NEW HIRE RELOCATION GUIDE
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.
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.

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.northcountrynow.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
• Rules for subletting
• Times and policies for returning the security deposit
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
      315-274-9050
      www.slic.com
      Open: Monday – Friday
   b. Time Warner Cable
      22 ½ Elm Street
      Potsdam, NY 13676
      315-265-8300
      Open: Monday – Friday
      www.timewarnercable.com
   c. SLIC Network Solutions
      51 Main Street
      Ste 102
      315-274-9050
      www.slic.com
      Open: Monday – Friday

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
      315-274-9050
      Open: Monday – Friday
      www.slic.com
   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](http://www.ccsdk12.org)
   b. Colton-Pierrepont School District  
      [www.cpcs.k12.ny.us](http://www.cpcs.k12.ny.us)
   c. Norwood-Norfolk Central School  
      [www.nncsk12.org](http://www.nncsk12.org)
   d. Potsdam Central School  
      [www.potsdam.k12.ny.us](http://www.potsdam.k12.ny.us)

2. Private and Alternate School Information
   a. Little River Community School  
      [www.littleriverschool.org](http://www.littleriverschool.org)
   b. St. Mary’s School  
      [www.cantoncatholics.com](http://www.cantoncatholics.com)

3. Area Colleges and Universities
   a. St. Lawrence University  
      [www.stlaw.edu](http://www.stlaw.edu)
   b. SUNY Potsdam  
      [www.potsdam.edu](http://www.potsdam.edu)
   c. SUNY Canton  
      [www.canton.edu](http://www.canton.edu)
   d. Clarkson University  
      [www.clarkson.edu](http://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](http://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](http://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
   [www.northcountrysavings.com](http://www.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
   Potsdam, NY 13676
   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.potsdam synagogue.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.potsdam presbyterian.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.trinity churchpotsdam.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.uucantony.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 Counsel
   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).
**Transportation**

**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
   Flights are booked through American Airlines: [www.aa.com](http://www.aa.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
   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
   Approximate travel time from Potsdam: 2 hours
5. Watertown International Airport
   NYS Route 12F
   22529 Airport Drive
   Dexter, NY 13634
   315-639-3809
   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 PiercePort 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

11. 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](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/](http://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](http://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/](http://www.clarkson.edu/cuclub/)