



# CLARKSON UNIVERSITY NEW HIRE RELOCATION GUIDE



Clarkson™

# WELCOME TO CLARKSON UNIVERSITY!

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This guide has been assembled to help new employees with relocation to the Potsdam area. If you have any questions that are not addressed in this guide or if your 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.*

## LOOKING TO PURCHASE A HOUSE?

The St. Lawrence County Board of Realtors has combined the area real estate offerings in one centralized location. Visit [slcmils.com](http://slcmils.com) to locate a house and/or a realtor.

### Tips:

1. To assist you in your search, the towns located closest to campus are listed below:

- Canton.
- Colton.
- Norwood.
- Parishville.
- Pierrepont.
- Potsdam.
- West Stockholm.

2. Often homeowners who are waiting to sell their homes will rent their property in the interim. These properties are most easily identified by contacting a local real estate agent ([slcmils.com](http://slcmils.com)).

3. Requirements for real estate transactions vary from state to state; please work closely with a real estate professional while buying a home.

## LOOKING TO RENT A HOUSE OR AN APARTMENT?

To view an up-to-date list of rental properties in the area, visit [northcountrynow.com](http://northcountrynow.com). From the homepage, click on Classifieds and follow the link to Apartments and Rentals.

### 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 is the average utility bill?
- 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?
- What is the penalty for an early termination of the lease?
- 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. **Items to note in your lease:**

- Time required for tenant and 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:**

For some rental properties, utilities are included, so you do not have to do anything to activate them. If utilities are not included, you are responsible for activating each one. To avoid delays and other inconveniences, contact the utility companies to set up accounts and activate services before moving into your apartment or house since activation may take several days.

# HOUSING

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## CONTACT INFORMATION FOR UTILITIES

### Cable and DISH Television

Cable is typically offered by one major provider, although competition is growing throughout the area – especially from companies that provide other services, such as internet, in addition to cable. DISH Network and Direct TV are alternatives to cable. For additional information, visit [dishnetwork.com](http://dishnetwork.com) and [directtv.com](http://directtv.com).

### Local Cable Provider

**Spectrum**  
855-243-8892  
[www.spectrum.com](http://www.spectrum.com)

### Electricity

**National Grid**  
1-800-642-4272  
[www.nationalgridus.com/New York](http://www.nationalgridus.com/NewYork)  
(serving the Potsdam and Norwood area;  
no local office)

### Fuel Companies

**Amerigas**  
6598 State Highway 56  
Potsdam, NY 13676  
1-866-788-1925  
[www.amerigas.com](http://www.amerigas.com)

**Griffith Energy**  
7554 US Highway 11  
Potsdam, NY 13676  
315-265-3560  
[www.griffithenergy.com](http://www.griffithenergy.com)

**Kuno Oil Co.**  
5830 County Rte. 27  
Canton, NY 13617  
315-386-1000

**Merriman Inc**  
Potsdam-Norwood Rd  
Norwood, NY 13668

### National Grid

1-800-642-4272  
[www.nationalgridus.com/New York](http://www.nationalgridus.com/NewYork)

### St. Lawrence Gas (natural gas)

33 Stearns St.  
Massena, NY 13662  
315-322-5781

### Suburban Propane

1-800-776-7263  
[www.suburbanpropane.com](http://www.suburbanpropane.com)

### Garbage Removal/Recycling Services

#### Casella Waste Systems

147 Market Street  
Potsdam, NY 13676  
315-268-6366  
[www.casella.com](http://www.casella.com)

### Internet Service Providers

#### SLIC Network Solutions

315-274-9050  
[www.slic.com](http://www.slic.com)

#### Spectrum

855-243-8892  
[www.spectrum.com](http://www.spectrum.com)

### Telephone Companies

#### Spectrum

855-243-8892  
[www.spectrum.com](http://www.spectrum.com)

#### Verizon

1-800-837-4966

#### SLIC Network Solutions

315-274-9050

#### AT&T

315-265-0351  
[www.wireless.att.com](http://www.wireless.att.com)

## EDUCATION

### K-12 Public Schools

**Canton Central School**

[www.ccsdk12.org/](http://www.ccsdk12.org/)

**Colton-Pierrepont School District**

[www.cpcs.k12.ny.us/](http://www.cpcs.k12.ny.us/)

**Norwood-Norfolk Central School**

[www.nncsk12.org/](http://www.nncsk12.org/)

**Potsdam Central School**

[www.potsdam.k12.ny.us/](http://www.potsdam.k12.ny.us/)

### Private and Alternative Schools

**Little River Community School**

[www.littleriverschool.org](http://www.littleriverschool.org)

**St. Mary's School**

[www.cantoncatholics.com](http://www.cantoncatholics.com)

### Area Universities

**St. Lawrence University**

[www.stlaw.edu](http://www.stlaw.edu)

**SUNY Potsdam**

[www.potsdam.edu](http://www.potsdam.edu)

**SUNY Canton**

[www.canton.edu](http://www.canton.edu)

**Clarkson University**

[www.clarkson.edu](http://www.clarkson.edu)

## EMPLOYMENT FOR SPOUSES AND PARTNERS

The Associated Colleges of 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).

## KINDER ACADEMY

Clarkson has entered into a relationship with Kinder Academy in order for University employees to access childcare at affordable rates. Clarkson has secured discounted rates to assist our families and will further supplement these rates based on an employee's annual salary range.

Kinder Academy offers infant care and a full academic curriculum in a nurturing environment for all ages. Children will enjoy fun and festive daily activities in an academic learning facility that is fully-equipped for on-site and online learning. Breakfast, lunch and snacks are provided.

For more information, contact [clarksonhr@clarkson.edu](mailto:clarksonhr@clarkson.edu) or call or email Kinder Academy directly at 315-274-9600, [kinderacademychildcare@yahoo.com](mailto:kinderacademychildcare@yahoo.com).



# LOCAL COMMUNITY

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## TOWN, VILLAGE AND COUNTY OFFICES

### Town of Potsdam

<https://potsdamny.us/>

### Village of Potsdam

<http://vi.potsdam.ny.us/content/>

### Potsdam Chamber of Commerce

<https://www.potsdamchamber.com/>

### St. Lawrence County Government Offices

[stlawco.org](http://stlawco.org)

### New York State Department of Motor Vehicles

St. Lawrence County DMV

80 State Highway 310

Canton, NY 13617

315-386-1408

<https://dmv.ny.gov/office/canton>

### St. Lawrence County Chamber of Commerce

<https://www.visitslcc.com/>

## BANKS

### Community Bank NA

70 Market Street

Potsdam, NY 13676

315-265-4200

[www.communitybankna.com](http://www.communitybankna.com)

### Key Bank

17 Elm St.

Potsdam, NY 13676

315-265-2900

[www.key.com](http://www.key.com)

### NBT Bank

6554 State Highway 56

Potsdam, NY 13676

315-265-9950

[www.nbtbank.com](http://www.nbtbank.com)

### North Country Savings Bank

31 Main Street

Potsdam, NY 13676

315-265-2300

[www.northcountrysavings.com](http://www.northcountrysavings.com)

## CREDIT UNIONS

### Adirondack Regional Federal Credit Union

166 Market Street

Potsdam, NY 13676

315-268-1440

[www.adkcreditunion.com](http://www.adkcreditunion.com)

### Seacomm Federal Credit Union

6 Sisson Street

Potsdam, NY 13676

1-800-764-0566

[www.seacomm.org](http://www.seacomm.org)

## LIBRARIES

### Potsdam Public Library Civic Center

2 Park Street

Potsdam, NY 13676

315-265-7230

[www.potsdamlibrary.org](http://www.potsdamlibrary.org)

### Frederick W. Crumb Memorial Library

SUNY Potsdam

44 Pierrepont Ave.

Potsdam, NY 13676

315-267-2482

### The Crane Music Library

SUNY Potsdam Crane Complex

Potsdam, NY 13676

315-277-3730

## DRY CLEANERS

### Potsdam Laundry and Dry Cleaners

7 Beal Street

Potsdam, NY 13676

315-265-3760

### Tri-Town Cleaners

145 Market Street, Suite 5

Potsdam, NY 13676

315-265-3541

## GROCERY STORES

### ALDI

7495 US Hwy 11

Potsdam, NY 13676

# LOCAL COMMUNITY

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## **IGA**

27 Elm Street  
Potsdam, NY 13676  
315-274-0355

## **Potsdam Food Co-op**

24 Elm Street  
315-265-4630  
www.potsdamcoop.com

## **Price Chopper**

201 Market Street  
Potsdam, NY 13676  
315-265-2165  
www.pricechopper.com

## **Save-A-Lot**

200 Market Street  
Potsdam, NY 13676  
315-265-3659

## **Walmart**

7494 US Highway 11  
Potsdam, NY 13676  
315-268-6900  
www.walmart.com

## **Purple Rice Asian Food Market**

20 Elm Street  
Potsdam, NY 13676  
315-268-0923

## **HOSPITALS**

**St. Lawrence Health System** — Potsdam,  
Gouverneur, Massena  
<https://www.stlawrencehealthsystem.org/>

## **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.

### **Beth-El Congregation**

81 Market Street  
Potsdam, NY 13676  
315-265-7025  
www.potsdamsynagogue.org

### **Church of Jesus Christ of LDS**

21 Castle Drive  
Potsdam, NY 13676

315-265-6228  
www.lds.org

### **Church of the Nazarene**

11 State Highway 72  
Potsdam, NY  
13676 315-265-2198  
www.potsdam-naz.org

### **Christian Fellowship Center**

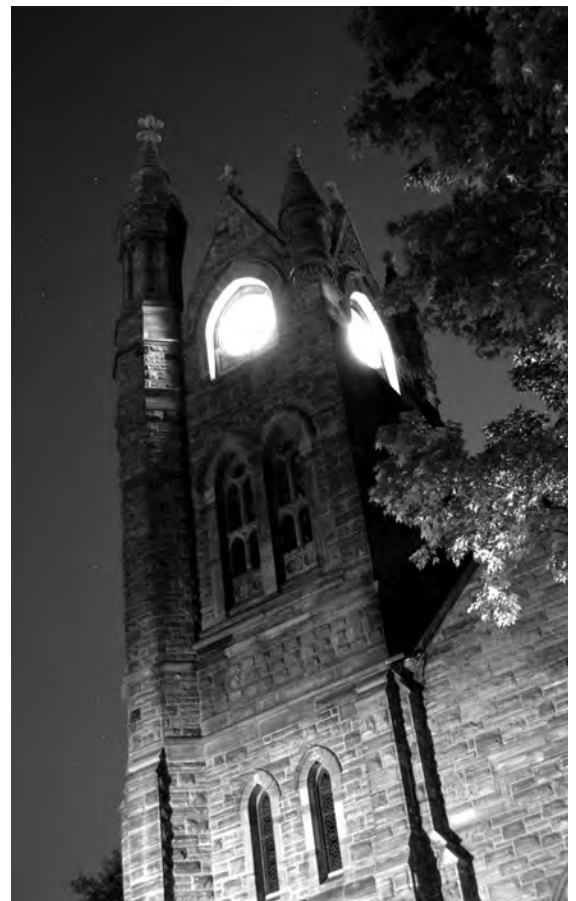
41 Main Street  
Potsdam, NY 13676  
315-262-0222  
cfconline.org

### **Emmanuel Baptist Church**

63 May Road  
Potsdam, NY 13676  
315-265-5340  
www.ebcpotsdam.org/ebc-wp

### **First Church of Christ Science**

28 Elm Street  
Potsdam, NY 13676  
315-265-6711



# LOCAL COMMUNITY

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## **First Presbyterian Church**

42 Elm Street  
Potsdam, NY 13676  
315-265-9434  
[www.potsdampresbyterian.org](http://www.potsdampresbyterian.org)

## **Jehovah's Witnesses**

1087 State Highway 11B  
Potsdam, NY 13676  
315-265-5621

## **Lutheran Church – Holy Trinity**

24 Leroy Street  
Potsdam, NY 13676  
315-268-5464

## **New Hope Community Church**

33 Grant Street  
Potsdam, NY 13676  
315-265-7094  
[www.newhopepotsdam.org](http://www.newhopepotsdam.org)

## **Potsdam Masjid**

110 Elm Street  
Potsdam, NY 13676

## **St. Mary's Catholic Church**

17 Lawrence Ave.  
Potsdam, NY 13676  
315-265-9680

## **Trinity Episcopal Church**

8 Maple Street  
Potsdam, NY 13676  
315-265-5754  
[www.trinitychurchpotsdam.org](http://www.trinitychurchpotsdam.org)

## **United Methodist Church**

26 Main Street  
Potsdam, NY 13676

315-265-7474  
[www.unyumc.org/churches/detail/871](http://www.unyumc.org/churches/detail/871)

## **Unitarian Universalist Church of Canton**

3 ½ Main Street  
Canton, NY 13617  
315-386-2498  
[www.uucantonny.org](http://www.uucantonny.org)

## **PHARMACIES**

### **Kinney Drugs**

200 Market Street: 315-265-2770  
48 Maple Street: 315-262-0529  
[www.kinneydrugs.com](http://www.kinneydrugs.com)

### **Walgreens**

173 Market Street  
315-265-6192  
[www.walgreens.com](http://www.walgreens.com)

### **Walmart**

US Highway 11  
315-268-6917  
[www.walmart.com](http://www.walmart.com)

## **MAILING & PACKAGING SERVICES**

### **United States Postal Office**

21 Elm Street  
Potsdam, NY 13676  
315-265-8500

### **The UPS Store**

200 Market Street, Suite 5  
Potsdam, NY 13676  
315-265-4565





## MUSEUMS

### St. Lawrence Power & Equipment Museum

State Hwy 345  
Madrid, NY 13660  
315-322-8956  
<https://slpowermuseum.com/>

### Potsdam Public Museum

2 Park Street  
Civic Center  
Potsdam, NY 13676  
315-265-6910  
<http://potsdampublicmuseum.org>

### North Country Children's Museum

10 Raymond Street  
Potsdam, NY 13676  
315-274-9380  
[www.northcountrychildrensmuseum.org](http://www.northcountrychildrensmuseum.org)

### Frederic Remington Art Museum

303 Washington Street  
Ogdensburg, NY 13669  
315-393-2425  
[www.fredericremington.org](http://www.fredericremington.org)

## ARTS & THEATERS

### The College Theatre

Satterlee Hall  
SUNY Potsdam  
Ticket Office: 315-267-2796  
School of Drama: 315-267-2545

### The Crane Music Complex

SUNY Potsdam  
Event and ticket information:  
315-267-2CPS (2277)

### The Richard F. Brush Art Gallery

St. Lawrence University  
315-229-5174

### Roland Gibson Gallery

Brainerd Hall  
SUNY Potsdam  
315-267-2481

### St. Lawrence County Art Council

[www.slcartscouncil.org/](http://www.slcartscouncil.org/)



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## LOCAL MEDIA

## NEWSPAPERS

### Daily Courier Observer

315-265-6000  
[www.mpcourier.com](http://www.mpcourier.com)

### North Country This Week

315-265-1000  
[www.northcountrynow.com](http://www.northcountrynow.com)

### Watertown Daily Times

1-800-724-1012  
[www.watertowndailytimes.com](http://www.watertowndailytimes.com)

**Note:** The New York Times and The Wall Street Journal can be purchased at select area locations.

# TRANSPORTATION

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## AIRPORTS

### Syracuse Hancock International Airport

1000 Col. Eileen Collins Blvd  
Syracuse, NY 13212  
315-454-4330  
[www.syrairport.org](http://www.syrairport.org)  
*Approximate travel time from Potsdam: 2.5 hours*

### Adirondack Regional Airport

96 Airport Road  
Saranac Lake, NY 12983  
518-891-4600  
*Approximate travel time from Potsdam: 1.5 hours*

### Massena International Airport

90 Aviation Road  
Massena, NY 13662  
315-769-0719  
[www.flymassena.com](http://www.flymassena.com)  
*Approximate travel time from Potsdam:  
45 minutes*

### Ogdensburg International Airport

Ogdensburg Rd  
Ogdensburg, NY 13669  
315-393-4721  
[www.ogdensport.com](http://www.ogdensport.com)  
*Approximate travel time from Potsdam: 1 hour*

### Plattsburgh International Airport

42 Airport Lane  
Plattsburgh, NY 12903  
518-565-4795  
[www.flyplattsburgh.com](http://www.flyplattsburgh.com)  
*Approximate travel time from Potsdam: 2 hours*

### Watertown International Airport

NYS Route 12F  
22529 Airport Drive  
Dexter, NY 13634  
315-639-3809  
<https://www.watertownairport.com>  
*Approximate travel time from Potsdam: 1.5 hours*

## RENTAL CARS

### Countrywide Rent-A-Car

7513 US Highway 11  
Potsdam, NY 13676  
315-265-1544  
[www.countrywiderentacar.com](http://www.countrywiderentacar.com)

### Enterprise Rent-A-Car

6805 State Hwy 56  
Potsdam, NY 13676  
315-265-0700  
1-888-305-8051  
[www.enterprise.com](http://www.enterprise.com)

## TAXIS

### North Star Taxi

315-262-6522

### Taxi Zero

315-262-0444

### Canton Taxi

315-528-0720

### Madstop Taxi

315-268-8868



# CAMPUS SERVICES

## Main Campus Library

Andrew S. Schuler Educational Resources  
Center (ERC)  
315-268-2292  
askalibrarian@clarkson.edu

## Health Sciences Library

Clarkson Hall (Downtown Campus)  
315-268-4462  
hsl@clarkson.edu  
<https://sites.clarkson.edu/library>

## ATM Locations

- Cheel Campus Center.
- Student Center, First Floor.

## Campus Safety & Security

Andrew S. Schuler Educational Resources  
Center, Suite 1200  
Monday-Friday, 8 a.m.-4 p.m.  
315-268-6666  
safetyandsecurity@clarkson.edu  
*Officers on duty 24 hours daily*

## Post Office/Mailroom

Student Center, Lower Level  
315-268-6416  
studentmail@clarkson.edu  
*Stamps, incoming and outgoing mail and packages (cash or check)*

## UPS, Fed Ex

Shipping & Receiving  
Facilities & Services Building  
42 Market Street  
315-268-6543  
*Monday-Friday, 8 a.m.-3 p.m.; closed for lunch.  
Credit card only*

## Andrew M. Schuler Indoor Recreation Center (IRC) and Alumni Gym

Swimming pool, Jacuzzi, 175-meter running track, four multipurpose courts (basketball, tennis, volleyball, badminton), four racquetball courts, Fitness Center exercise equipment and two saunas. [clarksonathletics.com](http://clarksonathletics.com)

## The Clarkson Trail Network

Clarkson University maintains several miles of recreation trails on campus with the help of numerous groups. During the winter months, there are also several miles of groomed cross-country ski trails. The Clarkson Trail Network is open to the public. <https://clarksonathletics.com/sports/2020/3/20/the-clarkson-trail-network.aspx>

- Mountain bike trails.
- Clarkson Forest (The "Back 40").
- Munter Trail.
- Seven Springs.



# NOTES

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# NOTES

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Clarkson™

Office of Human Resources  
Clarkson University  
Box 5542, 8 Clarkson Avenue  
Potsdam, New York 13699  
315-268-6497  
[clarkson.edu/hr](http://clarkson.edu/hr)