

CITY OF OGDENSBURG, NEW YORK

CITY HALL • 330 FORD STREET • OGDENSBURG, NY 13669 • (315) 393-6100



Office of the City Manager

MEMORANDUM

MEMO TO: City Council
FROM: Sarah Purdy, City Manager *SP*
DATE: October 28, 2016
SUBJECT: Update 16/41

PLANNING UPDATES – Please see the attached update memo from Andrea Smith.

DEPARTMENT OF PUBLIC WORKS UPDATES –

Snow & Ice

- Staff discussed the possibility of increasing the costs associated with code related snow removal issues. Last year we added the cost of equipment which bumped the amount that we previously charged. If there is consensus from the council, then we can evaluate a rewrite of code to incorporate an escalating fine structure in addition to time for labor and equipment. I am hoping that we can have a discussion on this process at one of our November meetings.
- Sand and salt have been purchased and mixed. The remainder of our initial purchase of salt will be delivered and piled today. We are ready for snow and ice conditions if the weather changes.
- Continuing to prep equipment for snow & ice season. We originally had a truck in the 2017 budget to replace #332. We had to redline this truck this summer for a broken main frame. Based upon the overall financial needs of the City we have postponed this purchase request to 2018. This is going to make things tight for proper snow plowing and sanding for the next two snow and ice seasons. If we experience another equipment failure our timeliness with plowing will be significantly impacted. We have also postponed our request to purchase a new belly scrapper and stainless steel sander to 2018. This is the second year that we have postponed these purchases.

Waste Water Treatment Plant Update

- Still in the process of going through and performing maintenance to the second Primary Tank.
- We were prohibited from taking the large primary digester completely off line because we cannot get the isolation valves to function properly. We were finally able to isolate the primary digester and we are pressing out of it so that we can empty it. Once emptied it will be cleaned and repaired, so that we can perform similar maintenance on the second digester.
- We are working closely with DANC to determine our staffing needs. With the uncertainty of knowing the future rating of our plant we are trying to formulate on how best to move forward. We are trying to address the information voids that have been created in the past by cross training our entire staff.
- GHD has started the preliminary engineering report with a time line completion of 90 to 120 days. The next meeting is scheduled for 11/1 and will include GHD, DANC and the City.
- In the process of replacing the sewer flow meter at the SLPC. We will be able to perform all the mechanical and electrical work ourselves.
- Please find attached an update from Carrie Tuttle, Director of Engineering, DANC.

Water Filtration Plant Update

- The next cleaning date for the slow sand filters is set for October 28th. We will clean one of the four on a rotating basis every two weeks until next spring.
- Water meters and program have been ordered and will be arriving shortly. Staff is still working on an installation schedule.

Equipment

Road Cuts

- Local hot mix will be available only until the end of this week. We are hustling to close up any holes before the plant closes down for the season.

Paving / Milling / Streets

- All paving has been completed for the season.
- We are trying to identify and address sign issues. Replacing worn and missing signs.

Sidewalks

- Unit 7 continues to work every day on sidewalk projects. We are quickly approaching the end of the season.

Unit "6"

- We completed a water service on Monday. A new storm drop on Tuesday. We are repairing a sewer today and tomorrow. We have two curbs stops to repair so water can be turned off. We need to repair a valve near SH 37, and a new shut-off valve for the Mechanic Street Company, Inc. building at 1857 Ford St. (formerly owned by Corning).
- Working on manhole and drop repairs.
- Performing water and sewer services as they arise.

Brush Pickup

- Fourth Ward was completed on Tuesday.
- Fall Brush Pick-up is underway. We will make 2 to 3 passes through the City over the next 4 weeks.

Paterson St

- Punch List work is moving forward slowly.
- We completed the dropping of our 12" main, but will need to go back to address a leaking valve. This will complete our work in this area.

Solar Array

- Waiting on National Grid for partial energization of our solar array.
- We have decisions coming before council that will require us to confirm our participation in the Tri-County Energy Consortium or to formally withdraw. We have until 12/31/16 to respond. I am hoping that we can have a discussion on this process at one of our November meetings.

Storm Drops / Cleaning Sewer Mains

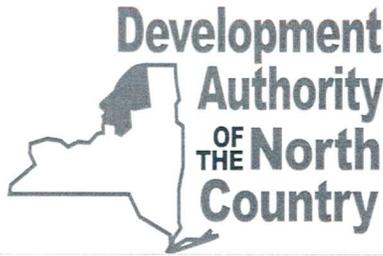
- Crew is working on cleaning drops.
- Fall sewer cleaning will be taking place until completed or weather prohibits the process.

Mowing / Trimming

- On an as-needed basis.

MISC.

- EAB – We had a very productive meeting On Tuesday, October 24th. We are bringing the components together so that we are capable of capturing as much of the County's ash inventory as possible.
- Budget – I have been working closely with Sarah and Tim to bring forward the best possible budget for our streets, water and sewer operations. I hope to provide a budget summary next week so that it is available before the budget presentation on November 9th.



Water and Wastewater Facilities

Warneck Pump Station
23557 NYS Route 37
Watertown, New York 13601

Telephone (315) 661-3210
Telefax (315) 661-3211
Emergency Telephone (315) 786-4000

Open Access Telecom Network

Dulles State Office Building
317 Washington Street, Suite 406
Watertown, New York 13601

Telephone (315) 661-3200
Telefax (315) 661-3201
Emergency Telephone (866) 669-3262

Solid Waste Management Facility

23400 NYS Route 177
Roriman, New York 13682

Telephone (315) 661-3230
Telefax (315) 661-3231

October 26, 2016

RE: City of Ogdensburg
Water Pollution Control Facilities Management Services
September 2016 Monthly Status Report
SPDES Permit No. NY-0029831

Dear Ms. Purdy:

Services performed for the month are detailed below for your review. I hope that you find the information useful and welcome suggestions to make this report more useful for the City going forward.

1) **MANAGEMENT SERVICES:**

- The Authority is continuing to develop preventative maintenance and regulatory required tasks to input into a Computerized Maintenance Management System (CMMS) that will generate written work orders and keep track of repairs/breakdowns. This process is expected to take several months to implement and will be utilized on an on-going basis to better manage City WWTP operations.
- Authority staff are continuing to support the GHD Preliminary Engineering Report for a capital improvement project. Initial estimates of the scope of work required at the facility are upwards of \$15M. This will be confirmed as the report is completed, which is scheduled to be done by December 2016 to support a Round 3 New York Water Grant application. In order to apply for the third round grant, the City will be required to amend its Bond Resolution to match the new estimate of total project costs.

2) **WASTEWATER FLOWS / SIU COMPLIANCE:**

The average and peak gallons per day handled by the WWTP during the month of September were 3.063 and 5.4 MGD, respectively.

There are 17 CSO points in the collection system inspected monthly and 2 CSOs located at the WWTP that are metered and monitored daily. For the month of September the 18 CSO's in the collection system did not exhibit any noticeable overflows. The CSO at the plant recorded 3 events at the primary effluent overflow point on 9/28, 29 and 30 for a total of 6,500 gals.

SIU Compliance

Permitted SIUs discharging to the Ogdensburg WWTP are:

1. Ansen Corporation, Permit Expiration 3/31/17
2. Hoosier Magnetics, Permit Expiration 3/31/17
3. SLC SWDA, 12/31/17
4. Losurdo Foods - not active at this time; however, the Losurdo Plant Manager contacted Authority staff and indicate that they would like to begin discharging in October.

SIU Facility inspections were completed October 13-14 by Mr. Henninger and Dr. Tuttle at Ansen Corporation, Hoosier Magnetics, Losurdo Foods Inc. and the Ogdensburg St. Lawrence County Solid Waste Disposal facility. All facilities appear to be very well managed and only minor follow up actions were identified. A facility inspection of Hoosier Magnetics confirmed that they are no longer discharging process waste to the City's WWTP. Confirmation lab sampling is being completed, and once those results are received a response to their request to be removed from the pretreatment program will be drafted. Authority personnel will also draft letters to the other industries documenting the results of the inspection and any corrective actions required. It is recommended that the City consider modifying its current SIU billing structure since the current billing method allocates costs to the SIU independent of flow/loading and has historically comprised of outside consultant engineering fees. With the Authority's Management Services contract in place, the costs of pretreatment program management are integrated into WWTP Operations & Management and not tracked separately.

SIU sampling requirements are monthly, quarterly and 90 days to the expiration of the permit. Hoosier Magnetics has requested that they be removed from the SIU program due to the decommissioning of their purge system which was the source of the wastewater. City WWTP staff have sampled the waste stream from Hoosier and are awaiting test results prior to

recommending to the City removal of Hoosier from the SIU program. Removal of Hoosier from the SIU program will also result in a \$ 1,180 of expenses for sampling that will no longer be required.

Hoosier Magnetics and Ansen Corporation submitted their quarterly SIU reports in August. Reports have been reviewed and compared to permit limits. An Excel tracking log has been created to log historical results. Hoosier had one permit exceedance in August for exceeding their Toxic Organics permitted limit of 1.0 mg/L with a reported value of 1.3 mg/L. This exceedance did not result in any issues at the Plant and no further action is recommended.

3) **PERSONNEL**

- Total City WWTP personnel for the month included 1 Lab Operator, 1 Mechanic, 2 Attendants, plus DPW assistance as needed.
- Overtime continues on weekends to fulfill permit sampling requirements. A total of 64 hours of OT occurred for WWTP staff for the month of September.

4) **OPERATIONS**

a) **SLUDGE PROCESSING:**

- A total of 73 wet tons of sludge was sent to the Solid Waste Management Facility in Rodman with average solids of 29%.
- For the Month of September, digester temperatures have been recorded and monitored on a daily basis. Temperatures have been maintained within the parameters of mesophilic range providing proper vector reduction and digestion of solids. Currently the small primary digester #1 is on line and the large primary digester #2 has been isolated and is being drawn down for cleaning. As noted in prior monthly reports, the methane gas collection system is not functioning, and it is our understanding from City personnel that the system has never been operational. A full evaluation is required and will be discussed with GHD as part of the engineering evaluation that is presently underway.

b) **MAINTENANCE:**

Maintenance activities completed this period are presented below. Unless otherwise noted, the maintenance tasks were completed by WPCF staff.

Completed Work Orders

- 5 day per week inspections of 6 pump/lift stations.
- Monthly inspections of 19 CSOs.

- Thickeners Make-Up Water Pumps remain off-line in an effort to allow more primary sludge settling/thickening time prior to entering the primary digester.
- Cleaned chlorine contact tanks.
- Settling Tank #2 skum skimmer was repaired, gearbox was serviced and tank remains offline in a standby mode.
- Sludge Press polymer feed line control valve was replaced and system operation was restored with a minimum of interruption to the solids disposal process.
- Bar screen spray bar wash water piping and flow control valve failed, repairs were made and the equipment placed back in service.

Open Work Orders

- Pump seal water flush lines in S. Main St. Pump Station have been temporarily repaired. Received quote from JMS to replace all lines. Quote received was for \$7,455 and is being reviewed to determine whether everything quoted is necessary or another quote should be obtained. Contact has been made with vendor to review the estimate and reduce the project costs by \$ 2,895 by utilizing some gauges and other parts that are on-hand at the WWTP.
- Thickeners Pump #2 has been rebuilt and is currently on line. All required parts have been received for Pump # 1 and is scheduled to be rebuilt the week of the 24th.
- RAS pump #1 needs rebuild and is scheduled for November. Pump has been removed. A new shaft is required and one quote for \$4,000 has been received. Authority personnel are attempting to obtain a second quote to rebuild the shaft in an effort to reduce repair costs. Several spare parts are on-hand and can be used to rebuild the pump.
- Heater for intake air to downstairs pump room has been evaluated by Hydestone with a repair cost of \$ 1,164.76. Permission to proceed was given by DPW Scott Thornhill.
- Hydrogen sulfide and oxygen sensing equipment has been received and installed. Equipment vendor will be on site by November 4th to provide start-up, calibration and training to the operators.
- Chlorine gas system has not received annual required maintenance. Authority personnel have contacted DeNora Water (formally Severn Trent) and Koester

Associates to obtain quotes to assess system by specialists that works with chlorine gas feed systems. Awaiting their response.

- Awaiting arrival of new channel grinder for SLPC; checking station daily and cleaning racks manual while waiting for new grinder to arrive. Expect new grinder November 2016.
- Plate and Frame press has a hydraulic hose that is wearing and needs to be replaced. Waiting to schedule repairs when the plant mechanic has available time.
- Magnetic flow meter has been ordered to replace the existing Venturi Tube style flow meter (which no longer works) at the Psych Center PS. Expected delivery is schedule for 11/15/16.

Open Work Orders Awaiting Capital Project

- Scum line is plugged so scum cannot be pumped to digesters and is awaiting contractor to schedule the work. Contact has been made with Gleason Septic and Fargo Sewer Services and both have declined the work. Will continue to investigate other vendors. However, cleaning of the scum collector discharge lines may need to be addressed with capital project. In the interim, operations staff are inspecting the pit and are pumping out scum manually.
- Main Street Pump Station does not have VFDs. Pumps are cycling every 15 minutes which creates excessive wear. Recommend evaluating station for VFDs as part of capital improvement project.
- Final Settling Tank collectors and drives - Quotes for repair / replacement of all collectors and drives have been reviewed. The cost of these repairs will be several hundred thousand dollars and are too extensive to complete outside of a capital improvement project. In the interim, the tanks will be periodically drained and cleaned to help minimize denitrification of sludge.
- Main Pumps #1 and #3 need to be rebuilt; Siewert performed an assessment to evaluate repair vs. replacement. Given age, condition, and need to integrate pumps with new controls, it is recommended to be replaced with capital improvement project.
- Controls on plate and frame press do not always function and need attention; this is a lower priority given critical equipment that is inoperable at this time. This item is recommended to be addressed with capital improvement project.

Ms. Purdy
October 26, 2016

c) **OPERATIONS:**

Monitoring of filamentous bacteria is ongoing, which can cause problems with sludge settling. Sodium hypochlorite is setup and available, as needed, for filamentous bacteria control. No sodium hypochlorite was used during the month of September.

Should you have any questions regarding this report, please don't hesitate to contact me at 315/661-3259.

Sincerely,

Carrie Tuttle

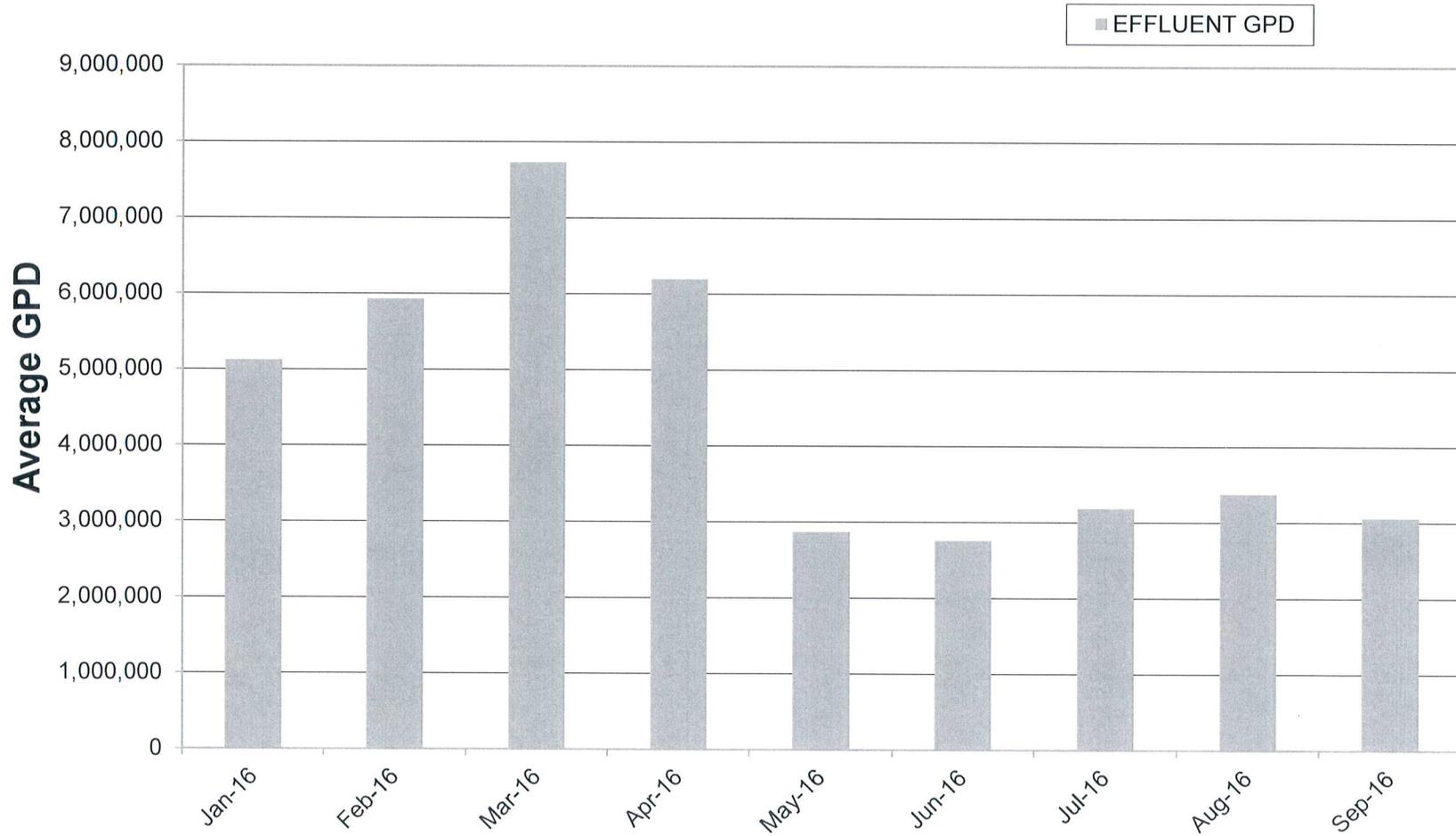
Digitally signed by Carrie Tuttle
DN: cn=Carrie Tuttle, o=DANC,
ou=Engineering,
email=ctuttle@danc.org, c=US
Date: 2016.10.27 10:29:31 -04'00'

Carrie Tuttle, PhD, PE, CSP
Director of Engineering

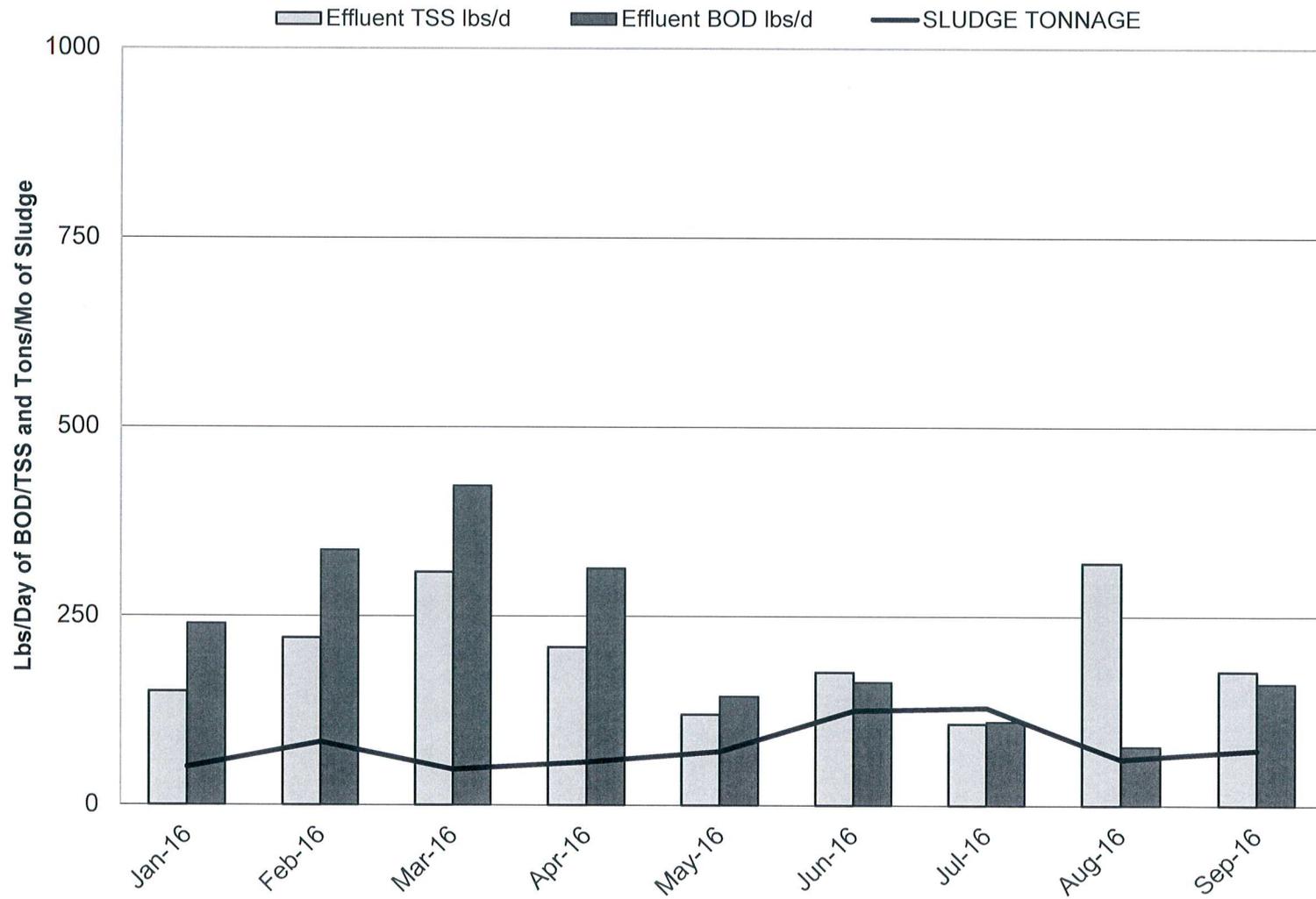
Attachments: 1) Operational Graphs

cc: David Rarick, NYSDEC
Scott Thornhill, Ogdensburg Director of Public Works
Jeff Overstrom, DANC WQ Supervisor
Robert Henninger, DANC WQ Supervisor

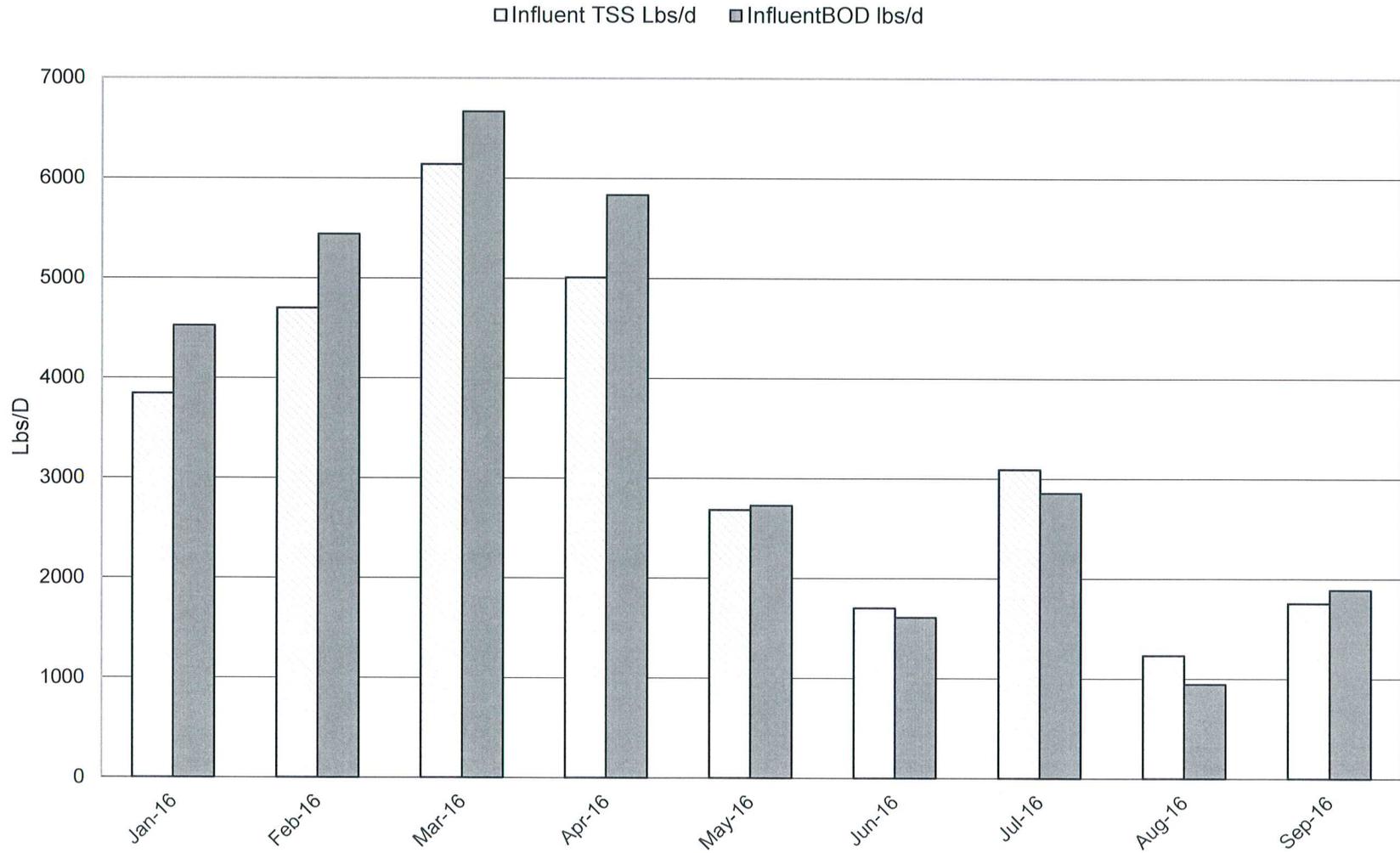
**City of Ogdensburg
WATER POLLUTION CONTROL FACILITY
AVERAGE DAILY FLOWS IN GALLONS PER DAY**



City of Ogdensburg
WPCF Effluent BOD/TSS & Sludge Processed



**City of Ogdensburg
WATER POLLUTION CONTROL FACILITY
INFLUENT 30-DAY AVERAGE LBS/DAY OF TOTAL SUSPENDED SOLIDS & BOD**



MEMORANDUM

TO: Sarah Purdy, City Manager
FROM: Andrea Smith, DPD Director
DATE: October 26, 2016
SUBJECT: **Planning Department Update**

Below is an update from the Planning Department:

421 Park Street – After speaking with the demolition contractor today, it is his intent to begin demolition of this structure on Monday, October 31st. Hauling will begin on Tuesday, November 1st to the Rodman Landfill with asbestos air monitoring to take throughout the demolition and loading process. We anticipate completion of the project to take 3 to 5 consecutive days.

102 Ford Street – [Formerly owned by Filtran, Inc.]

BACKGROUND: Cerebral Palsy of Northern New York has received site plan review approval, as well as City Council approval of the required easement to accommodate a covered handicap ramp and side entrance off of Isabella Street. CP's plans to rehabilitate this 15,000 square foot building into a medical office complex will include relocation of the water and sewer infrastructure; this has been reviewed and approved by DOH and DPW. See attached December 9, 2015 City Manager update memo for additional background information and drawings.

UPDATE: I have been working with Brooks Washburn the architect for CP and the City's Attorney Andrew Silver to have the easements drafted. Presently, CP is working with Jacob's Land Surveying to have the easement description prepared. Once this has been submitted to Mr. Silver, he will be able to complete the easement language on behalf of the City.

As part of this rehabilitation project, CP proposes to remove the existing canopy and replace it with an architectural 'eyebrow'. The eyebrow will extend over City owned property and will require appropriate liability coverage, which CP has agreed to provide in accordance with the easement(s). After reviewing the deeds for 102 Ford Street it has been determined (see attached survey, specifically note #5) that the Canopy is a fixture to the building to which it is attached and therefore, would be "owned" by the corresponding building owner (CP). However, since the canopy encroaches upon City property, permission of the City is required to demolish the existing structure and replace with a new structure ('eyebrow') which would also encroach onto City property. As such, a resolution to this effect will be presented to City Council for their agenda on November 14, 2016.

NYSDOT Transportation Alternatives Program (TAP) Grant – The City has submitted a grant application to NYSDOT for funding under the 2016 TAP program. The *Maple City Rail*

Trail Connector project will extend the Maple City Trail via the abandoned Penn-Central railroad bridge. As previously noted in the recent presentation to City Council on October 11, 2016, this will require acquisition of the railroad ROW from St. Lawrence County. The County has been an eager partner to the City on this current application, as well as the City's previous attempts to obtain funding for this project. To this extent, the County is prepared to complete the ROW transfer to the City in accordance with previously agreed to terms:

- City agrees to pay the \$310 filing fee and any associated legal fees to transfer said ROW.

The County has requested that this item be added to the agenda for the County Finance Committee Meeting November 7, 2016.

2017 EPA Assessment Coalition Grants – EPA has announced funding availability for 2017 Assessment and Cleanup Grants. Applications are due December 20, 2016.

The City has applied for funding through this program in the past for both assessment and cleanup purposes. Specifically, the City was successful in obtaining funding for the following:

- 2010 cleanup funding in the amount of \$200,000 for the Shade Roller brownfield site for the purpose of removing metals contaminated soils; and
- 2012 community brownfield assessment funds in both petroleum and hazardous categories (see project update below) for a total allocation of \$320,000.

Additionally, the City has applied for unsuccessfully for \$200,000 in cleanup funding for asbestos abatement at 420 Lafayette Street in 2016 and 2015.

It is the recommendation of the Planning Department to pursue funding through this 2017 round of funding under the category of **Assessment Coalition Grants**. In essence the Assessment Coalition Grants are identical to the community brownfield assessment grants, but are submitted on behalf of a coalition of eligible entities to create a "pool" of grant funds. EPA defines a coalition as a group of three or more eligible entities that submits one grant proposal, requesting funding up to \$600,000.

I have spoken with the County to gauge their level of interest in pursuing such funding and they have responded positively. I would also suggest that the Town of Oswegatchie and the Ogdensburg Growth Fund be approached as potential coalition members for this grant opportunity. Other communities that may be interested include Massena, Potsdam and Canton.

This City is experienced with applying for and administering EPA grants which will aid the coalition in terms of scoring the application. Therefore, I would recommend that the City of Ogdensburg act as the sponsor or lead responsible for preparing and submitting the grant application and ultimately the administrator of the grant. As the lead, Ogdensburg would be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members if the application is selected for funding.

I request that this grant opportunity included on the City Council Agenda of November 14th under items for discussion.

2012 Community Brownfield Assessment Grants – Assessment grants provide funding for grant recipients to inventory, characterize, assess, and conduct planning and community involvement related to brownfields sites. Community Assessment grants are open to eligible property owners and are not limited to use on municipally owned sites.

PETROLEUM BF NO. 96293812

Award Amount - \$120,000

Project Period – 10/1/2012 – 9/30/2016

Community Assessment Grant funds were used to complete the following activities:

- Phase I Environmental Site Assessment
 - Park Plaza
- Phase II Subsurface Investigation and Reporting
 - 830 State Street
 - MCYC, LLC
 - Kiwanis Club

HAZARDOUS BF NO. 96295612

Award Amount - \$200,000

Project Period – 10/1/2012 – 9/30/2016

Community Assessment Grant funds were used to complete the following activities:

- Phase I Environmental Site Assessments
 - 17 Main Street
 - 1 Franklin Street
 - Mill Pond
 - 101 State Street
 - 420 Lafayette Street (& completion of draft ABCA required for cleanup grant application)
 - SLPC Parcel A
- Phase II Environmental Site Assessments and Subsurface Investigation
 - Shade Roller, subsurface investigation of PCB's in concrete slab
 - Kiwanis Club, subsurface soil investigation
- Asbestos Survey
 - 100 Patterson Street – Newell Manufacturing Building
 - 718 Ford Street – Fire Department
 - 212 Ford Street – former Newberry Building
 - 1420 Ford Street – abandoned single family structure

Where environmental assessment work was completed on private property, owners were provided hard copies of the resulting reports for their files. Property owners were also informed,

Update
October 28, 2016
Page 4 of 4

prior to consenting to site access, that all work performed under this grant program with public funds is public information and all documents are subject to FOIL.

CC: FILE

City of Ogdensburg
Department of Planning & Development



DPD Director:
Andrea L. Smith

Ogdensburg City Hall
330 Ford Street - Room 11
Ogdensburg, New York 13669
<http://www.ogdensburg.org>

M E M O R A N D U M

TO: John M. Pinkerton, City Manager
FROM: Andrea Smith, DPD Director
CC: Planning Board, Public Works Director
DATE: December 9, 2015
SUBJECT: **Easement Request**

At the regularly scheduled April 7, 2015 meeting of the Planning Board (minutes attached), the Planning Board reviewed an application by Cerebral Palsy Association of the North Country for 102 Ford Street. In addition to a typical site plan review, the Applicant is seeking an easement for projections over City-owned property. The requested easements are as follows:

1. Construction of a new handicap accessible ramp 6'0" from the east façade and approximately 150'0" along the City-owned property (AKA Isabella Street) between the Blevins' building (TMN 48.078-9-7 and 102 Ford Street (48.078-9-14), see exhibit 1, tax map 48.078. An awning is proposed to cover the ramp area. See exhibit 2, C1-NB engineering detail.

After reviewing the application, the Planning Board moved to grant preliminary approval until the City Council has reviewed the request for an easement and the infrastructure relocation has been approved by DOH and DPW. The infrastructure relocation has been approved by DOH and has been sent for review by the Director of Public Works, Scott Thornhill. I have included with this memo the April 2015 staff report, planning board minutes and resolution authorizing the City Manager to execute an easement agreement with Cerebral Palsy Association of the North Country.

**BROOKS
WASHBURN**
ARCHITECT, PC

Brooks Washburn, AIA, LEED AP

9 December 2015

RECEIVED
By Andrea L. Smith at 11:49 am, Dec 09, 2015

City of Ogdensburg
Ogdensburg, New York

Re: Request for easement for new canopy and walkways at 102 Ford Street
by
CP of the North Country, Canton, New York

Members of the Council:

This letter is to formally request the granting of an easement from the City of Ogdensburg to CP of the North Country for their property at 102 Ford Street for canopy and walkway construction adjacent to this property.

The request is for the reconstruction of the existing canopy and walkway along the Ford Street side of the building, the new construction of the new canopy and walkway along the east side of the building, and the reconstruction and extension of the existing walkway/loading dock at the north side of the building. The improvements requested are as shown on the attached drawings.

Please contact me with any questions.

Thank you for your action in this matter.



Brooks Washburn, AIA
Brooks Washburn Architect PC for CP of the North Country

22 DEPOT STREET SUITE 16
POTSDAM, NEW YORK 13676
TEL/FAX 315.268.1338
brooks@northnet.org

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OF ARCHITECTS

ARCHITECTURAL DESIGN
INTERIORS/SPACE PLANNING
ARCHITECTURAL ENGINEERING
MAINTENANCE AND REPAIR



Line Table

LINE	BEARING	DISTANCE
L1	N 59°02'23" E	36.00'
L2	N 30°02'36" W	10.67'
L3	N 59°02'23" E	6.00'
L4	S 75°02'36" E	15.09'
L5	N 59°02'23" E	29.33'

NOTES:

ZONE: D - BUSINESS

WAVEN OF PARKING REQUIREMENTS REQUESTED IN BUSINESS ZONE.

NO LAND AVAILABLE AS PART OF PARCEL

PARKING REQUIRED: 50 SPACES

1) CANOPIES WILL HAVE RECESSED CEILING DOWN LIGHTING ON TIMERS.

PHOTO CELL ON AND 10:00 PM OFF

2) THREE (3) EXISTING TREES TO BE REMOVED. CEREBRAL PALSY WILL REPLACE THREE (3) TREES.

LOCATION TO TO BE DETERMINED.

All area, design, and data shown on this drawing are the property of Brooks Washburn Architect, P.C. and shall not be used, copied, or reproduced in any form without the written permission of Brooks Washburn Architect, P.C. Copyright Brooks Washburn Architect, P.C.

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Architectural Design
 Interiors/Space Planning
 Site Planning
 Planning/Feasibility
 Architectural Engineering
 Building Energy Analysis
 Building Inspection
 Maintenance and Repair

BROOKS WASHBURN ARCHITECT PC

Brooks Washburn, AIA, LEED AP

Drawn	DCW
Checked	BW
Date	11 FEB 15
△ REV	19 MAR 15
∇ REV	1 APR 15

Z:\Central\my\fitman-2015_2216A\Drawings\2216A_C1

NEW HEALTH CENTER FOR CEREBRAL PALSY ASSOCIATION OF THE NORTH COUNTRY, INC
 OGDENSBURG MALL
 OGDENSBURG, NEW YORK

SITE PLAN
 C1-NB
 Sheet of
 Project No 21216A

4 SITE PLAN SCALE: 1" = 20'

PROJECT NORTH

SCALE: 1" = 20'

**CITY OF OGDENSBURG
PLANNING & DEVELOPMENT BOARD**

**APPROVED MINUTES FOR
APRIL 7, 2015**

Members Present: Tim Redmond (Chair), Michael Frary, Paul Stevenson, Frank Perretta,
Linda Pellett, Josh Blair and David Lesperance
Members Absent: Sean O'Brien, excused
Staff Present: Andrea Smith, Planning & Community Development Director
Others Present: see attached list

THIS MEETING WAS DIGITALLY RECORDED.

5:31 PM Mr. Redmond called the regular Meeting of the Planning Board to order as Chairman. Mr. O'Brien was excused as he was out of town, as reported at the previous meeting.

1. Approval of Previous Minutes – Mr. Redmond noted that the minutes from September 2, 2014, October 1, 2014, and March 3, 2015 all require approval.

(a) Motion by Mr. Frary to accept the September 2, 2014 minutes, second by Mr. Lesperance.

Discussion – Ms. Pellett noted a correction to page 2, line 35. Board agreed to approve the minutes as corrected.

Vote: 7/0 in favor, motion passed to approve the minutes as corrected.

(b) Motion by Mr. Frary to approve the October 1, 2014 minutes, second by Ms. Pellett.

Discussion – None

Vote: 7/0 in favor, motion passed to approve the minutes as written.

(c) Motion by Mr. Frary to approve the March 3, 2015 minutes, second by Mr. Stevenson.

Discussion – Ms. Pellett noted that page 4 of 4 line 30 & 31 were redundant. Board agreed to approve the minutes as corrected.

Vote: 6/1/0 in favor, motion passed to approve the minutes as corrected, Mr. Redmond abstained since he was absent from the meeting.

2. Presentation

a. New Energy Equity, Solar Array: Mr. Rocky Shoemaker presented on the City's project to construct a solar array on city owned property that was once a landfill that has since been abandoned and capped. PPT is attached to these minutes.

1 Discussion ensued regarding the proposed fence height of 7' with barbwire and
2 the proposed 10' setback both of which are a violation of local code. PB
3 members agreed that the barbwire was not a desirable design feature; Mr.
4 Shoemaker stated that the barbwire is not a standard element and could be
5 discussed further. Some discussion followed regarding screening of the fence and
6 stormwater runoff.

7 **3. Correspondence**

- 8 **a.** Maxam – Ms. Smith noted that representatives from Maxam were present tonight
9 to discuss their proposal to construct a 20'x30' office building on site. Mr. Bryan
10 Gottling reviewed the company's proposal that had been sent to the PB. Some
11 discussion followed regarding site lighting and Mr. Blair thanked the
12 representatives for working with the Board to resolve the Mobile office issue
13 amicably.
- 14 **b.** Kiwanis BCP – Ms. Smith noted that on Monday, April 6th the Planning Office
15 received a letter regarding the Kiwanis' application to the States BCP program.
16 She read the letter addressed to the Chairman aloud. The letter is attached with
17 these minutes.

18 **4. Site Plan Review**

- 19 **a.** Cerebral Palsy Association of the North Country, 102 Ford Street – Ms. Smith
20 stated that Mr. Brooks Washburn, the architect for the project was present to
21 speak on behalf of the Applicant. Mr. Washburn presented an overview of the
22 proposed clinic at 102 Ford Street, noting "the building is the land", they don't
23 own anything outside of the building walls.
- 24 Discussion: Ms. Smith stated that the primary concern that would require remedy,
25 is the impact to existing infrastructure. She clarified stating that as proposed the
26 entrance ramp being 6' in width combined with the overhead awning will impact
27 the existing 8" water main located 6' off of the building façade along Isabella
28 Street. She also noted that the presence of an 8" sewer main 16' off of the
29 building façade [10' from the water main]. Ms. Smith noted that this was
30 discussed at length during the sketch conference with the Applicant and
31 representatives from DPW. The City will require engineered drawings showing a
32 plan for relocating the water line and sewer line if necessary that meets the
33 approval of the Department of Health and the Department of Public Works. Ms.
34 Smith added that the cost of preparing those drawings and conducting that work
35 would be at the expense of the applicant. Further discussion ensued regarding the
36 required parking and the waiver that would be necessary at the time of final site
37 plan approval. Ms. Smith provided an overview of the process that will unfold for
38 required approvals. She noted that the site plan has been sent for the necessary
39 239-m review by the County, who will review it on Thursday, April 9, 2015.
40 Meanwhile, Mr. Washburn and or the Applicant, UCP, will draft an engineering
41 plan for the infrastructure relocation, once those drawings have been received and
42 approved, the Applicant can proceed with a request for an easement to construct
43 their ramp and awning on City owned property – this request will be made to the
44 City Council. Upon completion of that request, the Planning Board can resume
45 discussion regarding final site plan approval. Further discussion ensued regarding
46

1 the proposed side entrance and whether or not it was feasible to use the existing
2 front entrance and whether or not the ramp should be more accommodating to the
3 parking location. Ms. Pellett inquired on the status of SEQR and the presence or
4 potential for endangered species and critical or potentially sensitive archeological
5 areas. Ms. Smith replied, because NYS DEC has identified those are potential
6 areas of concern, the applicant will require DEC and SHPO, respectively to sign
7 off on their request. Mr. Washburn stated that was not a problem and his office
8 would send out request for review. Hours of operation was discussed, Ms. Richey
9 replied that the hours of operation vary depending on the needs of the community,
10 they are not set in stone and may vary even after opening. Mr. Frary inquired
11 about UCP's timeframe – Mr. Edie replied that this project is estimated to cost
12 \$3.5 million and does utilize some grant funding, but the estimated grand opening
13 would be in Mid-2016.

14 Motion to accept the recommendation from staff granting preliminary site plan approval for the
15 renovation of a 15,000 SF medical facility at 102 Ford Street for Cerebral Palsy of the North
16 Country.

17 Moved By: Mr. Frary

18 Second By: Mr. Stevenson

19 Discussion: Ms. Smith stated that she would provide a copy of the staff report with
20 recommendations to Mr. Washburn for his review.

21
22 Mr. Redmond read aloud the following resolution:

23
24 CITY OF OGDENSBURG PLANNING BOARD

25
26 102 FORD STREET – CEREBRAL PALSY ASSOCIATION CLINIC
27 PRELIMINARY SITE PLAN APPROVAL

28
29 **WHEREAS**, Cerebral Palsy Association of the North Country proposes to renovate 102 Ford Street,
30 formerly Filtran, into a 15,000 SF clinic. The site is entirely within the Business (B) zone which
31 specifically allows for "Health services of facility".

32
33 **WHEREAS**, the proposed renovation of 102 Ford Street as outlined would require the addition of 43
34 10'x20' on-site parking spaces, and 3 handicap accessible 12'x20' parking spaces which can be waived
35 during site plan review by the Planning Board in accordance with OMC § 221-41(G); and

36
37 **WHEREAS**, the proposed site plan is subject to 239-m review by the County Planning Board, who will
38 review the request at their regular meeting on April 9, 2015; and

39
40 **WHEREAS**, the Ogdensburg Planning Board, as Lead Agency is conducting a coordinated SEQR of this
41 Type II Action under SEQRA pursuant to 6 NYCRR 617.5(c)(2); and

42
43 **NOW BE IT THEREFORE RESOLVED** that the Planning Board hereby grants *preliminary* site plan
44 approval of the applicant's request to rehabilitate 102 Ford Street for a Cerebral Palsy Clinic to allow the
45 Applicant to proceed with their request for an easement from City Council and complete the necessary
46 revisions to their site plan as discussed in the staff report.

1 The question of adoption of the forgoing Resolution was duly put to vote on a roll call, which
 2 resulted as follows:

Moved:	Mr. Frary			
Second:	Mr. Stevenson			
VOTE	Aye	Nay	Abstain	Absent
Mr. O'Brien				X
Mr. Blair	X			
Mr. Perretta	X			
Ms. Pellett	X			
Mr. Redmond	X			
Mr. Frary	X			
Mr. Stevenson	X			
Alt. Mr. Lesperance	X			

4
 5 The forgoing resolution received sufficient affirmative votes, 7/0, and is henceforth granted
 6 *preliminary approval*. Ms. Smith stated that the Applicant will receive a letter along with a copy
 7 of the minutes outlining the Board's discussion and determination. She also provided an
 8 overview of the remaining process for final site plan approval. She further noted that any person
 9 so aggrieved by this has the option of filing and Article 78 with the office of the County Clerk.

10 **5. Old Business**

- 11
 12 **a.** Design Guidelines – The Planning Board reviewed the proposal from the sub-
 13 committee regarding Design standards. The Design Standards as reviewed are
 14 attached with these minutes.

15 [6:30 PM Mr. Perretta is excused]

- 16 **b.** Zoning/Mapping – Chairman Redmond requested that the mapping discussion be
 17 held at a separate meeting due to time constraints and the length of tonight's
 18 agenda.

19 [7:00 PM Mr. Frary is excused]

20 **6. New Business**

- 21
 22 **a.** Working Session Request – Discussion ensued regarding working sessions with
 23 the Council and the pros and cons of holding future working sessions. The
 24 discussion concluded with Board consensus to hold one (1) additional working
 25 session. The Board requested that Ms. Smith make arrangements, via a doodle
 26 poll, to hold a working session for the end of May/early June with City Council
 27 regarding the proposed amendments.

28 **7. Member Comments**

- 29
 30 **8. Adjournment** – Motion by Mr. Stevenson to adjourn, second by Mr. Blair. Meeting
 31 adjourned at 7:33 PM with a vote of 5/0 (Mr. Frary and Mr. Perretta having been
 32 excused).

DEPARTMENT OF PLANNING AND DEVELOPMENT: REQUEST TO APPROVED SITE PLAN

SITE PLAN REVIEW	A site plan review is an authorization of a use specifically provided for in an ordinance or local law but subject to certain design considerations. Sometimes these considerations are use specific but they may also be generic considerations focusing on issues of site screening, traffic circulation, landscaping, sign placement and drainage, etc.
-------------------------	--

1. **Project** United Cerebral Palsy Clinic

2. **Sponsor** Brooks Washburn, AIA

Staff Review March 27, 2015

3. **Location** 102 Ford Street

239-m required **YES** **NO**

Arial View of Property & Site Plan Attached

YES **NO**

Zoning Business (B)

4. Location within 500 feet of:

a. city, village or town boundary

b. existing or proposed county or state park or recreation area

c. right-of-way of existing or proposed county or state road or highway

d. existing or proposed right-of-way of any stream or drainage channel owned by the county or for which the county has established channel lines

e. existing or proposed boundary of county or state land on which a public building or institution is Situated (New York State Armory)

Project Description: The applicant, United Cerebral Palsy Association, requests site plan approval to renovate the former Filtran, Inc. into a 15,000 SF medical clinic. The Clinic will employ approximately 40 employees and will include a dental clinic, women/infant/child clinic, primary care offices, specialty care offices, and behavioral health offices. In accordance with §221-41G2(d) the required on-site parking required would be “one parking space per employee on the largest shift, plus three parking spaces for every physician...” equating to 46* {5% handicap = 3}. However, this parcel is limited to the confines of the building and cannot meet the required off-street parking requirement. Therefore, the applicant seeks a waiver of the off-street parking noting that the municipal lot off of Washington Street would be used to accommodate both employee and client parking.

In addition to the standard site plan review, the Applicant also seeks an easement from the City to construct an overhead canopy and handicap accessible ramp/entrance along the east building façade. Upon preliminary site plan approval the Applicant can proceed with a request to the City Council for said easement.

*At the time this staff report was prepared the applicant had not confirmed the number of physicians, or number of employees per shift. As such staff made the following assumptions based the information provided to calculate the required parking: 7 physicians, 25 employees per largest shift.

5. Zoning District: Permitted Uses and Actual Character of the Neighborhood:

The property is approximately .32- acres (75'x186'). The building footprint conforms to the lot lines, and contains no setbacks.

Surrounding uses include: commercial and residential development. The property is in the Business (B) Zoning District, which is appropriate for medical offices as proposed. The proposed clinic is a conforming use within the district, but cannot provide the required "on-site" parking.

6. Comments: St. Lawrence County Planning Board

The requested amendment has been sent to the County for any additional review as required under the provisions of 239-m and local code §21-69. The County Planning Board has their regular monthly meeting on Thursday, April 9, 2015. Final approval may not be rendered by the City Planning Board until such time as the county has made their recommendation.

7. City Staff Recommendation:

City staff reviewed the application with the Applicant (via conference call) in accordance with the OMC provisions for Sketch plan conference §221-61 on March 27, 2015. Staff present included Andrea L. Smith, Planning; Gregg Mallette, Code Enforcement; Michael Farrell, Fire; Scott Thornhill, Department of Public Works, and Gregg Harland, Public Works Supervisor. The representative for the Applicant, Brooks Washburn participated via conference call. Mr. Washburn proved an overview of the project and discussion followed. A summary of the comments received are as follows:

1. In accordance with 221-41 G2(d) the proposal would require 46 additional onsite parking spaces (see comments in red on site plans)
 - a. 3 per physician, plus 1 per employee on largest shift = 46 (assumed)
 - i. Mechanism for relief – seek a waiver of off street parking from the Planning Board.
2. Proposal for the handicap access ramp and canopy, per the drawings submitted at the time of this sketch conference, interferes with the City's existing 8" water main located 6' off of the building façade. Mr. Harland also noted that an 8" sewer main is located 16' off that same building wall and two (2) valves coming into the building on the North façade and a second 8" waterline running parallel with the building just off from the existing loading dock that services Mosaic. DPW also expressed concerns that the canopy will make accessing and servicing those lines on Isabella Street much more difficult.
 - a. Staff have requested that the applicant prepare a proposal for relocating the ~200' of effected water main along Isabella Street. Correspondence from DPW Director Scott Thornhill has been enclosed with this report for your consideration.
 - i. At the time this staff report was prepared the Planning Department had not received any proposal for addressing the infrastructure conflict.
 - b. The "loading dock area" cannot be extended north without interfering with the 2nd waterline. Also, as shown the expansion of the loading dock east would require a city easement.
3. Proposed canopy would also result in the loss of three (3) existing, mature City-owned trees and the relocation of two City-light poles.

- a. Staff would like to see these trees be replaced {1 for 1} in accordance with the City's tree planting plan in consultation with the City Forester.
 - b. Staff requests that the Applicant provide a lighting plan illustrating all existing and proposed lighting for further review.
4. A refuse plan/location of dumpster and screening was not included. Such a detail shall be provided in accordance with:
 - a. §221-67 J.
5. No concerns from the Fire Department were expressed from an emergency access perspective.

Staff recommendation – Staff recommends that the planning board grant *preliminary* approval requiring the following revisions and clarifications for a follow-up meeting:

1. Applicant provide a lighting plan illustrating all existing lighting to remain and any proposed lighting with photometrics.
2. Applicant submit engineers plans for relocating the existing 8" water main (and 8" sewer main if necessary). Note this relocation is subject to approval by DOH.
 - a. Applicant must agree to accept responsibility to replace the existing sidewalk along Isabella Street where the sidewalk is damaged during any building/site improvements.
3. Applicant revise site plan to include:
 - a. As noted in **red** on sheet D1.

CITY OF OGDENSBURG PLANNING BOARD

102 FORD STREET – CEREBRAL PALSY ASSOCIATION CLINIC
PRELIMINARY SITE PLAN APPROVAL

WHEREAS, Cerebral Palsy Association of the North Country proposes to renovate 102 Ford Street, *formerly* Filtran, into a 15,000 SF clinic. The site is entirely within the Business (B) zone which specifically allows for “Health services of facility”.

WHEREAS, the proposed renovation of 102 Ford Street as outlined would require the addition of 43 10’x20’ on-site parking spaces, and 3 handicap accessible 12’x20’ parking spaces which can be waived during site plan review by the Planning Board in accordance with OMC § 221-41(G); and

WHEREAS, the proposed site plan is subject to 239-m review by the County Planning Board, who will review the request at their regular meeting on April 9, 2015; and

WHEREAS, the Ogdensburg Planning Board, as Lead Agency is conducting a coordinated SEQR of this Type II Action under SEQRA pursuant to 6 NYCRR 617.5(c)(2); and

NOW BE IT THEREFORE RESOLVED that the Planning Board hereby grants *preliminary* site plan approval of the applicant’s request to rehabilitate 102 Ford Street for a Cerebral Palsy Clinic to allow the Applicant to proceed with their request for an easement from City Council and complete the necessary revisions to their site plan as discussed in the staff report.

Motion

By: _____

Second By: _____

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

Moved:				
Second:				
VOTE	Aye	Nay	Abstain	Absent
Mr. O’Brien				
Mr. Blair				
Mr. Perretta				
Ms. Pellett				
Mr. Redmond				
Mr. Frary				
Mr. Stevenson				
Alt. Mr. Lesperance				



EPA Brownfields Assessment Grants— Assessment Coalitions

EPA's Brownfields Program is designed to empower states, communities, and other stakeholders in economic redevelopment to work together in a timely manner to prevent, assess, safely clean up, and sustainably reuse brownfields. A brownfield is a property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant. EPA's Brownfields Program provides financial and technical assistance for brownfield revitalization, including grants for environmental assessment, cleanup, and job training.

What are EPA Brownfields Assessment Grants?

Assessment grants provide funding for a grant recipient to:

- Inventory Sites: *Compile a listing*
- Characterize Sites: *Identify past uses*
- Assess Sites: *Determine existing contamination*
- Conduct Planning for Cleanup and Redevelopment: *Scope and plan process*
- Conduct Community Involvement: *Inform and engage community*

What are Assessment Coalitions?

An Assessment Coalition is comprised of three or more eligible entities. The lead coalition member submits a Community-wide Assessment grant proposal on behalf of itself and the other members. The coalition may request up to **\$1 million** to work on a **minimum** of **five** hazardous substance and/or petroleum sites.

Who is Eligible to Apply as a Coalition for an Assessment Grant?

Eligible entities, including those with existing brownfields assessment grants, are: state, local and tribal governments, with the exception of certain Indian tribes in Alaska; general purpose units of local government, land clearance authorities, or other quasi-governmental entities; regional councils; redevelopment agencies; and government entities created by state legislatures.

- **Coalition** members are **not** eligible to apply for individual Community-wide or Site-specific Assessment grants **in the year they apply as part of a coalition.**
- **Nonprofit** organizations are **not** eligible to apply.
- Some **properties** are **ineligible** for funding unless EPA makes a site-specific funding determination.

Why Coalition Assessments?

- Increases access to assessment resources for communities that might have limited resources to administer a brownfield grant.
- Helps a state or county to focus assessment dollars on geographical areas with the greatest need over a given time. The larger pool of funding allows the coalition to shift geographic focus to new areas as revitalization needs are identified.

Assessment Coalitions – The Basics

- The grant recipient (lead coalition member) **must** administer the grant, be accountable to EPA for proper expenditure of the funds, and be the point of contact for the other coalition members.
- Assessment Coalition grants are **Community-wide**.
- Assessment Coalitions **must** assess a minimum of five sites regardless of funding request (e.g., less than or up to \$1 million).
- Assessment Coalitions may request petroleum *and/or* hazardous substance funding as long as the request is not over \$1 million.
- A **Memorandum of Agreement** (MOA) documenting the coalition's site selection process must be in place prior to the expenditure of any funds that have been awarded to the lead coalition. It is up to the coalition to agree internally about the distribution of funds and the mechanisms for implementing the assessment work.
- A tribal community can be the lead coalition member or part of any coalition where the other coalition members are eligible entities.



Revitalized Kassenberg House, Moorehead, MN

- Assessment Coalitions can cross regional boundaries, but will be managed out of the EPA Region where the grant recipient is located.
- An eligible city entity and a redevelopment authority from the same locality can be coalition members provided the entities are separate legal entities under state and local law.
- No more than \$200,000 can be expended on a site.
- For Assessment Coalitions involving state entities:
 - *Only **one** eligible state entity can apply as the lead coalition member (e.g., state environmental agency, state economic development agency) or be part of a coalition. An eligible state entity **cannot** be a member of two or more Assessment Coalitions.*
 - *If an eligible state entity is part of a coalition that receives an Assessment grant, no additional Assessment grants can be awarded to state entities from the grant recipient's state.*

What are Some Examples of How Assessment Coalitions Work?

Example #1

A state agency applies for EPA Brownfields funding together with several smaller communities as members of a coalition. The state assumes the role of “recipient” (i.e., the entity that would administer the grant, is accountable to EPA for proper expenditure of the funds, and acts as point of contact for other coalition members). These entities have formed a coalition to target numerous sites that have become blighted and/or under-utilized along an historic highway running through the communities.

Example #2

A coalition of metro municipalities, such as one large city and several surrounding cities/towns, could apply for \$1 million. In a given year, one coalition member's site assessment needs may be relatively minimal compared to another member's, or the ability to assess a targeted site may be complicated by legal access issues. Priorities can

Brownfields Assessment grants do not provide resources to conduct cleanup or building demolition activities. Cleanup assistance is available under EPA's Cleanup or Revolving Loan Fund (RLF) grants. Information on EPA's Brownfields Cleanup and RLF grants can be found on the EPA Brownfields Web site at: www.epa.gov/brownfields.

be set each year to conduct assessments on the properties that have the most immediate need.

How Do I Apply as a Coalition for an Assessment Grant?

A single, eligible entity applies as a coalition for a Community-wide Assessment grant on behalf of itself and other eligible entities. A Community-wide proposal submitted by a coalition **must** include:

- Applicant information (e.g., describe all jurisdictions covered under the proposal, and provide their general populations).
- Applicable mandatory attachments (e.g., coalition applicants for Assessment grants must document how all coalition members are eligible entities; and all coalition members must submit a letter to the potential grant recipient in which they agree to be part of the coalition).
- Responses to evaluation criteria.

How Long is the Performance Period for an Assessment Grant?

The period of performance for an Assessment grant is three years.



The Consumer Energy Headquarters Property in Jackson County, Michigan, before revitalization (above) and after (below).

