

CITY OF OGDENSBURG, NEW YORK

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



Office of the City Manager

MEMO TO: City Council
FROM: Sarah Purdy, City Manager *SP*
DATE: November 30, 2018
SUBJECT: Update 18/43

150TH CELEBRATION COMMEMORATIVE GLASSES-

If you haven't purchased one yet, they are still available for \$5 and can be found at the following places:

- Dobisky Visitors' Center, 100 Riverside Avenue
- City Clerk's office at City Hall, 330 Ford Street
- Frederic Remington Museum, 303 Washington Street
- Greater Ogdensburg Chamber of Commerce, 1 Bridge Approach

If you have any questions please contact the Ogdensburg Parks & Recreation Department at 315-393-1980.

PLANNING DEPARTMENT UPDATE – Please find attached an update from Andrea Smith regarding the Fort Feasibility Analysis and the Ogdensburg Land Bank.

POLICE DEPARTMENT UPDATE – Please find attached the monthly report from Chief Andy Kennedy

PARKS AND RECREATION UPDATE – Please find attached a memo and photo of damage by beavers to several willow trees in the greenbelt area.

OVERTIME - The following is a breakdown of overtime for the department for November:

-Stand-by (straight-time): 8 hours

-Overtime (other): 23.50 hours (Light Up Night Parade, snow removal, flags)

DOBISKY ROOM USAGE – Below are hours used at the Dobisky Center for the month of November:

Paid Large Room – 23 hours

Paid Small Room – 6.5 hours

Paid Both Rooms – 3 hours

Non-Profit Use – 126 hours

ARENA USAGE – Below are the hours rented at the Lockwood Arena for the month of November:

Ice Rentals – 123.25 hours

Parks & Recreation Programs – 26 hours

PUBLIC SKATING – The department began public skating on Nov. 12 and began its set schedule of every Monday and Wednesday from 2:30-4:30 p.m. and Sundays from 3:30-5:30 p.m. on Nov. 14. In November, we had a total of 373 people take part in public skating for a total of \$975 in revenue which includes skate rentals. The complete public skating schedule for December has been posted on Facebook and sent to the media.

FIRST ROCK-N-SKATE – The department held its first Rock-N-Skate of the season on Nov. 3 from 6-9 p.m. It was the last event celebrating the city's 150th anniversary. The first 150 people walking through the doors received a free cupcake and it was highly attended making \$985.

OPEN YOUTH HOCKEY - On Nov. 13, the department began its open youth hockey program from 4-5 p.m. at the Lockwood Arena. Coaches Rick Jacobs and Mike Fennessy will be working with youth and providing instruction. Cost is \$2 per youth. Open hockey will be held each Tuesday except for during school vacations.

SKATE WITH SANTA – The department has set its annual Skate with Santa event at the Lockwood Arena for Saturday, Dec. 15 from 1-3 p.m. Cost is \$1 for youth and \$2 for adults with free skate rentals. Free popcorn and drinks will be offered.

FALL/WINTER PROGRAMS – The department continued to take registrations for Bidy Basketball and Gymnastics. News releases have been sent to news agencies and it has been promoted on Facebook and the city’s website. Brochures have been delivered to Madill and Kennedy elementary schools. Bidy Basketball will be held Saturdays beginning Dec. 8 and end Feb. 2; Gymnastics will be held Saturdays beginning Nov. 3 and ending Dec. 8; and Family Swim be held Sundays from Jan. 6 to March 3.

HOLIDAY LIGHTS INSTALLED – Staff were busy preparing for the holiday season – getting the lights ready and installed for the Dobisky Center, City Hall, the Greenbelt and the snowflake lights along State and Ford streets. The lights had to be installed prior to the Light Up the Night Parade on Nov. 17, which the department provided support in terms of barricades for the street closure along State Street.

PUBLIC WORKS UPDATE

Please find attached a copy of the Water Pollution Control Facilities & Water Treatment Plant Management Services October 2018, monthly Status Report.

Overtime –

RC = Required or Contractual

	11/15 to 11/21	11/22 to 11/28
Sewer Beepers (RC)	8	13.33
On-Call Supervisors (RC)	4	4
Waste Water Treatment (RC)	8	29.34
Sander Beepers (RC)	0	20
WWTP operational/misc.	4	4
Water/Sewer Issues	0	9
Snow and Ice	74	30
TOTAL HOURS	98	109.67
RC	20	66.67
Other	78	43

Personnel

- The last staff member has taken and passed the 1A Operators test. All staff now have operator status.

Miscellaneous

- Bridge NY – The City was notified that we did not receive and funding for the repairs necessary for the Spring Street Bridge. The estimated cost of repairs is in the \$1.5 million range. The State’s decision will force the City to fund the repairs or wait until the bridge deteriorates to a point where it will require closure. With the current flags on the bridge, the City might be forced to close the Lake Street boat launch and prohibit boat traffic from passing under the bridge.
- Linden Street property has been demolished and cleared for sale.

Snow & Ice

- Four employees started the night shift on Sunday, November 25th. Additional staff will be added over the next few weeks unless Mother Nature dictates otherwise.
- Weather conditions have been causing overruns in our overtime account. We are working closely with the bargaining unit to manage our current overtime situation.

Waste Water Treatment Project Update

- WWTP Design and Construction
 - Next meeting December 19 at 11 am
 - Meeting Notes November 28 meeting
 - Project Schedule
 - Modification of bid documents
 - Apprenticeship language – no change

- EDR has forwarded updated boiler plate to GHD for final updates and applicable sign-off.
- Rural Development (RD) required modifications are moving forward and being performed in parallel to RD review of engineering documentation. All required documentation has been supplied and we will address new issues as they arise.
- WWTP Other Related Items:
 - The Village of Heuvelton's grant funding for their decommissioning study has been approved. Work has commenced. The next meeting is December 5.
 - Annual Safety and Housekeeping inspection was conducted by DANC. A corrective action plan was created for the identified issues.

Water Filtration Plant Update

- One of four filters are being cleaned every two weeks. Filter cleaning was completed on 11/30.
- Rural Development has received our Pre-Development Planning Grant application. This will be used, if awarded, to offset Preliminary Engineering Report and environmental survey costs associated with a comprehensive evaluation of our water treatment system.

Equipment

- Having significant engine issues with Unit 7 (step van). Estimate on this 1984 vehicle is \$6,000-\$7,000.
- Trackless – new rear brakes being installed.
- Pickup #395 – floor boards are rotted. Mechanics found used replacement in salvage yard and will make repair over the next few weeks.
- Truck #345 needs new injectors, evaluating repair costs. This vehicle is a 1994.

Road Cuts / Pot Holes

- We will be using cold patch until hot mix is available again next spring.

Water / Sewer

- Performing water and sewer services as they arise.
- We are addressing sink holes.

Brush Pickup / Landfill Operations

- Brush pick up has completed for this year. If we get a thaw and the weather permits, we will try to pick up stray piles when we pick up Christmas trees.

Trees

- Tree work is progressing as the weather allows. Contractors are doing a nice job and staff is working well with the public to keep them informed as tree situations change. As we start to trim some trees, they are so badly rotted that it only makes sense to take them down at that time. Property owners that would like to get trees replaced should reach out to Parks and Recreation.
- Stumps / Top Soil – work is being completed as manpower becomes available.

Storm Drops / Cleaning Sewer Mains

- Fall flushing of sewer mains has been completed.
- Vactor team is now back on cleaning drops when they are not working on other crews.

MEMORANDUM

TO: Sarah Purdy, City Manager
CC: Coralee Barrett
FROM: Andrea Smith, AICP
Director of Planning and Development
DATE: November 29, 2018
SUBJECT: **Planning Department Update**

Below is an update from the Planning Department:

FORT FEASIBILITY ANALYSIS: There will be a final presentation on the Fort Feasibility Analysis on Monday, December 3rd. The presentation will be given by Eve Holberg of LaBella Associates and will be held in the City Council Chambers at 10 AM. The presentation will review the recommendations from the study and discuss strategy for advancement of the Fort's Vision.

BACKGROUND: The Fort Association worked with the City of Ogdensburg to secure Department of State grant funding for this study to:

- Understand the background and other planning and design efforts that have been completed for the Association as well as for the City and Region including waterfront, environmental and economic development studies;
- Document the physical and functional characteristics of the site;
- Engage in a public input process to understand the needs and wants of the primary market that includes the residents and stakeholders of Ogdensburg and broadens to include potential user and visitor groups;
- Understand the competing and complementary facilities;
- Understand and classify the Fort site's role in tourism and recreation to reinforce future branding and associated developments;
- Understand Fort de la Présentation as part of a network of tourism, cultural and recreational resources to broaden its appeal to promote tourism and economic development; and
- Connect Fort de la Présentation to other regional and community resources.

The full report is available through the City's website, under the Planning Department.

OGDENSBURG LAND BANK CORPORATION – The Ogdensburg Land Bank Corporation held its organizational meeting earlier this week and is working towards identifying goals for utilizing the award of funding to address community vacancy, and blight. In early 2019, the

Update: November 29, 2018

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Land Bank anticipates bringing a formal proposal to the City Council outlining proposed acquisitions, goals and commitments.

REFERENCE – To review the City’s community planning documents including the comprehensive set of recommended revisions to the zoning ordinance, BOA and LWRP initiatives, please visit our Planning & Development Department section of the City’s website: <http://ogdensburg.org/> under the “Government” tab.

CC: FILE

Ogdensburg Police Department Monthly Report

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Calls for Service	827	679	893	720	1015	1043	1259	947	893	763			9039
Arrests	61	47	71	29	79	82	43	60	60	49			581
Domestic Incidents	55	48	68	58	65	71	69	50	59	51			594
Uniform Traffic Tickets	82	34	44	22	65	58	67	81	45	66			564
Motor Vehicle Accidents	42	38	25	24	43	34	51	29	33	33			352
Parking Tickets	117	136	77	2	14	19	12	12	12	16			417
City Summons	1	1	2	3	10	19	24	10	5	6			81
Investigation Unit Cases	27	26	44	19	32	45	22	29	38	40			322
Methamphetamine Labs	2	4	4	8	4	4	4	4	8	3			45
Search Warrants	3	4	4	9	0	4	2	8	6	5			45
Monthly Total	1217	1017	1232	894	1327	1379	1553	1230	1159	1032	0	0	12040

Submitted by Chief Andrew D. Kennedy

		January	February	March	April	May	June	July	August	September	October	November	December	Totals
Shift Coverage	COMP	117.75	74.75	99.5	235	76.5	152.75	93.75	39	100.5	141			1130.5
	PD	198	57.5	137.25	371.25	266	420	375	387	217.25	325.75			2755
Investigations	COMP	60.5	6.75	38.25	51.75	14.25	19.5	1.5	17.25	39.25	7			256
	PD	269.25	143.75	196.75	202.5	132.5	223.5	65.5	133	263	180.25			1810
Work Over	COMP	33.25	12	26.5	48.5	15.75	19	59.5	42.75	31.5	13.5			302.25
	PD	36	46.25	57	57.25	41.5	39	36.75	59.25	76.5	26.75			476.25
Special Detail	COMP	0	4	0	0	21	0	105	25.5	6	22			183.5
	PD	0	12	46.5	6.75	21	10	437.75	94.5	38	27			693.5
Airport Security	COMP	0	0	0	0	0	0	0	0	0	0			0
	PD	103.25	104.5	58.25	177.5	118	194	167.25	167.75	140.5	246.5			1477.5
Court	COMP	8	8	6	0	0	8	0	8	0	8			46
	PD	18.5	8.5	4.5	4	12	12	8	49.25	35.75	67			219.5
Training	COMP	76.25	86	70.75	92.75	39.5	13.5	18	99.75	0	43			539.5
	PD	45	41.75	132.5	94	74	113.5	75	163.25	14	165.5			918.5
Other	COMP	15	9	3.5	30	0	8.25	9.5	16.5	8	4.5			104.25
	PD	27.75	4	4	7.5	20.5	4	7	18.75	16.5	12			122
Stonegarden	COMP	0	0	0	0	0	0		0	0	0			0
	PD	0	0	0	0	0	0		36	0	0			36
COMP Totals		310.75	200.5	244.5	458	167	221	287.25	248.75	185.25	239	0	0	2562
PD Totals		697.75	418.25	636.75	920.75	685.5	1016	1172.25	1108.75	801.5	1050.75	0	0	8508.25
Monthly Totals		1008.5	618.75	881.25	1378.75	852.5	1237	1459.5	1357.5	986.75	1289.75	0	0	11070.25

City of Ogdensburg
Parks & Recreation Department
Director: Matthew J. Curatolo
100 Riverside Ave.
Ogdensburg, N.Y., 13669



MEMORANDUM

TO: Sarah Purdy, City Manager; City Council
FROM: Director
CC: Scott Thornhill, DPW Director; Coralee Barrett, Secretary
DATE: 11/30/2018
SUBJECT: Little Park Beaver Damage

Several large trees along the shoreline at Little Park, next to the Greenbelt boat launch, have sustained major beaver damage over the last several days. DPW was on scene today to cut the trees down due to safety concerns.

An inspection along the Maple City Trail for any other damage revealed none. I would also like to mention that Parks & Recreation staff installed fencing around the majority of the trees along the trail to prevent beaver damage.

Staff will monitor the area for any further damage.







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
Rodman, New York 13682

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

November 29, 2018

RE: City of Ogdensburg
Water Pollution Control Facilities & Water Treatment Plant Management Services
October 2018 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:**

a) General

- Continued work setting up NexGen preventative maintenance (PM) work orders (WOs). To date 87 PM plans have been developed for the WPCF/WTP. A total of 59 WPCF and 13 WTP WO's were completed this period. One new PM's was created for the WPCF during this period: Monthly chlorine feed system leak inspection of the liquid end of the chlorination system.
- Authority personnel developed Standard Operating Procedures (SOP's) for the safe entry of all seven open tanks within the plant. These SOP's are currently being reviewed City/Plant staff and recommended changes will be implemented before placing these procedures into practice. Lock Out Tag Out (LOTO) devices necessary to perform all open tank entries have been ordered. Once these devices are received, plant personnel will be trained on the proper uses of each type of device.
- On October 15th Authority personnel conducted the annual 2018 Health and Safety inspection of the Water Pollution Control Facility (WPCF). Areas of concern were documented and corrective actions are being addressed. A written report has been issued and corrective actions are underway. Completion is expected by December 15th.

b) Water Pollution Control Facility (WPCF)

- Continued to work with the City and EDR on the WPCF Capital Improvement Project. This period several documents were assembled and submitted to USDA

Rural Development to progress their review process and complete items that are required prior to RD issuing their approval to bid the project. No additional funds were disbursed during this reporting period.

c) Water Treatment Plant (WTP)

- The Authority is continuing to create an inventory of assets at the WTP using the Nexgen Computerized Management System. During this reporting period 56 new assets were added to the inventory. The asset inventory includes name, location, photos of the equipment, and other pertinent information such as make model and serial number where available.

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

During this period the WPCF had two SPDES permit violations and 8 CSOs were active.

Details follow:

- The first noted violation of the effluent Settable Solids permit limit of 0.3 mg/l was exceeded by 0.7 mg/l with a 1.0 result. The capital improvement project will address this issue by renovating the secondary clarifier system which will increase the secondary solids settling capacity.
- The second noted violation of the effluent Chlorine Residual permit limit of 3.0 mg/l was exceeded by 0.1 mg/l with a 3.1 result. The capital improvement project will address this issue by replacing the entire chlorination system with an Ultra Violet (UV) short wave light equipment to meet the State disinfection standards.

There are 16 CSO points in the collection system inspected monthly and 2 CSOs located at the WPCF that are metered and monitored daily. For the month of October 6 CSOs in the collection system and the 2 CSO's at the plant exhibited noticeable overflows.

On October 1, 2, 3, 5 and 18th CSO overflow notifications were submitted to the New York Alert (NYALERT) warning system. These alerts are designed to notify and protect users down stream of these partially treated with disinfection releases of municipal wastewater into the St. Lawrence River.

Sewer Industrial User (SIU) Compliance

Permitted SIUs discharging to the Ogdensburg WPCF are:

1. Ansen Corporation Current Permit Expiration December 31, 2018.
2. St. Lawrence County Solid Waste Department Current Permit Expiration December 31, 2018.

Both industries have applied and been granted permit renewals for 2019.

No landfill leachate was received during the month of October. The next industrial user SIU testing is scheduled to be conducted in December and reports will be due by January 31, 2019.

3) **PERSONNEL**

- Total City WPCF personnel for the month of October included 3 Certified Plant Operators and 1 Trainee. On 11/28/18 the plant trainee is scheduled to take the NYSDEC 1A State certification examination.
- During this reporting period 4 WPCF and 4 WTP employees completed the Confined Space Entry training held at the Gouverneur Community Center and the DANC Material Management Facility. This training focused on the safety when entering confined spaces for entrants, attendants and supervisors and was offered free of charge to City employees.
- A total of 65 hours of OT occurred for WPCF staff for the month. These hours include Required and Contractual (RC) overtime.

4) **OPERATIONS**

a) **SLUDGE PROCESSING:**

A total of 24 wet tons was hauled to Casella Organics Facility in Chateauguay with the average monthly tested solids concentration of 29%. A total of 2.1 tons of grit and rags were sent to the DANC Materials Management Facility.

b) **MAINTENANCE:**

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

Completed Work Orders:

- Plant personnel fabricated and installed safety platform gates on the Perrin Sludge Press. This ensures the proper fall protection barriers are in place to protect employees while operating the equipment.
- Repair/Replacement of the weather stripping to the overhead garage doors was completed.
- Plant personnel continue to remove the large blockages of debris in the digester heat exchanger system. These obstructions cause heat transfer problems and possible treatment violations.

- Plant operators completed pump cavity inspections to ensure each unit is free of obstructions. This annual maintenance ensures the equipment is operating at peak efficiency.
- Plant operators completed the repair/replacement of plant sump pump grating/covers. This ensures the safety to employees who work around these below grade openings.
- WPCF personnel performed mowing and trimming duties at the WPCF and 6 Lift Stations. Snow removal duties will commence as required.
- Weekly and monthly pump/lift station rounds.
- Monthly CSO inspections.
- Weekly maintenance of WPCF.
- Weekly plant eyewash checks.
- Monthly collection system degreaser added to 7 separate areas within the collection system.
- Performed weekly, monthly, and quarterly required sampling in accordance with SPDES permit.
- Monthly lift station high level alarm testing.
- Monthly fire extinguisher inspections.
- Monthly Chlorine Gas Monitoring System inspection and test.
- Monthly lift station generator exercising.
- Monthly DMR completed.

Open Work Orders

- Plant personnel completed 60% clearing of the vegetative overgrowth around all CSO outfalls public notification signs located on the riverbanks of the St Lawrence and Oswegatchie. Due to the winter conditions this tasking will be stopped for the season and will resume in spring 2019.
- Five plant heaters have been identified that do not have metal guards as required by OSHA for fans under 7' in any given work area. The necessary

Ms. Purdy
November 29, 2018

material for these replacement guards will be ordered and plant personnel will fabricate/install them. Project completion expected in December.

- Third round of the Whole Effluent Toxicity (WET) Testing of the plant's effluent has been sampled and sent to the contracted laboratory for analysis. This NYSDEC directed testing determines the level of toxicity to aquatic life within the effluent wastewater. Previous results were well below the NYSDEC established action levels. Results expected by November 30th.

Open Work Orders Awaiting Capital Project

- There have been no new issues identified this period related to the capital project.

c) **OPERATIONS:**

During the month of October Authority personnel operated the secondary treatment process in the conventional plug flow or step feed mode depending on weather conditions and incoming flow levels into the plant. Authority and WPCF personnel closely monitor this process to ensure compliance with the City's permit limits.

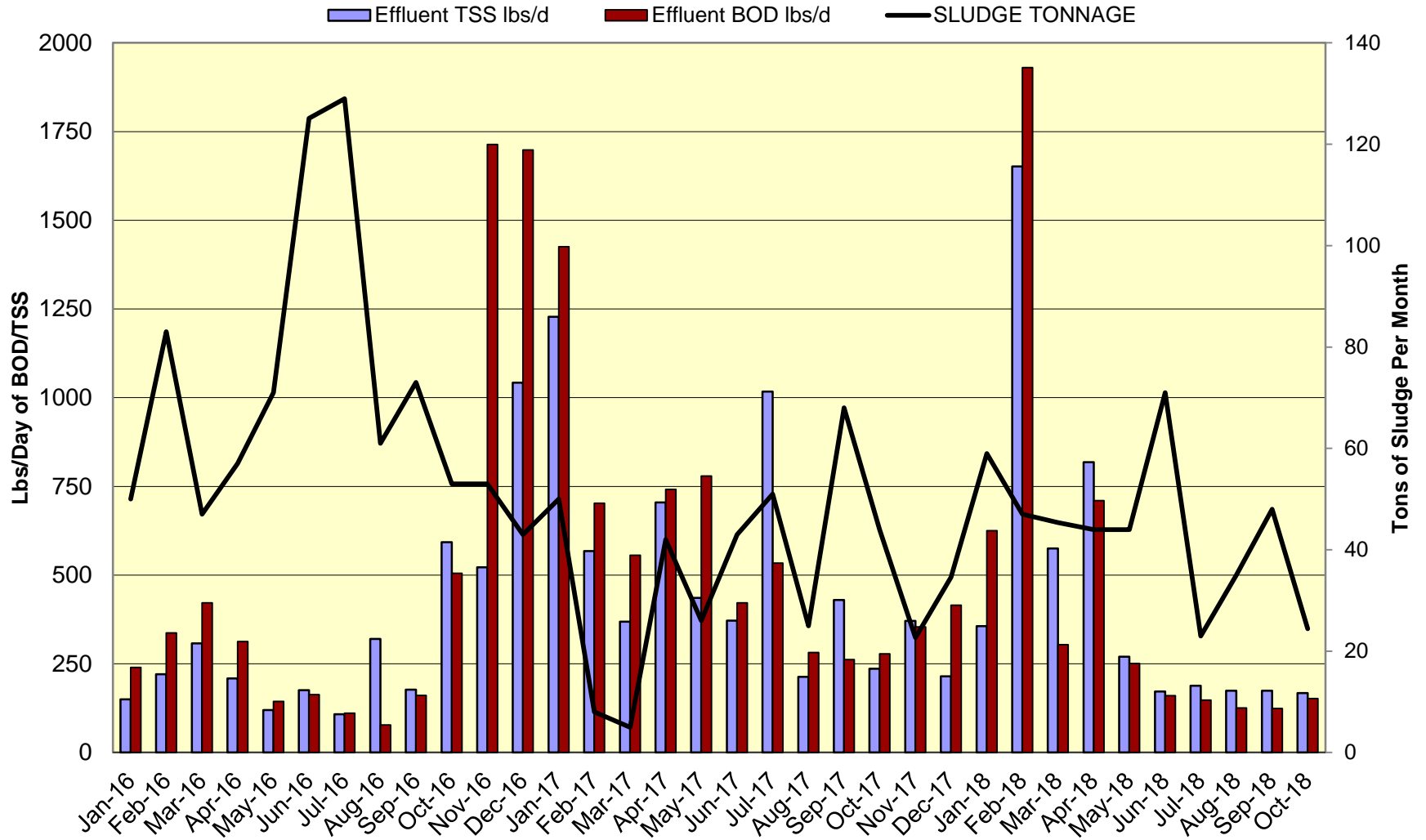
Should you have any questions regarding this report, please don't hesitate to contact me at (315) 393-2810.

Sincerely,

Robert M. Henninger,
Water Quality Supervisor

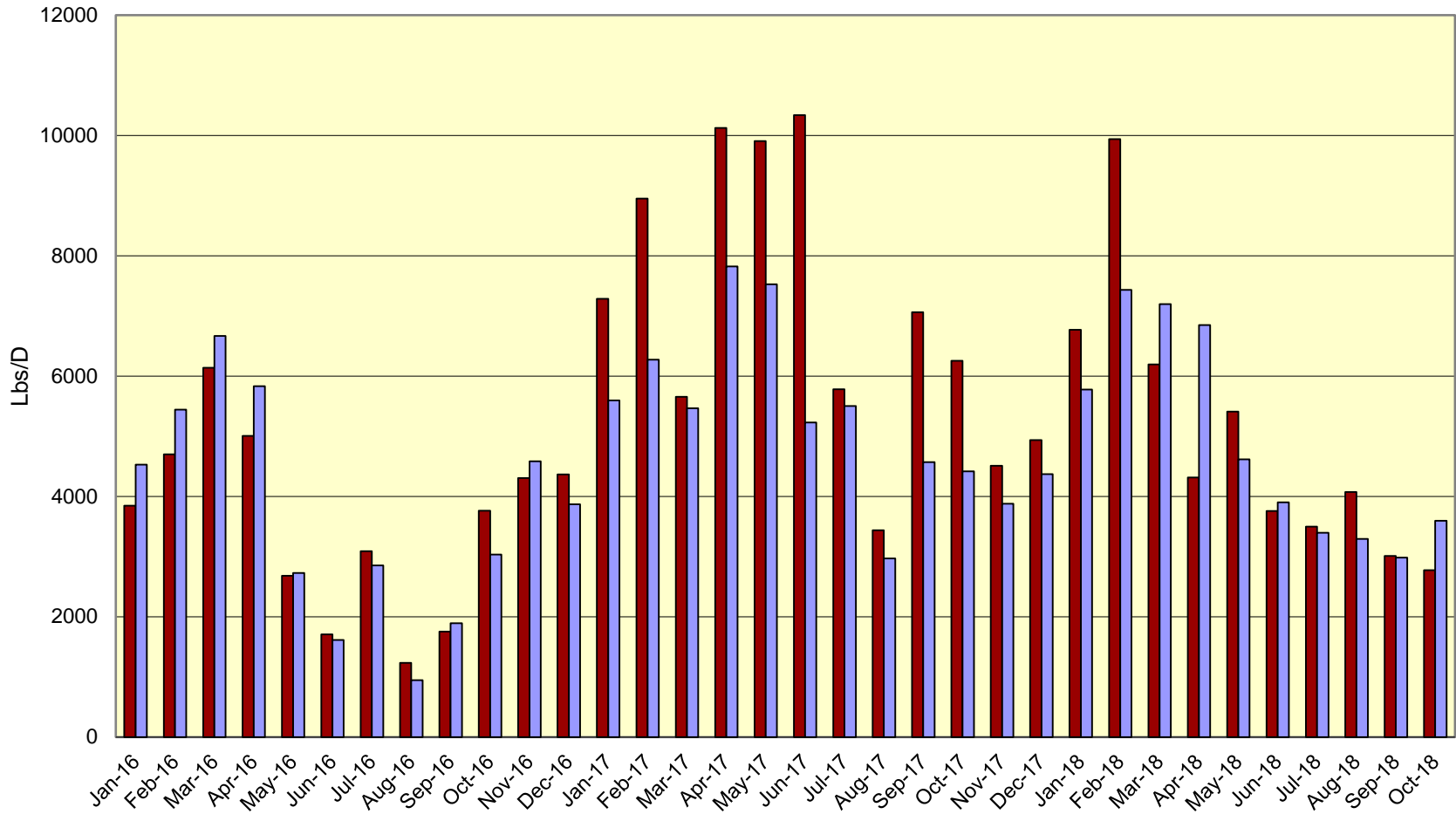
cc: David Rarick, PE, NYSDEC
Scott Thornhill, Ogdensburg Director of Public Works
Brian Nutting, DANC WQ Supervisor
Robert Henninger, DANC WQ Supervisor

City of Ogdensburg WPCF Effluent BOD/TSS & Sludge Processed



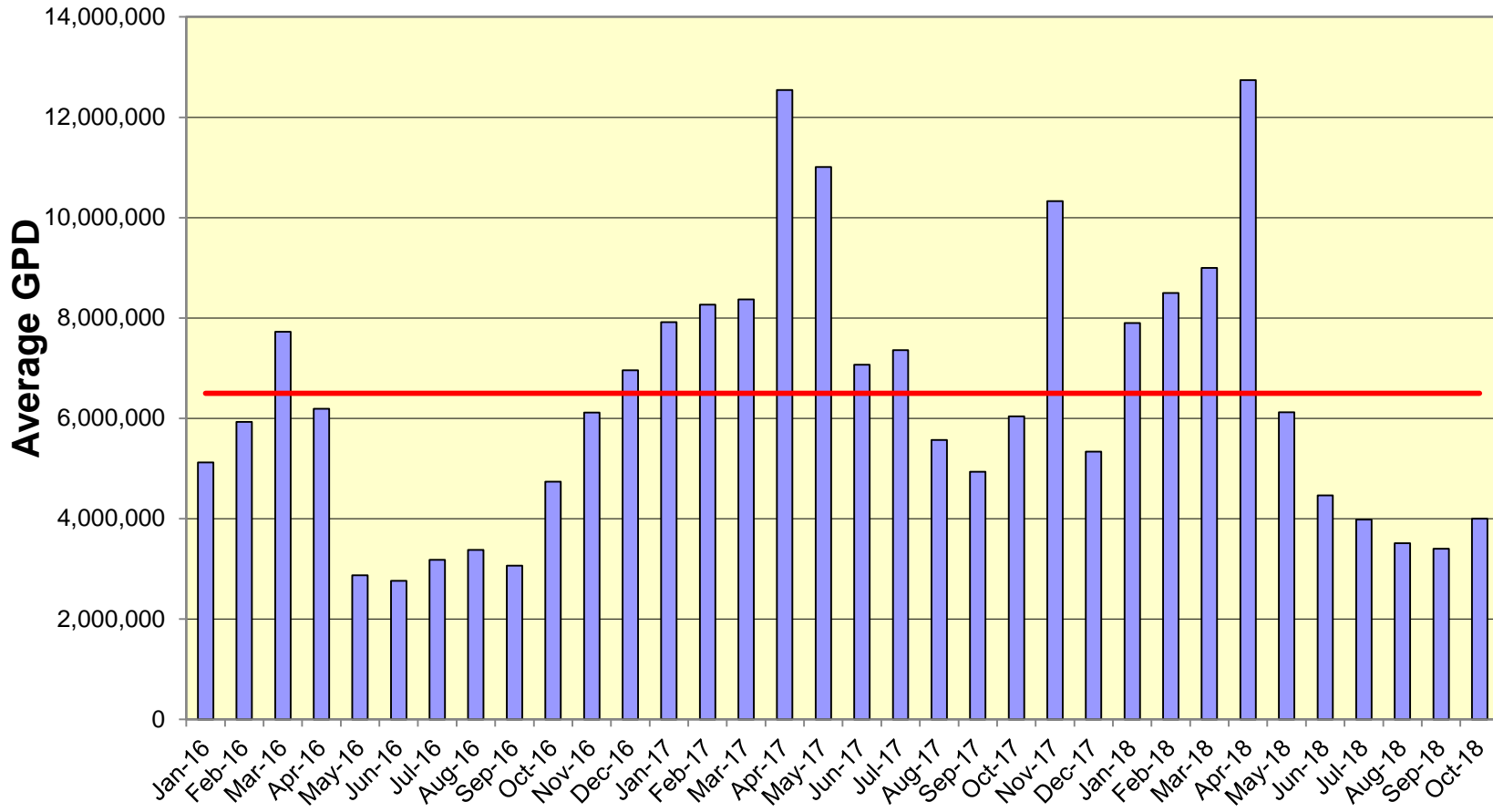
**City of Ogdensburg
WATER POLLUTION CONTROL FACILITY
INFLUENT 30-DAY AVERAGE LBS/DAY OF TOTAL SUSPENDED SOLIDS & BOD**

■ Influent TSS Lbs/d ■ InfluentBOD lbs/d



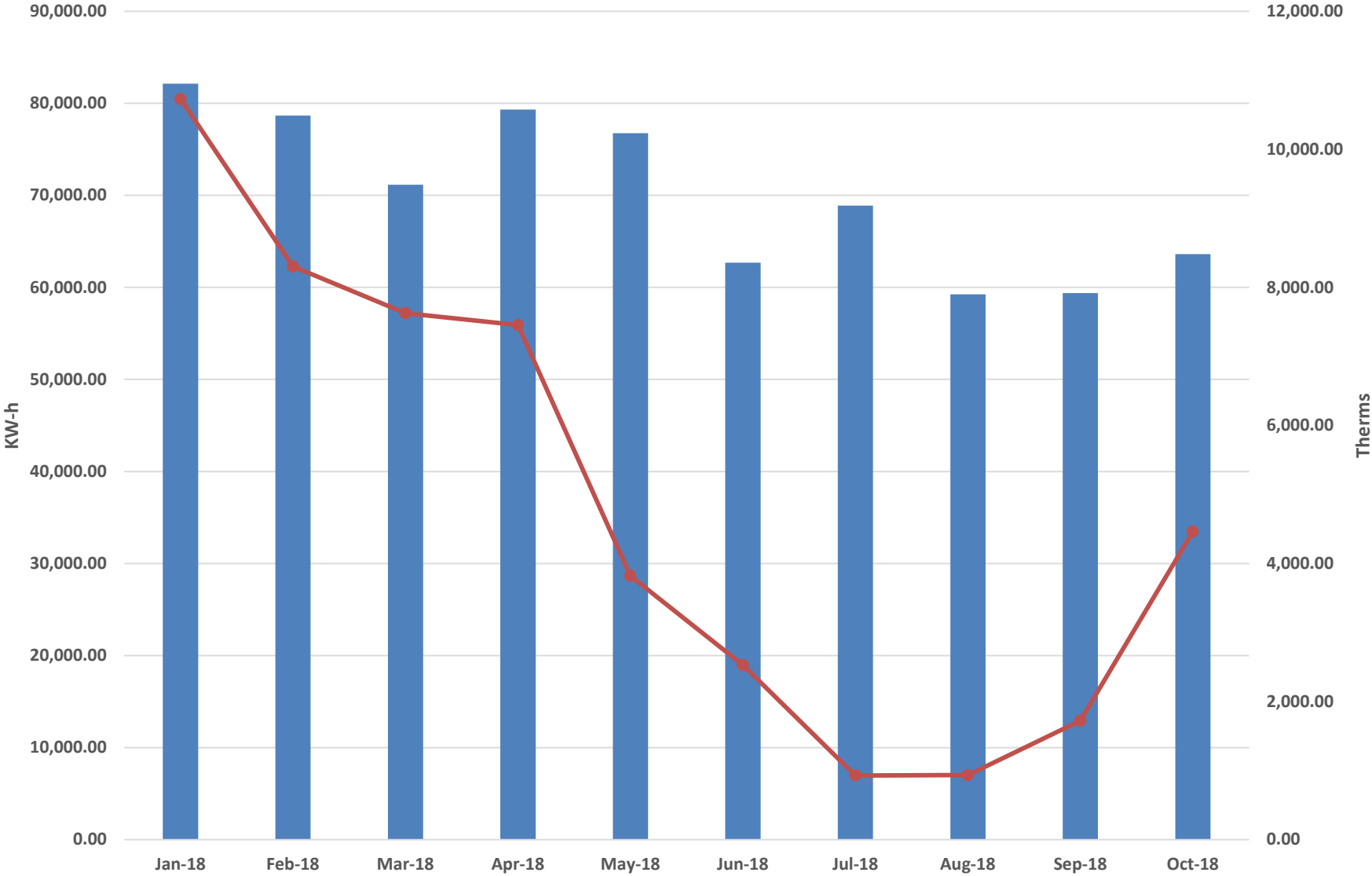
**City of Ogdensburg
WATER POLLUTION CONTROL FACILITY
AVERAGE DAILY FLOWS IN GALLONS PER DAY**

EFFLUENT GPD Monthly Average Effluent Flow Limit (6.5 MGD)



City of Ogdensburg WPCF Utility Usage

Electric (KW-h) Natural Gas (therms)



Effluent Chlorine Residual

