Exit interviews are normally conducted by the employee's Department Head. The exit interview provides an opportunity to discuss a number of items, one of which would be the return of City property. Information regarding employee benefits and COBRA eligibility may be obtained from the Benefits Administrator in the City Manager's Office. During the exit interview, employees are encouraged to give suggestions, concerns and constructive recommendations.

**Final Paycheck** – Employees receive their final paycheck on the next regularly scheduled payday. The final paycheck includes payment for accumulated vacation benefits, if applicable.

## 400 OPERATIONAL POLICIES

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### 401 *Departmental Hours*

**Normal Hours of Operation** – The normal hours of operation are established by the City Code. Except as otherwise provided in a collective bargaining agreement, an employee's Department Head will establish the employee's work schedule, which may differ from the normal hours of operation depending upon the particular needs and requirements of the department. The City Manager reserves the right to approve all employee work schedules, except where otherwise prohibited by applicable State or City Law.

**Overtime**– An employee may be required to work additional hours beyond the employee's normal workday and workweek. An employee must receive prior approval from the employee's Department Head or his/her designee before working additional hours.

### 402 *Meal Breaks and Breaks for Nursing Mothers*

**Meal Breaks (35 hour per week employees)**–An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break not to exceed sixty minutes.

**Meal Breaks (40 hour per week employees)** –An employee who works more than six hours in a given day will receive an unpaid, duty-free meal break not to exceed thirty minutes.

**Scheduling of Meal Breaks** – Scheduling of meal breaks must be approved by the Department Head in accordance with the needs and requirements of the department. Meal breaks must normally be taken in the middle of the employee's workday.

**Observance of Meal Breaks** – In accordance with New York State regulations, an employee who works more than six hours in a given day is required to take the scheduled meal break. An employee is not allowed to work through the meal break to make up lost work time or to leave work early. In addition, the meal break may not be taken at the end of an employee's workday in order to leave work before the normal quitting time. Under limited circumstances, when required by the demands of the job and with Department Head approval, the meal break may be applied at the end of the workday. This shall not occur on a regular basis.

**Breaks for Nursing Mothers to Express Breast Milk** – Employees who are nursing mothers shall be allowed to use a reasonable break (generally between twenty to thirty minutes) in addition to the employee's meal and rest breaks to express milk for a nursing child. The City will provide this break at least once every three hours if requested by the employee. This provision applies to nursing mothers for up to three years following childbirth. The City will make a reasonable effort to provide a room or location other than the restroom or toilet stall, within walking distance to the employee's work space, or other location in close proximity to work so that nursing mothers can express in private. An employee wishing to avail herself of this break is required to give the City advance notice, preferably prior to the employee's return to work following the birth of her child, to allow the City an opportunity to establish a location and to schedule leave time for multiple employees, if needed.

## 403 **Emergency Situations**

**Union Employees** – An employee who is a member of a collective bargaining unit is not covered by the Emergency Situations provision set forth below and should refer to the applicable collective bargaining agreement.

**Closing Procedures** – In the event that extraordinary weather conditions or other emergencies develop prior to the beginning of the workday, the City Manager or designee may authorize the closing of non-emergency operations, or, if extraordinary weather conditions or other emergencies develop during a workday, the City Manager may direct that certain employees who perform non-essential services leave work.

**Payment of Wages** – Pay for FLSA exempt employees will not be affected by an emergency closing. Pay for FLSA non-exempt employees will be in accordance with the provisions below:

- **During Work** – An employee who is directed by the City Manager or designee to leave work due to an emergency closing will not be paid for the remainder of the employee's normal workday. The employee may charge such absence to available vacation or personal leave credits or make up the time at a later date if agreed to by the Department Head.
- **Prior to Reporting to Work** – An employee who is directed by the City Manager or designee not to report to work due to an emergency closing will not be paid for that workday. The employee may charge such absence to available vacation or personal leave credits or make up the time at a later date if agreed to by the Department Head.

**Inclement Weather**– Employees are expected to report to work and remain at work during inclement weather conditions unless otherwise notified by the City. Employees should use their own discretion in determining whether they can commute safely to work due to inclement weather. When the City Manager or designee has not officially shut down operations, an employee who does not report to work or requests to arrive at work late or leave work early due to inclement weather must contact his or her Department Head prior to doing so. The employee must use paid vacation or personal leave, if available, or take the time off without pay.

## 404 **Time Records**

**Policy Statement** – Time records provide a means of accurately accounting for time worked and authorized paid leave taken by employees. The City uses time sheets to collect this important information.

- All employees are required to complete an individual time sheet showing the daily hours worked or time periods being accounted as paid/unpaid leaves, in accordance with the following procedures:
  1. Time records must be prepared for all employees in accordance with each department's time recording procedures.
  2. All paid and unpaid leaves of absence must be recorded in the pay period used and noted as to the type of absence (vacation, sick, bereavement, etc.).
  3. Employee time records must be approved by each department head or designee.
- Department Heads must submit completed time records to the City Comptroller's office no later than 12:00noon on the Monday of each pay week or by 10:00a.m. on any pay week which includes a designated holiday.

**Correction of Errors** – An employee must immediately bring errors in time records to the attention of the employee's Department Head or designee who will investigate the matter and make and initial the correction once the error has been verified.

**Arriving at Work Before or Leaving After Scheduled Work Hours** – Arriving at work before the scheduled starting time or leaving work after the scheduled ending time for an employee's own convenience is permitted but is not to be included in paid working time. Work performed for the City outside of the employee's regular work schedule will not be paid unless prior approval has been obtained from the Department Head (i.e. unauthorized overtime is prohibited). Violations of this policy will result in appropriate corrective action.

**Falsification of Time Records** – An employee who, after investigation, is found to have falsified or altered a time record, or the time record of another employee, or completed a time record for another employee, will be subject to disciplinary action. In extenuating circumstances where an employee is not able to complete the employee's own time record, the Department Head or designee may complete the time record on behalf of the employee.

## 405 **Bonding**

**Insurance**–The City will provide bonding insurance for an eligible employee who is required to act in a fiduciary capacity.

## 406 *Vehicle Usage*

**Policy Statement** – All vehicles and related equipment of the City of Watertown are owned and maintained for the purpose of conducting official business of the City. Said vehicles and equipment may not be used for the personal use or private gain of any official or employee, nor for any other purpose which is not in the general public interest.

**Standards** – For the purpose of compliance with this policy, the following standards must be met at all times:

- City vehicles and related equipment must remain under the general administrative jurisdiction and direction of the Department Head to which it is assigned.
- City vehicles must be assigned to specific City officials and employees for specific purposes and tasks. Said vehicles may not be used for any unauthorized purpose nor to conduct personal, private, or non-City related business.
- City vehicles must always be operated in a safe and responsible manner and in compliance with all applicable motor vehicle and traffic laws in effect. Employees must always wear seat belts when operating City vehicles. Employees are responsible for any driving infractions or fines that result from their operation of City vehicles, and must report them to their Department Head. The City is responsible and will pay for any fines which would typically be levied against the owner of the vehicle.
- Any accident involving a City vehicle, regardless of severity, must be reported immediately to the Police Department within the jurisdiction of the accident followed by the appropriate Department Head or supervisor. The Department Head must file an accident report with the City Manager's Office within twenty-four hours.
- The use of a cell phone when driving on City business is prohibited. Members of the City Police Department are exempt from this provision.
- City vehicles may not be used to transport persons nor material not related to the conduct of official City business without direct authorization by the appropriate Department Head or the City Manager.
- City vehicles must always be maintained in a safe and secure condition when not in use, including being locked and/or under direct observation; and all keys maintained under controlled and authorized jurisdiction of the appropriate Department Head.
- Tobacco use of any kind is strictly prohibited inside of City vehicles.
- No advertisements, signs, bumper stickers or other markings of a political or commercial nature may be displayed on City vehicles at any time, except those of a limited community service nature which have been authorized by the City Manager.

#### **407 *Driver's License / Insurance Requirements***

**Requirement** –An employee who is required to drive either a City-owned vehicle or the employee's own personal vehicle to conduct business on behalf of the City, must possess at the time of appointment, and must maintain throughout employment, a valid New York State driver's license. Proof of such license must be on file with the City. If a personal vehicle is used to conduct business on behalf of the City, the employee is responsible for ensuring liability insurance coverage meeting NYS requirements is appropriately maintained.

**Commercial Drivers** – An employee who operates a vehicle which requires a Commercial Driver's License (CDL), must maintain such license throughout employment. Proof of such license must be on file with the City. In accordance with the federal Commercial Motor Vehicle Safety Act of 1986, a commercial driver must notify the City within thirty days of a conviction of any traffic violation (except parking), no matter where or what type of vehicle the employee was driving.

**Loss of Driver's License** – An employee who is required to possess a driver's license or CDL license in order to perform certain job duties and responsibilities must immediately notify the appropriate Department Head in the event the license is suspended or revoked. The loss or suspension of the driver's license or CDL license may affect the employee's continued employment with the City, including termination of employment for inability to perform the duties of the job. The City will utilize the NYS Department of Motor Vehicles' "License Event Notification Service" (LENS) to monitor activity that may negatively impact an employee's ability to maintain a required license.

**Insurability Standards**—It shall be solely the responsibility of a City employee to meet or exceed all insurability standards, as established from time to time by the City Council or the City's insurance carrier, which are required for the use or operation of a City vehicle. Failure to maintain acceptable insurability standards may affect the employee's employment status with the City.

#### **408 *Supplies, Tools and Equipment, and Fuel Usage***

**Supplies** – All City owned supplies must be used efficiently and not wasted. An employee may not use any City supplies including, but not limited to, postage, paper, or office supplies for personal use.

**Tools and Equipment** – The employee must repair or replace any City-owned tool or piece of equipment lost or damaged by the employee as a result of negligence or intentional misuse. An employee may not use any City-owned tool or piece of equipment, including, but not limited to, fax machines, copiers and computer equipment for personal use. An employee may not use City facilities, City-owned tools or equipment to work on vehicles or trailers not owned by the City.

**Fuel** – An employee may not use gasoline, fuel oil, or motor oil purchased by the City for personal use.

## 409 Telephone / Cell Phone Usage

**Guidelines** – Telephone and cell phone usage must adhere to the following guidelines:

- An employee will answer promptly and speak in a clear, friendly and courteous tone.
- An employee will give the name of the department or office and one's own name. If the call is not for the employee who answers, the employee must transfer the caller to the correct party or take a message recording all pertinent information.
- If the call must be placed on hold, the employee who answered the call must return to the line frequently to confirm that the call is being transferred.
- During office hours, each employee is responsible for there being at least one employee in the department or office to answer telephones. If the department or office has a limited staff, arrangements must be made with another department or office for telephone coverage or an answering device must be in operation.
- An employee may make and/or receive personal telephone or cell phone calls during work hours, but the calls must not interfere with job performance.
- An employee may not make or receive personal calls on a City provided telephone or cell phone that will result in additional charges to the City, except in an emergency and/or with prior approval from the Department Head. The employee must reimburse the City for the cost of the call.
- The use of City issued phones is monitored to ensure no excessive or inappropriate use occurs.
- The use of a cell phone while driving on City business is prohibited. Members of the City Police Department are exempt from this provision.

**Personal Cell Phone / Electronic Device Usage** – Employees are permitted to carry personal cell phones during working hours but must adhere to the guidelines shown below. These guidelines do not apply to City-owned cell phones that are issued for the specific use of an employee's job duties. Where the term cell phone is used in these guidelines, it shall be considered to include all types of portable electronic devices (e.g. iPads, Kindles, MP3 players, netbooks, etc.)

- With the exception of an emergency situation, cell phones may not be used for personal purposes during work hours unless the employee is on an authorized break or has permission from a supervisor.
- No personal text messages may be sent or received during working hours.
- No web browsing, music, movies, or all other uses of cell phones will be allowed during working hours.
- Personal cell phones that are broken, damaged or lost during working hours will not be replaced or paid for by the City.

## 410 **Acceptable Use Policy: Computer, Email and Internet**

**Purpose** –The goal of this policy is to ensure that all usage of City-owned computer equipment and City employee access and use of internal and external data resources, including the Internet and e-mail, are consistent with City policies and all applicable laws. It is also to encourage and promote responsible, efficient, ethical and legal utilization of these resources and to establish guidelines for their acceptable use.

**Scope** – This policy applies to all users of City-owned computer equipment and access to internal and external data resources using City-owned computer equipment. Some examples of resources include the Internet and E-mail. This policy also applies to city-owned or supplied wireless and hand-held devices including cell phone and mobile computing devices.

**Access** – Access to, and the use of, City owned computer systems, data, and/or equipment are determined by the employee's Department Head or the Department Head's designee and fulfilled by the Information Technology Department. Any unauthorized use of, or access to, the aforementioned is prohibited. This section of the policy also applies to the use of personal equipment when being used by City employees for work purposes during work hours.

**Appropriate Usage** – The Internet, and all technology equipment, should be utilized primarily for City business purposes. Use of the aforementioned items must not compromise the integrity of the City or its business in any way. No City employees shall intentionally use Internet services in an illegal, malicious, or obscene manner, including but not limited to, using the services to access materials such as those advocating, hate, pornography or violence. Employees should receive proper approval from the IT department prior to connecting any personal, or City owned technology equipment to City networks. This section of the policy also applies to the use of personal equipment when being used by City employees for work purposes during work hours.

**Ownership and Privacy** –The City's computers and other technology devices, as well as the data that resides on them, are considered to be City property. As such, employees should be aware that their use of the aforementioned devices, and the data that resides on them, may be subject to an audit at any time.

**Passwords and User Accounts** –All employees should safeguard their accounts and passwords. Accounts and passwords should not be used by, or shared with, any other person.

**Disposal of Computer Equipment** –Employees should defer to the Information Technology department for the appropriate disposal of technology equipment and/or software including computers, printers, scanners, fax, network, disk, tape, removable media, digital cameras, documentation and manuals.

**Compliance** – Any employee found in violation of this policy may be subject to disciplinary action up to, and including, termination. Notwithstanding any statement herein, or in any policy or in any verbal statements, the City Manager or his/her designee has sole discretion to grant, transfer, suspend, or cancel any employee's access at any time for any reason.

#### **411 Personal Appearance**

**Policy Statement** – It is the policy of the City that each employee’s dress, grooming and personal hygiene should be appropriate to the work situation.

**Standards** –Acceptable personal appearance is an ongoing requirement of employment with the City. An employee must maintain their personal appearance in a manner that reflects their position. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted. Each Department Head shall have the authority to determine what is and what is not acceptable.

**Safety Clothing and Equipment** – An employee may be required to wear safety clothing and equipment as directed by the Department Head. If such is the case, the employee must comply with all safety requirements.

**Uniforms** – An employee may be required to wear a uniform as directed by the Department Head and/or as provided in a collective bargaining agreement. If such is the case, the employee must comply with all requirements.

#### **412 Solicitations/Distributions**

**Policy Statement** – It is the policy of the City to limit solicitation and distribution on its premises by non-employees and to permit solicitation and distribution by employees only as follows: The City Manager has the authority to allow solicitation by non-employees. Department Heads have the authority to approve/disapprove solicitation within their own respective departments.

#### **413 Disclosure of Information**

**Policy Statement** – The City of Watertown promotes open government and complies with all requirements regarding public access to information. However, the City recognizes that certain documents, records, and other information pertaining to City operations and activities contain sensitive and/or confidential information about City residents and others who do business with or on behalf of the City and/or its residents. Requests for such information cannot be photocopied, duplicated, discussed, or otherwise disclosed to any outside party except in accordance with the Freedom of Information Law or any other applicable laws and regulations. An employee is also prohibited from sharing or otherwise disclosing such information with other City employees, family members or friends who do not have a City business reason to have such information. This includes posting of such information in any public forum (computer or otherwise) or on computer social networking sites.

**Responsibility for Security of Confidential Information** – Department Heads and employees are responsible for maintaining the security of documents, records and other information that fall within their department operations. Any request from outside parties for disclosure of information under the Freedom of Information Law or any other applicable laws or regulations must be submitted to the City Manager.

**Employee Personal Information**–An employee should never provide a caller or visitor with confidential information regarding employees, including home addresses and personal telephone numbers. An employee should take the person's name and telephone number and inform the caller/visitor that a message will be forwarded to the employee.

#### **414 Visitors**

**Policy Statement** – Visitors are allowed for brief visits as long as such visit does not interfere with City operations or interrupt other employees who are still working.

#### **415 Purchasing**

**Policy Statement** – The City has established an official procurement policy that must be followed without exception. No employee shall make purchases for the City, or use the City's name to make purchases, unless so authorized by the City Manager and the Purchasing Agent and in adherence to the procedures set forth in the procurement policy.

It is permissible for an employee to make a personal purchase at an establishment that offers a discount on personal purchases on the basis of the person's status as a City employee, however, the employee must not invoke the name of the City as being involved in the transaction or imply that the personal purchase has any connection to official City business.

## 416 **Maintenance of Work Area**

**Policy Statement** – It is the policy of the City that work areas must be kept safe, clean and orderly at all times.

**Employee Responsibility** – Employees are responsible for maintaining their work area in a safe and orderly fashion. As such, each employee should, at a minimum, do the following:

- Place coats, boots, umbrellas and other items of clothing in designated areas so that work areas are not unnecessarily cluttered;
- Report any existing or potential workplace hazards and safety violations to the Department Head;
- Abide by the smoking policy as specified in this Employee Handbook;
- Clean and store all tools and equipment as well as properly store and secure any items, papers or confidential information in a manner prescribed by the Department Head.

**Supervisory Responsibility** – Supervisors are responsible for having their employees maintain their work areas according to the requirements of this policy. Each supervisor should:

- Make sure that aisles, floors and walls are free from debris and other unnecessary items;
- Monitor the facilities and equipment and issue maintenance requests where appropriate;
- Arrange for the removal of any items from the workplace that are not needed for the flow of business or the enhancement of employee comfort and safety;
- Abide by and enforce the City's smoking policy;
- Ensure the proper disposal of all trash and waste.

## **417 Personal Property**

**Policy Statement**—It is the policy of the City to ask each employee to refrain from bringing unnecessary or inappropriate personal property to work. The City recognizes that an employee may need to bring certain items to work. However, employees should take care to ensure that personal property brought to the workplace does not disrupt work or pose a safety risk to other employees.

**Personal Liability** – An employee is expected to exercise reasonable care to safeguard personal items brought to work. Except as otherwise provided by a collective bargaining agreement, the City will not repair, replace, or reimburse an employee for the damage or loss of the employee’s personal property. An employee bringing personal property to the workplace does so at one’s own risk.

**Storing Personal Belongings on City Premises** – An employee is prohibited from storing personal belongings such as motor vehicles, boats, trailers, televisions, computer equipment, etc. on City premises. The City reserves the right to have any such items removed at the owner’s expense.

**Security Inspections** – Desks, lockers and other storage devices may be provided for the convenience of employees but remain the sole property of the City. Accordingly, such storage devices, as well as any articles found within them, can be inspected by any agent or representative of the City at any time, with or without notice. Whenever possible, this inspection will be made in the presence of the employee. The City is not responsible for loss or damage to personal property placed in such storage devices.

## **418 City Property**

**Employee Responsibility** – An employee will be responsible for any item issued by the City which is in the employee’s possession and/or control, such as, but not limited to the following:

- Equipment, including Protective Equipment
- Identification Badges
- Keys
- Uniforms
- Communication Devices
- Laptop computers and peripherals
- Books or other Reference Materials, including this Employee Handbook

**Return of Property** – Except as otherwise provided by a collective bargaining agreement, all City property must be returned to the City before the employee’s last day of work.

## **419 Unauthorized Work**

**Policy Statement** – An employee may not perform work for any entity other than the City during the employee’s authorized work hours, or claim that City work was done when such is not the case. Employees must devote their full scheduled shift to City business, as assigned.

## 420 **Outside Employment**

**Policy Statement**—It is the policy of the City that an employee may engage in outside work as long as such outside work does not interfere with the employee's performance standards, pose an actual or potential conflict of interest, or compromise the interests of the City.

**Guidelines** – The following guidelines have been established for an employee who engages in outside work.

- An employee will be judged by the same performance standards and will be subject to the City's scheduling demands, regardless of any existing outside work requirements.
- If the City determines that an employee's outside work interferes with the performance or the ability to meet the requirements of the City as they are modified from time to time, the employee may be required to terminate the outside employment if the employee wishes to remain employed by the City.
- No City equipment, supplies, or other material may be used by an employee on other than City work.
- Outside employment that does or may constitute a conflict of interest is prohibited. An employee may not receive any income or material gain from individuals outside of the City for materials produced or services rendered while performing the employee's City job.
- An employee may not work on outside employment during any period which the employee is regularly scheduled to work for and is paid by the City.
- A City employee who engages in outside work must notify the person for whom the work is being performed that such work is being done on the employee's own time and that the employee is not representing the City while performing such work.

**Employee Responsibility**—A City employee who wishes to engage in outside work is responsible for ensuring that the above guidelines are maintained. Questions should be directed to the Department Head.

**Union Employees** – In addition to the above guidelines, an employee who is a member of a collective bargaining unit may be subject to rules and/or guidelines regarding outside employment as set forth in the collective bargaining agreement or rules of the department to which the employee is assigned.

## 500 ABSENCE POLICIES

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### 501 Attendance

Except as otherwise provided by a collective bargaining agreement, the following procedure shall apply regarding absence from work:

**Tardiness** – An employee must be ready and able to work at the time the employee is scheduled to begin work. In the event an employee is unable to report to work at the scheduled time, the employee must notify the employee's supervisor, in a manner determined by their supervisor (e.g. via text, telephone call, etc.), before the employee's scheduled starting time or as soon thereafter as possible. The reason for tardiness and the expected time of arrival must be indicated to the supervisor.

**Daily Notification** – In the event an employee is unable to report to work, the employee must notify the employee's supervisor each day of the absence and state the reason for the absence. In the event the absence was pre-authorized, this requirement will be waived.

**Scheduled Absences** –Requests for scheduled time off, such as the use of vacation leave and personal leave, must be approved by the employee's supervisor in advance. All requests for time off are subject to approval by the employee's supervisor on a case-by-case basis. Refer to Section 802, Vacation Leave, and Section 804, Personal Leave, for further details.

**Unscheduled Absences** – An employee who is unable to report to work must personally contact the employee's supervisor at least two hours before the employee's scheduled starting time. The employee must notify their supervisor in a manner determined by the supervisor (e.g. via text, telephone call, etc.), indicating the reason for the absence and when the employee expects to return to work. Asking another person to call in on the employee's behalf is not permitted. Notification requirements may be waived in cases of emergency.

**Unexcused Absences** –Notification of an absence to an employee's supervisor does not automatically mean the absence is authorized. Any time off from work that is without approval of an employee's direct supervisor is considered an unexcused absence. An unexcused absence is without pay and may result in disciplinary action, up to and including termination.

**Early Departure** – In the event an employee must leave work during the workday, the employee must receive permission from the employee's supervisor prior to leaving.

**Leaving the Premises** – An employee must obtain prior approval from the employee's supervisor to leave an assigned worksite during working hours due to a non-work related reason. An employee who leaves an assigned worksite during the workday due to business reasons must notify the employee's supervisor in accordance with department policy.

**Documentation of Absences** – An employee may be required to provide appropriate documentation in justification of any absence. Documentation may include medical verification.

## 502 **Jury Duty Leave**

**Jury Leave** - In the event a full-time or part-time employee is required to perform jury duty on a day the employee is scheduled to work, the employee will receive paid jury duty leave. Such leave will not be subtracted from any of the employee's leave credits. An employee is obligated to notify the Commissioner of Jurors that the City is paying the employee's full pay during jury duty. If the employee receives a jury stipend from the courts, such amount must be reimbursed to the City. An employee can collect and keep any mileage or parking expense reimbursement that may be issued by the court system for performing jury duty.

The City shall pay a temporary or seasonal employee up to the statutory amount of the employee's wages for the first three days the employee serves jury duty if on those days the employee is scheduled to work for the City. After the first three days, the employee may be eligible for a stipend issued by the court system if the employee continues to serve on jury duty.

**Notification of Jury Duty** – When an employee receives notice to report for jury duty, the employee must immediately submit a copy of the notice to the employee's supervisor.

**Return to Duty**– Unless specifically addressed in a collective bargaining agreement, if the employee is released from jury duty on a given day and there are two or more hours remaining in the employee's scheduled workday, the employee must report to work. The employee will be allotted time to return home and prepare for work.

**Accrual of Benefits** – The City will continue to provide health insurance benefits for an eligible employee during the jury duty leave. Vacation leave, sick leave and holiday benefits will continue to accrue during jury duty leave.

## 503 **Military Leave and Military Leave of Absence**

**Military Leave (New York State Law)** – This section refers only to a paid leave for military service under New York State Law and does not affect an employee's entitlement to leave needed for military service under federal statute. The City of Watertown recognizes the importance of the Military Reserve and National Guard, and will permit any employee the use of military leave to perform ordered military duty or required training. The City will grant such leave with pay for up to twenty-two workdays or thirty calendar days in a calendar year, whichever is greater. Such military leave beyond the twenty-two workdays or thirty calendar days in a calendar year will be unpaid, however accumulated vacation leave may, at the employee's option, be used at any time during the leave. In accordance with applicable New York State law, the employee may keep all pay received for military service.

**Military Leave of Absence (Federal Law)** – An unpaid leave of absence for a period of up to the federal statutory limits will be granted to an employee to serve in any of the Armed Forces of the United States. The employee's accumulated vacation leave may, at the employee's option, be used at any time during such leave of absence.

**Leave For Military Spouses (New York State Law)** – In accordance with NYS Labor Law §202-i, the City will grant an unpaid leave of absence of up to ten days to an employee (who works an average of twenty hours per week) whose spouse is a member of the armed forces of the United States, National Guard, or reserves who has been deployed during a period of military conflict, to a combat theater or combat zone of operations. This leave shall only be used when the employee's spouse is on leave from such deployment. This does not preclude the employee's option to use available paid leave upon approval of the employee's Department Head.

#### **504 Leave for Cancer Screening**

**Policy** –The City of Watertown complies with New York State Civil Service Law which entitles all City employees to paid leave to undertake screening for breast cancer (under §159-b) and prostate cancer (under §159-c). This leave will not be charged against any available sick, vacation, personal, or other leave accruals. This does not preclude an employee's option to use other available paid leave for this same purpose.

**Allowance** – An employee will be allowed four hours of paid leave per year for the purpose of undergoing a screening procedure for breast cancer, and four hours of paid leave per year for the purpose of undergoing a screening procedure for prostate cancer (male employees only). Such paid leave will be accrued as of January 1 each year. If the employee does not exercise his/her rights to the leave, those hours are not carried forward to the next year. The allowed leave time may include the travel time to and from the appointment and any subsequent follow up consultation visits. In addition, the allowed leave may be staggered throughout the year until the maximum allowance has been reached.

**Scheduling** – An employee must receive prior approval from the employee's supervisor to take leave for this purpose. The request for leave should be submitted to the employee's supervisor in writing a minimum of two days in advance. The supervisor will have total discretion in the approval of this leave, but will not unreasonably deny such request.

**Documentation Requirements** – If an employee applies for paid leave for a cancer screening procedure under this policy, documentation must be provided to the employee's supervisor from the health care provider verifying that the absence from the workplace was for cancer screening. If an employee uses any other available leave for a cancer screening procedure, the provisions of the applicable leave policy (e.g. sick, personal, vacation) will apply; there is no requirement in such a case to provide specific documentation regarding cancer screening.

#### **505 Leave for Blood Donations**

**Policy** –The City of Watertown complies with New York State Labor Law Section §202-j which entitles City employees who work an average of twenty hours or more per week to a leave of absence for the purpose of making a blood donation. This leave of absence will not be charged against any available sick, vacation, personal, compensatory or other leave accruals. The leave allowed under this policy is unpaid, however, this does not preclude an employee's option to use available paid leave for this same purpose.

**Allowance** – An eligible employee will be allowed a leave of absence of up to three hours per year under this policy. Such leave will be accrued as of January 1 each year. If the employee does not exercise his/her rights to this leave, those hours are not carried forward to the next year. The allowed leave may include the travel time to and from the appointment.

**Scheduling** – An employee must receive prior approval from the employee's supervisor to take leave for this purpose. The request for leave should be submitted to the supervisor in writing a minimum of two days in advance. The supervisor will have total discretion in the approval of this leave, but will not unreasonably deny such request.

## **506 Time Off To Vote**

**Policy** – The City encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If an employee is unable to vote in an election during non-working hours, arrangements can be made to permit voting during the workday.

**Procedures** – An employee should request time off to vote from their supervisor at least two working days prior to the Election Day. Advance notice is required so that the necessary time off can be scheduled in a manner which causes the least disruption to departmental operations.

## **507 Bereavement Leave**

Employees should refer to their respective collective bargaining agreements or management policy regarding bereavement leave.

## 508 **Family and Medical Leave Policy**

**Statement of Compliance** – The City of Watertown complies with the provisions of the Family and Medical Leave Act (FMLA) and Civil Service Law when administering leaves under this policy.

**Summary** – FMLA entitles an eligible employee to a maximum of twelve workweeks (defined by the employee's normal workweek) of job-protected, unpaid leave in any twelve month period for certain family and medical reasons. The twelve-month period is calculated as the twelve month period measured forward from the date of the employee's first FMLA leave usage. The FMLA also provides an eligible employee with up to twenty-six weeks of *Military Caregiver Leave* to care for a covered service member (limited to a single twelve-month period). At the conclusion of a leave of absence under the FMLA, the employee will be restored to the position the employee held when the leave began or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment, provided the employee returns to work immediately following such leave.

**Eligibility** – To be eligible for an unpaid leave under FMLA, an employee must meet the following requirements:

- The employee must have worked for the City for at least twelve months as of the first date of requested leave (these need not be consecutive);
- The employee must have worked for the City for at least 1,250 hours during the previous twelve months prior to the date the leave commences; and
- The employee must work at or report to a worksite which has fifty or more employees or is within seventy-five miles of worksites that taken together have a total of fifty or more employees.
- Spouses who both work for the City are allowed a combined maximum of twelve workweeks of leave for the birth or care of a newborn child, adoption or foster care of a child and to care for such newly placed child, or the serious health condition of a parent, during any twelve month period.

**Types of FMLA Leave** - Eligible employees will be afforded up to twelve workweeks of unpaid leave under **FMLA** under the following circumstances:

- Upon the birth of the employee's child and to care for the newborn child;
- Upon the placement of a child with the employee for adoption or foster care and to care for the newly placed child;
- To care for the employee's spouse, son, daughter or parent who has a serious health condition;
- Because of the employee's own serious health condition which makes the employee unable to perform one or more of the essential functions of his or her job; and
- Because of any qualifying exigency (refer to Qualifying Exigency Leave below) arising out of the fact that the employee's spouse, son, daughter or parent is on active duty or has been notified of an impending call or order to active duty in the Armed Forces in support of a contingency operation.

**Military Caregiver Leave** - Eligible employees will be afforded up to twenty-six weeks of leave to care for the employee's spouse, son, daughter, parent, or nearest blood relative who is a recovering service member. A recovering service member is defined as a member of the Armed Forces who suffered an injury or illness while on active-duty that may render the person unable to perform the duties of the member's office, grade, rank or rating. This leave shall only be available during a single twelve-month period. During this single twelve-month period, the employee shall be entitled to a combined total of twenty-six workweeks of caregiver leave described in this section and the **Types of FMLA Leave** section described above. Nothing in this paragraph shall be construed to limit the availability of FMLA leave provided under the **Types of FMLA Leave** section above. For the purposes of this type of leave, "nearest blood relative" shall include the following in order of priority: a relative who has been granted legal custody of the covered service member, brothers, sisters, grandparents, aunts, uncles and first cousins, or a specific blood relative who has been designated as a service member's caregiver. When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members are considered to be next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously.

**Qualifying Exigency Leave** – Eligible employees who have a covered family member serving in either the National Guard or the Reserves are provided with up to 12 work weeks of FMLA job-protected leave for "any qualifying exigency" that arises while the covered family member is on active duty or called to active duty status in support of a contingency operation. The regulations identify eight categories for which an eligible employee may use FMLA leave under this qualifying exigency provision:

- *Short-notice deployment:* a covered military member is notified of an impending call or order to active duty 7 or less days before deployment;
- *Military events and related activities:* (a) to attend any official ceremony, program, or event sponsored by the military that is related to active duty; or (b) to attend family support or assistance programs or informational briefings sponsored by the military;
- *Childcare and school activities:* (a) to arrange for childcare when active duty necessitates a change in childcare arrangements; (b) to provide childcare on an urgent basis when the urgency arises from active duty status; (c) to enroll in a new school or daycare because of active duty; or (d) to attend meetings at a school or daycare for a child of a covered service member due to circumstances arising from active duty;
- *Financial and legal arrangements:* (a) to make or update financial arrangements to address a covered military member's absence while on active duty; or (b) to act as a covered military member's representative before a federal, state, or local agency to obtain or arrange military service benefits while a covered service member is on active duty;
- *Counseling:* to attend counseling provided by someone other than a health care provider for oneself, the covered military member, or a child of a covered service member if the need for counseling arises from active duty or the call to active duty;
- *Rest and recuperation:* to spend up to 5 days of leave with a covered military member who is on short-term, temporary, rest and recuperation leave;

- *Post-deployment activities:* (a) to attend arrival ceremonies, reintegration briefings and events, and other official ceremonies sponsored by the military for a period of 90 days after the termination of active duty status; or (b) to address issues that arise from the death of a covered military member while on active duty status; or
- *Additional activities:* a catch-all designed to address any other event that may arise out of active duty or a call to active duty status, provided that such leave is agreed upon by the employer and employee.

**Definitions** – The following terms are fully defined in the Federal Regulations on the Family and Medical Leave Act, 29 CFR Part 825. For the purpose of this policy, the following definitions will apply:

- **Serious Health Condition** will mean an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility including any period of incapacity (as contained in the Federal Regulations), or any subsequent treatment in connection with such inpatient care; or continuing treatment by a health care provider, including, but not limited to:
  - \* A period of incapacity of more than three consecutive calendar days and any subsequent treatment or period of incapacity that also involves continuing treatment by a health care provider;
  - \* A period of incapacity due to pregnancy or prenatal care;
  - \* A period of incapacity or treatment for such incapacity due to a chronic serious health condition. A “chronic serious health condition” requires periodic visits to a health care provider for treatment. The term “periodic visit” constitutes 2 or more appointments with a health care provider over the course of one year;
  - \* A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective; or
  - \* A period of absence to receive multiple treatments, including any period of recovery, by a health care provider, or by a provider of health care services under orders of or on referral by a health care provider, for restorative surgery after an accident or other injury or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment.
- **Health Care Provider** will mean and refer to a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person defined in the FMLA regulations capable of providing health care services.
- **Family Member** will mean and refer to:
  - \* **Spouse** – husband or wife as defined or recognized under State law for purpose of marriage;
  - \* **Parent** – biological parent or an individual who stands or stood in *loco parentis* to an employee when the employee was a child as defined in directly below. This term does not include an employee’s parents "in law";

- \* **Child** – biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in *loco parentis*, who is either under age eighteen, or age eighteen or older and "incapable of self-care (as defined in the Federal Regulations) because of a mental or physical disability". Persons who are "*in loco parentis*" include those with day-to-day responsibilities to care for and financially support a child or, in the case of an employee, who had such responsibility for the employee when the employee was a child. A biological or legal relationship is not necessary.

**Notification Requirements** – If the need for leave is foreseeable, the employee must give notice, in writing, to the Department Head at least thirty calendar days prior to the commencement date of the unpaid leave. The employee must complete the Family And Medical Leave Act Request Form and forward the completed form to the City Manager's Office. The failure of an employee to give thirty days' notice of foreseeable leave with no reasonable excuse for the delay may result in the delay of the employee taking the FMLA leave until thirty days from the date of notice. When the need for leave is unforeseeable, verbal notice to the employer will be sufficient.

**Extension of Original Leave Request** – In the event the employee needs to extend the duration of the leave beyond the time frame originally approved, the employee must submit a new Family and Medical Leave Request Form seeking approval for the extension.

**Status Reports** – The employee must periodically update the appropriate Department Head as to the employee's status and intent to return to work.

**Medical Certification** – The employee must produce a medical certification issued by a health care provider which supports the need for a leave under this policy. When required, the employee must provide a copy before the leave begins, or if the leave was unforeseeable, no later than fifteen calendar days from the date the certification was requested. Failure to submit medical certification may jeopardize the employee's eligibility for an unpaid leave of absence and/or the ability to return to work. Medical certification forms are available from the City Manager's Office. The medical certification must include:

- The date the medical condition began;
- The probable duration of the medical condition;
- Pertinent medical facts; and,
- An assertion that the employee is unable to perform the employee's essential job functions or that the employee is needed to care for a family member for a specified period of time.

*The City of Watertown reserves the right to request a second opinion by another health care provider. The City will pay for the second opinion. In the event a conflict occurs between the first and second opinion, the City may, again at its own expense, obtain a third opinion from a health care provider approved jointly by the City and the employee. This third opinion will be final and binding.*

**Leave for the Birth, Adoption or Foster Care Placement of a Child** – Leave for the birth of a child or the placement of a child for adoption or foster care must conclude within twelve months from the date of the birth or placement.

**Certification for Adoption/Foster Care** – An employee must produce proper certification from the appropriate agency for an unpaid leave for the adoption or foster care of a child.

**Employment Restrictions During Leave of Absence** – While on an approved leave, the employee may not be employed by another employer during the same hours that the employee was normally scheduled to work for the City of Watertown.

**Use of Accrued Paid Leave Credits**– Except as otherwise provided by a collective bargaining agreement, for the purpose of this policy, the following will apply:

- An employee taking leave for the **birth, adoption or foster placement of a child, to care for a spouse, child or parent with a serious health condition or military caregiver leave** must first use all available vacation leave credits during the authorized FMLA leave. Use of these leave credits does not extend the maximum allowable period specified by FMLA regulations.
- For leave taken due to the **employee's own serious health condition**, the employee must first use all sick or vacation leave credits, which will be included in the maximum twelve-workweek period.
- In the event that the paid leave credits are greater than the maximum twelve-workweek period, an employee may use paid leave credits to **extend** the leave of absence beyond the twelve-workweek period, **up to a maximum of one year**. If, after the completion of the one-year leave of absence, the employee is medically unable to return to work (as determined by a health care provider) and the employee has leave credits remaining, the City Council may authorize an extension of the employee's leave of absence until such benefits are exhausted. However, job reinstatement beyond the one-year leave of absence is not automatic and will be dependent upon job availability, in accordance with Civil Service Law Sections 71, 72 and 73, as applicable, and the *City of Watertown Civil Service Commission Rules*.

**Continuation of Benefits** – For the purpose of this policy, the following will apply:

- **Accrual of Paid Leave Credits** – An employee will continue to accrue vacation and sick leave and receive holiday pay during the portion of the leave that is paid. Paid leave is defined as leave during which the employee continues to use accumulated paid vacation and sick leave. After all such paid leave is exhausted, the remaining leave of absence is unpaid. An employee will not earn paid vacation or sick leave or receive holiday pay for any holidays that may occur during an unpaid leave of absence.
- **Medical Insurance** – During the period of authorized FMLA leave of absence, an employee's eligibility status for medical insurance coverage will not change. (In the event the employee has accumulated paid leave credits that extend beyond the twelve workweek period, the employee should refer to Section 711 – Workers Compensation regarding additional medical insurance coverage provisions.) All employee contributions (if any) must be paid on a timely basis in order to maintain the continuous coverage of benefits. Contributions will be at the same level as if the employee was working. Coverage will cease if payments are not made within a thirty-calendar day grace period of the due date. Premium payments or policy coverage are subject to change. In the event the employee fails to return to work after the authorized leave of absence period has expired, provisions of COBRA (see Section 708) will apply. In

addition, the City may recover the premium that it paid for maintaining the coverage during any period of the unpaid leave except for the following circumstances:

- \* The continuation, recurrence, or onset of a serious health condition of the employee or the employee's family member, which would otherwise entitle the employee to leave under the FMLA, with proper medical certification; or,
- \* Circumstances beyond the employee's control, such as: parent chooses to stay home with a newborn child who has a serious health condition; employee's spouse is unexpectedly transferred to a job location more than 75 miles from the employee's work-site; the employee is laid off while on leave.

**Workers' Compensation** – Leaves taken under the Workers' Compensation Law may invoke the FMLA if the employee meets the eligibility criteria outlined in the eligibility section and the City designates such leave as FMLA leave and properly notifies the employee of such designation. In accordance with the FMLA, if an employee has elected to receive workers' compensation benefits, the City cannot require the employee to substitute paid leave credits during this period of leave. If the workers' compensation leave has been properly designated as FMLA leave by the City, it can be counted against the employee's FMLA leave.

In addition to leave provided under the Family and Medical Leave Act, employees may be eligible for a leave of absence pursuant to Civil Service Law Section 71. Section 71 provides that **covered** employees shall be entitled to a leave of absence for at least one cumulative year (unless found to be permanently disabled) when disabled due to an occupational injury or disease as defined in the Workers' Compensation Law. This leave runs concurrently with the designated Family and Medical Leave. Employees should consult with their Department Head for further details regarding this provision.

**Return to Work** – The following conditions for returning to work will apply:

- **Job Restoration** – At the conclusion of the leave of absence, (except for leaves beyond a one-year period) the employee, provided that the employee returns to work immediately following such leave, will be restored to the position the employee held when the leave began, or an equivalent position with equivalent benefits, pay and working conditions. For authorized leave of absences beyond the one-year period, job restoration will be dependent upon job availability, in accordance with Civil Service Law Sections 71, 72 and 73, as applicable, and the *City of Watertown Civil Service Commission Rules*.
- **Medical Statement** – Before resuming employment, an employee must submit a statement from the employee's health care provider indicating that the employee is able to return to work either with or without restrictions. The City reserves the right to have the employee examined by a physician selected and paid for by the City to determine the employee's fitness to return to work either with or without restrictions. Failure to return to work when required may be considered a voluntary termination.
- **Early Return** – An employee who intends to return to work earlier than anticipated must notify the Department Head at least five business days prior to the date the employee is able to return. The Department Head shall in turn notify the City Manager.

## 600 COMPENSATION

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### 601 *Wage and Salary*

**Union Employees** – An employee who is a member of a collective bargaining unit is not covered by the Wage and Salary provisions set forth below and should refer to the applicable collective bargaining agreement.

**Rate of Pay** – An employee's rate of pay will be established by the City Council.

### 602 *Overtime*

**Union Employees** - An employee who is a member of a collective bargaining unit is not covered by the Overtime provisions set forth below **except** for Authorization, and should refer to the applicable collective bargaining agreement. In addition, any applicable provision of the FLSA will also apply.

**Authorization** – A Department Head may require an employee to work additional hours beyond the employee's normal workday and workweek. An employee must receive prior approval from the employee's Department Head or supervisor before working additional hours.

**FLSA Exempt Employees** – In accordance with the Fair Labor Standards Act, FLSA exempt employees will not be paid for overtime nor receive "compensatory time" for any hours worked in excess of the employee's normal workday or workweek.

**FLSA Non-Exempt Employees** – In accordance with the Fair Labor Standards Act, an FLSA non-exempt employee will be paid one and one-half times the employee's regular hourly rate of pay for all authorized time worked over forty hours in a given workweek.

**Credit for Paid Leave** – Personal leave, vacation leave, sick leave, bereavement leave, jury duty leave, and holidays will be included as time worked for the purpose of computing overtime.

### 603 *Pay Period and Check Distribution*

**Payroll Period** – Normally, employees are paid on a bi-weekly basis. An employee's paycheck will be based on the amount earned during the preceding payroll period.

**Payday** – Payday is on Friday unless that day is a designated holiday in which case payday will be the preceding work day. Under normal circumstances paychecks will be distributed on the work day preceding the payday after 3:00p.m.

**Distribution** – A representative from each department not located in City Hall will pick up the employee's paychecks from the City Comptroller's office after 2:45p.m. for further distribution to employees. Paychecks for departments within City Hall will be delivered by the Comptroller's Office.

**Direct Deposit** – The City provides a direct deposit option for employees. If elected, the paycheck will be deposited directly into the employee’s account at the designated financial institution. The employee must submit a signed, written authorization for direct deposit to the City Comptroller’s office.

**Authorized Check Release** – The Department Head will not release a paycheck to anyone other than the employee unless the employee has submitted a signed, written authorization with the City Comptroller’s office.

#### **604 *Deferred Compensation Plan***

**Summary** – The City of Watertown has established a Deferred Compensation Plan whereby a portion of an employee’s salary may be voluntarily withheld and invested. At the employee’s option, the money may be withheld in one of two manners (1) on a pre-tax basis, whereby neither the deferred amount nor earnings on investments are subject to current Federal and State Income Taxes. The money saved is paid out to the employee at a later date, generally during retirement years. Neither the deferred amount nor earnings on investments are subject to current Federal and State Income Taxes. Taxes become payable when the deferred income plus earnings are distributed to the employee, OR (2) On a post-tax basis, whereby taxes are paid on the deferred amount, but subsequent withdrawals of the money invested and any associated earnings will not be subject to future Federal and State Income Taxes if a qualified distribution is made. A description of the plan may be obtained from the Benefits Administrator in the City Manager’s office.

**Paid Leave Conversion**—Employees classified as “Management” or “Management Confidential” have the option of converting up to three sick leave and three vacation leave days per fiscal year into dollars to be contributed to the employee’s deferred compensation plan. Employees covered under a collective bargaining agreement should refer to their agreement regarding the conversion of paid leave.

## 700 EMPLOYEE BENEFITS

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### 701 *Holidays*

**Union Employees** –An employee who is a member of a collective bargaining unit is not covered under the Holiday provisions set forth below except for Holiday Pay Requirement and should refer to the applicable collective bargaining agreement.

**Designated Holidays** – The City of Watertown will observe the following holidays:

1. New Year's Day	7. Columbus Day
2. Martin Luther King Day	8. Veterans' Day
3. Presidents' Day	9. Thanksgiving Day
4. Memorial Day	10. Day after Thanksgiving
5. Independence Day	11. Christmas Day
6. Labor Day	

**Eligibility** – A full-time employee is eligible for holiday pay at the employee's regular rate of pay. A part-time, temporary, or seasonal employee is not eligible for holiday pay. (Part-time employees paid on a salary basis will receive their regular pay during a pay period in which a holiday occurs.) Holiday pay will be based upon the employee's scheduled hours on the day the holiday occurs.

**Holiday Observance** – In the event a designated holiday occurs on a Saturday, the holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.

**Assigned to Work on a Holiday** – A full-time non-exempt employee who works on a designated holiday and is not covered under a collective bargaining agreement will be paid at one and one-half times the employee's regular rate of pay. A part-time, temporary, or seasonal employee who works on a designated holiday will be paid at the employee's regular rate of pay.

### 702 *Vacation Leave*

Employees should refer to their respective collective bargaining agreement or management policy regarding vacation leave.

**Continuous Service** – Continuous Service shall mean uninterrupted service. An authorized leave of absence without pay, or a resignation followed by reinstatement within one year following such resignation, shall not constitute an interruption of continuous service. However, the duration of the absence from work without pay will be excluded from the computation of length of continuous service. Vacation is earned only for monthly pay periods during which an employee is in full pay status for at least fifteen working days during such monthly pay period.

## 703 Sick Leave

**Union Employees** –An employee who is a member of a collective bargaining unit is not covered under the Sick Leave provisions set forth below **except** for Proper Use of Sick Leave, Medical Verification, and Abuse of Sick Leave, and should refer to the applicable collective bargaining agreement.

**Eligibility** – A full-time employee is eligible for paid sick leave in accordance with this policy. A part-time, temporary, or seasonal employee is not eligible for paid sick leave.

**Allowance** – A full-time employee will be credited with one day of paid sick leave each month. The employee will be credited on the first day of the month for sick leave to be earned within that month. Sick leave is based on the average number of hours an employee is normally scheduled to work each week.

**New Employee** – A newly hired employee will receive a pro-rated amount of sick leave based on the time of the month that they are hired. For example, an employee hired on the fifteenth day of the month will receive one half day of sick leave upon hire.

**Accrual During Leaves of Absence** – An employee will be credited with sick leave credits while on a paid leave of absence, but not while on an unpaid leave of absence.

**Notification of Sick Leave** – In the event an employee must take sick leave, the employee must notify the employee's supervisor at least two hours before the employee's scheduled reporting time. The notification must be made personally to the supervisor, unless the Department Head authorizes the use of an answering device for this purpose. Unless an extended sick leave absence has been authorized, the employee must notify the employee's supervisor each day of the absence. These procedures must be followed to receive paid sick leave.

**Proper Use of Sick Leave** – Sick leave is provided to protect an employee against financial hardship during an illness, injury, or medical procedure. An employee may use sick leave credits for a personal illness, injury, or medical/dental appointment that inhibits the employee's ability to work. An employee may take sick leave only after it has been credited.

**Medical Verification** – The City may require medical verification of an employee's absence if the City perceives the employee is abusing sick leave, or has used an excess amount of sick leave, or when an employee is absent for more than three consecutive workdays due to an illness or injury. If an employee is on an authorized leave of absence, the provisions of the Family and Medical Leave Policy in this Employee Handbook shall apply.

**Abuse of Sick Leave** – An employee, who, after investigation, is found to have abused the use of sick leave or falsifies supporting documentation, will be subject to disciplinary action.

**Accumulation** – An employee may accumulate sick leave credits to a maximum of 180 days. It is important to recognize that paid sick leave can provide income protection and continued medical insurance coverage in the event the employee is unable to work for a long period of time due to illness or injury. Therefore, each employee should take care to manage the use of sick leave to ensure adequate time is available should such a need arise.

**Sick Leave Conversion** – An employee may convert cash value of up to three sick leave days into a contribution to the Deferred Compensation Plan each fiscal year.

**Retirement Credit** – The City Council has elected to provide Section 41(j) of the NYS Retirement and Social Security Law which can enhance pension benefits by allowing credit for up to one hundred sixty five days of accumulated sick leave at the time of retirement. To be eligible, an employee must retire directly from City employment or within one year of leaving covered employment. The additional service credit is determined by dividing the total accumulated sick leave days (not to exceed 165 days) by 260. For example: 130 accumulated sick leave days ÷ 260 = .50 or 6 months additional service credit.

**Separation of Employment** – An employee whose employment with the City is terminated for any reason, including retirement, will not receive cash payment for unused sick leave.

## 704 **Disclosure of Insurance Benefits**

**Summary**—The following is a brief description of the insurance benefits currently offered by the City to eligible employees. Eligibility for benefits is dependent upon employment classification. The description of the benefits provided is only an overview. The plan documents or specific government regulation provide a full description of the specific benefit.

**Employee Communications**—The Benefits Administrator is responsible for communications concerning City benefits and is available to answer questions concerning the benefit plans. A description of each of the plans may be obtained from the Benefits Administrator.

Benefits are administered according to applicable government regulation, benefit plan documents, insurance carrier master policy, or City policy.

**Waiver of Benefits**—An employee who is eligible to participate in any of the available insurance plans but who elects not to participate must sign an appropriate waiver of enrollment form.

**Enrollment Information**—The Benefits Administrator will provide the employee with the enrollment forms and assist with the administrative and operational aspects of the various insurance plans. Enrollment in a benefit plan is not automatic. Employees must complete the appropriate enrollment forms and applicable payroll deduction authorizations in order to receive benefits.

**Changes in Status**—Employees whose status changes from full-time to part-time are notified of the changes to their City benefits. This notification contains all legally mandated information regarding applicable benefits, including COBRA health insurance continuation. An employee must immediately notify the Benefits Administrator in the event that the employee has a change in marital or family status that may affect coverage, such as marriage, divorce, legal separation, death of a spouse or dependent, acquiring or losing a dependent, changes in address.

**Beneficiary** – Under some of the City’s benefit plans, each employee must designate a beneficiary for the employee’s death benefits. This designation must be made in writing and on the form provided by the Plan Administrator.

## **705 Medical Insurance for Active Employees**

**Union Employees** –An employee who is a member of a collective bargaining unit is not covered by the Medical Insurance for Active Employees set forth below and should refer to the applicable collective bargaining agreement.

**Eligibility** – The City currently offers medical insurance coverage to each full-time employee and their eligible dependents. A part-time, temporary, or seasonal employee is not eligible for medical insurance coverage.

**Spouses Employed by the City** – The City will make available one plan for spouses who both are employed by the City of Watertown.

**When Coverage Begins** – Coverage will begin on the first of the month following the date of hire, provided all eligibility requirements of the insurance plan are met.

**When Coverage Ends** – Coverage ends on the last day of the month in which the employee separates from employment. Coverage may continue for such eligible employees in accordance with COBRA regulations. Coverage will continue for eligible retirees in accordance with City policy and plan documents.

## **706 Medical Insurance for Retirees**

**Union Employees** –An employee who is a member of a collective bargaining unit should refer to the applicable collective bargaining agreement.

**Non-Union Employees** should refer to the current City of Watertown Management and Management Confidential Employees Benefits Policy for information regarding health insurance coverage, eligibility, and premium amounts.

## **707 Optional Dental and Vision Insurance**

**Summary** – The City makes available optional dental and vision insurance. The full cost of such insurance shall be borne by the employee, the premiums of which may be voluntarily withheld from the employee's salary. Please contact the Benefits Administrator for further information on optional insurance plans.

## 708 **Section 125 Plan**

**Union Employees** –An employee who is a member of a collective bargaining unit is not covered by the Section 125 Plan provisions set forth below and should refer to the applicable collective bargaining agreement.

**Summary** – The City of Watertown offers eligible employees the opportunity to participate in a City-sponsored Section 125 plan. The benefit of participating in the Section 125 plan is that an employee's contributions to the plan are deducted from the employee's paycheck before federal, state, and social security taxes are calculated. This reduces the employee's taxable income. The options offered under this plan are shown below.

**Eligibility** – A full-time employee is eligible to participate in this plan. A part-time, temporary or seasonal employee may not participate in this plan.

**Pre-Tax Insurance Premiums** –An employee may elect to pay the employee portion of the medical insurance premiums with pre-tax dollars.

**Flexible Spending Accounts** – An employee may elect to have a pre-determined amount deducted from the employee's paycheck on a pre-tax basis each payroll period to be placed in a medical and/or dependent care flexible spending account (FSA). Money set aside in an employee's medical savings account may be used to cover certain health, dental, and vision care expenses that are not reimbursable through the employee's insurance plan(s). Money set aside in an employee's dependent care savings account may be used to cover eligible day care and nursery school expenses for covered dependents. To receive reimbursement from an employee's FSA account, a claim for reimbursement and proof that the expense was incurred must be submitted to the current flexible spending account third-party administrator. Further details regarding this plan may be obtained from the Benefits Administrator.

## 709 **Continuation of Health Insurance Benefits (COBRA)**

**Summary** – The federal Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) offers “qualified beneficiaries” the right to continue existing health insurance coverage, completely at their own expense, under certain qualifying conditions. **All required premiums and administrative fees must be paid in a timely manner in order for coverage to continue.**

**Eligibility** – An individual is a “qualified beneficiary” if the individual is covered under a group health plan on the day before a qualifying event as a covered employee, the spouse of a covered employee, or a dependent child of a covered employee. A child who is either born to or who is placed for adoption with the covered employee during a period of COBRA coverage is also a “qualified beneficiary” entitled to COBRA coverage.

**Period of Coverage** – COBRA coverage is in effect for a period of **18 or 36 months depending on the qualifying event**, following any qualifying event. The COBRA requirements do not put any limit on the number of times a qualified beneficiary may be entitled to COBRA continuation coverage.

**Qualifying Events** – If a qualified beneficiary loses coverage under a group health plan as a result of a “qualifying event,” the qualified beneficiary is entitled by COBRA to the continuation of group health insurance coverage at the qualified beneficiary’s own expense. Any of the following circumstances are considered to be qualifying events:

- Termination of the covered employee’s employment for any reason except gross misconduct, or the covered employee’s loss of eligibility to participate due to reduced work hours.
- When a covered employee is on a leave of absence due to military service obligations.
- Death of a covered employee.
- Divorce or legal separation from a covered employee.
- A covered dependent ceases to be a “dependent child” under the health insurance plan.
- A covered dependent child’s loss of eligibility to participate in the insurance plan due to the covered employee becoming covered by Medicare as a result of total disability or choosing Medicare in place of the insurance plan at age sixty-five.

**Change in Beneficiary Status** – An employee must notify the Benefits Administrator within sixty calendar days of a legal separation or divorce or when a dependent is no longer eligible for insurance due to the age limitations or educational status requirements established by the insurance plan. The City will not be responsible for any loss of coverage resulting from failure by the employee to give notification of such an event.

**Enrollment Information** – The current health insurance third-party administrator will provide the employee with the enrollment forms and assist with the administrative and operational aspects of COBRA. **Enrollment is not automatic. The employee must complete the necessary enrollment forms and return all COBRA forms to the current health insurance third-party administrator within the time indicated.** If the required forms or premium payments are not received at the time specified, medical insurance coverage will cease.

## **710 Workers' Compensation Benefits**

**Coverage** – The City will make available Workers' Compensation benefits, including payment of medical costs and replacement of lost wages up to the regulated maximum, to each eligible employee who suffers an accidental injury arising out of and in the course of employment, as determined by the Workers' Compensation Council. Eligibility for coverage is determined by applicable Workers' Compensation regulations.

**When Coverage Begins** – Coverage will begin on the employee's first day of employment, provided the employee meets all eligibility requirements.

**Reporting of Injury** – The employee must report any accidental injury arising out of and in the course of employment to the Department Head immediately after the occurrence of the injury. The Department Head will notify the appropriate departmental personnel who will complete and submit the required forms. The employee must also complete an "Employee Claim Form C-3" and submit it directly to the Workers' Compensation Board. The Workers' Compensation Board will provide the employee with the necessary form.

In the event that an employee must be absent from work following a workplace injury, a disability certificate completed by the employee's doctor must be submitted to the Department Head. The disability certificate must state the date the employee is cleared to return to work or the date of the next doctor's appointment.

**Use of Vacation Leave Credits** – An employee may draw from the employee's vacation credits to receive full wages during the Workers' Compensation waiting period.

**Medical Insurance Coverage** – The City will continue medical insurance coverage for the employee in accordance with the provisions of the Family and Medical Leave Policy in this Employee Handbook.

## **711 The New York State Employees' Retirement System**

**Summary** – The City will make available the New York State Employees' Retirement System pension plan to each eligible employee and Elected Official. An employee or Elected Official is eligible for service retirement benefits after completion of the required minimum period of creditable public sector service (either five or ten years depending on tier.)

**Mandatory Membership** – A full-time employee who began employment with the State of New York or with a participating employer, on or after July 27, 1976, must join the Retirement System. An employee who is appointed to a permanent, full-time position on a probationary basis must join the Retirement System on the effective date of the probationary appointment. Employment is considered full-time unless:

- The employee works less than thirty hours per week, or less than the standard number of hours for full-time employment as established by the employer for this position; or
- The annual compensation for the position is less than the State's minimum wage multiplied by 2,000 hours; or
- Duration of employment is for less than one year or employment is on a less than a 12 month per year basis; or
- The position is either provisional or temporary under Civil Service Law.

**Optional Membership** – An employee or Elected Official who is not mandated to join may join the Retirement System. Such employee or Elected Official will be informed, in writing, that the employee or Elected Official may join the Retirement System and will acknowledge receipt of such notice by signing a copy thereof and returning it to the Comptroller's Office. If the employee or Elected Official elects to join the Retirement System, the employee or Elected Official must complete the application form and return it to the Comptroller's Office.

**Waiver of Enrollment** – An employee who is not mandated to join the Retirement System, and who chooses not to join, must complete a waiver of enrollment form.

## **712 Police and Fire Retirement System**

**Summary** – The Police and Fire Retirement System covers all eligible members of the Police and Fire Departments. All eligible members must enroll in the Police and Fire Retirement System effective on the first day of employment, unless otherwise excepted in accordance with the provisions of that plan.

## 800 COMPLIANCE POLICIES

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### 801 *Equal Employment Opportunity*

**Policy Statement** –The City of Watertown is an Equal Opportunity Employer. The City does not unlawfully discriminate on the basis of race, religion, color, sex, age, national origin, citizenship, disability, marital status, pregnancy, application to or present membership in the uniformed services, veteran status, arrest or conviction record, genetic information, predisposition or carrier status, sexual orientation, domestic violence victim status, or any other protected class or status. Likewise, the City prohibits employees, Elected Officials, vendors, suppliers, visitors, customers, and any other non-employee from discriminating against City employees based on these protected groups. Discrimination based on any of the above is strictly prohibited. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, compensation, promotion, transfer, training, leave of absence, and termination.

**Notification of Policy Violations** – An employee should immediately report any perceived violation of this policy to the employee’s Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. In the event the employee is unable to discuss the matter with the City Manager, the complaint should be made to the City Attorney. All complaints of discrimination will be investigated discreetly and promptly. This procedure is not intended to restrict an individual’s rights to make a complaint to a federal or state agency. An employee who reports discrimination will not suffer adverse employment consequences as a result of making the complaint.

**Prohibition Against Retaliation**–Retaliation against any employee who brings a written or verbal complaint of discrimination or who assists or participates in the investigation of such a complaint is strictly prohibited. The City will not tolerate or permit adverse treatment of employees because they report discrimination or provide information related to such complaints, or who otherwise oppose an unlawful employment practice. Any employee who participates in the procedure may do so without fear of retaliation. Violations of this policy may result in disciplinary action up to and including termination of employment.

**Application of Policy** – This policy is for City use only and does not apply in any criminal or civil proceeding. This policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy will only form the basis for City administrative action. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

## 802 *The Americans with Disabilities Act*

**Policy Statement** – It is the policy of the City of Watertown to comply fully with the provisions and spirit of the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities. All employment practices, such as recruitment, hiring, promotion, demotion, layoff and return from layoff, compensation, job assignments, job classifications, paid or unpaid leave, fringe benefits, training, employer-sponsored activities, including recreational or social programs, will be conducted so as not to discriminate unlawfully against persons with disabilities. This also extends to prohibit unlawful discrimination based on a person's relationship or association with a disabled individual. Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) along with work assignments, classifications, seniority, leave, and all other forms of employment compensation or advantage.

**Reasonable Accommodation** – Reasonable accommodation is available to all qualified employees and applicants with disabilities, unless it imposes an undue hardship on the City and/or operations of a program. The City may require medical documentation or other information necessary to verify the existence of the disability and the need for accommodation. Following receipt of an accommodation request, the City will meet with the requestor to discuss and identify the precise limitations resulting from the disability and the potential accommodation(s) that the City might make to help overcome those limitations.

The City will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodations(s), and the accommodation's impact on City operations.

**Pre-Employment Inquiries** – Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position and not any disabling condition. Pre-employment physical exams will only be requested when in compliance with the law. The City of Watertown intends to base employment decisions on principles of equal employment opportunity and nondiscrimination, as defined by law.

**Notification of Policy Violations** – An employee should immediately report any perceived violation of this policy to the employee's Department Head. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. If the employee is unable to discuss this matter with the City Manager, the report should be made to the City Attorney. All complaints of possible violations will be investigated discreetly and promptly. An employee who reports a possible violation will not suffer adverse employment consequences as a result of making the complaint. This procedure is not intended to restrict an individual's rights to make a complaint to a federal or state agency.

**Application of Policy** – This policy is for City use only and does not apply in any criminal or civil proceeding. This policy shall not be construed as a creation of higher legal standard of safety or care in an evidential sense with respect to third party claims. Violations of this policy will only form the basis for City administrative action. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.

## **803 Non-Discrimination and Harassment (Including Sexual Harassment) in the Workplace**

**Policy Statement**– It is the policy of the City of Watertown to promote a productive work environment and to prohibit conduct by any employee that disrupts or interferes with another’s work performance or that creates an intimidating, offensive, or hostile work environment. In keeping with this goal, the City of Watertown is committed to educate employees in the recognition and prevention of workplace discrimination and harassment, including sexual harassment, and to provide an effective means of eliminating such discrimination and harassment from the workplace. Any conduct that discriminates against, denigrates or shows hostility or aversion towards a person on the basis of gender, race, color, national origin, religion, disability, pregnancy, age, marital status, veteran status, military status, genetic predisposition, sexual orientation, domestic violence victim status, or any other protected status is strictly prohibited. In short, the City will not tolerate any form of discrimination or harassment, including sexual harassment, and will take all steps necessary to prevent and stop the occurrence of such harassment in the workplace. The accompanying complaint procedure is intended to provide an effective mechanism for reporting, and resolving promptly, complaints of discrimination and harassment, including sexual harassment, without any risk of repercussion to an employee who, in good faith, files such complaint.

**Applicability of Policy**– This policy applies to all Elected Officials employees, supervisors, and Department Heads, whether employed full or part-time, temporary or seasonal, whether elected or appointed and regardless of compensation level, and all personnel in a contractual relationship with the City. Depending on the extent of the City’s exercise of control, this policy may be applied to the conduct of non-City employees with respect to harassment of City employees in the workplace.

**Supervisory Responsibility**– Department Heads and supervisory personnel are responsible for ensuring a work environment that is free from discrimination and harassment, including sexual harassment. Supervisors must take immediate and appropriate corrective action when instances of discrimination or harassment come to their attention in order to assure compliance with this policy.

**Prohibited Activity** – No employee shall either explicitly or implicitly ridicule, mock, deride, or belittle any person. Employees shall not make offensive or derogatory comments based on race, color, sex, religion, national origin, or any other protected status either directly or indirectly to another person. Employees shall not produce offensive or inappropriate written materials or electronic communications (e.g. letters, e-mail or text messages, or graffiti.) These are examples of harassment that are a prohibited form of discrimination under State and Federal employment law and also considered misconduct subject to disciplinary action by the City; it is not intended to be a comprehensive list and does not limit the City’s ability to take disciplinary action in other appropriate instances.

**Definition of Sexual Harassment** –This policy places special attention on the prohibition of sexual harassment in the workplace. Sexual advances that are not welcome, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made, either explicitly or implicitly, a term of condition of an individual's employment; OR
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions, such as promotion, transfer, or termination, affecting such individual; OR
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment refers to behavior that is not welcome, that is personally and objectively offensive, that fails to respect the rights of others, that lowers morale and that, therefore, interferes with an employee's work performance and/or effectiveness or creates an intimidating, hostile or offensive working environment. Exposure to such conduct that serves to alter the terms and conditions of employment is prohibited by this policy and state and federal law.

**Forms of Sexual Harassment** –Specific forms of behavior that the City of Watertown considers sexual harassment and which are prohibited include, but are not limited to, the following:

- Quid pro quo threats or promises by a supervisor (loss of job or promise of job, promotion, or other employment benefit).
- Verbal harassment of a sexual nature related to an employee's gender, including sexual innuendoes, slurs, sexual slurs, suggestive, derogatory, insulting or lewd comments or sounds, whistling, jokes of a sexual nature, sexual propositions and/or threats.
- Sexually oriented comments about an employee's body that are unwelcome and/or unreasonably interfere with an employee's work performance or create an intimidating, hostile, or offensive working environment.
- Any sexual advance that is unwelcome or any demand for sexual favors.
- Sexually suggestive written, recorded or electronically transmitted material, showing or displaying pornographic or sexually explicit objects or pictures, graphic commentaries, leering or obscene gestures in the workplace such that it unreasonably interferes with an employee's work performance or creates an intimidating, hostile, or offensive working environment.
- Physical contact of any kind which is not welcome, including touching, grabbing, hugging, fondling, jostling, petting, pinching, coerced sexual intercourse or sexual relations, assault or intentional brushing up against a person's body.

**Reporting of Discrimination and Harassment (including Sexual Harassment)** – Employees are strongly encouraged to report any incident of harassment (including sexual harassment) to their immediate supervisor or Department Head as soon as possible after its occurrence. In the event the employee is unable to discuss this matter with the Department Head, the complaint should be reported in writing to the City Manager. If the employee is unable to discuss this matter with the City Manager, the report should be made to the City Attorney. Employees who believe they have been discriminated against or harassed and would like to obtain guidance as to how to proceed in filing a complaint, should contact their immediate supervisor, their Department Head, the City Manager, or the City Attorney. Employees who work during off-hours are encouraged to contact their supervisor, their Department Head, the City Manager, or the City Attorney at home if these individuals do not work during the employee's shift.

**Discrimination and Harassment (including Sexual Harassment) Complaint Form**–To ensure that all discrimination and harassment complaints are managed appropriately, effectively and in accordance with the City's policy, discrimination and harassment complaints, including sexual harassment complaints, will be recorded in writing by using the City sanctioned Complaint Form. These forms can be obtained from the City Manager's Office. If needed, additional guidance can be obtained from the City Manager's Office.

**Confidentiality** –Complaints of harassment will be handled and investigated promptly and in a manner that is as impartial and confidential as possible. In no event will information concerning a complaint be released by the City to third parties or to anyone within the City employment who is not directly involved in the investigation or handling of the complaint unless otherwise required by law.

**Investigation of Complaint** –The City Manager will convene with the City Attorney to determine the appropriate individual(s) to conduct the investigation. The investigation will normally include conferring with the parties involved and any named or apparent witnesses. The particular facts of the allegation will be examined individually, with a review of the nature of the behavior and the context in which the incident(s) occurred. Any complaints received will be investigated promptly, thoroughly, and in as impartial a manner as possible. All employees are required to cooperate in an investigation, if so directed.

**Employee or Elected Official Defense** – Any employee or Elected Official charged with discrimination or harassment, including sexual harassment, will be afforded a full and fair opportunity to offer and present information in their defense. Such information will be confidential to the extent possible.

**Employee Rights** – Nothing in this policy should be construed as in any way limiting employees' rights to use the grievance procedure contained in their collective bargaining agreement or to file a formal complaint with appropriate state or federal agencies responsible for administering anti-discrimination laws.

**Disciplinary Action** – Any employee or official who is found to have committed an act of workplace discrimination or harassment, including sexual harassment, will be subject to disciplinary action, up to and including termination of employment, as provided by City operating procedures, including Civil Service Law Section 75, or the disciplinary procedures contained in a collective bargaining agreement. Any Elected Official who violates this policy will be subject to remedial action as provided for and/or allowed under NYS Public Officers Law, as well as any other applicable statutes. Any vendor, supplier, visitor, customer, or other non-employee who violates this policy will be subject to remedial action, to the extent that the City is empowered to take such action.

**Prohibition Against Retaliation**—Retaliation against any employee who brings a written or verbal complaint of discrimination or harassment or who assists or participates in the investigation of such a complaint is strictly prohibited. The City will not tolerate or permit adverse treatment of employees because they report discrimination or harassment or provide information related to such complaints. Any employee who participates in the procedure may do so without fear of retaliation. Violations of this policy may result in disciplinary action up to and including termination of employment.

**False Accusations** – An employee who knowingly makes a false accusation against another individual as to allegations of harassment or discrimination as set forth in this policy will be subject to disciplinary action up to and including termination of employment in accordance with the provisions of this handbook and applicable legal guidelines.

## 804 ***Violence in the Workplace***

**Policy Statement**—The City of Watertown is committed to maintaining a work environment that is safe and free from violence from co-employees and members of the public. The City will respond promptly to threats, acts of violence and acts of aggression by employees and members of the general public against employees. Employees who engage in violent behavior of any type will be subject to disciplinary action, which may include termination from employment. Threatening or violent behavior also may, in the appropriate circumstances, be reported to law enforcement authorities. This policy sets forth standards for all employees and guidelines for reasonable precautions. The accompanying procedures outline response to threats or violence, should they occur in the workplace.

### **Prohibited Conduct**

- A. The City of Watertown does not tolerate any act or threat of violence made on City property, or while in work status at a workplace. The City will not tolerate any type of workplace violence committed by any City employee against any other employee. The City also will not tolerate any acts of violence committed by or against visitors to City buildings or property, as well as customers, vendors, and contractors of the City.
- B. No person may engage in violent conduct or make threats of violence, implied or direct, on City property or in connection with:
  - The use of force with the intent to cause harm, e.g. physical attacks, any unwanted contact such as hitting, fighting, punching or throwing objects;
  - Behavior that diminishes the dignity of others through sexual, racial, religious or ethnic harassment;
  - Acts or threats which are intended to intimidate, harass, threaten, bully, coerce, or cause fear of harm whether directly or indirectly; and/or
  - Acts or threats made directly or indirectly by oral or written words, gestures or symbols that communicate a direct or indirect threat of physical or mental harm.
- C. No person, except sworn Police personnel in the line of duty, may carry, possess, or use any dangerous weapon on City property, owned or leased, or City buildings or facilities.

**Workplace Violence Prevention Program**—Pursuant to the City's commitment to zero tolerance of workplace violence, the City adopts the following as its Workplace Violence Prevention Program:

**Protected Persons** —The City of Watertown does not tolerate any type of workplace violence committed by or against any City employee or representative by any customer, vendor, contractor of the City, or member of the public, whether on City property or while City employees are performing their jobs in the community. The City will work to guard against such incidents of workplace violence and will encourage the participation of law enforcement agencies to safeguard its employees.

**Risk Assessment** –In preparing this Workplace Violence Prevention Program, the City has engaged in an analysis of the factors and situations which may put City employees at risk of occupational assaults and homicides. The City has identified the following instances as potentially high risk for workplace violence:

- Employees who work in a public setting (e.g., clerks, assessors, tax collectors, meter readers, police officers, firefighters, public transportation drivers, public works personnel, library, parks and recreation personnel, and codes enforcement personnel);
- Employees who work late at night or early in the morning;
- Employees who exchange money with the public;
- Employees who work alone or in small numbers; and
- Situations where there is uncontrolled access to the workplace.

**Methods to be used by the City to Prevent Workplace Violence** –To address the risk of occupational assaults and homicides, the methods to be utilized by the City will include:

- Making high-risk areas more visible to more people;
- Installing good external lighting;
- Using drop safes or other methods to minimize cash on hand;
- Providing training in conflict resolution and nonviolent self-defense responses; and
- Establishing and implementing reporting systems for incidents of aggressive behavior.

**Advisory Committee**–The City Manager will establish an Advisory Committee on Workplace Violence whose members will include union and management representatives. It will be the responsibility of the Advisory Committee to monitor safety and make recommendations for improved safety, as appropriate, based on the following guidelines:

- Risk evaluation of the workplace to determine the presence of factors or situations that might place employees at risk of workplace violence;
- Assess the City’s readiness for dealing with workplace violence;
- Facilitate appropriate responses to reported incidents of workplace violence;
- Assess the potential problem of workplace violence;
- Evaluate incidents to prevent future occurrences;
- Utilize prevention, intervention, and interviewing techniques in responding to workplace violence; and
- Develop workplace violence prevention tools, ie. pamphlets and guidelines to assist in recognizing and preventing workplace violence.

**Reporting Procedures** –Any incidents of violence, threats of violence or observations of violence in the City are not to be ignored by any member of the organization. Workplace violence should be reported immediately to the employee’s immediate supervisor. If the employee is fearful of reporting a situation to a supervisor, the report may instead be made to the employee’s department head or directly to the City Manager. When an employee believes that a serious violation of this Workplace Violence Prevention Program exists or that an imminent danger otherwise exists, the employee should bring the matter to the attention of a supervisor in the form of a written notice. The City will investigate the matter and determine an appropriate and corrective response. All employees are encouraged to report behavior they reasonably believe poses a potential for workplace violence in order to maintain a safe working and learning environment. In general, reports will be treated confidentially to the extent consistent with an adequate investigation and appropriate corrective action.

## **Information and Training for Employees**

- A. The City shall make this Workplace Violence Prevention Policy and Program available, upon request, to its employees and their designated representatives.
- B. At the time of the initial adoption of this policy, at the time of an employee's initial assignment, and annually thereafter, the City shall provide its employees with the following information and training on the risks of violence in their workplace:
  - Be informed of the requirements of NYS Labor Law §27-b;
  - The risk factors in their workplace;
  - The location and availability of the written workplace violence prevention program; and
  - Training sessions that outline the measures employees can take to protect themselves from such risks, including specific procedures the City has implemented to protect employees and the details of the City's written workplace violence prevention program.

**Record Keeping and Reporting to the NYS Department of Labor** –All record keeping and reporting shall be made in compliance with the then applicable law and regulations. A copy of the City's Workplace Violence Policy and Program is available in the City Clerk's Office.

**Retaliation** –An employee will not be subject to retaliation because he or she has raised an issue concerning violence in the workplace or because he or she has participated in any matter related to the investigation and prevention of violence in the workplace. Retaliatory action against anyone acting in good faith who has made a complaint of workplace violence, who has reported witnessing workplace violence, or who has been involved in reporting, investigating or responding to workplace violence is a violation of this policy. Those found responsible for retaliatory action will be subject to discipline up to and including termination.

## 805 **Drug-Free Workplace / Drug Free Awareness Program**

**Policy Statement** – It is the policy of the City of Watertown that the unlawful manufacture, distribution, dispensation, possession, or use of an illegal controlled substance as defined in the Federal Drug-Free Workplace Act, is prohibited on the job or at the workplace.

**Coverage** – The City of Watertown’s Drug-Free Workplace Policy pertains to all individuals who are employed by the City of Watertown.

**Compliance with Federal Drug-Free Workplace Act** – The Federal Drug-Free Workplace Act of 1988 is applicable to all recipients of Federal grants. In order to receive federal funds, the City must certify to the granting Federal agency that it will provide a drug-free workplace in accordance with the legislation. As a recipient of Federal grants, the City hereby complies with the requirements of the Drug-Free Workplace Act by adopting this policy and drug-free awareness program:

**Prohibited Conduct** – No employee shall use, sell, distribute, dispense, possess, or manufacture any alcoholic beverage, illegal drugs, or any other intoxicating substance, nor be under the influence of such, while on duty, at any job site or workplace, or in a City vehicle, a vehicle leased for City business, or a privately owned vehicle being used for City business. An employee who, after investigation, is found to have violated this prohibition may be referred for counseling or rehabilitation and satisfactory treatment and will be subject to criminal, civil and disciplinary penalties, up to and including termination of employment. Any work-related accident or injury involving a City vehicle, equipment, and/or property where it can be demonstrated that the use of alcohol, illegal drugs, or any other intoxicants may have been a contributing factor will result in disciplinary action which may include penalties up to and including termination of employment.

**Use of Prescription and Over-the-Counter Drugs** – Prescription drugs must be in the possession of the individual to whom the prescription was written, taken in the dosage prescribed, and maintained in their original containers. Employees in public safety or safety-sensitive positions must inform their supervisors of any prescription or legal, nonprescription (i.e., over-the-counter) drugs they are currently taking that could in any way affect or impair the employee's ability to perform the job safely. The legal use of prescribed and over-the-counter drugs is permitted on the job only if it does not impair an employee's ability to perform the job safely and if it does not affect the safety or well being of other individuals in the workplace.

**Non-Discrimination Policy** – The City of Watertown will not discriminate against an applicant or employee because of past substance abuse provided it can be demonstrated that the applicant/employee has received appropriate treatment and tests negative for controlled substance use. It is the current use of alcohol and controlled substances that will not be tolerated in the workplace.

**Employee Assistance** – It is the policy of the City to work with an employee suffering from substance abuse so that the employee will receive assistance necessary to overcome dependency. An employee seeking such assistance is encouraged to contact the employee’s Department Head to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential to the greatest extent practicable. The employee's decision to seek assistance will not be used as the basis for disciplinary action nor used against the employee in any disciplinary proceeding.

**Employee Responsibilities** – As a condition of the City receiving Federal grant monies, each employee must abide by this policy and notify the employee’s Department Head of any criminal drug statute conviction for a violation occurring in the workplace within five calendar days of the conviction.

**City Responsibilities** – The City will notify the granting federal agency within ten days after receiving notice from an employee of such a conviction or otherwise receiving actual notice of such conviction. In addition, within thirty calendar days of receiving notice of a conviction, the City will take disciplinary action against the employee and/or require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program pursuant to Sections 702 and 703 of the Drug-Free Workplace Act.

**Drug-Free Awareness Program** – It is the policy of the City of Watertown to maintain a drug-free workplace. In accordance with that policy, the City is providing the following drug-free awareness information to raise employee awareness of the dangers associated with drug abuse in the workplace.

**Dangers of Drug Abuse in the Workplace**

Employees with chemical dependence problems have a major negative impact on productivity, staff morale, and labor/management relations. Their hidden illness is responsible for:

1. Declining Performance

- poor concentration
- confusion in following directions
- noticeable change in the quality of work
- inability to meet deadlines
- errors in judgment affecting the health and safety of others
- customer complaints and injuries

2. Increased Costs

- five times the average sick and accident benefits
- higher job turnover, replacement and training costs
- greater workers’ compensation and health insurance payments
- 3 to 5 times more on-the-job accidents
- unemployment claims

3. Absenteeism and Tardiness

- double the normal rate
- repeatedly being late for work and often leaving early
- extended lunch hours
- frequent illness and accidents both on and off the job

4. Damaged Relationships

- emotional outbursts, over-reaction to criticism, mood swings, complaints from co-workers, associates and the public often leading to damaged relations.

## **806    *Controlled Substance and Alcohol Testing***

**Statement of Compliance** – The City Council has adopted a Controlled Substance and Alcohol Testing Policy that is in compliance with the "Omnibus Transportation Employee Testing Act of 1991" (OTETA). The purpose of this policy is to reduce accidents resulting from an employee's use of controlled substances and alcohol, thus reducing fatalities, injuries and property damage.

**Covered Employees** – The City's Controlled Substance and Alcohol Testing Policy applies to all covered drivers as defined by the federal regulations, which includes all employees who drive commercial motor vehicles (as defined in Sec. 382.107 of the OTETA) requiring a commercial driver's license to operate.

**Acknowledgment Form** – A covered employee will receive a written copy of the Controlled Substance and Alcohol Testing Policy and must sign an Employee Acknowledgment Form. This form will be placed in the employee's personnel file.

## **807    *Smoking***

**Policy Statement** – Smoking is prohibited in the workplace, which includes all City property and buildings, entranceways and all City vehicles. This prohibition includes the use of e-cigarettes or similar devices.

## 900 SAFETY

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### 901 *Workplace Safety*

**Policy Statement** – Prevention of injury and illness in the workplace requires the cooperation of all employees in all safety and health matters. It is the policy of the City to reduce the number of workplace injuries and illnesses to an absolute minimum. Accidents can be prevented through use of reasonable precautions and the practice of safe working habits.

**Employee Responsibility** – In an effort to protect all employees and to safeguard equipment and property, before an employee begins a given task, it is the employee's responsibility to understand the correct operation and possible hazards involved, safety procedures, and necessary safety equipment required to perform the job.

**Safety Program** – The City's safety program includes, but is not limited to, the following:

- Providing mechanical and physical safeguards to the maximum extent possible;
- Conducting inspections to find and eliminate unsafe working conditions and practices, control health hazards, and comply with the safety and health standards for every job;
- Training all employees in safety and health practices;
- Providing necessary personal protective equipment and instructions for its use and care;
- Developing and enforcing safety and health rules and requiring that employees cooperate with these rules as a condition of employment;
- Investigating, promptly and thoroughly, every accident to find the cause and correct the problem to prevent future occurrences;
- Providing First Aid kits and fire extinguishers throughout buildings and facilities.

**Accident Plan** – In the event of an accident, an employee must immediately stop work and take the following steps:

- Eliminate the immediate cause of the accident;
- Provide aid to the injured person and summon for assistance;
- Call the Department Head immediately;
- If the accident appears serious, call 911; and
- Take steps to prevent additional accidents.

**Accident Reporting Procedures** – In the event an accident occurs in the workplace or in the course of employment, the following procedures will apply:

- When an accident occurs which results either in the loss of an employee's work time, or in the provision of medical care to an employee, the employee must immediately notify the Department Head who will in turn notify the City Manager. The appropriate departmental personnel must complete an *Employer's Report of Injury Form*) and submit according to operating procedures.
- When an accident occurs which does not result in the loss of an employee's work time, or in the provision of medical care to the employee, the employee must immediately notify the Department Head who will in turn notify the City Manager. The Department Head will maintain appropriate documentation of the incident.
- The Department Head will keep a log of the injury or illness for five years following the end of the calendar year to which it relates. A copy of this log, which includes totals and information for the year, must be posted in each department or areas where notices to employees are customarily posted.

## **902 Hazard Communication Program**

**Statement of Compliance** – The City of Watertown is committed to providing a safe and healthy work environment and complies with all Federal, State and local laws regarding hazard recognition, accident prevention, and working conditions. The City considers Hazard Communication and the prevention of workplace injuries and illnesses to be of prime importance.

**Guidelines** – The following guidelines for the identification of chemical hazards and the preparation and proper use of containers, labels, placards, and other types of warning devices must be adhered to:

- **Chemical Inventory** – The City must maintain an inventory of all known chemicals in use. An employee may obtain the chemical inventory from the employee's supervisor or Department Head.
- **Container Labels** – All chemicals on a work-site must be stored in the original or approved containers with the proper label attached. The Department Head must ensure that each container is labeled with the identity of the hazardous chemical contained and any appropriate hazard warnings. The City will rely on manufacturer applied labels whenever possible. A container that is not labeled or on which the manufacturer's label has been removed, must be properly labeled. A container not properly labeled must be given to the Department Head for labeling or proper disposal.
- **Dispensing Chemicals** – An employee may dispense chemicals from original containers only in small quantities intended for immediate use. Any chemical leftover must be returned to the original container or to the Department Head for proper handling. No unmarked containers of any size are to be left in the work area unattended.

**Safety Data Sheets (SDS)** – An employee working with a Hazardous Chemical shall obtain a copy of the Safety Data Sheet (SDS) and a standard chemical reference from the employee's Department Head.

**Employee Training** – An employee must be trained to work safely with hazardous chemicals. This training program must cover the following areas:

- Methods used to detect the release of hazardous chemicals in the workplace;
- Physical and health hazards of chemicals and the measures used to protect employees;
- Safe work practices;
- Emergency responses to the exposure of hazardous chemicals;
- Proper use of personal protective equipment; and
- Hazard Communication Standards, including labeling and warning systems, and an explanation of the use of Safety Data Sheets.

**Personal Protective Equipment (PPE)** – Depending on job duties, an employee must routinely wear protective devices, such as gloves and safety glasses, as directed by the supervisor. An employee who is required to wear special safety equipment as directed by the supervisor must comply with the supervisor's request.

**Emergency Response** – Any incident of overexposure or spill of a hazardous chemical/substance must immediately be reported to the employee's supervisor. The supervisor must insure that proper emergency response actions are taken.

**Hazards of Non-Routine Tasks** – The Department Head must inform employees of any special tasks that may arise which would involve possible exposure to hazardous chemicals. Review of safe work procedures and use of required PPE must be conducted prior to the start of these tasks. Where necessary, areas will be posted to indicate the nature of the hazard involved.

## **1000 COMMUNICATION PROCEDURES**

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### **1001 Organizational Communications**

**Summary** – The City Council is committed to assuring effective communications between the Council and employees. The success of the organization is dependent upon a set of common interests and goals that are achieved through teamwork, sharing of ideas, and effective communications of our short-term and long-term plans. From time to time, information and updates will be distributed to employees. All employees are encouraged to discuss this information with their Department Head should there be any questions.

**Methods of Communication** – Information will be communicated to employees in a variety of ways, including general and departmental meetings, e-mail distributions, memos and other written correspondence, notices distributed with paychecks, and posting of information. Employees should check bulletin boards frequently to keep informed on changes in employment matters and other items of interest. Except as otherwise provided by a collective bargaining agreement, all material to be posted on bulletin boards, including memos and announcements, must have the prior approval of the appropriate Department Head.

### **1002 Adverse Communications**

**Policy Statement** – An employee who receives any communication of a negative nature directed to the City, or to any of its officers or employees in their official capacity, shall immediately notify and/or forward the communication to the Department Head. The Department Head will forward adverse communications to the City Manager when deemed appropriate. The term “communication” shall refer to both written and verbal communications, and includes, but is not limited to, memoranda, faxes, messages, letters, legal notices, e-mails, summonses and other communications.

### **1003 Suggestions**

**Policy Statement** – Giving and receiving feedback is encouraged in order to promote a positive, productive, and cooperative atmosphere. Employees should notify their supervisor or Department Head of any suggestions which may be valuable to the City’s productivity and success. All suggestions will be carefully reviewed and may be implemented if feasible.

### **1004 Public Relations**

**Policy Statement** – The courteous, professional treatment of members of the public by all employees helps to build confidence among the citizens we serve. We require all employees to make every effort to represent the City in a polite and professional manner.

**Public Appearances** - A City employee may on occasion be asked to speak or appear in an official capacity as a representative of the City before various groups or organizations (e.g. Chamber of Commerce, Rotary Club, schools, neighborhood groups, etc.). The employee must obtain prior approval from the City Manager or his/her designee before agreeing to do so.

## **1005 Press Policy**

**Policy Statement** – All requests for information directed to a City employee from the media (e.g. television, radio, newspaper) regarding any aspect of City affairs must be referred to the employee's Department Head. The Department Head should use cautionary judgment in responding and notify the City Manager's Office of the request. If the request is concerned with something of a sensitive nature, the City Manager or City Attorney should be notified prior to the release of any statement or information. Department Heads may refer all such requests to the City Manager's Office or the City Attorney with notification to the City Manager.

All press releases, publications, articles and any other documents for release to the media or the public must be approved in advance by Department Heads and copied in advance to the City Manager's Office.

## **1006 Reporting of Improper Activities**

**Policy Statement** – Any employee who witnesses or becomes aware of an inappropriate action, improper financial circumstance, inappropriate use of City funds or property, safety issue, or other matter that appears to be improper, should immediately make his or her Department Head or supervisor, the City Manager, or any City Council member aware of the issue. When an imminent and serious danger to public health or safety exists, an employee may see fit to immediately report violations to law enforcement or other applicable governing body. Even if you are in doubt about what you witnessed or were made aware of you should report the matter.

**Retaliation** – Under Section 75-B of New York State Civil Service Law, New York State Public Sector Whistleblower Law, an employee, who in good faith, discloses to a governmental body information regarding a violation of law, a substantial and specific danger to the public health or safety, or an improper governmental action which the employee reasonably believes to be true, shall be protected from any adverse personnel action including, but not limited to: termination, disciplinary action, or changes in compensation. Any City employee or officer who commits or condones any form of retaliation against anyone who in good faith reports alleged misconduct will be subject to discipline up to, and including, termination.

## 1100 DISPUTE RESOLUTION

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### 1101 *Dispute Resolution Procedure*

**Policy Statement** – The City Council has established a set of procedures to provide for the orderly resolution of differences at the earliest possible stage and to promote a harmonious and cooperative relationship between employees, Department Heads and members of the City Council which will enhance the overall operation of the City. The City will attempt to resolve all work-related complaints that are appropriate for handling under this policy.

**Definition of Dispute** – For the purpose of this Employee Handbook, a “dispute” will mean a claimed violation, misinterpretation or inequitable application of any of the provisions of this Employee Handbook. In addition, the term “dispute” shall not apply to any matter as to which the City is without authority to act. A few examples of matters that may be considered appropriate disputes under this policy include:

- A belief that City policies, practices, rules, regulations, or procedures have been applied in a manner detrimental to an employee;
- Treatment considered unfair by an employee, such as coercion, reprisal, harassment, or intimidation;
- Alleged discrimination because of race, color, sex, age, religion, sexual orientation, national origin, marital status, disability; or any other protected class; and
- Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, salary, or seniority.

**Step One** – An employee who claims to have a dispute may present the dispute to the employee’s immediate supervisor. The dispute must be submitted, in writing, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The dispute will specify the date of submission, the name of the aggrieved employee, the date the dispute arose, the nature of the dispute, the provision of the Employee Handbook that was allegedly violated and a statement of facts, times, dates, and the remedy sought.

Within seven working days after receiving the dispute, the employee’s immediate supervisor will meet with the employee to discuss and attempt to resolve the matter.

**Step Two** – In the event the informal dispute is not resolved at Step One, or the employee reasonably believes that the employee cannot present the dispute to the employee’s immediate supervisor, the employee may submit the matter to the employee’s Department Head. The dispute must be submitted, in writing, within seven working days from receiving the Step One response, or when the response should have been received or if Step One is not utilized for the above reason, within seven working days following knowledge of the event(s) which caused the dispute or when the employee should have had knowledge. The Department Head will forward a copy of the dispute to the City Manager.

Within seven working days after receiving the dispute, the Department Head will meet with the employee to discuss and attempt to resolve the matter. Within seven working days from the meeting, the Department Head will issue a written response which will be given to the City Manager and the employee.

**Step Three** – In the event the employee is not satisfied with the response at Step Two, the employee may submit the matter to the City Manager. The dispute must be submitted, in writing, within seven working days from receiving the Step Two response, or when the response should have been received.

Within seven working days after receiving the dispute, the City Manager will investigate the matter and issue a written response which will be given to the employee.

**Step Four** – In the event the employee is not satisfied with the response at Step Three, the employee may submit the matter to the City Council by filing a Request for Hearing with the City Clerk. The Request for Hearing must be submitted, in writing, within seven working days from receiving the Step Three response, or when the response should have been received. The Request for Hearing will include a written statement of the dispute as outlined in Step One of this Procedure.

The City Council will set the time and place for the hearing. All decisions rendered by the City Council will be final and binding.

**Time Limits** – The employee must adhere to the time limits set forth in this dispute procedure. In the event the employee does not advance the dispute to the next step within the established time limit, the dispute will be considered withdrawn and no further appeal will be accepted. The time limits may be extended by mutual agreement provided the extension is in writing, dated and signed by the employee and the person who is to receive the dispute.

**Final Decisions** – Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are stated as official City policy.

**Proper Use of Dispute Resolution Procedure** – Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises a dispute in bad faith or solely for the purposes of delay or harassment, or repeatedly raises meritless disputes. Implementation of the dispute procedure by an employee does not limit the right of the City to proceed with any disciplinary action that is not in retaliation for the use of this procedure.

**Refusal to Proceed with Dispute** – The City Council may, at its discretion, refuse to proceed with any dispute it determines is improper or baseless under this policy.

**Union Employees** – An employee who is a member of a collective bargaining unit should refer to the applicable collective bargaining agreement to determine if the employee's dispute (grievance) may be subject to the grievance procedure contained in the employee's collective bargaining agreement.

# 1200 EMPLOYEE ACKNOWLEDGEMENT FORM

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Detach and place in employee's personnel file.

## CITY OF WATERTOWN

### EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the ***City of Watertown Employee Handbook*** outlining the rules, regulations, procedures, practices, work standards, employment classifications, compensation, and benefits of the City of Watertown. I further acknowledge that I have read, or will read, the contents of the Employee Handbook and will contact my Department Head or the City Manager if I have any questions.

I understand that the Employee Handbook is not meant to create a contract of employment, nor should it be construed as creating a contract of employment and that the City Manager of the City of Watertown reserves the right to interpret, change or modify any section of the Employee Handbook at any time. Except as otherwise provided by law, I understand that I am an employee at will.

I understand that, if I am covered by a collective bargaining agreement between the City of Watertown and an employee organization as defined by the Public Employees' Fair Employment Act, in the event an expressed and explicit provision set forth in a collective bargaining agreement should conflict with an employee benefit, personnel policy, personnel procedure, or other provision set forth in the Employee Handbook, the expressed and explicit provision of the collective bargaining agreement will control. Otherwise, unless expressly excluded herein, the Employee Handbook is applicable to all employees.

I agree to abide by the personnel policies, procedures, rules and regulations outlined in the Employee Handbook.

I understand that the Employee Handbook and the changes contained herein are intended to supersede all prior manuals and guidelines issued by the City of Watertown, and may be changed from time to time, by the City of Watertown.

\_\_\_\_\_  
Employee name (please print)

\_\_\_\_\_  
Department Head Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Date of Signature

December 30, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Elected and Appointed Officials, NYS Retirement System,  
New Regulation Reporting Requirements

In August 2009, the New York State Retirement System adopted new regulations for the establishment of a standard work day and the reporting of days worked for elected and appointed officials who are elected or appointed to a new term. This year, this requirement will affect the Mayor and the City Council Members who are sworn into a new term of office, and are also members of the NYS Retirement System.

I have attached for your review a summary of the reporting requirements, a description of the standard work day and reporting resolution, a write-up on keeping a record of activities, and a list of questions and answers prepared by the State Retirement System.

Based on the new regulations, by July 5, 2016, the City Council will need to adopt a resolution that includes the title and the standard work day for each of its members. The resolution must also:

- Identify the term of office and expiration for each elected official;
- Attest that each official has submitted a sample three-month log or time sheets of actual time worked; and
- Specify the number of days per month to be reported for each official based on his or her log.

In order to have the information needed to draft this resolution, members of the City Council who are members of the Retirement System must prepare a record of work-related activities (log) for three consecutive months within 150 days of the start of a new term or appointment. For 2016, the logs must be completed by May 31, 2016.

These records must be submitted to the City Clerk, who must retain the record of activities for a period of at least 10 years. The required resolution must be adopted at the first regular meeting held after 180 days of term's beginning. Therefore the records of activities must be submitted to the City Clerk no later than June 29, 2016.

I have attached an example of one month of an Elected Official's Record of Activities for your review, along with calendars for the months of January through May 2016. Please review the guidelines for activities that are / are not considered work-related to determine which of your activities should be reported.

Once adopted, the resolution must be posted on our website for at least 30 days, and an affidavit of the posting and a copy of the resolution must be filed by the City Clerk with the Office of the State Comptroller within 45 days of adoption.



Office of the New York State Comptroller  
**Thomas P. DiNapoli**  
New York State and Local Retirement System  
Employees' Retirement System  
Police and Fire Retirement System  
110 State Street, Albany, New York 12244-0001

June, 2010

Dear Elected or Appointed Official:

If you are an elected or appointed official, the New York State and Local Retirement System (NYSLRS) has set additional reporting requirements that may apply to you. Section 315.4 of the New York Codes, Rules and Regulations requires all elected and appointed officials whose terms start on or after August 12, 2009, who are members of NYSLRS and who do NOT participate in their employer's time keeping system to prepare a log of their work-related activities for three consecutive months. Officials must then submit their logs to the clerk or secretary of the governing board within 150 days of the start of their term.<sup>1</sup>

If this regulation applies to you, you must keep a log that contains daily details of the hours you have worked and duties you have performed that directly relate to your position as an elected or appointed official. Your log can include duties performed outside normal business hours such as attending employer-sponsored meetings or events, addressing constituent concerns and responding to emergencies. Activities not considered work-related include time attending electoral and campaign events, non-work related socializing after town board meetings, attendance at a candidate's forum and on call time.

Upon receipt of the logs, the governing board must pass a resolution at its first meeting following 180 days of the start of your new term which:

- Establishes a standard work day for each office
- Specifies the expiration of each term
- Designates the number of days to be reported for each official (based on submitted logs)
- Certifies receipt of record of activities OR that employer maintains a record of ACTUAL time worked.

Once the resolution has been passed, the clerk or secretary of the governing board must:

- Post the resolution (with personal identification numbers redacted) on their official website or sign board for at least 30 days

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<sup>1</sup> If you are currently in a term that began before August 12, 2009, you must comply with the previous one-month log requirement.

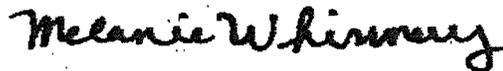
- Submit a certified copy of the resolution and affidavit of posting to the Office of the State Comptroller. (Employers should submit these resolutions and affidavits of posting using the Office of the State Comptroller's online system.)
- Retain copies of the elected and appointed officials' logs for a minimum of ten years.

Your log may be recertified at the beginning of any subsequent terms of office for up to eight years from the date you took the office for which you maintained the initial record of activities, as long as your job duties remain the same. If there are changes in your job duties within the eight years, a new log, resolution and posting must be prepared and sent to the State Comptroller. If you believe your initial three-month log is not representative of the number of hours you typically work, you may submit a new log for an alternate three-month period. A revised resolution and affidavit of posting should then be resubmitted to the Office of the State Comptroller.

If you or your employer fails to comply with this new regulation, your membership benefits including service credit accruals, estimates, tier reinstatement, requests for previous service credit and annual membership statements can be suspended.

If you have any questions regarding this regulation, please contact your employer or visit our website for an [overview of Elected and Appointed Officials Reporting requirements](#)

Sincerely,



Melanie Whinnery  
Director, Member & Employer Services

MW

Example of One Month of an Elected/Appointed Official's Record of Activities

**APRIL**

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY						
	<b>DO NOT INCLUDE ON CALL HOURS</b>					1	2					
3	<p>1:00 – 2:00: taxpayer mtg. 2:00 – 3:00: return phone calls 12:00 mid – 1:00: emergency call re: dog warden</p> <p align="right">3 hrs.</p>	4	<p>12:00 – 3:00: prepare speech for 4/6 luncheon 3:00 – 4:00: return phone calls</p> <p align="right">4 hrs.</p>	5	<p>9:00 – 11:00: routine correspondence 1:00 – 3:00: guest speaker — luncheon mtg. 6:00 – 7:00: return phone calls</p> <p align="right">5 hrs.</p>	6	<p>9:00 – 9:30: conference call with East and North Anytowns 9:30 – 12:00: prepare for mtg. on 4/13 1:00 – 2:00: return phone calls</p> <p align="right">4 hrs.</p>	7	<p>9:00 – 11:00: prepare speech and materials for 4/11 mtg. 11:00 – 12:00: routine correspondence 4:00 – 5:00: return phone calls</p> <p align="right">4 hrs.</p>	8	<p>9:00 – 12:00: committee mtg. on zoning</p> <p align="right">3 hrs.</p>	9
10	<p>8:00 – 10:00: guest speaker breakfast mtg. Rotary Club 1:00 – 2:00: routine correspondence 2:00 – 3:00: return phone calls</p> <p align="right">4 hrs.</p>	11	<p>9:00 – 11:00: mtg. with attorney – board issues 11:00 – 12:00: return phone calls 7:00 – 10:00: Board mtg.</p> <p align="right">6 hrs.</p>	12	<p>9:00 – 10:00: travel to Anytown 10:00 – 1:00: mtg. with East and North Anytowns 1:00 – 2:00: return travel 3:00 – 4:00: return phone calls</p> <p align="right">6 hrs.</p>	13	<p>9:00 – 11:00: finalize minutes of mtg. 4/13 and distribute 1:00 – 3:00: routine correspondence 3:00 – 4:00: return phone calls</p> <p align="right">5 hrs.</p>	14	<p>9:00 – 12:00: budget preparation 12:00 – 1:00: return phone calls</p> <p align="right">4 hrs.</p>	15	16	
17	<p>12:00 – 4:00: mtg. with attorney — preparation for 4/25 mtg. 6:00 – 7:00: return phone calls</p> <p align="right">5 hrs.</p>	18	<p>9:00 – 12:00: budget preparation 1:00 – 3:00: preparation for mtg. 4/21 3:00 – 4:00: return phone calls</p> <p align="right">6 hrs.</p>	19	<p>10:00 – 12:00: routine correspondence 1:00 – 2:00: finalize arrangements for mtg. 4/21 3:00 – 4:00: return phone calls 11:00 – 2:00: crisis mtg.</p> <p align="right">7 hrs.</p>	20	<p>1:00 – 3:00: luncheon mtg. with West Anytown 5:00 – 6:00: return phone calls</p> <p align="right">3 hrs.</p>	21	<p>11:00 – 12:00: finalize preparation for mtg. 4/25 1:00 – 2:00: return phone calls</p> <p align="right">2 hrs.</p>	22	23	
24	<p>5:00 – 7:00: travel to mtg. site</p> <p>9:00 – 12:00: mtg. session 1 — Solid Waste Mgmt. with muni. assn. 1:00 – 3:00: session 2 5:00 – 8:00: dinner session and discussion</p> <p align="right">8 hrs.</p>	25	<p>10:00 – 12:00: return travel 1:00 – 3:00: finalize mtg. notes 3:00 – 4:00: return phone calls</p> <p align="right">5 hrs.</p>	26	<p>11:00 – 12:00: budget preparation 12:00 – 2:00: opening day ceremony Little League 3:00 – 4:00: return phone calls</p> <p align="right">4 hrs.</p>	27	<p>9:00 – 11:00: prepare for budget mtg. tonight 12:00 – 1:00: return phone calls 7:00 – 10:00: budget mtg.</p> <p align="right">6 hrs.</p>	28	<p>12:00 – 2:00: routine correspondence 2:00 – 3:00: return phone calls</p> <p align="right">3 hrs.</p>	29	30	

*Officials should extend their calendars beyond three months to make up for any time they were absent during the three-month period.*

## A Step-by-Step Guide for Appointed/Elected Officials

Regulation 315.4 outlines additional reporting requirements for elected or appointed officials and more clearly defines the process for reporting time worked by those officials. The regulation became effective August 12, 2009.

Whether you are an elected or appointed official, member of a governing board or secretary or clerk, we think you'll find this step-by-step guide a helpful resource.

Responsible Party	Responsibility	Deadlines & Details
Elected or Appointed Official*	Keeps three-month record of work activities.	Starts record when term or appointment begins. Record must be complete within 150 days of taking office.
Elected or Appointed Official*	Submits record to secretary or clerk of the governing board.	Record must be submitted within 180 days of taking office.
Governing Board	Adopts the Standard Work Day and Reporting Resolution.**	At first regular meeting held after 180 days of term's beginning.
Governing Board	Posts resolution on the employer's website or, if no website is available to the public, on the official sign-board or at the main entrance to the clerk's office or similar office.	Resolution must be posted for a minimum of 30 days.
Secretary or Clerk	Files a certified copy of the resolution and affidavit of posting with the Office of the State Comptroller.	Certified copy and affidavit of posting must be filed within 45 days of resolution's adoption.
Secretary or Clerk	Retains records of work activities for 10 years.	
Secretary or Clerk	Provides complete copies to the Comptroller upon his or her request.	

\* Elected and appointed officials are required to keep a record of work activities if:

- They are members of the Retirement System and
- They do not participate in an employer's time keeping system that shows hours worked. (This includes systems that keep track of accruals used and attest that, other than time charged to accruals, full hours were worked.)

Officials who are not Retirement System members do not need to prepare a record.

\*\* The Standard Work Day and Reporting Resolution ensures days worked reported to the Retirement System are correct. It establishes the number of hours in a standard work day for each elected or appointed office and must also state:

- The term expiration;
- That the employer maintains daily records of time worked or the official has submitted a record of work activities to the clerk or secretary;
- The total number of days per month to be reported for each official.

If the governing board does not adopt a resolution, the official's service credit and membership benefits are suspended until the resolution is adopted, posted and filed.

# January 2016

January 2016						
◀ December 2016						February 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	<b>Notes:</b>					

# February 2016

February 2016						
◀ January 2016						March 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	<b>Notes:</b>				

# March 2016

March 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	Notes:	

# April 2016

April 2016						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016

May 2016						
◀ April 2016						June 2016 ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	Notes:			

December 24, 2015

To: The Honorable Mayor and City Council  
From: Sharon Addison, City Manager  
Subject: Board and Commission Appointments

Below is a listing of upcoming vacancies on City Boards and Commissions for City Council review.

With Council approval, Staff will contact the members for reappointment. Staff would also be happy to reach out to any new individual recommended by City Council.

Sheila F. Barney-Pullus has expressed an interest in serving on the Board of Ethics. Her resume will be provided upon request.

<b>Board or Commission</b>	<b>Appointed By</b>	<b>Term</b>	<b>Name of Member</b>	<b>Date of Appt.</b>	<b>Term Expires</b>
Board of Ethics	Council	1 Year	Jean A. Bilow	12/15/14	12/31/15
Board of Ethics	Council	1 Year	Charles P. Donoghue	12/15/14	12/31/15
Board of Ethics	Council	1 Year	Rande S. Richardson	12/15/14	12/31/15
Board of Ethics	Council	1 Year	James St. Croix	12/15/14	12/31/15
Board of Ethics	Council	1 Year	Arthur C. Stever III	12/15/14	12/31/15