

**CITY OF WATERTOWN, NEW YORK
AGENDA**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, October 7, 2013, 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 - Amendment No. 90 to the Management And Management Confidential Pay Plan
- Resolution No. 2 - Approving Barben Green Easement Declaration of Maintenance
- Resolution No. 3- Approving 2013-2016 Contract Between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249
- Resolution No. 4 - Approving The Site Plan For Expansion Of The Leray Street Apartments Parking Lot At 847 Leray Street, Parcel 1-06-107
- Resolution No. 5 - Amending The Approved Site Plan To Remove The Proposed Fencing Along The Southern Property Line Of North Country Neurology, 1340 Washington Street, Parcel 14-21-102
- Resolution No. 6 - Approving Change Order No. 2 to Flower Memorial Library Masonry Restoration and Fountain Construction Project Agreement, Raymond E. Kelley, Inc.

- Resolution No. 7 - Readopting Fiscal Year 2013-14 General and Library Fund Budgets
- Resolution No. 8 - Authorizing Application for “Adopting Healthy Habits Mini-Grant” Through Cornell Cooperative Extension
- Resolution No. 9 - Approving Change Order No. 3 to Agreement, Hyde Stone Mechanical Contractors, Inc.
- Resolution No. 10 - Finding that the Maple Court Apartments Renovation and Community Building Construction Will Not Have a Significant Impact on the Environment
- Resolution No. 11 - Authorizing Submission of an Application for a 2013 Small Cities Community Development Block Grant
- Resolution No. 12 - Accepting Bid for Trash Rake for the Hydro Electric Plant, Tuscarora Construction Company, Inc.
- Resolution No. 13 - Authorizing the Sale of Surplus Hydro Plant Trash Rake
- Resolution No. 14 - Accepting Bid for Arena Storage Building, D.E.W. Builders, Inc.

ORDINANCES

- Ordinance No. 1 - An Ordinance Authorizing the Issuance of \$240,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of Trash Rack Raking Equipment for the City’s Hydro-Electric Facility, in and for Said City
- Ordinance No. 2 - An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

LOCAL LAW

PUBLIC HEARING

7:30 p.m. 2013 CDBG Small Cities Program Public Hearing

7:30 p.m. Resolution Approving a Special Use Permit Request To Operate An Auto Sales Lot In A Neighborhood Business District At 816 Coffeen St, Parcel 8-21-306

7:30 p.m. Ordinance Amending PDD #3 to Allow Construction Of A Community Building At Maple Court Apartments, 591 Weldon Drive, parcel 14-49-102

OLD BUSINESS

Tabled - Approving Agreement for Services for Vision and Dental City Employee Plan, Relph Benefit Services

Tabled - Resolution Accepting Bid for Unarmed Security Guard, Flower Memorial Library

STAFF REPORTS

1. Sales Tax Revenue – August 2013
2. Business Licenses and Permits
3. 261 Mullin Street
4. Letter from Greg S. Binion
5. Letter from Mayor Jeffrey E. Graham

NEW BUSINESS

EXECUTIVE SESSION

WORK SESSION

Next Work Session is scheduled for Tuesday, October 15, 2013, at 7:00 p.m.

ADJOURNMENT

NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY, OCTOBER 21, 2013.

Res No. 1

October 1, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Amendment No. 90 to the Management And Management
Confidential Pay Plan

As discussed at the September 30, 2013 City Council Work Session and an Executive Session, attached is a resolution for City Council consideration that moves Elizabeth U. Morris into the position of Confidential Assistant to the City Manager, as well as a salary increase for the Confidential Secretary to the City Manager.

RESOLUTION

Page 1 of 1

Amendment No. 90 to the Management
And Management Confidential Pay Plan

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

Introduced by

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York hereby approves Amendment No. 90 to the Management and Management Confidential Pay Plan, effective October 7, 2013, as follows:

<u>Position</u>	<u>Salary</u>
Confidential Assistant to the City Manager	\$49,548
Confidential Secretary to the City Manager	\$47,000

Seconded by:

Res No. 2

September 19, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Barben Green Easement Declaration of Maintenance

As noted in City Engineer Kurt Hauk's attached report, the original easements for the Barben Green Subdivision were signed in 1989 but were never filed with the County Clerk. Upon approval of the attached resolution, this can now be filed and will insert these easements into the chain of title for the enumerated lots.

RESOLUTION

Page 1 of 1

Approving Barben Green Easement
Declaration of Maintenance

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

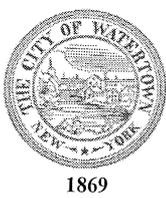
WHEREAS in 1989, the City of Watertown received two separate “Deeds of Easement” in connection with the management of stormwater in the Barben Green subdivision, and

WHEREAS the “Deeds of Easement” were not recorded in the Office of the Jefferson County Clerk, and

WHEREAS recent development in the Barben Green subdivision has made it necessary to ensure that all previous and subsequent purchasers of properties within the Barben Green subdivision have notice of the stormwater easement and the City’s intention to maintain that easement,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby declares its intention to maintain the stormwater easement area in the Barben Green subdivision in accordance with the “Declaration of Maintenance by City of Watertown” attached to this resolution, and directs the City Clerk of the City of Watertown to sign the declaration as indicated and to file the same with the Office of the Jefferson County Clerk.

Seconded by



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 18 September 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Barben Green Easement Declaration of Maintenance

Enclosed is a copy of the documents that comprise the Declaration of Maintenance for the stormwater easements located at the Barben Green Subdivision.

The original easements for the subdivision were signed in 1989 but were never filed with the County Clerk. The Declaration of Maintenance once approved by Council and filed with the County Clerk will insert these easements into the chain of title for the enumerated lots.

Please prepare a resolution for City Council consideration.

Cc Brian Phelps, City Assessor
Gene Hayes, Superintendent of Public Works

DECLARATION OF MAINTENANCE BY CITY OF WATERTOWN

The City of Watertown, New York, hereby declares its intention to maintain a certain utility easement area in the Barben Green subdivision in the City, which subdivision is shown on a Final Plat filed in the Office of the Jefferson County Clerk in Plat Cabinet 1a, nos. 1191 and 1192.

As part of the Barben Green subdivision approval by the City of Watertown Planning Board, the developer, Richard M. Capone, provided the City with two (2) separate documents entitled "Deed of Easement." Those deeds, each dated June 15, 1989, were never recorded by the City in the Office of the Jefferson County Clerk. Accordingly, the deeds are not of record in the chains of title for the following properties:

Lot No.	Parcel Number	Current Owner(s)	Date of Ownership	Deed Recording Information
21 & 22	14-35-101.000	Kimberly A. Donegan	1/26/1998	L. 1535, P. 327
23	14-135-101.230	Brian S. & Laura A. Lenander	4/22/2009	INST. NO. 2009-5869
24	14-35-101.240	Carl J. & L. Disalvatore	5/22/1995	L. 1208, P. 146
25 & 26	14-35-101.260	Xin Ling Huang & Zhen Quin Li	8/29/2003	INST NO. 2003-15050
27	14-35-101.270	Thomas & Catherine O'Brien	8/23/2004	INST NO. 2004-12696
47	14-35-101.470	John B. Johnson, Jr & Susan M. Johnson	12/14/2012	INST NO. 2012-19344
48	14-35-101.480	George R & Maryann K. Sayyeau	8/31/2007	INST NO. 2007-16042
49 & ½ 50	14-35-101.490	Brad A. & Krista M. Charlton	11/21/2002	L. 1896, P. 104
51 & ½ 50	14-35-101.510	Gerry Carroll	9/28/2012	L. 1792, P. 334
52	14-35-101.520	Karen L. Earnest	5/2/2000	L. 1731, P. 263
53	14-35-101.530	Nickolas W. & Marlene A. Darling	12/12/2003	INST NO. 2003-21763
54	14-35-101.540	James W. & Mary K. Corriveau	5/14/2004	L. 1617, P. 181
55-60	14-35-101.000	Kimberly A. Donegan	1/26/1998	L. 1535, P. 327

The two (2) documents entitled “Deed of Easement” are attached to this Declaration as Schedules “A” and “B.” The purpose of this Declaration is to assure the above property owners, and their assignees, and any other person taking title to lots in the Barben Green Subdivision, that the City of Watertown deems the “Deeds of Easement” to represent a stormwater easement, which the City considers to be a beneficial easement for the owners of lots in the Barben Green subdivision.

The City of Watertown has performed an instrument survey of the easement area. A copy of the survey plat, dated July 29, 2013, is filed in the Office of the City Engineer. The metes and bounds descriptions of the easement area are attached to this Declaration as Schedules C and D.

The City of Watertown hereby declares that it will proceed as authorized under the two “Deeds of Easement” to exercise such rights as are necessary to construct, reconstruct, repair, replace and maintain the stormwater facilities and other related appurtenances of whatever nature within the surveyed easement area, and the City reserves the right to enter upon such lands to perform such work, all for the benefit of the City and the lots contained in the Barben Green subdivision.

Approved by resolution of the City Council on the 7th day of October, 2013.

Ann Saunders, Watertown City Clerk

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

On October ___, 2013, before me, personally appeared Ann Saunders, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that she executed the same in her capacity and that by her signature on the instrument, the individual or person upon whose behalf the individual acted, executed the instrument.

Notary Public

DEED OF EASEMENT

THIS INDENTURE is made this 15TH day of June, 1987 by and between RICHARD M. CAPONE, having legal offices at 420 Woolworth Building, Watertown, New York 13601 (hereafter referred to as the "Grantor") and the City of Watertown, Jefferson County, New York, a municipal corporation (hereafter referred to as "Grantee").

W I T N E S S E T H:

That the Grantor does hereby grant, bargain, sell, release, confirm and dedicate unto Grantee, its heirs or successors and assigns forever.

A permanent easement for utilities over, on, within, and under all that parcel of land located in the City of Watertown, County of Jefferson and State of New York, described in Schedule "A" attached hereto and made part hereof.

TOGETHER WITH the right, privilege, license and easement to construct, reconstruct, repair, replace and maintain any and all utility lines and other related appurtenances of whatever nature and the right to enter upon such lands to perform such work.

TO HAVE AND TO HOLD the premises herein granted unto the Grantee, its heirs or successors and assigns forever.

BARBEN GREEN
25.0 FT. WIDE UTILITY EASEMENT
IN LOTS 21, 22, 24, 25, 26 & 27
IN THE CITY OF WATERTOWN

ALL THAT TRACT OR PARCEL OF LAND SITUATED IN THE CITY OF WATERTOWN, COUNTY OF JEFFERSON, STATE OF NEW YORK AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING ON THE SOUTHERLY RIGHT OF WAY OF BARBEN AVENUE (50.0' ROW) AT THE INTERSECTION WITH THE WESTERLY RIGHT OF WAY OF LOOMUS DRIVE (50.0' ROW) OF THE BARBEN GREEN SUBDIVISION AS FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE AS SHOWN ON MAP COVER NO. _____; THENCE, NORTH 87°-31'-00" WEST, ALONG THE SOUTHERLY RIGHT OF WAY OF BARBEN AVENUE, A DISTANCE OF 68.76 FEET TO THE POINT OF BEGINNING AND SHOWN ON REFERENCED MAP AS P-4; THENCE,

- 1) CONTINUING NORTH 87°-31'-00" WEST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 29.47 FEET TO A POINT; THENCE,
- 2) SOUTH 34°-27'-27" WEST, A DISTANCE OF 182.24 FEET TO A POINT; THENCE,
- 3) SOUTH 73°-46'-16" WEST, A DISTANCE OF 113.60 FEET TO A POINT; THENCE,
- 4) SOUTH 02°-29'-00" WEST, A DISTANCE OF 123.96 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY OF TAPESTRY LANE (60.0' ROW); THENCE,
- 5) SOUTH 87°-31'-00" EAST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 25.00 FEET TO A POINT; THENCE,
- 6) NORTH 02°-29'-00" EAST, A DISTANCE OF 106.04 FEET TO A POINT; THENCE,
- 7) NORTH 73°-46'-16" EAST, A DISTANCE OF 98.07 FEET TO A POINT; THENCE,
- 8) SOUTH 87°-31'-00" EAST, A DISTANCE OF 184.44 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY OF LOOMUS DRIVE (50.0' ROW); THENCE,
- 9) NORTH 02°-29'-00" EAST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 25.00 FEET TO A POINT; THENCE,
- 10) NORTH 87°-31'-00" WEST, A DISTANCE OF 163.96 FEET TO A POINT; THENCE,
- 11) NORTH 34°-27'-27" EAST, A DISTANCE OF 179.77 FEET TO THE POINT OF BEGINNING.

ALL AS SHOWN ON A PLAN PREPARED BY PASSERO ASSOCIATES, P.C. ENTITLED "FINAL PLAT", DRAWING NO. F.2 AND DATED SEPTEMBER 28, 1987.

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year first above written.

Barben Green Development Co., Inc.

John Mann, President

CITY OF WATERTOWN

BY:

Thugh Walker

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS:

On the 17 day of April, 1989, before me personally came John Mann, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he executed the same.

LILLIAN PUCCIARIELLO
Notary Public, State of New York
No. 31-0452255
Qualified in New York County
Commission Expires May 31, 1990

Lillian Pucciariello
Notary Public

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS:

On the 17 day of June, 1989, before me personally came John T. Worling Walker, to me personally known, who, being by me duly sworn, did depose and say that he resides in the City of Watertown, that he is the Mayor of the City of Watertown, the municipal corporation described in and which executed the within instrument; and that he signed his name thereto by order of the City Council of the City of Watertown.

Atty. Peter S. Blodgett
Notary Public

PETER S. BLODGETT
Attorney and Counselor - at - Law
State of New York
No. 4710769
Qualified in Jefferson County
Commission Expires March 30, 1992

DEED OF EASEMENT

THIS INDENTURE is made this 15TH day of June, 19 89 by and between RICHARD M. CAPONE, having legal offices at 420 Woolworth Building, Watertown, New York 13601 (hereafter referred to as the "Grantor") and the City of Watertown, Jefferson County, New York, a municipal corporation (hereafter referred to as "Grantee").

W I T N E S S E T H:

That the Grantor does hereby grant, bargain, sell, release, confirm and dedicate unto Grantee, its heirs or successors and assigns forever.

A permanent easement for utilities over, on, within and under all that parcel of land located in the City of Watertown, County of Jefferson and State of New York, described in Schedule "A" attached hereto and made part hereof.

TOGETHER WITH the right, privilege, license and easement to construct, reconstruct, repair, replace and maintain any and all utility lines and other related appurtenances of whatever nature and the right to enter upon such lands to perform such work.

TO HAVE AND TO HOLD the premises herein granted unto the Grantee, its heirs or successors and assigns forever.

P.N. 70620-1
12/7/87
E.J.F.

BARBEN GREEN
UTILITY EASEMENT
IN LOTS 47-60

ALL THAT TRACT OR PARCEL OF LAND SITUATED IN THE CITY OF WATERLOO, COUNTY OF JEFFERSON, STATE OF NEW YORK AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING ON THE SOUTHERLY RIGHT OF WAY OF TAPESTRY LANE (60.0' ROW) AT THE NORTHWESTERLY PROPERTY CORNER OF LOT 55 OF THE BARBEN GREEN SUBDIVISION AS FILED IN THE JEFFERSON COUNTY CLERK'S OFFICE AS SHOWN ON MAP COVER NO. _____; THENCE, SOUTH 87°-31'-00" EAST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 143.73 FEET TO THE POINT OF BEGINNING AND SHOWN ON REFERENCED MAP AS P-3; THENCE,

- 1) CONTINUING, SOUTH 87°-31'-00" EAST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 127.88 FEET TO A POINT; THENCE,
- 2) SOUTH 27°-58'-37" WEST, A DISTANCE OF 102.67 FEET TO A POINT; THENCE,
- 3) SOUTH 43°-58'-00" WEST, A DISTANCE OF 387.50 FEET TO A POINT; THENCE,
- 4) SOUTH 46°-02'-00" EAST, A DISTANCE OF 95.00 FEET TO A POINT ON THE WESTERLY RIGHT OF WAY OF LOOMUS DRIVE (60.0' ROW); THENCE,
- 5) SOUTH 43°-58'-00" WEST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 25.00 FEET TO A POINT; THENCE,
- 6) NORTH 46°-02'-00" WEST, A DISTANCE OF 95.00 FEET TO A POINT; THENCE,
- 7) SOUTH 43°-58'-00" WEST, A DISTANCE OF 192.77 FEET TO A POINT ON THE NORTHERLY RIGHT OF WAY OF SPINDLE LANE (60.0' ROW); THENCE,
- 8) NORTH 57°-24'-41" WEST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 91.10 FEET TO A POINT; THENCE,
- 9) NORTH 24°-31'-29" EAST, A DISTANCE OF 207.25 FEET TO A POINT; THENCE,
- 10) NORTH 48°-23'-48" EAST, A DISTANCE OF 77.50 FEET TO A POINT; THENCE,

BARBEN GREEN

PAGE 2

12/7/87

- 11) NORTH $41^{\circ}-36'-12''$ WEST, A DISTANCE OF 100.00 FEET TO A POINT ON THE EASTERLY RIGHT OF WAY OF TAPESTRY LANE; THENCE,
- 12) NORTH $48^{\circ}-23'-48''$ EAST, ALONG SAID RIGHT OF WAY, A DISTANCE OF 25.00 FEET TO A POINT; THENCE,
- 13) SOUTH $41^{\circ}-36'-12''$ EAST, A DISTANCE OF 100.00 FEET TO A POINT; THENCE,
- 14) NORTH $48^{\circ}-23'-48''$ EAST, A DISTANCE OF 340.56 FEET TO THE POINT OF BEGINNING.

ALL AS SHOWN ON A PLAN PREPARED BY PASSERO ASSOCIATES, P.C. ENTITLED "FINAL PLAT", DRAWING NO. F.2 AND F.1 AND DATED SEPTEMBER 28, 1987

0004.08

IN WITNESS WHEREOF, the parties hereto have hereunder set their hands and seals the day and year first above written.

Babco Green Development Co. Inc.
John Mann, President
CITY OF WATERTOWN

BY: J. H. Walker

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS:
NY

On the 17 day of April, 1989, before me personally came John Mann, to me known to be the individual described in and who executed the foregoing instrument, and acknowledged that he executed the same.

LILLIAN PUCCIARIELLO
Notary Public, State of New York
No. 31-2452255
Qualified in New York County
Commission Expires May 31, 1990

Lillian Pucciariello
Notary Public

STATE OF NEW YORK)
COUNTY OF JEFFERSON) SS:

On the 15th day of June, 1989, before me personally came J. H. Walker, to me personally known, who, being by me duly sworn, did depose and say that he resides in the City of Watertown, that he is the Mayor of the City of Watertown, the municipal corporation described in and which executed the within instrument; and that he signed his name thereto by order of the City Council of the City of Watertown.

Peter G. Blogett
Notary Public

PETER G. BLOGETT
Attorney and Counselor - at - Law
State of New York
No. 4710768
Qualified in Jefferson County
Commission Expires March 30, 1990



STORINO GEOMATICS

LAND SURVEYING SERVICES & CONSULTING, PLLC

PROFESSIONAL LAND SURVEYORS

THOMAS M. STORINO, PLS
ADAM M. STORINO, PLS

**"UTILITY EASEMENT A"
25.0 FT. WIDE UTILITY EASEMENT
IN LOTS 21, 22, 24, 25, 26 & 27
BARBEN GREEN SUBDIVISION
CITY OF WATERTOWN**

A UTILITY EASEMENT situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at a 5/8" capped iron rebar set in the southwesterly margin of Barben Avenue (50' R.O.W.), said rebar being situate a direct tie of N 74°40'20" W, 68.76 feet from the intersection of the southwesterly margin of Barben Avenue and the northwesterly margin of Loomus Drive (50' R.O.W.);

THENCE S 47°18'04" W, a distance of 179.79 feet to a 5/8" capped iron rebar set;

THENCE S 74°41'38" E, a distance of 163.96 feet to a 5/8" capped iron rebar set in the northwesterly margin of Loomus Drive;

THENCE S 15°19'46" W, along the northwesterly margin of Loomus Drive, a distance of 25.00 feet to a 5/8" capped iron rebar set;

THENCE N 74°41'38" W, a distance of 184.44 feet to a 5/8" capped iron rebar set;

THENCE S 86°37'17" W, a distance of 98.27 feet to a 5/8" capped iron rebar set;

THENCE S 15°19'30" W, a distance of 106.04 feet to a 5/8" capped iron rebar set in the proposed northeasterly margin of Tapestry Lane (60' R.O.W.);

THENCE N 74°40'30" W, along the proposed northeasterly margin of Tapestry Lane, a distance of 25.00 feet to a 5/8" capped iron rebar set;

THENCE N 15°19'30" E, a distance of 123.97 feet to a 5/8" capped iron rebar set;

THENCE N 86°37'17" E, a distance of 113.78 feet to a 5/8" capped iron rebar set;

THENCE N 47°18'04" E, a distance of 182.27 feet to a 5/8" capped iron rebar set in the southwesterly margin of Barben Avenue;

THENCE S 74°40'20" E, along the southwesterly margin of Barben Avenue, a distance of 29.47 feet to the point and place of BEGINNING.

SUBJECT to and including any and all other rights or restrictions of record that an accurate updated abstract of title may disclose.

SUBJECT to and including any other rights or restrictions of record.

AS SURVEYED by STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, in June and July of 2013, shown as "UTILITY EASEMENT A" on a plat titled "SURVEY PLAT OF "UTILITY EASEMENTS" AT BARBEN GREEN SUBDIVISION", dated 7/29/2013, a copy of which is part of this instrument.

The bearings used in this description are based on magnetic north as observed on October 5, 2010.

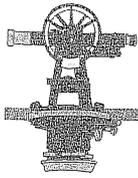
All 5/8" capped iron rebars set read "STORINO GEO., PLS 50035".

INTENDING to describe a 25.0 Ft. wide permanent and perpetual utility easement over portions of Lots 21, 22, 24, 25, 26 and 27 of the Barben Green Subdivision.



Thomas Michael Storino

Thomas Michael Storino, P.L.S. No. 50035
Licensed Land Surveyor



**"UTILITY EASEMENT B"
IN LOTS 47-60
BARBEN GREEN SUBDIVISION
CITY OF WATERTOWN**

A UTILITY EASEMENT situate in the City of Watertown, County of Jefferson, State of New York, and being further described as follows:

BEGINNING at a 5/8" capped iron rebar set in the proposed southwesterly margin of Tapestry Lane (60' R.O.W.), said rebar being situate a direct tie of N 74°40'30" W, 20.00 feet from an angle point in the southwesterly margin of Tapestry Lane;

THENCE S 40°49'07" W, a distance of 102.61 feet to a 5/8" capped iron rebar set;

THENCE S 56°48'30" W, 95.00 feet northwesterly thereof and parallel with the northwesterly margin of Loomus Drive (60' R.O.W.), a distance of 387.50 feet to a 5/8" capped iron rebar set;

THENCE S 33°11'30" E, perpendicular to the last course, a distance of 95.00 feet to a mag nail set in the northwesterly margin of Loomus Drive;

THENCE S 56°48'30" W, along the northwesterly margin of Loomus Drive, a distance of 25.00 feet to a 5/8" capped iron rebar set;

THENCE N 33°11'30" W, perpendicular to the last course, a distance of 95.00 feet to a 5/8" capped iron rebar set;

THENCE S 56°48'30" W, perpendicular to the last course, a distance of 192.76 feet to a 5/8" capped iron rebar set in the proposed northeasterly margin of Spindle Lane (60' R.O.W.);

THENCE N 44°34'11" W, along the proposed northeasterly margin of Spindle Lane, a distance of 91.10 feet to a 5/8" capped iron rebar set;

THENCE N 37°21'59" E, a distance of 207.24 feet to a 5/8" capped iron rebar set;

THENCE N 61°14'18" E, 100.00 feet southeasterly thereof and parallel with the proposed southeasterly margin of Tapestry Lane, a distance of 77.51 feet to a 5/8" capped iron rebar set;

THENCE N 28°45'42" W, perpendicular to the last course, a distance of 100.00 feet to a 5/8" capped iron rebar set in the southeasterly margin of Tapestry Lane;

THENCE N 61°14'18" E, along the proposed southeasterly margin of Tapestry Lane, a distance of 25.00 feet to a 5/8" capped iron rebar set;

THENCE S 28°45'42" E, perpendicular to the last course, a distance of 100.00 feet to a 5/8" capped iron rebar set;

THENCE N 61°14'18" E, a distance of 340.56 feet to a 5/8" capped iron rebar set in the proposed southwesterly margin of Tapestry Lane;

THENCE S 74°40'30" E, along the proposed southwesterly margin of Tapestry Lane, a distance of 127.88 feet to the point and place of BEGINNING.

SUBJECT to and including any and all other rights or restrictions of record that an accurate updated abstract of title may disclose.

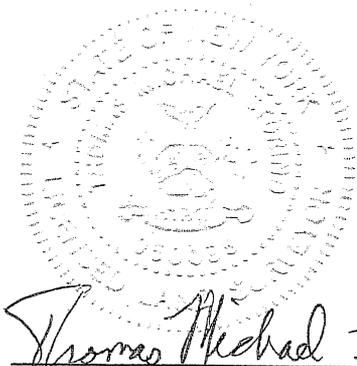
SUBJECT to and including any other rights or restrictions of record.

AS SURVEYED by STORINO GEOMATICS, Land Surveying Services & Consulting, PLLC, in June and July of 2013, shown as "UTILITY EASEMENT B" on a plat titled "SURVEY PLAT OF "UTILITY EASEMENTS" AT BARBEN GREEN SUBDIVISION", dated 7/29/2013, a copy of which is part of this instrument.

The bearings used in this description are based on magnetic north as observed on October 5, 2010.

All 5/8" capped iron rebars set read "STORINO GEO., PLS 50035".

INTENDING to describe a permanent and perpetual utility easement over portions of Lots 47-60 of the Barben Green Subdivision.



Thomas Michael Storino
Thomas Michael Storino, P.L.S. No. 50035
Licensed Land Surveyor

September 27, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving 2013-2016 Collective Bargaining Agreement Between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249

Attached for City Council's consideration is a successor Collective Bargaining Agreement between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249. As Council is aware, negotiations have recently concluded and both sides have agreed to the provisions contained in the attached contract. The principal changes to the Agreement are:

1. The term of the Agreement is July 1, 2013 through June 30, 2016;
2. A salary increase of 1.5% is reflected in the wages effective July 1 of 2013, 2014 and 2015;
3. Effective July 1, 2013, July 1, 2014 and July 1, 2015, the Health Insurance premium shall be \$1,155.00, \$1,185.00 and \$1,215.00, respectively per month per employee. Employee contributions remain at 15%; for employees hired after July 1, 2013, the employee shall be responsible for paying 25% of the health insurance premium;
4. Annual performance reviews and evaluations; and,
5. NYS retirement Tier change.

A resolution approving this Agreement has been prepared for City Council consideration.

Approving 2013-2016 Contract Between
the City of Watertown and the International
Brotherhood of Electrical Workers, Local 1249

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the 2010-2013 Employment Contract between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249, expired on June 30, 2013, and

WHEREAS negotiations have concluded on a successor Agreement;

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown that it hereby approves the 2010-2013 Employment Contract between the City of Watertown and the International Brotherhood of Electrical Workers, Local 1249, a copy of which is attached and made a part of this resolution, and

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

Seconded by

CONTRACT
BETWEEN THE CITY OF WATERTOWN,
NEW YORK
AND
I.B.E.W. LOCAL UNION 1249

JULY 1, 2013 THROUGH JUNE 30, 2016

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ARTICLE 1
AGREEMENT

This Agreement is made and entered into this *day of October 2013*, by
and between:

CITY OF WATERTOWN, WATERTOWN, NEW YORK (hereinafter referred to as
the “Employer”)

and

LOCAL UNION 1249 of the **INTERNATIONAL BROTHERHOOD OF ELECTRICAL
WORKERS** (hereinafter referred to as the “Union”).

ARTICLE 2

RECOGNITION

The employer recognizes the Union as the sole and exclusive Collective Bargaining Agent for all employees employed by the City of Watertown performing electrical and traffic signal work, with the exception of those employed in classifications and titles of professional, administrative or supervisory nature, and with the exception of those employees employed by the Watertown Electric Department who are assigned to the Electric Power Plant as long as they remain members of the Civil Service Employees Association, Jefferson Local 823.

ARTICLE 3

PURPOSE AND INTENT

Section 1 It is the purpose of this Agreement to promote and maintain good relations and cooperation among the Employer, Union, and the employees represented by the Union. This Agreement is intended to set forth the terms and conditions of employment agreed to in collective bargaining and to set forth a procedure for adjusting grievances arising from the interpretation and application of the provisions of this Agreement.

Section 2 It is the desire of the Employer, the Union and the employees in the bargaining unit to cooperate in providing effective service to the customers of the Employer.

ARTICLE 4

STATUTORY PROVISIONS

Section 1 It is agreed by and between the parties that any provisions of this Agreement requiring legislative action to permit its implementation by amendment of law or by providing the additional funds therefore shall not become effective until the appropriate legislative body has given approval.

ARTICLE 5

NO DISCRIMINATION

Section 1 The Employer and Union affirm that it is their policy to conform with applicable and binding federal and state laws prohibiting discrimination against an employee.

Section 2 There shall be no discrimination by the Employer against any employee or prospective employee according to NYS Human Rights law.

Section 3 The Employer will not discriminate against employees on account of their membership in the Union and will not interfere with the right of employees to become members of the Union.

Section 4 Any reference in the Agreement to the masculine gender shall also be deemed to include the feminine gender.

ARTICLE 6

STRIKES - LOCKOUTS

Section 1 During the term of this Agreement, there shall be no stoppage of work either by strike or lockout because of any proposed changes in this Agreement or dispute over matters related to this Agreement. All such matters must be handled as stated herein.

ARTICLE 7

PRODUCTIVITY

Section 1 The Union recognizes the importance of continued productivity improvements and agrees that, consistent with the terms of this Agreement, it will cooperate with Employer efforts to improve the efficiency, quality and productivity of work performed by members of this bargaining unit; however, it is agreed that Supervisors will not perform work customarily performed by bargaining unit employees.

Section 2 The City and the Union both understand the importance of continued productivity improvements. The City recognizes training as an integral part of improving an employees efficiency, quality and productivity. In support of the members of this bargaining unit, the City requires the members of this unit to obtain training from the International Municipal Signal Association, Inc. toward Technician Certification. Active participation within the program or completion of the program will be required of all members of the bargaining unit. The City will pay for all expenses associated with this training.

Section 3 The Local Union 1249 of The International Brotherhood of Electrical Workers agrees to annual performance reviews for all employees covered by this contract. The City and the Union will collectively prepare an evaluation form by December 30, 2013. Upon completion and implementation, the following shall occur: the employee shall have the right to discuss evaluations with his/her immediate supervisor or department head. Written evaluations shall be placed in the employee's official personnel file located in the City Manager's office. The employee being evaluated shall sign a copy of the written report and will receive a copy. It is expressly understood that signing of the evaluation does not necessarily mean that the employee agrees with the evaluation. The employee is entitled to submit a written response, within 10 business days, to be signed by the department head and supervisor and placed in the employee's official personnel file.

ARTICLE 8

JOB CLASSIFICATIONS

Section 1 Jobs will be classified as per Rule XXIII of the “Rules and Regulations of Civil Service of the City of Watertown”, by the administration of Civil Service in the City of Watertown, New York, as provided in the Civil Service Law of the State of New York.

Section 2 The City and the Union will work together to keep job descriptions and classifications current and develop appropriate training.

ARTICLE 9

ACCESS TO PREMISES

Section 1 The Employer agrees to permit representatives of the International Brotherhood of Electrical Workers and/or Local Union 1249 to enter the premises at such time for individual discussion of working conditions with employees provided care is exercised by such representatives that they do not unduly interfere with the performance of duties assigned to employees.

ARTICLE 10

GRIEVANCE AND ARBITRATION

Section 1 A grievance is hereby defined as an alleged violation of the law governing the employer-employee relationship, or alleged violation of the terms of this agreement or any alleged type of supervisory conduct which allegedly unjustly and unlawfully causes an employee to lose his job or any benefits arising out of his job.

Section 2 If any dispute arises between the Union and the Employer as to any unadjusted grievance or as to the rights of either party under this agreement, both parties shall endeavor to settle such matters in the simplest and most direct manner, the procedure, unless changed, or any step thereof waived, by mutual consent, shall be as follows:

First: The Union Unit Chairman or his designee, with or without the employee, shall file in writing and take up the grievance or dispute with the Department Head or his designee, within ten (10) working days of its occurrence. If at that time the Unit Chairman or his designee is unaware of the grievance, he shall take it up within ten (10) working days of his knowledge of its occurrence. The Department Head shall then attempt to address the matter and shall respond in writing to the Unit Chairman within (10) working days.

Second: If the grievance has not been settled, it shall be presented by the Union Business Manager or his designee to the City Manager or his designee with a copy to the Department Head in writing within ten (10) working days after the response of the Department Head is due. The City Manager or his designee shall respond in writing to the Union Business Manager within ten (10) working days.

Third: If the grievance is still unsettled, either party may, within fifteen (15) working days after the reply of the City Manager or his designee is due, by written notice to the other, submit the grievance to a mutually agreed upon arbitrator or, if one is not agreed on, to the New York State Public Employment Relations Board in accordance with its rules and regulations.

Section 3 No arbitrator functioning under this step of the grievance procedure shall have any power to amend, modify, or delete any provisions of this Agreement.

Section 4 Expenses for the arbitrator's services and the proceedings shall be borne equally by the Employer and the Union. If either party desires a stenographic record of the

proceedings, it may cause such a record to be made and that party shall pay for the record. If both desire a stenographic record, they shall bear the cost equally.

Section 5 The time limits in the grievance procedure may be extended by mutual agreement in writing.

Section 6 Any grievance not processed within the time provision of this article or within the time limits as may be mutually agreed to be extended, shall be deemed to have been satisfactorily resolved and thereby waived.

Section 7 Any step of the grievance procedure may be bypassed by mutual agreement in writing.

ARTICLE 11

DISCIPLINE AND DISCHARGE

Section 1 The Employer shall not discharge or suspend an employee without just cause covered by this Agreement.

Section 2 The first warning for an infraction shall be an oral warning, with the Unit Chairman or grievance committee chairman present. Written notification, with circumstances surrounding the event, will be forwarded to the Union secretary at once.

A second warning will be in writing, with a copy given immediately to the Unit Chairman and the local union secretary. Details of the alleged violation shall be included.

A third warning will be in writing and noted as “Final warning before disciplinary action will be taken”. Details of the alleged violation shall be included.

Should an alleged violation occur again, the employee may be suspended up to three (3) days without pay. This action will be subject to the grievance procedure.

Section 3 Discharge shall be subject to the grievance procedure as per Article 10.

Section 4 All letters of warning shall be removed from an employees’ record after eighteen months and shall not be used in any future disciplinary action. A log shall be retained in the personnel file indicating the dates of issue and removal for all letters of warning. Such log shall not be used in any future disciplinary action.

Section 5 When an employee within the bargaining unit is disciplined, suspended, or discharged for cause, the Employer will, when possible in advance, notify the Union representative. It is understood and agreed that no employee shall be disciplined or released until he has been given reasonable opportunity to meet the Employer’s standards. Employees who are found under investigation to have been suspended or released in violation of this Agreement, shall be restored to their former position with full back pay.

Section 6 Nothing within this article shall preclude the Employer from either immediately suspending or discharging an employee for offenses or infractions so repugnant to the workplace that such disciplinary action may be appropriate. Such disciplinary action may be appropriate for, but not limited to, the use of alcohol or other drugs on the job, intoxication on

the job, or theft of the employer's property. Any suspension or dismissal is subject to the grievance procedure and/or recourses available under the law.

ARTICLE 12

PROBATIONARY PERIOD

Section 1 Each employee, whether in a permanent appointment, training position, or other position requiring probation, shall serve a probationary term in accordance with the “Rules for Classified Civil Service of the City of Watertown”.

Section 2 When a vacancy is filled from within, the promoted employee shall serve a probationary term in accordance with the “Rules for Classified Civil Service of the City of Watertown” during which time the employee may elect to be removed from the position and return to his or her previous classification.

Section 3 The Union shall represent probationary employees under the terms and conditions of this contract.

ARTICLE 13

SENIORITY

Section 1 Bargaining unit seniority shall be the length of an employee's continuous service as measured from the employee's first date of hire.

Section 2 When two employees have the same bargaining unit seniority date, the older employee from the stand point of age shall be considered the senior man in all matters relating to seniority.

Section 3 Temporary employees shall not accumulate seniority, but if and when such employee is hired as a permanent employee, he shall be immediately credited with seniority for uninterrupted past employment.

Section 4 Bargaining unit seniority shall apply in determining the accumulation of benefits where length of service is a factor as specified in this agreement.

Section 5 In July of each year or when the list is altered or adjusted, the Employer shall, upon the union's request, provide to the union a list of bargaining unit employees with their date of hire.

Section 6 To the extent permitted by Civil Service law and rules, the bargaining unit Chairperson and the other elected unit officers, in the event of a layoff, shall be continued at work at all times provided they can perform any of the work available.

ARTICLE 14

AGENCY SHOP

Employees are free to join or not join the Union. All present employees who are not union members and who do not in the future become and remain members shall, immediately following a thirty day period from the date of the signing of this Agreement, as a condition of employment, pay to the Union each month a service charge as a contribution toward the administration of this Agreement in any amount equal to the regular monthly flat rate and percentage dues (not including initiation fees, fines, assessments, or any other charges uniformly required as a condition of acquiring or retaining membership) of the Union.

All new employees who do not become Union members after thirty (30) calendar days employment shall, as a condition of employment, pay the Union each month commencing after said date, a service charge as a contribution toward the administration of this Agreement in an amount equal to the regular monthly flat rate and percentage dues (not including initiation fees, fines, assessments, or any other charges uniformly required as a condition of acquiring or retaining membership) of the Union.

ARTICLE 15

CHECK-OFF

Section 1 During the life of this Agreement, the Employer agrees to deduct from the wages of each employee, in accordance with the express terms of a signed, voluntary authorization to do so, on forms which are customarily used by the Union, the appropriate dues and initiation fees or service charge, said deduction to be made as follows: from the first paycheck of each month, the flat rate dues and percentage dues and from each remaining bi-weekly paycheck, the percentage dues. Dues collected shall be remitted by the fifteenth (15) day of the month, together with a list of employees on whose behalf the deduction was made.

Section 2 The financial secretary of the Union shall certify in writing to the Employer the amount of monthly flat rate and percentage dues, and initiation fees, or service charge, to be checked off under this Article and the Employer may rely completely on this Certification.

Section 3 The Union shall indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability that may arise out of, or by reason of, action taken by the Employer for the purpose of complying with any of the provisions of this Article, or in reliance on any list, notice or assignment furnished under any of such provisions.

ARTICLE 16

MANAGEMENT RIGHTS

Section 1 The Employer reserves the exclusive right to manage the business of the City of Watertown and to direct the employees in the discharge of their duties. In the exercise of these rights, the Employer shall observe and be bound by all the provisions of this agreement.

ARTICLE 17

VACANCIES AND PROMOTIONS

Section 1 When a non-competitive permanent job vacancy occurs, the employer will make every effort to fill the vacancy from within his present work force should there exist interested candidates.

Section 2 When a competitive job vacancy occurs, the employer will give first consideration to fill the vacancy from his interested employees providing he/she qualifies under the “Rules for the Classified Civil Service of the City of Watertown”.

Section 3 When a new job within the bargaining unit is created by the employer which cannot be properly placed in an existing classification, the City Manager will develop a job classification in conjunction with the City of Watertown Civil Service Commission.

Section 4 When a job vacancy occurs in the bargaining unit for other than Line Crew Chief, the employer will post a notice of such vacancy for a period of fifteen (15) working days on the union bulletin boards. The notice of vacancy shall state the job classification, rate of pay, and nature of the job requirements. An employee who applies for a posted position shall be notified in writing of his or her application.

Section 5 Employees may submit an application for the posted position prior to the end of the posting period. When two or more employees seek the promotion, where skill, ability, qualifications, and experience are equal, bargaining unit seniority shall prevail.

ARTICLE 18

BEREAVEMENT LEAVE

Section 1 The City agrees to amend its leave rules to provide up to three (3) days for bereavement leave per incident in the immediate family. The City agrees to provide bereavement leave to the employees for actual loss of time from their scheduled work on any of the three (3) consecutive calendar days beginning on the day following the date of death; provided in all cases if the employee attends the funeral. The City is entitled to reasonable verification of the death and the employee's attendance at the funeral. Days off need not be granted in the event of a City-wide emergency. In the event of unusual circumstances, the Department Head has discretion to designate a different day or days as bereavement leave.

Section 2 The immediate family includes spouse, mother, father, son, daughter, brother, sister, grandfather, grandmother, grandson, granddaughter, grandfather or grandmother of spouse, son-in-law, daughter-in-law, mother or father-in-law, brother-in-law, and sister-in-law.

Section 3 An employee entitled to funeral leave while on vacation shall not lose vacation time.

ARTICLE 19

JURY DUTY

Section 1 An employee called for and who performs jury duty will be compensated for the difference between payment for such duty and the payments he would have received for straight time hours he/she would have worked.

Section 2 Employees performing jury duty will be paid their full wages with the express understanding that compensation received for jury duty will, immediately upon receipt by such employee, be turned over to the Employer, pursuant to this section.

Section 3 An employee who does report for jury duty and is excused shall report back to work with no loss of pay.

Section 4 The City reserves the right to petition the competent jurisdiction to excuse an employee called for jury duty when such an absence will adversely affect the operations of the department.

ARTICLE 20

BULLETIN BOARDS

Section 1 The Employer shall provide a bulletin board located on a wall in a conspicuous area, for the posting of information of interest to the employees. The board shall be made of appropriate material and shall measure no less than two feet in length by two feet in width. Examples of publications are, notice of union meetings; union elections; appointments; and results of union elections; notices of union recreational and social affairs; union safety bulletins; and news releases relating to employee's jobs or union.

Section 2 Outdated notices shall be removed from the bulletin board. Notices having no effective date shall be removed after thirty days.

ARTICLE 21

TOOLS

Section 1 The Employer shall provide all tools that it deems necessary to the performance of work including but not limited to: hand tools, line belts, safety straps, tool bags, rubber gloves, rubber glove protectors, and leather work gloves. Such tools shall be owned by the Employer and used exclusively on the Employer's behalf. It shall be the Employee's responsibility to ensure for the proper use and maintenance of such tools, ordinary wear and tear and loss excepted. Improper use, resulting in damage or loss, as determined by the Department Head and Line Crew Chief may result in the Employee replacing such tools at his own expense.

Section 2 The Employer shall reimburse employees for the cost of one pair of Lineworker's boots (shoes) per year.

ARTICLE 22

REST PERIODS

Section 1 Each Employee will be allowed a fifteen (15) minute rest period during each half of the daily shift.

Section 2 Breaks will be observed at a time and place that will minimize disruption to continuing operations.

ARTICLE 23

LEAVES OF ABSENCE

Section 1 Employees may be eligible for leaves of absence, without pay, without loss of seniority, not to exceed one year after three months' service with the Employer.

Section 2 Any request for a leave of absence shall be submitted in writing by the Employee to the City Manager through the Department Head. The request shall state the reason the leave of absence is requested. The City Manager shall respond to the request in writing in a timely manner.

Section 3 It is agreed that the Employee shall be entitled to return to his employment in the same position following all leaves of absence.

ARTICLE 24

SICK LEAVE

Section 1 An Employee shall be entitled to start to earn sick leave from his date of hire. He shall accumulate sick leave as long as he is in the service of the Employer at the rate of one (1) day per month to a maximum of one hundred and eighty (180) days.

Section 2 An Employee shall be permitted three (3) consecutive days bona fide sick leave before a doctor's certificate may be required.

Section 3 Sick time may be used for physical examinations by a doctor, and for dental and eye examinations and/or treatment, if such examinations or treatments cannot be scheduled during non-working hours, in increments of not less than 1/2 day.

Section 4 Any Employee on an approved leave of absence will retain accumulated sick leave.

Section 5 Upon retirement or death of an employee who has five (5) or more years of service, all accumulated sick leave will be paid in an amount equal to 20% of the employee's rate of pay in effect the pay period immediately preceding the employee's retirement or death; or upon retirement, an employee may choose the option under Article 38 of this Agreement. Any employee hired on or after July 1, 2013 who has five (5) or more years of service and who dies while employed by the City, will be paid in an amount equal to 20% of the employee's rate of pay in effect the pay period immediately preceding the employee's death.

Section 6 An employee who becomes ill or injured while on a vacation may upon request be placed on sick leave instead of vacation time. A physician's statement will be required.

Section 7 Sick leave is defined to mean absence from duty of an employee because of illness, injury, and/or exposure to contagious disease. Sick leave pay is not allowed for absence from duty on account of illness, or injury purposely inflicted or caused by willful misconduct. Sick leave shall be allowed for illness or disability caused by pregnancy.

Section 8 If absence for illness or injury extends beyond a period of one (1) week, the employee's salary is to be paid only after a certificate of disability, signed by a physician, has

been filed with the Department Head. Additional certificates may be required in cases of prolonged illness. The City Manager may require a certificate of disability for absence of less than a week.

Section 9 Pursuant to the Family Medical Leave Act of 1993, eligible employees who request an unpaid, job protected family or medical leave of absence must first exhaust all accrued vacation and/or sick leave, whichever is applicable.

ARTICLE 25

PERSONAL LEAVE

Section 1 Employee shall be granted two (2) days per year, paid personal leave, which he/she may use in one-half (1/2) day intervals. Employee need not submit a reason for personal leave to his/her supervisor. An employee hired on or after July 1, 2013 is not eligible for personal leave.

ARTICLE 26

DISABLED EMPLOYEES

Section 1 The Employer shall make every effort to place Employees who, through physical disability or otherwise become disabled on their present job, on work which they are able to perform.

ARTICLE 27

DISABILITY INSURANCE

Section 1 The City will obtain and bear the premium cost of disability insurance coverage for its Employees covered by this Agreement that is comparable in coverage and benefits to the disability coverage required of private sector employers by the State of New York.

Section 2 Employees absent due to disability shall be required to comply with notice and filing requirements imposed by the Employer's disability insurance carrier. Employees may be required to provide medical verification of the existence or continuation of a disability.

ARTICLE 28

DISABILITY SUPPLEMENT

Section 1 An Employee collecting disability benefits payments may elect, by written notification to the Department Head, to supplement such payments from his or her accrued sick leave up to a maximum of two sick leave days per week at his or her regular weekly straight time hourly pay. This provision cannot be elected if the injury occurred while the employee was on the payroll of another person or company.

ARTICLE 29

CONTRACT WORK

Section 1 Should the Employer contract out work that is covered under this Agreement, there shall be no reduction in the work force or reduction below forty (40) hours a week worked during the time the contract is in force.

Section 2 When employing a contractor, the Employer shall, within the limits of the law, make every effort to employ a contractor in harmonious relations with I.B.E.W. Local 1249.

ARTICLE 30

MILITARY SERVICE TRAINING

Section 1 Employees shall be granted all employment and re-employment rights to which they are entitled under applicable State and Federal statutes.

ARTICLE 31

INCLEMENT WEATHER

Section 1 Employees shall not be required to perform line work during inclement or stormy weather except in the case of emergency.

Section 2 The Department Head or his designee, in consultation with the Line Crew Chief shall be the judge as to what constitutes inclement weather.

Section 3 It is understood that the Employees will bring all work to a point where it will be reasonably safe.

Section 4 When work in inclement weather is required, all foul weather gear will be furnished by the Employer. This will include rain coats with hoods, rain pants, boots, and work gloves.

ARTICLE 32

CALL-OUTS

Section 1 When an employee is called out or ordered out to work in emergency other than normal work hours, said Employee shall be paid two (2) hours at one and one-half their regular straight time rate as a minimum. The maximum shall be governed by the applicable straight time, overtime, Sunday or holiday rate, as the case may be. Call-outs during lunch periods shall not be included in this Section as long as the Employee is given time to eat his/her lunch after the emergency.

The provisions of this section shall not be construed as requiring the City to pay call-in pay in the event that an Employee is called in to work during a two (2) hour period for which an entitlement to call-in pay has already been earned.

Section 2 Overtime meals shall be eaten on the Employer's time not to exceed one-half hour.

Section 3 An Employee who works sixteen (16) consecutive hours in a twenty-four (24) hour period shall be allowed a rest period of eight (8) consecutive hours before returning to work. Any part of such rest period which falls during the Employee's regularly scheduled shift shall be compensated at straight time provided the Employee works the balance of the scheduled shift, if any.

ARTICLE 33

VACATION

Section 1 An Employee's annual vacation entitlement shall be determined by his/her seniority in accordance with the following schedule:

<i>0 to 3 years continuous service</i>	<i>- 10 working days</i>
<i>4 to 7 years continuous service</i>	<i>- 15 working days</i>
<i>8 to 15 years continuous service</i>	<i>- 20 working days</i>
<i>16 or more years continuous service</i>	<i>- 25 working days</i>

Any employee hired after October 19, 1993 shall accrue annual vacation entitlement in accordance with the following schedule:

<i>0 to 5 years continuous service</i>	<i>- 10 working days</i>
<i>6 to 15 years continuous service</i>	<i>- 15 working days</i>
<i>16 or more years continuous service</i>	<i>- 25 working days</i>

Section 2 Upon separation from service with the Employer, an Employee shall be paid in cash payment of the monetary value of properly accumulated and unused vacation standing to the credit of the Employee.

Section 3 Employees may carry over ten (10) days maximum annually. Unused vacation days in excess of the ten (10) day carry over will be lost.

Section 4 Vacation time of forty (40) or more hours will be scheduled and approved fourteen (14) calendar days in advance. Any vacation leave of less than forty (40) hours will be scheduled and approved two (2) calendar days in advance. Vacation time must be taken in increments of at least four (4) hours.

Section 5 When a holiday falls in an Employee's vacation, he/she shall not be charged with a day's vacation for that holiday.

Section 6 An employee hired on or after July 1, 2013 may use up to three (3) days of annual leave per year in one-half (1/2) day intervals without prior two (2) days notice as long as the request does not impede the department's ability to fulfill its mission.

ARTICLE 34

HOLIDAYS

Section 1 The following days shall be recognized as paid holidays:

<i>New Years Day</i>	<i>Columbus Day</i>
<i>Martin Luther King's Birthday</i>	<i>Veterans' Day</i>
<i>Presidents' Day</i>	<i>Thanksgiving Day</i>
<i>Memorial Day</i>	<i>Day After Thanksgiving</i>
<i>Independence Day</i>	<i>Christmas Day</i>
<i>Labor Day</i>	

Section 2 When any of the above holidays fall on a Sunday, the following day will be observed, and holidays falling on Saturday will be observed on the preceding Friday.

Section 3 To be entitled to holiday pay, the employee must actually work his or her scheduled work day immediately preceding the holiday or subsequent to the holiday.

Section 4 Floating Holidays

A. Unit members will be allowed to take the following holidays as floating holidays:

Martin Luther King Jr. Day	Presidents' Day
Memorial Day	Columbus Day
Veterans' Day	

A request to work any of the aforementioned holidays must be submitted to the employee's immediate supervisor three (3) working days in advance.

Floating holidays must be used within ninety (90) calendar days of the actual holiday. Failure, on the part of the employee, to use the floating holiday within the ninety (90) calendar days will result in loss of the floating holiday.

Use of the floating holiday will require three (3) working days notice to the immediate supervisor. Use of the time will be at the discretion of the immediate supervisor.

Employees who work the holiday will receive eight (8) hours of pay at his regular hourly rate. The employee will not receive eight (8) hours holiday pay for the day.

B. If the employee on stand-by exercises his right to work the holiday, they will not be additionally compensated for holiday stand-by pay. This means that they will receive ten (10) hours of stand-by pay rather than twelve (12) hours.

C. If the employee on stand-by exercises his right to work the holiday, they will be compensated at the holiday rate for call-in.

Section 5 Vacation days shall be considered as days worked.

Section 6 Paid sick leave shall be considered as days worked.

ARTICLE 35

WORK HOURS AND OVERTIME

Section 1 There shall be maintained a basic work day of eight (8) hours and basic work week of forty (40) hours between Monday and Friday, for all classes of employees, with the understanding if any of them be required to work in excess of eight (8) hours per day or forty (40) hours per week, such work will be paid at the prevailing rate of overtime.

Section 2 All overtime work will be paid for at the rate of time and one-half the regular straight time rate, except for work performed on Sunday and Holidays, which will be twice the regular straight time rate.

Section 3 Pay for working a holiday shall not preclude receipt of regular holiday pay.

Section 4 As far as practical, overtime shall be distributed equally among employees in each work group of job classification, taking into account the qualification required and availability of employees.

Section 5 No employee shall be laid off on a regular scheduled work day to equalize overtime.

Section 6 When possible, employees shall be notified twenty-four (24) hours in advance of any scheduled overtime.

Section 7 For the purpose of computing overtime pay on any given work day or in any given work week, paid time off for personal leave, vacation time, sick time, or holiday falling within any such period shall be considered as hours worked.

Section 8 All employees understand the critical nature of the work performed by the City of Watertown to maintain the health, safety and welfare of the citizens of the community, and therefore understand that when they are ordered to report to work overtime, they shall respond as soon as reasonably practicable.

ARTICLE 36

SAFETY

Section 1 The Employer and the Union shall form a Labor-Management Safety Committee which shall meet quarterly or when specifically called and shall make rules and requirements governing all matters pertaining to safety, training, education, and testing of equipment. Each party shall designate two (2) representatives to the Committee.

Section 2 Employees shall work under the New York State Lineworker's Safety Training Fund "Accident Prevention Rules" or greater standards where required. The safety laws shall be in compliance with State and Federal safety laws.

Section 3 It is the Employer's exclusive responsibility to ensure the safety of its employees and their compliance with safety rules and standards.

Section 4 It is the Employer's responsibility to comply with safety and health standards, rules, regulations, and orders issued under the provisions of this contract, and applicable to his/her employment conduct.

Section 5 No employee shall engage in outside employment that adversely affects his/her ability to work under the provisions of this contract.

ARTICLE 37

LAYOFF AND RECALL

Section 1 It is acknowledged that Civil Service Rules that govern layoff and recall, to the extent applicable, supersede the provisions of this Article.

Section 2 Layoffs shall be made in accordance with the classification seniority.

Section 3 The Employee with the least job classification seniority in the affected classification shall be laid off first.

Section 4 Such laid off employee shall have an opportunity to displace the least senior bargaining unit employee who occupies a job for which the laid off employee is qualified.

Section 5 When a recall occurs, the employee laid off last shall be rehired first.

ARTICLE 38

RETIREMENT BENEFITS

Section 1 The Employer will maintain for all Tier I and Tier II employees the Career Retirement Plan as provided under Section 75-i of the New York State Retirement and Social Security Law; Tier III employees shall be covered by the benefits of Article 14 or Article 15, whichever provides the greater benefit; Tier IV employees shall be covered under Article 15 of the Retirement and Social Security Law. All employees who join the NYS Retirement System on or after April 1, 2012 will be covered by tier VI benefits, until such time as a new Tier is established by the NYS Retirement System.

Section 2 Upon retirement, employees hired prior to July 1, 2013, may at his option apply unused sick leave days toward his retirement under Section 41j of the New York State Retirement Law or be compensated under Article 24 of this Agreement. Upon retirement, employees hired on or after July 1, 2013, may apply unused sick leave days towards his retirement under Section 41j of the New York State Retirement Law.

ARTICLE 39

HEALTH INSURANCE

Section 1 Effective July 1, 2013 through June 30, 2014 the Employer will contribute to the Local Union 1249 Insurance Fund \$1,155.00 per employee per month. Effective July 1, 2014, through June 30, 2015, the Employer will contribute to the Local Union 1249 Insurance Fund \$1,185.00 per employee per month. Effective July 1, 2015, through June 30, 2016, the Employer will contribute to the Local Union 1249 Insurance Fund \$1,215.00 per employee per month.

Section 2 Effective July 1, 2013, for all employees, the employer will contribute to the Local 1249 Insurance Fund eighty percent (85%) of health insurance premium of \$1155.00. The employee shall be responsible for paying fifteen percent (15%) of health insurance premium of \$1155.00.

Effective July 1, 2014, for all employees, the employer will contribute to the Local 1249 Insurance Fund eighty percent (85%) of health insurance premium of \$1185.00. The employee shall be responsible for paying fifteen percent (15%) of health insurance premium of \$1185.00.

Effective July 1, 2015, for all employees, the employer will contribute to the Local 1249 Insurance Fund eighty percent (85%) of health insurance premium of \$1215.00. The employee shall be responsible for paying fifteen percent (15%) of health insurance premium of \$1215.00.

For employees hired on or after July 1, 2013, the employer will contribute to the Local 1249 Insurance Fund seventy five percent (75%) of the health insurance premium. The employee shall be responsible for paying twenty five percent (25%) of the health insurance premium.

Section 3 Monthly premiums will be paid in advance and shall be received at the Fund Office by the first (1st) of the month for which they are intended.

Section 4 All rules and regulations for the operation and maintenance of the Insurance Fund shall be prescribed by the trustees thereof and shall be subject to all state and governmental regulations pertaining thereto.

Section 5 The City shall have no responsibility for the operation and maintenance of the Insurance Fund other than complying with Section 1.

Section 6 For employees hired after July 23, 2003, the City's obligation to pay the employees' share of health insurance premium shall cease when the employee attains the age of 65 or dies, whichever comes first.

Section 7 Upon retirement, health insurance coverage will be provided under the City's insurance plan. For retired employees, the City and the employee shall be required to continue to pay the premium at the same percentage that active employees are obligated to pay, which has been the City's past practice.

Section 8 For employees hired after July 23, 2003, retirement medical insurance paid by the City from the point in time an employee retires until he/she attains the age of 65, shall not be available if the retired employee or his/her spouse has comparable paid medical insurance available from any other source (excepting Medicaid). The retired employee shall have the burden of proof that comparable coverage is not available. Any dispute as to what constitutes comparable coverage shall be referred to a mutually acceptable arbitrator for determination or adjustment.

Section 9 A Section 125 Plan shall be offered to employees to provide for employee health care expenses and childcare expenses.

Section 10 Deferred Compensation. Individuals covered by this contract shall be entitled to sell up to three (3) vacation days and convert them into the City's 457 plan.

Section 11 If at any time during the term of this Collective Bargaining Agreement the terms of the Federal Health Care Reform Act and/or any regulations implementing the same would impose any increases or decreases in the City's obligations to contribute to the bargaining unit member's health insurance plan, ARTICLE 39 shall immediately be reopened.

ARTICLE 40

WAGES

Section 1 The following hourly wage rates shall be paid effective the dates indicated.

<i>Grade</i>	<i>Title</i>	<i>Effective Date - 7/1/2013 (1.5% inc)</i>
E 28	Line Crew Chief	\$31.67
E 24	Lineworker I	\$29.91
E 23	Lineworker II	\$25.61

<i>Grade</i>	<i>Title</i>	<i>Effective Date - 7/1/2014 (1.5% inc)</i>
E 28	Line Crew Chief	\$32.15
E 24	Lineworker I	\$30.36
E 23	Lineworker II	\$25.99

<i>Grade</i>	<i>Title</i>	<i>Effective Date - 7/1/2015 (1.5% inc)</i>
E 28	Line Crew Chief	\$32.63
E 24	Lineworker I	\$30.82
E 23	Lineworker II	\$26.38

Section 2 Lineworker II Trainee Position

New appointments shall be made at the Year 1 step. However, under special conditions and subject to the approval of the City Manager, new appointments may be made in the Year 1, 2 or 3 step when such action is determined to be in the best interest of the City.

The pay rates for Lineworker II Trainee will be determined as a percentage of Lineworker II wages and will be as follows:

Year 1	60%
Year 2	68%
Year 3	76%
Year 4	84%
Year 5	92%

ARTICLE 41

SAVINGS AND SEPARABILITY

Section 1 If any provision of this Agreement is held to be invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending final determination as to its validity, the remainder of this Agreement, or those applications of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of, has been restrained, shall not be affected thereby.

Section 2 When any provision of this Agreement is invalidated, as described in Section 1 of this Article, the parties shall negotiate a substitute for the invalidated provision.

ARTICLE 42

TERM AND SCOPE OF AGREEMENT

Section 1 The term and scope of this Agreement shall be for the period **July 1, 2013** through **June 30, 2016**.

ARTICLE 43

STAND-BY PAY

Section 1 An employee who is assigned stand-by duty on a weekly basis shall receive ten (10) hours pay for his stand-by pay per week at his regular straight time rate. In the event that stand-by duty is assigned for less than weekly periods, pay for stand-by duty shall be pro-rated.

Section 2 An employee assigned to stand-by duty on a paid holiday will receive an additional two (2) hours stand-by pay.

Section 3 The wages earned by the employee while on stand-by duty will be debited against their stand-by account for that week. If the employee works more call-out hours than the ten (10) hours pay per week as stated in Section 1 or more than the twelve (12) hours of pay per week as stated in Section 2, he will be paid for this time worked.

Section 4 Stand By Pay will be worked and calculated on a Tuesday at the end of scheduled work day through to the beginning of a scheduled work day the following Tuesday basis.

SIGNATURE PAGE

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on

This *day of October 2013.*

City of Watertown, New York

Signed

Mayor _____

Title

Date

I.B.E.W. Local Union 1249

Signed - Business Manager

Signed - Negotiator

Date

Res No. 4

October 2, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Approving The Site Plan For Expansion Of The Leray Street Apartments
Parking Lot At 847 Leray Street, Parcel 1-06-107

A request has been submitted by Ryan Churchill of GYMO, on behalf of the Watertown Housing Authority, for the above subject site plan approval.

The City Planning Board reviewed the request on October 1, 2013 and voted to recommend that City Council approve the site plan subject to the conditions listed in the resolution. Attached are copies of the report on the request prepared for the Planning Board and an excerpt from their meeting minutes.

A revised site plan was submitted that satisfies four of the conditions. A copy of the revised plan is enclosed.

The City Council must respond to the questions in Part 2 of the Short Environmental Assessment Form before it may vote on the resolution. The resolution prepared for City Council consideration states that the project will not have a significant negative impact on the environment, and approves the site plan as submitted to the Planning Board on October 1, 2013, subject to the remaining conditions recommended by the Planning Board.

RESOLUTION

Page 1 of 3

Approving The Site Plan For Expansion Of The
Leray Street Apartments Parking Lot At 847 Leray
Street, Parcel 1-06-107

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Ryan Churchill of GYMO, PC, on behalf of the Watertown Housing Authority, has submitted a request for site plan approval for the expansion of the Leray Street Apartments parking lot at 847 Leray Street, parcel 1-06-107, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on October 1, 2013, 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 submit a separate plan depicting the turn movements for the City’s ladder truck.
2. The existing curb cut shall be reconstructed with widened turn radii, plus “enter only” and “exit only” signage.
3. The existing utility pole location in the margin shall be surveyed and shown on the plans, and the plan shall be modified so that the exit driveway does not conflict with the pole.
4. The new driveway shall be installed according to City standards, including a 6” thick sidewalk across the opening. Driveway apron and sidewalk details shall be provided with the plans.
5. The applicant shall review the plan to ensure that adequate lighting levels are provided.
6. The applicant shall not install any plumbing fixtures within the garage without providing a sanitary sewer connection.
7. The applicant shall remove the existing dead tree along the southern property line, and plant at least 2 large-maturing deciduous trees of different varieties, spaced 40’ on center, or 3 large-maturing coniferous trees, spaced 15’ on center.

RESOLUTION

Page 2 of 3

Approving The Site Plan For Expansion Of The
Leray Street Apartments Parking Lot At 847 Leray
Street, Parcel 1-06-107

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

- 8. The applicant shall modify the site plan and survey by adding labels for the lawn, sidewalk, and asphalt areas; adding parcel acreage and zoning district information; depicting the utilities entering the apartment building from Leray Street; surveying the street margin area and the north and west sides of the building; and providing bearings and distances for the property lines.

And

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, 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

RESOLUTION

Page 3 of 3

Approving The Site Plan For Expansion Of The
Leray Street Apartments Parking Lot At 847 Leray
Street, Parcel 1-06-107

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that site plan approval is hereby granted to Ryan Churchill of GYMO, PC, on behalf of the Watertown Housing Authority, for the expansion of the Leray Street Apartments parking lot at 847 Leray Street, parcel 1-06-107, as shown on the site plans submitted to the City Engineer on October 1, 2013, which satisfy conditions 2, 3, 5, and 7 listed above, contingent on the applicant making the revisions and meeting the remaining conditions recommended by the Planning Board.

Seconded by



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: Kenneth A. Mix, Planning and Community Development Coordinator KAM

SUBJECT: Site Plan Approval – Leray Street Apartments Parking Lot

DATE: September 26, 2013

Request: Site Plan Approval for expansion of the Leray Street Apartments parking lot at 847 Leray Street, parcel 1-06-107

Applicant: Ryan Churchill, P.E. of GYMO on behalf of the Watertown Housing Authority

Proposed Use: Parking for 17 additional cars

Property Owner: Watertown Housing Authority

Submitted:	
Property Survey: Yes	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: Yes
Vehicle and Pedestrian Circulation Plan: Yes	Construction Time Schedule: Yes
Landscaping and Grading Plan: Grading Only	Description of Uses, Hours & Traffic Volume: Yes

SEQRA: Unlisted

County Review: No

Zoning Information:	
District: PDD #11	Maximum Lot Coverage: 40%
Setback Requirements: 20' to buildings, 25' to P.L.	Buffer Zone Required: None

Project Overview: The applicant proposes to expand the parking lot at the existing apartment building by roughly 4,000 square feet. The reconfigured lot will have 17 additional spaces and will provide a total of 57 spaces. A new exit to Leray Street will be added and a new water line and electric service will also be installed to service an existing garage.

Parking and Traffic Patterns: Because this is federally funded elderly housing, there is no parking requirement due to the provision of § 310-45[C]. The project had 30 spaces when constructed in 1982, but the lot has since been re-stripped and expanded to the current 40-space configuration. The building has 65 units, and would thus normally need 72 spaces.

The current turn movements for buses and emergency vehicles are tight. The applicant must show turn movements for the City's ladder truck on the plan. Additionally, the existing curb cut should be reconstructed with widened turn radii if possible. To facilitate the new one way traffic pattern at the site, the applicant should add "enter only" and "exit only" signs at the entrance and exit areas.

There is an existing wooden utility pole located in the street margin that is not shown on the plans. The pole is within the proposed driveway apron and it will interfere with traffic flow. The pole location must be surveyed and shown on the plans. The driving lane and driveway exit must be shifted to the southwest or the utility pole must be relocated to the northeast.

In addition, the new driveway entrance work within the City right-of-way should be installed according to City standards including a 6" thick sidewalk across the opening. Driveway apron and sidewalk details must be provided.

Lighting: Two new light poles with a total of four luminaires will be installed in the center area of the parking lot. There are also two existing light poles on the south edge of the lot. A photometric plan has been provided showing the four light poles. There are no concerns regarding light spillage exceeding 0.5 foot-candles across the property lines. However, based on the photometric data, there appears to be a lack of light coverage or low levels of lighting in certain areas in the interior of the parking lot. The applicant should review the plan to ensure that adequate lighting levels are provided.

Drainage & Grading: A catch basin will be installed in the new pavement area, connected to the existing drainage system. The system discharges into a drainage easement at the southwest corner of the property, where it percolates in a marshy pit. No signs of flooding or excessive runoff were apparent on the neighboring property, outside of the pit.

Landscaping: No new landscaping is proposed. An existing 10" honeylocust tree located north of the garage will be removed for the parking lot expansion. There is also a dead 12" maple tree located along the south side of the parking lot. The site is generally compliant with the Landscaping and Buffer Zone Guidelines but there is a gap in the buffer area along the south side of the parking lot (where the dead tree is located) adjacent to a home at 833 Leray Street. Two large maturing deciduous tree spaced 40' on center or three large maturing coniferous trees spaced 15' on center should be planted in this area.

Miscellaneous: If any plumbing fixtures are planned for installation inside of the garage, a sanitary sewer connection will be required, unless the water line is exclusively used for an exterior spigot for a hose or sprinklers.

The following additions to the site plan and survey are required: 1. Add additional labels for the lawn, sidewalk and asphalt areas as well as parcel acreage and zoning district information. 2. Depict the utilities entering the apartment building from Leray Street. 3. Survey the street margin area along with the north and west sides of the building. 4. Provide bearings and distances for the property lines on the survey.

The applicant must obtain the following permits prior to construction: Sidewalk and Curb Cut Permits

Summary:

1. The applicant shall submit a separate plan depicting the turn movements for the City's ladder truck.
2. The existing curb cut should be reconstructed with widened turn radii and enter only and exit only signs at the entrance and exit areas shall be provided.
3. The existing utility pole location in the margin must be surveyed and shown on the plans and the driving lane and driveway exit must be shifted to the southwest or the utility pole must be relocated to the northeast.
4. The new driveway entrance work within the City right-of-way shall be installed according to City standards including a 6" thick sidewalk across the opening. Driveway apron and sidewalk details must be provided.
5. The applicant shall review the plan to ensure that adequate lighting levels are provided.
6. The applicant shall not install any plumbing fixtures within the garage without providing a sanitary sewer connection.
7. The applicant shall remove the existing dead tree along the south side of the parking lot and plant two large maturing deciduous trees of different varieties spaced 40' on center or three large maturing coniferous trees spaced 15' on center.
8. The applicant shall modify the site plan and survey by adding labels for the lawn, sidewalk and asphalt areas, adding parcel acreage and zoning district information, depicting the utilities entering the apartment building from Leray Street, surveying the street margin area along with the north and west sides of the building and providing bearings and distances for the property lines.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Ryan Churchill, GYMO, P.C., 220 Sterling Street
Michael Robare, Watertown Housing Authority

17 September 2013

Mr. Kurt Hauk, P.E.
City Engineer
Room 305 – City Hall
245 Washington St
Watertown, NY 13601



Re: Site Plan Submission
Leray Street Apartments Proposed Parking Expansion
File: 2013-239E

Dear Mr. Hauk:

On behalf of the Watertown Housing Authority, GYMO, P.C. is submitting the following materials for Site Plan review at the 1 October 2013 City of Watertown Planning Board meeting.

- 3 full size sets of Site Plans for Departmental Review, including a wet stamped original (Cover, C001, C101, PH101 and C501-C502);
- 3 – 24" x 36" sets of "Survey and Topographic Map";
- 13 – 11"x17" sets of Site Plans and Survey;
- 16 Engineering Reports (included as part of this cover letter);
- 16 Lighting Cut Sheets;
- City of Watertown Site Plan Application, and
- \$50 Application Fee.

Project Location and Description

The project is located on tax parcel 1-06-107.000 in the City of Watertown. The Watertown Housing Authority is currently the owner of the abovementioned parcel. The proposed development consists of an expansion of the existing parking facility. Expanding the parking facility will require demolition of some existing features, installation of a water service, and addition of two lights. The parking count will increase from 40 to 50. The additional parking is for the existing Leray Street Apartments.

Utilities and Landscaping

Storm water runoff will be directed to a proposed catch basin and discharged off-site via an existing storm water conveyance system (catch basins and piping) to southwest. For location of proposed storm sewer facilities, see the Site Development Plans.

A 1" HDPE water service is proposed on the southwest side of the project area to serve an existing garage. The service will be served from the rear of the existing apartment complex.

Existing landscaping on the site is to be protected. A large amount of landscaping exists on the west side of the site to serve as a buffer from surrounding residential neighborhoods. No additional landscaping is proposed with this project. Refer to Site Development Plans for existing tree locations.

Lighting

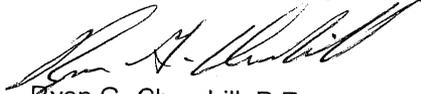
There are two light poles proposed on the site with two luminaires on each. A photometric plan has been prepared to show proposed lighting brightness levels for the parking area. Please see attached lighting cut sheets and the Site Development Plans for photometric and lighting information.

Mr. Kurt Hauk, P.E.
17 September 2013
Page 2 of 2

The developer plans on beginning construction as soon as possible (Fall 2013).

If there are any questions or you require additional information, please feel free to contact our office.

Sincerely,
GYMO, Architecture, Engineering & Land Surveying, PC



Ryan G. Churchill, P.E.
Managing Engineer

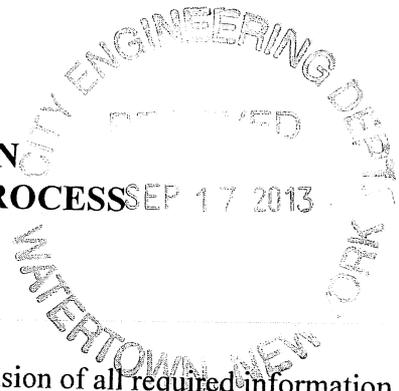
RGC/thr

pc: Chad Woods, I.E., Ed Olley AIA – GYMO, P.C.
Michael Robare, Executive Director – Watertown Housing Authority



1869

CITY OF WATERTOWN
SITE PLAN APPLICATION PROCESSES



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. When Jefferson County Planning Board review is necessary, one additional set is required. **SUBMISSION MUST CONTAIN COMPLETE COLLATED SETS OF ALL DATA.**
 A complete submittal set at a minimum contains the following:

1. For Site Plan Approval *
 - 15 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible.
 - Completed Site Plan Application (see attached application form).
 - * City Council Approval is required for Site Plans.

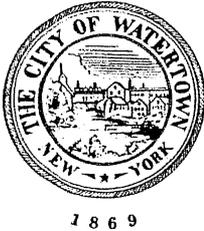
2. For Site Plan Waiver Approval **
 - 10 sets** - At least 3 full size, including one original full size.
 - Remaining sets can be 11x17 if legible
 - Completed Site Plan Waiver Application (see attached application form).
 - ** Site Plan approval of City Council would be waived by the City of Watertown Planning Board.

C. Address submittals to:
 Kurt W. Hauk, P.E.
 City Engineer
 Room 305, City Hall
 245 Washington Street
 Watertown, NY 13601

D. 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.

E. 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 1:30 P.M. in the City Council Chambers on the 3rd Floor of City Hall.

CITY OF WATERTOWN PLANNING BOARD 2010 (1 ST TUES. MONTH @ 1:30 PM)		CITY OF WATERTOWN CITY COUNCIL 2010 (1 ST & 3 RD MONDAY @ 7 PM)		JEFFERSON COUNTY PLANNING BOARD 2010 (LAST TUES. MONTH)	
MEETING DATE	DEADLINE	MEETING DATE		MEETING DATE	DEADLINE
Jan. 5	Dec. 22	Jan. 4, 19		Jan. 26	Jan. 12
Feb. 2	Jan. 19	Feb. 1, 16		Feb. 23	Feb. 9
March 2	Feb. 16	March 1, 15		March 30	March 16
April 6	March 23	Apr. 5, 19		April 27	April 13
May 4	April 20	May 3, 17		May 25	May 11
June 1	May 18	Jun. 7, 21		June 29	June 15
July 6	June 22	July 5, 19		July 27	July 13
Aug. 3	July 20	Aug. 2, 16		Aug. 24	Aug. 10
Sept. 7	Aug. 24	Sept. 7, 20		Sept. 28	Sept. 14
Oct. 5	Sept. 21	Oct. 4, 18		Oct. 26	Oct. 12
Nov. 2	Oct. 19	Nov. 1, 15		Nov. 23	Nov. 9
Dec. 7	Nov. 23	Dec. 6, 20		Dec. 28	Dec. 14



**CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1**

**** 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: LERAY STREET APARTMENTS PARKING EXPANSION

Tax Parcel Number: 1-06-107.00

Property Address: 847 LERAY STREET

Existing Zoning Classification: Planned Development District (PDD - 11)

OWNER OF PROPERTY

Name: WATERTOWN HOUSING AUTHORITY

Address: 142 MECHANIC STREET

WATERTOWN, NY 13601

Telephone Number: (315) 782-1251

Fax Number: (315) 782-9394

APPLICANT

Name: MICHAEL ROBARE - EXECUTIVE DIRECTOR

Address: 142 MECHANIC STREET

WATERTOWN, NY 13601

Telephone Number: (315) 782-1251

Fax Number: (315) 782-9394

Email Address: _____

ENGINEER/ARCHITECT/SURVEYOR

Name: RYAN G. CHURCHILL P.E. - GYMO P.C.

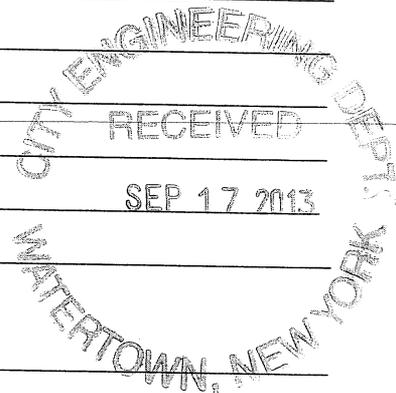
Address: 220 STERLING ST.

WATERTOWN, NY 13601

Telephone Number: (315) 788-3900

Fax Number: (315) 788-0668

Email Address: RYAN@GYMOPC.COM



PROJECT DESCRIPTION

Describe project and proposed use briefly:

AND ASSOCIATED GRADING, STRIPING, AND SITE LIGHTING. THE EXISTING

PARKING LOT WILL ALSO BE RESTRIPEDED. A WATER SERVICE IS PROPOSED.

Is proposed Action:

- New Expansion Modification/Alteration

Amount of Land Affected:

Initially: ± 0.20 Acres Ultimately: ± 0.20 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

- Yes No If no, describe briefly

What is present land use in vicinity of project?

- Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: SINGLE FAMILY HOMES AND APARTMENTS

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

- Yes No If yes, list agency(s) and permit/approval(s)

HUD

Does any aspect of the project have a currently valid permit or approval?

- Yes No If yes, list agency(s) and permit/approval(s)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): N/A

Proposed building area: 1st Floor N/A Sq. Ft.
1st Floor Sq. Ft.
3rd Floor Sq. Ft.
Total N/A Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: N/A Sq. Ft.

Number of parking spaces proposed: 10 SPACES PROPOSED

Construction Schedule: FALL 2013

Hours of Operation: APARTMENT FACILITY - OPERATES 24 HRS/DAY.

Volume of traffic to be generated: N/A ADT

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.

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. Unless restricted

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 supercede 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.

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 Checklist.

SWPPP AND NYS DEC/DOH SUBMISSIONS ARE NOT ANTICIPATED.

NO PROPOSED SIGNAGE. LETTER STYLE ENGINEERING REPORT.

Completed SEQR – Short Environmental Assessment Form – Part I.

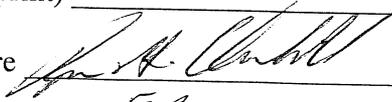
*A copy of the SEQR Form can be obtained from the City of Watertown website.

SIGNATURE

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

Applicant (please print) MICHAEL ROBARE - EXECUTIVE DIRECTOR

Applicant Signature


For
WHA

Date: 9/17/2013

Excerpt from the Minutes – Planning Board 10/1/2013

**SITE PLAN APPROVAL – LERAY APTS
847 LERAY ST – 1-06-107**

The board then considered a request submitted by Ryan Churchill of GYMO, on behalf of the Watertown Housing Authority, to expand the parking lot of Leray Street Apartments at 847 Leray Street, parcel 1-06-107.

Chad Woods of GYMO was in attendance to represent the applicant. He provided updated plans to the board, and explained to the board that the WHA wanted to expand the parking lot and improve circulation. To accomplish this, new pavement would be installed to the west of the existing parking lot, and an additional curb cut would be created to allow fully one-way vehicle circulation. Curb cuts would be widened to prevent trucks and buses from running over the curb, as is currently the case.

Mrs. Freda asked if there would be trouble cars bumping into the new light pole installed at the corner of four parking spaces.

Mr. Woods responded that the poles have a three foot concrete base which should be easily visible. Also, the spaces are 22 feet long, which exceeds the length of most cars.

He continued, describing the proposed traffic control signs to be installed at the new curb cuts. He noted that a utility pole would be moved to avoid conflict with the proposed curb cut. Compared to the first plan submitted, the orientation of the luminaires on the light poles had been rotated to provide more light to center of the lot.

Mr. Katzman asked if a triple luminaire could be used to shine more light on the handicap spaces on the north side of the lot.

Ed Olley, also of GYMO, responded that excessively bright light increases the contrast of shadows cast by cars and can actually make it more difficult to see. Also, there are box lights mounted on the side of the building which shine into this area, but are not included on the photometric plan since they are not being altered.

Mr. Katzman asked if the eastern light pole should be shifted into the nearby grassy island to make snow plowing easier. Mr. Woods said that this would increase the gap between the two light poles and may cause deficient lighting in the center.

Mr. Woods noted that the water line is for exterior use only, so no sanitary service is needed. The dead maple is to be removed and replaced by 4 new trees along the property line.

Mr. Coburn moved to recommend that City Council approve the request submitted by Ryan Churchill of GYMO, on behalf of the Watertown Housing Authority, to expand the parking lot of Leray Street Apartments at 847 Leray Street, parcel 1-06-107, subject to the following conditions:

1. The applicant shall submit a separate plan depicting the turn movements for the City's ladder truck.
2. The existing curb cut should be reconstructed with widened turn radii and enter only and exit only signs at the entrance and exit areas shall be provided.
3. The existing utility pole location in the margin must be surveyed and shown on the plans and the driving lane and driveway exit must be shifted to the southwest or the utility pole must be relocated to the northeast.
4. The new driveway entrance work within the City right-of-way shall be installed according to City standards including a 6" thick sidewalk across the opening. Driveway apron and sidewalk details must be provided.
5. The applicant shall review the plan to ensure that adequate lighting levels are provided.
6. The applicant shall not install any plumbing fixtures within the garage without providing a sanitary sewer connection.
7. The applicant shall remove the existing dead tree along the south side of the parking lot and plant two large maturing deciduous trees of different varieties spaced 40' on center or three large maturing coniferous trees spaced 15' on center.
8. The applicant shall modify the site plan and survey by adding labels for the lawn, sidewalk and asphalt areas, adding parcel acreage and zoning district information, depicting the utilities entering the apartment building from Leray Street, surveying the street margin area along with the north and west sides of the building and providing bearings and distances for the property lines.

Mrs. Gervera asked why the extra parking was needed, theorizing that occupants own cars at a higher rate than when the building was constructed.

Scott Casey of WHA replied that this was the case, plus the frequency of medical services has increased, and more home health aides visit the building these days.

Mr. Katzman noted that ADA parking spaces occupy more space than they used to, so the parking count is lowered for the given asphalt area.

Mr. Davis seconded the motion. All voted in favor, except Mr. Katzman, who abstained.

Mr. Katzman moved to adjourn the meeting. Mr. Davis seconded, all voted in favor. The meeting adjourned at 4:42 pm.

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR Watertown Housing Authority	2. PROJECT NAME LeRay Street Apartments Parking Expansion
---	--

3. PROJECT LOCATION:

Municipality City of Watertown County Jefferson

4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)

Leray Street Apartments, 847 Leray Street, C/Watertown, between Snell St. and Highland Avenue intersections.

5. IS PROPOSED ACTION:

New Expansion Modification/alteration

6. DESCRIBE PROJECT BRIEFLY:

The project will consist of expanding the existing parking lot to the west, and will include site lighting and addition of a water service.

7. AMOUNT OF LAND AFFECTED:

Initially 0.20 acres Ultimately 0.20 acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?

Yes No If no, describe briefly

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?

Residential Industrial Commercial Agriculture Park/Forest/Open Space Other

Describe: Residential neighborhood (single family, apartments)

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?

Yes No If yes, list agency(s) and permit/approvals

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?

Yes No If yes, list agency(s) and permit/approvals

12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?

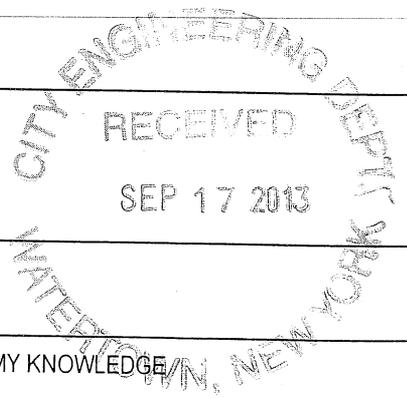
Yes No

I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Michael Robare

Date: 09/17/2013

Signature: *Michael Robare* (Gym, P.C.)



If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

Yes No

If yes, coordinate the review process and use the FULL EAF.

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.
 Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly.

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly.

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly.

D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?
 Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If yes, explain briefly

PART III – DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

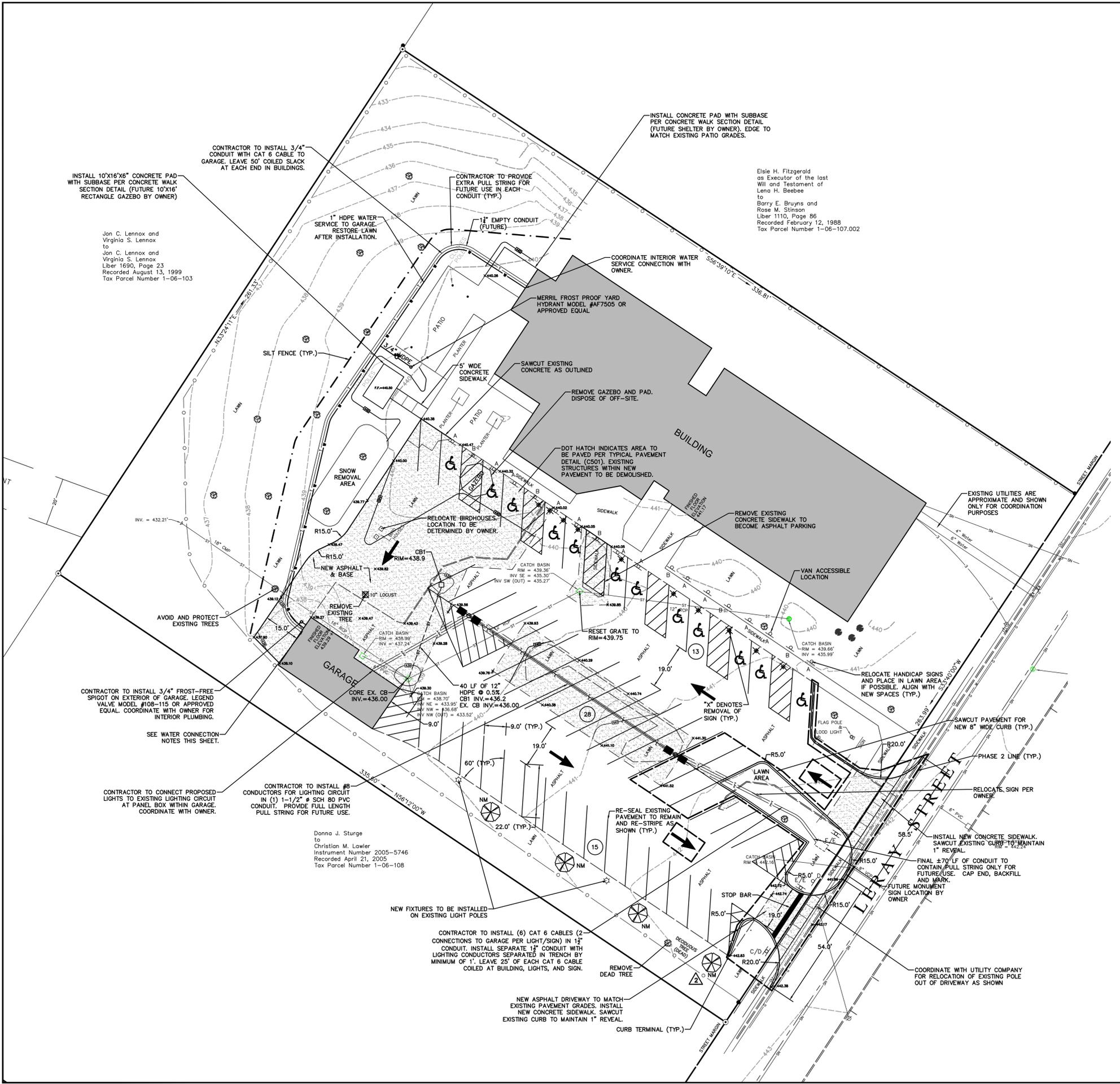
Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date



PLANNING DATA		
CITY OF WATERTOWN TAX MAP PARCEL NUMBER 1-06-107.000, ±2.027 ACRES. CURRENT ZONING CLASSIFICATION - PLANNED DEVELOPMENT 11 (PD-11), PROPOSED ZONING - PD-11 (NO CHANGE)		
AREA AND BULK CALCULATIONS		
ITEM	EXISTING	PROPOSED
PARKING SPACES	40 SPACES TOTAL/9 HANDICAP	56 SPACES TOTAL/12 HANDICAP

PLANT MATERIAL SCHEDULE			
SYMBOL	BOTANICAL NAME	COMMON NAME	SIZE
TREES			
NM	ACER PLATANOIDES	NORWAY MAPLE	2' CAL

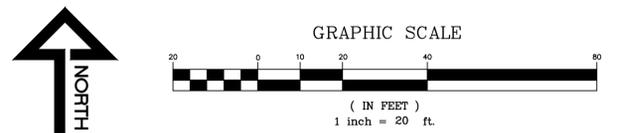
- LANDSCAPE NOTES**
- PLANT SPECIES WERE SELECTED TO GROW IN EXISTING SOIL CONDITIONS AND HARDINESS ZONES. PLANT SPECIES WERE ALSO CHOSEN ACCORDING TO GROWTH HABIT, SHAPE, SIZE, COLOR, FLOWER AND FALL COLOR. ANY SUBSTITUTIONS MUST BE APPROVED BY THE LANDSCAPE ARCHITECT OR ENGINEER.
 - ALL TREES SHALL ARRIVE ON SITE BEARING THE ORIGINAL IDENTIFICATION TAGS SHOWING THE BOTANICAL NAME, COMMON NAME AND SIZE.
 - ALL TREES SHALL HAVE A MIN. 6" DIA. SHREDDED HARDWOOD MULCH RING AROUND THE BASE OF THE TREE.
 - ALL PLANT MATERIAL SHALL BE THOROUGHLY WATERED BY THE CONTRACTOR AT THE TIME OF PLANTING.
 - CONTRACTOR SHALL INSTALL WEED BARRIER FABRIC IN ALL LANDSCAPE BEDS.
 - CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UNDERGROUND UTILITIES SHOWN ARE BASED ON RECORDS OF VARIOUS UTILITY COMPANIES AND, WHERE POSSIBLE, FIELD MEASUREMENTS. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO CONTACT UNDERGROUND UTILITIES CALL CENTER OF NEW YORK (1-800-962-7962) TO OBTAIN EXACT FIELD LOCATIONS OF ALL SUCH UTILITIES PRIOR TO START OF CONSTRUCTION.
 - PLANT LIFE WILL BE INSTALLED WHEN AMBIENT TEMPERATURES WILL NOT DROP BELOW 35 DEGREES F OR RISE ABOVE 90 DEGREES F.
 - PLANT LIFE CANNOT BE INSTALLED WHEN WIND VELOCITY EXCEEDS 30 MPH.
 - PLANT LIFE SHALL BE INSTALLED BETWEEN THE MONTHS OF APRIL AND OCTOBER EXCEPT UNDER FROZEN CONDITIONS.

SIGN SCHEDULE

LABEL	SIGNS	LABEL	SIGNS
A		D	
B		E	
C			

- SIGNAGE NOTES**
- ALL OUTSIDE SIGNS ARE TO BE CONSTRUCTED IN ACCORDANCE WITH ALL DETAILS WITHIN THE STATE OF NEW YORK DEPARTMENT OF TRANSPORTATION - US CUSTOMARY STANDARD SHEETS 645-01 THROUGH 645-14. THIS INCLUDES BUT IS NOT LIMITED TO: STANDARD SIGN BLANK DETAILS (645-01); POSITIONING OF TRAFFIC SIGNS (645-03); SIGN PANEL DETAILS FOR GUIDE, INFORMATION AND OTHER SIGNS (645-09); BI-DIRECTIONAL BREAKAWAY BASE AND HINGE ASSEMBLY (645-11).
 - ALL SIGNS AND PAINT MARKINGS ARE TO BE INSTALLED IN ACCORDANCE WITH THE REQUIREMENTS AS OUTLINED IN THE LATEST VERSION OF THE FEDERAL MUTCD AND THE NYS SUPPLEMENT.

- WATER CONNECTION NOTES**
- ALL WORK IS TO BE COORDINATED WITH OWNER.
 - CONTRACTOR SHALL CORE EXISTING FOUNDATION WALL 3" BELOW FINISHED GRADE TO ALLOW WATER SERVICE ENTRANCE. 2" OF DOW BOARD INSULATION (OR APPROVED EQUAL) IS TO BE PLACED OVER SERVICE WHERE COVER IS LESS THAN 4 FEET. PROVIDE NON SHRINK GROUT AROUND WATER SERVICE PENETRATION AT WALL.
 - CONTRACTOR SHALL CORE EXISTING FOUNDATION WALL 3" BELOW FINISHED GRADE TO ALLOW WATER SERVICE ENTRANCE. EXCAVATE EXISTING MATERIAL UNDER SLAB AS REQUIRED TO GAIN ACCESS TO NEWLY CORED FOUNDATION OPENING.
 - NEW SERVICE TO GARAGE SHALL EXTEND TO MIN. 18" ABOVE FINISHED FLOOR.
 - CONTRACTOR TO TRANSITION FROM HDPE TO PROPOSED EXISTING SPIGOT AS REQUIRED. INTERIOR SPIGOT IS TO BE INSTALLED PER MANUFACTURERS RECOMMENDATIONS.
 - CONTRACTOR TO BED PIPE AND UNDERSLAB WITH TYPE 4 DOT STONE PER SPECIFICATIONS. PLACE FLOOR CONCRETE TO LIKE EXISTING CONDITION.



REVISION	DESCRIPTION	DATE
1	CITY COMMENTS	10/1/13
2	ISSUED FOR BIDDING PURPOSES	10/3/13

210 Sterling Street
 Watertown, NY 13601
 Tel: (513) 788-3900
 Fax: (513) 788-0668
 www.gymopc.com

ARCHITECTURE
 ENGINEERING
GYMOPC
 LAND SURVEYING

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 & LAND SURVEYING, P.C.
IT IS A VIOLATION OF SECTION 7208, SUBSECTION 2, OF THE NEW YORK STATE EDUCATION LAW FOR ANY PERSON, UNLESS ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER OR LAND SURVEYOR TO ALTER THIS DOCUMENT IN ANY WAY. IF ALTERED, SUCH LICENSEE SHALL AFFIX HIS OR HER SEAL AND THE NOTATION "ALTERED BY" FOLLOWED BY HIS OR HER SIGNATURE, DATE AND A SPECIFIC DESCRIPTION OF ALTERATION.

SITE DEVELOPMENT PLAN
LERAY STREET APARTMENTS PARKING EXPANSION
LERAY STREET, CITY OF WATERTOWN
JEFFERSON COUNTY, NEW YORK

Project No: 2013-239E
 Scale: 1"=20'
 Date: 9/11/13
 Drawn By: CAW
 Designed By:
 Checked By:
 Date Issued: 9/23/13
 Drwg. No.

C101

Res No. 5

October 2, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Amending The Approved Site Plan To Remove The Proposed Fencing Along The Southern Property Line Of North Country Neurology, 1340 Washington Street, Parcel 14-21-102

A request has been submitted by Terry Wood of LUNCO for the above subject site plan amendment.

The City Planning Board reviewed the request on September 3, 2013 and October 1, 2013. They voted to recommend that City Council approve the site plan amendment at the second meeting. Attached are copies of the reports on the request prepared for the Planning Board and excerpts from the meeting minutes.

The Planning Board agreed to recommend approval based on the addition of more Spruce trees in the buffer. A letter was received from the neighboring property owner, Bruce Pultz, stating that he approves of the trees in lieu of the fence.

The environmental review pursuant to the State Environmental Quality Review Act was completed at the time of the original site plan approval. This change does not require any further environmental review.

The resolution prepared for City Council consideration approves the site plan amendment as submitted to the City Engineering Department on September 18, 2013.

RESOLUTION

Page 1 of 2

Amending The Approved Site Plan To Remove The Proposed Fencing Along The Southern Property Line Of North Country Neurology, 1340 Washington Street, Parcel 14-21-102

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Terry Wood of LUNCO has submitted a request to amend the site plan approved on September 4, 2012 to remove the proposed fence along the southern property line of 1340 Washington Street, parcel 14-21-102, and

WHEREAS the Planning Board of the City of Watertown reviewed the proposal at its meetings held on September 3, 2013 and October 1, 2013, and voted to recommend that the City Council of the City of Watertown approve the site plan amendment as submitted on September 18, 2013, and

WHEREAS the City Council reviewed the environmental impact of the project pursuant to the State Environmental Quality Review Act during the original site plan review and this minor change does not require any further environmental review,

NOW THEREFORE BE IT 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

RESOLUTION

Page 2 of 2

Amending The Approved Site Plan To Remove The Proposed Fencing Along The Southern Property Line Of North Country Neurology, 1340 Washington Street, Parcel 14-21-102

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that an amendment to site plan approval is hereby granted to Terry Wood of LUNCO to remove the proposed fence along the southern property line of 1340 Washington Street, parcel 14-21-102, as shown on the site plan submitted to the Engineering Department on September 18, 2013.

Seconded by



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Amendment – 1340 Washington St KAM

DATE: September 25, 2013

Request: Site Plan Amendment to remove the proposed fencing along the southern property line from the approved site plan for North Country Neurology, 1340 Washington St, parcel 14-21-102

Applicant: Terry Wood, LUNCO

Proposed Use: Medical office, sleep lab

Property Owner: Sundus & Sarah LLC

Submitted:

Property Survey: No	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: No
SEQRA: Unlisted Action	County Review Required: No

Zoning Information:

District: Limited Business	Maximum Lot Coverage: None
Setback Requirements: 20' Fr, 5' Sd, 25' Rr	Buffer Zone Required: 5-15', South and West lines

Project Overview: The site plan for this project was originally approved in September of 2012. A variance was also granted for the project to permit construction of fewer parking spaces than were required by code.

This application was tabled at the September 3, 2013 meeting. The applicant has submitted a revised plan as requested by the Planning Board, which shows a row of 12 blue spruce trees between the parking lot and the boulders. On recommendation of the nursery, the trees would be installed at 6' in height spaced 10' on center. When planted in the open, these can be expected to have a mature maximum spread of 20' and a maximum height of 75'.

As of September 16, the applicant has not been able to make contact with the neighboring property owner. City records indicate that the house in question was subject to tax certificate sale in June 2013.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Terry Wood, LUNCO, 35794 NYS Rte 126, Carthage 13619
Resident, 1348 Washington Street

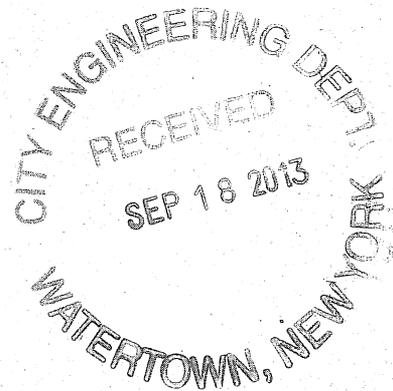


35794 NYS Route 126
Carthage, NY 13619
Phone: (315)493-2493
Fax: (315)493-2004

September 16, 2013

Mr. Andrew Nichols
City of Watertown
Engineering, Planning, and Development
245 Washington Street
Watertown, NY 13601

RE: North Country Neurology Expansion
1340 Washington Street
Watertown, NY 13601



Dear Mr. Nichols,

Please find a revised Site / Landscaping Plan S1-101 showing changes to the Southern Property Line per the September 3rd Planning Board Meeting and your letter dated September 6, 2013. I believe that LUNCO has addressed all your concerns with this revised drawing. Per your request, we have removed notations of the previously proposed fence, added the type, height, and spacing of the proposed trees LUNCO suggest using for the buffer. I called North Country Nurseries in Syracuse and talked with Rob Rood about proper spacing to create a buffer / screen and his recommendation is no closer than 10'-0" o/c spacing. Planting closer will cause them to grow into each other and eventually killing one or more of the trees.

In addition, I am attaching copies of the Photograph of the site showing the 4'-0" elevation change between the Property Line and the proposed Tree Buffer / Screen as well as the stabilization rock we used for the bank.

If there are any other issues or concerns, please do not hesitate to contact me prior to the October 1, 2013 meeting. It is our intention to install trees as soon after this meeting as possible to ensure proper planting conditions.

Best Regards,

A handwritten signature in black ink, appearing to read "Terry K. Wood", enclosed within a large, hand-drawn oval.

Terry K. Wood
Project Manager
LUNCO Corporation

Encl: Landscaping Plan S101, Site Photograph

CC: Mike Lundy, Justin Wood

9/30/13

Gerry Baker

LUNCO Corp.

35794 NYS Rt. 126

Carthage, NY 13619

Re: Boundary between 1340 & 1348

Washington St., Watertown, NY

Dear Gerry,

As per our phone conversation, consider this my Letter of Approval for planting evergreen trees and placement of rock along the boundary between Dr. Latif's property and mine instead of installing a white plastic fence as originally planned.

If you need anything else from me, just call me at 315-782-1462. Have a good day!

Your truly,


Bruce Pultz



MEMORANDUM

CITY OF WATERTOWN PLANNING OFFICE

245 WASHINGTON STREET, ROOM 304

WATERTOWN, NEW YORK 13601

PHONE: 315-785-7730 – FAX: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Site Plan Amendment – 1340 Washington St *KAM*

DATE: August 28, 2013

Request: Site Plan Amendment to remove fencing along the southern property line from the approved site plan for North Country Neurology, 1340 Washington St, parcel 14-21-102

Applicant: Terry Wood, LUNCO

Proposed Use: Medical office, sleep lab

Property Owner: Sundus & Sarah LLC

Submitted:

Property Survey: No	Preliminary Architectural Drawings: No
Site Plan: Yes	Preliminary Site Engineering Plans: No
Vehicle and Pedestrian Circulation Plan: No	Construction Time Schedule: No
Landscaping and Grading Plan: No	Description of Uses, Hours & Traffic Volume: No

SEQRA: Unlisted Action	County Review Required: No
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Zoning Information:

District: Limited Business	Maximum Lot Coverage: None
Setback Requirements: 20' Fr, 5' Sd, 25' Rr	Buffer Zone Required: 5-15', South and West lines

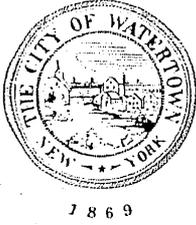
Project Overview: The site plan for this project was originally approved September of 2012. A variance was also granted for the project to permit construction of fewer parking spaces than were required by code.

The applicant now proposes to remove the fence depicted in the approved plan along the southern property line, and install 3 additional spruce trees instead.

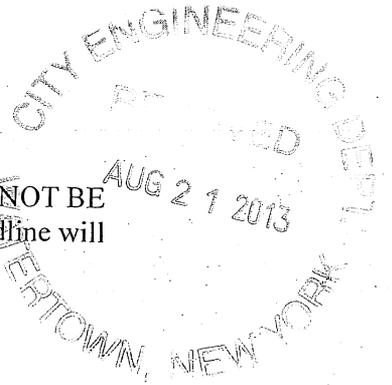
During construction, the grade between the parking lot and the neighboring parcel was steeper than expected, and large rock was placed on the slope as an erosion control measure. The presence of the rock has reduced the space available for installing the fence.

The fence is a component of the landscaped buffer between the office and the neighboring residential property. Removing it would reduce the project's compliance with the Landscaping and Buffer Zone Guidelines.

cc: Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
LUNCO, 35794 NYS Rte 126, Carthage 13619



**CITY OF WATERTOWN
SITE PLAN APPLICATION
AND
SHORT ENVIRONMENTAL
ASSESSMENT FORM, PART 1**



**** 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: North Country Neurology Addition

Tax Parcel Number: 14-21-102.00

Property Address: 1340 Washington Street

Existing Zoning Classification: LB

OWNER OF PROPERTY

Name: Zahide & Abdul Latif

Address: 16288 Deer Run Road
Watertown, NY 13601

Telephone Number: 315-482-9003

Fax Number: 315-782-9010

APPLICANT

Name: LUNCO Corporation

Address: 35794 NYS Route 126
Carthage, NY 13619

Telephone Number: 315-493-2493

Fax Number: 315-493-2004

Email Address: mlundy@mlundygroup.com

ENGINEER/ARCHITECT/SURVEYOR

Name: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

PROJECT DESCRIPTION

Describe project and proposed use briefly:

In lieu of a fence along the southern border of the property, we
propose installation of a landscape / tree buffer. This buffer shall
consist of approximately 12 blue spruce trees and other landscaping.
Original Project was a 6000 SF addition to the original facility.

Is proposed Action:

- New Expansion Modification/Alteration

Amount of Land Affected:

Initially: .845 Acres Ultimately: .845 Acres

Will proposed action comply with existing zoning or other existing land use restrictions?

- Yes No If no, describe briefly

What is present land use in vicinity of project?

- Residential Industrial Commercial Agriculture
 Park/Forest/Open Space Other

Describe: _____

Does project involve a permit approval, or funding, now or ultimately from any other Governmental Agency (Federal, State or Local)?

- Yes No If yes, list agency(s) and permit/approval(s)

NYS Building Permit

Does any aspect of the project have a currently valid permit or approval?

- Yes No If yes, list agency(s) and permit/approval(s)

Building Permit, Zoning Permits, Certificate of Occupancy (original facility)

As a result of proposed project, will existing permit/approval require modification?

Yes No

Proposed number of housing units (if applicable): NA

Proposed building area: 1st Floor 6000 Sq. Ft.
2nd Floor _____ Sq. Ft.
3rd Floor _____ Sq. Ft.
Total _____ Sq. Ft.

Area of building to be used for the boiler room, heat facilities, utility facilities and storage: 500 Sq. Ft.

Number of parking spaces proposed: 38

Construction Schedule: August 2013

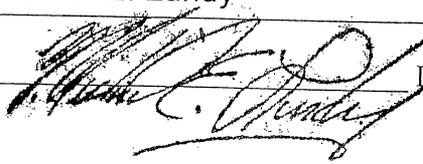
Hours of Operation: 8:00-4:30pm

Volume of traffic to be generated: 100 ADT

SIGNATURE

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

Applicant (please print) Michael E. Lundy

Applicant Signature  Date: 8/20/2013

Excerpt from the Minutes – Planning Board 10/1/2013

**SITE PLAN AMENDMENT – NORTH COUNTRY NEUROLOGY
1340 WASHINGTON ST – PARCEL 14-21-102**

The Board then considered a request by Terry Wood of LUNCO to remove the fencing along the southern property line from the approved site plan for North Country Neurology, 1340 Washington Street, parcel 14-21-102.

Terry Wood approached the board and explained that, since the last meeting, he was able to make contact with the owner of the neighboring property, Bruce Pultz. Mr. Pultz provided a letter stating that he agrees with the idea of planting a line of evergreens with no fence. Mr. Wood then explained that he had installed a row of blue spruce in the manner suggested by the nursery, since some of the trees were required regardless of the decision on the fence.

Mrs. Gervera said that the trees look nice.

Mr. Davis noted that the current owner of the neighboring house was agreeable to the solution, but future owners may not be.

Mr. Wood said that the future of the house is uncertain and cannot be predicted, however the fence would still be pointless given the topography.

Mr. Davis noted that fences are meant to demarcate property boundaries, not necessarily to provide privacy, and the new owner may want the demarcation even if no privacy is provided.

Mrs. Freda said that, in this case, the fence serves only as a visual buffer between two zoning districts.

Mr. Davis said that he is not opposed to remove the fence, but he is worried about the effect on the future owner.

Mr. Katzman said that he would have liked to see closer spacing for the trees, and that he thinks they were planted on the assumption that the board would approve them.

Mr. Wood noted that the trees were already on the site plan and were needed even if the fence was required.

Mr. Mix noted that the trees would grow together and fill in the gaps. In fact, they may be too close as they are.

Mr. Davis said he would rather have seen arbor vitae planted edge to edge.

Mrs. Freda noted that the board suggested blue spruce last month.

Mr. Davis said that he does not like the row style planting. A triangular or staggered pattern would be better. He also noted that other trees in the area are deciduous, not coniferous.

Mr. Wood said that the proposal he showed at the last meeting had larger spacing, but the board requested a tighter pattern.

Mr. Nichols stated that the narrow planting area available on the site prevents the use of a staggered pattern.

Mr. Katzman said that the decision should focus on the fence, and less on the nature of the landscaping.

Mrs. Gervera said that the discussion was going beyond the scope of the request before them. The landscaping was already approved on the previous plan.

Mr. Katzman moved to recommend that City Council approve the request submitted by Terry Wood of LUNCO to remove the fencing along the southern property line from the approved site plan for North Country Neurology, 1340 Washington Street, parcel 14-21-102.

Mrs. Gervera seconded, all voted in favor.

Excerpt from 9/3/13 Planning Board Meeting Minutes

SITE PLAN AMENDMENT – NORTH COUNTRY NEUROLOGY 1340 WASHINGTON ST – 14-21-102

The Board then considered a request submitted by Terry Wood to remove fencing along the southern property line from the approved site plan for North Country Neurology, 1340 Washington Street, parcel 14-21-102.

Mr. Terry Wood was present to explain the amendment. He said that the slope along the property line was steeper than expected, and large rock had been placed to prevent erosion. Because of the rock and the slope, it seemed pointless to install the fence. It would be too low to provide privacy, since the 6-foot fence would be at the bottom of a 3-foot hill, and it would not likely withstand the snow pushed against it by the plows.

Mr. Katzman said that the snow push would probably kill the trees in the vicinity too.

Mrs. Fields asked if it would be possible to install some kind of barrier in front of the trees. Mr. Katzman said that he doesn't know of any kind of barrier that would actually work.

Mr. Lumbis noted that the previous landscaped buffer survived the snow for many years, and was in a similar location compared to the old parking lot.

Mr. Katzman said that a solid hedge row would be better than a fence. Possibly cedar.

Mrs. Fields pointed out that cedar can have a negative effect on nearby fruit trees.

Mrs. Gervera said that Cavallario's had recently installed a hedge buffer, and something similar could be appropriate here.

There was some discussion about the enforcement of landscaping requirements. It was noted that Site Plan Approval resolutions are written so that landscaping must be installed prior to a final Certificate of Occupancy.

Mr. Katzman wondered if some extended warranty could be made by LUNCO on the survival of the landscaping, perhaps for 5 years.

Mr. Mix said that landscaping, like any other requirement of site plan approval, is an ongoing requirement. If plantings are not maintained, the owner can be cited just the same as if they failed to provide enough parking, constructed something without approval, et cetera.

Mrs. Fields said that she would like to see more trees in the buffer, with the shrubbery removed.

Mrs. Gervera moved to table the application pending submittal of a revised plan that shows the following:

1. Location of the installed rock.
2. Proposed landscaping including species, installed size, and spacing.
3. Grading along the southern property line.
4. Delete the fence from the plan.

Mr. Katzman seconded, all voted in favor.

Res No. 6

September 30, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning and Community Development Coordinator

Subject: Approving Change Order No. 2 to Flower Memorial Library Masonry Restoration and Fountain Construction Project Agreement, Raymond E. Kelley, Inc.

On May 20, 2013, the City Council accepted a bid submitted by Raymond E. Kelley, Inc. for masonry restoration and fountain construction at Flower Memorial Library, in the amount of \$253,400. On August 5, 2013 the Council approved Change Order Number 1, increasing the contract price to \$271,100.

Change Order No. 2, which is attached, will add \$4,636 to the contract, bringing the total to \$275,736.

Change Order No. 2 reflects the need for additional re-pointing along the exterior face of the cornice and parapet. When mortar was removed from these joints it was discovered that they were in worse shape than they appeared on the surface. Many of the joints are filled with un-cured, partially liquefied sealant, which must be scraped out and replaced with mortar. This will cost \$7,711.

This Change Order also includes a deduction of \$3,075 for cancelling the proposed drainage trench along the fence. After digging next to the fence foundation, it became clear that the drainage would not accomplish its intended purpose of preventing further uneven settlement. The fence was thought to lie on concrete piers, but is actually on a continuous stone foundation.

The soffit panels have been investigated, but the strategy for repair is not yet finalized. Another change order will follow once the Architect makes a recommendation. Further, on the advice of the Engineering Department, the concrete base of the front walk will be rebuilt. Old foundations with voids were found under the walk when the trenches were dug for the water line and drain sewer serving the fountains. This work will be completed on a "time and materials" basis, to be included in a future change order.

The attached resolution approves Change Order No. 2 for \$4,636. It also extends the contract end date to October 30, 2013 to allow for the extra work. Acceptance of the attached resolution is contingent upon the approval of the resolution re-adopting the Fiscal Year 2013-14 General and Library Fund Budgets.

RESOLUTION

Page 1 of 1

Approving Change Order No. 2 to Flower Memorial Library Masonry Restoration and Fountain Construction Project Agreement, Raymond E. Kelley, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS on May 20, 2013, the City Council of the City of Watertown approved a bid submitted by Raymond E. Kelley, Inc. in the amount of \$253,400 for the Flower Memorial Library Masonry Restoration and Fountain Construction project, and

WHEREAS on August 5, 2013 the City Council approved Changer Order Number 1, increasing the contract price to \$271,100, and

WHEREAS the project Architect, Crawford and Stearns, has identified extra work needed for the cornice and parapet, and has deleted some work proposed for the marble fence, this being the basis for the scope of work for Change Order No. 2, and

WHEREAS Change Order No. 2 results in a net additional charge of \$4,636.00, bringing the contract amount to \$275,736.00, and extends the contract end date to October 30, 2013,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 2 to the contract with Raymond E. Kelley, Inc. for the Flower Memorial Library Masonry Restoration and Fountain Construction project, in the amount of \$4,636.00, plus an extension of the contract end date to October 30, 2013 and

BE IT FURTHER RESOLVED that acceptance of this change order is contingent upon City Council re-adopting the Fiscal Year 2013-14 General and Library Fund Budgets to finance the increased costs of the project, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Change Order documents on behalf of the City of Watertown.

Seconded by

CHANGE ORDER

To: Raymond E. Kelley, Inc. Change Order Number: 02
50 Johnston Street Date: September 21, 2013
Seneca Falls, NY 13148 Project: Exterior Masonry & Fountains at
Flower Memorial Library

Contract: General Construction

Contract Date: May 30, 2013 Architect's Project Number: #1216

Upon execution by all parties, the contract is modified as described below:

1. Add additional repointing of parapet and cornice per R. E. Kelley Proposal dated 9/11/13. (Add \$7,711)
2. Delete installation of drainage alongside stone fence at street sidewalk per R. E. Kelley e-mail dated 9/17/13. (Deduct \$3,075)

Net Total: Add \$4,636

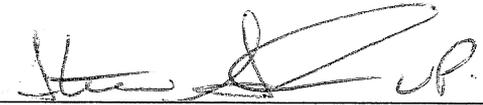
Original Contract Amount:	\$	<u>253,400.00</u>
Contract Amount Modifications to Date:	\$	<u>17,700.00</u>
Current Contract Amount:	\$	<u>271,100.00</u>
Change Due to This Change Order:	\$	<u>4,636.00</u>
New Contract Amount:	\$	<u>275,736.00</u>

The construction period is extended by _____ as the result of this Change Order and the new date of Substantial Completion shall be October 30, 2013.

ARCHITECT: Crawford & Stearns, Architects
134 Walton Street
Syracuse, NY 13202



CONTRACTOR: Raymond E. Kelly
50 Johnston Street
Seneca Falls, NY 13148



OWNER: City of Watertown
245 Washington Street
Watertown, NY 13601

PROPOSAL

RAYMOND E. KELLEY, INC.

50 Johnston Street
 Seneca Falls, NY 13148
 Telephone 315-568-0982
 Fax 315-568-0983

PROPOSAL SUBMITTED to: City Of Watertown, NY	PHONE	FAX	Date: 9-11-2013
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ADDRESS 229 Washington Street	Project: Flower Memorial Library
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CITY, STATE & ZIP Watertown, NY	LOCATION	JOB PHONE
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Attention Andrew Nichols City Planner.	Request to repaint the parapet and cornice 100% in areas designated 5%	DATE OF PLAN
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We hereby submit a proposal for:
The discovered conditions of the stone to stone mortar joints at the exterior face of the parapet and cornice.
The mortar joints are not as anticipated. Instead of solidly mortared stone to stone joints requiring 5% spot pointing, the discovered condition consists of a very thin mortar joint +/- 1/4" over failed, de-bonded sealant. The sealant is holding in water, is reverting to a liquid state or the sealant never cured. The sealant is not bonded to the wet marble. It is bonded to the mortar at the back of the joint.
As discussed at the site meeting 9-10-2013 with the Architect, Randy Crawford, City Planner, Andrew Nichols, and Raymond E Kelley, Inc Project Manager, Doug Nieman and mason foreman, Adam Keck 100% of these joints must be properly cut out and repointed. Some areas require up to 2" deep of pointing mortar.

A lift will be provided to access the area during the additional re-pointing. The mortar shall be the Virginia Lime Works BL 150 Standard White as approved at the meeting.

All for the sum of\$7,711.00

Along with this proposal we are requesting a project extension to October 30th 2013.

The time extension is for this change request, the change order number one and the extended lead time required for the specified fountain equipment. This proposal does not include enclosing the work areas and providing temporary heat for the extended time period. Thank you. Doug Nieman

Payment to be made as follows: NET 30	Tax Status Exempt XX Capital Improvement Repair	ADDENDUMS NOTED: None
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All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Worker's Compensation Insurance.	Authorized Signature _____ Doug Nieman Douglas L. Nieman Project Manager
	Note: This proposal may be withdrawn by us if not accepted within 30 days.

Subject: RE: Flower
From: Doug Nieman <DNieman@REKELLEY.COM>
Date: 9/17/13 2:49 PM
To: Randy Crawford <rcrawford@crawfordstearns.com>

Randy

The panels below the cornice with the lettering should probably be done 100% as well, then they are done and tight.

The other panels below the cornice we shall complete as required per the base bid.

The credit for the drainage along the fence is \$3,075.00.

The net change amount will be \$4,636.00

Thank you,

Doug Nieman

Douglas L. Nieman
Raymond E. Kelley, Inc.
50 Johnston Street, Bldg. A
Seneca Falls, NY 13148
PH: 315-568-0982
FX: 315-568-0983
Cell: 716-818-0321

From: Randy Crawford [mailto:rcrawford@crawfordstearns.com]
Sent: Tuesday, September 17, 2013 12:39 PM
To: Doug Nieman
Cc: Andrew Nichols
Subject: Flower

Can you get back to me about the actual extent of work included in your proposed "cornice" extra? Also need to know what the credit would be for deleting the drainage along the fence.

I'm in and out this afternoon then gone for two days but would like to get this info in front of the City for their consideration to avoid delays.

Thanks.

Randy

--
Randall T. Crawford
Crawford & Stearns / Architects and Preservation Planners
134 Walton Street / Syracuse, New York 13202
PH 315-471-2162 / FX 315-471-2965

Res No. 7

October 1, 2013

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Authorizing Re-adoption of the FY 2013-14 General and Library Fund Budgets

Included in tonight's agenda was a change order with Raymond E. Kelley, Inc. in the amount of \$4,636 for the Flower Memorial library masonry restoration and fountain construction project. As this project is being funded with current financial resources and not from the issuance of debt or a grant, City Council needs to consider re-adopting the Fiscal Year 2013-14 General and Library Fund Budgets to appropriate the additional funds necessary to cover the change order.

FY 2012-13 Capital Budget – Masonry restoration	\$200,000
FY 2012-13 Capital Budget – Fountains restoration	50,000
FY 2012-13 General and Library Funds Re-adoption (approved 6/3/13)	31,350
FY 2013-14 General and Library Funds Re-adoption (approved 8/19/13)	<u>17,700</u>
Total	<u>\$299,050</u>

Crawford & Stearns – Architects	\$ 25,850
Archers Contracting – Attic debris removal	2,100
Raymond E. Kelley Building Restoration and Specialty Contractors	
- Base contract	253,400
- Change order No. 1	17,700
- Change order No. 2	<u>4,636</u>
-	

Total	<u>\$303,686</u>
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Funding shortfall	<u>(\$ 4,636)</u>
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RESOLUTION

Page 1 of 2

Readopting Fiscal Year 2013-14
General and Library Fund Budgets

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

Introduced by

WHEREAS on May 20, 2013 the City Council passed a resolution adopting the Budget for Fiscal Year 2013-14, of which \$41,021,635 was appropriated for the General Fund and \$1,301,973 was appropriated for the Library Fund, and

WHEREAS on August 19, 2013 the City Council re-adopted the General Fund and Library Fund Budgets to increase appropriations by \$17,700 to pay the increased costs of the Library masonry restoration and fountain construction project, and

WHEREAS on October 7, 2013 the City Council approved change order number two with Raymond E. Kelley, Inc. in the amount of \$4,636 for the Flower Memorial library masonry restoration and fountain construction project creating a project funding shortfall of \$4,636, and

WHEREAS the Flower Memorial library masonry restoration and fountain construction project is being funded with current financial resources and not through the issuance of debt,

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York that the total amount of \$4,636 is hereby transferred and appropriated from and to the following accounts for FY 2013-14:

<u>Expenditures</u>		
A.1990.0430	Contingency	(\$ 4,636)
A 9512.0900	Transfer to Library Fund	\$ 4,636
Total		<u>\$ -</u>

And,

RESOLUTION

Page 2 of 2

Readopting Fiscal Year 2013-14
General and Library Fund Budgets

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.
Total

YEA	NAY

BE IT FURTHER RESOLVED by the City Council of the City of Watertown, New York that it hereby re-adopts the Library Fund Budget for Fiscal Year 2013-14 in the total amount of \$1,324,309 and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that the following adjustments be included in the re-adopted Library Fund Budget:

<u>Revenues</u>		
L.0000.5031	Inter-fund Transfer	<u>\$ 4,636</u>
	Total	<u>\$ 4,636</u>
 <u>Expenditures</u>		
L 9950.0900	Transfer to Capital Projects Fund	<u>\$ 4,636</u>
	Total	<u>\$ 4,636</u>

Seconded by

Res No. 8

September 30, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Authorizing Application of “Adopting Healthy Habits Mini-Grant”
Through Cornell Cooperative Extension

The Parks and Recreation Department is seeking Council approval to apply for a mini-grant from Cornell University Cooperative Extension. This funding opportunity is in the amount of \$1,956.00 and does not require any matching funds from the City. As stated in Superintendent Erin Gardner’s attached report, if approved, this grant will allow the Parks and Recreation Department to continue the Club Vortex, a new running program that promotes exercise, healthy eating and good citizenship.

A resolution is attached for Council consideration authorizing Superintendent Gardner to sign and submit the grant application on behalf of the City of Watertown by October 11, 2013.

RESOLUTION

Page 1 of 1

Authorizing Application for "Adopting Healthy Habits Mini-Grant" Through Cornell Cooperative Extension

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the Cornell University Cooperative Extension is accepting applications for funding through October 11, 2013, and

WHEREAS the City of Watertown Parks and Recreation Department has prepared an application that meets the intended purpose of this grant, which will allow the department to fund a running program that promotes exercise, healthy eating and good citizenship, and

WHEREAS the application, in the amount of \$1,956.00, does not require any matching funds from the City,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the Parks and Recreation Department to submit a grant application in the amount of \$1,956.00 to the Cornell University Cooperative Extension, and

BE IT FURTHER RESOLVED that Parks and Recreation Superintendent Erin Gardner is hereby authorized and directed to execute the grant application on behalf of the City of Watertown.

Seconded by

September 30, 2013

To: Sharon Addison, City Manager

From: Erin E. Gardner, Superintendent of Parks and Recreation

Subject: Mini Grant Application

It is the goal of the Parks and Recreation Department to offer recreational programs that will encourage a healthy lifestyle. The Parks and Recreation Department is requesting permission to apply for the "Adopting Healthy Habits Mini-Grant" through Cornell Cooperative Extension. The amount that will be requested is \$1,956.00. If permitted to apply and granted the money, the Parks and Recreation Department would be able to continue the Club Vortex, a new running program that promotes exercise, healthy eating and good citizenship.

Cornell University Cooperative Extension
Adopting Healthy Habits Mini-Grant Application

Part I: Applicant Information

- Organization: City of Watertown Parks and Recreation Department
Contact: Celia Cook
Address: 600 Wm. T. Field Dr., Watertown, New York 13601
Phone: 315.785.7763
Fax: 315.785.7776
Email: ccook@watertown-ny.gov
Mission & Audience Serve: The City of Watertown Parks & Recreation Department mission is to provide safe, enjoyable & engaging recreational programs to the residents of Watertown and surrounding areas. We strive to offer a broad spectrum of programs to encourage participation from all ages, interests and socioeconomic backgrounds. We make every effort possible to offer our programs at little to no cost.

Part II: Project Description

1. Club Vortex – Outdoor Youth Running Club, will expand access to physical activity opportunities for community residents.
2. Club Vortex will foster safe, non-competitive, physical activity through fun exercises and challenging activities that will build strength, endurance, confidence and overall wellness for its participants. The group will meet twice a week for 45 minutes for 6 weeks. During each meeting there will be 10 minutes of program discussion, 5 minute warm-up, 10 minutes of physically engaging game or activity, 12-15 of running activity, 5 minute cool down and wrap up.
Club Vortex will also incorporate education to promote healthy nutrition through increased consumption of vegetable and fruits. To carry this message on outside of the classroom, each participant is given a certain number of O.M.G. (Oh My Goodness) cards at the beginning of the program and encouraged to fill out a card each week and share with the group when they have made a good nutritional choice. It could be trying a new fruit or vegetable or giving up soda for a week.
Club Vortex will also add another level that encourages good citizenship with the “T.A.G. (Together Always Giving) - You’re it” card. This card is used to promote Random Acts of Kindness. The goal is for each participant to pass this card on with a Random Act of Kindness in hopes that it will be passed on indefinitely with Random Acts of Kindness throughout the region and beyond.
Club Vortex’s target group will be school age children, but the program could easily be modified to include adults.
3. **Measurable-** Club Vortex participants are taught to take pride in their accomplishments for every run. Participants will be encouraged to gradually increase their distance or to

increase their speed of previous runs. O.M.G. cards will also be collected weekly and participants will be encouraged to submit a completed card weekly. Time trials will be completed periodically throughout the 6 weeks to see how runners are progressing. At the end of the 6 weeks a 3 kilometer walk/run will be held for participants and their families.

Attainable- The best feature of Club Vortex is that it is attainable for all fitness levels. Whether a child is athletic or suffers from childhood obesity, they can work at a level they are comfortable with and build up to an attainable goal from there. The physical activities are designed to allow each participant the opportunity to adapt it to their own physical fitness level and ability. There are also factors brought into the program that are easily attainable for everyone, the O.M.G. & T.A.G. cards, allow each participant to feel accomplishment and pride throughout the program even if they are struggling with the physical aspect it.

Realistic - Club Vortex allows children to learn to enjoy a physical activity that can easily be a lifelong fitness activity. All that is required are sneakers and one can run for wellness throughout their lifetime. Personal goals can be set and sought after depending on individual drive. Additionally, learning to enjoy and be a good runner provides children who are interested in organized sports an advantage with many of the skills needed to be successful in their chosen sport.

Part III: Sustainability

1. This program will be able to continue after the funding has been spent by adopting it into future Parks and Recreation budget. Successful programs that provide positive recreational opportunities for the community are strongly supported by parks & recreation superintendent, city manager and council members.
2. The City of Watertown is continuously in contact with the community to create awareness for programs available. This is done in a variety of ways, through our website, social media, press releases, interviews, email and word of mouth.

Part IV: Timeline of Implementation

- 8 weeks prior to start date
 1. Interview instructors for Club Vortex.
 2. Look at possible facilities for the program.
- 7 weeks prior to start date
 1. Secure facility for Club Vortex meeting place that has adequate areas for runs and drills.
 2. Map out safe running courses in the area and area for final 3k run.
 3. Secure instructor(s)

- 6 weeks prior to start date
 1. Meet with instructors to discuss program, scheduling, expectations and complete necessary paperwork for instructors.
 2. Create flyer & distribute to schools, email contacts, post on facebook, city website & send out a press release.
 3. Open on-line and in office registration for Club Vortex.
- 5 weeks prior to start date
 1. Order material needed for program activities, incentives & awards.
 2. Reach out to community groups or businesses that may be interested in assisting with incentive opportunities to reward accomplishments.
- 4 weeks prior to start date
 1. Monitor registrations and adjust materials needed accordingly. If registration is slower than expected contact media to request a story or interview to promote Club Vortex.
- 3 weeks prior to start date
 1. Contact instructors to make sure they are all set for the start date.
- 2 weeks prior to start date
 1. Collect any community rewards that may be donated as incentives or rewards for accomplishments.
 2. Check on facility to make sure it is all set & resolve any possible issues.
 3. Meet with instructor(s) at meeting location to review program and distribute material needed. Show where the safe running courses and areas for the drills & relays will take place. Discuss safety in regards to using the facility.
- 1 week prior to start date
 1. Review all aspects of the program to be sure everything is ready for start date.
 2. Registration closes.
 3. Print any material needed, roster, safety handouts, O.M.G. & T.A.G. cards, name tags.
- Less than week prior to start date
 1. Send out an email to all participants welcoming them to Club Vortex, reminding them of the date, time & location of first meeting and to wear proper clothing & sneakers.
- Start date
 1. Go to facility and be sure enough program materials are set up and ready for the first meeting. Including water jug & cups and 2 first aid kits, one for facility, one to take on runs.
 2. Walk through courses that will be run that week & be sure there are no hazards.

- On going throughout program
 1. Go to facility and be sure all program materials are set up and ready for the group and that water and first aid supplies are always on hand.
 2. Walk through courses that will be run that week & be sure there are no hazards.
 3. Track attendance and progress of participants.

Part V – Evaluation

Evaluation postcard will be handed out to the participants on the last meeting. It will include basic questions; i.e. What did you like best about Club Vortex? What did you like least about Club Vortex? What can we do to make Club Vortex better for you? You're your age?

Evaluations will also be emailed to the parent/guardians of each participant. See attached Program Evaluation Form.

Budget VI – Budget

Instruction for proper and safe implementation of program in a fun and positive manner. Two instructors at \$18/hr each for approximately 18-20 hours. Approximately \$360 per instructor.

- **Total Instruction cost = \$720**

Equipment will be used during each meeting to set up exciting physical activities for the participants to complete: 20 cones @ \$2.25/ea, 2- training ladders @ \$46/ea, 12 speed rings \$18/set, 10 small hurdles @ \$12/ea, 2 Resistance Parachutes @ \$60/ea

- **Total Equipment cost = \$395**

Program materials will be used to ensure participants are safe and to provide them with a sense of achievement and completion of designated tasks: 2- first aide kits @ \$12/ea, T.A.G. & O.M.G. cards, \$50, t-shirts 30 @ \$7/ea, water bottles 30 @ \$3/ea

- **Total Materials cost = \$374**

3K Race Day Supplies will be used to create a safe and visually exciting race course for the kids and their families and to ensure they are properly nourished and hydrated before & after the race: Racing bibs with # \$55, course flags \$14 for 100pack, pennant flags for course & start & finish line, 6 @ \$8/ea, pre and post race refreshments \$150.

Race Day Medals, 25 @ \$8/ea

- **Total 3K Race Supplies cost = \$467**

Total Cost for Club Vortex Outdoor Youth Running Club = \$1956.00

✎ Thank you for your consideration.



Application Instructions (please read carefully):

Cornell Cooperative Extension (CCE), in partnership with the Northern New York Community Foundation, is offering \$9,000 to fund 5-15 mini-grant awards. Based on the need identified and the scope of work proposed, funding for each award can range between a few hundred dollars up to \$2,000. Applicants must be located in or serve audiences in Jefferson, Lewis or St. Lawrence Counties. This funding seeks to foster policy and environmental changes to address the following needs:

- 1) Increase access to vegetables and fruits for community residents.** Individual proposals addressing this need cannot exceed \$2,000.
- 2) Expand access to physical activity opportunities for community residents.** Individual proposals addressing this need cannot exceed \$2,000.

Awards will be reviewed by Adopting Healthy Habits (AHH) coalition members. The Northern New York Community Foundation reserves the right to make final determinations.

Awards will be evaluated on feasibility, sustainability, and relevance to healthy nutrition and physical activity. ***Proposals must indicate how the funds requested will lead to policy and environmental changes to foster healthy choices in the targeted audience.***

Important Dates: Applications must be received by **October 11, 2013**. Notification of funding will be provided by January 10, 2014. Funds must be expended by December 15, 2014. Midterm reports will be due July 14, 2014 and final reports will be due December 15, 2014. Applications can be accessed electronically at:

- www.ccejefferson.org
- www.cceslc.com
- www.blogs.cornell.edu/ccelewis/

Send completed applications to arr27@cornell.edu or Cornell Cooperative Extension Association of Jefferson County, 203 North Hamilton Street, Watertown, NY 13601. For questions contact Amanda Root at 788-8450 ext. 273 or arr27@cornell.edu.

Requirements:

- A meeting with an AHH representative prior to being funded to clarify grant review committee questions
- Generation of a media contact or story (for example a letter to the editor, submitting a picture, a news interview, etc.)
- Midterm and final data reporting



Provide a typed application that includes the following information.
Total application is not to exceed 5 pages.

Part I:

Applicant Information

Name of Organization:

Contact:

Address:

Phone:

Fax:

Email:

Describe your organization's mission and the audience you serve:

Part II:

Project Description (40 points)

1. Identify which need your project will address. (Double click on the box to add a check mark)
 - Increase access to vegetables and fruits for community residents.**
 - Expand access to physical activity opportunities for community residents.**
2. Give a description of your project including how you plan to address your identified need (above) and your intended audience.
3. **Project Implementation.** Describe, using SMART objectives, (Specific, Measurable, Attainable, Realistic, and Time-bound) how your project's goals will address the need identified above and how your project will address policy and practice changes to make healthy choices easier. (Maximum of 3 objectives)

Part III:

Sustainability (20 points)

1. How will this project continue after the funding has been spent?
2. What policy/practice/environmental change will ensure sustainability?

Part IV

Timeline for Implementation (10 points)

Please describe timeline and milestones.

Part V

Evaluation (10 points)

How will you evaluate your project?

Part VI

Budget (20 points)

Complete a detailed budget with narrative describing how the funds will be used to achieve the objectives.

Res No. 9

January 15, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Approving Change Order No. 3 to Agreement,
Hyde-Stone Mechanical Contractors, Inc.

On June 4, 2012, the City Council accepted a bid submitted by Hyde-Stone Mechanical Contractors, Inc. for installation of pre-purchased HVAC equipment at the Flower Memorial Library and City Hall, per City specifications, in the amount of \$431,461. On October 1, 2012, City Council approved Change Order No. 1 in the amount of \$42,383 for additional work bringing the total to \$473,844. On January 22, 2013, City Council approved Change Order No. 2 in the amount of 37,964 for additional work for piping the 37 heat pumps bringing the total contract amount to \$511,808.

City Engineer Kurt W. Hauk has now submitted Change Order No. 3 to this contract reducing the amount of \$19,867, which if approved, will bring the final contract amount to \$491,941. As stated in Mr. Hauk's attached report, this Change Order closes out the project.

A resolution approving Change Order No. 3 to the contract with Hyde-Stone Mechanical Contractors, Inc. has been prepared for City Council consideration.

RESOLUTION

Page 1 of 1

Approving Change Order No. 3 to Agreement,
Hyde Stone Mechanical Contractors, Inc.

Introduced by

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

WHEREAS on June 4, 2012, the City Council of the City of Watertown approved a bid submitted by Hyde-Stone Mechanical Contractors, Inc., in the amount of \$431,461 for the installation of pre-purchased HVAC equipment at the Flower Memorial Library and City Hall, per City specifications, and

WHEREAS on October 1, 2012, City Council of the City of Watertown approved Change Order No. 1 to the contract for an additional charge of \$42,383, bringing the contract amount of \$473,844, and

WHEREAS on January 22, 2013, City Council of the City of Watertown approved Change Order No. 2 to the contract for an additional charge of \$37,964, bringing the contract amount of \$511,808, and

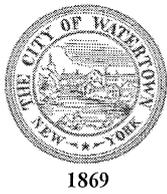
WHEREAS City Engineer Kurt W. Hauk has submitted the Change Order No. 3 to that contract for consideration by the City Council, and

WHEREAS Change Order No. 3 results in a reduction charge of \$19,867, bringing the contract amount to \$491,941,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown approves Change Order No. 3 to the contract with Hyde-Stone Mechanical Contractors, Inc., for the installation of pre-purchased HVAC equipment at the Flower Memorial Library and City Hall, per City specifications, in the reduced amount of \$19,867, a copy of which is attached and made a part of this resolution, and

BE IT FURTHER RESOLVED that City Manager Sharon Addison is hereby authorized and directed to execute the Change Order documents on behalf of the City of Watertown.

Seconded by



CITY OF WATERTOWN
ENGINEERING DEPARTMENT
MEMORANDUM

DATE: 1 October 2013

TO: Sharon Addison, City Manager

FROM: Kurt Hauk, City Engineer

SUBJECT: Change Order #3 to City Hall and Flower Library HVAC Contract

Enclosed is Change Order #3 for the City Hall and Flower Library HVAC Installation Project. It is a deduct change order in the amount of \$19,867. The total contract amount will now be \$491,941.

The change order includes \$6,692 to install pipe wrapping for the hot gas piping, and it zero's out the steel design and construction allowances. It results in a net decrease to the project of \$19,867.

This change order sets the final contract amount and closes out the project.

Please prepare a resolution for Council consideration. A copy of Change Order #3 is enclosed. The originals are on file and will be forwarded for signature upon approval.

Cc Jim Mills, Comptroller
Amy Pastuf, Purchasing Manager

Change Order

No. 3

Date of Issuance: September 26, 2013

Effective Date: October 7, 2013

Project: HVAC Installation City Hall & Flower Memorial Library	Owner: City of Watertown, NY	Owner's Contract No.:
Contract: HVAC Installation City Hall & Flower Memorial Library		Date of Contract:
Contractor: Hyde-Stone Mechanical Contractors		Engineer's Project No.:

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

Description: Addition of \$6,692.00 for sound insulation on the chiller and hot gas piping.

Delete the Bid Alternates No. 2 & No. 3 for the Maintenance contracts for a credit of \$14,980.00.

Credit of \$11,579.00 for the steel design and construction allowances for monies not spent. 0

Attachments: See attached letter dated June 27, 2013 from Hyde-Stone Mechanical.

CHANGE IN CONTRACT PRICE:	CHANGE IN CONTRACT TIMES:
Original Contract Price: \$ <u>431,461.00</u>	Original Contract Times: <input type="checkbox"/> Working days <input type="checkbox"/> Calendar days Substantial completion (days or date): Ready for final payment (days or date): _____
Increase from previously approved Change Orders No.1 \$ <u>80,347</u>	[Increase] [Decrease] from previously approved Change Orders No. _____ to No. _____: Substantial completion (days): _____ Ready for final payment (days): _____
Contract Price prior to this Change Order: \$ <u>511,808.00</u>	Contract Times prior to this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Decrease of this Change Order: \$ <u>19,867</u>	[Increase] [Decrease] of this Change Order: Substantial completion (days or date): _____ Ready for final payment (days or date): _____
Contract Price incorporating this Change Order: \$ <u>491,941.00</u>	Contract Times with all approved Change Orders: Substantial completion (days or date): _____ Ready for final payment (days or date): _____

RECOMMENDED:	ACCEPTED:	ACCEPTED:
By: _____ Engineer (Authorized Signature)	By: _____ Owner (Authorized Signature)	By: <u>Jay Stone</u> Contractor (Authorized Signature)
Date: _____	Date: _____	Date: <u>10/1/13</u>
Approved by Funding Agency (if applicable): _____		Date: _____

June 27, 2013

City of Watertown
Suite 305, City Hall
245 Washington Street
Watertown, NY 13601

ATTN: Mr. Kurt Kauk
City Engineer



Gentlemen:

We are pleased to submit our proposal to furnish and install B-20 sound lagging over the factory installed sound compressor boxes.

TWO THOUSAND ONE HUNDRED NINETY NINE DOLLARS...\$2,199.00

Our proposal to apply the B-20 sound lagging on the two (2) 2-5/8" hot gas lines from the discharge of compressor to the underside of second floor:

FOUR THOUSAND FOUR HUNDRED NINETY THREE DOLLARS....\$4,493.00

If you have any questions, please feel free to call at (315) 788-1300, ext. 224.

Very truly yours,

HYDE-STONE MECHANICAL CONTRACTORS, INC.


Jay Stone

JS:maf

September 30, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Finding That the Maple Court Apartments Renovation and Community Building Construction Will Not Have a Significant Impact on the Environment

The City Council has a request before it to amend Planned Development District #3 to allow the construction of a community building. The environmental review process pursuant to the State Environmental Quality Review Act (SEQRA) must be completed before the Council may make a decision on the request.

This is an Unlisted Action, but the applicant has requested that a coordinated review be undertaken. The other Involved Agencies have concurred with the City Council acting as the Lead Agency.

While the City Council only has approval authority over the construction of the community building, the whole project also includes the renovation of the existing apartments, so that should be kept in mind when making the SEQRA determination.

The City Council must complete Part II, and Part III if necessary, of the Short Environmental Assessment Form. The resolution prepared for City Council consideration states that the Maple Court project will not have a significant impact on the environment.

RESOLUTION

Page 1 of 2

Finding that the Maple Court Apartments Renovation and Community Building Construction Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Council must evaluate all proposed actions submitted for its consideration in light of the State Environmental Review Act (SEQRA), and the regulations promulgated pursuant thereto, and

WHEREAS the City Council has before it a request to amend Planned Development District #3 to allow the construction of a community building at Maple Court Apartments, 540 Keiff Drive, thereby making the City Council an Involved Agency, and

WHEREAS the City Council has determined that this project will constitute an Unlisted Action as that term is defined by 6NYCRR Section 617.2, and

WHEREAS a Coordinated Review was initiated, with all other Involved Agencies responding that they concur with the City Council acting as the Lead Agency for the environmental review of this project, and

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

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that:

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed actions with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known, and the renovation of Maple Court Apartments and the construction of a community building will not have a significant impact on the environment.

October 7, 2013

RESOLUTION

Page 2 of 2

Finding that the Maple Court Apartments Renovation and Community Building Construction Will Not Have a Significant Impact on the Environment

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

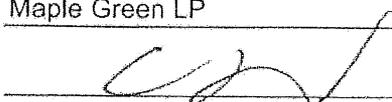
2. The Mayor of the City of Watertown is authorized to execute the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

Seconded by

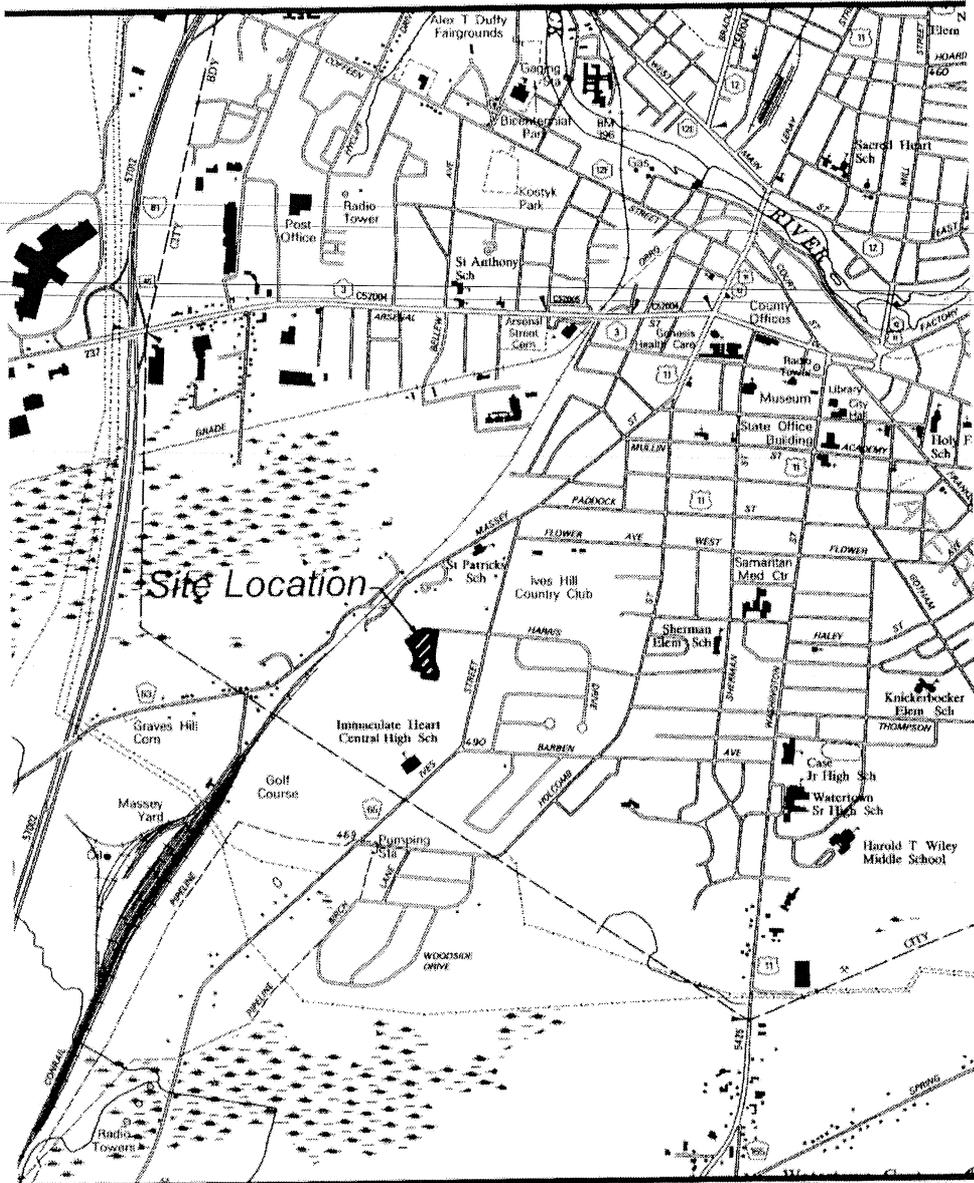
SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR Maple Green LP	2. PROJECT NAME Maple Court Apartments
3. PROJECT LOCATION: Municipality <u>Watertown</u> County <u>Jefferson</u>	
4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map) <u>540 Kieff Drive, Watertown, NY</u>	
5. IS PROPOSED ACTION: <input type="checkbox"/> New <input type="checkbox"/> Expansion <input checked="" type="checkbox"/> Modification/alteration	
6. DESCRIBE PROJECT BRIEFLY: Existing 92 unit affordable rental property will be renovated. The property will remain 92 units and will remain affordable. A new community building of @4,000 sq. ft will be added to the site.	
7. AMOUNT OF LAND AFFECTED: Initially <u>4.020</u> acres Ultimately <u>4.020</u> acres	
8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS? <input type="checkbox"/> Yes <input type="checkbox"/> No If no, describe briefly	
9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT? <input checked="" type="checkbox"/> Residential <input type="checkbox"/> Industrial <input type="checkbox"/> Commercial <input type="checkbox"/> Agriculture <input type="checkbox"/> Park/Forest/Open Space <input type="checkbox"/> Other Describe: <u>Multifamily condominium and rental properties are adjacent to the site.</u>	
10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <u>NYS DHCR Housing Trust Funds, LIHTC</u>	
11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, list agency(s) and permit/approvals <u>permitted & built 1970</u>	
12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE	
Applicant/sponsor name: <u>Maple Green LP</u>	Date: <u>08/20/2013</u>
Signature: <u></u>	

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment



ENGINEERING
 AUG 23 2013
 WATERTOWN, NEW YORK

NYSOT Quadrangle
 Watertown, New York



ENGINEERING DESIGN
 AUG 23 2013
 WATERTOWN, NEW YORK

tat |
 the architectural team

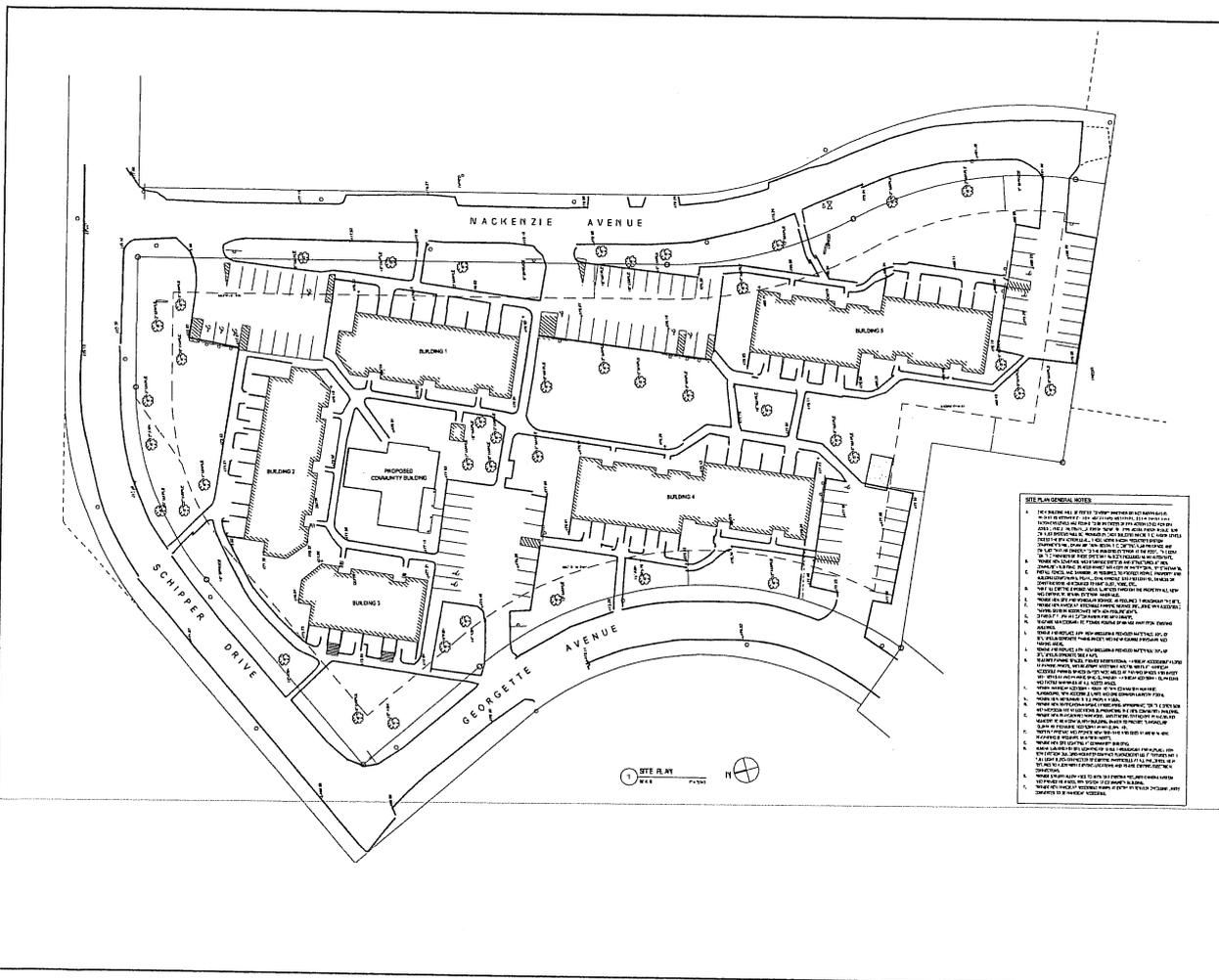
The Architectural Team, Inc.
 50 Commandant's Way at Admiral's Hill
 Chelsea MA 02 150
 T 617.884.4422
 F 617.884.4329
 www.architecturalteam.com
 800.928.the.architectural.team, inc.

Consultant:
 Revision:
 Architect of Record:

XXX
 NOT FOR CONSTRUCTION
 Drawn: JN
 Checked: PR
 Scale: AS NOTED
 Key Plan:

Project Name:
MAPLE COURT APARTMENTS
 540 Kieff Drive,
 Watertown, NY.
 Sheet Name:

SITE PLAN
 Project Number:
 12181
 Issue Date:
 January 7, 2013
 Sheet Number:
A1.00



SITE PLAN GENERAL NOTES

1. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
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19. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.
20. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE SPECIFIED.

Thursday, August 22, 2013 3:52:57 AM
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NEW YORK ENGINEERING DEPT.
AUG 23 2013
WATERTOWN, NEW YORK

NO DEVIATION FROM THE CONTRACT PLANS AND SPECIFICATIONS CAN BE MADE UNTIL A REQUEST FOR CONSTRUCTION CHANGE, HUD FORM 92437 HAS BEEN SUBMITTED AND APPROVED.

Arch	
Owner	
Confr	
Band	

tat |
the architectural team

The Architectural Team, Inc.
50 Commandant's Way at Admiral's Hill
Chelsea MA 02110
T 617.885.4422
F 617.884.4329
www.architecturalteam.com
©2012 The Architectural Team, Inc.

Consultant: _____

Revision: _____

Architect of Record: _____

XXX
NOT FOR CONSTRUCTION

Drawn: _____

Checked: _____

Scale: _____

Key Plan: _____

Project Name:
MAPLE COURT APARTMENTS

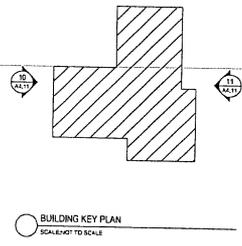
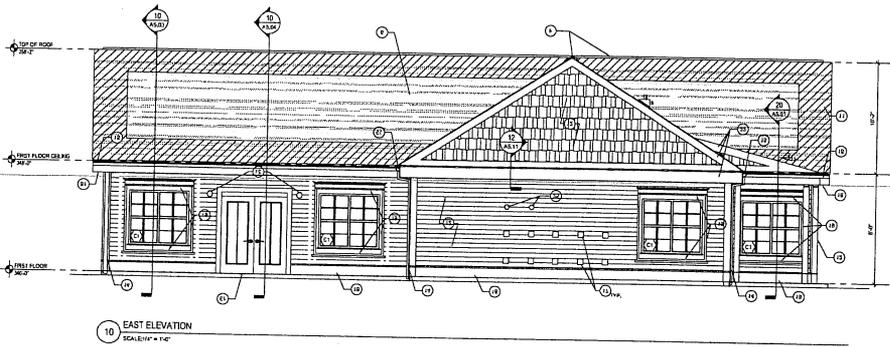
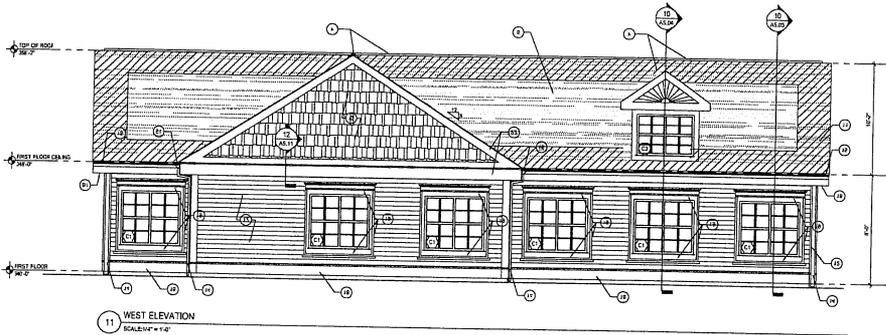
540 Kieff Drive,
Watertown, NY.

Sheet Name: _____

Project Number:
12181

Issue Date:
Dec. 2012

Sheet Number: _____



Thursday, August 22, 2013 10:51:18 AM
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CITY ENGINEERING DEPT.
AUG 23 2013
WATERTOWN, NEW YORK

NO DEVIATION FROM THE
CONTRACT PLANS AND
SPECIFICATIONS CAN BE
MADE UNTIL A REQUEST FOR
CONSTRUCTION CHANGE,
HUD FORM 92437 HAS BEEN
SUBMITTED AND APPROVED.

Arch	
Owner	
Confr	
Band	

tat |
the architectural team

The Architectural Team, Inc.
50 Commodore's Way at Admin's Hill
Chelsea, MA 02110
T 617.869.4422
F 617.894.4329
www.architecturalteam.com
©2008 The Architectural Team, Inc.

Consultant:

Revision:

Architect of Record:

XXX
NOT FOR CONSTRUCTION

Drawn:

Checked:

Scale:

Key Plan:

Project Name:

MAPLE COURT
APARTMENTS

540 Kieff Drive,
Watertown, NY.

Sheet Name:

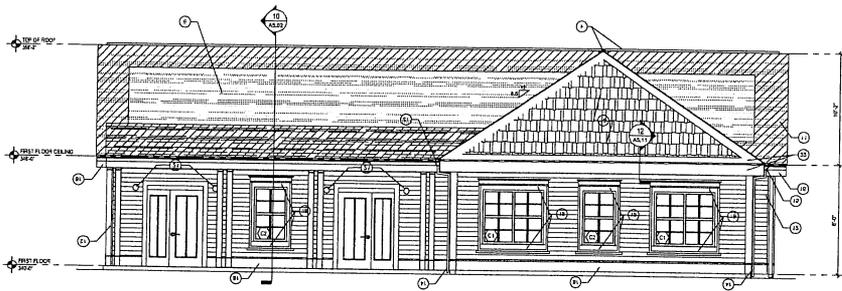
Project Number:

12181

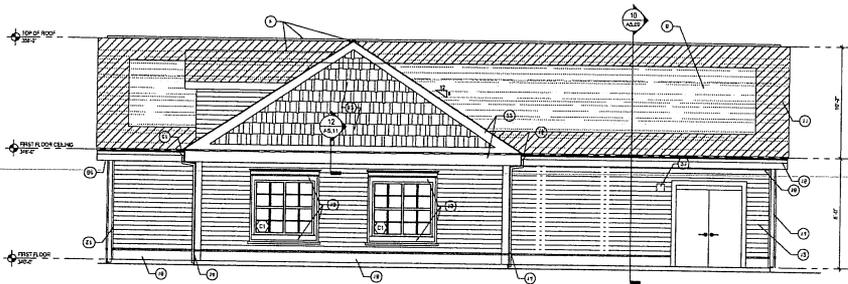
Issue Date:

Dec. 2012

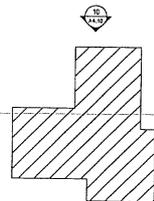
Sheet Number:



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



10 SOUTH ELEVATION
SCALE: 1/8" = 1'-0"



BUILDING KEY PLAN
SCALE: TO SCALE

A. DOES ACTION EXCEED ANY TYPE I THRESHOLD IN 6 NYCRR, PART 617.12?

If yes, coordinate the review process and use the FULL EAF.

Yes No

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.

Yes No

C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)

C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:

C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:

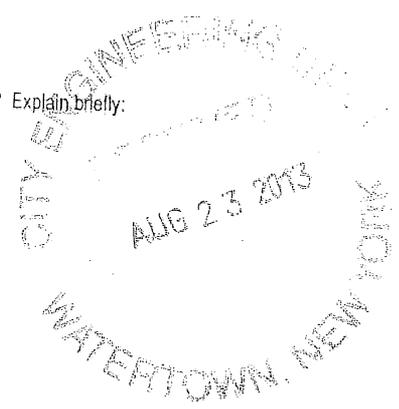
C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:

C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:

C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:

C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:

C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:



D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?

Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?

Yes No If yes, explain briefly

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

Check this box if you have identified one or more potentially large or significant adverse impacts which MAY occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.

Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action WILL NOT result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from responsible officer)

Date

Return to:

Kenneth A. Mix, Planning & Community Development Coordinator
City of Watertown
245 Washington Street, Suite 302
Watertown, NY 13601

kmix@watertown-ny.gov

Development Authority of the North Country hereby concurs with the City of Watertown's assumption of Lead Agency status for the purpose of the environmental review, pursuant to the State Environmental Quality Review Act, for the proposed Maple Court Apartments Renovation Project.

Name:

James W. Wright

Signature:

James W. Wright

Title:

Executive Director

Date:

9/26/13

Return to: Kenneth A. Mix, Planning & Community Development Coordinator
City of Watertown
245 Washington Street, Suite 302
Watertown, NY 13601

kmix@watertown-ny.gov

NYS HTFC hereby concurs with the City of Watertown's assumption of Lead Agency status for the purpose of the environmental review, pursuant to the State Environmental Quality Review Act, for the proposed Maple Court Apartments Renovation Project.

Name:

Heather Spitzberg

Signature:

Heather Spitzberg

Title:

Director, Environmental Analysis Unit

Date:

9/26/13

Res No. 11

October 1, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Authorizing Submission of an Application for a 2013 Small Cities
Community Development Block Grant

We have heard that the Notice of Funding Availability for the Small Cities Community Development Block Grant program may be issued by NYS Office of Community Renewal in October. This will be the last year that Watertown will be eligible for the Small Cities program, because we will be an Entitlement Community in 2014.

A public hearing on the application has been scheduled for Monday, October 7, 2013, at 7:30 p.m. Attached is a copy of the information that will be provided at the public hearing, including a description of the program proposed for the application. I will be available to give a short presentation on the information at the beginning of the public hearing and to answer any questions the public may have.

The proposal for this year's application is what was described at the City Council's March 11, 2013 work session. The funds will be used for a city-wide housing rehabilitation program. Owner-occupied and rental units will be eligible.

A resolution has been prepared for City Council consideration that authorizes the submission of an application as described above. The resolution may be voted on after the public hearing.

October 7, 2013

RESOLUTION

Page 1 of 1

Authorizing Submission of an Application for a 2013
Small Cities Community Development Block Grant

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS Federal grants are available from NYS Office of Community Renewal to support local community development activities which are undertaken by eligible municipalities, and

WHEREAS the City of Watertown is eligible to apply for Community Development Block Grant (CDBG) funding in the 2013 application round, and

WHEREAS it has been determined that funding should be used for a program to promote rehabilitation of existing substandard homes and apartments throughout the City, and

WHEREAS this proposal has been considered at a public hearing conducted by the City Council on October 7, 2013,

NOW THEREFORE BE IT RESOLVED that the Mayor, Jeffrey E. Graham, is authorized to sign and submit an application for Small Cities Community Development Block Grant Funding through the 2013 application process, and

BE IT FURTHER RESOLVED that the Mayor is authorized to sign all agreements, certifications and other documents required to complete the application and to accept grants and administer the programs that are proposed for this funding.

Seconded by

CITY OF WATERTOWN
Community Development Plan

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The City of Watertown has been active in the Community Development Block Grant Program for more than 30 years. Applications have been submitted every year since the program was created in 1978. Twenty-six of them have been successful, generating more than \$12 Million of federal grant funding to support local community development activities in the city, as follows:

1979,1980,1981	3-Year Comprehensive Program	\$1,550,000
1982	Single Purpose Public Facilities Improvements	\$478,588
1983 Jobs Bill	Single Purpose Economic Development	\$150,500
1983/1984	Comprehensive Program	\$1,000,000
1985	Comprehensive Program	\$600,000
1986	Single Purpose Housing Rehabilitation	\$400,000
1987	Comprehensive Program	\$600,000
1988	Comprehensive Program	\$600,000
1989	Single Purpose Housing Rehabilitation	\$400,000
1990	Single Purpose Public Facilities Improvements	\$400,000
1991	Single Purpose Home Ownership	\$400,000
1994	Single Purpose Home Ownership	\$400,000
1995	Single Purpose Home Ownership	\$400,000
1996	Single Purpose Economic Development	\$600,000
1999	Single Purpose Housing Rehabilitation	\$400,000
2000	Single Purpose Housing Rehabilitation	\$400,000
2002	Comprehensive Program (Emerson Place Redevelopment)	\$750,000
2003	Public Facilities Related to the Emerson Place Redevelopment	\$170,500
2004	Single Purpose Housing Rehabilitation	\$400,000
2005	Single Purpose Home Ownership	\$400,000
2006	Single Purpose Housing Rehabilitation	\$200,000
2007	Comprehensive Program (Franklin Building Redevelopment)	\$650,000
2008	Rental Rehabilitation & Downtown Apartments	\$400,000
2009	Rental Rehabilitation & Downtown Apartments	\$400,000
2011	Rental Rehabilitation & Downtown Apartments	\$400,000
2012	Rental Rehabilitation & Downtown Apartments	\$400,000

Most of this funding has been used to support housing rehabilitation, home ownership and other neighborhood revitalization projects; and traditionally those activities were focused in target areas that were designated for each program. That approach focused the available resources in limited areas in order to maximize the impact of the public investment and encourage property owners to invest in additional improvements with their own resources. Lately, these programs have been administered on a city-wide basis in order to make those resources available to the properties where that assistance is needed most.

Economic development activities have been included in several comprehensive programs and supported by the Jobs Bill funding that was received in 1983. A single purpose grant was also received in 1996 to support loans for two local businesses that created new employment opportunities in Watertown.

CDBG funding has also been used to support private redevelopment projects that create new housing and employment opportunities for lower income people in the city. Grants were received in 2002 and 2003 to support the Emerson Place Redevelopment off State Street; and the grant that was received in 2007 was used to support redevelopment of the Franklin Building on Public Square.

CITY OF WATERTOWN
Community Development Plan
2013

CITY-WIDE HOUSING REHABILITATION PROGRAM

This is the last year that the City of Watertown will compete for CDBG funding. In 2014, Watertown will become an “entitlement community” and will receive an annual allocation of CDBG funding that can be used for a broad range of local community development activities.

The application for CDBG funding in 2013 will detail a city-wide housing rehabilitation program to support basic improvements in substandard homes or apartments that are owned or occupied by households that qualify as low or moderate income (80% of the median adjusted by family size). Preference will be given to those applicants with the greatest need based on the condition of their homes or apartments and the limited income of the occupants that is available to address those problems. Two basic kinds of assistance will be offered to all property owners who participate in the program:

Technical Assistance will be provided by staff from Neighbors of Watertown to help owners identify needed improvements and work with contractors who perform this work.

Financial Assistance will be available to cover a portion of the cost of those improvements depending on household income, family size and tenure.

The objective of this program is to support basic improvements in residential properties where the most severe problems and the greatest need are found. Financial assistance will vary based on the income and household size of each property owner, as detailed below:

Owner-Occupants will be eligible for grants and loans to cover the full cost of repairs needed in their homes. Grant eligibility will be determined on a sliding scale based on the family size and household income of each applicant. Loans will be available to cover the balance of the eligible cost at the option of each property owner.

Landlords will be eligible for grants to cover 50% of the cost of eligible improvements in their rental units which are occupied by qualified tenants (income less than 80% of median). Loans will also be available to cover the owner's share of this cost.

Income will be calculated as the total income of all adult members of the household. Eligible improvements will include work necessary to eliminate code violations and complete other necessary repairs identified by the Rehabilitation Coordinator. Several conditions will apply, including:

Recapture - a portion of the grant will be repaid if the property is sold or if the current owner-occupant moves within five years after all improvements are completed.

Affordability - rental units must be occupied by lower income tenants and rents must be affordable for five years after all improvements are completed.

Priority for assistance will be given to owner-occupants with very low fixed income and to properties where severe problems are found to assure that the available funds are used first where they are needed most.

CITY OF WATERTOWN

COMMUNITY DEVELOPMENT PROGRAM

HOUSEHOLD INCOME LIMITS FOR CDBG AND HOME FINANCING ELIGIBILITY

Applicable to non-metropolitan areas in New York State

(Effective December 11, 2012)

<u>Family Size</u>	<u>80% of Median</u> (Eligible)	<u>50% of Median</u> (Priority)
1 Person	\$33,450	\$20,900
2 Person	\$38,200	\$23,900
3 Person	\$43,000	\$26,900
4 Person	\$47,750	\$29,850
5 Person	\$51,600	\$32,250
6 Person	\$55,400	\$34,650
7 Person	\$59,250	\$37,050
8 Person	\$63,050	\$39,450

Income limits for households larger than eight persons are determined by adding \$3,800 (80% of Median) or \$2,350 (50% of Median) for each additional person in the household. These figures are adjusted annually to match the income limits established by the U.S. Department of Housing and Urban Development for the Section 8 Rental Assistance Program.

Source: HUD NOTICE PDR-2013-02 dated December 11, 2012

From: Carol J. Galante

Acting Federal Housing Commissioner

Re: Fiscal Year 2013 Income Limits

for Public Housing and Section 8 Programs

CITY OF WATERTOWN

COMMUNITY DEVELOPMENT PROGRAM

RENT LIMITS FOR APARTMENTS WITH CDBG OR HOME ASSISTANCE
Applicable to Jefferson County in New York State

(Effective October 1, 2012)

<u>Unit Size</u>	<u>Fair Market Rent</u>
0 Bedroom	\$700 / month
1 Bedroom	\$806 / month
2 Bedroom	\$1,048 / month
3 Bedroom	\$1,332 / month
4 Bedroom	\$1,504 / month

The Rent Limits listed above are 100% of the Fair Market Rents (FMR) established by the U.S. Department of Housing and Urban Development for the Section 8 Housing Choice Voucher Program. They apply to gross rents, including shelter rent and the cost of utilities (except telephone) that are paid by the tenant in qualified apartments. These figures are adjusted annually based on Census data updated by random digit dialing (RDD) telephone surveys and set at the 40th percentile of standard quality rental housing in Jefferson County in the State of New York.

For apartments with more than 4 bedrooms, the Rent Limits are calculated by adding 15% to the 4 bedroom Rent Limit for each extra bedroom.

Source: Federal Register, Volume 77, Number 194, October 5, 2012

Res No. 12

September 26, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Trash Rake for the Hydro Electric Plant,
Tuscarora Construction Company, Inc.

The City Purchasing Department advertised for sealed bids for one Trash Rake for the Hydro Electric Plant. As the attached memo from Purchasing Manager Amy M. Pastuf indicates, this new rake will aid in the removal of ice that is inhibiting water flow during the winter months. The City received one bid, and it is the recommendation of Mrs. Pastuf, as well as the Water Department and Engineering Department, that the City Council accept the bid from Tuscarora Construction Company, Inc. as the lowest qualifying bidder.

Acceptance of the attached resolution is contingent upon the approval of the Bond Ordinance to fund the purchase.

Staff will be available at the meeting to answer any questions.

RESOLUTION

Page 1 of 1

Accepting Bid for Trash Rake for the Hydro Electric Plant, Tuscarora Construction Company, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for the Trash Rake for the Hydro Electric Plant, and

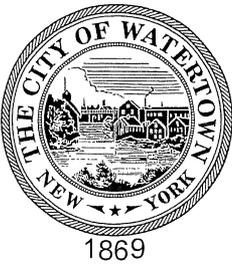
WHEREAS one (1) sealed bid was received and publicly opened and read in the City Purchasing Department on Wednesday, September 25, 2013, at 11:00 a.m., and

WHEREAS the City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Water Department and Engineering Department, and it is their recommendation that the City Council accept the bid submitted by Tuscarora Construction Company, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by Tuscarora Construction Company, Inc. as the lowest qualifying bidder for the Trash Rake for the Hydro Electric Plant, in the amount of \$238,761.00, and

BE IT FURTHER RESOLVED that the approval of this bid is contingent upon the City Council's approval of a bond ordinance in the amount of \$240,000 to cover the expenses associated with this project.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2013-17 – Trash Rake for the Hydro-Electric Plant
DATE: 9/26/2013

The City's Purchasing Department advertised in the Watertown Daily Times on August 28, 2013 calling for sealed bids for one (1) Trash Rake for the Hydro Electric Plant. The new trash rake will aid in the removal of ice that is inhibiting water flow during the winter months. The equipment will be fabricated off site and installed by the contractor. One (1) sealed bid was submitted to the Purchasing Department. The sealed bid was publically opened and read on Wednesday, September 25, 2013 at 11:00 am, local time. The bid tally is provided below.

	Description	Qty.	Tuscarora Construction Company, Inc.
			Unit Price
1	Ashland Trash Rake	1	\$238,761.00

Tuscarora Construction Company, Inc. submitted the only sealed bid.

The bids were reviewed by the Water Department, Engineering and Purchasing Departments to ensure that the bid meets the required specifications. It is recommended that we accept the bid proposal from Tuscarora Construction Company, Inc. for \$238,761.00.

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

Res No. 13

September 27, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Authorizing the Sale of Surplus Hydro Plant Trash Rake

City of Watertown now has a surplus Hydro Plant Trash Rake from the Water Department, should the resolution and bond ordinance be approved this evening.

As stated in the attached report of Purchasing Manager Pastuf, Staff is requesting to dispose of the Trash Rake through advertising in an industry-related publication, as well as creating a bid packet to place on our own website.

A resolution is attached for City Council consideration.

RESOLUTION

Page 1 of 1

Authorizing the Sale of Surplus
Hydro Plant Trash Rake

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

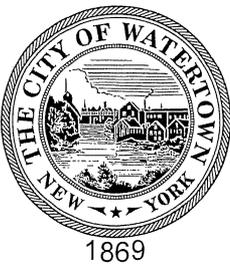
WHEREAS the City of Watertown has a surplus Hydro Plant Trash Rake from Water Departments, and

WHEREAS this item may have some value for a small hydro plant, and

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it hereby authorizes the sale, through advertising in an industry-related publication, as well as creating a bid packet to place on the City of Watertown website, of a surplus Hydro Plant Trash Rake from the Water Department, and

BE IT FURTHER RESOLVED that final acceptance of such bids shall constitute acceptance of the same by the City Council.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
☎(315) 785-7749 📠(315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Surplus Sale of Hydro Plant Trash Rake
DATE: 9/27/2013

The Purchasing Department is requesting City Council's permission to dispose of the Hydro Plant Trash Rake that will be replaced through the purchase and installation of a new model. The replaced rake, a Cross Machine Inc., 3-section, telescoping-type trash rake, may have some value for a small hydro plant, so the Water Department is asking for permission to sell the trash rake through public bid.

As trash rakes are a unique piece of equipment, the department plans to use advertising in an industry-related publication. In addition, the Water and Engineering Departments will create a bid packet to put on our own website that will include camera footage of the trash rake in use. This "commercial" footage should give exposure to would-be bidders out of the area without travel to Watertown.

Thank you for your consideration in this matter.

Copy: Jim Mills, City Comptroller
Michael Sligar, Water Superintendent of Public Works
Jeffrey Hammond, Engineering Department

Res No. 14

September 30, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Accepting Bid for Arena Storage Building,
D.E.W. Builders, Inc.

The City Purchasing Department has advertised and received sealed bids for an Arena Storage Building, per our specifications.

Invitations to bid were issued to Northern New York and Syracuse Builders Exchanges, the Dodge Reports and Empire State Bid System. Twelve (12) sets of bid specifications were sent to area builders with eight (8) sealed bids received and publicly opened and read in the City Purchasing Department on Friday, September 27, 2013, at 11:00 a.m.

City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Engineering and Parks & Recreation Departments, and it is their recommendation that the City accept the bid from D.E.W. Builders, Inc., as the lowest qualifying bidder meeting our specifications in the amount of \$256,952.46. The bids received are outlined in Ms. Pastuf's report, which is attached.

Funding to support this project is the issuance of debt per the Fiscal Year 2013-14 Capital Budget.

RESOLUTION

Page 1 of 1

Accepting Bid for Arena Storage Building,
D.E.W. Builders, Inc.

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

WHEREAS the City Purchasing Department has advertised and received sealed bids for an Arena Storage Building, per our specifications, and

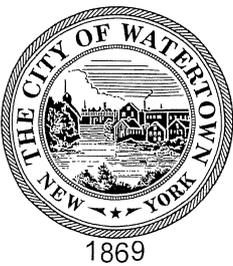
WHEREAS invitations to bid were issued to Northern New York and Syracuse Builders Exchanges, the Dodge Reports and Empire State Bid System, with twelve (12) sets of bid specifications sent to area builders, with eight (8) sealed bids received and publicly opened and read in the City Purchasing Department on Friday, September 27, 2013, at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy M. Pastuf reviewed the bids received with the Engineering and Parks & Recreation Departments, and it is their recommendation that the City Council accept the bid submitted by D.E.W. Builders, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York accepts the bid submitted by D.E.W. Builders, Inc. as the lowest qualifying bidder for the Arena Storage Building, per our specifications, in the amount of \$256,952.46, and

BE IT FURTHER RESOLVED that the approval of this bid is contingent upon the City Council's approval of a bond ordinance in the amount of 275,000 to cover the expenses associated with this project.

Seconded by



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
 245 WASHINGTON STREET
 WATERTOWN, NEW YORK 13601-3380
 E-MAIL APastuf@watertown-ny.gov
 Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
 Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2013-20 – Arena Storage Building - Bid Recommendation
DATE: 9/30/2013

The City's Purchasing Department advertised in the Watertown Daily Times on September 5, 2013 calling for sealed bids for the Arena Storage Building as per City Specifications. Bid Specifications were filed with the Northern New York and Syracuse Builders Exchange, the Dodge Reports, and the Empire State Bid System.

Bid Specifications were sent to twelve (12) area builders. Eight (8) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Friday, September 27, 2013 at 11:00 am local time. The bid tally is provided below:

	Bette Cring, LLC	Con Tech Building Systems, Inc.	Continental Construction, LLC	D.C. Building Systems, Inc.	D.E.W. Builders, Inc.	Jon J. Rich Construction, Inc.	Meridian Construction Corp.	Northern Tier Contracting, Inc.
	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price	Total Price
Lump Sum for Entire Project	\$377,000.00	\$363,000.00	\$342,457.00	\$257,007.00	\$256,952.46	\$333,150.00	\$389,193.00	\$384,840.00

The bids were reviewed by the Engineering, Parks and Recreation and Purchasing Department to ensure that they meet the required specifications. It is recommended that we accept the bid proposal from D.E.W. Builders, Inc. for a bid total of \$256,952.46 as the lowest responsive responsible bid.

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

FISCAL YEAR 2013-2014
 CAPITAL BUDGET REQUEST
 FACILITY IMPROVEMENTS
 ARENA

PROJECT DESCRIPTION	COST
<p data-bbox="128 410 475 451">Arena Storage Building</p> <p data-bbox="145 492 1216 788">This project entails a 50' x 100' Pre-engineered Metal Building (PEMB) to provide materials storage, vehicle storage, and limited admin. Space to support operations of the Parks and Rec. Department for the Fairgrounds and Arena. Work includes a concrete slab, PEMB, lighting, and power and heat to the small admin. space. It will also provide a mustering area for staff, covered area for vehicles for preventative maintenance checks, and a lay out area for equipment.</p> <div data-bbox="299 829 1016 1381" style="text-align: center;"> <p data-bbox="431 850 852 880">PRE-ENGINEERED BUILDING SYSTEMS</p> </div> <p data-bbox="101 1545 1135 1641">Funding to support this project will be through the issuance of a 5 year serial bond with projected FY 2013-14 debt service of \$61,875.</p>	<p data-bbox="1248 421 1412 461" style="text-align: center;">\$275,000</p>
<p data-bbox="1036 1657 1193 1698">TOTAL</p>	<p data-bbox="1224 1661 1381 1702" style="text-align: center;">\$275,000</p>

Ord No. 1

September 26, 2013

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Hydro-electric Facility Trash Raking System

Included in the Fiscal Year 2013-14 Capital Budget was the purchase of an upgraded trash raking system at the hydro-electric facility at an estimated cost of \$240,000 to be funded through the issuance of debt to be repaid over no longer than five years. Included in tonight's agenda is a resolution to approve the bid submitted by Tuscarora Construction Corporation in the amount of \$238,761 to provide the upgraded system.

ORDINANCE

An Ordinance Authorizing the Issuance of \$240,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of Trash Rack Raking Equipment for the City's Hydro-Electric Facility, in and for Said City

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on October 7, 2013, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

The following ordinance was offered by _____, who moved its adoption, seconded by _____, to wit:

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

Section 1. For the class of objects or purposes of paying the cost of trash rack raking equipment for the City's hydro-electric facility, including incidental expenses in connection therewith, all in and for the City of Watertown, Jefferson County, New York, there are hereby authorized to be issued \$240,000 bonds of said City pursuant to the provisions of the Local Finance Law.

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid class of objects or purposes is \$240,000 and that the plan for the financing thereof is by the issuance of the \$240,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

ORDINANCE

An Ordinance Authorizing the Issuance of \$240,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase of Trash Rack Raking Equipment for the City’s Hydro-Electric Facility, in and for Said City

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid class of objects or purposes is five years, pursuant to subdivision thirty-two of paragraph a of Section 11.00 of the Local Finance Law.

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

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

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

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

ORDINANCE

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Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

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

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

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

ORDINANCE

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Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

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

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

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

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

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

ORDINANCE

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Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

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

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

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

Newspaper and/or other news media Date given

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

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

Designated Location(s) of Posted Notice Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on October _____, 2013.

City Clerk

(CORPORATE SEAL)

Ord No. 2

September 30, 2013

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Bond Ordinance – Arena Storage Building

Included in the Fiscal Year 2013-14 Capital Budget was the construction of a storage building to support the operations of the Parks and Recreation Department at an estimated cost of \$275,000 to be funded through the issuance of debt to be repaid over no longer than five years. Included in tonight's agenda is a resolution to approve the bid submitted by D.E.W. Builders Inc. in the amount of \$256,952.46 to construct the building.

D.E.W. Builders Inc. – Base bid	\$ 256,952
Bonding fees and contingency	<u>18,048</u>
Total Bond Ordinance	<u>\$ 275,000</u>

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 1 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

At a regular meeting of the Council of the City of Watertown, Jefferson County, New York, held at the Municipal Building, in Watertown, New York, in said City, on October 7, 2013, at 7:00 o'clock P.M., Prevailing Time.

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

PRESENT:

ABSENT:

The following ordinance was offered by _____, who moved its adoption, seconded by _____, to wit:

WHEREAS, the purchase and installation of a pre-engineered metal building at the Fairgrounds has been determined to be an "Unlisted" Action within the meaning of the State Environmental Quality Review Act with no significant impact on the environment; and

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

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

Section 1. For the specific object or purpose of paying the cost of the purchase and installation of a pre-engineered metal building at the Fairgrounds, including original furnishings, concrete slab, installation of heating, lighting and electrical work and incidental expenses in connection therewith, all in and for the City of Watertown, Jefferson County, New York, there are hereby authorized to be issued \$275,000 bonds of said City pursuant to the provisions of the Local Finance Law.

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 2 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Section 2. It is hereby determined that the estimated maximum cost of the aforesaid specific object or purpose is \$275,000 and that the plan for the financing thereof is by the issuance of the \$275,000 bonds of said City authorized to be issued pursuant to this bond ordinance.

Section 3. It is hereby determined that the period of probable usefulness of the aforesaid specific object or purpose is thirty years, pursuant to subdivision eleven of paragraph a of Section 11.00 of the Local Finance Law, as said building will be a class "A" building within the meaning of said subdivision.

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

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

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

Section 7. The powers and duties of advertising such bonds for sale, conducting the sale and awarding the bonds, are hereby delegated to the City Comptroller, who shall advertise such bonds for sale, conduct the sale, and award the bonds in such manner as he shall deem best for the interests of the City, including, but not limited to, the power to sell said bonds to the New York State Environmental Facilities Corporation; provided, however, that in the exercise of these delegated powers, he shall comply fully with the provisions of the Local Finance Law and any

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 3 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

order or rule of the State Comptroller applicable to the sale of municipal bonds. The receipt of the City Comptroller shall be a full acquittance to the purchaser of such bonds, who shall not be obliged to see to the application of the purchase money.

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

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

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

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

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 4 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by Section 52.00 of the Local Finance Law, as the City Comptroller shall determine.

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

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

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

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

Unanimous consent moved by _____, seconded by _____, with all voting "AYE".

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

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 5 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

VOTING _____
 VOTING _____
 VOTING _____
 VOTING _____
 VOTING _____

The ordinance was thereupon declared duly adopted.
* * * * *

APPROVED BY THE MAYOR

_____, 2013.
Mayor

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

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

That I have compared the annexed extract of the minutes of the meeting of the Council of said City, including the ordinance contained therein, held on October 7, with the original thereof on file in my office, and that the same is a true and correct transcript therefrom and of the whole of said original so far as the same relates to the subject matters therein referred to.

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

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

October 7, 2013

ORDINANCE

An Ordinance Authorizing the Issuance of \$275,000 Bonds of the City of Watertown, Jefferson County, New York, to Pay the Cost of the Purchase and Installation of a Pre-Engineered Metal Building at the Fairgrounds, in and for Said City

Page 6 of 6

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

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

Newspaper and/or other news media Date given

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

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

Designated Location(s) of Posted Notice Date of Posting

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

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said City on October _____, 2013.

City Clerk

(CORPORATE SEAL)

Public Hearing – 7:30 p.m.

September 30, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Special Use Permit Request To Operate An Auto Sales Lot In A
Neighborhood Business District At 816 Coffeen St, Parcel 8-21-306

The City Council scheduled a public hearing on the above subject request submitted by Scott Gerni for 7:30 p.m. on Monday, October 7, 2013. The property was recently the subject of a zone change from Residence B to Neighborhood Business District, for the purpose of allowing Mr. Gerni to open a real estate office at this location.

The Planning Board reviewed the request at its September 3, 2013 meeting, at which the Board voted 4-1 against a motion recommending that Council approve the Special Use Permit. Attached are the report prepared for the Planning Board and an excerpt from its minutes.

The City Council must complete Part II of the Environmental Assessment Form before voting on the resolution.

The resolution prepared for City Council consideration finds that the proposal will not have a significant effect on the environment and approves the Special Use Permit with the condition that no more than three vehicles shall be offered for sale at one time.

The Zoning Ordinance requires that a sign be posted on the property giving notice of the Special Use Permit request for a period of two weeks immediately before the public hearing. The sign is supplied by the Planning Office. The applicant did not pick up his sign.

RESOLUTION

Page 1 of 1

Approving A Special Use Permit Request To Operate An Auto Sales Lot In A Neighborhood Business District At 816 Coffeen St, Parcel 8-21-306

Council Member BURNS, Roxanne M.
Council Member BUTLER, Joseph M. Jr.
Council Member MACALUSO, Teresa R.
Council Member SMITH, Jeffrey M.
Mayor GRAHAM, Jeffrey E.

YEA	NAY

Total

Introduced by

Council Member Joseph M. Butler Jr.

WHEREAS Scott Gerni has made an application for a Special Use Permit to operate an auto sales lot in a Neighborhood Business District at 816 Coffeen Street, parcel 8-21-306, and

WHEREAS the Planning Board of the City of Watertown reviewed the request for a Special Use Permit at its meeting held on September 3, 2013, and voted 4-1 against recommending that the City Council of the City of Watertown approve the request as submitted, subject to the following condition:

1. No more than 3 vehicles shall be offered for sale at one time.

And,

WHEREAS a public hearing was held on the proposed Special Use Permit on October 7, 2013, after due public notice, and

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part II and has determined that the project, as submitted, is Unlisted and will not have a significant effect on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed Special Use Permit to allow auto sales at 816 Coffeen St is an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant effect on the environment, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that a Special Use Permit is hereby granted to Scott Gerni to allow operation of an auto sales lot in a Neighborhood Business District at 816 Coffeen Street, parcel 8-21-306, subject to the condition that no more than 3 vehicles shall be offered for sale at one time.

Seconded by Council Member Roxanne M. Burns



MEMORANDUM

CITY OF WATERTOWN – PLANNING OFFICE
245 Washington Street, Suite 304, Watertown, New York 13601
Phone: 315-785-7730 – Fax: 315-782-9014

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator

SUBJECT: Special Use Permit Approval – 816 Coffeen St *KAM*

DATE: August 27, 2013

Request: Special Use Permit request to operate an auto sales lot in a Neighborhood Business District at 816 Coffeen St, parcel 8-21-306

Applicant: Scott Gerni

Proposed Use: Sales lot for up to three used vehicles

Property Owner: Jennifer Parrish

Submitted:

8 ½" x 11" Copy of Parcel Map: Yes

A Sketch of the Site to Scale: No scale

Completed Part I of an
Environmental Assessment Form: Yes

SEQRA: Unlisted Action

County Planning Board Review Required: No

Comments: The applicant proposes to sell used vehicles at the subject location. Not more than three vehicles would be present for sale on the lot at any given time.

This property was recently changed from Residence B to Neighborhood Business District for the purpose of establishing a real estate office. At the time of the change, the surrounding property owners were supportive.

Other auto-oriented businesses are not abundant in the vicinity. There is a large car wash at 1020 Coffeen St, roughly 0.3 miles to the northwest, also located in NBD. An auto body shop is located at 595 Coffeen St, 0.3 miles to the southeast, split between NBD and Heavy Industrial.

Summary:

1. Not more than 3 vehicles shall be offered for sale at once.

cc: City Council Members
Robert J. Slye, City Attorney

Justin Wood, Civil Engineer II
Scott Gerni, 451 W. 4th St, Fulton 13065



CITY OF WATERTOWN, NEW YORK Special Use Permit Application

I. Applicant Information

Name: Scott Berni

Mailing Address: 451 W 4th St S Phone: 315-778-7355
Fulton NY 13069

II. Property Information

Address: 816 Coffeen St Watertown NY 13601

Tax Parcel #: 8-21-306

Property Owner (if not applicant): Jennifer Parrish

If applicant is not owner, does applicant have a signed purchase agreement Yes No

Zoning District: neighborhood Business

Attachments Required:

- 8 1/2" x 11" parcel map with tax parcel involved in request outlined with a thick black line
- A sketch of the site drawn to an engineering scale (e.g. 1"=20', 1"= 30')
- Completed Part 1 of an Environmental Assessment Form (SEQR)

III. Request Information

Proposed Use: used CAR Dealership

Explain Proposal:

would like to be able to sell used cars.
Not looking to have more than 3 cars on the
lot at a time.



Use additional 8 1/2" x 11" sheets as needed.

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

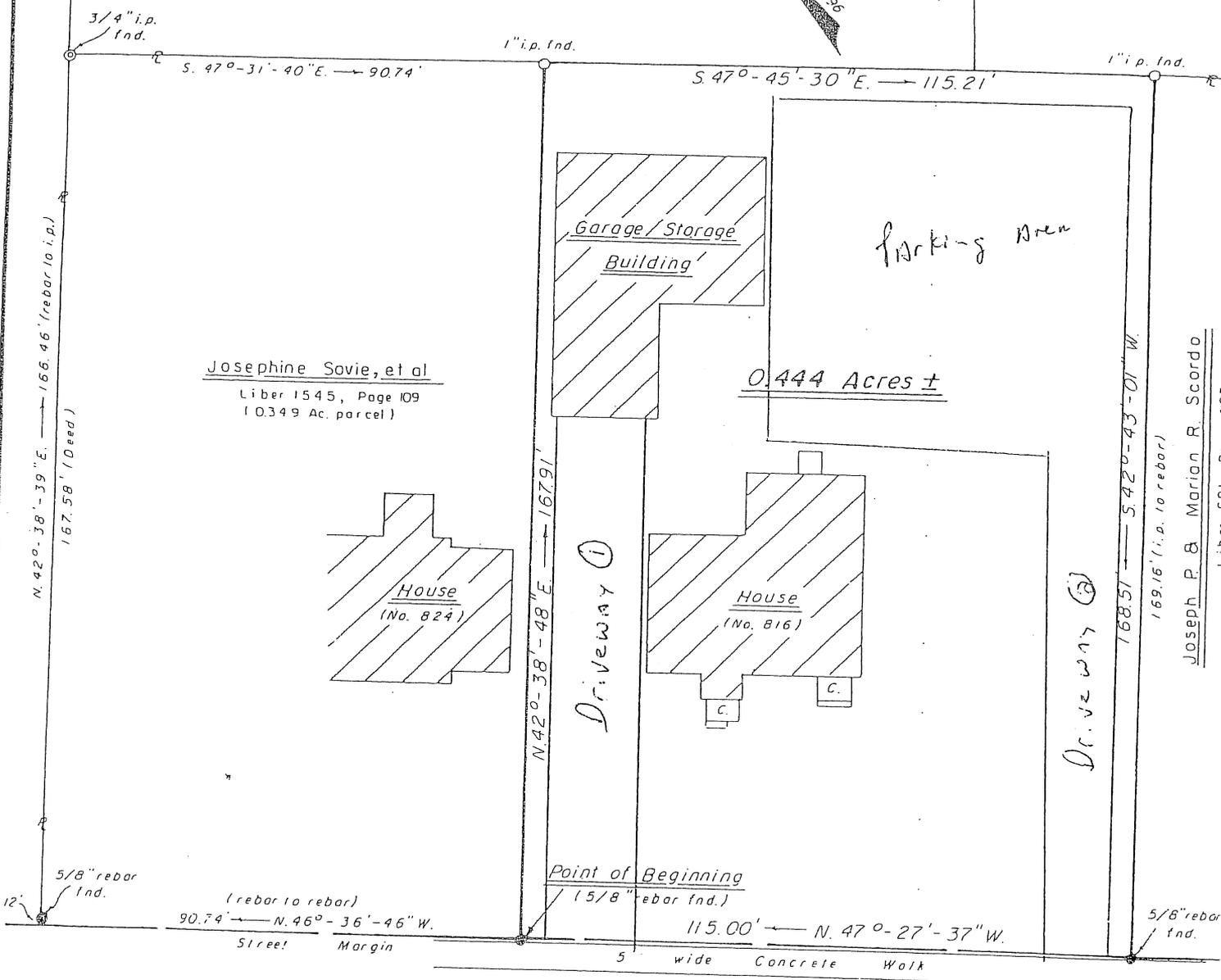
Signature: Scott Berni

Date: 8/20/13

Debbie L. Kaiser
 Liber 1428, Page 24
 (0.65 Ac. parcel)

Jon M. Sovie
 Liber 1109, Page 8
 (0.305 Ac. parcel)

Oct. 8, 1986



Coffeen Street

Deed ref. —

Joseph J. & Rose Pangallo to Joseph J. & Rose Pangallo Trust, deed date - July 20, 1989, date rec'd. - Aug. 2, 1989, Liber 1184, Page 127.

NOTES —

R denotes property line.
 I.p. denotes Iron pipe.
 — denotes line not drawn to scale.
 ABSTRACT REF. — NONE PROVIDED.

Drive way ① has space for 2 cars
 Drive way ② has space for 11 cars

Unauthorized alteration or addition to a survey map bearing a licensed land surveyor's seal is a violation of section 7209, sub-division 2, of the New York State Education Law.
 Copies from the original of this survey map not marked with an original of the land surveyor's inked seal or his embossed seal shall not be considered to be a valid true copy.

Excerpt from 9/3/13 Planning Board Meeting Minutes

SPECIAL USE PERMIT – AUTO SALES

816 COFFEEN ST – PARCEL 8-21-306

The Planning Board then considered a request by Scott Gerni to operate an auto sales lot in a Neighborhood Business District at 816 Coffeen St, parcel 8-21-306.

Mr. Gerni approached the board to explain his request. He said that his proposal is not as bad as it sounded on the news. He would not be showing cars up front, he just wants to dabble in auto sales, and would have at most 3 vehicles with dealer plates, one of which he would be driving on a regular basis. It would not be a typical car lot.

Mr. Katzman asked if the appropriate permits had been acquired from the State.

Mr. Gerni replied that he needs to secure an approved lot before he can apply to the State.

Mrs. Freda asked if there would be three cars plus one to drive, or just three.

Mr. Gerni replied that there would be just three. He noted that sales would be conducted by appointment only.

Mrs. Fields noted that this is also the location of Mr. Gerni's real estate office, and traffic could be a concern.

Mr. Katzman agreed that it would increase the number of cars typically in the parking lot.

Mrs. Fields asked how long Mr. Gerni had been planning this project.

Mr. Gerni said that he had been thinking about it for about ten years, but he did not have this location in mind at the time of its recent zone change (from Residence B to Neighborhood Business, approved by Council on December 3, 2012).

Mr. Katzman asked Patrick Scordo, in the audience, for his input.

Mr. Scordo noted that he is a relative of the owner of 808 Coffeen Street. He said that he was initially opposed to this request but he was in attendance to ask a few questions regarding hours of operation, number of vehicles, lighting, and landscaping. Some of his questions had already been covered.

Mr. Gerni responded that no new landscaping or lighting would be installed. He was not intending to make any changes to the property, just park a few extra cars in the back.

Mrs. Freda noted that the property had been changed from Residence B to Neighborhood Business. She asked if this was the lowest level commercial district. Mr. Nichols replied that Limited Business is more restrictive.

Mrs. Freda asked why Limited Business was not used here. Mr. Nichols noted that there is no nearby land zoned under that district, so it could have been considered spot zoning. The area to the west was already Neighborhood Business, so the change was an expansion of an existing district.

Mrs. Freda noted that the real estate office is located in the garage, and asked Mr. Gerni if the house was occupied.

Mr. Gerni replied that the house is a 2-family rental.

Mrs. Fields said she is concerned about additional traffic in the area, noting that Coffeen Street is already congested. She thinks the existing sign for the real estate office looks out of place, and would not like to see the situation made worse with additional signage. She does not want the area to become more commercialized than it already is. She does not believe the site has enough space for the number of cars proposed.

Mr. Gerni noted that he has parking for 11 vehicles.

Mr. Katzman said that he also would not like to see auto sales here at this time. Depending on how the area develops, it could be an appropriate use in five years time, if Coffeen Street looks more like Arsenal at that time. Right now it is not appropriate.

Mrs. Freda noted that a letter in opposition to the request was received from Jon and Gail Sovie of 824 Coffeen Street. The letter is attached and made part of these minutes.

Mr. Katzman asked if repairs would occur at this location.

Mr. Gerni said that they would not; it would require a separate license.

Mr. Coburn noted that the Special Use Permit is specific to a single use as well.

Mrs. Gervera asked if the State required signage. Mr. Gerni replied that a single one foot square sign would have to be installed, probably on the outside wall of the garage.

Mr. Katzman said he thinks the sign is more like 3' x 3' in size.

Mrs. Freda asked Mr. Gerni to clarify the exact size and location of the sign before the City Council public hearing.

Mrs. Gervera noted that auto sales are more of a hard retail operation, whereas the real estate business is more similar to a professional office.

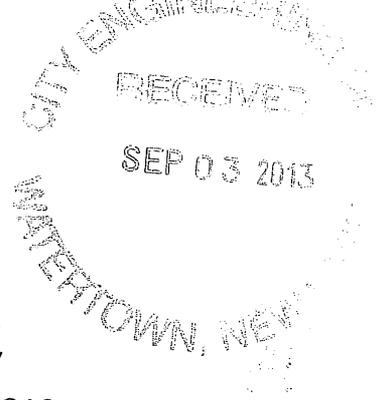
Mrs. Freda noted that it would be difficult for the City to enforce a limit on the number of cars for sale.

Mr. Katzman then moved to recommend approval of the request submitted by Scott Gerni to operate an auto sales lot in a Neighborhood Business District at 816 Coffeen St, parcel 8-21-306, subject to the following condition:

1. No more than 3 vehicles shall be offered for sale at one time.

Mrs. Fields seconded the motion. Mrs. Fields, Mrs. Freda, Mrs. Gervera, and Mr. Katzman voted in opposition. Mr. Coburn voted in favor. The motion was defeated by a vote of 4-1.

Mr. Coburn noted that he believes the operation is small enough that it would not have a negative impact on the neighborhood.



Jon M. Sovie
Gail M. Sovie
824 Coffeen St.
Watertown, NY
September 2, 2013

City Council Members:

We are totally opposed to the request for plans to have a used car sales lot at 816 Coffeen St. We do not believe it would add value to the neighborhood. We certainly are not at all opposed to businesses in the neighborhood, but only concerned that this type of venue would not be an aesthetic fit to a residential/family business neighborhood. There are many families still residing within the neighborhood.

We are questioning how many vehicles would be allowed for sale on the property at a time. Where will the vehicles be stored? Will there be any structural change to the property? Will the area have fencing and what type of landscaping will be utilized? We are also concerned whether there will be any mechanical repairs performed on the property and what type of effect that will have on the environment. If repairs were allowed to be performed, where on the property would that take place?

We hope that the members of the council take our questions into consideration when researching this request from the property owner at 816 Coffeen St.

Thank you and respectfully submitted by,

Jon M. Sovie

Gail M. Sovie

SHORT ENVIRONMENTAL ASSESSMENT FORM

For UNLISTED ACTIONS Only

PART 1 - PROJECT INFORMATION (To be completed by Applicant or Project Sponsor)

1. APPLICANT/SPONSOR <i>Scott Berni</i>	2. PROJECT NAME
--	-----------------

3. PROJECT LOCATION:
Municipality *City of Watertown* County *Jefferson*

4. PRECISE LOCATION (Street address and road intersections, prominent landmarks, etc., or provide map)
816 Colleen St Watertown NY
Between Vanduzee St and Fair St

5. IS PROPOSED ACTION:
 New Expansion Modification/alteration
AUG 20 2017

6. DESCRIBE PROJECT BRIEFLY:
would like to open a used car dealership

7. AMOUNT OF LAND AFFECTED: *20' x 30' of parking lot*
Initially _____ acres Ultimately _____ acres

8. WILL PROPOSED ACTION COMPLY WITH EXISTING ZONING OR OTHER EXISTING LAND USE RESTRICTIONS?
 Yes No If no, describe briefly
I need a special use permit

9. WHAT IS PRESENT LAND USE IN VICINITY OF PROJECT?
 Residential Industrial Commercial Agriculture Park/Forest/Open Space Other
Describe: *neighborhood business*

10. DOES ACTION INVOLVE A PERMIT APPROVAL, OR FUNDING, NOW OR ULTIMATELY FROM ANY OTHER GOVERNMENTAL AGENCY (FEDERAL, STATE OR LOCAL)?
 Yes No If yes, list agency(s) and permit/approvals

11. DOES ANY ASPECT OF THE ACTION HAVE A CURRENTLY VALID PERMIT OR APPROVAL?
 Yes No If yes, list agency(s) and permit/approvals

12. AS A RESULT OF PROPOSED ACTION, WILL EXISTING PERMIT/APPROVAL REQUIRE MODIFICATION?
 Yes No

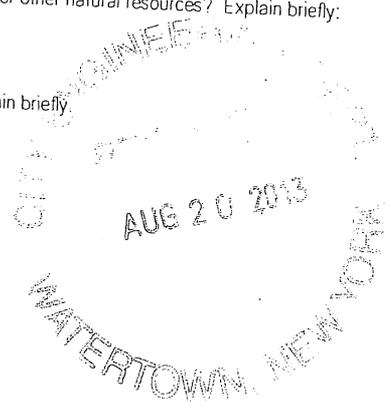
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE TO THE BEST OF MY KNOWLEDGE

Applicant/sponsor name: Scott Berni Date: _____
Signature: *Scott Berni*

If the action is in the Coastal Area, and you are a state agency, complete the Coastal Assessment Form before proceeding with this assessment

B. WILL ACTION RECEIVE COORDINATED REVIEW AS PROVIDED FOR UNLISTED ACTIONS IN 6 NYCRR, PART 617.6? If NO, a negative declaration may be superseded by another involved agency.
 Yes No

- C. COULD ACTION RESULT IN ANY ADVERSE EFFECTS ASSOCIATED WITH THE FOLLOWING: (Answers may be handwritten, if legible)
- C1. Existing air quality, surface or groundwater quality or quantity, noise levels, existing traffic patterns, solid waste production or disposal, potential for erosion, drainage or flooding problems? Explain briefly:
 - C2. Aesthetic agricultural, archaeological, historic, or other natural or cultural resources; or community or neighborhood character? Explain briefly:
 - C3. Vegetation or fauna, fish shellfish or wildlife species, significant habitats, or threatened or endangered species? Explain briefly:
 - C4. A community's existing plans or goals as officially adopted, or a change in use or intensity of use of land or other natural resources? Explain briefly:
 - C5. Growth, subsequent development, or related activities likely to be induced by the proposed action? Explain briefly:
 - C6. Long term, short term, cumulative, or other effects not identified in C1-C5? Explain briefly:
 - C7. Other impacts (including changes in use of either quantity or type of energy)? Explain briefly:



D. WILL THE PROJECT HAVE AN IMPACT ON THE ENVIRONMENTAL CHARACTERISTICS THAT CAUSED THE ESTABLISHMENT OF A CEA?
 Yes No

E. IS THERE, OR IS THERE LIKELY TO BE, CONTROVERSY RELATED TO POTENTIAL ADVERSE ENVIRONMENTAL IMPACTS?
 Yes No If yes, explain briefly

PART III - DETERMINATION OF SIGNIFICANCE (To be completed by Agency)

INSTRUCTIONS: For each adverse effect identified above, determine whether it is substantial, large, important or otherwise significant. Each effect should be assessed in connection with its (a) setting (i.e. urban or rural); (b) probability of occurring; (c) duration; (d) irreversibility; (e) geographic scope; and (f) magnitude. If necessary, add attachments or reference supporting materials. Ensure that explanations contain sufficient detail to show that all relevant adverse impacts have been identified and adequately addressed.

- Check this box if you have identified one or more potentially large or significant adverse impacts which **MAY** occur. Then proceed directly to the FULL EAF and/or prepare a positive declaration.
- Check this box if you have determined, based on the information and analysis above and any supporting documentation, that the proposed action **WILL NOT** result in any significant adverse environmental impacts AND provide on attachments as necessary, the reasons supporting this determination:

Name of Lead Agency

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (If different from responsible officer)

Date

Public Hearing – 7:30 p.m.

September 30, 2013

To: The Honorable Mayor and City Council

From: Kenneth A. Mix, Planning & Community Development Coordinator

Subject: Amending PDD #3 To Allow Construction Of A Community Building At Maple Court Apartments, 591 Weldon Drive, Parcel 14-49-102

The City Council has scheduled a public hearing on the above subject amendment, submitted by Charlie Allen of Evergreen Partners, for 7:30 pm on Monday, October 7, 2013.

The Planning Board reviewed the request at its September 3, 2013 meeting and passed a motion recommending that the City Council approve the amendment subject to two conditions, which have since been satisfied.

Attached are the report on the amendment request prepared for the Planning Board and an excerpt from their minutes.

The ordinance prepared for City Council consideration approves the amendment as submitted to the Engineering Department on September 9, 2013. The Council must hold the public hearing and pass the SEQRA resolution that is also in this agenda before voting on the ordinance.

ORDINANCE

Page 1 of 1

Amending PDD #3 To Allow Construction Of A Community Building At Maple Court Apartments, 591 Weldon Drive, Parcel 14-49-102

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.
 Total

YEA	NAY

Introduced by

Council Member Theresa R. Macaluso

BE IT ORDAINED where Charlie Allen of Evergreen Partners has submitted a request to amend Planned Development District #3 to allow construction of a community building at Maple Court Apartments, 591 Weldon Drive, parcel 14-49-102, and

WHEREAS the Planning Board of the City of Watertown considered the request at its meeting held on September 3, 2013, and adopted a motion recommending that the City Council approve the amendment with two conditions that have since been met, and

WHEREAS a public hearing was held on the proposed amendment on October 7, 2013, after due public notice, and

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

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

NOW THEREFORE BE IT ORDAINED that Planned Development District #3, located at 591 Weldon Drive, parcel 14-49-102, known as Maple Court Apartments, is hereby amended to allow the construction of a community building, as depicted on the district plan submitted to the Engineering Department on September 9, 2013, and

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

Seconded by Council Member Joseph M. Butler Jr.



MEMORANDUM

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

TO: Planning Board Members

FROM: Kenneth A. Mix, Planning and Community Development Coordinator *KAM*

SUBJECT: Zone Change – Maple Court Apts. PDD #3

DATE: August 28, 2013

Request: Amending PDD #3 to allow construction of a community building at Maple Court Apartments, 591 Weldon Drive, parcel 14-49-102

Applicant: Charlie Allen, Evergreen Partners

Owner: Maple Court Apts

SEQRA: Unlisted

County review: Not required

Comments: The applicant intends to acquire Maple Court Apartments and complete renovations on the property. As part of the renovation project, a community building of roughly 4,000 square feet would be built in the courtyard of the complex.

Code requires that all buildings within the PDD be at least 20' apart. Building coverage is limited to 40%. The plan submitted meets the coverage requirement, but the footprint may have to be shifted slightly to meet the setback requirements. The proposed building is only 19' from the apartments to the north, and 11' from the shed to the southeast. The applicant should submit revised drawings showing the required setbacks. Further, the street names on the supplied district site plan are incorrect, and should be corrected.

Prior to construction, the applicant will also have to apply for Site Plan Approval.

Summary:

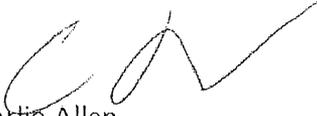
1. The applicant shall shift the proposed building to meet the district setback requirements, and submit a revised district plan to the Engineering Department.
2. The applicant shall correct the labels of Kieff Drive, Jewell Drive, and Weldon Drive on the district plan.

cc: City Council Members
Robert J. Slye, City Attorney
Justin Wood, Civil Engineer II
Charlie Allen, 29 N. Main St, Suite A, Ipswich, MA 01938

will remain affordable housing, and no change to the number of apartments is proposed. The new community building is the only material change to the existing site plan, and triggers the need to amend the PDD.

Please don't hesitate to call me at 978-356-8455 if you have questions or need additional information.

Sincerely,

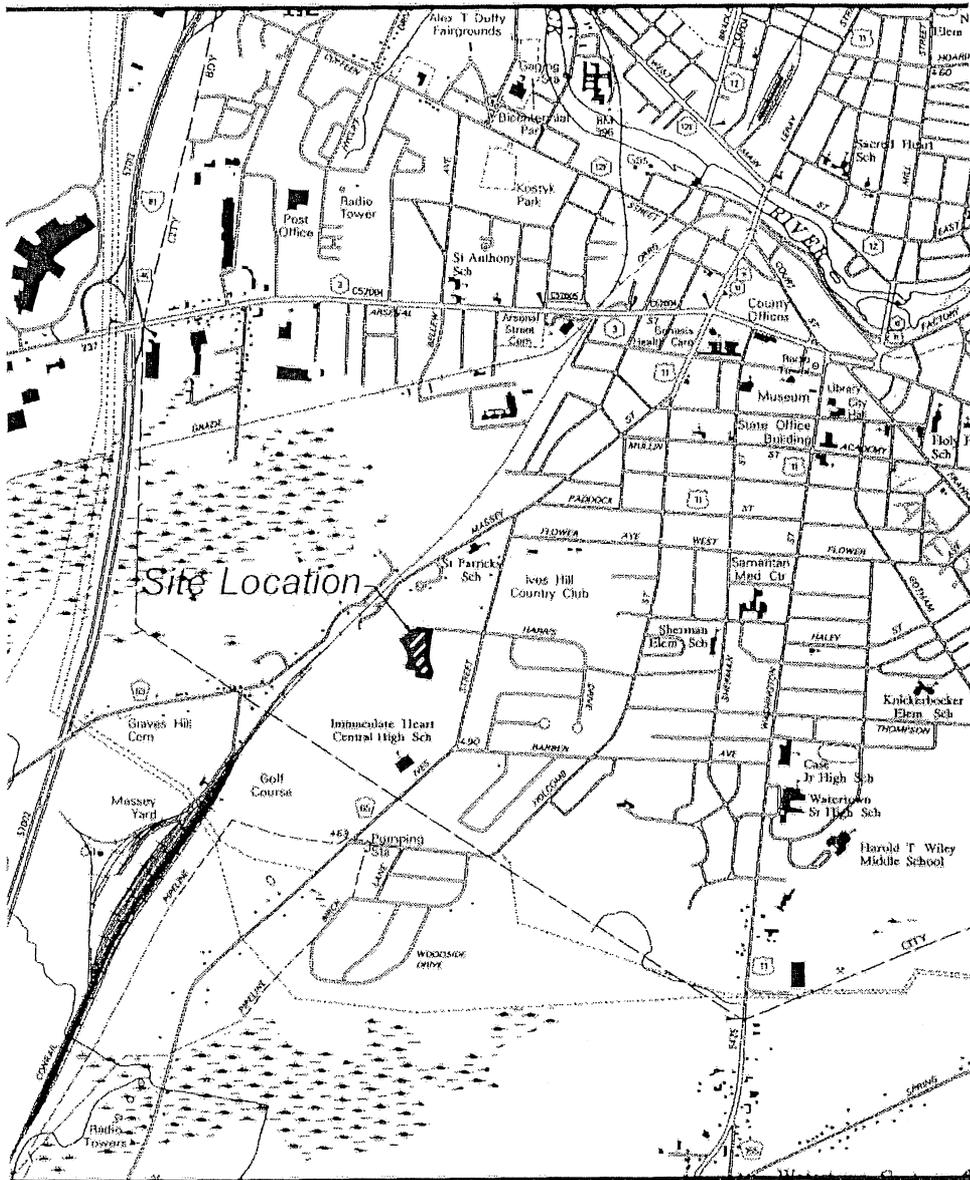


Charlie Allen

Enclosures;

1. Site Plan
2. Proposed building elevations
3. Metes and Bounds
4. Tax Map
5. SEQR Form
6. Application Fee - \$100





ENGINEERING
 LIMITED
 AUG 23 2013
 WATERTOWN, NEW YORK

NYS DOT Quadrangle
 Watertown, New York



Consultant:

Resident:

Architect of Record:

XXX
NOT FOR CONSTRUCTION

Drawn: JN

Checked: PR

Scale: AS NOTED

Key Plan:

Project Name:
**MAPLE COURT
APARTMENTS**

540 Kieff Drive,
Weirtown, NY.

Sheet Name:

SITE PLAN

Project Number:

12181

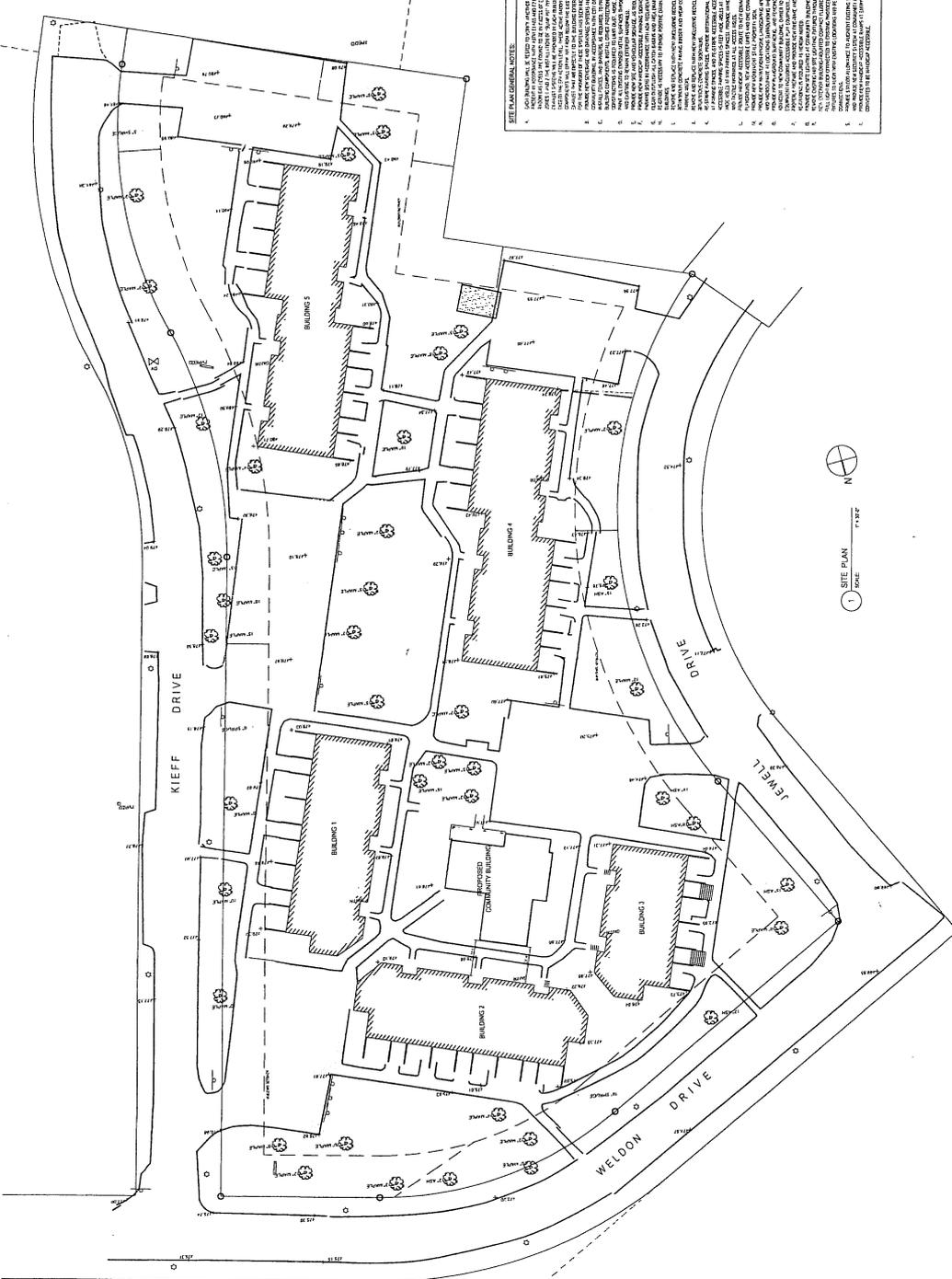
Issue Date:

January 7, 2013

Sheet Number:

A.1.00

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ENGINEERING
 AUG 23 2012
 WATERTOWN, NEW YORK

NO DEVIATION FROM THE CONTRACT PLANS AND SPECIFICATIONS CAN BE MADE UNTIL A REQUEST FOR CONSTRUCTION CHANGE, HUD FORM 92437 HAS BEEN SUBMITTED AND APPROVED.

Arch	
Owner	
Contr	
Band	

tat
 the architectural team

The Architecture Team, Inc.
 50 Commonwealth Way #1 Admin/Ft. Hdr.
 Chelsea, MA 02130
 T 617.389.4432
 F 617.389.4329
 www.architecturalteam.com
 ©2009 The Architecture Team, Inc.

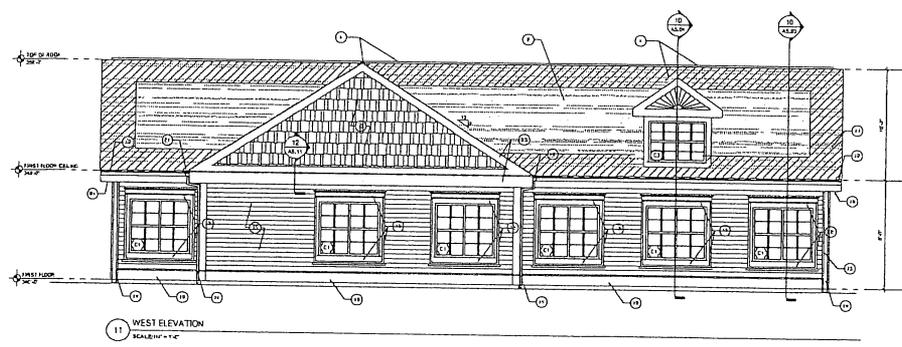
Consultant:
 Reviewer:
 Architect of Record:

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 Scale:
 Key Plan:

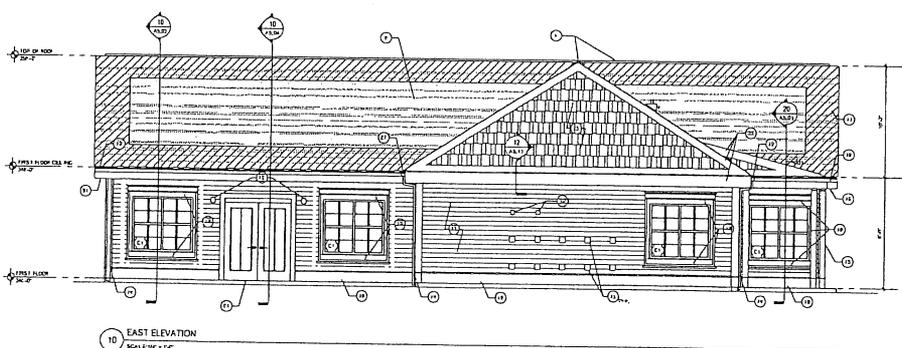
Project Name:
MAPLE COURT APARTMENTS

540 Kleft Drive,
 Watertown, NY.
 Sheet Name:

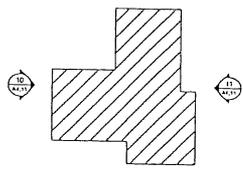
Project Number:
 12181
 Issue Date:
 Dec. 2012
 Sheet Number:



11 WEST ELEVATION
 SCALE: 1/8" = 1'-0"



10 EAST ELEVATION
 SCALE: 1/8" = 1'-0"



BUILDING KEY PLAN
 SCALE: 1/8" = 1'-0"

Thursday, August 22, 2013 10:11:18 AM
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ENGINEERING
 AUG 23 2013
 WATERTOWN, NEW YORK

NO DEVIATION FROM THE CONTRACT PLANS AND SPECIFICATIONS CAN BE MADE UNTIL A REQUEST FOR CONSTRUCTION CHANGE, HUD FORM 92437 HAS BEEN SUBMITTED AND APPROVED.

Arch	
Owner	
Confr	
Board	

tat
 the architectural team

The Architectural Team, Inc.
 30 Commander's Way at Admiral's Hill
 Chelsea MA 02150
 T 617.889.4422
 F 617.884.4329
 www.architecturaltteam.com
 MADE IN AMERICA BY TAT, INC.

Consultant:

Revision:

Architect of Record:

XXX
 NOT FOR CONSTRUCTION

Drawn:
 Checked:
 Scale:
 Key Plan:

Project Name:
MAPLE COURT APARTMENTS

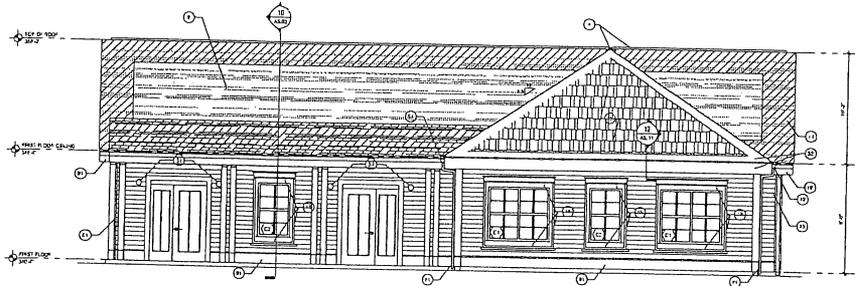
540 Kleff Drive,
 Watertown, NY.

Street Name:

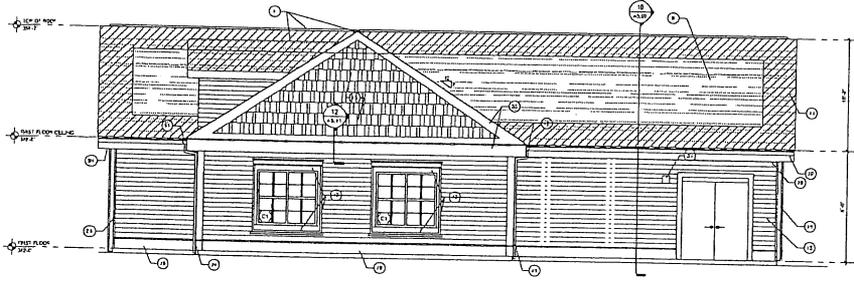
Project Number:
 12181

Issue Date:
 Dec. 2012

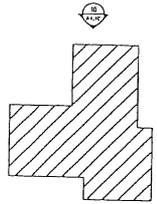
Sheet Number:



11 NORTH ELEVATION
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10 SOUTH ELEVATION
 SCALE: 1/8" = 1'-0"



11 BUILDING KEY PLAN
 SCALE: NOT TO SCALE

Thursday, August 22, 2013 8:08:28 AM
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Excerpt from 9/3/13 Planning Board Meeting Minutes

ZONE CHANGE – PDD #3 591 WELDON DR – PARCEL 14-49-102

The Board then considered a request by Charlie Allen of Evergreen Partners to amend Planned Development District #3 to allow the construction of a community building at Maple Court Apartments, 591 Weldon Drive, parcel 14-49-102.

Nicholas Bouquet was in attendance to represent the applicant. He approached the Board to explain the request. He noted that Evergreen is a developer of affordable housing and has completed similar renovation projects in the past. They are currently in the process of applying for financing, and securing the zone change will help in the process. Currently the apartment complex has no community building, and the administrative offices are in the basement of one of the buildings. The new community building would have offices, a computer center, laundry facilities, and an area for general use by the tenants.

Mr. Katzman asked if the reduction in green space would affect the availability of play areas for children. Mr. Bouquet said that the property manager has said that the courtyard area is not used by children. New play areas will be added elsewhere as part of the renovation. He showed the board some photos of another recent project, and architect's renderings of the proposed renovations (on file in the City Engineer's office).

Mrs. Fields asked if landscaping and lighting would be altered. Mr. Bouquet said that there would be changes, and more information would be provided in the future.

Mr. Katzman asked if the sewer and water services could handle the additional load. Mr. Bouquet said the consulting architects thought there would be no problem.

Mr. Katzman then moved to recommend approval of the request submitted by Charlie Allen of Evergreen Partners to amend Planned Development District #3 to allow the construction of a community building at Maple Court Apartments, 591 Weldon Drive, parcel 14-49-102, with the following conditions:

1. The applicant shall shift the building to meet the district setback requirements, and submit a revised district plan to the City Engineer.
2. The applicant shall correct the labels of Kieff Drive, Jewell Drive, and Weldon Drive on the revised district plan.

Mr. Coburn seconded, all voted in favor.

Tabled

October 1, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: City Employee Vision and Dental Insurance Plan

The attached resolution was included in the September 3, 2013 agenda. At that time, City Council elected to table the resolution because of their desire for more information on the matter. The resolution was moved from the table on September 16 for further discussion and tabled once again pending additional information.

On May 20, 2013, City Council approved the Vision and Dental Plan for City Employees, with premiums at no cost to the City, through the Guardian Network and administered by Relph Benefit Advisors effective April 1, 2013.

The plan sponsor, the City of Watertown, is obligated by federal law, the Employee Retirement Income Security Act of 1974, to offer COBRA to qualified beneficiaries who lose coverage. In order to ensure the City of Watertown remains compliant with federal law, our plan administrator performs COBRA notification and administration activities. Further discussion with an ERISA legal expert confirmed that the administrative fees cannot be incurred by individual employees.

Attached for Council consideration is a resolution approving the Agreement for Services with Relph Benefit Advisors. Under the term of this Agreement, the City of Watertown will pay Relph Benefit Advisors an annual flat fee of \$250, as well as \$25 per COBRA occurrence.

With no historical data available for COBRA occurrences for Vision and Dental, it is my recommendation that Council endorse this resolution due to the minimal cost to the City. Like services are provided through POMCO for health benefits and are covered in administrative costs.

September 3, 2013

RESOLUTION

Page 1 of 1

Approving Agreement for Services for Vision and Dental City Employee Plan, Relph Benefit Advisors

Council Member BURNS, Roxanne M.
 Council Member BUTLER, Joseph M. Jr.
 Council Member MACALUSO, Teresa R.
 Council Member SMITH, Jeffrey M.
 Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

Introduced by

Council Member Teresa R. Macaluso

WHEREAS the City of Watertown approved on May 20, 2013 to allow its employees to participate in a vision and dental insurance policy as an Employee Welfare Benefits Plan within the meaning of the ERISA, which benefit is available to all City employees, and

WHEREAS in order to comply with the Employee Retirement Income Security Act, Relph Benefit Advisors will administer the COBRA plan on our behalf,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the Agreement for Services with Relph Benefit Advisors, attached hereto and made part of this resolution, and

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

Seconded by Council Member Joseph M. Butler Jr.

Agreement for Services

Agreement made this _____ day of _____, 2013, between City of Watertown, hereinafter referred to as "Employer," and Relph Benefit Advisors, including its affiliate Flexible Benefits System, Inc., hereinafter collectively referred to as "RBA".

Whereas, Employer is the Plan Sponsor for purposes of the Employee Retirement Income Security Act responsible for the administration of its employee benefit program; and

Whereas, Employer wants to retain RBA to provide administrative benefit relief services and to assist with Employer obligations; and

Now, therefore, in consideration of the promises and of the mutual covenants and agreements contained herein, the Employer and RBA agree as follows:

1. RBA agrees to offer administrative services relief to Employer, which may include administration of all applicable health insurance plans, COBRA services, Flexible Spending Accounts (FSA), Health Reimbursement Arrangements (HRA) and wellness programs. Attached Exhibit "A" will reflect the actual services to be provided as requested by Employer. RBA however shall not be responsible for the consequences of any action taken or omitted by the Employer as Plan Sponsor or Plan Administrator in connection with the administration of the Plan.
2. As designated on Exhibit "A", RBA agrees to make available COBRA services, FSA – cafeteria compensation plan, a HRA plan, all in accordance with Internal Revenue Code §125, §105(h) and all other applicable sections.
3. Employer designates and appoints RBA to perform the functions and duties necessary to prepare, implement and operate within the direction and scope and on behalf of Employer.
4. Employer agrees to provide employee/plan information to RBA in a format compatible and acceptable to RBA. Employer agrees that RBA will rely on the information provided by Employer in the performance of their duties under this Agreement.
5. RBA shall have the right to retain outside services, when deemed appropriate and economically feasible.
6. Employer agrees to provide all data as requested and to make necessary payroll deductions and assist RBA in implementing and operating its employee benefits program.
7. Employer has named RBA as Agent of Record for services as designated on Exhibit "A" and will utilize RBA as their agents or brokers in providing fringe benefits to employees for all benefit plans designated, now in place, introduced or elected in the future, while this contract is in place, which may include some or all of the following services:
 - Medical
 - Dental
 - Vision
 - Life
 - Accidental Death & Dismemberment
 - NYS Disability
 - Short-Term Disability
 - Long Term Disability
 - Voluntary Benefit Plans
 - Employee Assistance Program (EAP)
 - COBRA
 - Flexible Spending Account(s)
 - Health Reimbursement Arrangement(s)
 - Administrative Services
 - Wellness Program
8. Employer agrees to keep all RBA documents confidential and to treat them as proprietary and agrees to restrict the use and agrees not to disclose details of the plan design(s) and/or supplemental documents to other parties unless Employer has received written permission from RBA or except where authorized or required by law. This section shall survive the termination of this Agreement.
9. Employer agrees to pay RBA an administrative fee for service based on the most current attached Exhibit "A", which may be updated annually or from time to time with 30 days prior written notice. Employer shall be billed and payment due 30 days from date billed.

General Terms:

10. **Term.** The term of this Agreement shall be for the following period: April 1, 2013 through December 31, 2014.
11. **Termination.** This Agreement may be terminated upon any of the following:
 - a. Expiration of this Agreement
 - b. Written mutual agreement of parties to terminate
 - c. Written notice to Employer or RBA should either party materially fail to comply with the terms of this Agreement
 - d. Sixty (60) days written notice by either party to the other to terminate with or without cause (however, in the event of early termination by the Employer a \$500 fee shall apply to offset the administrative set-up costs as well as a transfer of record fee of \$1.00 per record or a minimum fee of \$300 whichever is greater)
 - e. Failure of Employer to pay service fee to RBA as agreed
 - f. Failure of Employer to keep adequate funding requirements as explained herein
12. **Independent Advice.** Employer understands that RBA is not giving Employer any legal, tax or financial advice concerning any of the matters relating to this Agreement. Employer acknowledges that it has had the opportunity to consult with its independent legal, tax and financial advisors and is not relying on RBA for any such advice and is not expecting RBA to provide any such advice to an account holder.
13. **Governing Law/Venue.** This Agreement shall be governed in all respects by the laws of the State of New York. Venue shall be in Monroe County, New York.
14. **Notice.** Employer authorizes RBA to accept directions and/or data transmitted to RBA through facsimile, electronic/data transmissions, U.S. Mail or other means (FedEx, UPS, etc.) by authorized representatives, including duly appointed third parties, of Employer. Employer acknowledges its responsibility for the accuracy and completeness of any communication and is solely responsible for any adverse consequences that may result from errors or inaccuracies caused by the quality of such transmissions. RBA may fully rely on any communication with no obligation to review it or verify its accuracy.
15. **Independent Relationship.** It is expressly acknowledged by the parties hereto that this Agreement is not intended to create nor shall it be deemed or construed to create any relationship between Employer and RBA other than that of independent entities contracting with each other solely for the purpose of effecting the provisions herein. Neither party, nor any of their respective officers, directors, or employees shall be construed to be the agent, employee, or representative of the other, except as specifically provided herein.
16. **Confidentiality.** For the purposes of this Agreement, the term "Confidential Information" means non-public information about the disclosing Party's business or activities that is proprietary and confidential, which shall include, without limitation, all business, financial, technical and other information of a Party marked or designated "confidential" or by its nature or the circumstances surrounding its disclosure should reasonably be regarded as confidential. Confidential Information includes written or other tangible information but will not include information that (a) is in or enters the public domain without breach of this Agreement; (b) the receiving Party lawfully receives from a third party without restriction on disclosure and without breach of a nondisclosure obligation; (c) the receiving Party can establish that it developed independently. The terms and conditions of this Agreement will be deemed to be the Confidential Information of each Party and will not be disclosed without the prior written consent of the other Party. All Personally Identifiable Information collected through the RBA process will be deemed to be the Confidential Information of Employer. Each Party agrees (a) that it will not disclose to any third party or use any Confidential Information disclosed to it by the other except as expressly permitted in this Agreement; and (b) that it will take all reasonable measures to maintain the confidentiality of all Confidential Information of the other Party in its possession or control, which in no event will be less than the measures it uses to maintain the confidentiality of its own information of similar importance.
17. **Indemnity.** RBA agrees to and shall indemnify, defend and hold Employer, its subsidiaries and affiliates, and their respective directors, officers, agents and employees harmless from and against any and all claims, costs, damages, demands, lawsuits, liabilities and expenses (including reasonable attorney's fees, including the allocable expense of in-house counsel and interest), and for any and all injuries or damages to persons (including death) or to property, arising out of, resulting from, or in any way connected with the acts or omissions of RBA, its agents or employees, under this Agreement.

Employer agrees to and shall indemnify, defend and hold RBA, its subsidiaries and affiliates, and their respective directors, officers, agents and employees harmless from and against any and all claims, costs, damages, demands, lawsuits, liabilities and expenses (including reasonable attorney's fees, including the allocable expense of in-house counsel and interest), and for any and all injuries or damages to persons (including death) or to property, arising out of, resulting from, or in any way connected with the acts or omissions of Employer, including failure to follow the advice of RBA, its agents or employees, under this Agreement.
18. **Limitation of Liability.** To the extent permitted by applicable law neither party will be liable to the other party or any third party for any special, indirect, consequential or punitive damages or costs arising out of or related to this Agreement.

City of Watertown — Exhibit "A"

Effective Date: April 1, 2013

Pricing to be paid by Employer: \$250 annual setup fee, plus \$25 per COBRA occurrence

The following additional items may also apply:

- Minimum monthly billing fee or \$.00
- Employers who opt not to use the auto-pay feature may be charged an additional fee of \$10 per month (\$120 annually)
- Late fee of 2% on charges not paid within 30-days

If Employer does not pay any fee due RBA prior to the first day of the month following the month in which RBA bill is rendered, RBA will notify Employer ten (10) days prior to the suspension of services. **In the event RBA suspends its services because of failure to pay the service fee, RBA shall have no liability or responsibility for any claims, taxes, penalties, fees, fines or liabilities incurred by Employer or the employees of the Employer as a result of such suspension.** During any suspension of services, Employer is obligated to pay the base fee until this Agreement is terminated.

Basic services provided by RBA

- MyRelphHealth advisor wellness program
- 24/7 internet account access
- Customer care center
- Spreadsheet or online enrollment
- Online forms

Additional services as designated:

Benefit Plans

Medical

Dental

Vision

Life

Accidental Death & Dismemberment

NYS Disability

Short Term Disability

Long Term Disability

Voluntary Benefits

Employee Assistance Program (EAP)

Cobra Administration

Flexible Spending Account(s)

- Section 125 FSA Administration
- Employee account balance tracking
- Claims processing
- Employee claims reimbursement checks
- Employer monthly reports
- Plan maintenance and support
- Plan end of year reports
- Compliance tracking
- 5500 form completion
- Summary Plan Description (for applicable plans)

Health Reimbursement Arrangement(s)

- Section 105 HRA Administration
- Employee account balance tracking
- Claims processing
- Employee claims reimbursement checks
- Employer monthly reports
- Plan maintenance and support
- Plan end of year reports
- Compliance tracking
- 5500 form completion
- Summary Plan Description (for applicable plans)

1PointPlus

- Employee enrollment services
- Employee annual group meetings and/or individual onsite enrollment meetings
- Employee enrollment materials
- Employee educational services/material
- Employee elections and processing ongoing enrollments
- Employee – Adds, Changes and Terminations with notification to carriers
- Availability of employee benefit statements
- Employer group insurance bill adjudication
- Plan maintenance and support
- Plan end of year reports
- Compliance tracking
- 5500 form completion
- Summary Plan Description (for applicable plans)

1Point

- Employee enrollment services
- Employee annual group meetings and/or individual onsite enrollment meetings
- Employee enrollment materials
- Employee educational services/material
- 5500 form completion*
- Summary Plan Description (for applicable plans)*

Administrative services for Self-Funded plans (i.e. Vision)

Non-discrimination testing (only if requested)

Dependent Audit/Affidavit*

Debit Cards**

*Additional charges may apply

**Important debit card information: Your account will need to have a minimum funding amount on reserve with the bank of record (currently BanCorp) of (3% daily or 5% weekly) for the debit card option. Your Account Manager will notify you of the actual minimum funding amount required for your group set-up. This amount will roll forward each plan year and may require additional funding called a "true-up".

1PointPlus is our premier benefit package which includes all of the services mentioned above. If you have questions about the 1PointPlus package, any of the services mentioned above, or if you would like to upgrade your services, please contact your Relph Benefit Advisor Account Executive at 1.800.836.0026.

Tabled

September 26, 2013

To: The Honorable Mayor and City Council

From: Sharon Addison, City Manager

Subject: Accepting Bid for Unarmed Security Services at the
Flower Memorial Library

The attached Resolution was tabled at the September 16, 2013 meeting. City Council may either reject all bids for good cause and request that it be bid again or accept the low bid from Denog Protective Security Services, Inc, in the amount of \$15.35 per hour.

Staff will be available at the meeting to answer any questions Council may have regarding this legislation.

RESOLUTION

Page 1 of 1

Accepting Bid for Unarmed Security Services, Flower Memorial Library

Introduced by

Council Member Roxanne M. Burns

Council Member BURNS, Roxanne M.

Council Member BUTLER, Joseph M. Jr.

Council Member MACALUSO, Teresa R.

Council Member SMITH, Jeffrey M.

Mayor GRAHAM, Jeffrey E.

Total

YEA	NAY

WHEREAS the City Purchasing Department has advertised and received sealed bids for unarmed security services at the Flower Memorial Library, per City specifications, and

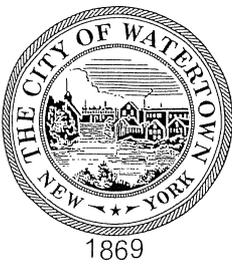
WHEREAS funding for unarmed security service is included in the 2013-2014 Adopted Library Fund Budget, and

WHEREAS bid specifications were requested by thirteen (13) security service firms, with five (5) bids received and publicly opened and read in the City Purchasing Department on August 29, 2013 at 11:00 a.m., and

WHEREAS City Purchasing Manager Amy Pastuf and Library Director Barbara Wheeler reviewed the bids received, and it is their recommendation that the City Council accept the bid submitted by Denog Protective Security Services, Inc. as the lowest responsive bidder in the amount of \$15.35 per hour;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid submitted by Denog Protective Security Services, Inc. for unarmed security services at the Flower Memorial Library.

Seconded by Council Member Joseph M. Butler Jr.



CITY OF WATERTOWN, NEW YORK

ROOM 205, CITY HALL
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
E-MAIL APastuf@watertown-ny.gov
Phone (315) 785-7749 Fax (315) 785-7752

Amy M. Pastuf
Purchasing Manager

MEMORANDUM

TO: Sharon Addison, City Manager
FROM: Amy M. Pastuf, Purchasing Manager
SUBJECT: Bid 2013-14 – Unarmed Security for the FML – Bid Recommendation
DATE: 9/10/2013

The City's Purchasing Department advertised in the Watertown Daily Times on August 2, 2013 calling for sealed bids for Unarmed Security for the Flower Memorial Library as per City specifications. Bid Specifications were requested by thirteen (13) security service firms. Five (5) sealed bids were submitted to the Purchasing Department. The sealed bids were publically opened and read on Thursday, August 29, 2013 at 11:00 am, local time. The bid tally is provided below.

Description	Command Security Corporation	Denog Protective Security Services, Inc.	ICU Security & Private Investigations	Jess Security Services, Inc.	U.S. Security Associates, Inc.
	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate	Hourly Rate
Unarmed Security Services	\$23.60	\$15.35	\$30.62	\$19.83	\$21.74

The basis for award for this sealed bid is an hourly rate for the required services. As per the New York State Department of Labor, this service is considered a Public Work Building Service that requires the payment of prevailing wages to the employees hired to provide security. The prevailing wage rate for security services is \$13.59 per hour plus supplemental benefits of \$1.72 per hour worked totaling \$15.31 per hour.

The bids were reviewed by Library Director Barbara Wheeler and the Purchasing Department to ensure that the bid meets the required specifications. The Purchasing Department requested and checked references for the lowest bid received, Denog Protective Security Services, Inc. The references provided relayed a positive experience with the security provider. It is recommended that we accept the bid proposal from Denog Protective Security Services, Inc. for the hourly rate of \$15.35 per hour.

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

September 17, 2013

To: The Honorable Mayor and City Council
From: James E. Mills, City Comptroller
Subject: Sales Tax Revenue – August 2013

The City has received the monthly sales tax revenue amount from Jefferson County. In comparison to August 2012, the August 2013 sales tax revenue on an actual to actual basis is up \$106,747 or 7.87%. In comparison to the original budget projection for the month of August, sales tax is up \$39,692 or 2.79%.

The year-to-date actual receipts are up \$237,962 or 8.75% while the year-to-date receipts on a budget basis are up \$103,644 or 3.63%. Year-to-date sales tax revenue is at \$2,956,456.

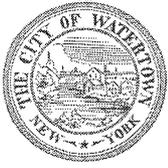
The attached spreadsheet shows the detail collections for this year and last year along with the budgeted amounts. Collections for the Fiscal Years' 2009-10, 2010-11, 2011-12 and 2012-13 have been included for historical perspective.

Please note that this payment represents an estimated payment made by the State to the County and will be trued up by the State with the October payment.

	<u>Actual 2009-10</u>	<u>Actual 2010-11</u>	<u>Actual 2011-12</u>	<u>Actual 2012-13</u>	<u>Actual 2013-14</u>	<u>Variance</u>	<u>% Inc/(Dec)to Prior Year</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
July	\$ 1,054,235	\$ 1,294,030	\$ 1,359,433	\$ 1,361,364	\$ 1,492,579	\$ 131,215	9.64%		
August	\$ 1,111,868	\$ 1,250,127	\$ 1,319,714	\$ 1,357,130	\$ 1,463,877	\$ 106,747	7.87%		
September	\$ 1,805,736	\$ 1,777,374	\$ 1,886,899	\$ 2,071,785	\$ -			237,962	4.97%
October	\$ 1,081,394	\$ 1,147,531	\$ 1,215,879	\$ 1,301,624	\$ -				
November	\$ 1,056,203	\$ 1,203,035	\$ 1,207,881	\$ 1,274,589	\$ -				
December	\$ 1,606,018	\$ 1,681,408	\$ 1,897,409	\$ 1,714,672	\$ -				
January	\$ 1,103,884	\$ 1,213,795	\$ 1,195,675	\$ 1,276,483	\$ -			-	0.00%
February	\$ 921,272	\$ 984,089	\$ 1,036,230	\$ 1,160,663	\$ -				
March	\$ 1,572,098	\$ 1,445,902	\$ 1,624,451	\$ 1,453,454	\$ -				
April	\$ 1,121,188	\$ 1,190,708	\$ 1,217,913	\$ 1,293,493	\$ -			-	0.00%
May	\$ 1,079,512	\$ 1,164,270	\$ 1,224,057	\$ 1,373,513	\$ -				
June	\$ 1,709,687	\$ 1,654,800	\$ 2,029,525	\$ 1,609,032	\$ -				
YTD	<u>\$ 15,223,095</u>	<u>16,007,070</u>	<u>\$ 17,215,066</u>	<u>\$ 17,247,801</u>	<u>\$ 2,956,456</u>	<u>\$ 237,962</u>	<u>8.75%</u>		

	<u>Original Budget</u>		<u>Actual 2013-14</u>	<u>Variance</u>	<u>%</u>	<u>Quarterly Variance</u>	<u>% Inc/(Dec) to Prior Quarter</u>
	<u>2013-14</u>						
July	\$ 1,428,628		\$ 1,492,579	\$ 63,952	4.48%		
August	\$ 1,424,184		\$ 1,463,877	\$ 39,692	2.79%		
September	\$ 2,174,150		\$ -			103,644	2.06%
October	\$ 1,365,936		\$ -				
November	\$ 1,337,565		\$ -				
December	\$ 1,799,393		\$ -				
January	\$ 1,339,552		\$ -			-	0.00%
February	\$ 1,218,010		\$ -				
March	\$ 1,525,268		\$ -				
April	\$ 1,357,403		\$ -			-	0.00%
May	\$ 1,441,377		\$ -				
June	\$ 1,688,534		\$ -				
YTD	<u>\$ 18,100,000</u>		<u>\$ 2,956,456</u>	<u>\$ 103,644</u>	<u>3.63%</u>		

Total Budget \$ 18,100,000



CITY OF WATERTOWN, NEW YORK

OFFICE OF CITY CLERK

CITY HALL, ROOM 101

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3387

(315) 785-7780 Fax (315) 785-7796

Email: asaunders@watertown-ny.gov

Ann M. Saunders
City Clerk/City Historian

Date: September 26, 2013

To: The Honorable Mayor and City Council

From: Ann M. Saunders, City Clerk

Subject: Business Licenses and Permits

The purpose of this memo is to initiate a discussion with City Council regarding Chapter 112 of the City Code which dictates the businesses and trades that are required to have a permit, and the process by which the permits are obtained. As you recall in March 2012, I asked Council to approve certain changes to the Code of the City of Watertown in regards to the current fee schedule for the City Clerk's office. At that time, it was discovered that Chapter 112 Businesses and Trades listed several licenses and permits such as Amusement Devices, Dance Halls, Entertainment and Taxicabs which were repealed on December 5, 2005.

A review of this chapter, as well as other chapters referenced in Chapter 112, has revealed several provisions which, due to the passage of time and the needs of the community, are no longer necessary or have otherwise been pre-empted by State statutory provisions. I have met with Attorney James Burrows regarding this for guidance and there are several items that require Council's attention and decision. If changes are to be made, then a Local Law would need to be prepared.

Please consider the following:

Auctions and Auctioneers – Chapter 84

Current Fee – no set fee

Suggestion –

Council should consider whether it wants to continue to regulate this because it falls under NYS General Business Law Section 21-27

If kept – set fee? Amend chapter in order to ensure compliance with NYS Law

Pawnbrokers – Chapter 219

Current Fee – no set fee

Suggestion –

Council should consider whether it wants to continue to regulate this because it falls under NYS General Business Law Section 40-53

If kept – set fee? Amend chapter in order to ensure compliance with NYS Law

Poolrooms and Billiard Parlors – Chapter 226

Current Fee – no set fee

Suggestion –

Council should consider whether it wants to continue to regulate

If kept – set fee? Amend chapter in order to ensure compliance with NYS Law

Going out of Business – Chapter 244

Purpose – per NYS General Business Law Section 580, this is to prevent sales from being conducted and advertised in such a manner as to mislead and defraud the public.

Fee - \$500 for the 1st 30 days then \$50 for a 30 day renewal. If the sale is completed in 60 days, all fees described will be refunded except for \$75. (Per NYS Law)

Suggestion – Amend Section 244-3 to reflect the application requirements listed in NYS General Business Law Section 580-596

Transient Retail Business – Chapter 284

Purpose – To discourage temporary sales from competing with permanent businesses within the community

Definition per the Code - “Business conducted in a store, hotel, house, building or other structure for the sale at retail of goods, wares or merchandise, except food products, which is intended to be conducted for a temporary period of time”.

Fee - Daily license costing \$300 for the first 3 days then \$100 per additional day.

Suggestion –

- Council needs to decide if this should pertain to both private and public property - very difficult to regulate on private property
- Delete the Imposition of the Tax (Section 284-2) because it is administratively burdensome and has not been collected correctly in the past. It requires an accounting of inventory and sales after the fact relying on the honor system from the business. Based on Real Property Tax multiplied by the Gross Sales.
i.e. – Gross Sales of \$10,000 x \$0.007299 = \$72.99 tax
- May want to consider raising the fee verses collecting a tax
- If Tax is deleted, then delete sections 284-4 and 284-5 as well

Vending in Designated Places – Chapter 112

Fee – Annual Fee of \$250

Suggestion – Since this license has not been issued in several years and there is no defined list of “designated places”, Council should consider removing this type of license or determining a list of places that qualify for this type of license.

Remainder of Chapter 112 – Businesses and Trades

Suggestion – remove all references to taxicabs, amusement devices, dance halls, restaurants, theaters, video-type games arcade since these licenses were already repealed.



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

DATE: September 24, 2013
TO: Kurt Hauk, City Engineer
FROM: Shawn McWayne, Code Enforcement Supervisor
SUBJECT: 261 Mullin St.

It has been brought to my attention that the City Council may be considering changes to the City's fence regulations due to a violation at the subject address. In the following papers you will see that the owner of 261 Mullin Street was well informed of the City's requirement as they relate to fence installation.

I fully understand that all rules and regulations must be changed from time to time, but these changes must be based on City wide needs and not on an individual basis. If the City Council truly deems that the regulation should be changed to accommodate 261 Mullin Street then so be it.

I strongly believe that making changes to the local laws and regulations based on individual circumstances will cause more problems in the future.

If you have any questions, please contact me.

Shawn McWayne



August 2, 2013

To: Shawn R. McWayne, Code Enforcement Supervisor

From: Carolyn F. R. Meunier, Code Enforcement Officer

File Memo Re: 261 Mullin Street

On July 31, 2013, I met with Jake Johnson, owner of the referenced address, regarding a pool permit. The discussion about the pool permit included the requirements, one being a fence. Jake told me what he planned and I explained that Code did not allow his intended fence. I gave him a fence permit form and wrote "fence under separate permit" on the pool permit # B-134-023.

Mr. Johnson informed me that he intended to use chain link and we discussed the fence ordinance and that a chain link fence is not allowed where he wanted to put it. He stated the he lived beside a City council member and that it would be a beautiful [pool and fence] project. I distinctly pointed out the sections of the ordinance that applied to Mr. Johnson's stated intentions. He asked if it was okay if he had his neighbor's permission and I said he would have to apply for a variance; that a neighbor's permission did not allow installation against Code. He asked what if he did it anyway and I asked that he not, knowing it was against the Code and that he was informed. I reminded him that he just told me he lived right beside a Council member – he said he would talk to [them] and it would be okay. Mr. Johnson asked what if he did it anyway and I said the normal procedure in such case would be to notify him of the violation and if not corrected, we would refer it to the attorneys for legal action.

Mr. Johnson asked that if he never told me anything, how I or this office would ever know about the fence anyway, because none of his neighbors would complain and that all of our inspections are complaint driven. I told him that inspections are performed in conjunction with a permit; that we travel Mullin Street all the time; that a blatant violation of Code would be noticed by any of us and we would be duty-bound to act upon it.

During our conversation, Mr. Johnson made it understood that he disagreed with and disliked the City's fence ordinance. I told him that I only enforced the Code and it is changed only by City Council.

Carolyn



September 19, 2013

To: Shawn R. McWayne, Code Enforcement Supervisor

From: Carolyn F. R. Meunier, Code Enforcement Officer

File Memo Re: 261 Mullin Street

The week of September 9, 2013, Jacob Johnson stopped in to discuss the violation letter he received dated September 5, 2013.

Mr. Johnson asked me to explain what the 'ten (10) days to comply' meant. I told him that he has ten days from the date of the letter to take the fence down where it is in violation. He said he would die before he takes the fence down.

He asked what if he got a variance because that would take a lot longer than ten days. I agreed that yes, it did, but I said he would have to have his paperwork in within ten days; that way we know he intends to go through the variance procedure. He asked 'what happens' while he is in the process and I told him that usually we waited for the outcome of the variance request.

I gave him another blank fence permit form and told him that since he did not obtain a fence permit, he needed to – even to start the variance process he had to be denied a permit. He said Alpine was supposed to have gotten the permit. I told him it was the property owners' responsibility to get their own permits and explained the signature authorization for someone else to sign one.

He did not fill-out the form and said he had to think about it. I told him where to get the variance packet, etc. He talked about how beautiful his yard [pool, landscaping and fence] was and got his phone out to show me pictures of his "beautiful fence" – I told him it wasn't beautiful to us since it was in violation, he tried to show me the pictures and I told him I've seen pictures of it; the ones attached to his violation letter. He stated that they weren't good ones.

Since the conversation and Mr. Johnson's purpose were completed. I left the front room.

Carolyn



CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT

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

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

To: Mr. Shawn Mc Wayne
From: Capt. Todd De Mar
Re: Fence on Mullin St.
Date: 9/5/13
Sir:

The following is an account of my recollections with regard to the building of a fence at 261 Mullin St.

1. On Wednesday July 31, 2013 I was sitting in my office with the door open. My office is just off the main meeting area for the office and is well within the listening distance.
2. While preparing letters for property maintenance inspections, I clearly did hear Carolyn Meunier explain to the other party (now identified as Jacob Johnson) that the construction of the fence would require a permit and that the fence meet the basic requirements of the code.
3. When asked about the possibility of building a chain-link fence, I also heard her specifically tell him that the construction of a chain linked fence would not be allowed as detailed and that these types of fences had to be at least 20 feet off the sidewalk.
4. Following this meeting, I had no doubts that Mr. Johnson had been well advised that the construction of chain-link fence as proposed would not meet code and would not be permitted.

I hope this information is helpful to you and is accurate to the best of my recollections.

Sincerely,

Todd De Mar, EFO

SLYE & BURROWS

ATTORNEYS AT LAW

104 WASHINGTON STREET

WATERTOWN, NEW YORK 13601

ROBERT J. SLYE
JAMES A. BURROWS
CHRISTINA E. STONE

(315) 786-0266
FAX: (315) 786-3488

September 19, 2013

Jacob S. Johnson
261 Mullin Street
Watertown, New York 13601

Re: Fence Violation – 261 Mullin Street

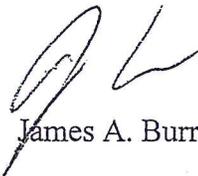
Dear Mr. Johnson:

My office serves as attorneys for the City of Watertown, New York in regard to the above-referenced matter. It is my understanding that you disregarded the advice of Bureau of Code Enforcement officials and erected a fence at the above-referenced property in violation of several provisions of the Code of the City of Watertown. I enclose a copy of a September 5, 2013 letter to you from the Code Enforcement Supervisor that identifies the various violations. Please bring the property into compliance as previously directed within five (5) days from the date of this letter. I will take whatever steps are reasonable, appropriate, and directed by the City, including the use of the local court to achieve compliance, if you do not timely comply. Thank you for your anticipated cooperation.

Very truly yours,

SLYE & BURROWS

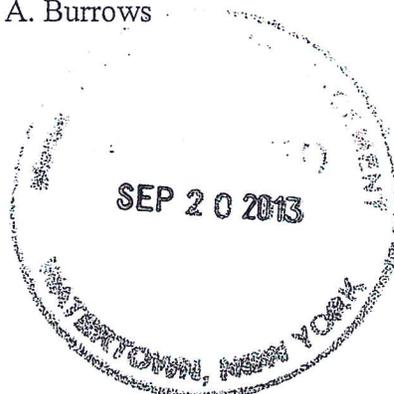
By:


James A. Burrows

JAB/mp
Enclosure

cc: Alpine Fence
18000 NYS Route 3
Watertown, New York 13601

✓ Shawn R. McWayne, Code Enforcement Supervisor
City of Watertown
245 Washington Street
Watertown, New York 13601





CITY OF WATERTOWN, NEW YORK
BUREAU OF CODE ENFORCEMENT

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

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

#9005
9-16-13

September 5, 2013

Jacob Johnson
261 Mullin Street
Watertown, NY 13601

Re: Fence Violation - 261 Mullin Street

Mr. Johnson:

It has come to my attention that a violation of Code of the City of Watertown Zoning Ordinance, Chapter 310-26.1, exists at the referenced address, as follows:

- A permit is required to be obtained prior to the installation of a fence, as per the Code of the City of Watertown §310-26.1 sections, A, B and C.
- City Code, Chapter 310-26.1, I.: Fences located less than twenty (20) feet from a street shall not be located less than five (5) feet from a neighbor's driveway or a shared driveway."
- As per City Code, Chapter 310-26.1, K.: Chain link fences shall not be located less than twenty (20) feet from a street line, except in Light and Heavy Industrial Zoning Districts.

When you obtained pool permit number B-134-023 from this office on July 31, 2013, a blank fence permit form, which details these requirements, was provided to you; to be completed by you and returned to this office.

- ❖ Therefore, as Code Enforcement Supervisor for the City of Watertown, I am obligated to require that the unauthorized fence installed at your property be brought into compliance within ten (10) days from the date of this notice.

An inspection will be performed on September 16, 2013, to verify consensus. Failure to comply will result in legal action.

Sincerely,

Shawn R. McWayne
Code Enforcement Supervisor

SRM/cm

Enclosures

cc: Slye & Burrows, City Attorneys

**CITY OF WATERTOWN
BUREAU OF CODE ENFORCEMENT**

FENCE PERMIT

Fence Address: _____
 Owner: _____
 Address: _____
 City/St/zip: _____
 Phone: _____

Zoning District: _____
 Is this property a corner lot? Yes No
 Contractor: _____
 Contractor's insurance on file? Yes No

Fence Type: Picket Split Rail Stockade Chain Link Wrought Iron Other: _____
 Fence Material: _____ Height of Fence (at highest point): _____

****Street line -- A lot line separating a street from the abutting property****

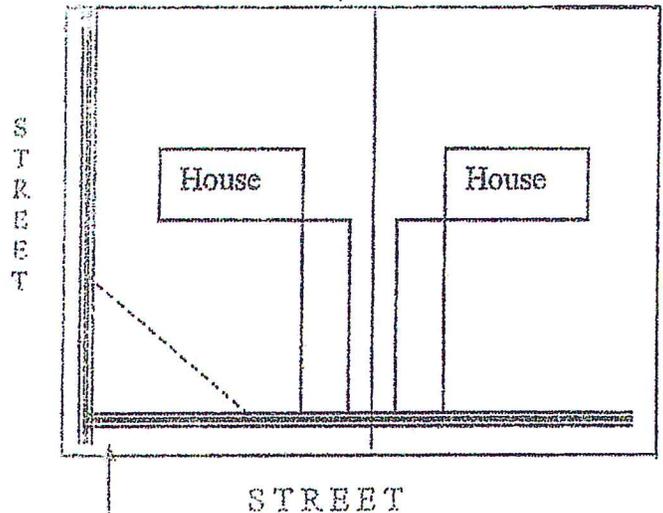
All work shall comply with the Code of the City of Watertown, § 310-26.1 :

- A. No person firm or corporation shall commence the erection, construction, or alteration of any fence without first applying for, and obtaining a fence permit from Code personnel for each such fence.
- B. Application for a fence permit shall be made to Code personnel and shall contain the information requested on such forms plus any additional information as may be determined necessary by Code personnel for duly processing such applications.
- C. All applications shall be signed by the owner of the real property or it shall be accompanied by written authorization from the owner authorizing whomever to obtain
- D. In all Districts, except Light and Heavy Industrial Districts, no fence shall be more than six (6) feet in height, except as otherwise restricted below. In Light and Heavy Industrial Districts no fence shall be more than eight (8) feet in height.
- E. Fences less than twenty (20) feet from a street line shall not be more than four (4) feet in height, except in Light and Heavy Industrial Districts.
- F. The height of a fence shall not include post finials extending above fence panels.
- G. Fences located less than twenty (20) feet from a street line shall have open spaces equal to at least 50% of the area of each panel, except as otherwise restricted below.

- H. Fences located less than five (5) feet from a street line shall have the open spaces equal to at least 80% of the area of each panel.
- I. Fences located less than twenty (20) feet from a street shall not be located less than five (5) feet from a neighbor's driveway or a shared driveway.
- J. The side of the fence facing away from the fence owner's property shall have a finished quality.
- K. Chamlink fences shall not be located less than (20) feet from a street line, except in Light and Industrial Districts.
- L. Electric fences are prohibited.
- M. Barbed Wire Fences shall not be allowed except on top of chain link.

§310-27: Visibility at corners In any Residence District, no structure (other than a fence meeting the requirements of § 310-26.1) or shrubbery over three (3) feet in height shall be maintained on any corner lot within a triangular area formed by street lines to the points on such lines a distance of 40 feet from their intersection and a line connecting such points.

Corner Lot Inside Lot



Owner signature: _____ Date: _____

By: (designee listed on authorization) _____

For Office Use Only:

Inspector Signature: _____ Date: _____ Permit # _____

Comments: _____







09/17/2013



09/17/2013



09/17/2013



09/17/2013



09/17/2013



09/17/2013



09/17/2013

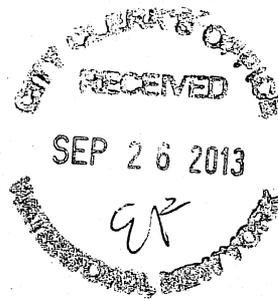
October 2, 2013

To: The Honorable Mayor and City Council
From: Sharon Addison, City Manager
Subject: Letter to City Council from Greg S. Binion

In the attached letter to City Council, Greg S. Binion requests a discount or donation of ice time for a hockey tournament to benefit the Wounded Warrior Project during Watertown's Snowtown Festival.

Council should be aware that City resident, Maura Dawley, approached City Staff regarding the reinstatement of a traditional event which had been hosted for many years in the City of Watertown – Snowtown USA. This event is gaining broad attention through Ms. Dawley's Facebook page. Although the event dates for 2014 have not yet been established, City Staff endorses the event location as the Fairgrounds.

Watertown City Council
245 Washington St.
Watertown, N.Y. 13601



cc: City Manager

9/25/13

Dear City Council Members:

My name is Greg Binion from the New York State Correctional Officers and the Police Benevolent Association (N.Y.S.C.O.P.B.A.) hockey team. During the week of the Snowtown Festival (January 3rd, 4th, and 5th, 2014), we are hosting a hockey tournament to benefit the Wounded Warrior Project to be held at the Watertown ice arena. We have already secured the required dates and ice times. We will be using 15 hours of ice time during the tournament at a cost of \$100.00 per hour for a total cost of \$1,500.00. There will be six municipal teams playing in this tournament including a special invitation to the Fort Drum Mountaineers hockey team.

All the teams will be organizing fund raisers and donation drives prior to the games as well as during the games. I am writing to you to ask if you could provide us with a discounted rate for ice time during this event as all the proceeds will be going to this well deserved cause.

Fort Drum is such a big part of our community and has sacrificed so much in the past 12 years since 9/11. Many of them have paid the ultimate price and even more have sustained injuries that they will be paying for the rest of their lives. Because of this, we ask you to discount or donate ice time so that more funding can go to the Wounded Warrior Project. Thank you for your time, consideration, and hopefully cooperation in this worthy cause.

Respectfully Submitted,

Greg S. Binion

Greg S. Binion
15575 County Route 156
Watertown, N.Y. 13601





1869

CITY OF WATERTOWN, NEW YORK

ROOM 302, MUNICIPAL BUILDING
245 WASHINGTON STREET
WATERTOWN, NEW YORK 13601-3380
(315) 785-7720

JEFFREY E. GRAHAM
MAYOR

October 2, 2013

Michelle L. Capone
258 Haley Street
Watertown, NY 13601

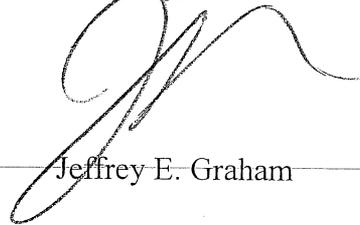
Dear Michelle:

Per our telephone conversation, I am pleased to appoint you to the City of Watertown Planning Board. Your term is effective immediately to fill the unexpired term of Pat Fontana, such term expiring June 30, 2018. The Planning Department and Board Chairman, Sara Freda, stand ready to help you become acclimated to the task.

At your earliest convenience but no later than 20 days from today, please report to the City Clerk, Ann M. Saunders, in order to take your Oath of Office.

On behalf of the citizens, I thank you for your willingness to serve.

Sincerely,



Jeffrey E. Graham

JEG:eg

cc: Sara Freda, Chairman
Kenneth A. Mix, Planning and Community Development Coordinator
Ann M. Saunders, City Clerk