

**At 5:05 pm Motion to enter Executive Session to discuss a personnel issue involving a particular person and also to discuss the qualifications of a particular corporation for purposes of an appointment.**

Mayor Read indicated for that part of the discussion he will be recusing himself.

Corporation Counsel Dean Schneller indicated they will discuss the corporation "second" item first.

**By Councilor Armstrong; Seconded by Councilor Gibbs  
Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)**

*[note: Mayor Read did not enter Executive Session at this time]*

Mayor Read joined Executive session at 5:23pm

**Council Returned from Executive Session at 5:39 pm:  
Discussed a matter of a contract with a particular corporation and an issue involving a particular person.  
No action was taken during Executive Session.**

*[note: Councilor McFarlin was not present when Council returned from Executive Session]*

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**REGULAR MEETING OF THE COMMON COUNCIL  
OF THE CITY OF PLATTSBURGH, NEW YORK  
December 5, 2019  
5:30 P.M.**

**MINUTES**

**Pledge of Allegiance  
(RC)**

**Present:** Mayor Colin Read, Councilors Rachelle Armstrong (W1), Mike Kelly (W2), Elizabeth Gibbs (W3), Patrick McFarlin (W5), Jeff Moore (W6)

**Absent:** Councilor Peter Ensel (W4)

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**MAYOR'S COMMENTS:** Reminded everyone Holiday Parade is Saturday evening.

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**1. MINUTES OF THE PREVIOUS MEETING:**

**RESOLVED:** That the Minutes of the Regular Meeting of the Common Council held on November 26, 2019 are approved and placed on file among the public records of the City Clerk's Office

By Councilor Gibbs; Seconded by Councilor Moore  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

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**2. PAYROLLS OF VARIOUS DEPARTMENTS:**

**RESOLVED:** That the payrolls of the various Departments of the City of Plattsburgh for the week ending December 4, 2019 in the amount of \$ 509,246.25 are authorized and allowed and the Mayor and the City Clerk are hereby empowered and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Kelly; Seconded by Councilor Gibbs  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

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**3. REPORTS OF CITY OFFICES & COMMITTEE REPORTS:**

- Report of Fire and Ambulance Responses for the week of November 19 - December 2, 2019
- Report from the Building Inspector’s office for the week of November 27 - December 3, 2019
- Reports from the Police Department dated December 2, 2019
- Minutes from the Public Safety Committee meeting held on November 26, 2019
- Summary report for Plattsburgh City School District School Resource Officer program
- Report from the City Clerk’s Office of all monies received during the month of November 2019 in the total amount of \$6,322.88
- Summary report for Nuisance Wildlife officer dated December 5, 2019

• **COUNCILOR/DEPARTMENT CHAIR COMMITTEE REPORTS:**

**Governance, Strategy, and City Operations-** Chair Councilor Armstrong indicated no updates.

**City Infrastructure** – Chair Councilor Moore indicated no updates.

**Finance and Budget** – Chair Councilor Kelly indicated no updates.

**Public Safety** – Chair Councilor Gibbs indicated no updates.

**Plattsburgh Public Library** – Chair Councilor Ensel absent.

**MLD** - MLD Board President Councilor McFarlin indicated no updates.

**RESOLVED:** That the reports as listed are hereby ordered received and any written reports are placed on file among the public records of the City Clerk’s Office.

By Councilor Gibbs; Seconded by Councilor Moore  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

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**4. CORRESPONDENCE OR RECOMMENDATIONS FROM BOARDS:           None**

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**5. AUDIT OF CLAIMS:**

**RESOLVED:** That the bills Audited by the Common Council for the week ending December 6, 2019 in the amount of \$ 264,560.00 are authorized and allowed and the Mayor and City Clerk are hereby authorized and directed to sign warrants drawn on the City Chamberlain for the payment thereof.

By Councilor Moore; Seconded by Councilor Kelly  
(All in Favor/opposed)  
Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

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**6. PERSONS ADDRESSING COUNCIL ON AGENDA ITEMS ONLY:**

**Rebecca King** spoke about the Farmers Market move to Green Street feels walking down Green Street is not pedestrian friendly and feels unsafe for Farmers Market attendees.

**Kye Ford** wanted to speak regarding the Proposed Local Law regarding Rental Registry which is not on the agenda.

**Mayor Read** indicated this public comment period is for Agenda items only. The Public Hearing for this Local Law is on December 12, 2019 at 5pm. He is welcome to speak tonight at the end of the meeting during the comment period which is for any topic.

**Mayor Read** confirmed with Community Development Matthew Miller that the demolition has already begun on Green Street MLD properties. **Community Development Matthew Miller** indicated it has and as part of the improvements they will look at access to the area.

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**7. OTHER ITEMS:**

**A. RESOLVED:** In accordance with the request therefore the Common Council approves the City Chamberlain to enter into a five-year term of service, subject to annual review, with \_\_\_\_\_, that demonstrated by response to the City’s 2019 Banking Services Request for Proposal (RFP), that will provide the City with the highest level of service at the best financial advantage gained through interest earnings net of service fee requirements. The rankings of the four banks responding to the City’s RFP are provided as supporting documentation for this resolution and the highest rated bank is recommended and requested for providing services to the City from January 1<sup>st</sup>, 2020, through December 31<sup>st</sup>, 2024.

**Corporation Counsel Dean Schneller** announced resolution edited to add the Bank that was awarded RFP and correct grammatical errors:

**A. RESOLVED:** In accordance with the request therefore the Common Council approves the City Chamberlain to enter into a five-year term of service, subject to annual review, with Glens Falls National Bank who demonstrated by response to the City’s 2019 Banking Services Request for Proposal (RFP), that it will provide the City with the highest level of service at the best financial advantage gained through interest earnings net of service fee requirements. The rankings of the four banks

responding to the City's RFP are provided as supporting documentation for this resolution and one of the highest two rated banks has been recommended and is requested to provide services to the City from January 1<sup>st</sup>, 2020, through December 31<sup>st</sup>, 2024.

By Councilor Armstrong; Seconded by Councilor Kelly

Discussion:

**Mayor Read** asked Council to note he has a prior relationship with the Bank that they have chosen and as part of my annual disclosure make that public and won't be participating in any of the discussion

**Councilor Armstrong** indicated they have the reviewed the report and asked Chamberlain Marks to speak about the process in reviewing all of the proposals to determine who to award the contract to.

**Chamberlain Richard Marks** recommended no change in Banking Services Bank and remaining with Glens Falls National since no compelling reason to move.

**Councilor Gibbs** noted that Council did go into Executive Session about this item, however, Mayor was not present in Executive Session when this item was discussed.

Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**B. RESOLVED:** In accordance with the request therefore the Common Council approves the City Chamberlain to create capital project H5110.73, Green Street Farmers' Market Improvements, for a \$250,000 appropriation to be funded ultimately from the Downtown Grant Program segment of the DRI total funding grants as authorized by the Common Council at the meeting held on November 21<sup>st</sup>, 2019.

By Councilor Gibbs; Seconded by Councilor Kelly

Discussion: Yes

Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**C. RESOLVED:** In accordance with the request therefore the Common Council approves that the City Chamberlain to revise capital project H5110.67, 2019 Street Resurfacing, for an additional \$116,000 appropriation for the Cogan Ave. 2020 reconstruction design to be funded ultimately from serial bonds and as authorized by the Common Council at the meeting held on November 14<sup>th</sup>, 2019.

By Councilor Gibbs; Seconded by Councilor Moore

Discussion: None

Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore  
(All voted in the affirmative)

**ACTION TAKEN:** Adopted

Follow up Action: None

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**D. INTRODUCE LOCAL LAW P-7 OF 2019:** A local law amending and restating in its entirety Chapter 278, Article VII, Section 48, Subsection (C) of the City Code of the City of Plattsburgh.

By Mayor Read

Public Hearing Date set by Mayor: Thursday, December 19, 2019 at 5:00pm, Common Council Chambers, 41 City Hall Place, Plattsburgh, NY 12901

*[Note: this Local Law P-7 of 2019: A local law amending and restating in its entirety Chapter 278, Article VII, Section 48, Subsection (C) of the City Code of the City of Plattsburgh was reintroduced at a Special Meeting of the Common Council held on December 9, 2019 please see minutes of that meeting. Public Hearing date remains the same as noted above on Thursday, December 19, 2019 at 5:00pm]*

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**8. TRAVEL REQUEST: None**

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**9. RESOLUTIONS FOR INITIAL CONSIDERATION: None**

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**10. NEW BUSINESS AND COUNCILOR REPORTS:**

Mayor Read announced Special Meeting of the Common Council will be held on Monday, December 9, 2019 at 5:00pm to introduce Local Law P-8 of 2019 amending and restating in its entirety Chapter 348, Section 24 of the City Code of the City of Plattsburgh.

Councilor McFarlin suggested addressing Court Street restriping after construction and a crosswalk from Marion to Government Center.

Director of Community Development Matthew Miller indicated they have spoken with the County and Public Works and they will address concerns.

Director of Community Development Matthew Miller mentioned that the Snow Ban Parking lights will be on downtown to help block off parking spaces in preparation of Holiday Parade.

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**11. CLOSING PUBLIC COMMENTS ON ANY TOPIC:**

Kye Ford spoke about Proposed Local Law P-6 Rental Registry has concerns, feels a grievance process should be added and no clearly defined fees.

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Motion to Adjourn by Councilor Gibbs; Seconded by Councilor McFarlin

Roll call: Councilors Armstrong, Kelly, Gibbs, McFarlin, Moore

(All voted in the affirmative)

**MEETING ADJOURNED: 6:06 pm**

CITY OF PLATTSBURGH

REQUEST FOR PROPOSAL

FOR

BANKING SERVICES

**Purpose of the RFP:**

This request for proposals is for the purpose of selecting a banking institution to provide banking services to the City of Plattsburgh. The City currently maintains checking accounts with one bank. Certificates of Deposit, Bond Anticipation Notes (BAN's), Revenue Anticipation Bonds, and Tax Anticipation Bonds are competitively awarded.

**Brief Description of the City:**

Number of Employees: 250-300 depending on season

Common Council: Six members  
Elected at large  
Four year terms

Ward 1 – Rachelle Armstrong  
Ward 2 – Michael Kelly  
Ward 3 – Elizabeth Gibbs  
Ward 4 – Peter Ensel  
Ward 5 – Patrick McFarlin  
Ward 6 – Jeffrey Moore

Management:

Mayor	Colin Read
Building Inspector	Joseph McMahon
City Chamberlain	Richard Marks
City Assessor	Timothy Surpitski
Corporation Counsel	Dean Schneller
City Clerk	Sylvia Parrotte
Police Chief	Levi Ritter
Fire Chief	Scott Lawliss
Public Works	Arsene (Mike) Brodi
Municipal Lighting Dept	William Treacy
Director Public Library	Anne de la Chapelle
Environmental Engineering	Jonathon Ruff
Community Development	Matthew Miller

Payroll checks and direct deposits are issued weekly and bi-weekly.

Budget: The 2019 General Fund Budget of \$23,178,145 and city-wide budget of \$59,902,716 was adopted by the Common Council on January 10<sup>th</sup>, 2019.

The following is a list of the City's 28 accounts and the number of checks cleared plus debits processed, deposits made including electronic transfer credits received as well as the average monthly balance in the 2018 - 2019 period:

<u>Checking Accounts</u>	<u>Checks &amp; Debits</u>	<u>Deposits &amp; Credits</u>	<u>October '18 – Sept '19 Average Monthly Balance</u>
General Checking**	5,235	3,285	\$ 5,105,757c
Payroll**	1,478	119	\$ 75,785c
Crime Proceeds	5	25	\$ 167,620
General E.F.T.	95	1,724	\$ 661,769c
Capital Checking**	86	28	\$ 1,727,026c
Aerial Fire Equipment Res.	1	13	\$ 116,848
Library Capital Reserve	0	13	\$ 53,902
Water Capital Reserve	2	12	\$ 421,555
Sewer Capital Reserve	7	14	\$ 6,533,047
Trust & Agency**	344	343	\$ 221,007c
Cafeteria Plan	357	69	\$ 7,002c
Compost Escrow	1	13	\$ 2,319,072
Clyde Lewis Trust	1	12	\$ 43,245
City Clerk**	40	473	\$ 15,349c
CD Small Cities**	7	7	\$ 3,655c
CD Escrow**	0	0	\$ 0c
CD ED Fund	0	0	\$ 152,798
CD Revolving Housing	13	86	\$ 1,970,934
CD Rehab Loan	4	14	\$ 36,827
CD ED Diversification	0	0	\$ 0
Canal Corridor Initiative	0	0	\$ 0
Special Revenue**	1	2	\$ 27,672c
CD Block Grant**	2	4	\$ 25,000c
MLD Checking**	1,179	305	\$ 877,597c
MLD Retirement/Debt Res.	4	15	\$ 776,300
MLD Depreciation Reserve	2	14	\$ 2,046,003
MLD HDLS Reserve	3	24	\$ 576,817
Consumer Deposit	<u>18</u>	<u>142</u>	<u>\$ 598,175</u>
Totals	<u>8,885</u>	<u>6,756</u>	<u>\$ 24,560,762</u>

\*\* Accounts issuing checks – all others are transfer credit / debit activity only.



**Scope:**

Banking services shall be provided in accordance with New York State General Municipal Law, the requirements of the New York State Comptroller and any other applicable regulations.

**Duration:**

An approximate five-year term of service is contemplated, said term being subject to an annual review and recommendation of the Mayor and the City Chamberlain. It is proposed that the services will commence on January 1st, 2020, and end on December 31<sup>st</sup>, 2024.

**Qualifications and Experience of the Banking Institution:**

Banking institutions submitting proposals should be of a sufficient size to ensure stability and responsiveness during the duration. Firms submitting proposals shall provide information about their size as well as their local government and school district experience. A listing of local government and school district references is requested.

**Supplies:**

Printed checks shall be furnished by the successful bank, at no cost to the City. These checks must be in accordance with specifications and design furnished by the City Chamberlain's office. Printed deposit slips and bank bags are also required.

**Inquiries:**

All inquiries concerning this RFP should be directed to:

Richard Marks, City Chamberlain  
Telephone number: 518-563-1680

**Requirements for Proposals:**

All proposals must be received by the City Clerk no later than November 15<sup>th</sup>, 2019, at 2:00 p.m. Any proposals received after this deadline will be returned to the banking institution unopened.

Each firm shall submit one original proposal and two copies to the following address:

Sylvia Parrotte  
City Clerk  
City of Plattsburgh  
41 City Hall Place  
Plattsburgh, NY 12901

The envelope shall be labeled "Banking Proposal".

All proposals and accompanying documentation become the property of the City of Plattsburgh. The City shall not divulge any information presented in the RFP submissions to anyone without a written request processed under the NYS FOIL requirements for disclosure of public information.

**Proposed Evaluation Process:**

- November 22<sup>nd</sup>: Proposals evaluated and references checked by the Chamberlain's office.
- November 26<sup>th</sup>: Chamberlain's office proposes award to the Mayor & the Common Council.
- December 5<sup>th</sup>: Common Council designates bank with an effective date of January 1<sup>st</sup>, 2020

THE CITY OF PLATTSBURGH RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS OR ANY PARTS OF PROPOSALS.

**Criteria for Selection:**

The information provided on the "Banking Proposal", along with references from municipalities and school districts in New York State will be the criteria for selection. Location of the banking institution will also be considered for proximity to the Finance Office at 41 City Hall Place, Plattsburgh, NY.

## BANKING PROPOSAL

Name of Bank \_\_\_\_\_

Branch location that will serve the City \_\_\_\_\_

Duration: Period from \_\_\_\_\_ to \_\_\_\_\_

### Checking Accounts:

Check costs \_\_\_\_\_

Service charges \_\_\_\_\_

Required balances \_\_\_\_\_

Interest rate and index \_\_\_\_\_

Minimum Interest Rate \_\_\_\_\_

Compounded? \_\_\_\_\_

Frequency of adjustments? \_\_\_\_\_

Whether collected or uncollected? Yes \_\_\_\_\_ No \_\_\_\_\_

Account reconciliation provided electronically? Yes \_\_\_\_\_ No \_\_\_\_\_

Electronic file for cleared items supplied? Yes \_\_\_\_\_ No \_\_\_\_\_

Are reconciliation services supplied - no cost? Yes \_\_\_\_\_ No \_\_\_\_\_

Number of business days after close  
of month before statement is received? \_\_\_\_\_

Stop payments, NSF checks, wire transfers  
and monthly service costs at no charge? Yes \_\_\_\_\_ No \_\_\_\_\_

**Savings/Money Market Accounts:**

Interest rate and index used \_\_\_\_\_

Minimum Interest Rate \_\_\_\_\_

Compounded? \_\_\_\_\_

Is interest paid on all balances collected and uncollected? Yes \_\_\_\_\_ No \_\_\_\_\_

Service charges included? Yes \_\_\_\_\_ No \_\_\_\_\_

Money Market Sweep account services? Yes \_\_\_\_\_ No \_\_\_\_\_

**Collateralization:**

Where will collateral be held? \_\_\_\_\_

All types of collateral will comply with the requirements of the New York State Comptroller? Yes \_\_\_\_\_ No \_\_\_\_\_

How frequently is collateral checked for accuracy? \_\_\_\_\_

**Borrowing:**

Will all types of borrowing be entertained? \_\_\_\_\_

What rate will be used? \_\_\_\_\_

Local legal opinion accepted? Yes \_\_\_\_\_ No \_\_\_\_\_

Does your bank have a leasing dept.? Yes \_\_\_\_\_ No \_\_\_\_\_

**Other Services:**

Wire transfer cost included? Yes \_\_\_\_\_ No \_\_\_\_\_

Safe deposit box costs \_\_\_\_\_

Check cashing for all City employees? Yes \_\_\_\_\_ No \_\_\_\_\_

Payroll Direct Deposit:

Benefits for City employees who have payroll direct deposit? (If yes, please supply brochure) Yes \_\_\_\_\_ No \_\_\_\_\_

Number of day's payroll information must be forwarded to the bank before payday \_\_\_\_\_

Minimum number needed to enroll \_\_\_\_\_

Do you transfer to other institutions (ACH)? Yes \_\_\_\_\_ No \_\_\_\_\_

Is software available to transmit payroll to the bank? Yes \_\_\_\_\_ No \_\_\_\_\_

Cost for direct deposit included? Yes \_\_\_\_\_ No \_\_\_\_\_

Services to employees:

Does your bank offer the following services to employees that use direct deposit:

a) Credit Cards Yes \_\_\_\_\_ No \_\_\_\_\_

b) Free Checking for using direct deposit Yes \_\_\_\_\_ No \_\_\_\_\_

c) Discounts on consumer loans Yes \_\_\_\_\_ No \_\_\_\_\_

d) First set of checks free Yes \_\_\_\_\_ No \_\_\_\_\_

e) Free credit consultation Yes \_\_\_\_\_ No \_\_\_\_\_

f) Property, casualty, auto, life insurance Yes \_\_\_\_\_ No \_\_\_\_\_

g) ATM cards Yes \_\_\_\_\_ No \_\_\_\_\_

h) Area where ATM cards can be used without fees \_\_\_\_\_

Merchant Services:

Are they available for municipalities? Yes \_\_\_\_\_ No \_\_\_\_\_

Can clients be charged for discount fees? Yes \_\_\_\_\_ No \_\_\_\_\_

Merchant discount fee for credit/debit cards \_\_\_\_\_

Merchant discount fee for on-line payments \_\_\_\_\_

Length of time to clear transactions to account \_\_\_\_\_

Are swipe terminals made available? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there maintenance fees for terminals? Yes \_\_\_\_\_ No \_\_\_\_\_

Are there monthly statement fees? Yes \_\_\_\_\_ No \_\_\_\_\_

What credit cards are accepted? \_\_\_\_\_

Are there other processing or supply costs? \_\_\_\_\_

**Cash Management Services:**

Does your bank offer the following cash management services? If yes please provide descriptions of products and pricing information.

Positive Pay Yes \_\_\_\_\_ No \_\_\_\_\_

Debit blocks/filters Yes \_\_\_\_\_ No \_\_\_\_\_

Check imaging Yes \_\_\_\_\_ No \_\_\_\_\_

Deposit imaging Yes \_\_\_\_\_ No \_\_\_\_\_

Account Reconciliation Yes \_\_\_\_\_ No \_\_\_\_\_

Remote Capture Yes \_\_\_\_\_ No \_\_\_\_\_

Lock Box (2,300 receipts per month approx.) Yes \_\_\_\_\_ No \_\_\_\_\_

**Electronic Banking:**

Is on-line banking available?  
(please include description of how  
this service works) Yes \_\_\_\_\_ No \_\_\_\_\_

Is remote deposit available? Yes \_\_\_\_\_ No \_\_\_\_\_

Costs for electronic banking services? \_\_\_\_\_

**Improved Provisions:**

Should offers of increased investment rates  
or services be offered to other local municipalities  
during the duration of this agreement will they  
also be made available to the city? Yes \_\_\_\_\_ No \_\_\_\_\_

General Information:

State size of bank in terms of total assets  
(from latest financial statements) \_\_\_\_\_

Number of employees at bank  
(total employees, not just local) \_\_\_\_\_

Does your bank have a dedicated  
government banking division? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to previous question, how many  
employees are in this division? \_\_\_\_\_

Does your bank have dedicated information  
technology (IT) department? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to previous question, how many  
employees are in the department? \_\_\_\_\_

Please give branch location closest to our  
41 City Hall Place address \_\_\_\_\_

Please give hours of operation and cut-off  
times for same day deposit \_\_\_\_\_

Does your bank have dedicated cash  
management division? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes to previous question, how many  
Employees are in the division? \_\_\_\_\_

Name, title, location, and telephone number of bank contact person:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

### *References*

A list of six municipalities and New York State schools presently served by the bank is to be provided. The city, for the purpose of establishing a reference for the bank, may contact the bank's clients. This list should include the following information for each client:

- Name
- Address
- Contact Person
- Telephone Number

### *Non-Collusion Clause*

All proposals must have a signed non-collusion statement that certifies that the proposal has not been arrived at collusively or otherwise in violation of Federal or State antitrust laws. A sample copy has been enclosed for your convenience.

### *Annual Report*

All responding banks must include its most recent annual report.

### *Additional and/or Alternative Services*

Additional services or alternatives should be included as an addendum to the proposal submitted. It is requested that the addendum be as concise as possible.

### *Account Representative Biography*

A brief biography, including relevant experience, of the account representative and other key individuals must be included as part of the proposal.



**NON-COLLUSIVE BIDDING CERTIFICATION**

a) By responding to this RFP, each proposer and each person signing on behalf of any proposer certified, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty or perjury, that to the best of their knowledge and belief:

- 1) The terms listed on this RFP have been arrived at independently, without collusion, consultation, communication, or agreement, as to any matter relating to such terms with any other proposer or with any competitor; and
- 2) Unless otherwise required by law, the terms which have been quoted in this RFP have not been knowingly disclosed by the proposer and will not knowingly be disclosed by the proposer prior to the opening directly or indirectly, to any other proposer or to any competitor; and
- 3) No communication has been made or will be made by the proposer to induce any other person, or entity to submit or not to submit any responses in whole or in part to this RFP.

**Signed:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Bank:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Fax:** \_\_\_\_\_

**Dated:** \_\_\_\_\_

Proposal Ranking - functionality based	TD Bank	Glens Falls National	Community Bank
Proposal Ranking - earnings/cost based	1	1	1
Total Score - lowest is best	3	2	2
	4	3	3

Duration of Agreement

Length of banking relationship - subject to annual review and extension	1/1/2020 - 12/31/2024	1/1/2020 - 12/31/2024
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Checking Accounts:

Check costs	Compensating Balance	Can be included in monthly analysis	None for standard supplies
Service charges	Compensating Balance	Compensating Balance	\$0.00
Required balances	\$16.81 M to cover fees ECR (earnings credit rate) @ 1%	\$2,999,686 maintained in checking accounts	Not applicable with full deposit realtionship
Interest rate and index used	Balance over \$16.81 M earns 1.5% - Ave, \$7.8 M- bank analysis	Currently .5% on funds above compensating balance - floor is .2%	0.45%

Minimum Interest Rate	1.50%	0.20%	N/A
Compounded	Managed monthly rate	Daily	Monthly
Frequency of adjustments	Anytime rates <>	Daily	Monthly

Is interest paid on all balances whether collected or uncollected?	Collected	Collected	Collected
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Account reconciliation provided electronically?	Yes	Yes	Yes
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Electronic file for cleared items supplied?	Yes	Yes	Yes
Check file input option for positive check clearing proof at bank available?	Yes	Yes	Yes

Are reconciliation services supplied - no cost?	No	Yes, included in positive pay service monthly analysis	Yes
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Number of business days after close of month before statement is received	Online 1 day CD ROM 5 days	1 business day	eStatements 1st or 2nd business day
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Stop payments, NSF checks, wire transfers and monthly service costs at no charge?	No	No - analyzed services	Yes
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Savings/Money Market Accounts:

Interest rate and index used	1.50%	Currently .5% but based on bank's discretion; 1.85% on ICS MM	0.90%
Minimum Interest Rate	N/A	0.20%	N/A
Compounded	Yes	Daily, credited quarterly	Monthly
Is interest paid on all balances collected or uncollected?	Collected	Collected	Collected
Service charges included?	No	No - none for savings & MM	No
Money market sweep account services	No	Yes, upon request	No

Collateralization:

<p>Where will collateral be held?</p>	<p>LOC from FHLB Pittsburgh</p>	<p>M&amp;T Bank, Buffalo; MULOC: FHLB on NY Municipal Letter of Credit; ICS: FDIC held within member banks within Promontory Interfinancial network of banks</p>	<p>Wilmington Trust</p>
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All types of collateral will comply with the requirements of the New York State Comptroller.

Yes

How frequently is collateral checked for accuracy?

Daily

Borrowing:

Will all types of borrowing be entertained?

All Types

Yes

What rate will be used?

Market based on credit rating, amount and term

Current market rates available on request

Based on amount, term and purpose

Local legal opinion accepted?

Yes

Yes

Yes

Does your bank have a Leasing Dept.?

Yes

No

No

Other Services:

Wire transfer cost included?

Yes, part of service fees

Yes - analyzed services

Yes

Safe deposit box costs

N/A

Complimentary

Yes - \$25 to \$50 per year

Check cashing for all City employees?

Yes - with fees for no acct

Yes

Yes

Payroll Direct Deposit:

Benefits for City employees who have payroll direct deposit? (If yes, please supply brochure)  
Number of day's payroll information must be forwarded to the bank before payday

Yes

1

2 is recommended

2 suggested, 1 acceptable

Minimum number needed to enroll

No Minimum

1

No Minimum

Do you transfer to other institutions (ACH)?

Yes

Yes

Yes

Is software available to transmit payroll to the bank?

Yes

Yes

Yes

Cost for direct deposit included?

Yes, part of service fees

Yes - analyzed services

Yes

**Services to employees:**

Does your bank offer the following services to employees that use direct deposit:

a) Credit Cards	Yes	Yes	Yes
b) Free Checking for using direct deposit	Yes	Yes	Yes
c) Discounts on consumer loans	Yes	Yes, with direct withdrawal	Yes
d) First set of checks free	Yes	Yes	Yes
e) Free credit consultation	No	Yes	Yes
f) Property, casualty, auto, life insurance	Yes	Yes	Yes
g) ATM cards	Yes	Yes - VISA check card	Yes
h) Area where ATM cards can be used without fees	Any TD Bank ATM	Any GFN or SN Branch	All CBNA ATM locations

**Merchant Services:**

Are they available for municipalities?	Yes	Yes	Yes
Can clients be charged for discount fees?	Yes	Yes	Yes
Merchant discount fee for credit/debit cards	Cost plus .25% plus \$.15	TSYS - not detailed	2.40%
Merchant discount fee for on-line payments	Cost plus .25% plus \$.15	TSYS - not detailed	2.40%
Length of time to clear transactions to account	24 hours	48 hours	24 hours - Friday and weekends posted Monday
Are swipe terminals made available?	Yes	Yes	Yes
Are there maintenance fees for terminals?	No	No	No
Are there monthly statement fees?	Yes	No	No
What credit cards are accepted?	Visa, MC, Discover, Amex	Visa, MC, Discover, Amex	VISA, MC, Discover
Are there other processing or supply costs?	Yes	Yes - TSYS	Yes - Elavon

**Cash Management Services:**

Does your bank offer the following cash management services? If yes please provide descriptions of products and pricing information.

Positive Pay	Yes	Yes	Yes
Debit blocks/filters	Yes	Yes	Yes
Check imaging	Yes	Yes	Yes
Deposit imaging	Yes	Yes	Yes
Account Reconciliation	Yes	Yes	Yes
Remote Capture	Yes	Yes	Yes

Lock Box Services

	Yes Maine to Florida	Yes Long Island \$1,844 per month In place since 2009	Yes Woburn, MA \$1,042.00 per month
All part of service fee			
	\$143,622.36	\$44,618.13	\$12,504.00

Cash Management monthly cost

Electronic Banking:

Is on-line banking available? (please include description of how this service works)	Yes	Yes	Yes
Is remote deposit available?	Yes	Yes	Yes
Costs for electronic banking services?	Yes, part of service fees	No	\$0.00

Improved Provisions:

Should offers of increased investment rates  
or services be offered to other local municipalities  
during the duration of this agreement will they  
also be made available to the city?

No - market reviewed      Considered case by case      Yes

General Information:

State size of bank in terms of total assets (from latest financial statements)	\$319.3 Billion	\$2.99 Billion	\$10.54 Billion
Number of employees at bank (total employees, not just local)	83,400	939	2,398

Does your bank have a dedicated  
government banking division?

Yes      Yes

If yes to previous question, how many  
employees are in this division?

34      4      7

Does your bank have dedicated information  
technology (IT) department?

Yes      Yes

If yes to previous question, how many  
employees are in the department?

39      18      8

Please give branch location closest to our  
6 Miller Street address

136 Margaret      14 Durkee St.      9 Margaret

Please give hours of operation and cut-off  
times for same day deposit

Mon-Thu 8:30 - 5      Mon-Fri 9 AM - 4 PM      Mon-Thu 9 - 4  
Fri 8:30 - 6      Remote deposit - 6 PM      Fri 9 - 5  
Sat 9 - 12 Noon

Does your bank have dedicated cash  
management division?

Yes      Yes

If yes to previous question, how many  
Employees are in the division?

400      4      8

Assume average balance of \$24.6 Million less  
10% float for collected funds - \$22.14 M base -

Interest earnings      \$118,202.28      \$370,629.58      \$192,972.43

Cash management fees	\$44,618.13	\$12,504.00
Net to arrive at interest earnings		
Net Interest Earnings/(Service Fees)	\$118,202.28	\$180,468.43