

**CITY OF WATERTOWN, NEW YORK**  
**AGENDA**  
**Monday, March 2, 2026**  
**7 p.m.**

This shall serve as notice that the next regularly scheduled meeting of the City Council will be held on Monday, March 2, 2026, at 7:00 p.m. in the City Council Chambers, 245 Washington Street, Watertown, New York.

**MOMENT OF SILENCE**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**ADOPTION OF MINUTES**

**COMMUNICATIONS**

**PRIVILEGE OF THE FLOOR**

**PUBLIC HEARING**

- |           |   |
|-----------|---|
| 7:15 p.m. | Community Development Block Grant (CDBG) 2026-2030 Consolidated Plan and 2026 Annual Action Plan Public Hearing   |
| 7:15 p.m. | Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map |

**RESOLUTIONS**

- |                    |  |
|--------------------|--|
| Resolution No. 1 - | Accepting Bid for Lift Stations Systems and Controls Upgrade Koester Associates Inc. |
| Resolution No. 2 - | Authorizing the Display of the Presidential Flag at City Hall                        |
| Resolution No. 3 - | Authorizing the Display of the Pride Flag at City Hall                               |

- Resolution No. 4 - Authorizing the Display of the Turning Point USA Flag at City Hall
- Resolution No. 5 - Appointing Kimberly A. Wood to Part-Time City Court Judge for the City of Watertown
- Resolution No. 6 - Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program
- Resolution No. 7 - Finding That Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map Will Not Have a Significant Impact on the Environment
- Resolution No. 8 - Supporting Increased Aid to Municipalities and Strengthening New York's State-Local Partnership

**ORDINANCES**

**LOCAL LAW**

**OLD BUSINESS**

- Tabled Resolution      Accepting Proposal for Hydroelectric Plant - Consultation Services - Gomez and Sullivan Engineers, D.P.C.
- Ordinance                      Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map

**STAFF REPORTS**

- 1. PGA HOPE Program

**NEW BUSINESS**

## **EXECUTIVE SESSION**

The proposed acquisition, sale or lease of real property when publicity would affect the value thereof.

To discuss proposed, pending or current litigation.

To discuss the employment history of a particular individual or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal, or removal of a particular person or corporation.

## **ADJOURNMENT**

## **WORK SESSION**

Next Work Session is scheduled for Monday, March 9, 2026 at 7:00 p.m.

**NEXT REGULARLY SCHEDULED CITY COUNCIL MEETING IS MONDAY,  
MARCH 16, 2026.**

Public Hearing – 7:15 p.m.

March 2, 2026

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Community Development Block Grant (CDBG) 2026-2030 Consolidated Plan and 2026 Annual Action Plan Public Hearing

A Public Hearing has been scheduled for Monday, March 2, 2026, at 7:15 p.m., as part of the City's effort to gather public input for the preparation of the City's CDBG 2026-2030 Consolidated Plan and 2026 Annual Action Plan.

A Consolidated Plan is a plan that describes community needs, resources, priorities, and proposed activities to be undertaken with CDBG funds over five years. The Annual Action Plan will include specific projects that are identified to implement the stated goals in the Consolidated Plan.

At the February 9, 2026, City Council work session, Staff provided an overview of the CDBG program, discussed draft goals for the Consolidated Plan and discussed proposed funding allocation and priorities for inclusion in the 2026 Annual Action Plan.

The draft goals for the 2026-2030 Consolidated Plan that were presented at the work session include the following:

- Neighborhood Stabilization and Revitalization
- Affordable Housing Rehabilitation
- Home Ownership Assistance
- Environment and Quality of Life Enrichment
- Fair Housing Education
- Homeless Assistance
- Public Services Support
- Economic Development
- Planning and Administration

The City Council also indicated a preference to prioritize infrastructure projects in the 2026 Annual Action Plan such as sidewalk replacement, street improvements and utility upgrades.

Last year, the City of Watertown was allocated \$860,088 by the U.S. Department of Housing and Urban Development (HUD) for the 2025 Program Year. The city has not yet been notified of this year's funding amount, but we expect that it will be approximately \$862,000.

HUD requires considerable community involvement in the development of our Consolidated Plan and our Annual Action Plans. In addition to the work session and public hearing, staff gave a presentation to and solicited feedback from the citizens advisory board, Advantage Watertown, and sent email correspondence to the partner agencies identified in our Citizen Participation Plan to solicit input on priorities and project ideas.

In addition to the above, Staff conducted a public meeting at Hilltop Towers Apartments on February 24, 2026, and is conducting an online survey to provide citizens an opportunity to offer their input.

Information regarding the community input received at the public meeting and as part of the survey will be summarized for the City Council at the March 16, 2026, meeting. Staff will also provide a summary of any specific project ideas or funding requests that are received and will provide a proposed list of projects for inclusion in the 2026 Annual Action Plan.

After the meeting on March 16, 2026, Staff will finalize the draft Annual Action Plan and will publish it for a 30-day public comment period, as required by HUD.

Res No. 1

March 2, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Bid for Lift Stations Systems and Controls Upgrade Koester Associates Inc.

The City's Purchasing Department advertised in the Watertown Daily Times for sealed bids from qualified bidders for the Lift Stations Systems and Controls Upgrade, per City specifications, and publicly opened and read the sealed bids on January 29, 2026, at 11:00 a.m. EST. Bids were provided to seven (7) plan houses and thirty-six (36) potential vendors.

The Purchasing Department received one (1) sealed bid submittals, and the bid tabulation is shown below:

Vendor Name and Address			Koester Associates Inc.
			3101 Seneca Turnpike
			Canastota, NY 13032
ITEM #	QTY	DESCRIPTION	Unit Price
1	Lump Sum	Gaffney Drive Lift Station	\$72,650.00
2	Lump Sum	Vanduzee St. Lift Station	\$45,170.00
3	Lump Sum	Barben-Green Drive Lift Station	\$74,825.00
Total Base Bid			\$192,645.00

The Purchasing Manager and Water Superintendent and Chief Operator reviewed the responses to ensure compliance with the specifications and hereby recommend that City Council award the total base bid for the Lift Stations Systems & Controls Upgrade to Koester Associates, Inc. as the lowest responsive responsible bidder in the total base bid amount of **\$192,645.00**.

The Lift Stations Systems and Controls Upgrade is funded by the Sewer Fund as appropriated by the City Council within the fiscal year 2024-25 Adopted Budget.

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



**CITY OF WATERTOWN, NEW YORK**

CITY HALL

245 WASHINGTON STREET

WATERTOWN, NEW YORK 13601-3380

Project:

Lift Stations Systems and Controls Upgrade

Bid / RFP Number:

Bid #2025-04

Opening Date:

Thursday, January 29, 2026 @ 11:00 AM

***The following results are bids as presented at the bid opening and do not represent an award.***

**Vendor Name and Address**

**Koester Associates Inc.**

3101 Seneca Turnpike

Canastota, NY 13032

Mark Koester, CEO

[mkoester@koesterassociates.com](mailto:mkoester@koesterassociates.com)

ITEM #	QTY	DESCRIPTION	Unit Price	Unit Price	Unit Price
1	Lump Sum	Gaffney Drive Lift Station	\$72,650.00		
2	Lump Sum	Vanduzee St. Lift Station	\$45,170.00		
3	Lump Sum	Barben-Green Drive Lift Station	\$74,825.00		
<b>Total Base Bid</b>			<b>\$192,645.00</b>		
Addendum Acknowledgement (if any)			N/A		
Bid Bond or Check (B / C)			B		
Non-Collusive Bidding Certificate			Y		
Certificate of Compliance with the Iran Divestment Act			Y		
Sexual Harassment Form			Y		
Certificate of Contractor Registry			Y		
SAM's & NYS Debarred			N		

G8130 – Sewage Treatment and Disposal

Fiscal Year 2024-25  
Vehicles and Equipment

Lift Station Flow Monitoring, Pump Control and Communications Upgrade (5) \$200,000

Installing of these 5 units will standardize the remaining lift stations. The new flow monitoring will give accurate volumes being pumped through the lift station and allow remote operation of station.



# RESOLUTION

Page 1 of 1

Accepting Bid for Lift Stations Systems and Controls Upgrade Koester Associates Inc.

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City desires to retain a contractor to supply all labor, materials, and equipment to perform the necessary upgrades to the Gaffney Drive, Vanduzee Street, and Barben-Green Drive Lift Stations Systems and Controls, and

WHEREAS the Purchasing Department advertised and received one (1) sealed bid for the Lift Stations Systems and Controls Upgrade, and

WHEREAS on January 29, 2026, at 11:00 a.m. the bids received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the bids received with the Water Superintendent and Chief Operator and it is their recommendation that the City Council accept the lowest responsive responsible bid submitted by Koester Associates, Inc.,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the total base bid received from Koester Associates, Inc. in the amount of \$192,645.00, and

BE IT FURTHER RESOLVED that the City Manager of the City Watertown is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

**Seconded by** \_\_\_\_\_

Res No. 2

March 2, 2026

To: The Honorable Mayor and City Council  
From: Eric F. Wagenaar, City Manager  
Subject: Authorizing the Display of the Presidential Flag at City Hall

On February 3, 2025, the City of Watertown's Flag Policy went into effect, establishing guidelines for the display of flags on City property. The policy allows the City Council to approve the requests for the temporary display of commemorative flags on the flagpole in front of City Hall.

The City has received a request from the organization Make Watertown Great Again to hold a flag-raising ceremony on June 14, 2026, at 9:00 a.m. in front of City Hall in recognition of President Donald J. Trump's Birthday.

A resolution is presented for City Council consideration to approve the request authorizing the display of the Presidential Flag at City Hall for 24 hours, beginning June 14, 2026.

# RESOLUTION

Page 1 of 1

Authorizing the Display of the Presidential Flag at City Hall

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS, the City of Watertown has adopted a Flag Policy, effective February 3, 2025, to govern the display of flags on City property, and

WHEREAS, the City has received a request to display the Presidential Flag in recognition of President Donald J. Trump’s Birthday, and

WHEREAS, June 14<sup>th</sup> is nationally recognized as Flag Day, and

WHEREAS, in accordance with the Flag Policy, the City Council may authorize the temporary display of commemorative flags on the flagpole in front of City Hall, and

WHEREAS, the City Council desires to approve the request and authorize the display of the Presidential Flag for a period of 24 hours,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the display of the Presidential Flag in front of City Hall for 24 hours, commencing on June 14, 2026, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is directed to ensure compliance with the City’s Flag Policy and coordinate the proper display of the flag.

**Seconded by** \_\_\_\_\_

Res No. 3

March 2, 2026

To: The Honorable Mayor and City Council  
From: Eric F. Wagenaar, City Manager  
Subject: Authorizing the Display of the Pride Flag at City Hall

On February 3, 2025, the City of Watertown's Flag Policy went into effect, establishing guidelines for the display of flags on City property. The policy allows the City Council to approve the requests for the temporary display of commemorative flags on the flagpole in front of City Hall.

The City has received a request from the organization NNY Pride Inc./Watertown Pride to hold a flag-raising ceremony on June 20, 2026, at 10:00 a.m. in front of City Hall in recognition of Pride Month. This ceremony serves as a visible symbol of inclusivity, diversity, and support for the LGBTQ+ community, reinforcing our City's commitment to equality and acceptance.

A resolution is presented for City Council consideration to approve the request authorizing the display of the Pride Flag at City Hall for 24 hours, beginning June 20, 2026, in recognition of Pride Month.

# RESOLUTION

Page 1 of 1

Authorizing the Display of the Pride Flag  
At City Hall

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS, the City of Watertown has adopted a Flag Policy, effective February 3, 2025, to govern the display of flags on City property, and

WHEREAS, the City has received a request to display the Pride Flag in recognition of Pride Month, and

WHEREAS, in accordance with the Flag Policy, the City Council may authorize the temporary display of commemorative flags on the flagpole in front of City Hall, and

WHEREAS, the City Council supports the recognition of Pride Month as a time to celebrate diversity, promote inclusivity, and affirm the rights and dignity of the LGBTQ+ community, and

WHEREAS, the City Council desires to approve the request and authorize the display of the Pride Flag for a period of 24 hours,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the display of the Pride Flag in front of City Hall for 24 hours, commencing on June 20, 2026, in recognition of Pride Month, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is directed to ensure compliance with the City’s Flag Policy and coordinate the proper display of the flag.

**Seconded by** \_\_\_\_\_

Res No. 4

March 2, 2026

To: The Honorable Mayor and City Council

From: Eric F. Wagenaar, City Manager

Subject: Authorizing the Display of the Turning Point USA Flag at City Hall

On February 3, 2025, the City of Watertown's Flag Policy went into effect, establishing guidelines for the display of flags on City property. The policy allows the City Council to approve the requests for the temporary display of commemorative flags on the flagpole in front of City Hall.

The City has received a request from the organization North Country Residents for Free Speech to hold a flag-raising ceremony on June 5, 2026, at a time to be determined in front of City Hall, in recognition of the founding of Turning Point USA.

A resolution is presented for City Council consideration to approve the request authorizing the display of the Turning Point USA Flag at City Hall for 24 hours, beginning June 5, 2026.

# RESOLUTION

Page 1 of 1

Authorizing the Display of the Turning Point USA Flag at City Hall

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS, the City of Watertown has adopted a Flag Policy, effective February 3, 2025, to govern the display of flags on City property, and

WHEREAS, the City has received a request to display the Turning Point USA Flag, and

WHEREAS, Turning Point USA was founded on June 5, 2012, and

WHEREAS, in accordance with the Flag Policy, the City Council may authorize the temporary display of commemorative flags on the flagpole in front of City Hall, and

WHEREAS, the City Council desires to approve the request and authorize the display of the Turning Point USA Flag for a period of 24 hours,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Watertown hereby authorizes the display of the Turning Point USA Flag in front of City Hall for 24 hours, commencing on June 5, 2026, and

BE IT FURTHER RESOLVED that the City Manager, or their designee, is directed to ensure compliance with the City’s Flag Policy and coordinate the proper display of the flag.

**Seconded by** \_\_\_\_\_

Res No. 5

March 2, 2026

To: Members of City Council  
From: Sarah V.C. Pierce, Mayor  
Subject: Appointing Kimberly A. Wood to Part-Time City Court Judge for the City of Watertown

The position of Part-Time City Court Judge has become open as of January 1, 2026. The laws of the State of New York State that the Mayor of the City appoints a Part-Time Judge with the advice and consent of City Council.

Please be advised that, after extensive review, I hereby appoint Kimberly A. Wood, Watertown, New York, to the position of Part-Time City Court Judge for a six (6) year term effective immediately.

A resolution confirming that nomination is attached.

# RESOLUTION

Page 1 of 1

Appointing Kimberly A. Wood to Part-Time City Court Judge for the City of Watertown

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the Mayor of the City of Watertown is empowered by the laws of the State of New York to appoint to the office of Part-Time City Court Judge for the City of Watertown, subject to the consent of City Council, and

WHEREAS a vacancy occurred on January 1, 2026, and

WHEREAS the Mayor, Sarah V.C. Pierce, appoints Kimberly A. Wood, Watertown, New York, to the position of Part-Time City Court Judge,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby confirms the appointment of Kimberly A. Wood, Watertown, New York, to the position of Part-Time City Court Judge effective immediately for a six (6) year term ending December 31, 2031.

**Seconded by** \_\_\_\_\_

Res No. 6

March 2, 2026

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program

As a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development (HUD), the City has certified that it will affirmatively further Fair Housing. As a part of this certification, the City is responsible for identifying barriers to Fair Housing and developing strategies to address those barriers.

In the City's adopted Consolidated Plan for CDBG Program Years 2021-2025, the City identified Fair Housing Education as a needed Public service, a Priority Need and as a Goal for the upcoming Program Years. Additionally, the City's 2020 Analysis of Impediments to Fair Housing (AI) identified a lack of knowledge of Fair Housing rights as one of five major impediments. Given that State and Federal laws related to Fair Housing are constantly evolving, Staff anticipates Fair Housing Education to be a continuing need.

Since CDBG Program Year 2016, the City has annually retained CNY Fair Housing to conduct Fair Housing education, advertising and enforcement activities in the Watertown service area every year with the exception of Program Year 2019, when CNY Fair Housing prepared the AI in lieu of conducting an education program.

The City Council programmed \$5,000 for Fair Housing Education in all five of its Annual Action Plans (AAP) under the current five-year Consolidated Plan. This agreement represents the \$10,000 aggregate of the 2024 and 2025 AAPs as a single project. CNY Fair Housing proposes to undertake various education and outreach activities over the next 16 months, including advertising, education sessions and roundtables in addition to its function as a Qualified Fair Housing Enforcement Agency.

Attached is a Memorandum of Understanding (MOU) between the City and CNY Fair Housing for a not-to-exceed sum of \$10,000 for a period from March 2026 – June 2027 as allocated in the two AAPs identified above.

The attached resolution approves the MOU between the City and CNY Fair Housing for the Fair Housing Education and Enforcement Program and authorizes the City Manager to execute the agreement on behalf of the City.

# RESOLUTION

Page 1 of 1

Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS the City of Watertown, as a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development, has certified that it will affirmatively further Fair Housing, and

WHEREAS the City of Watertown desires to work with CNY Fair Housing to provide professional services to educate tenants and housing providers within the City of Watertown regarding their respective Fair Housing rights and responsibilities, and

WHEREAS CNY Fair Housing is a qualified Fair Housing Enforcement Agency, and

WHEREAS the City of Watertown desires to refer any Fair Housing complaints received by the City to CNY Fair Housing for further investigation, and

WHEREAS the City of Watertown has allocated CDBG funding in its Program Year 2024 and 2025 Annual Action Plans for Fair Housing Education projects that it intends to execute as a single agreement, and

WHEREAS CNY Fair Housing has prepared a Memorandum of Understanding (MOU) for the project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the MOU with CNY Fair Housing to establish and administer a Fair Housing education and enforcement program, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City agrees to pay CNY Fair Housing a not-to-exceed sum of \$10,000 for actual expenses incurred, based on hours worked during the contract period, and

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the City Manager to execute the MOU on behalf of the City of Watertown.

**Seconded by** \_\_\_\_\_

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CITY OF WATERTOWN  
AND  
CNY FAIR HOUSING**

**THE CITY OF WATERTOWN** (“City”) wishes to secure the services of **CNY FAIR HOUSING** to conduct Fair Housing Education and Enforcement activities in the **City**.

**Term:**

The twelve-month period (March 9, 2026 – June 30, 2027) shall be the contract period. Services enumerated below shall be performed within the contract period.

**Services:**

**CNY Fair Housing** agrees to undertake the following:

- Fair Housing Education for Landlords– Conduct one training for local housing providers. Training will be a half-day course and will include sessions on fair housing, landlord/tenant law, code enforcement, and city resources.
- Fair Housing Education for Service Providers: Conduct one training for local service providers on fair housing and landlord/tenant law.
- Fair Housing Community Outreach – Conduct two roundtables with local residents to hear community concerns about housing issues and to present information to tenants on their housing rights.
- Fair Housing Marketing – Conduct direct marketing to the broader public through the use of posters, billboards, radio, transit, and/or digital advertising.
- Complaint Intake – Accept fair housing complaints referred by the City of Watertown and other local partners. Complaints will be investigated to determine if discrimination has occurred and the agency will provide counseling, conduct advocacy, and, if necessary, provide legal representation to victims of discrimination. Complaints that are determined to not be fair housing related will be referred to appropriate services.

The **City** agrees to:

- Refer complaints of housing discrimination to **CNY Fair Housing**.
- Assist **CNY Fair Housing** in promoting fair housing trainings.
- Pay **CNY Fair Housing** a not-to-exceed sum of \$10,000 for actual expenses incurred, based on hours worked during the contract period. **CNY Fair Housing** will itemize all costs.

In the event that additional work (beyond the scope of this MOU) is requested, **CNY Fair Housing** will provide estimates in advance of its performance of said work. Estimates shall be based on time, materials and travel costs.

Payment shall be due upon completion of the project. Partial payment(s) may be authorized by the **City**, at its discretion.

**CNY Fair Housing** will provide to the **City** quarterly reports detailing activities completed. At the conclusion of the contract, **CNY Fair Housing** will provide a final report summarizing all activities and identifying areas of concern for the **City** to consider in its efforts to Affirmatively Further Fair Housing.

Assignment: Neither party shall assign, transfer, convey or otherwise dispose of this agreement or any of their rights, title or interest therein or the power to execute this agreement without the prior written consent of the other party.

Auditing Clause: **CNY Fair Housing** shall be subject to compliance audits at random intervals. Audits shall include both financial and programmatic checks as they apply to the signed agreement. The auditor shall make determination on procedures and proper expenditures of funds.

Conflict of Interest Clause: **CNY Fair Housing** assures that no person under its employ who exercises any functions or responsibilities in connection with City of Watertown funded projects or programs has any personal financial interests, direct or indirect in this agreement.

Executory Clause: It is understood by and between the parties hereto that this Agreement shall be deemed executory to the extent of the monies available\* to the **City** and no liability on account thereof shall be incurred by the **City** beyond monies available for the purpose thereof.

\*General Municipal Law 109-b: "available" in an executory clause "relates to the appropriation of funds by the Legislature and the allocation of such funds by the appropriate officer or body such that the unavailability is dependent upon a legislative or budgetary determination or directive not to provide funds for the expenditure in question."

General Municipal Law:

a) This agreement is subject to the provisions of Sections 103-a and 103-b, as amended, of the New York General Municipal Law, which requires, upon the refusal of a person, when called before

a Grand Jury, head of State Department, Temporary State Commission or other State entity or the organized crime task force in the Department of Law to testify concerning any transaction or contract had with the State, any political subdivision thereof, a public authority, such person sign a waiver of immunity against subsequent criminal prosecution or answer relevant questions concerning such transaction or contract.

b) Such person, and any firm, partnership or corporation of which he is a member, partner, director, or officer, shall be disqualified from thereafter selling to or submitting bids to or receiving awards from or entering into any contracts with any municipal corporation or any public department, entity or official thereof, for goods, work or services, for a period of five (5) years after such refusal, and

c) Any and all contracts made within any municipal corporation or any public department, governmental entity or official thereof, since the effective date of this contract, by such person, and by any firm, partnership or corporation of which he is a member, partner, director or officer may be canceled or terminated by the municipal corporation without incurring any penalty or damages on account of such cancellation or termination, but any monies owing by the municipal corporation for goods delivered or work done prior to the cancellation or termination shall be paid.

*Independent Contractor (non-employee):* The relationship of **CNY Fair Housing** to the **City** arising out of this Agreement shall be that of an Independent Contractor. **CNY Fair Housing**, in accordance with his status as an Independent Contractor, covenants and agrees that he, she or it will conduct himself consistent with such status, that he, she or it will neither hold himself, herself or itself out as, nor claim to be, an officer or employee of the **City** by reason hereof, and that he, she or it will not by reason hereof, make any claim, demand or application for any right or privilege applicable to an officer or employee of the **City**, including, but not limited to worker's compensation coverage, unemployment insurance benefits, social security coverage, or retirement membership of credit.

*Liability:*

a) **CNY Fair Housing** shall hold and save the **City of Watertown**, its official agents and employees harmless from liability of any nature or kind, including costs and expenses, for, on account of any suits or damages sustained by any persons or property resulting in whole or in part from the negligent performance or omission of any employee, agent or representative of the **CNY Fair Housing**. The **CNY Fair Housing** shall not hold itself out as representing the **City** or binding the **City** in any agreement.

b) **CNY Fair Housing** agrees that all of its employees shall be fully covered by worker's compensation, and New York State disability insurance coverage, and that **CNY Fair Housing** shall have full and adequate liability insurance at all times in the minimum amounts of \$1,000,000 individual and \$3,000,000 aggregate.

*Modification and Termination:*

a) **CNY Fair Housing** agrees to submit a written request to modify any budget line.

- b) **City** agrees to respond to any reasonable request within five (5) working days.
- c) **City** reserves the right to make a modification to this agreement as specified in the terms of this agreement.
- d) **CNY Fair Housing** agrees to attempt to resolve disputes arising from this agreement by administrative processes and negotiation in lieu of litigation.

This proposal shall serve as the agreement between the **City** and **CNY Fair Housing**. The **City** or **CNY Fair Housing** may terminate this agreement for convenience upon thirty days' written notice, certified mail, return receipt requested. Upon termination, any outstanding fees due to **CNY Fair Housing** shall be honored.

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City of Watertown

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Date

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Sally A. Santangelo, Executive Director  
CNY Fair Housing

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Date

Res No. 7

March 2, 2026

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Finding That Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map Will Not Have a Significant Impact on the Environment

At its February 3, 2026, meeting, the Planning Commission adopted a motion recommending that the City Council remove VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District. The City Council has scheduled a public hearing on the request for Monday, March 2, 2026, at 7:15 p.m.

The City Council must complete Part 2 and Part 3, if necessary, of the Short Environmental Assessment Form (EAF) and adopt the attached resolution before it may vote on the Zone Change Ordinance. The resolution states that the proposed zone change will not have a significant impact on the environment.

To aid the City Council in completing Part 2 of the Short EAF, Planning Staff has completed Part 1 of the Short EAF based on Staff's knowledge of SEQRA law and the proposed action.

The City Council must consider the "Whole Action" when completing Part 1, evaluating all the potential environmental impacts of the subsequent development. If the City Council has any questions about what the Whole Action entails, or about the meaning of any questions on Part 2 of the Short EAF, Staff will be available at the meeting to answer them.

# RESOLUTION

Page 1 of 2

Finding That Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map Will Not Have A Significant Impact on the Environment

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

*Introduced by* \_\_\_\_\_

WHEREAS the City Council of the City of Watertown, New York, has before it an Ordinance to remove VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map, and

WHEREAS the Zone Change is intended to facilitate the sale of a portion of a City-owned parcel to an adjacent property owner and a subsequent parking lot expansion on the conveyed land, and

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

WHEREAS the adoption of the proposed Ordinance and future Subdivision Approval, property sale and site development collectively constitute such an “Action,” and

WHEREAS the City Council has determined that the proposed Ordinance is an “Unlisted Action” as that term is defined by 6NYCRR Section 617.2 (al), and

WHEREAS the City Council must consider the “Whole Action” pursuant to SEQRA, which includes the environmental impacts of the Zone Change and the proposed subsequent development, and all associated approvals, and

WHEREAS the City of Watertown Planning Commission is an Involved Agency for SEQRA review as that term is defined in 6NYCRR Section 617.2 (t), because it is the body with the authority to grant Subdivision Approval and Site Plan Approval, and

# RESOLUTION

Page 2 of 2

Finding That Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map Will Not Have A Significant Impact on the Environment

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

WHEREAS the Planning Commission adopted a motion at its February 3, 2026 meeting acknowledging that the City Council is the most appropriate body to act as Lead Agency pursuant to SEQRA, and

WHEREAS to aid the City Council in its determination as to whether the proposed Zone Change will have a significant impact on the environment, Planning Staff has prepared Part 1 of a Short Environmental Assessment Form, a copy of which is attached and made part of this Resolution, and

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

1. Based upon its examination of the Short Environmental Assessment Form and comparing the proposed action with the criteria set forth in 6NYCRR Section 617.7, no significant impact is known and the adoption of the Zone Change and future site development will not have a significant impact on the environment.
2. The Mayor of the City of Watertown is authorized to execute Part 3 of the Environmental Assessment Form to the effect that the City Council is issuing a Negative Declaration under SEQRA.
3. This Resolution shall take effect immediately.

**Seconded by** \_\_\_\_\_

# Short Environmental Assessment Form

## Part 1 - Project Information

### Instructions for Completing

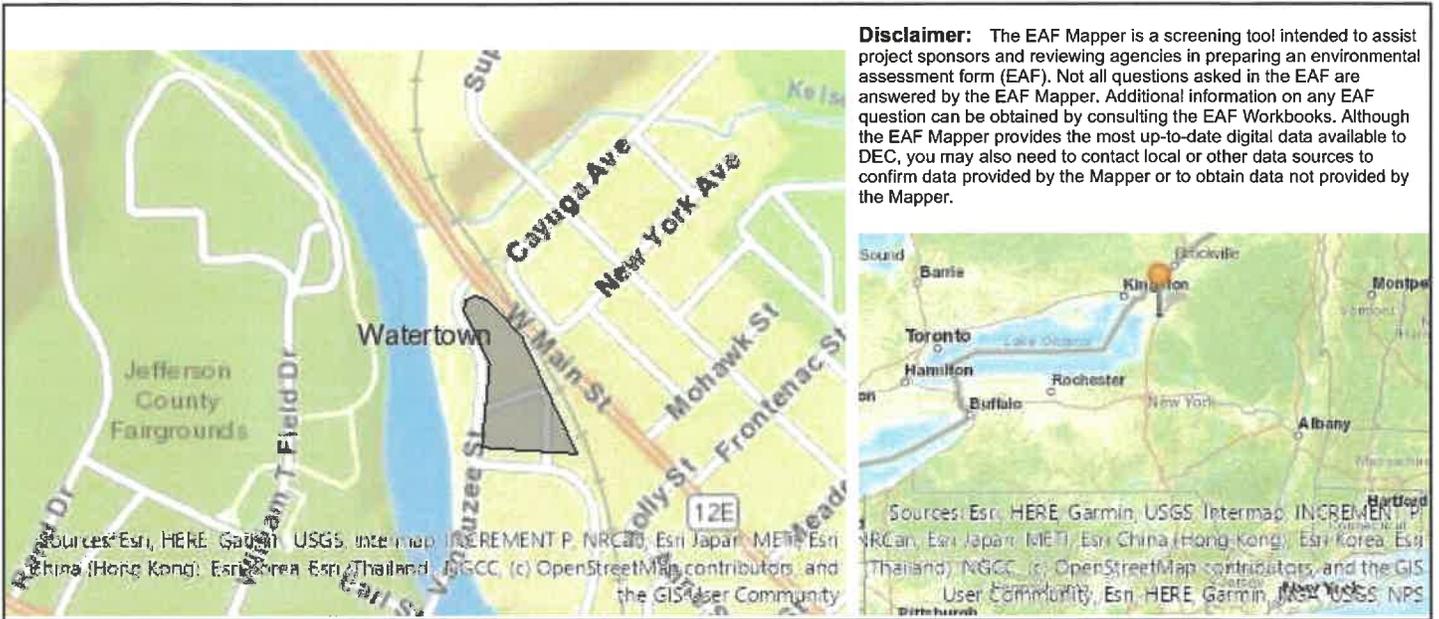
**Part 1 – Project Information.** The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

<b>Part 1 – Project and Sponsor Information</b>			
Name of Action or Project: Vanduzee Street Property Sale and Parking Lot Expansion			
Project Location (describe, and attach a location map): VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street			
Brief Description of Proposed Action: The City of Watertown proposes to convey a 0.75-acre section of 424 Vanduzee Street to the adjacent landowner at 444 Vanduzee Street to facilitate a parking lot expansion for the existing office building on 444 Vanduzee Street. The proposed action would require removing the subject land from the Waterfront Overlay in the City Zoning Ordinance. It would also, minimally, require Subdivision Approval and Site Plan Approval.			
Name of Applicant or Sponsor: City of Watertown		Telephone: (315) 785-7725 E-Mail: gurda@watertown-ny.gov	
Address: 245 Washington Street			
City/PO: Watertown		State: NY	Zip Code: 13601
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>
			YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval: Subdivision Approval, Site Plan Approval - Planning Commission			NO <input type="checkbox"/>
			YES <input checked="" type="checkbox"/>
3. a. Total acreage of the site of the proposed action?		4.05 acres	
b. Total acreage to be physically disturbed?		0.15 acres	
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor?		12 acres	
4. Check all land uses that occur on, are adjoining or near the proposed action:			
5. <input type="checkbox"/> Urban <input type="checkbox"/> Rural (non-agriculture) <input checked="" type="checkbox"/> Industrial <input checked="" type="checkbox"/> Commercial <input checked="" type="checkbox"/> Residential (suburban)			
<input type="checkbox"/> Forest <input type="checkbox"/> Agriculture <input type="checkbox"/> Aquatic <input type="checkbox"/> Other(Specify):			
<input type="checkbox"/> Parkland			

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area?	NO	YES	
If Yes, identify: _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels?	NO	YES	
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Are public transportation services available at or near the site of the proposed action?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements?	NO	YES	
If the proposed action will exceed requirements, describe design features and technologies: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply?	NO	YES	
If No, describe method for providing potable water: _____ _____	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities?	NO	YES	
If No, describe method for providing wastewater treatment: _____ _____	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?			
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency?	NO	YES	
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody?			
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____			





Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local, New York State, and federal wetlands and waterbodies is known to be incomplete. Refer to the EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Northern Long-eared Bat
Part 1 / Question 16 [100 Year Flood Plain]	Digital mapping data are not available or are incomplete. Refer to EAF Workbook.
Part 1 / Question 20 [Remediation Site]	Yes

Project:

Date:

***Short Environmental Assessment Form  
Part 2 - Impact Assessment***

**Part 2 is to be completed by the Lead Agency.**

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	<b>No, or small impact may occur</b>	<b>Moderate to large impact may occur</b>
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

### ***Short Environmental Assessment Form Part 3 Determination of Significance***

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

\_\_\_\_\_  
Name of Lead Agency

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print or Type Name of Responsible Officer in Lead Agency

\_\_\_\_\_  
Title of Responsible Officer

\_\_\_\_\_  
Signature of Responsible Officer in Lead Agency

\_\_\_\_\_  
Signature of Preparer (if different from Responsible Officer)

Res No. 8

March 2, 2026

To: Members of City Council  
From: Sarah V.C. Pierce, Mayor  
Subject: Supporting Increased Aid to Municipalities and Strengthening New York's State-Local Partnership

This resolution supports Governor Hochul's proposal to include an additional \$100 million in Temporary Municipal Assistance (TMA) in the adopted State Budget.

Cities and villages across New York continue to face increasing costs related to inflation, infrastructure, and service demands, while working to limit the impact on local taxpayers. Additional unrestricted state aid helps municipalities maintain essential services and manage these financial pressures.

This resolution as presented for City Council consideration, formally expresses the City of Watertown's support for additional state funding and advocates for a stronger state-local partnership moving forward.

# RESOLUTION

Page 1 of 1

Supporting Increased Aid to Municipalities and Strengthening New York’s State-Local Partnership

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

**Introduced by** \_\_\_\_\_

WHEREAS Governor Kathy Hochul released her 30-day amendments to the Executive Budget, which include an additional \$100 million in Temporary Municipal Assistance (TMA) to be allocated in the same manner as in the past two years, and

WHEREAS these additional investments reflect a recognition that New York’s strength begins in its cities, villages, and towns, and that a strong state-local partnership is essential to delivering the services, infrastructure, public safety, and quality of life that residents expect and deserve, and

WHEREAS local governments across New York continue to face mounting fiscal pressures driven by inflation, increased service demands, infrastructure needs, and rising operational costs, while striving to provide relief to taxpayers amid a rising cost of living, and

WHEREAS NYCOM Executive Director Barbara Van Epps, along with mayors from across the State, testified at the Local Government Joint Budget Hearing in Albany, advocating for increased unrestricted aid and a strengthened state-local partnership, and

WHEREAS the additional \$100 million in TMA will offer meaningful assistance to many municipalities statewide, helping to address fiscal challenges and maintain essential services for residents,

NOW, THEREFORE, BE IT RESOLVED that the City of Watertown applauds Governor Hochul for recognizing the importance of investing in local governments and for reaffirming her commitment to strengthening New York’s cities and villages, and

BE IT FURTHER RESOLVED that the City of Watertown urges the New York State Legislature to include, at a minimum, this additional \$100 million in Temporary Municipal Assistance in the adopted state budget, and

BE IT FURTHER RESOLVED that the City of Watertown calls upon the Governor and the State Legislature to develop a more permanent and predictable solution for unrestricted municipal aid to ensure long-term fiscal stability for New York’s local governments, and

BE IT FURTHER RESOLVED that copies of this resolution be transmitted to the Governor, the Temporary President of the Senate, the Speaker of the Assembly, and the members of the State Legislature representing the City of Watertown.

**Seconded by** \_\_\_\_\_

Old Business – Res No. 4 February 17, 2026

March 2, 2026

TO: The Honorable Mayor and City Council

FROM: Tina Bartlett-Bearup, Purchasing Manager

SUBJECT: Accepting Proposal for Hydroelectric Plant - Consultation Services - Gomez and Sullivan Engineers, D.P.C.

The City's Purchasing Department advertised in the Watertown Daily Times for sealed proposals from qualified vendors for Hydroelectric Plant – Consultation Services, per City specifications and publicly opened and read the sealed proposals on December 9, 2025, at 11:00 a.m. EST. Proposals were provided to seven (7) plan houses and twenty-three (23) potential vendors.

The Purchasing Department received three (3) sealed proposals for review and consideration. The Purchasing Manager, Engineering Department, and Water Superintendent reviewed the responses to ensure compliance with the specifications.

The proposals were further reviewed and evaluated by a selection committee based upon the criteria outlined in the RFP and hereby recommend that City Council award the contract for Hydroelectric Plant – Consultation Services to Gomez and Sullivan Engineers, D.P.C. per the fee schedule within their submitted proposal. Gomez and Sullivan have extensive experience working with hydroelectric facilities throughout the North Country and, with its local staff, is well positioned to provide the City with guidance informed by regional knowledge that is uniquely available through a local firm.

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

UPDATE: At the February 17, 2026, Council Meeting, this resolution was tabled to provide Council Members further time to review proposals.

# RESOLUTION

Page 1 of 1

Accepting Proposal for Hydroelectric Plant –  
Consultation Services –  
Gomez and Sullivan Engineers, D.P.C.

Council Member GARRABRANT, Shane A.  
 Council Member KIMBALL, Robert O.  
 Council Member OSBORNE Jr, Douglas E.  
 Council Member SHOEN, Benjamin P.  
 Mayor PIERCE, Sarah V.C.  
 Total .....

YEA	NAY

***Introduced by*** Council Member Robert O. Kimball

WHEREAS the City is seeking sealed proposals (RFP’s) from qualified firms and experienced vendors to provide professional oversight, regulatory support, and strategic advisory services for the ongoing operation and development of its municipal hydroelectric generating facility, and

WHEREAS the facility operates under a Federal Energy Regulatory Commission (FERC) license and requires expert support in compliance, inspections, stakeholder engagement, and municipal energy strategy development. The selected consultant will act as a trusted advisor to City staff and elected officials, providing guidance to ensure decisions serve the best interests of the City and its residents for a period of three (3) years commencing upon contract signing, and

WHEREAS the Purchasing Department advertised and received three (3) sealed proposals for Hydroelectric Plant – Consultation Services, and

WHEREAS on December 9, 2025, at 11:00 a.m. the proposals received were publicly opened and read, and

WHEREAS Purchasing Manager, Tina Bartlett-Bearup reviewed the proposals received with the Engineering Department and Water Superintendent to ensure compliance with the specifications. The proposals were further evaluated by a selection committee, and it is their recommendation that the City Council accept the proposal submitted by Gomez and Sullivan Engineers, D.P.C,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal received from Gomez and Sullivan Engineers, D.P.C., per the fee schedule proposed, and

BE IT FURTHER RESOLVED that the City Manager of the City of Watertown is hereby authorized and directed to execute the Agreement on behalf of the City of Watertown.

***Seconded by*** Council Member Benjamin P. Shoen

Old Business – Ord No. 1 February 17, 2026

March 2, 2026

To: The Honorable Mayor and City Council

From: Michael A. Lumbis, Planning and Community Development Director

Subject: Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map

The City of Watertown has received a purchase offer from Walldroff Properties, LLC for a 0.75-acre section of 424 Vanduzee Street adjacent to the Jade Stone Engineering building at 444 Vanduzee Street. Walldroff Properties, LLC's stated intention is to assemble the acquired land with their existing property and construct a parking lot expansion.

Both properties are zoned Urban Mixed Use (UMU) and are within the Waterfront Overlay District. While the UMU District allows Office uses by Site Plan Approval, the Waterfront Overlay does not allow Offices anywhere within its boundaries. Therefore, as presently zoned, the existing Office use at 444 Vanduzee Street enjoys legal nonconforming ("grandfathered") status.

The proposed parking expansion would represent an expansion of the existing Office Use at 444 Vanduzee Street and would only be legal with the relief of a Use Variance granted by the Zoning Board of Appeals (ZBA) or if the land is removed from the Overlay.

City Staff has initiated the above referenced Zone Change request to remove the 0.75-acre section of 424 VanDuzee Street and 444 VanDuzee Street from the Waterfront Overlay District prior to initiating the property transfer to Walldroff Properties, LLC. Removing the Waterfront Overlay District would make the existing office use and proposed parking lot expansion legal under the Urban Mixed Use Zoning District.

The proposed rezoning also includes all the parcels north of 424 and 444 Vanduzee Street on the east (inland) side of the street all the way to the intersection with Main Street West to avoid a gap in the Overlay.

The Planning Commission reviewed the request at its February 3, 2026, meeting and adopted a motion to recommend that the City Council grant the Zone Change. Attached are the complete Zone Change application, Staff's report to the Planning Commission and a copy of the Planning Commission's meeting minutes.

The City Council has scheduled a public hearing on the ordinance for 7:15 p.m. on Monday, March 2, 2026. Staff has also prepared a SEQRA resolution for City Council consideration at that meeting. The Council must hold the public hearing **and** adopt the SEQRA Resolution before voting on the Zone Change Ordinance.

# ORDINANCE

Page 1 of 1

Removing VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map

Council Member GARRABRANT, Shane A.

Council Member KIMBALL, Robert O.

Council Member OSBORNE Jr, Douglas E.

Council Member SHOEN, Benjamin P.

Mayor PIERCE, Sarah V.C.

Total .....

YEA	NAY

**Introduced by Council Member Robert O. Kimball**

WHEREAS City Staff has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law, to remove VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, from the Waterfront Overlay District on the approved Zoning Map, and

WHEREAS the Planning Commission of the City of Watertown considered the Zone Change request at its February 3, 2026, meeting and adopted a motion recommending that the City Council approve the Zone Change, and

WHEREAS a public hearing was held on the proposed Zone Change on March 2, 2026, after due public notice, and

WHEREAS the City Council, as Lead Agency under the State Environmental Quality Review Act (SEQRA), has made a declaration of Negative Findings of the impacts of the proposed zone change, subsequent sale of land and subdivision approval, and future site development according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the requested Zone Change,

NOW THEREFORE BE IT ORDAINED that VL Main Street West, VL-8, VL-6, VL-4, 476, 470, 444 and a 0.75-acre section of 424 Vanduzee Street, Respective Parcel Numbers 1-19-103.000, 1-19-104.000, 1-18-105.000, 1-18-101.001, 1-18-104.000, 1-18-103.000, 1-18-103.001 and a section of Parcel Number 1-18-102.000, are removed from the Waterfront Overlay District on the approved Zoning Map, and

BE IT FURTHER ORDAINED that the Zoning Map of the City of Watertown shall be amended to reflect the Zone Change, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

**Seconded by Council Member Benjamin P. Shoen**

March 2, 2026

To: The Honorable Mayor and City Council  
From: Jim Scordo, Parks & Recreation Program Manager  
Subject: PGA HOPE Program

The Parks & Recreation Department was recently contacted by Tim Hume, a PGA of America Golf Professional who works with the PGA HOPE program. Mr. Hume has expressed interest in bringing the PGA HOPE program to the Thompson Park Golf Course during the upcoming golf season, beginning May 13.

PGA HOPE (Helping Our Patriots Everywhere) is a national program operated through PGA REACH. The program introduces and teaches the game of golf to Veterans and Active-Duty Military with the goal of enhancing their physical, mental, social, and emotional well-being. All instruction is led by certified PGA of America Golf Professionals, and there is no cost to participants. Since the program began in 2015, it has been held at 624 golf courses across the country.

The proposed program would consist of three six-week sessions, each held on Wednesday evenings for just over one hour. Each session would accommodate approximately five to six participants.

The requested use of the Thompson Park Golf Course facilities would be phased throughout each session. Weeks one and two would utilize the practice green, weeks three through five would utilize the driving range, and the final week would include access to four to five holes of the golf course.

Mr. Hume is requesting City Council approval to use the golf course facilities at no charge for this program. Estimated amount to be waived is approximately \$300 per six-week session.

Additional information regarding the PGA HOPE program can be found at the following link: <https://www.pgareach.org/pgahope?campaign=735339>