



1
Picvirp

REPORTING PERIOD: 07/10/19 TO 07/16/19

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

07/16/2019 12:12
1427lbee

DEPARTMENT: Building Inspector

COMPLAINT/VIOLATION TYPE	TOTAL REPORTED
GARBAGE	2
GRASS	2
PARKING	1
PROPERTY MAINTENANCE	3
WORKING WITHOUT PERMIT	1
DEPARTMENT TOTALS	9
REPORT TOTALS	9

** END OF REPORT - Generated by Lisa Beebie **



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picvirpt

07/16/2019 12:12 CITY OF PLATTSBURGH COMPLAINTS/VIOLATIONS REPORT REPORTING PERIOD: 07/10/19 TO 07/16/19

1427lbee DEPARTMENT: Building Inspector REFERENCE LOCATION CASE COMMENT RESPONSIBLE PARTY SEVERITY CREATED COMPLETED

COMPLAINT/VIOLATION 1745 126 CORNELIA ST BRENNAN PROPERTIES LLC 07/12/2019
 VIOLATION SEVERITY 0 PHONE CALL 0 COMPLY BY COMPLETED 4 DAYS OPEN
 GRASS Grass not being mowed in the back yard.
 ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
 INITIAL INSPECT NEW 07/14/19
 NOTICE INSPECTION NEW
 FOLLOW UP INSPECTION NEW
 ORDER REMEDY NOTICE NEW
 APPEARANCE TICKE OTHER NEW
 REQUESTED SCHEDULED RESULTS FEE AMOUNT
 07/14/19 07/14/19 .00
 .00
 .00

COMPLAINT/VIOLATION TOTALS 07/11/2019
 1742 127 BEEKMAN ST UNITED METHODIST CHURCH
 SEVERITY 0 COMPLY BY COMPLETED 5 DAYS OPEN
 VIOLATION PROPERTY MAINTENANCE
 METHODIST CHURCH SIGN STAYING LIT TOO LATE AT NIGHT. NOTED IT WAS LIT AT MIDNIGHT RECENTLY. TOO BRIGHT FOR THIS AREA.
 ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
 INITIAL INSPECT NEW 07/13/19 07/11/19
 NOTICE INSPECTION NEW
 FOLLOW UP INSPECTION NEW
 ORDER REMEDY NOTICE NEW
 APPEARANCE TICKE OTHER NEW
 REQUESTED SCHEDULED RESULTS FEE AMOUNT
 07/13/19 07/13/19 .00
 .00
 .00

COMPLAINT/VIOLATION TOTALS 07/11/2019
 1741 129 BROAD ST MOUNTAIN HARBOUR PROPERTIES LLC
 SEVERITY 0 PHONE CALL 0 COMPLY BY COMPLETED 5 DAYS OPEN
 VIOLATION GARBAGE COMPLAINT OF GARBAGE OVERFLOWING CASELLA CONTAINER AT THIS PROPERTY IN FRONT OF GARAGE.
 ACTION TYPE STATUS SCHEDULED STARTED COMPLETED
 INITIAL INSPECT NEW 07/12/19
 NOTICE INSPECTION NEW
 REINSPECT INSPECTION NEW
 ORDER PICK UP OTHER NEW



CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

REPORTING PERIOD: 07/10/19 TO 07/16/19

DEPARTMENT: Building Inspector

REFERENCE LOCATION CASE COMPLAINT/VIOLATION

INSPECTION INSPECTOR REQUESTED SCHEDULED RESULTS FEE AMOUNT

COMPLAINT NICK WALKER 07/12/19 07/12/19 07/12/19 .00

COMPLAINT NICK WALKER 07/12/19 07/12/19 07/12/19 .00

COMPLAINT/VIOLATION TOTALS

1743 164 PROSPECT AVE 07/11/2019

VIOLATION SEVERITY AREA

PARKING 0 UNLICENCED VEHICLES PARKED ON PROPERTY. COMPLY BY COMPLETED 5 DAYS OPEN

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED

INITIAL INSPECTOR DONE 07/12/19 07/11/19

NOTICE NEW 07/12/19

REINSPECT NEW 07/12/19

APPEARANCE TICK REQUESTED SCHEDULED RESULTS FEE AMOUNT

INSPECTION INSPECTOR 07/12/19 07/12/19 .00

COMPLAINT JIM WELCH 07/12/19 .00

COMPLAINT JIM WELCH 07/12/19 .00

COMPLAINT/VIOLATION TOTALS

1744 2 CORNELIA ST 07/11/2019

VIOLATION SEVERITY AREA

PROPERTY MAINTENANCE 0 PHONE CALL 0 NAK PROPERTIES INC COMPLY BY COMPLETED 5 DAYS OPEN

COMPLAINT OF HOLES ON OUTSIDE OF BUILDING - SIDE OF BUILDING CLOSEST TO TRAIN TRACKS. SQUIRRELS GETTING IN AND CAUSING DAMAG

E. MILDEW SMELL IN SHARED HALLWAY. LANDLORD NOT ADDRESSING THESE ISSUES.

STEPS ACTION TYPE STATUS NOTICE SCHEDULED STARTED COMPLETED

INITIAL INSPECTOR NEW 07/13/19

NOTICE NEW 07/13/19

FOLLOW UP NEW LETTER

ORDER REMEDY NEW

APPEARANCE TICKE REQUESTED SCHEDULED RESULTS FEE AMOUNT

INSPECTION INSPECTOR 07/13/19 07/13/19 .00

COMPLAINT NICK WALKER 07/13/19 .00

COMPLAINT NICK WALKER 07/13/19 .00

COMPLAINT/VIOLATION TOTALS

1739 241 MARGARET ST 07/11/2019

VIOLATION SEVERITY AREA

WORKING WITHOUT PERMIT 0 PHONE CALL 0 ADAM P LOCKLIN COMPLY BY COMPLETED 5 DAYS OPEN

Working on porch without a permit. Tearing down and replacing.



REPORTING PERIOD: 07/10/19 TO 07/16/19

CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

07/16/2019 12:12
1427lbee

DEPARTMENT: Building Inspector

CREATED
COMPLETED

REFERENCE CASE	LOCATION	COMPLAINT/VIOLATION	COMMENT	AREA SOURCE	RESPONSIBLE PARTY SEVERITY	SCHEDULED	STARTED	COMPLETED
STEPS INITIAL INSPECT			ACTION TYPE	STATUS	NOTICE	07/12/19		
STOP WORK			INSPECTION	NEW	LETTER			
SECURE PERMIT			NOTICE	NEW				
INSPECTION INSPECTOR			OTHER					
COMPLAINT NICK WALKER			REQUESTED	SCHEDULED	RESULTS			FEE AMOUNT .00
			07/12/19	07/12/19				FEE AMOUNT .00
COMPLAINT/VIOLATION TOTALS								
1737	29 WILLIAM ST		SEVERITY	AREA	MARC A DUFFY			07/10/2019
			0		0			
VIOLATION			COMPLY BY					
GARBAGE			COMPLETED					
MULTIPLE BAGS OF GARBAGE PILING UP IN BACK YARD. BAGS OF GARBAGE IN BACK OF PICKUP TRUCK IN DRIVEWAY AND NOT BEING TAKEN ANYWHERE, JUST SITTING THERE.								6 DAYS OPEN
STEPS INITIAL INSPECT			ACTION TYPE	STATUS	NOTICE			
NOTICE			INSPECTION	NEW				
REINSPECT			NOTICE	NEW				
ORDER PICK UP			INSPECTION	NEW				
INSPECTION INSPECTOR			OTHER					
COMPLAINT JIM WELCH			REQUESTED	SCHEDULED	RESULTS			FEE AMOUNT .00
COMPLAINT JIM WELCH			07/11/19	07/11/19				FEE AMOUNT .00
COMPLAINT								FEE AMOUNT .00
COMPLAINT/VIOLATION TOTALS								
1740	46 CHAMPLAIN ST		SEVERITY	AREA	HEATHER D ROBERTSON			07/11/2019
			0		0			
VIOLATION			COMPLY BY					
PROPERTY MAINTENANCE			COMPLETED					
2 COUCHES ON FRONT YARD. BEEN THERE FOR "A COUPLE DAYS"								5 DAYS OPEN
STEPS INITIAL INSPECT			ACTION TYPE	STATUS	NOTICE			
NOTICE			INSPECTION	NEW				
FOLLOW UP			NOTICE	NEW				
ORDER REMEDY			INSPECTION	NEW				
APPEARANCE TICKE			NOTICE	NEW				
INSPECTION INSPECTOR			OTHER					
COMPLAINT NICK WALKER			REQUESTED	SCHEDULED	RESULTS			FEE AMOUNT .00
COMPLAINT NICK WALKER			07/13/19	07/13/19				FEE AMOUNT .00
COMPLAINT								FEE AMOUNT .00
COMPLAINT/VIOLATION TOTALS								
1738	4956 SO CATHERINE ST		SEVERITY	AREA	TRAVIS DEYO			07/11/2019
			0		0			
VIOLATION			COMPLY BY					
PROPERTY MAINTENANCE			COMPLETED					



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07/16/2019 12:12
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CITY OF PLATTSBURGH
COMPLAINTS/VIOLATIONS REPORT

REPORTING PERIOD: 07/10/19 TO 07/16/19

DEPARTMENT: Building Inspector

CREATED
COMPLIED

REFERENCE LOCATION
CASE
COMPLAINT/VIOLATION

RESPONSIBLE PARTY
SEVERITY

AREA
SOURCE

VIOLATION	SEVERITY	COMMENT	AREA	COMPLY BY	COMPLETED	5 DAYS OPEN
GRASS	0					
GRASS NEEDS TO BE MOWED						
STEPS						
INITIAL INSPECT						
NOTICE						
FOLLOW UP						
ORDER REMEDY						
APPEARANCE TICKE						
INSPECTION INSPECTOR						
COMPLAINT KYLE BURDO						
COMPLAINT KYLE BURDO						
COMPLAINT/VIOLATION TOTALS						

ACTION TYPE	STATUS	NOTICE	SCHEDULED	STARTED	COMPLETED	FEE AMOUNT
INSPECTION	NEW	NOTICE	07/13/19			.00
NOTICE	NEW					.00
INSPECTION	NEW	LETTER				.00
NOTICE	NEW					.00
OTHER	NEW					.00
REQUESTED	SCHEDULED	RESULTS				.00
07/13/19	07/13/19					.00

DEPARTMENT TOTALS	9 COMPLAINTS/VIOLATIONS	0 COMPLETED	.00
COMPLAINT/VIOLATION ACTIVITY 07/10/19-07/16/19:	9 CREATED		
REPORT TOTALS	9 COMPLAINTS/VIOLATIONS	0 COMPLETED	.00
COMPLAINT/VIOLATION ACTIVITY 07/10/19-07/16/19:	9 CREATED		

** END OF REPORT - Generated by Lisa Beebie **



Plattsburgh, New York

Scott Lawliss
Fire Chief

Plattsburgh Fire Department
65 Cornelia Street
Plattsburgh, NY 12901
Tel: 518-536-7542
Fax: 518-561-8236
lawliss@cityofplattsburgh-ny.gov

MEMO

TO: Mayor Colin L. Read
Members of the Common Council

FROM: Fire Chief, Scott Lawliss

DATE: July 16, 2019

RE: Fire and Ambulance Responses

For this week's period: Tuesday, July 9, 2019 to Monday, July 15, 2019
our Department has responded to the following:

Fire Calls

16

- 2 EMS assist initiated patient care prior to transport ambulance
- 5 alarm activation with investigation of cause
- 1 hazmat release investigation
- 1 MVA with patient care and hazardous mitigation
- 1 outside burn with investigation
- 1 excessive heat/scorch burns
- 1 water leak with investigation
- 1 removal of victim from stalled elevator
- 1 CO detector activation with investigation of cause
- 2 arcing electrical impinging on combustable material

Ambulance Calls

67

Mutual Aid by CVPH

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Professional Services Agreement Amendment # 1
between
KAS, Inc.
and
City of Plattsburgh

This Amendment to the existing Professional Service Agreement dated March 1, 2019, by and between **City of Plattsburgh** (hereinafter called **CLIENT**), 41 City Hall Place, Plattsburgh, New York 12901 and **KAS, Inc.**, 589 Avenue D, Suite 10, P.O. Box 787, Williston, Vermont 05495 (hereinafter called **KAS**), is effective as of July 12, 2019.

The purpose of this amendment is to update the original Agreement to provide a bid specification for the asbestos abatement and demolition of the Plattsburgh Municipal Lighting Department's (PMLD) buildings located on Green Street. Services will include the specification, a bid walk through, any bid addendums and assist in evaluation of bids.

Specific amendments to the Agreement include the following.

ARTICLE I - TERM OF AGREEMENT

The term of this amendment shall be from the effective date written above through the completion of the Scope of Work (the Work). Any additional work under this agreement would be as mutually agreed by **CLIENT** and **KAS**. Changes to this Agreement shall be by written amendment.

ARTICLE II - SCOPE OF WORK

KAS shall furnish labor, material, tools, equipment, supervision, and services necessary to perform the Work listed in Exhibit "A", Scope of Work, schedule outlined in Article V, and for the compensation listed in Article III.

ARTICLE III - COMPENSATION

1. **KAS** will complete a bid specification for the asbestos abatement and demolition, and subsequent services outlined in Exhibit A for a firm fixed price of **\$2,955.00**. This price is in addition to the previously agreed to price for the pre-demolition asbestos inspection.
2. **CLIENT** shall pay any other applicable federal, state and/or local taxes in the manner and in the amount as required by law. Any other such tax is in addition to the maximum cost specified in this Agreement.
3. Delays caused by unforeseen occurrences including, but not limited to unfavorable weather conditions, partial or complete plant or process shutdowns, strikes, floods, significant delays in project start date or fires which extend the effort required will constitute a Change-of-Scope. Additional effort resulting from such delays will be billed as agreed between the **CLIENT** and **KAS**.


**Professional Services Agreement, Amendment #1
KAS, Inc. and City of Plattsburgh
July 12, 2019**

4. Services performed at the **CLIENT's** request beyond that defined in the Scope of Work shall constitute a Change-of-Scope, will be documented by a Change Order, and will be billed as agreed between the **CLIENT** and **KAS**.

ARTICLE V – SCHEDULE

KAS anticipates completion of the bid specification in approximately three weeks from receipt of this signed Agreement. The bid specification will be sent to the **CLIENT** for review and inclusion in **CLIENT** bid package. Subsequent services including a bid walk, addendum (if needed), and an evaluation will be determined and provided in conjunction w/ a schedule discussion with **CLIENT**.

KAS, INC.

By: 
Name: Aaron Roth
(Typed or Printed)
Title: Branch Manager
Date: 7/12/19

CITY OF PLATTSBURGH

By: _____
Name: _____
(Typed or Printed)
Title: _____
Date: _____

Exhibit "A" Scope of Work

KAS shall furnish labor, material, equipment, supervision, and services necessary to prepare a bid specification and provide associated services for selection of a qualified contractor for asbestos abatement and demolition of six (6) PMLD buildings located at 32 Green Street, Plattsburgh, New York. Specifically, **KAS** will conduct the following scope of work.

KAS will prepare a bid specification for the asbestos abatement and demolition of the buildings. The specification will outline requirements and certain items will require input from the **CLIENT**. The bid specification will be prepared in **KAS'** format, unless a specific format is requested by **CLIENT** prior to commencement of the project.

Asbestos-containing materials (ACMs) identified in the Pre-Demolition Asbestos Inspection Report dated June 3, 2019 will require removal prior to demolition of the buildings. The bid specification will require all asbestos abatement activities be completed by a New York State-licensed asbestos company in accordance with New York State Industrial Code Rule 56 (NYS ICR 56) and federal Asbestos NESHAP, 40 CFR Part 61, Subpart M

In addition, the bid specification will detail the requirements for the demolition of the buildings. The bid specification will detail removal of foundations, structural members, and termination of utilities. The specification will list state and federal regulations that contractors must comply with.

Once completed, the bid specification will be sent to the **CLIENT** for review. **KAS** will distribute the bid spec and schedule a site walk-through. **KAS** will attend the site walk-through and answer any questions or comments. All questions and comments will be answered in the form of an addendum. **KAS** will assist in evaluating the bids and provide the **CLIENT** with a recommendation. The **CLIENT** will contract directly with the selected contractor.

Assumptions and Conditions

- 1) This scope of work does not include asbestos air/project monitoring services. A scope of work and cost will be provided once a contractor is selected and the abatement scope of work has been determined.



Plattsburgh, New York

53 Green Street
Plattsburgh, NY 12901
Phone: 518-536-7519

Jonathan P. Ruff, P.E.
Environmental Manager

ruffj@cityofplattsburgh-ny.gov

July 15, 2019

To: Mayor Read and Members of the Common Council

Fr: Jonathan Ruff

The New Beginnings Mobile Home Park in Beekmantown has been directed by DEC to construct a new wastewater treatment plant. The residents of NBMHP have worked with the Cooperative Development Institute to assume a change ownership to a non-profit coop. Clinton County has assisted them to obtain some grants to construct the new wastewater treatment facility. They now need to hire certified operators to run it.

We've been talking with their engineers (AEDA) about using WRRF staff to provide contract operations. Benefits to the City of such an arrangement include:

- Further developing our technical staff by providing them with more varied work experience and responsibility. This will help with training and succession planning.
- Generating revenue to offset budget expenses.
- Protecting water quality at the City Beach by ensuring proper operation (NBMHP discharges to Dead Creek which outlets near the City Beach).
- Further establishing the City as a North Country leader in protecting the environment.

I have discussed this possibility with DEC and they were supportive of the effort to assist. This might be valuable credibility during regulatory issues and grant applications.

DEC is requiring that an operator be at the plant two hours per day every day. It will require that we revise our approach to assigning work at the WRRF but I'm confident that we can figure that out.

The general scope of services will be:

Check Over System Daily
Complete and Submit Monthly DMR Report to DEC
Collect Samples
Fill tanks
Adjust rates
Advise of any maintenance needed.

Our operators bill at about \$38.50 per hour including benefits so the charges would be:

<u>Hrs/day</u>	<u>Days/wk</u>	<u>Wk/yr</u>	<u>Hr/yr</u>	<u>\$/hr</u>	<u>\$/yr</u>
2	7	52	728	38.5	\$ 28,028
		<u>R/T</u>	<u>\$/mile</u>	<u>\$/day</u>	<u>\$/yr</u>
		8	0.58	4.64	1,694
				Total : \$	29,722

Time is of the essence as the new plant is scheduled to go on line soon and we need to train our staff how to operate it.

Dean is developing a formal contract agreement for the arrangement; therefore,


It is respectfully requested that the Common Council authorize entering into a “Wastewater Treatment Plant Operating Agreement” per the scope and reimbursement described in this memo subject to the final contract approval of the Mayor and City Attorney.

Please contact me if you have any questions.



Richard A. Marks
City Chamberlain

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

DATE: July 16, 2019
MEMO TO: Mayor Read
FROM: Richard Marks 
RE: Budget Transfer – General and Rec Complex Funds

It is being requested to adjust the 2019 General and Rec Complex Fund budgets, as follows:

Increase: General Fund – Data Processing Fees for Service	11680000-4440	\$22,800.00
Decrease: General Fund – Data Processing Contract Service	11680000-4430	\$22,800.00

To transfer the appropriation for the Glens Falls National Bank lockbox fees from Contract Services to Fees for Services in the Data Processing budget corresponding to the actual charges being posted to that account.

Increase: General Fund – City Parks Vehicle Supplies	17140000-4320	\$11,890.00
Increase: General Fund Assigned Appropriated Fund Balance	1-0599	\$11,890.00
Decrease: Rec Complex Fund Assigned App. Fund Balance	2-0599	\$11,890.00
Decrease: Rec Complex Fund – Rec Admin Office Supplies	27210000-4350	\$11,890.00

To transfer the appropriation for the supply costs for the vehicles being used for maintenance of the City Recreation Parks from the Rec Complex Admin Office Supplies to the General Fund City Parks Vehicle Supplies account, with a corresponding adjustment for the actual year-to-date vehicle expenses charged to the Rec Complex Admin Office Supplies to the City Parks Vehicle Supplies account.

Thank you for your attention to this request.

Cc: Barbara Phillips
Matt Miller
Lynda Mulcahy



FOR 2019 13

JOURNAL DETAIL 2019 1 TO 2019 13

ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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1 General Fund

11680000 Central Data Processing

11680000 4440 Fees For Services	1,500	1,500	10,077.78	.00	12,722.22	-21,300.00	1520.0%*
2019/01/000703 01/01/2019 BUC	1,500.00 REF	000675 PO 125		ORIGINAL BUDGET 2019	LOCKBOX PROCESSING		
2019/02/000424 02/28/2019 POE	22,800.00 VND	000675 VCH171841			LOCKBOX PROCESSING		
2019/03/000104 03/08/2019 API	2,161.78 VND	000675 PO 125			LOCKBOX PROCESSING		
2019/03/000104 03/08/2019 POL	-2,161.78 VND	000675 VCH172735			LOCKBOX PROCESSING		
2019/04/000045 04/05/2019 API	1,833.41 VND	000675 PO 125			LOCKBOX PROCESSING		
2019/04/000045 04/05/2019 POL	-1,833.41 VND	000675 VCH173135			LOCKBOX PROCESSING		
2019/04/000131 04/12/2019 API	2,006.89 VND	000675 PO 125			LOCKBOX PROCESSING		
2019/04/000131 04/12/2019 POL	-2,006.89 VND	000675 VCH174075			LOCKBOX PROCESSING		
2019/05/000299 05/24/2019 API	1,997.10 VND	000675 PO 125			LOCKBOX PROCESSING		
2019/05/000299 05/24/2019 POL	-1,997.10 VND	000675 VCH174897			LOCKBOX PROCESSING		
2019/06/000308 06/21/2019 API	2,078.60 VND	000675 PO 125			LOCKBOX PROCESSING		
2019/06/000308 06/21/2019 POL	-2,078.60 VND	000675 VCH174897			LOCKBOX PROCESSING		

TOTAL Central Data Processing	1,500	1,500	10,077.78	.00	12,722.22	-21,300.00	1520.0%
TOTAL General Fund	1,500	1,500	10,077.78	.00	12,722.22	-21,300.00	1520.0%
TOTAL EXPENSES	1,500	1,500	10,077.78	.00	12,722.22	-21,300.00	
GRAND TOTAL	1,500	1,500	10,077.78	.00	12,722.22	-21,300.00	1520.0%

** END OF REPORT - Generated by Richard Marks **

Marks, Richard A.

From: Miller, Matthew
Sent: Thursday, February 28, 2019 2:21 PM
To: Marks, Richard A.
Subject: FW: Money Transfer

Rich,

See below. The Vehicle Supplies line was one that was to be created in order to make expense tracking in rec more intuitive. I don't believe it currently exists. Please create this line and move the full \$11,890 currently listed in the 27210000-4350 line for the 2019 budget to the new line.

Thanks,
Matt

From: Way, Amanda <WayA@cityofplattsburgh-ny.gov>
Sent: Thursday, February 28, 2019 9:55 AM
To: Miller, Matthew <MillerMa@cityofplattsburgh-ny.gov>
Subject: Money Transfer

Good Morning,

Would it be possible to have Richard moved the money he has in Rec Admin Office Supplies(27210000-4350) to Penfield Park Vehicle Supplies(17140000-4320) during his next budget transfer?

Thanks.

Amanda Way
Recreation Typist
52 US Oval, Plattsburgh, 12903
518-536-7462





ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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2 Recreation Complex

27210000 Rec Complex Adm

27210000 4350 Office Supplies	11,890	11,890	3,217.33	.00	8,672.67	27.1%
2019/01/000703 01/01/2019 BDC	11,890.00 REF					
2019/02/000223 02/15/2019 API	60.44 VND	005018 VCH171253	EXXONMOBIL	ACCT 369-967-027-3, FUEL PURCH	10092458	
2019/02/000223 02/15/2019 API	279.29 VND	005018 VCH171254	EXXONMOBIL	ACCT 369-967-022-4, GAS USED M	10092458	
2019/02/000223 02/15/2019 API	156.80 VND	000958 VCH171273	MAC JANITORIAL SUPPL	CUST 563-6841, BINDERS FOR WIL	10092474	
2019/03/000258 03/15/2019 API	247.95 VND	005018 VCH172000	EXXONMOBIL	ACCT 369-967-022-4, GASOLINE	10092799	
2019/03/000387 03/22/2019 API	20.46 VND	001272 VCH172348	PREMIER AUTO PARTS	CUST 06 10452, WINDSHIELD WIPE	10092886	
2019/04/000133 04/12/2019 API	8.48 VND	001272 VCH172349	PREMIER AUTO PARTS	CUST 06 10452, SNOW BRUSH & SE	10092886	
2019/05/000199 05/17/2019 API	194.83 VND	005018 VCH173738	EXXONMOBIL	ACCT 369-967-022-4, GASOLINE	10093261	
2019/05/000199 05/17/2019 API	176.23 VND	005018 VCH174020	EXXONMOBIL	ACCT 369-967-022-4, FUEL PURCH	10093593	
2019/05/000418 05/31/2019 API	309.00 VND	009449 VCH174178	BAILEY FORD OF PLATT	ACCT 369-967-027-3, FUEL PURCH	10093658	
2019/05/000418 05/31/2019 API	120.91 VND	003413 VCH174195	NAPA AUTO PARTS	CUST REC, WORK ON TRUCK #134	10093776	
2019/05/000418 05/31/2019 API	28.19 VND	009133 VCH174580	O'REILLY AUTO	CUST 2320210, TRUFLEX BELT FOR	10093881	
2019/06/000078 06/07/2019 API	83.09 VND	005018 VCH174614	EXXONMOBIL	ACCT 369-967-027-3, FUEL PURCH	10093852	
2019/06/000078 06/07/2019 API	467.68 VND	005018 VCH174642	EXXONMOBIL	ACCT 369-967-022-4, GASOLINE	10093852	
2019/06/000219 06/14/2019 API	124.17 VND	005064 VCH174729	SIGNS, INC.	CUST 1087, BRAKE ROTOR & PAD-V	10094026	
2019/06/000308 06/21/2019 API	9.86 VND	009474 VCH175066	LEO BARTO	MILEAGE REIMBURSEMENT	10094154	
2019/06/000445 06/28/2019 API	9.28 VND	009474 VCH175067	LEO BARTO	MILEAGE REIMBURSEMENT	10094154	
2019/06/000445 06/28/2019 API	11.02 VND	009474 VCH175068	LEO BARTO	MILEAGE REIMBURSEMENT	10094154	
2019/06/000445 06/28/2019 API	15.08 VND	009474 VCH175069	LEO BARTO	MILEAGE REIMBURSEMENT	10094154	
2019/07/000018 07/05/2019 API	3.91 VND	003413 VCH175290	NAPA AUTO PARTS	CUST 1087, OIL FILTER-VEHICLE	10094280	
2019/07/000018 07/05/2019 API	735.17 VND	005018 VCH175373	EXXONMOBIL	ACCT 369-967-022-4, FUEL PURCH	10094257	

TOTAL Rec Complex Adm	11,890	11,890	3,217.33	.00	8,672.67	27.1%
TOTAL Recreation Complex	11,890	11,890	3,217.33	.00	8,672.67	27.1%
TOTAL EXPENSES	11,890	11,890	3,217.33	.00	8,672.67	
GRAND TOTAL	11,890	11,890	3,217.33	.00	8,672.67	27.1%

** END OF REPORT - Generated by Richard Marks **

July 11, 2019

Matthew Miller
Director of Community Development
City of Plattsburgh
41 City Hall Place
Plattsburgh, NY 12901

Survey Estimate

Thank you for requesting an estimate for surveying services to provide subdivision services as identified in our July 10, 2019 phone conversation for certain lands known as Clinton County Tax Parcel: 207.20-7-15, Durkee Street, City of Plattsburgh. This estimate is based on field work and office computations needed to provide items identified in the request for proposal.

There are several variables associated with performing surveys that make an exact cost difficult. The following cost estimate is based on projects performed by our firm in the same geographical area, and of similar size and scope. The estimate below includes the following parcels of land.

Estimated costs for your project:

Subdivision: \$ 4,075.00

(Please refer to "Scope of Services")

I will make every attempt to complete the survey within a period conducive to your timeframe. Please keep in mind that delays due to the weather or other unavoidable circumstances are always a distinct possibility.

We thank you for the opportunity to provide you with this proposal, and if you have any further questions, please feel free to contact our office. Please review the attached "Scope of Services" and "Terms of Contract" and contact me if you should have any questions or need clarification.

Sincerely,



Jeffrey F. Burns, P.L.S.

Scope of Services

Field operations will consist of:

- Stake and identify new property corners.

Office operations will consist of:

- Obtain copies of current title for the subject parcel and surrounding properties.
- Draft subdivision boundary.
- Write metes and bounds description of lands to be separated.

Terms of Contract

Payment in full is expected within 30 days of invoice date unless other arrangements had been previously negotiated. Interest will be added to bills past 30 days at a 1.5 % rate per month. Client is responsible for collection costs on bills past 60 days.

The Client shall grant or cause to be granted to *Robert M. Sutherland P.C.* access to all sites as necessary for the performance of the services listed herein.

The Client retains the right to terminate the contract at their discretion. All services provided to the point of the work being suspended, abandoned, or terminated shall be prorated and paid by the Client.

Engineering & Survey Services

2019 Rate Schedule

Non-Prevailing Wage Rates

<u>CLASSIFICATION</u>	<u>STRAIGHT TIME</u>	<u>OVERTIME</u>
Professional Engineer	\$ 110.00/hr	150.00/hr
Civil Engineer	75.00/hr	100.00/hr
Licensed Land Surveyor	100.00/hr	125.00/hr
Crew Chief	65.00/hr	95.00/hr
1 – Man Survey Crew – Not Including Equipment	70.00/hr	100.00/hr
2 – Man Survey Crew – Not Including Equipment	95.00/hr	135.00/hr
3 – Man Survey Crew – Not Including Equipment	135.00/hr	200.00/hr
Draft Person	50.00/hr	75.00/hr
Secretary	35.00/hr	50.00/hr

MISCELLANEOUS EXPENSES

Transportation	\$ 0.60/mile
Survey Equipment (2 & 3 Man Crew)	5.00/hr
Survey Equipment (1 Man Crew – GPS)	25.00/hr
Computer Time	10.00/day
Fax	2.00/sheet
Copies	
8.5 x 11	0.15/sheet
11 x 17	1.00/sheet
24 x 36	4.00/sheet bond
30 x 40	5.50/sheet bond
Misc. Bond	0.75/sf
Mylar	2.50/sf
Plots – Plotting Electronic Drawing Files from others	20.00/sheet
Express Mail	Cost + 15%
E-Mail Drawing Files	Billed at draftsman hourly rate

Additional Services Available – Pricing Upon Request

Acceptance of Proposal:

The Cost Estimate, Scope of Services and Terms of Contract presented in this proposal are Satisfactory and are hereby accepted by the undersigned.

Robert M. Sutherland, P.C. is authorized to proceed with the work as specified.

Client's Signature

Date

Client's Printed Name

Client's billing address:

Client's telephone number:

Comments: