WELCOME TO
CLARKSON UNIVERSITY!

This guide has been assembled to help guide new employees with relocation to the Potsdam area. The Guide is divided into three sections. Section One provides information on Clarkson University’s relocation policy. Section Two provides contact information that is intended to assist you in your transition to the Potsdam area. Section Three contains information pertaining to the services available on campus.

Please note that this guide is not all inclusive. If you have any questions that are not addressed in this guide or if the relocation is international, please contact the Office of Human Resources at 315-268-6497 for additional information.

*The information in this guide does not imply or provide an endorsement from Clarkson University.*
SECTION ONE:
POTSDAM AREA RELOCATION GUIDE
Looking to purchase a home?
The St. Lawrence County Board of Realtors is an organization that has combined the area real estate offerings in a centralized location. This website can be used to locate a house and/or a realtor: [www.slcmls.com](http://www.slcmls.com).

**Tips:**
1. To assist you in your search the towns that are the closest to campus are as follows:
   - Canton
   - Colton
   - Norwood
   - Parishville
   - Pierrepont
   - Potsdam
   - West Stockholm
2. Often homeowners who are waiting to sell their homes will rent the property during the interim. These properties are most easily identified by contacting a local real estate agent, which can be identified using the website listed above.
3. Requirements for real estate transactions vary from state to state, please work closely with a real estate professional during the process of buying a home.

Looking to rent a home or an apartment?
Visit North Country Now at [www.northcountrysnow.com](http://www.northcountrysnow.com)
From the homepage click on Classifieds and follow the link to Apartments and Rentals to view an up-to-date list of rental properties in the area.

**Tips:**
1. Things to take with you when viewing a rental property:
   - Photo ID
   - Checkbook
   - Names, addresses, and phone numbers of any previous landlords
   - Social Security number
   - Employment information
   - Personal references
   - List of questions for landlord
   - Camera
2. Questions to ask when viewing a rental property:
   - Are utilities included? If not, what are the average utility bills?
   - Cable or Dish TV/Internet provider?
   - Laundry?
   - Storage?
   - Resident and/or guest parking?
   - How are repairs handled? Holiday/after-hours repairs?
   - Are there special move-in times or procedures?
   - What is the guest policy (is there a time limit)?
   - What is the penalty for early lease termination?
   - Does the landlord allow subletting?
   - Does the lease go month-to-month at the end of the initial period?
   - Do you have a sample lease?
   - Is it possible to get receipts for any application fees and/or deposits?
   - Pet policy? Smoking policy? Alterations to the premises policy?
3. Checklist of other items to note in your lease:
   - Time required for tenant or landlord to give notice about moving out
   - Policies for renting after the lease period
   - Responsibility for utilities
   - Conditions for apartment repair
   - Conditions if a roommate defaults on rent
   - Conditions if tenant refuses rent increase
4. Utilities:

In some rental properties, utilities are included, so you do not have to do anything to activate them; in others they are not, so you are responsible for activating them. To avoid delays and other inconveniences, contact the utility companies to set up an account and activate service before moving into your apartment or house. (It is important to do so before moving in, since this may take several days.)

Contact Information for Utilities:

1. Cable and Dish Television

Cable is typically offered by one major provider in the area, although competition is growing throughout the area – especially from companies that provide other services, such as Internet service, in addition to cable. Dish Network and Direct TV are alternatives to cable. For additional information, visit their Web sites:

- www.dishnetwork.com
- www.directtv.com

Local Cable Provider
- Time Warner Cable
  22 ½ Elm Street
  Potsdam, NY 13676
  315-265-8300
  Open: Monday – Friday
  www.timewarnercable.com

2. Electric Companies

- National Grid
  1-800-642-4272
  www.nationalgridus.com/NewYork
  *serving the Potsdam and Norwood area, no local office

3. Fuel Companies

a. Amerigas
   1-866-788-1925
   www.amerigas.com
   *serving the Potsdam area, no local office

b. Griffith Energy
   7554 US Highway 11
   Potsdam, NY 13676
   315-265-3560
   Open: Monday – Friday
   www.griffithenergy.com

c. Kuno Oil Co.
   5830 Cty. Rt. 27
   Canton, NY 13617
   315-386-1000

d. National Grid
   1-800-642-4272
   www.nationalgridus.com/NewYork
   *serving the Potsdam and Norwood area, no local office

e. St. Lawrence Gas (natural gas)
   33 Stearns St.
   Massena, NY 13662
   315-322-5781

f. Suburban Propane
   1-800-776-7263
   www.suburbanpropane.com
   *serving the Potsdam area, no local office

4. Garbage Removal/Recycling Services

a. Casella Waste Systems
   472 West Parishville Road
   Potsdam, NY 13676
   315-268-6366
   www.casella.com
   Open: Monday – Friday

b. Ron Bush Trash Removal
   239 Moran Road
   Lisbon, NY 13658
   315-386-2458
   bush.premierwireless.us/

5. Internet Service Providers

a. SLIC Network Solutions
   51 Main Street
   Ste 102
   Potsdam, NY 13676
   315-274-9050
   Open: Monday – Friday
   www.slic.com

b. Time Warner Cable
   22 ½ Elm Street
   Potsdam, NY 13676
   315-265-8300
   Open: Monday – Friday
   www.timewarnercable.com

6. Telephone Companies

a. Time Warner Cable
   22 ½ Elm Street
   Potsdam, NY 13676
   315-265-8300
   Open: Monday – Friday

b. Verizon
   800-837-4966

c. SLIC Network Solutions
   51 Main Street
   Ste 102
   Potsdam, NY 13676
   315-274-9050
   Open: Monday – Friday

    d. AT&T
    7483 US Hwy 11
    Potsdam, NY 13676
    315-265-0351
    www.wireless.att.com
Education
1. K-12 Public School Information
   a. Canton Central School
      www.ccsdk12.org/
   b. Colton-Pierrepont School District
      www.cpcs.k12.ny.us/
   c. Norwood-Norfolk Central School
      www.nncsk12.org/
   d. Potsdam Central School
      www.potsdam.k12.ny.us/
2. Private and Alternate School Information
   a. Little River Community School
      www.littleriverschool.org
   b. St. Mary’s School
      www.cantoncatholics.com
3. Area Colleges and Universities
   a. St. Lawrence University
      www.stlaw.edu
   b. SUNY Potsdam
      www.potsdam.edu
   c. SUNY Canton
      www.canton.edu
   d. Clarkson University
      www.clarkson.edu

Child Care
To obtain a complete list of certified care givers please contact the St. Lawrence Child Care Counsel, contact information listed below.
1. St. Lawrence Child Care Counsel
   318 Ford Street
   Ogdensburg, NY  13669
   Open: Monday – Friday
   www.stlawrencechildcare.org

Employment for Spouses and Partners
1. Associated Colleges of the St. Lawrence Valley offers assistance to spouses and partners of newly appointed faculty and administrative staff who are seeking meaningful employment in the North Country. For more information please visit: www.associatedcolleges.org.
### Banks
1. Community Bank NA  
   70 Market Street  
   Potsdam, NY 13676  
   315-265-4200  
   Open: Monday – Friday  
   [www.communitybankna.com](http://www.communitybankna.com)
2. First Niagara Bank  
   14 Elm St.  
   Potsdam, NY 13676  
   315-265-8500
3. Key Bank  
   17 Elm St.  
   Potsdam, NY 13676  
   315-265-2900
4. NBT Bank  
   6554 State Highway 56  
   Potsdam, NY 13676  
   315-265-9550  
   Open: Monday – Saturday  
   [www.nbtbank.com](http://www.nbtbank.com)
5. North Country Savings Bank  
   31 Main Street  
   Potsdam, NY 13676  
   315-265-2300  
   Open: Monday – Friday  
   [northcountrysavings.com](http://northcountrysavings.com)
6. Woodforest Bank  
   7494 Route 11  
   Potsdam, NY 13676  
   315-265-3702  
   Open: 7 days a week  
   [www.woodforest.com](http://www.woodforest.com)

### Credit Unions
1. Adirondack Regional Federal Credit Union  
   166 Market Street  
   Potsdam, NY 13676  
   315-265-1322  
   Open: Monday – Friday  
   [www.adkcreditunion.com](http://www.adkcreditunion.com)
2. Seacomm Federal Credit Union  
   6 Sisson Street  
   Potsdam, NY 13676  
   1-800-764-0566  
   Open: Monday – Saturday  
   [www.seacomm.org](http://www.seacomm.org)

### Dry Cleaners
1. Potsdam Laundry and Dry Cleaners  
   7 Beal Street  
   Potsdam, NY 13676  
   315-265-3760  
   Open: Monday – Saturday
2. Tri – Town Cleaners  
   145 Market Street  
   Potsdam, NY 13676  
   315-265-3541  
   Open: Monday – Saturday

### Grocery Stores
1. Potsdam IGA  
   27 Elm Street  
   Potsdam, NY 13676  
   315-265-6282  
   Open: 7 days a week
2. Potsdam Food Co-op  
   24 Elm Street  
   315-265-4630  
   Open: 7 days a week  
   [www.potsdamcoop.com](http://www.potsdamcoop.com)
3. Price Chopper  
   201 Market Street  
   Potsdam, NY 13676  
   315-265-2165  
   Open: 7 days a week  
   [www.pricechopper.com](http://www.pricechopper.com)
4. Save-A-Lot  
   200 Market Street  
   Potsdam, NY 13676  
   315-265-3659  
   Open: 7 days a week
5. Walmart  
   7494 US Highway 11  
   Potsdam, NY 13676  
   315-268-6900  
   Open: 7 days a week  
   [www.walmart.com](http://www.walmart.com)
6. Purple Rice Asian Food Market  
   20 Elm Street  
   Potsdam, NY 13676  
   315-268-0923

### Hospital
1. Canton-Potsdam Hospital  
   50 Leroy Street  
   Potsdam, NY 13676  
   315-265-3300  
   [www.cphospital.org](http://www.cphospital.org)
Libraries
1. Potsdam Public Library
   Civic Center
   Park & Elm Sts.
   Potsdam, NY 13676
   315-265-7230
   Open: Mon., Wed., Fri.: Noon – 6 p.m.
   Tues., Thurs.: Noon – 8 p.m.
   www.potsdamlibrary.org
2. The Frederick W. Crumb Memorial Library
   SUNY Potsdam – Center of academic quadrangle
   Potsdam, NY 13676
   315-267-2486
   Open: Mon. – Thurs.: 7:45 a.m. – 11 p.m.
   Fri.: 7:45 a.m. – 9 p.m.
   Sat.: 10 a.m. – 9 p.m.
   Sun.: Noon – 11 p.m.
3. The Crane Music Library
   SUNY Potsdam Crane Complex
   Potsdam, NY 13676
   315-267-2451
   Open: Mon. – Thurs.: 8 a.m. – 10 p.m.
   Fri.: 8 a.m. – 5 p.m.
   Sat.: 11 a.m. – 5 p.m.
   Sun.: 1 p.m. – 10 p.m.

Places of Worship
This is a partial listing of places of worship in
Potsdam as well as some congregations serving
specific religions and denominations in nearby
towns. For a list and link to web sites of places of
worship in the area, visit map.potsdam.ny.us/.
1. Beth – El Congregation
   81 Market Street
   Potsdam, NY 13676
   315-265-7025
   www.potsdamsynagogue.org
2. Church of Jesus Christ of LDS
   21 Castle Drive
   Potsdam, NY 13676
   315-265-6228
   www.lds.org/?lang=eng
3. Church of the Nazarene
   11 State Highway 72
   Potsdam, NY 13676
   315-265-2198
   www.potsdam-naz.org
4. Emmanuel Baptist Church
   63 May Road
   Potsdam, NY 13676
   315-265-5340
   www.ebcpotsdam.org/ebc-wp
5. First Church of Christ Science
   28 Elm Street
   Potsdam, NY 13676
   315-265-6711
6. First Presbyterian Church
   42 Elm Street
   Potsdam, NY 13676
   315-265-9434
   www.potsdampresbyterian.org
7. Jehovah’s Witnesses
   1087 State Highway 11B
   Potsdam, NY 13676
   315-265-5621
8. Lutheran Church – Holy Trinity
   24 Leroy Street
   Potsdam, NY 13676
   315-268-5464
9. New Hope Community Church
   33 Grant Street
   Potsdam, NY 13676
   315-265-7094
   www.newhopepotsdam.org
10. Potsdam Masjid
    110 Elm Street
    Potsdam, NY 13676
11. Presbyterian Church of Northern NY
    8739 US Highway 11
    Potsdam, NY 13676
    315-265-7640
12. St. Mary’s Catholic Church
    17 Lawrence Ave
    Potsdam, NY 13676
    315-265-9680
13. St. Phillips Episcopal Church
    42 Main Street
    Potsdam, NY 13676
    315-353-8833
14. Trinity Episcopal Church
    8 Maple Street
    Potsdam, NY 13676
    315-265-5754
   www.trinitychurchpotsdam.org
15. United Methodist Church
    26 Main Street
    Potsdam, NY 13676
    315-265-7474
   www.unyumc.org/churches/detail/871
16. Unitarian Universalist Church of Canton
    3 ½ Main Street
    Canton, NY 13617
    315-386-2498
   www.uucantonny.org
Pharmacies
1. Kinneys
   200 Market Street
   315-265-2770
   &
   48 Maple Street
   315-262-0529
   Open: 7 days a week
   www.kinneydrugs.com
2. Walgreens
   173 Market Street
   315-265-6192
   Open: 7 days a week
   www.walgreens.com
3. Walmart
   US Highway 11
   315-268-6917
   Open: 7 days a week
   www.walmart.com

Post Office
1. Post Office
   21 Elm Street
   Potsdam, NY 13676
   Open: Monday – Saturday
   315-265-8500
2. The UPS Store
   200 Market Street
   Ste 5
   Potsdam, NY 13676
   Open: Monday – Saturday
   315-265-4565

CULTURE

Museums
1. Potsdam Public Museum
   Park Street in the Potsdam Civic
   Center.
   315-265-6910
   Open: Tue. – Sat.: Noon – 4 p.m.
2. Frederic Remington Art Museum
   303 Washington Street
   Ogdensburg, NY 13669
   315-393-2425
   www.fredericremington.org

Arts & Theaters
1. Creative Spirit Art Center
   8 Raymond Street
   Potsdam, NY 13676
   315-265-3949
2. Roland Gibson Gallery
   SUNY Potsdam’s Brainerd Hall.
   For further information and hours
   call 315-267-2481
3. St. Lawrence County Art Council
   www.slcartscouncil.org/
4. The Richard F. Brush Art Gallery,
   St. Lawrence University
   23 Romodo Drive
   St. Lawrence University
   Canton, NY 13617
   315-229-5174
5. The College Theatre
   Satterlee Hall, SUNY Potsdam
   Ticket Office  315-267-2796
   School of Drama  315-267-2545
6. The Crane Music Complex SUNY
   Potsdam. Includes two modern
   performance halls for music and music
   theater presentations, as well as
   numerous practice and rehearsal rooms.
   The Helen M. Hosmer Concert Hall seats
   1400 and the Sara M. Snell Music
   Theater seats 450. The Community
   Performance Series, also based at the
   complex, provides performances,
   concerts and workshops throughout the
   region by international artists. For event
   and ticket information call
   315-267-2CPS (2277).
**Airports**

1. Adirondack Regional Airport  
   96 Airport Road  
   Saranac Lake, NY 12983  
   518-891-4600  
   Open: 7 days a week  
   Approximate travel time from Potsdam: 1 ½ hours

2. Massena International Airport  
   90 Aviation Road  
   Massena, NY 13662  
   315-769-0719  
   Open: 7 days a week  
   [www.flymassena.com](http://www.flymassena.com)  
   Approximate travel time from Potsdam: 45 minutes

3. Ogdensburg International Airport  
   Ogdensburg Rd  
   Ogdensburg, NY 13669  
   315-393-4721  
   Open: 7 days a week  
   [www.ogdensport.com](http://www.ogdensport.com)  
   Approximate travel time from Potsdam: 60 minutes

4. Plattsburgh International Airport  
   42 Airport Lane  
   Plattsburgh, NY 12903  
   518-565-4795  
   Open: 7 days a week  
   [www.flyplattsburgh.com](http://www.flyplattsburgh.com)  
   Approximate travel time from Potsdam: 2 hours

5. Watertown International Airport  
   NYS Route 12F  
   22529 Airport Drive  
   Dexter, NY 13634  
   315-639-3809  
   Flights are booked through American Airlines: [www.aa.com](http://www.aa.com)  
   Open: 7 days a week  
   Approximate travel time from Potsdam: 1 ½ hours

**Rental Cars**

1. Countrywide Rent – A – Car  
   7513 US Highway 11  
   Potsdam, NY 13676  
   315-265-1851  
   Open: Monday – Saturday  
   [www.countrywiderentacar.com](http://www.countrywiderentacar.com)

2. Enterprise Rent – A – Car  
   6805 State Highway 56  
   Potsdam, NY 13676  
   315-265-0700  
   1-888-305-8051  
   Open: Monday – Saturday  
   [www.enterprise.com](http://www.enterprise.com)

**Taxi**

1. Madstop Taxi  
   4 Leroy Street  
   Potsdam, NY 13676  
   315-268-8868  
   Open: 7 days a week
Radio Stations

1. WSLU FM
   (North Country Public Radio)
   80 Main St.
   Canton, NY 13617
   315-229-5356

2. WSNN-FM & WPDM-AM -- "99 HITS"
   FM 99.3, AM 1470
   Potsdam, NY 13676
   315-265-5510

3. WVLF - "The Valley"
   96.7 FM
   Canton, NY 13617
   1-877-460-9670

4. WRCD - "Rock 101.5"
   101.5 FM
   Canton, NY 13617
   315-769-3333

Local News Stations

1. WWNY TV (CBS)
   Channel 7
   Watertown, NY 13601
   315-379-9110 (Canton Bureau)

2. WWTI TV (ABC)
   Channel 50
   Watertown, NY 13601
   315-785-8850

Newspapers

1. Daily Courier Observer
   315-265-6000
   www.mpcourier.com

2. North Country Now
   315-265-1000
   www.northcountrynow.com

3. The New York Times* (stet)
   www.nytimes.com
   Wall Street Journal*
   *Can be purchased at select area locations.

4. Watertown Daily Times
   1-800-724-1012
   www.watertowndailytimes.com
**Town of Potsdam Offices**

1. Assessor's Office  
   35 Market Street  
   Potsdam, NY 13676  
   315-265-2810

2. Code Enforcement Office  
   35 Market Street  
   Potsdam, NY 13676  
   315-265-0670

3. Sewage Disposal Plant  
   547B Sissonville Road  
   Potsdam, NY 13676  
   315-265-4730

4. Supervisor's Office  
   12 Elm Street  
   Potsdam, NY 13676  
   315-265-4310

5. Town Clerk's  
   12 Elm Street  
   Potsdam, NY 13676  
   315-265-3430

6. Town Court  
   315-265-4318

**Village of Potsdam Offices**

Please Note: The Civic Center is located at the corners of Elm Street and Pierrepont Ave.

1. Administrator's Office  
   Civic Center  
   Potsdam, NY 13676  
   315-265-7480

2. Code Enforcement Office  
   Civic Center  
   Potsdam, NY 13676  
   315-265-7678

3. Fire Department  
   42 Main Street  
   Potsdam, NY 13676  
   315-265-3311

4. Housing Authority  
   Racquette Acres  
   Potsdam, NY 13676  
   315-265-3680

5. Mayor  
   Civic Center  
   Potsdam, NY 13676  
   315-265-7480

6. Police Station  
   29 Elm Street  
   Potsdam, NY 13676  
   315-265-2121

7. Rescue Squad  
   29 Elm Street  
   Potsdam, NY 13676  
   315-265-2121/2122

8. Sewage Disposal Plant  
   547B Sissonville Road  
   Potsdam, NY 13676  
   315-265-4730

9. Sewage Treatment Plant  
   315-265-7480

10. Village Clerk  
    Civic Center  
    Potsdam, NY 13676  
    315-265-7480

12. Village Justice  
    Civic Center  
    Potsdam, NY 13676  
    315-265-5890

13. Village Treasurer  
    Civic Center  
    Potsdam, NY 13676  
    315-265-5770

14. Water Treatment Plant  
    Raymond Street  
    Potsdam, NY 13676  
    315-265-7033

**County Offices**

1. New York State Department of Motor Vehicles  
   St. Lawrence County DMV  
   80 State Highway 310  
   Canton, NY 13617  
   315-386-1408  
   Open: Monday – Friday  
   [www.co.st-lawrence.ny.us](http://www.co.st-lawrence.ny.us)  
   Departments/CountyClerk/DMV

   **Required documents to obtain NYS driver’s license:**
   - Social Security Card
   - Valid driver’s license
   - Birth certificate
   - Two additional points of ID such as a debit or credit card

   **Required documents to register a vehicle:**
   - Title
   - Proof of ownership
   - Proof of New York State insurance
   - Form MV 82, which can be found of the Department of Motor Vehicles website
SECTION TWO:
CAMPUS SERVICES
Andrew S. Schuler Educational Resources Center
On campus library, for more information please visit: http://libguides.library.clarkson.edu/main
*Hours vary based on when school is in session, watch for updates in your campus email.

ATMs
- Cheel Campus Center
  CIRRUS and NYCE Cashier
  Key Bank of Northern New York
- Student Center, First Floor
  NYCE, PASS, SUM (North Country Savings)

Campus Safety and Security
ERC Suite 1200
Monday – Friday
8 a.m. – 4 p.m., Officers on duty 24 hours daily
X-6666
www.clarkson.edu/campussafety/

Post Office
Student Center, Lower Level
Monday – Friday
8 a.m. – 3 p.m., closed for lunch
*Stamps available, incoming and outgoing mail and packages

Schuler Indoor Recreation Center and Alumni Gym
Swimming pool, Jacuzzi, 175 meter running track, four multipurpose courts (basketball, tennis, volleyball, badminton), four raquette ball courts, Fitness Center exercise equipment and two sauna’s.
*Hours vary based on when school is in session, watch for updates in your campus email.
www.clarkson.edu/campus_life/athletics/facilities.html

The Clarkson Club
An organization of Clarkson Employees, Spouses and Partners whose mission is to enhance the University and strengthening its ties to the community by promoting both social interaction and service. www.clarkson.edu/cuclub/