

**Auburn City Council
Regular Meeting
Thursday, February 11, 2021 5:00 P.M.
City Council Chambers
Memorial City Hall
24 South St.
Auburn, NY 13021**

Minutes

The meeting of the Auburn City Council was called to order at 5:00 p.m. via Zoom videoconference from the City Council Chambers, 24 South St. Auburn, NY by Mayor Quill. The meeting was held by videoconference due to the COVID-19 pandemic.

ROLL CALL – The City Clerk called the roll. Councilor Deb McCormick, Councilor Jimmy Giannettino, Councilor Terry Cuddy, Councilor Tim Locastro and Mayor Quill were all present.

The following City Staff was present for the meeting:

- City Manager, Jeff Dygert
- Corporation Counsel, Stacy DeForest
- City Clerk, Chuck Mason
- Police Chief, Shawn Butler
- Fire Chief, Mark Fritz
- City Comptroller, Rachel Jacobs
- City Engineer, Bill Lupien
- Director of Planning and Economic Development, Jennifer Haines
- Director of Municipal Utilities, Seth Jensen
- Police Lieutenant James Slayton
- Senior Planner, Renee Jensen
- Water Meter Service Worker, Joe Sliwka

Pledge of Allegiance to the Flag – Mayor Quill led the Pledge of Allegiance.

Moment of Silent Prayer or Reflection – Mayor Quill asked for a moment of silent prayer.

**Public Announcements –
Chuck Mason**

Thank you, Mayor. We do have just one announcement this evening. For an upcoming meeting in a couple of weeks or about 10 days from now, Monday night February 22, 2021 will be the monthly Zoning Board of Appeals meeting. That meeting will be held virtually via zoom and the meeting details

and agenda will be posted to the city's website and anybody looking to participate can find the information on the website. So that's February 22, with a 7pm. start time for the Zoning Board of Appeals this month.

Mayor Quill

Thank you. And then on Friday, February 19 of this year at 1 p.m. New York State Lieutenant Governor Kathy Hochul will be doing a virtual presentation of the New York State Budget. It is set up so you have to pre register and that can be done to the mayor's office to Rhonda Miller at rmiller@auburn.gov. So, Lieutenant Governor has been a good friend of Auburn and hopefully we will have a good turnout for her. Thank you. Mr. Clerk we have a proclamation this evening.

CEREMONIAL PRESENTATIONS –

WHEREAS, It is the sense of the City of Auburn to honor those institutions within our midst that enhance the quality of life of its citizens; and

WHEREAS, On this day, February 11th, East Hill Medical Center, formally known as Cayuga County Family Planning, was incorporated in 1971;

WHEREAS, East Hill Medical Center has provided medical services to the citizens of Cayuga County and the surrounding areas for 50 years, creating 50 years of positive impact in our communities;

WHEREAS, Over those five decades, East Hill Medical Center has grown and expanded to now have two buildings, and offers primary care in its Adult Medicine Office, care to children in the Summit Pediatrics office, family medicine in Duckett Family Medicine, and dental care in its renovated Dental Office;

WHEREAS, East Hill Medical Center was first certified as a Federally Qualified Health Center in 2012 and a Patient-Centered Health Home in 2019;

WHEREAS, East Hill Medical Center joined the fight against the COVID-19 pandemic by maintaining services during all phases: offering tele-health appointments to keep both clinical staff and patients safe, providing COVID-19 testing, and vaccinating eligible community healthcare workers and residents in accordance to guidance from New York State;

WHEREAS, East Hill Medical Center maintains a focus on the Exceptional Patient Experience by keeping its doors open to everyone seeking care; providing services at the convenience of patients, including evening hours, an after-hours answering service, and offering sliding-scale fees to make sure no one is turned away from the quality healthcare they deserve due to inability to pay;

WHEREAS, Its mission is to ensure that quality healthcare is available, accessible and affordable to every individual in the communities it serves;

NOW, THEREFORE, I, Mayor, **Michael Quill**, of the City of Auburn, do hereby proclaim February 11th, 2021, as **East Hill Medical Center Day**, in the City of Auburn.

In witness whereof I have hereunto set
my hand and caused the seal of the

City of Auburn to be affixed this
Eleventh day of February 2021.

Michael D. Quill, Mayor
City of Auburn, New York

Mayor Quill

Thank you, Council is with us this evening. We have Mr. Keyes Cutler and Miss Jessica Sol to accept the Proclamation. So Mr. Cutler, if you'd like to say a few words, we'd appreciate it.

Keith Cutler

Thank you, Mayor, very much appreciated on behalf of the physicians, nurse practitioners, nurses and all the other staff that support this organization every day. East Hill and its various names over the years has consistently dedicated itself to the betterment of this community from a mental health, mental health, physical health, and certainly psycho-social aspects. And we'll continue to do so, we're reinvesting in the properties that we do have looking down the road for additional properties within the city of Auburn and surrounding communities, to further expand our reach and impact for the people of the city of Auburn and Cayuga County at large, so very much appreciate the proclamation and the recognition. And here's to another 50 years. Very good.

Mayor Quill

Thank you. Thank you for everything you do for our community. It's much appreciated. So Jessica, were you going to say a few words or, you'll be good? Thank you. Thank you for your service. Short and sweet. Thank you. Thank you for being with us. So Mr. Mason, do we have anyone for the public to be heard this evening?

Chuck Mason

None this evening, Mayor.

Mayor Quill

Thank you. Council. We have two sets of meeting minutes.

Approval of Meeting Minutes –

- January 28, 2021 Council Meeting Minutes
Motion to approve the January 21, 2021 minutes by Councilor Cuddy, seconded by Councilor Giannettino. Motion to approve carried 5-0.
- February 4, 2021 Council Meeting Minutes
Motion to approve the February 4, 2021 minutes by Councilor Cuddy, seconded by Councilor Giannettino. Motion to approve carried 5-0.

Reports of City Officials

A. City Manager's Report

City Manager Dygert

Thank you, Mayor. Just a review of some of the current bids and proposals that the city of Auburn is soliciting right at the moment. We are still looking for proposals for water filtration plant upgrades, including design, construction administration, and construction inspection. Those bids are due tomorrow February 12. The State Street Plaza event Plaza development project plans and proposals are due for that on February 24. We have a bid out for fire hydrants due back on February 16. And again, we are helping spread the word for the Cayuga County Industrial Development Agency related to a sewer and sewer force main project that will serve the Cayuga County Industrial Park and increased production for the Cayuga Milk Ingredients. Further detail on all of those projects and proposals is available on the city of Auburn webpage under the tab 'Bids and RFPs'. Last evening, I participated in the Human Rights Commission meeting along with Councilor Cuddy and Corporation Counsel, Stacy DeForrest. Among other topics, there was a significant discussion about the COVID vaccine and what seems like a lack of availability for the elderly and underserved populations, not only in Auburn, but across the state. I did explain to that group that the city is aware of the need and the challenges faced by some of the different groups that were identified, and that we are continuing to work collaboratively with the Cayuga County Health Department to create plans to address the issue. At this point, our challenges and our limiting factors continue to be the lack of vaccine and the restrictions on distribution as mandated by New York State. So again, we've mentioned it on several occasions. The county and the city are ready to go we just lacked vaccine but, to that end, we are having continued discussion with the Human Rights Commission and are planning to meet with them and a few of the other agencies that they represent or collaborate with to share further information and to coordinate communication with New York State in an effort to prioritize vaccine distribution to our community. We've been having, some other staff has been having, some other ongoing discussions related to the current and anticipated housing issues in the city of Auburn. And while we are aware that the New York State executive orders currently prohibit evictions, and that was intended to provide relief for renters struggling financially, we're also aware that at the same time some renters are utilizing those executive orders to avoid paying their rent, even without a financial hardship. Due to loss of revenue and the inability to apply any meaningful influence, has left some of our property owners in a significant financial bind, and has resulted in some landlords neglecting their properties to the point of necessitating condemnation by code enforcement. The situation is certain to create a number of future issues related to the availability of housing, the quality and condition of available housing and the quality and condition of our neighborhoods throughout the city. In order to best understand all aspects of the problem and to identify available programs and solutions, we're working on planning to partner with several groups including landlords, realtors, some financial institution representatives, and various organizations that represent renters, etc. to work through the issue. So this is something that we're already seeing unfold and we expect that as time goes on, we're going to see some of the ramifications of that in our neighborhoods, so we want to try to get ahead of that. Also, earlier this week, Councilor McCormick and Councilor Giannettino joined me and several others, as the group 'Bound West' met to restart their pre-pandemic efforts to promote and support businesses, neighborhoods, and public spaces on the west side of Auburn. The group is in the preliminary stages of organizing and has a great energy and enthusiasm. As the group develops, we expect that there will be various subgroups created that will focus on specific topics or areas. And I'm sorry, Jenny Haines is on the call as well from our planning department and she was also part of that discussion and part of the original group of Bound West. And lastly, the Auburn Police Department

recently submitted their annual Activity Report for 2020. We were asked last week if Chief Butler could give a little rundown on that. And I see Chief Butler and Lieutenant Slayton are both here with us tonight. And I'd ask if they can give us a brief overview of the Auburn Police Department activity for 2020.

Police Chief Butler

Can everybody see my screen? Does the activity report show up? Thank you, manager. Thank you, mayor and council for this opportunity to give this high level overview and I would encourage everybody, obviously, I'm not going to be able to hit on all points of this report, but this is something we've done for a number of years, and I think it really serves as a testament to our staff's dedication to some accomplishments they have made in the previous year. And I want to acknowledge our staff as well for their efforts in putting together this record, it takes a lot of time, it takes a lot of effort. But I think it's very important for our community to really take a deep dive into what we do as an agency. So, with that, I'll just go through some highlights. This, this is my final message as Chief of Police in our annual report. So, it's a bit emotional for me when I wrote that. So, it really means a lot to me. Going through, obviously our vision and mission and that's our core values. Those are very important things to us. This is our command, staff structure. A little bit of history, which is always, every Friday we kind of delve into that on our Facebook page, I think a lot of people enjoy the history. There our 2020 budget gives our, the public we serve, a closer look at how we expend their tax money to provide the service that we do. You also will see this in our annual stats report that's available on our website as well, these, these go into the various calls for service that we go to every year serving the citizens of Auburn. This year, you saw quite a jump. Several thousand of our calls for service, in fact, over 32,000 calls for service. And here's some comparisons in previous years. Our Finger Lakes Drug Task Force, one key note was cash seized was \$481,000 in funds that will be eventually distributed to our department through equitable sharing, which is a huge asset to our agency and to the City of Auburn. This is something new this year and through the governor's reform plan that we are currently looking to unveil in the next couple of weeks. This is something that's very important to our continued efforts of transparency. And we really broke down our use of force statistics. And not only broke it down, but we're publicizing it. Historically, this is not something that was widely publicized. And we're going to take a different approach to this and really put it out there. I would ask everybody to, to look at this and read this. And one thing I want to point out, you'll see 2020, we're tallying the uses of force differently than we have, in the past years that we've tracked them. Specifically, if you look at use of force incidents, you'll see in 2016, was 81 to 93, it just, to real quickly explain, why that change? So, there may, every use of force incident may have multiple officers that are involved, we used to track that as just one incident. And that wasn't an accurate reflection of the use of force. So, every time an officer is involved, we look at that as a separate incident. So, that's why it looks like it's a major jump. But it really is not. It's just how we're tracking the data differently. So, I think that's something that we really want to showcase to the public really, absolutely be transparent and upfront about use of force as that is a topic of interest to our public. New York State accreditation, this is a multi-year project that we've been working on. And I'm hoping that we actually complete this this year and have our first accreditation review by the New York State Department of Criminal Justice Services. This is something that, again, is going to help build that trust and transparency with our public that we serve. Recruitment is ongoing, this slide gives a little overview of where we're at. So, right now we have seven openings. We have a detective that's looking to retire next month. So, we will then be up to eight openings. Manager, if I would, if I could mention real quick, on Saturday, we have our first physical fitness tests for the next batch of recruits, for the newly certified list of police officer candidates. We have 70 I believe,

Lieutenant Slayton, that are slated to attend that physical fitness test on Saturday, so hopefully we get all 70 back that pass and hopefully we can fill those in. Another goal of mine before I retire in July is to have seven recruits in the academy. Now it'd be great to have us fully slated with our budgeted staff numbers this year in 2020. We had five officers hired to assign two detectives, another five are promoted and we had five retirements. I believe Steve Penstone quoted it was 125 years of service, quickly, I'm not going to add it up real quick but 125 years that we lost this year. So, that's huge. New to this year's report, a little biography on each of our new officers. I really like this. I think it gives a little bit of personal feeling to the let the public know who's out there serving them. So, I really like this idea. And I think going forward, we should definitely push that forward. Gives a good look inside of the officers that are patrolling our streets. New this year to our department, we have a certified drug recognition expert. This is something that is above and beyond DWI, this officer is certified in the ability to recognize individuals that are impaired outside of alcohol, so he's specially certified, very aggressive training he had to go through so he can determine if a driver is under the influence of specific narcotics as well as alcohol. So, update on this, we've been working on this drone project for a couple years, we just finally got the actual drone delivered yesterday. So, we're looking to get that policy, procedure and program up and underway very shortly. So, we'll definitely come back to council with an update on that project there. As you're all aware, this is part of our Executive Order (EO) 203 police reform project gives an overview to the public on that whole process, the various social justice events that we participated in this year. An inside look at our Police Chaplain program, unfortunately, we have utilized Mr. Czyz, Pastor Czyz a lot this year, we've had a couple sudden children deaths that not only he would utilize to help with the families of those victims, but it's our officers as well. We have a lot of new officers that have never experienced a child death. And it's never easy for anybody and Mr. Czyz has come in and assisted our agency with dealing with that as well. So, it's very important to have that, available to our officers. Victim specialist program, we kicked off earlier this year, and it is working well. We have an embedded victim specialist in our agency who is an assistant civilian staff mentor member, basically on loan to us from Cayuga Counseling Services, great addition to our resources here at the Auburn Police Department. And just the various different events that we participated in throughout the year. These are some performance measures, some things that we hit, goals that we set, and gives you a little in depth look at metrics that we set out at the beginning of the year, and how we deliver upon those metrics. So, a bunch of different things that were accomplished. And then we set out for 2021, same type of thing, that is goals that are already underway, and that we're working to accomplish by the end of this year. And, unfortunately, the death of our canine officer, canine Pikachu and Charlie Elser as well, who served with our department for many years. With that, that is the high level overview. And if anybody has any questions, I'd be glad to answer that.

Mayor Quill

Question. Questions?

Councilor Cuddy

Chief, I just wanted to say how I'm always impressed with the annual reports and with the Auburn Police Department, but especially now, seeing all the community outreach and the accreditation. And the Auburn Police Department's presence has always been there in the community. And it's only strengthened in recent times, and I just want to thank you for your leadership and the police department as a whole for all that you do for Auburn.

Police Chief Butler

I appreciate it. Councilor, our staff works very hard and is very committed to moving that forward. So thank you.

Mayor Quill

All set Chief? That FBI school made for a nice presentation. Thank you.

Police Chief Butler

That's that's Lawrence Church. I got to get him all the credit. He he did a great job with that and a lot of input from the staff. So, thank you.

Mayor Quill

Thank you. Mr. Dygert. Are you all set? Sir?

City Manager Dygert

I am all set Mayor unless you have any, you or the Council have any questions for me.

Mayor Quill

Councillors?

Councilor Locastro

Just one question, Jeff. Is collecting property tax an issue with landlords at this time.

City Manager Dygert

We haven't necessarily noticed anything right at the moment. That'll play out here in a little while, possibly but I've heard no specific issues right at the moment.

Councilor Locastro

Thank you.

Mayor Quill

Thank you. Thank you, Mr. Dygert. Thank you. Report from members of the Council. Councilors? Seeing no one, we will move along to resolutions.

B. Reports from members of Council

Matters to Come Before Council

A. State Environmental Quality Review Act Resolutions (SEQR)

B. Ordinances – none

C. Local Laws – none

D. Resolutions –

COUNCIL RESOLUTION #23 of 2021

**APPROVING THE SUBMISSION OF THE 2021-2022 ANNUAL ACTION PLAN FOR THE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

By Councilor Giannettino

February 11, 2021

WHEREAS, The City of Auburn is an Entitlement Community for the Community Development Block Grant (CDBG) Program and is required to submit a Five Year Consolidated Plan with an annual statement of objectives and uses of the CDBG Entitlement Program funds; and

WHEREAS, the City of Auburn has prepared 2021-2022 Annual Action Plan outlining the community development activities, objectives and budget for use of funds; and

WHEREAS, the City of Auburn has held public meetings to solicit participation and input into the preparation of both the proposed Consolidated Plan and Annual Action Plan; and

WHEREAS, the City of Auburn Planning Board held a Public Hearing in Council Chambers on November 4, 2020, and the City Council of the City of Auburn, New York held a Public Hearing on January 28, 2021, during the Public Comment period; and

WHEREAS, the City of Auburn published the Notice of the Consolidated Plan and Action Plan on January 10, 2021 to start the local comment period.

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

1. The 2021-2022 Annual Action Plan is hereby approved; and
2. The Mayor is hereby authorized to sign the Application for Federal Assistance and submit the 2021-2022 Annual Action Plan to the U.S. Department of Housing and Urban Development for the CDBG entitlement grant to complete the objectives of the 2021-2022 Annual Action Plan; and
3. The Mayor is hereby authorized to sign the Funding Approval / Agreement with the U.S. Department of Housing and Urban Development necessary to further the objectives of the 2021-2022 Annual Action Plan and all related Subrecipient and other agreements necessary to further the objectives of the Annual Action Plan; and
4. The City Comptroller is hereby authorized to recognize grant revenue and appropriate funding into the correct departmental budget in connection with this Resolution.

Seconded by Councilor Cuddy

	Ayes	Noes	Excused
Councilor McCormick	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

E. Staff Presentations –

- Auburn and Northbrook Apartments Pilot Presentation - Sue Kimmel and David Kimmel, TwoPlus Four Companies.
- VEPO Solutions Backflow Software Presentation – Director of Municipal Utilities, Seth Jensen; Jow Sliwka, Water Meter Service Worker; and, Josh Ordway representing VEPO Solutions. VEPO Solutions, located in Elmsford, NY, is a software and services company focused on providing innovative solutions to water utilities.

TABLED ITEMS - none

OTHER BUSINESS –

Mayor Quill

Any other business from the council?

Councilor Giannettino

Yes. One, one quick thing. Today was the annual New York Conference of Mayors (NYCOM) conference. It was virtual due to COVID. Typically, we would be there this week. I know, I understand that some members of staff did tune in and watch different segments of it. This is typically the time of year where we start dissecting the governor's budget, and pointing out all the inadequacies of it. And this year is no different. In his proposed budget, Aid and Incentives to Municipalities (AIM) is down 2.5%, or for us \$124,000. And I guess he has also zeroed out the Extreme Winter Weather Recovery money. So typically, what we do is create a menu of resolutions that we send to his attention, typically for the AIM funding, the CHIPS money, and then the Arterial maintenance money. I would request that we do that again this year. It's as important now as ever, he continues to task us with more and more responsibility as a local municipality, specifically related to COVID, yet he wants to take additional money away from us. So, I would just ask that we entertain that and bring those resolutions to the floor, hopefully next week.

Mayor Quill

Mr. Dygert, can we work on that? I'm sure the City Clerk would be glad to assist you with that.

City Manager Dygert

Yes. Writing some notes right now. Thank you.

Councilor Giannettino

Thank you, Mayor.

Mayor Quill

Anyone else? Thank you. Mr. Mason, do we have anyone for a second public to be heard?

Chuck Mason

No takers at this time?

Mayor Quill

Thank you. Mr. Dygert. Do you request executive session?

City Manager Dygert

None.

ADJOURNMENT: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 6:24 p.m..

Minutes submitted by:

Chuck Mason, City Clerk

COUNCIL MEMORANDUM

**Memorial City Hall
24 South Street
Auburn, New York 13021**

TO: Honorable Mayor and Members of Auburn City Council

FROM: Jenny Haines, Office of Planning and Economic Development

DATE: February 11, 2021

RE: Auburn and Northbrook Apartments Pilot Presentation - Sue Kimmel and David Kimmel, Two Plus Four Companies

Background

The Auburn and Northbrook Housing Development Fund Company, Inc. and Auburn and Northbrook Apartments, LLC, are proposing to undertake a redevelopment project of 100 residential rental units located at properties commonly known as Northbrook Court Apartments, 169 Murray Street, and Auburn Heights Apartments, 507 Austin Drive. These units would continue to serve persons and families of low income.

Attached for review are a proposed PILOT Resolution and Agreement, as well as a Certificate of Incorporation for the Housing Development Fund Company. It is anticipated that the resolution would be placed on the City Council agenda for consideration on Thursday, February 18, 2021.

Recommendation

Fiscal Impact

The Company is proposing a 40 year agreement, with payments in lieu of taxes in the amount of \$142,000 with an annual percentage increase pursuant to the Operating Cost Adjustment Factor (OCAF) released by the US Department of Housing and Urban Development.

Please let us know if you have any questions or need further information.

AGREEMENT FOR PAYMENT IN LIEU OF TAXES

BETWEEN

CITY OF AUBURN

and

**AUBURN AND NORTHBROOK HOUSING
DEVELOPMENT FUND COMPANY, INC.**

and

AUBURN AND NORTHBROOK APARTMENTS, LLC

THIS AGREEMENT for payment in lieu of taxes, dated this ____ day of _____, 2021, by and between the **CITY OF AUBURN**, a municipal corporation organized and existing under the laws of the State of New York and having its principal office located at Memorial City Hall, 24 South Street, Auburn, New York 13021 (the “City”), **AUBURN AND NORTHBROOK HOUSING DEVELOPMENT FUND COMPANY, INC.**, a not-for-profit corporation organized and existing under the laws of the State of New York and having its principal office c/o Two Plus Four Companies at 6737 Myers Road, East Syracuse, New York 13057 (the “HDFC”) and **AUBURN AND NORTHBROOK APARTMENTS, LLC**, a limited liability company organized and existing under the laws of the State of New York having its principal office located at c/o Two Plus Four Companies at 6737 Myers Road, East Syracuse, New York 13057 (the “Company”).

WHEREAS, the HDFC is a corporation established pursuant to Section 402 of the Not-For-Profit Corporation Law and Article XI of the Private Housing Finance Law (“PHFL”); and

WHEREAS the HDFC has been organized exclusively for the charitable purpose of providing housing accommodations to persons and families of low income; and

WHEREAS, the HDFC is the nominal fee title holder of the Property (defined below) and the Company is the beneficial and equitable owner of the Project (defined below); and

WHEREAS, the Company’s and the HDFC’s plan for the use of the Property commonly known as Northbrook Court Apartments located at 169 Murray Street, Auburn, New York 13021 (Tax ID 109.55-1-2.2) and Auburn Heights Apartments located at 507 Austin Drive, Auburn, New York 13201 (Tax ID 109.54-1-3) and more particularly identified in Schedule A attached hereto and made part hereof consists of the redevelopment of one-hundred (100) residential rental units for persons and families of low-income, constitutes a “housing project” as that term is defined in Section 572 of the PHFL (collectively, the “Project”) and will be located and

situated in the City of Auburn, County of Cayuga and State of New York (collectively, the “Property”); and

WHEREAS, the HDFC is the nominal fee owner of the Property; and

WHEREAS, the HDFC is a “housing development fund company” as that term is defined in Section 572 of the PHFL; and

WHEREAS, the City Council of the City of Auburn, by resolution adopted the ____ day of _____, 2021, approved and authorized the execution of this Agreement;

NOW, THEREFORE, it is agreed as follows:

1. Pursuant to Section 577 of the PHFL, the City hereby exempts from all Local and Municipal Taxes (as defined below) one hundred percent (100%) of the value, both the land and any improvements, 169 Murray Street, Auburn, New York 13021 (Tax ID 109.55-1-2.2) and Auburn Heights Apartments located at 507 Austin Drive, Auburn, New York 13201 (Tax ID 109.54-1-3) and more particularly identified in Schedule A attached hereto and made a part hereof and any improvements now or hereafter constructed thereon. “Local and Municipal Taxes” shall mean any and all real estate taxes levied by any affected Taxing Jurisdiction (as defined in Subdivision 1(b) of Section 577 of the PHFL) which has jurisdiction over the Project and intending to bind the applicable Taxing Jurisdictions to the fullest extent provided under Section 577 of the PHFL.

2. This tax exemption will operate for a period of forty (40) years from the date of the HDFC’s acquisition of said Property as nominee of the Company. This Agreement shall not limit or restrict the Company’s or the HDFC’s right to apply for or obtain any other tax exemption to which it might be entitled upon the expiration of this Agreement.

3. So long as the exemption hereunder continues, the Company will pay to the City, in lieu of taxes, as follows:

(a) Amount: The initial amount of such annual payments in lieu of taxes shall be \$142,000.00 with an annual percentage increase pursuant to the Operating Cost Adjustment Factor (OCAF) released by the U.S. Department Housing and Urban Development annually in the Federal Register. The aforementioned payments shall cover all Local and Municipal Taxes, other than assessments for local improvements and special ad valorem districts, owed in connection with the Property and the Project.

(b) Payable: April 15th of each year, in an amount calculated pursuant to subparagraph (a) above for the prior calendar year, commencing on April 15, 2023, directly to the Assessor of the of the City of Auburn and for further disbursement by the City, at the City’s discretion, among all Taxing Jurisdictions.

(c) Disclosure: The Company shall provide to the City, along with each payment, an annual statement of tenant paid income and Project expenses verified by the managing member of the Company, or such other person as may be authorized by the Company to verify said statement.

4. This Agreement specifically excludes any assessment for local improvements and any special assessments that may be levied against the Property. The Company agrees to pay any such assessments for local improvements and special assessments in addition to the payments described in paragraph “3” above.

5. The failure to make the required payment will be treated as failure to make payment of taxes and will be governed by the same provisions of law as apply to the failure to make payment of taxes.

6. The tax exemption provided by this Agreement will continue for the term described above provided that (a) the Property continues to be used as housing accommodations for persons and families of low income; and (b) that the Company and the HDFC operate the Property in conformance with Article XI of the PHFL.

7. Notwithstanding anything contained herein to the contrary, the City shall furnish or cause to be furnished to the Company and the HDFC and residents of the Project public services and facilities of the same character and to the same extent as are furnished from time to time without cost or charge to other dwellings and inhabitants in the City.

8. All notices and other communications hereunder shall be in writing and shall be sufficiently given when delivered to the applicable address stated above (or such other address as the party to whom notice is given shall have specified to the party giving notice) by registered or certified mail, return receipt requested or by such other means as shall provide the sender with documentary evidence of such delivery.

9. This Agreement shall inure to the benefit of and shall be binding upon the City, the Company, the HDFC and their respective successors and assigns, including the successors in interest of the HDFC and the Company.

10. If any provision of this Agreement or its application is held invalid or unenforceable to any extent, the remainder of this Agreement and the application of that provision to other persons or circumstances shall be enforced to the greatest extent permitted by law.

11. This Agreement may be executed in any number of counterparts with the same effect as if all the signing parties had signed the same document. All counterparts shall be construed together and shall constitute the same instrument.

12. This Agreement constitutes the entire agreement of the parties relating to payments in lieu of taxes with respect to the above-described Property and supersedes all prior contracts, agreements, whether oral or written, with respect thereto.

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IN WITNESS WHEREOF, the City, the Company and the HDFC have caused this Agreement to be executed in their respective names by their duly authorized representatives, all as of the date above written.

DATED: _____

CITY OF AUBURN, NEW YORK

By: _____

Name:

Title: Mayor

DATED: _____

**AUBURN AND NORTHBROOK
HOUSING DEVELOPMENT FUND
COMPANY, INC.**

By: _____

Name: Susan M. Kimmel

Title: President

DATED: _____

**AUBURN AND NORTHBROOK
APARTMENTS, LLC**

By: Lakewood Development II, LLC,
its Managing Member

By: _____

Name: Susan M. Kimmel

Title: Managing Member

STATE OF NEW YORK)
)
COUNTY OF CAYUGA) SS.:

On the ____ day of _____ in the year 2021, before me personally appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity and that by his/her signature on the instrument, the individual or person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

STATE OF NEW YORK)
)
COUNTY OF ONONDAGA) SS.:

On the ____ day of _____ in the year 2021, before me personally appeared **SUSAN M. KIMMEL**, personally known to me or proved to me on the basis of satisfactory evidence to be the individual whose names are subscribed to the within instrument and acknowledged to me that she executed the same in her capacities and that by her signatures on the instrument, the individual or persons upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC

SCHEDULE “A”

PROPERTY DESCRIPTION

RESOLUTION NUMBER
2021-_____

RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF AUBURN AUTHORIZING THE FORMATION OF AUBURN AND NORTHBROOK HOUSING DEVELOPMENT FUND COMPANY, INC. AND EXECUTION OF A TAX EXEMPTION AGREEMENT (“PILOT”) AGREEMENT BY AND BETWEEN THE CITY OF AUBURN, AUBURN AND NORTHBROOK HOUSING DEVELOPMENT FUND COMPANY, INC. AND AUBURN AND NORTHBROOK APARTMENTS, LLC.

WHEREAS, the City of Auburn (the “City”) desires to encourage a sufficient supply of adequate, safe and sanitary housing accommodations to persons and families of low income; and

WHEREAS, Auburn and Northbrook Housing Development Fund Company, Inc. (the “HDFC”) is a not-for-profit corporation established pursuant to Section 402 of the New York State Not-For-Profit Corporation Law and Article XI of the New York State Private Housing Finance Law (“PHFL”); and

WHEREAS the HDFC has been organized exclusively for the charitable purpose of providing housing accommodations to persons and families of low income; and

WHEREAS, Auburn and Northbrook Apartments, LLC (the “Company”) and the HDFC have a plan for the development and use of the property which consists of Auburn Heights and Northbrook Court Apartments which consists of an aggregate one-hundred (100) residential apartments for persons and families of low-income, and which constitutes a “housing project” as that term is defined in Section 572 of the PHFL (collectively, the “Project”), and the Project is commonly known as Northbrook Court Apartments which is located at 169 Murray Street, Auburn, New York 13021 (Tax ID 109.55-1-2.2) and Auburn Heights Apartments which is located at 507 Austin Drive, Auburn, New York 13201 (Tax Map ID 109.54-1-3) (collectively, the “Property”); and

WHEREAS, to finance the HDFC’s acquisition and Company’s development of the Project, the HDFC and Company have obtained (or will obtain) certain construction and permanent mortgage loan financing (“Project Financing”); and

WHEREAS, the HDFC has or will acquire fee title to the Property, as nominee for the Company, and has conveyed (or will convey) its equitable and beneficial interests in the Property to the Company in furtherance of the development of the Project; and

WHEREAS, the HDFC is a “housing development fund company” as the term is defined in Section 572 of the PHFL and Section 577 of the PHFL authorizes the City Council of the City of Auburn to exempt the Project from real property taxes; and

WHEREAS, the Company and the HDFC will be willing to enter into a PILOT Agreement whereby they will make annual payments in lieu of taxes to the City as set forth in the PILOT Agreement presented to this City Council for approval, a copy of which is attached hereto as Exhibit A; and it is

NOW THEREFORE, BE IT RESOLVED, that the Common Council of the City of Cortland hereby exempts the Project and the Property from real property taxes to the extent authorized by Section 577 of the PHFL and approves the proposed Tax Exemption Agreement by and between the City of Auburn, HDFC and Company, in substantially the form attached hereto as Exhibit A, providing for annual payments as set forth in such Tax Exemption Agreement; and it is

FURTHER RESOLVED, that the Mayor of the City of Auburn is hereby authorized on behalf of the City of Auburn to execute and deliver the forgoing Tax Exemption Agreement; and it is

FURTHER RESOLVED, that the City Comptroller, the Supervising Agency as described in Section 572(14) of the PHFL, is authorized to consent to the formation of the HDFC; and it is

FURTHER RESOLVED, that a fully executed copy of the Tax Exemption Agreement will be filed immediately in the Office of the Assessor of the City of Auburn and Office of the Comptroller of the City of Auburn; and it is

FURTHER RESOLVED, that this resolution shall take effect immediately.

Duly adopted by the City of Auburn Common Council
on the _____ day of _____, 2021.

Votes:

Ayes:

Nays:

EXHIBIT A

Approved Form Tax Exemption Agreement attached hereto.

CERTIFICATION

The undersigned, being the duly elected Clerk of the City of Auburn (the “City”), hereby certifies that the attached is a true, correct and complete copy of certain resolutions duly adopted by the Common Council of the City of Auburn on _____, 2021, and such resolutions have not been modified, amended or repealed and are in full force and effect as of the date hereof.

Dated: _____, 2021

Name:

Title: City Clerk

**CERTIFICATE OF INCORPORATION
OF
AUBURN AND NORTHBROOK HOUSING
DEVELOPMENT FUND COMPANY, INC.**

**PURSUANT TO ARTICLE XI OF THE PRIVATE HOUSING FINANCE LAW
AND SECTION 402 OF THE NOT-FOR-PROFIT CORPORATION LAW**

The undersigned, for the purpose of forming a company pursuant to Article XI of the Private Housing Finance Law and the Not-for-profit Corporation Law, both of the State of New York, hereby certifies:

I

The name of the company is Auburn and Northbrook Housing Development Fund Company, Inc., and is hereinafter referred to as the "Company."

II

This Company has been organized exclusively for the charitable purpose of providing housing accommodations to persons and families of low income, which housing accommodations shall be situated in the City of Auburn, County of Cayuga and State of New York. Person of low income shall mean a person who satisfies the definition of person of low income as defined in any federal or state low income housing capital program.

The Company, in furtherance of its purposes, shall have all of the powers enumerated in Section 202 of the Not-for-profit Corporation Law and is empowered to do and perform all acts necessary to accomplish the foregoing purposes, including but not limited to, the execution of a regulatory agreement with a funding agency or any agency or instrumentality thereof, and such other instruments and undertakings as may be necessary to enable the Company to secure the benefits of financing.

All income and earnings of the Company shall be used exclusively for corporate purposes. No part of the net income, net earnings or assets of the Company shall inure to the benefit or profit of any private shareholder, firm, corporation, association or individual (except that reasonable compensation may be paid for services rendered to or for the Company), and no private shareholder, firm, corporation, association or individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Company.

No substantial part of the activities of the Company shall be the carrying on of propaganda, or otherwise attempting to influence legislation (except as otherwise provided by the Internal Revenue Code Section 501(h)). The Company may not participate in, or intervene in (including the publication or distribution of statements), any political campaign on behalf of or in opposition to any candidate for public office.

III

This Company is a corporation as defined in subparagraph (a) (5) of Section 102 of the Not-for-profit Corporation Law. This Company is a charitable corporation under Section 201 of the Not-for-profit Corporation Law.

IV

This article does not alter or expand the statement of purpose and is included for purposes of reference to Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. Notwithstanding any other provisions of these articles, the Company is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and shall not carry on any activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, or corresponding provisions of any subsequent Federal tax law.

V

In the event of the dissolution of the Company or the winding up of its affairs, the Company's property after payment of necessary expenses thereof shall be conveyed or distributed to such organization or organizations created and operated for non-profit purposes substantially similar to those of the Company and which shall qualify under §501(c)(3) of the Internal Revenue Code of 1986, as amended, provided that a distribution of assets may not be made to a corporation or organization created for religious purposes, and such distribution shall be subject to an Order of a Justice of the Supreme Court of the State of New York, provided, however, that the Company shall at all times have the power to convey all of its property to New York State Division of Homes and Community Renewal (HCR), New York State Housing Finance Agency (HFA) and/or State of New York Mortgage Agency (SONYMA).

VI

If the Company receives a temporary loan or advance from New York State Homes and Community Renewal and/or the Housing Development Fund, or a municipal housing development fund, as established by, or pursuant to, Article Eleven of the Private Housing Finance Law, it shall be authorized to enter into an agreement with the Commissioner of Homes and Community Renewal of the State of New York, or the Supervising Agency as the case may be, providing for regulation with respect to rents, profits, dividends and disposition of property or franchises.

VII

If the Company receives a temporary loan or advance from New York State Homes and Community Renewal and/or the Housing Development Fund, or a municipal housing development fund, as established by, or pursuant to, Article Eleven of the Private Housing Finance Law, the Commissioner of Homes and Community Renewal of the State of New York, or the Supervising Agency, as the case may be, shall have the power, if, in his, or its, discretion, he, or it, determines either that such temporary loan or advance is in jeopardy of not being repaid, or that the proposed housing project for which such temporary loan or advance was made is in jeopardy of not being constructed, to appoint to the board of directors of such Company a number of new directors, which number shall be sufficient to constitute a majority of such board, notwithstanding any other provision of this Certificate of Incorporation or any other provision of law.

VIII

Nothing contained in the Certificate of Incorporation shall authorize the Company to undertake or carry out any of the activities specified in paragraphs (a) through (v) of Section 404 of the Not-for-profit Corporation Law.

IX

If the Company receives a payment, grant or loan from New York State Homes and Community Renewal and/or the Housing Trust Fund Corporation, the Housing Trust Fund Corporation shall have the power, if, in its discretion, it determines either that any such payment, grant or loan is in jeopardy of not being repaid, or that the proposed housing project for which the payment, grant or loan was made is in jeopardy of not being constructed or not being operated in compliance with the terms of the payment, grant or loan, to appoint to the Board of Directors of such Company a number of new directors, which number shall be sufficient to constitute a majority of such board, notwithstanding any other provision of this Certificate of Incorporation.

X

The project owned by the Company and located in the City of Auburn, County of Cayuga and State of New York shall be the sole asset and business purpose of the Company.

XI

This Certificate of Incorporation may not be altered, amended or dissolved without the consent of both the funding agency, if any, and the Supervising Agency as described in Section 572(14) of the Private Housing Finance Law.

XII

The office of the Company is to be located in the County of Onondaga and State of New York.

XIII

By-laws of the Company may be adopted by the directors of the Company any regular meeting or at any special meeting called for that purpose, so long as they are not inconsistent with the provisions of this Certificate of Incorporation, Article Eleven of the Private Housing Finance Law, or the By-laws of the directors.

XIV

The number of directors of the Company shall be not less than three nor more than eleven. The exact number of directors shall be set forth in the By-laws.

XV

The names and office addresses of the initial directors of the Company are:

<u>Name</u>	<u>Address</u>
Susan M. Kimmel	c/o Two Plus Four Companies 6737 Myers Road East Syracuse, New York 13057
David Kimmel	c/o Two Plus Four Companies 6737 Myers Road East Syracuse, New York 13057
Tara Miller	c/o Two Plus Four Companies 6737 Myers Road East Syracuse, New York 13057

XVI

The Secretary of State is hereby designated as the agent of the Company upon whom process against it may be served. The post office address to which the Secretary of State shall mail a copy of any process against the Company served upon him as agent of the c/o Two Plus Four Companies, 6737 Myers Road, East Syracuse, New York 13057.

XVII

The duration of the Company shall be perpetual from the date of filing of this Certificate of Incorporation with the offices of the Secretary of State.

[Signature on Following Page]

IN WITNESS WHEREOF, the undersigned incorporator, being at least 18 years of age, has made and subscribed this Certificate and hereby affirms that the statements herein are true under the penalties of perjury.

DATED: _____, 2021

John N. Vagianelis, Esq., Incorporator
Mazzotta & Vagianelis, P.C.
9 Washington Square
Albany, New York 12205

**Consent to Certificate of Incorporation and Organization of Auburn and Northbrook
Housing Development Fund Company, Inc. as a Housing Development Fund Company
Pursuant to Article XI of the Private Housing Finance Law**

I, Rachel Jacobs, am the Comptroller of the City of Auburn, Cayuga County, New York, and as such, I am the Chief Fiscal Officer of the City of Auburn and thus the Supervising Agency as described in Section 572(14) of the Private Housing Finance Law. As the Supervising Agency, I have reviewed the attached Certificate of Incorporation of Auburn and Northbrook Housing Development Fund Company, Inc., and I hereby approve and consent, pursuant to Section 573(5) of the Private Housing Finance Law, to the filing of the same.

Rachel Jacobs, City Comptroller

Dated: _____, 2021

COUNCIL MEMORANDUM

**Memorial City Hall
24 South Street
Auburn, New York 13021**

TO: Honorable Mayor and Members of Auburn City Council

FROM: Seth Jensen, Municipal Utilities

DATE: February 11, 2021

RE: VEPO Backflow Software Presentation – Seth Jensen and Josh Ordway
(VEPO)

Background

VEPO Backflow Software presentation is attached.

Recommendation

Fiscal Impact

Backflow/Cross Connection Program Automated

CITY OF AUBURN



Memorial City Hall – 24 South Street – Auburn, New York – 13021

VEPO
CROSSCONNEX

Why Have a Cross Connection Program

Protect your most precious resource



State, County, and Local Requirements

- DEP/DOH – Hazardous protection, more stringent
- Water providers are required to keep test and maintain records



Provide High Quality Safe Potable Water

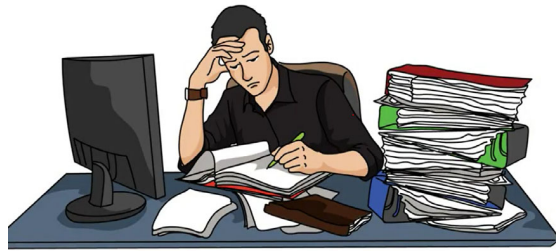


Avoid Contaminants/Pollutants

Auburn's Current Backflow Program

1. Water Utility Generates Letters

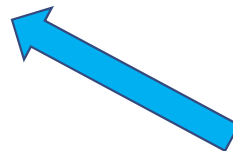
2. Sends them to Customers via Mail



3. Customer Schedules Tester



4. Tester Performs Test



5. Tester Submits
Test to Utility

**VIA FAX
OR EMAIL**



Typical Backflow Test Reports From Testers

NEW YORK STATE DEPARTMENT OF HEALTH
Bureau of Public Water Supply Protection
Hempstead, 547 River Street, Room 400
Tarry, New York 11580-3215

Report on Test and Maintenance of Backflow Prevention Device

Please use a separate form for each device.

For the year 2019
☐ Initial test - Complete entire form
☒ Annual test - Complete Part A only

Public Water Supply: GARDEN CITY PARK WATER Account No. _____ County: _____ Block: _____ Lot: _____

Facility Name: GARDEN CITY PARK WATER Location of Device: FRONT DRIVE
 Address: 1000 100th STREET, GARDEN CITY PARK, NY 11546 could not read anything on this form

Device Information: Manufacturer: WATKINS Type: RPZ Model: 500 Size (in inches): 1/2 Serial Number: 3030000

Check Valve No. 1: Leaked ☒ Closed light ☒ Pressure drop across first check valve: _____ psi

Check Valve No. 2: Leaked ☐ Closed light ☒ Pressure drop across first check valve: _____ psi

Differential Pressure Relief Valve: Opened at _____ psi

Test before repair: Leaked ☒ Closed light ☒ Pressure drop across first check valve: _____ psi

Describe repairs and materials used: _____

Repaired by: _____ Date repaired: _____

Final test: Closed light ☐ Closed light ☐ Pressure drop across first check valve: _____ psi

Water Meter Number: 80647416 Meter Reading: 37500574 Type of Service: (check one) ☒ Domestic ☐ Fire ☐ Other _____

Remarks (Describe deficiencies: typewritten, entries before the device, connections between the device and point of entry, missing or inadequate signage, etc.) _____

Certification: This device ☒ meets, ☐ does NOT meet, the requirements of an acceptable condition at the time of testing. I hereby certify the foregoing data to be correct.

Print Name: ANTHONY TOMA Registered Tester No.: 5466 Signature: _____ Date: 01/31/2022

Property owner (or owner agent) certification that test was performed: _____

Print Name: _____ Signature: _____ Date: _____

Certification that installation is in accordance with the approved plans. (To be completed by the design engineer or architect or water engineer.)

I hereby certify that this installation is in accordance with the approved plans.

Name: _____ Title: _____ Date: _____ NYS DOH Log # _____

License Number: _____ Phone: _____

Representing: _____ Describe minor installation changes: _____

Address: _____ City: _____ State: _____ Zip: _____

Signature: _____

NOTE: Send one completed copy to the designated health department representative and one copy to the water supplier within 30 days of the testing device. Notify owner and water supplier immediately if device fails test and repairs cannot immediately be made.

DOH-101308(1)

DOH 101308 (12/00/03) 10"

Report on Test and Maintenance of Backflow Prevention Device

For the year 2019
☐ Initial test - Complete entire form
☒ Annual test - Complete Part A only

Public Water Supply: WATKINS Account No. _____ County: _____ Block: _____ Lot: _____

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Address: _____ City: _____ State: _____ Zip: _____

Signature: _____

NOTE: Send one completed copy to the designated health department representative and one copy to the water supplier within 30 days of the testing device. Notify owner and water supplier immediately if device fails test and repairs cannot immediately be made.

DOH-101308(1)



Eliminate All Paperwork – Letters and Test Reports

Completely Automate the Backflow Program

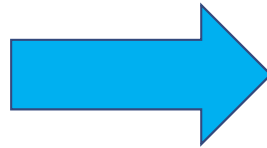
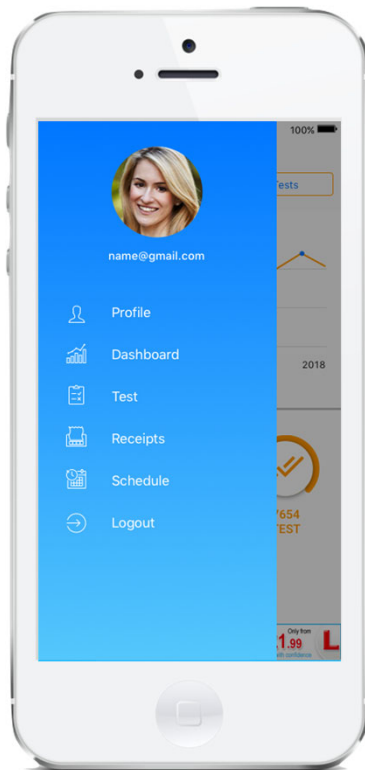
Electronic Notifications

Achieve 100% Compliance

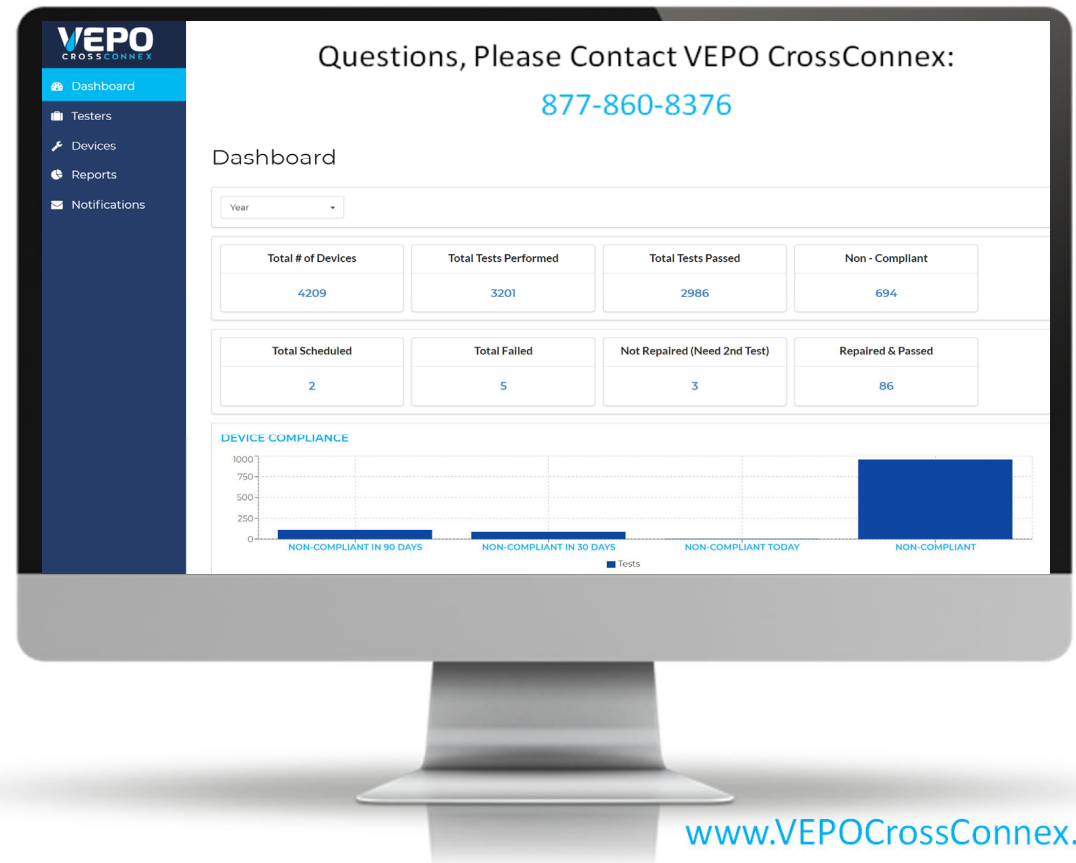
Reduce/Eliminate all Admin Costs for Backflow

No Cost to the City of Auburn

Mobile App



Utility Dashboard



Testers Benefit Too!

- ✓ Mobile App available for iOS and Android
- ✓ Completely paperless data entry
- ✓ Electronic signature feature
- ✓ Electronic payment for independent testers



Design

Simple user interface



Notification

Annual reminder of individual tests that are due



Routing

Optimize order of scheduled tests

Why Use Software and Services?



Save Money

- **NO CHARGE** for Utility
- No human capital required



Save Time

- File all paperwork with DOH
- No Utility contact with testers
- Testers schedule all appointments



Full Compliance

- Fully prepared annual or semi-annual reports
- Track all assemblies
- Archive all reports
- Notify testers and customers when a test is due



The Alternative to Managing Your Cross-Connection Program. Simple, Easy, and Potentially FREE!

5 Key Elements of an Effective Backflow Program

- ✓ Establish a local authority
- ✓ Provide awareness through public education
- ✓ Maintain a well-trained staff
- ✓ Keep records and documentation (VEPO)
- ✓ Operate an effective enforcement policy





THANK YOU



www.VEPOCrossConnex.com

COUNCIL MEMORANDUM

**Memorial City Hall
24 South Street
Auburn, New York 13021**

TO: Honorable Mayor and Members of Auburn City Council

FROM: Shawn Butler, Auburn Police Department

DATE: February 11, 2021

RE: Auburn Police Department 2020 Annual Report - Shawn Butler, Police Chief

Background

Shawn Butler, Police Chief will discuss the Auburn Police Department's 2020 Annual Report. The 2020 Annual Report is attached.

Recommendation

Fiscal Impact

Auburn Police Department



2020 Annual Report



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Chief's Message



In my final message that accompanies our department's 2020 annual report, I would like to first reflect on what an absolute honor and privilege it has been for me to serve the citizens of the City of Auburn for the last 25 years. My policing profession has fulfilled me more than I could have ever imagined. Unfortunately during my career, I have seen some of the very worst of humanity, but I have also had a front row seat to witnessing how our officers have been able to help the most vulnerable in our community in their most desperate times of need. Collectively through our amazing team effort, we have also had the opportunity to lead this agency through some amazing transformations that has set us on a continued positive trajectory toward success well into the future. This in turn has also created a dynamic culture shift internally whereby we are ever focused on delivering daily upon our core values of ***Respect, Excellence, Compassion, Integrity, Teamwork, and Accountability.***

This past year has tested our spirit. Our country has been troubled by both a global pandemic and social unrest that has placed the spotlight on our need to do better in both arenas. However, because the City of Auburn is unique in our collaborative energies and partnerships, what could have divided and destroyed our community proved to unite and strengthen our resolve to persevere. Focusing on our distinct ability to

overcome adversity, we were a beacon of hope for other communities nationwide that proved if we were willing to listen to others, understand different perspectives, work together as a team and treat each other with dignity and respect, there was nothing that we could not accomplish or overcome.

One of my primary goals as your Chief of Police was to ensure the Auburn Police Department and its personnel were the best trained, best equipped and one of the best led police agencies. I had the distinct honor to not only promote many of our leadership team but also transform our hiring process to ensure we hired the very best candidates to serve our community. Though every goal I personally set out to accomplish has yet to be fully realized, I believe our team has created a path for success, such as attaining our New York State Accreditation certification by the end of 2021.

I am also so very proud of the men and women of the Auburn Police Department to include both our sworn and professional staff members. Their resolve, tenacity, and determination to undergo necessary change for the advancement of our profession and department are a testament to the pride they have in serving their community and upholding the core values of our noble profession.

Though I am sad to leave my family with the City of Auburn, the time has come for me to pass the torch. I look forward to watching from afar as the next generation of leaders carry's our department forward and into the future. I thank each and every one of your for your support during my career as it has given me the courage to push forward even though the challenges were often overwhelming.

I wish the City of Auburn residents and staff my very best!!

Shawn I. Butler – Chief of Police

"Retirement is not the end of the road. It is the beginning of the open highway." (unknown)

VISION

To be a model of community policing that creates positive relationships with the citizens of Auburn and constantly evolves and adapts to changing community needs.

MISSION

To enhance the quality of life in the City of Auburn by working cooperatively with the citizenry to enforce the laws, preserve the peace, and provide for a safe environment.

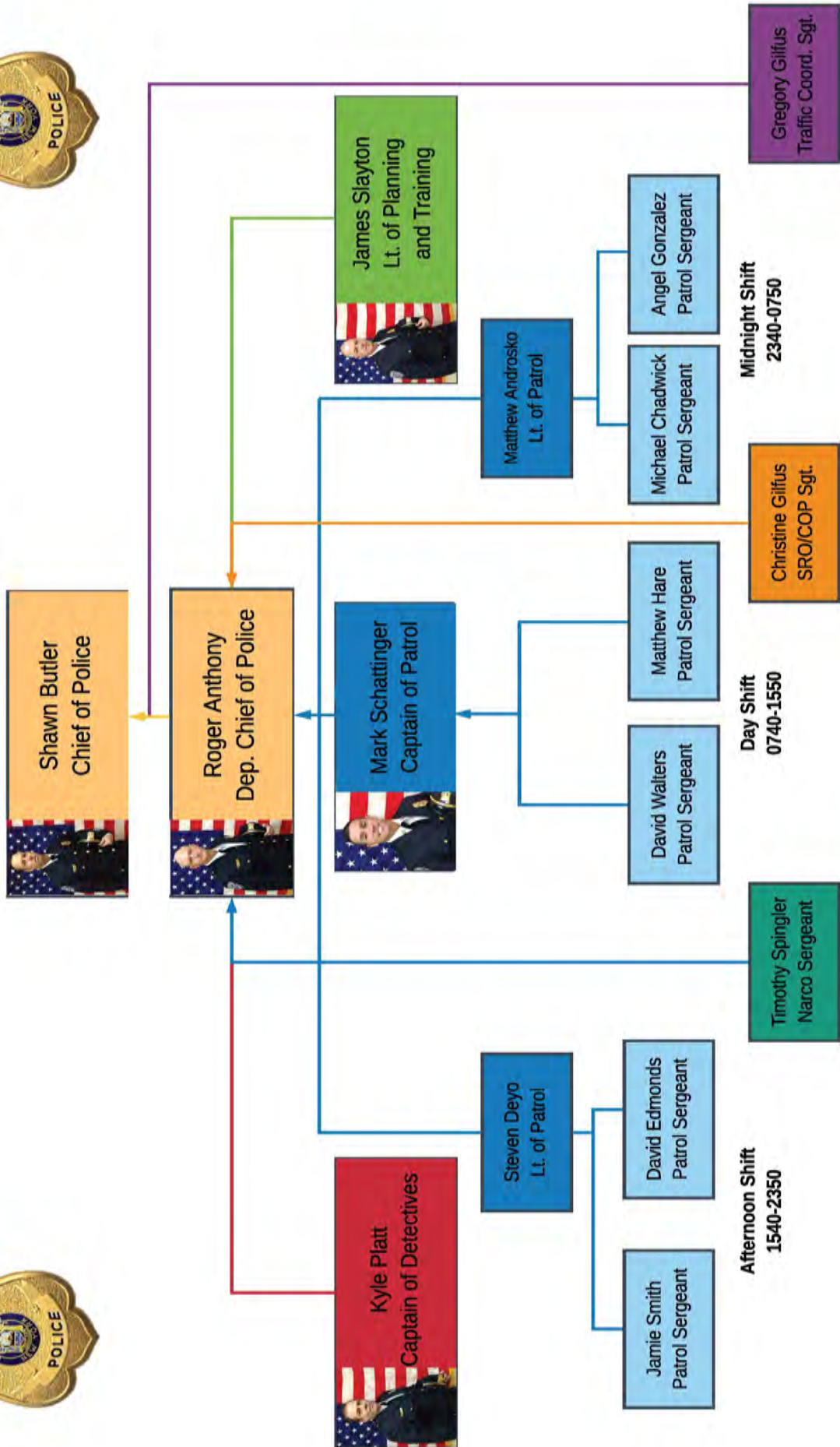
CORE VALUES

- ➔ RESPECT
- ➔ EXCELLENCE
- ➔ COMPASSION
- ➔ INTEGRITY
- ➔ TEAMWORK
- ➔ ACCOUNTABILITY



Auburn Police Department

Command & Supervisory Staff





Auburn Police History

On April 11, 1848, the mayor of the newly formed city, Auburn, submitted a list of standing committees. On the list was the Committee on Police and Licenses. The following month, the committee hired Jacob Sheiver as constable.

In November of 1848, a position of city marshal was created, with duties including aiding the mayor in faithful execution of the bylaws and ordinances of the city.



By 1855, the city had a justice of the peace, city marshal, and constables. In May 1858, a petition from City Marshal, Joseph White, asked to hire a special policeman at \$1.25 per day. The motion passed, and the city had its first policeman. In 1869, the charter was changed to read that the mayor could appoint up to 12 policeman.



In 1879, C. W. Jennings was appointed Auburn's first Chief of Police. He was responsible for the new badges that resembled a shield, which were inscribed, "Auburn Police." Jennings resigned in 1882 because, as he stated, the commissioners had ignored every applicant he had recommended for the position on the force.

Around the clock coverage began in the late 1890's, giving the city 24 hour protection.

At its inception and up until 1930, the department offices were in the city hall at the corner of North and Franklin Street. In 1930, the old city hall was taken down and the current police department was built in its place, at 46 North St.



The interior of the police department has changed quite a bit. Once a shooting range in the basement, the room currently serves as a weight room. In the late 1980's the three-car garage was converted to offices for the desk sergeant, patrol captain, and switchboard operator / dispatcher.



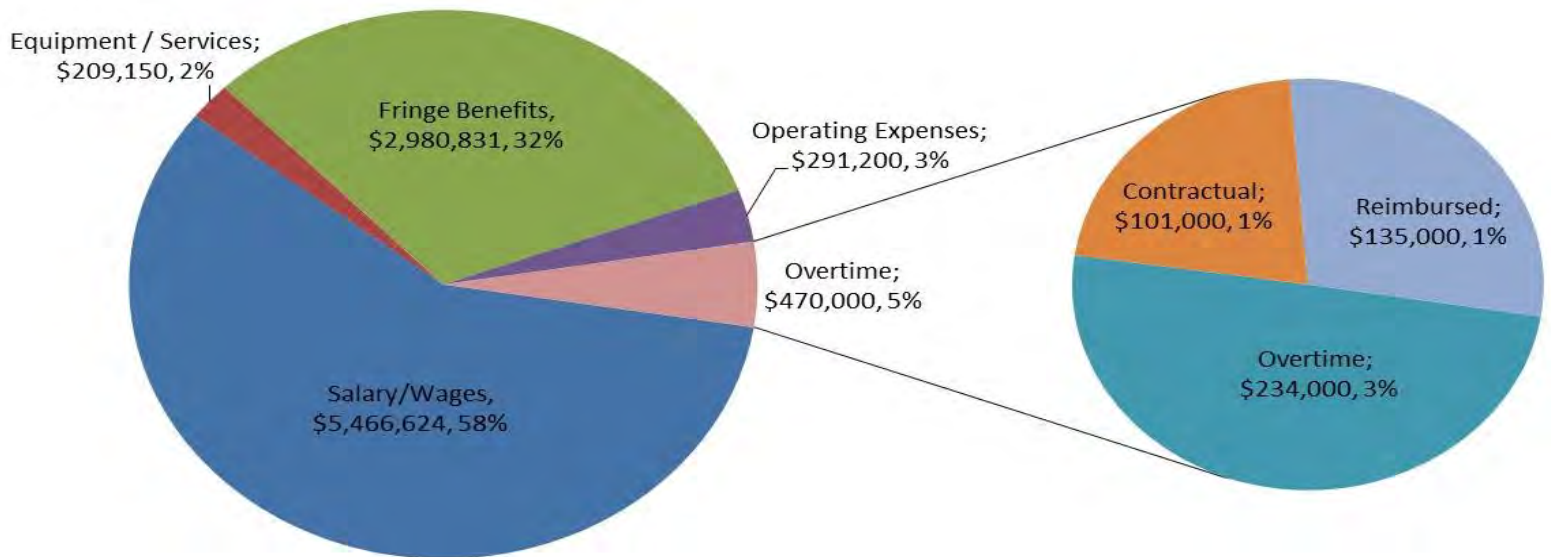
Auburn City Court had its courtroom on the first floor of the police department until moving into the old post office building on Genesee St. The area is now occupied by the Records Office.

***above info gathered from *Auburn Police*, written by retired Auburn Police Sergeant, Joseph E. DiVietro Jr.**



2020 Budget

Category	Line Item		Budget Amount	Budget %
Salaries & Wages			\$5,466,624	58%
Employee Benefits			\$2,980,831	32%
	Retirement - Police	\$1,255,217		
	Health Insurance	\$1,009,170		
	Social Security & Medicare	\$460,014		
	Retirement - General	\$75,917		
	Dental Insurance	\$64,456		
	Sick Incentive	\$45,000		
	Uniform Allowance	\$31,635		
	207C	\$20,000		
	Vision - Police	\$9,925		
	Workers Comp- CSEA	\$7,862		
	Vision - CSEA	\$1,635		
Overtime			\$470,000	5%
	Operational	\$234,000		
	Reimbursed	\$135,000		
	Contractual	\$101,000		
Operating Expenses			\$291,200	3%
Equipment/Services			\$209,150	2%
TOTAL BUDGET			\$9,417,805	





Patrol Division

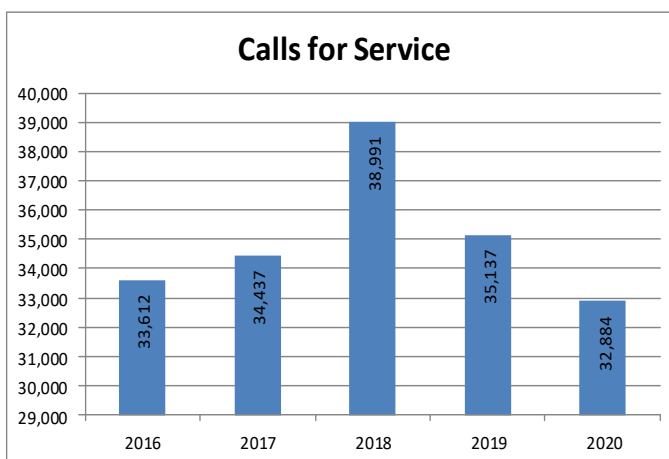
Our patrol officers represent the largest bureau of our department. Often the only members whom the public interacts with, patrol represents our whole department and are tasked with making a good first impression to those they come in contact with. Our patrol officers strive to always be polite, maintain a professional demeanor, and to assist all those in need.

The patrol division operates all day, every day of the year to respond to 911 calls, enforce traffic, and serve our community in any way they can. Through community engagement, officers strive to form relationships and build trust with Auburn's citizens and to reduce the stigma often related to police officers.

With the many retirements our department has faced over the past several years, new faces have joined our patrol lineup, as our department has faced increased challenges recruiting new officers.

2020 Total Calls for Service

→ 32,884



2,367



Traffic Stops

1,027



Adult Arrests

972



Vehicle Accidents

512



Warrants Executed

10,394



Parking Tickets

10



New Hires

5



Retired Officers

120



Burglaries

229



Drug Investigations

1413



Domestic Invest.



Finger Lakes Drug Task Force

NEW CASES
117

CHARGES
63

10

firearms seized

9,794 grams

marihuana seized

13 grams

heroin seized

146 doses

controlled substances seized

18 grams

molly seized

\$481,397

cash seized





Use of Force

In 2020, the Auburn Police Department reported 249 use of force (UOF) incidents, out of a total 32,884 calls for service, amounting to .76% of the total. The below charts break down the different categories of UOF, as well as UOF incidents by race and gender, for the last five years. Note “hands on” means involving direct movement, intervention or re-direction of an individual. A use of force report is written every time an officer uses force, no matter the amount used, against an individual.

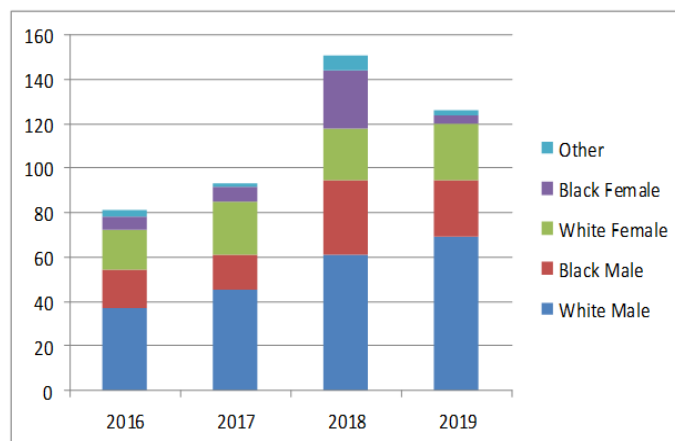
Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. Per our policy, an officer who observes another officer use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

As listed in our departmental policy and procedure, officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Officers receive a minimum of 24 hours of use of force training each year, which including topics such as: firearms training (two times per year), de-escalation training, utilizing less than lethal force training, controlling situations, and mental health training.

* In 2020, APD changed the way it calculated use of force incidents for a more accurate and transparent recording of incidents. Previously, each incident was counted as one use of force event. Many times, there are multiple officers involved with a use of force incident involving an individual. Going forward, each officer who uses force against an individual will be calculated as a separate incident. As an example, if three officers are called to an incident involving one individual, and two of them use hands-on uses of force, while the third displays their Taser, this would count as

three (3) separate uses of force (two hands-on and one Taser display), and not one as previously recorded.



Use of force, by race and gender

	2016	2017	2018	2019	2020*
Calls for Service	27,156	28,435	28,080	25,587	32,884
UOF Incidents	81 (.30%)	93 (.33%)	134 (.48%)	126 (.49%)	249 (.76%)
Hands-On	74 (91.4%)	79 (84.9%)	93 (69.4%)	103 (81.7%)	192 (77.1%)
Taser Displayed	3 (3.7%)	3 (3.2%)	10 (7.5%)	10 (7.9%)	11 (4.4%)
Taser Deployed	4 (4.9%)	4 (4.3%)	7 (5.2%)	4 (3.2%)	5 (2.0%)
Taser Drive Stun	2 (2.5%)	0 (0%)	2 (1.5%)	0 (0%)	0 (0%)
OC Spray	5 (6.2%)	6 (6.5%)	6 (4.5%)	3 (2.4%)	9 (3.6%)
Baton	0 (0%)	1 (1.1%)	0 (0%)	0 (0%)	0 (0%)
Firearm Displayed	0 (0%)	0 (0%)	31 (23.1%)	25 (19.8%)	54 (21.7%)
Firearm Used	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)

Race and Gender	2016	2017	2018	2019	2020
Black Female	6 (7.4%)	7 (7.5%)	9 (6.7%)	4 (3.2%)	8 (6.4%)
Black Male	17 (21%)	16 (17.2%)	34 (25.4%)	26 (20.6%)	27 (21.6%)
White Female	18 (22.2%)	24 (25.8%)	23 (17.2%)	25 (19.8%)	27 (21.6%)
White Male	37 (45.7%)	45 (48.4%)	61 (45.5%)	69 (54.8%)	62 (49.60%)
Other	3 (3.7%)	1 (1.1%)	7 (5.2%)	2 (1.6%)	1 (.0.8%)



NYS Accreditation

In July of 2018, the Auburn Police Department embarked on a multi-year project to obtain New York State Law Enforcement Agency Accreditation for the first time in our department's history. Accreditation provides a law enforcement agency with a mechanism with which to evaluate and improve the overall effectiveness of their agency and the performance of their staff; and gives formal recognition to agencies that meet or exceed general expectations of quality in the law enforcement field.

In order to be considered as an accredited agency, Chiefs of Police and other agency program staff must be able to clearly demonstrate that they have developed, implemented, and adhered to a variety of sound policies that comply with the 110 standards set forth by the New York State Division of Criminal Justice Service Accreditation Council in the areas of administration, training, and operations.

Over the past two years, our agency has reviewed all of our policies and procedures, modernizing outdated ones, and making appropriate changes in relation to the accreditation standards. We expect to become an accredited agency by the end of 2021.



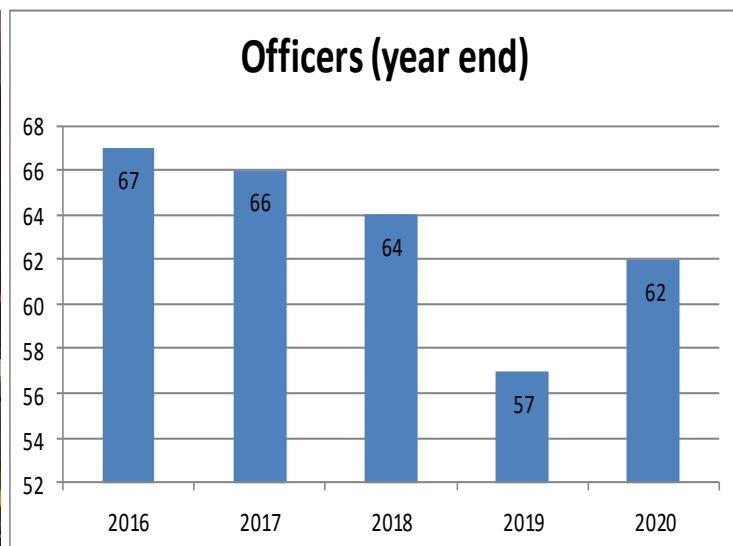


Recruitment



The Auburn Police Department spent the early months of 2020 recruiting the most qualified individuals to fill the thirteen vacancies that were left due to retirements. We had a successful pool of 189 qualified candidates that eventually dwindled down as the process evolved, leaving us with nine recruits that made it through the process and graduated their respective academies. This year and due to many factors, to include the COVID-19 pandemic, we had to send our police recruits to various police academies across Central New York for their Basic Course in Policing. All of our recruits have successfully graduated their respective police academies and have returned to APD to begin the next phase of requirements, the field training phase. As of the end of December 2020, four recruits have completed their field training program while the other five recruits are in the middle of their field training program.

Throughout 2020, members of the Auburn Police Department along with Chief Butler and Deputy Chief Anthony, were out recruiting for the next civil service exam which was scheduled for late September 2020. This year's recruiting was especially difficult due to the COVID-19 pandemic and incidents that happened across the country. We were successful enough to have 128 individuals sign up to take the civil service exam. As of the time this report was published, the Auburn Police Department is looking to hire 7 new police officers and plan on sending the best qualified candidates to an academy in the spring of 2021.





Employee Recognition

NEW OFFICERS

Michaela Tanner	(01/17/2020)	Nikoli Biljanoski	(06/25/2020)
Eric Leach	(01/17/2020)	Stephen Bennett	(06/25/2020)
Luke Parker	(01/17/2020)	Patrick LaGrow	(06/25/2020)
Connor Gray	(03/26/2020)	Jeffrey Gardner	(06/25/2020)
Alexa Smalley	(03/26/2020)	Megan Palermo	(11/06/2020)

ASSIGNMENTS

James Frost, Detective	(08/15/2020)
Adam Rivers, Detective	(12/06/2020)

PROMOTIONS

Kyle Platt, Captain of Detectives	(06/22/2020)
Matthew Androsko, Patrol Lieutenant	(07/01/2020)
James Smith, Patrol Sergeant	(04/12/2020)
Michael Chadwick, Patrol Sergeant	(06/01/2020)
Angel Gonzalez, Patrol Sergeant	(11/14/2020)

RETIREMENTS

Gregory Dann , SRO Sergeant (31 years)	(04/03/2020)
Joseph DiVietro, Patrol Sergeant (29 years)	(05/13/2020)
James Moore, Captain of Detectives (25 years)	(06/30/2020)
Meagan Kalet, Detective (20 years)	(08/14/2020)
Stephen McLoughlin, Patrol Officer (20 years)	(08/29/2020)



Meet our New Officers



Eric Leach, Patrol Officer

“ I am originally from Phoenix, Arizona until my family moved to the Central New York area when I was younger. While attending Weedsport High School, I knew that I wanted to be a cop. While in high school, I attended what was formally known as the New Visions Legal Program at BOCES which was renamed as the Criminal Justice Program. After high school I attended Onondaga Community College and began working toward an associate’s degree in Criminal Justice. After my first semester, I took a break from college to enter the Air Force National Guard in the Security Forces unit. Unfortunately, after a short year and a half, I received a medical discharge. After I came home, I began working at Cayuga Centers here in Auburn NY until I finished my career there after almost 4 years after receiving a job working for NYS in a Juvenile Detention Facility. While working for NYS, I served on the Rapid Response Team for most of the two years that I was there, which is where I believe that I received a majority of the experience that was needed to feel comfortable stepping into the position as a Police Officer. I look forward to a long career with Auburn and wish to eventually join the Emergency Response Team at some point in my career. ”



Stephen Bennett, Patrol Officer

“ I’ve had the privilege of living in Auburn my entire life. I graduated from Auburn High School in 2016 and during my time there I played baseball and basketball. While playing baseball, I was a member of the 2014 Section III Championship team. After graduating, I continued my academics at Canisius College where I majored in Criminal Justice and minored in Sociology and Forensic Psychology. I was also a member of the Canisius College baseball team that won the 2018 MAAC Championship and participated in the NCAA regionals in Minneapolis, Minnesota. Being a part of the Auburn Police Department means that I can give back to the community that has given me many opportunities throughout my life. Throughout my career my goals are to protect and serve the City of Auburn, to be an active member in the department’s community policing initiatives and to try and make a positive impact on someone’s life each and every shift. ”

Nikoli Biljanoski, Patrol Officer



“ I graduated from Keuka College in 2020 with a Bachelor's Degree in Political Science and History. While attending college, I played for the lacrosse team as a goalie, earning a captain position my junior and senior year, participated on the school esports team, also earning a captain position, participated in Political Science Club, and was the President of Investments Club. I started my journey of becoming a Police Officer shortly after graduating from Keuka, and began the Police Academy on June 29th. I have always had a calling to help others in need and felt this would be the most effective way to do so. Being able to assist in making a positive change in people's lives is what makes this profession so important and worthwhile.”

Jeffrey Gardner, Patrol Officer



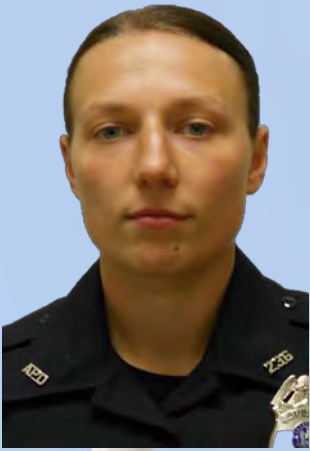
“ I grew up in Auburn, NY and graduated from Auburn High School in 2014. From there, I attended Erie Community College where I received my associates in Criminal Justice. Throughout my high school career and degree at ECC I played hockey. Before entering the Police Academy for Auburn, I was in the process of obtaining my bachelor's in Criminology at SUNY Cortland, which I intend to finish after the academy. I started my journey with the Auburn Police Department in June when I started the academy. Throughout my career, my goal is to get close with the Auburn community and also be present in the youth community.”

Patrick LaGrow, Patrol Officer



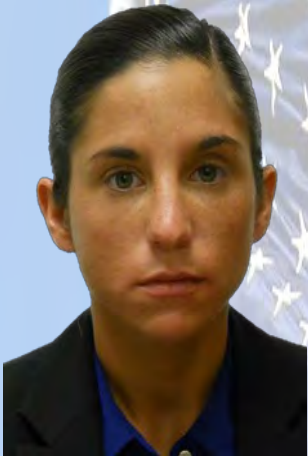
“ I grew up in Massena, NY and graduated from Cazenovia College in May of 2020 with a Bachelor of Science Degree in Criminal Justice and Homeland Securities. While at Cazenovia, I was a four year member of the lacrosse team, gaining many lifelong connections and experiences. Shortly after earning my degree, I began my quest to work for Auburn and have been attending the police academy in Utica, New York since June. I have always known my goal was to work in law enforcement and be able to assist those in the community. I hope to help maintain a safe environment for all, while creating more connections with those around the city of Auburn. I look forward to working with APD members along with community members in order to accomplish this.”

Michaela Tanner, Patrol Officer



“ I graduated from Union Springs High School in 2017. I continued my education at Cayuga Community College where I got my associates degree in Liberal Arts and Social Sciences in 2019. While at CCC, I had the privilege of playing basketball and soccer. After CCC, I continued my education at Wells College in Aurora. At Wells, I studied Childhood Education grades 1-6. During my second year I started the process with Auburn Police Department. I have always wanted to become a police officer. My uncle played a major role in my choice to pursue this career path. He is one of my biggest role models and watching him do this job got me interested. I want to make a difference in the community and be an upstanding role model that others can look to for guidance because everyone needs someone like that. I look forward to protecting and serving the people of the Auburn community and all of the opportunities to come.”

Megan Palermo, Patrol Officer



“ I am a lateral transfer from the Oswego County Sheriff's Dept. with over three years' experience in law enforcement. I am now an officer with the Auburn Police Department. I grew up in Rochester, NY and graduated from SUNY Canton in May of 2013 with a Bachelor's Degree in Criminal Justice/Investigations and Homeland Security. I started my career as a Corrections Officer at the Oswego County Jail back in April of 2017. I got hired as a road Deputy in September of 2018 with Oswego County Sheriffs Department. I have enjoyed working in law enforcement over the years because I like to assist those in need in my community and help make a difference. I look forward continuing my career here with the Auburn Police Department.”

Connor Gray, Patrol Officer



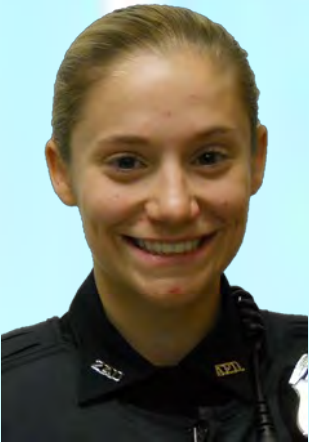
“ I recently graduated from the Broome County Sheriff's Academy in October. I grew up in Skaneateles, NY and graduated from Skaneateles High School in 2014. In high school, I participated in football, lacrosse, and wrestling. My team made it to the sectional championship for football and wrestling. After high school, I enlisted in the Marines. While in the Marines, I was injured. After the Marines, I attended Cayuga Community College where I received my Associates in Humanities and Social Sciences in 2017. While attending CCC, I worked full time for multiple companies becoming a foreman at a construction company and getting my CDL license. I knew my goal was to always protect and serve my community. I have always had the desire to protect others, whether it be protecting my country or my community. I am honored to be a part of APD.”

Luke Parker, Patrol Officer



“I was born and raised in Auburn, graduating from Auburn High School in 2017. I continued my academics at SUNY Cortland where I began a Bachelor’s degree in Physical Education and then changed my major to Criminology. I am continuing to work on my Criminology major through online classes. I spend my free time coaching varsity football at Cortland High School, fishing, playing sports, and spending time with family and friends. I was hired by the Auburn Police Department on January 17th, 2020 and attended the Syracuse Regional Police Academy, graduating in July 2020. Being an Officer with the Auburn Police Department has always been a goal of mine. I wanted to become an Auburn Police Officer to give back the community that has given me so much and made me who I am today. Throughout my career my goals are to protect and serve the citizens of Auburn, become a member of the Emergency Response Team, become a School Resource Officer, and make a positive impact on the community of Auburn.”

Alexa Smalley, Patrol Officer



“I am 21 years of age and the question I get a lot is why would I still want to become a cop in this day and age and why so young. I’ll be honest and it might sound cliché, but I wanted to help people and be that difference. In high school I was a cheerleader and went to competitions or had games every weekend. I finished high school in 2017 and immediately went to college at Cayuga Community College for Criminal Justice. I then graduated in 2019 and headed over to Oswego for a Bachelors in Public Justice. While I was in college, COVID became extremely bad and classes were all online. I was hired in March and classes started in January so I had the decision of either dropping out or finishing 2 months of college while I was in the academy. I decided to go forth and finish full time college while being full time in the academy. In my free time, I love to hangout with friends and especially my dog. I have a 7 month old Bernese Mountain dog who is full of life. If I’m not at work, I’m usually shopping or crafting. I have a Cricut machine in which I love to make shirts and come up with new ideas. My future temporary goal within the department is to graduate off of FTO but my long term goal would be to advance and become the best officer I can on and off the field. I enjoy serving the community and what better way to do that then become a police officer.”



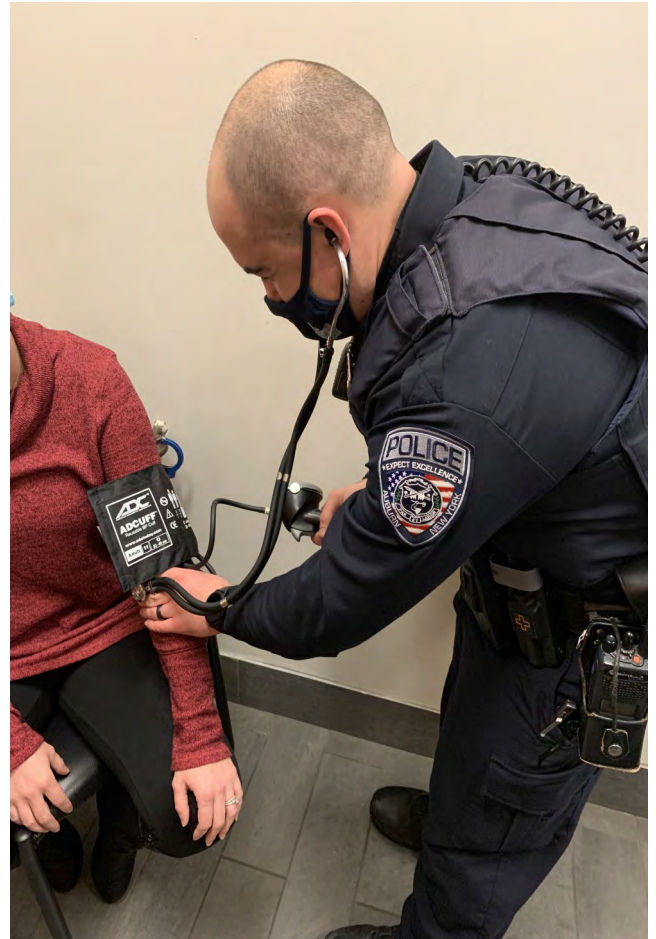
Drug Recognition Expert

A Drug Recognition Expert, or DRE, is trained in evaluating impaired operators, who have ingested a drug(s) or drugs and alcohol combined while operating a motor vehicle. DRE training consists of a two week class room session, plus a week of hands on training, along with conducting a minimum of twelve evaluations in front of a DRE certified instructor, approved by the National Highway Traffic Safety Administration (NHTSA) and the International Association of Chiefs of Police (IACP). Through the three week training, a DRE learns how pupil size, blood pressure, pulse rate and muscle tone are signs of certain drug categories.

A DRE evaluation is different from that of a DWI arrest. A DRE is contacted after a driver has been found to be impaired after performing the Standardized Field Sobriety Tests, and providing a breath sample resulting in .000% BAC - .120% BAC. The arresting officer then contacts the DRE to notify him or her of the arrest, showing that the impairment is not equivalent to the BAC or Breath Alcohol Concentrate. When a DRE begins his or her twelve step evaluation, the DRE has the subject perform a more extensive Standardized Field Sobriety test along with taking blood pressures, pulses and checking pupil sizes.

When a DRE completes his or her evaluation, they can determine that the subject is either impaired under one or more of the seven drug categories, the subject is not impaired, or the subject is having a medical issue. If a DRE determines that the subject is under the influence of one or more drug categories, then a request for a toxicological sample is made.

Due to the up-rise in drivers impaired by drugs, either prescribed medications and/or recreational drugs, the DRE program is essential for the Auburn Police Department and the Cayuga County area. The DRE program allows the Auburn Police Department to enforce DWI -Drugs and when applicable, assist other agencies around the area.



DRE certified operator, Officer Paul Flickner



Unmanned Aerial System

This past year, Deputy Chief Anthony and Lt. Androsko completed the Part 107 through the Federal Aviation Administration (FAA) at an off-site test site in Canandaigua, NY. This test is needed in order to be part of the Unmanned Aerial System (drone) unit and fly the drone according to the FAA. Our department has developed a policy and procedure for the unit. We are hoping in the coming months to send at least 4-6 officers from various shifts and experience to attend the preparation course for the Part 107, which is held at Oriskany, NY, and then take the actual test. All members of the unit will need to attend the training put on by Aeryon when the actual unit arrives at APD HQ, which we hope will be in the first quarter of 2021. We then can start to implement it with our various duties here at the Auburn Police Department.

The drone (Skyranger) we are purchasing is through Aeryon, which is owned by FLIR. It has a high powered optical zoom camera along with nighttime infrared capability. It is capable of sustaining wind of 40 MPH and gusts of 55 MPH. The drones battery life is about 50 minutes depending on weather. The drone can operate in temperatures as low as -22 degrees and up to 122 degrees. An experienced operator can have the drone up and running in about 90 seconds.

The drone unit will only be used to assist and support law enforcement and public safety missions. Those missions may include, but are not limited to:

- Situational awareness
- Search and rescue
- Tactical deployment
- Incident scene documentation (crime, traffic, disaster)
- Assist missing person investigations, AMBER alerts
- Tracking fleeing suspects

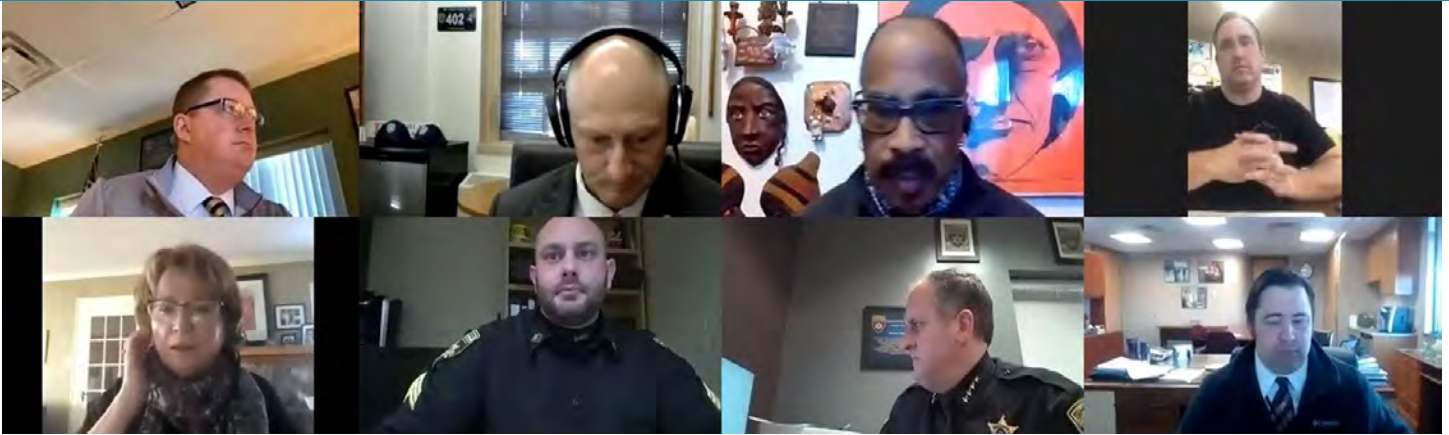
The Unmanned Aerial System will not be used for:

- Conducting random surveillance
- Targeting a person based solely on actual or perceived protected characteristics
- Harassing, intimidating, or discriminating against any individual or group
- Conducting personal business of any type





Community Collaborative



New York State Governor Andrew Cuomo issued Executive Order #203 on June 12, 2020, requiring each municipality in New York State, including Cayuga County, to prepare and adopt a Police Reform Plan by April 1, 2021. To build these plans on a foundation of inclusiveness and community participation, the Governor put forth the New York State Police Reform & Reinvention Collaborative to provide a framework for collective community effort when preparing the plan. The City of Auburn, in partnership with the County of Cayuga, developed individual Police Reform Plans that were created through a community-focused public participation process. There has been a long and successful history of collaboration and mutual support between the County Sheriff and the Auburn Police departments and the community we serve which served as the foundational building blocks for this initiative.

Continuing with the strategies and objectives that have been employed by the Cayuga County Sheriff's Office and the City of Auburn Police Department, this collaborative community effort sought to perform a comprehensive review of current law enforcement deployments, strategies, policies, procedures, and practices in order to develop a plan that strives to improve upon them into the future. By utilizing the synergistic "Connecting Bridges" approach, our law enforcement agencies and the people they serve sought to partner in building mutual trust and respect through understanding of one another while emphasizing the delivery of public safety in a professional, courteous, empathetic, and sensitive way. This will be accomplished if we collectively demand that human dignity for all is the intrinsic goal for the sustained success of these efforts.





Social Justice



Chief Butler

On August 10th, in Auburn Memorial City Hall Council's chambers, the Auburn Police Department executive team provided a formal presentation to the leadership of Auburn's social justice organizations. Led by Chief Shawn Butler, this gathering sought to enhance understanding as to APD's policies, protocols, operational procedures, and other issues that the leadership of social justice organizations need to know, especially as these organizations move forward with initiatives to create a more inclusive, respectful community in partnership with law enforcement.

Chief Butler gave an overview of the function of our department, as well as our mission, values and goals. He also mentioned our continued effort to achieve

NYS Law Enforcement Accreditation, which provides checks and balances in regards to our policies, procedures, and training. The goal is to improve the overall performance and effectiveness of the department and to ensure trust in the community which we serve.



Deputy Chief Anthony

Sergeant Smith and Officer Villano spoke about our use of force (UOF) policies, including our officer-involved shooting policy. They defined terms related to UOF, factors that determine officer's reasonableness of force, pain compliance techniques, responsibilities of officers after the incident, as well as an officer's duty to intercede when another officer is using unreasonable force given the circumstances.

Deputy Chief Anthony discussed our citizen complaint process, explaining the difference between different types of complaints, along with related departmental policies.

Other members of the department spoke of the purpose and scope of their respective units/bureaus, to include the detective bureau, training office, emergency response team, and the role of the union.





Police Chaplain



Chaplains assist the department, its members, and the community as needed. Assignments of chaplains will usually be to augment the patrol bureau, but chaplains may be assigned to other areas within the department as well.

The Auburn Police Department's Chaplain, Joshua Czyz, has been in full-time ministry since 1997 and has served as a chaplain and Critical Incident Stress Management (CISM) team member since 2008. He also serves as the Employee Assistance Program Coordinator at the Cayuga Correctional Facility in Moravia where he also serves as Chaplain.

Joshua has a Bachelor of Science in Bible with a Major in Pastoral Ministries from University of Valley Forge. He earned his Master of Arts in Theological Studies (Mdiv. Eq.) from Northeastern Seminary. He is currently working toward earning his Doctor of Ministry Degree with a focus in Peer Support.

The responsibilities of a chaplain related to department members include, but are not limited to:

- ⇒ Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member
- ⇒ Visiting sick or injured members in the hospital or at home
- ⇒ Attending and participating, when requested, in funerals of active or retired members
- ⇒ Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse)
- ⇒ Providing counseling and support for members and their families
- ⇒ Being alert to the needs of members and their families





Victim Specialist

As part of a collaborative grant between the Auburn Police Department and Cayuga Counseling Services through the United States Department of Justice, Office of Justice Programs, and Office of Victims of Crime, we were fortunate to house a Victim Specialist, Crystal Braham, right at our department.

Her position was created in order to develop and implement a trauma informed care and best practice model to respond to crime victims by co-locating a victim specialist within the department. A victim's perceptions of the system can be influenced by the manner in which they are treated at the first response and during the follow-up investigation. How law enforcement agencies treat victims is a direct reflection of an agencies' philosophy of policing and our core values.

Crystal has worked in the field of victim services for over 9 years and was critical in developing Cayuga County's first Domestic Violence High Risk Team for victims of domestic violence and has established positive relationships with Auburn Police Department as well as other community agencies.



Crystal Braham
Victim Specialist

(P): 315-283-0600

crystalb@cayugacounseling.org

46 North St.
Auburn NY 13021



Auburn Police Department Victim Specialist Program

A partnership with
Cayuga Counseling Services, Inc.

Services Available

ADVOCACY:

Advocacy and support is available for victims throughout the criminal justice process.

CRIME VICTIMS COMPENSATION:

Crime victims are entitled to compensation through the Office of Victim Services. This may include lost wages, damaged property, medical costs, and counseling. The Victim Specialist will assist you in filing out and submitting the claim forms.

INFORMATION and REFERRALS:

The Victim Specialist can provide victims of crime with information about community programs and make referrals when needed.

EMOTIONAL SUPPORT AND SAFETY SERVICES

The Victim Specialist is able to provide on scene crisis response, safety planning and other crisis intervention services as well as provide referrals for free and confidential therapy services.

CRIMINAL JUSTICE SUPPORT & ADVOCACY

The Victim Specialist can provide accompaniment to court, advocate on behalf of clients with police, district attorney, family/criminal courts, parole probation, campus security, VINE systems and CPS.



In our Community



(above) Auburn police officers had the pleasure of meeting local published author, Lillian Battick.

(below) Sergeant Gilfus collects donations at Dunkin Donuts for the Special Olympics.



(below) Officer Gray, poses with October, who stopped by to meet a police officer.



(above) Officer Merkley helps a motorist in need change a tire.



(above) Officer Guzalak takes a lemonade break and shows her support for one of Auburn's small businesses.

(below) Offr. Guzalak and Sgt. Gilfus wish Mary a happy 100th birthday!



(above) Chief Butler and Sgt. Gilfus help distribute quilts during the "Cops with Quilts" event.

(below) Claire and Mini-horse, Meatball, take a tour of the department.





2020 Performance Measures

The Auburn Police Department believes planning for the future and goal setting is essential to the success of our department. We need to constantly reevaluate what is important and take steps to achieve the overall goal. Equally important is reflecting on prior goals to determine the progress made and if/why a goal came up short. This practice can also be used to reassess the importance of the goal and make any needed changes to fulfill the objective(s) in achieving it. The following is an assessment of our 2020 departmental goals:

RECRUITMENT / MORE PERSONNEL

In an effort to attract, hire and retain personnel, our department is seeking to formalize/ streamline our recruiting process to increase efficiency and consistency, as well as establish a system of checks and balances in regards to background checks. This has included delegating different departments to complete different sections of a background check, revamping our background checklist, and establishing guidelines/ requirements/ refresher training for Field Training Officers.

RESULT: Our agency redesigned portions of our background packet for more efficiency, along with putting the packet on our website for candidates to fill out. We held seminars, in partnership with our civil service department, to assist potential candidates with the hiring and application process. As a result of our efforts, 100% of applicants who took the civil service police exam, passed. In addition, with the effort to attract more minorities to take the civil service exam, we were able to obtain that goal by having more minorities than ever before, apply for the police officer civil service exam.

MASTER INSTRUCTOR

Seeking more enhanced, cost-effective training, we are planning to develop in-house master instruction. This will involve assigning and training an appropriate candidate for master instructor. We will contact surrounding agencies to combine training services for efficiencies.

RESULT: We identified a new master instructor for our agency. Sergeant Jamie Smith has successfully completed his instructor evaluation workshop and (3) sections of the master instructor class, a requirement in obtaining his certificate. His final sections should be completed in 2021.

EVIDENCE TECHNICIAN TRAINING

Due to limited Evidence Technicians (ET), and their availability in time of need, we are seeking to double the amount of Evidence Technicians, to include having at least one per shift, so there is always one available if needed. Moving forward, we are looking into requiring/ recommending all new officers to obtain ET certification, and requiring quarterly training.

RESULT: Six officers attended a one week photography school, a prerequisite to obtaining certification as an Evidence Technician. Five of the six will also attend a two week Evidence Technician school to obtain their NYS certificate, before additional in-house training with our Identification Officer. At the end of the training, our department will have 17 total Evidence Technicians. Four of the five who will be certified are new officers with our agency.



2020 Performance Measures

SCHEDULING SOFTWARE

We are implementing a new work scheduling/time-off software, Planit Police. This will involve creating how-to manuals/videos for users and supervisors, and rolling out/ beginning to use software, which will eliminate paper schedules and paper accrual requests.

RESULT: Our Planit software is up and running, and is being utilized for all overtime polling, notifications to officers of any emergencies, and the posting of our employee schedule. While some personnel are currently submitting their overtime through Planit, we are striving to become completely digital and paperless for all employees in regards to accruals and notifications.

ADDITIONAL BUILDING SECURITY

We are seeking to develop better security measures beyond the sergeant's desk so individuals are not able to roam freely throughout the building. Our design and floor plan will need to be reviewed, and security measures will be established for all areas of potential public access, especially more vulnerable areas (unattended areas, unlocked rooms, civilian-only personnel offices).

RESULT: New security measures have been implemented to limit the public's access to our building. The public is no longer allowed beyond the public entranceway, unless escorted by APD personnel. To follow CDC guidelines during the COVID-19 pandemic, we vetted all individuals who came in the building by asking a series of questions and taking everyone's temperature. In addition to the security measures, a video and audio call box has been placed in the lobby for the public that directly calls our records office. This will assist in the prompt and efficient response for accident reports and other related records requests.

COMMUNITY ENGAGEMENT

One of the most critical components of effective law enforcement is the establishment and maintenance of public trust. Though vital to public safety, its existence is often taken for granted. But as recent events have demonstrated, continually examining our relationships with our community is essential to maintaining law and order as well as building and maintaining transparency and trust with those we serve. That is why the Auburn Police Department is dedicated to continuing our partnership with community stakeholder groups in order to engage our citizens, build bridges, and strengthen relationships, all while reducing crime and maintaining a safe and attractive city for our residents to live and prosper within.

RESULT: The Auburn Police Department participated in numerous community engagement events. Although COVID-19 reduced the number of events we were able to participate in, such as our National Night Out Event, our department was highly visible throughout the year, participating in things like our Majorpalooza Thanksgiving meal giveaway, community engagement surveys, as well as joining our citizens of Auburn in peaceful protests surrounding the death of George Floyd, and taking part in the Demonstration of Solidarity for Racial Justice event and Governor Cuomo's Executive Order 203 on Police Reform and Reinvention.



2021 Goals and Objectives



Goal: Renovation of third floor to new evidence / property storage and laboratory space, adhering to NYS accreditation standards

Objective: To give the identification bureau adequate room to grow, we are looking to utilize space on the third floor to move the identification office. This will allow room for updated equipment, making the identification process more efficient. Items will be moved from their current location on the third floor to a secure location in the attic of the Fire Department.

Goal: Phase 1 of developing records retention schedule, according to LGS-1 requirements

Objective: The department is looking to bring in a specialist from the NYS Archive Office to determine/analyze a retention schedule we would adhere to in the future. This specialist would determine what current records need to be maintained moving forward and which records could be expunged. The final step of this process would include a policy on records retention and those that can be expunged moving forward.

Goal: Develop plan to get drone program in service

Objective: A department policy was issued regarding the use of an unmanned aerial system (drone program). The department currently has 2 certified pilots who successfully passed a demanding pilots exam to be able to fly drones in New York State. We are working with the Collaborative Reform Initiative for Technical Assistance Center (CRI-TAC) to get an additional 4 officers to be New York State certified drone pilots. With the assistance of CRI-TAC, officers would get additional flight time in various weather conditions. The drones would assist the department in many ways including but not limited to: assisting with locating missing person, AMBER Alerts, search and rescue incidents, scene documentation (crime, traffic crash, and disasters) as well as many other department investigations.

Goal: Invest in Cellebrite software program and training

Objective: In collaboration with Cayuga Counseling Services, our department is seeking a grant to obtain equipment, related software, and training for personnel for the benefit of victim assistance. The Cellebrite program will help assist victims more efficiently and rapidly by collecting digital evidence in a quick and user-friendly fashion.



K9 Pikachu



On April 27th, 2020, our beloved K9 Pikachu succumbed to a hard fought battle against cancer. He worked his last shift on the same night with his devoted partner, Officer Kalet.

The Auburn Police Department was fortunate enough to be granted Pikachu, or “Chuey” as he became known, through the Sean M. Walsh K9 Memorial Foundation in March of 2016. Chuey came to us as a two year old sable colored German Shepherd and he and Officer Kalet quickly became an inseparable pair. Chuey was granted New York State certification in both patrol and narcotics detection and faithfully served our community, but also fiercely protected his partner and other officers for the past four years.

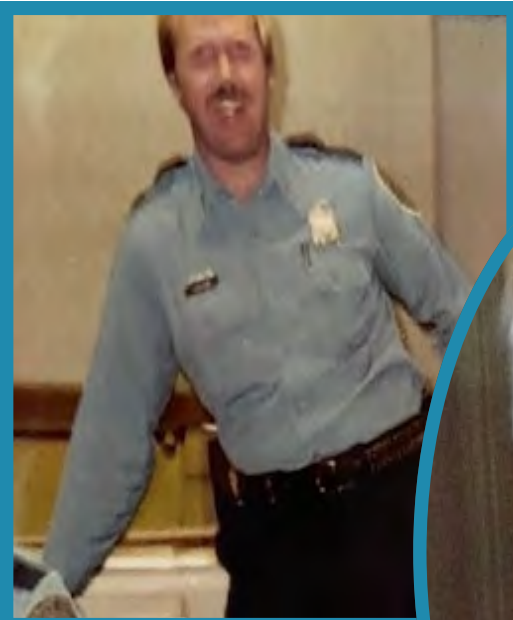
We appreciate all of Chuey’s dedicated service, and may he comfortably rest in peace.





In Remembrance of

The Auburn Police Department mourned the death of one of our retired members, Charles Elser, who passed away on January 26th, 2020. Charlie began his career with the Auburn Police Department in 1972 and went on to dedicate 23 years as a police officer, before retiring 1995. In 2007 and until 2014, Charlie worked as a special deputy officer at the Cayuga County Office Building. Charlie will be remembered for always putting others first and his heart of gold. As his brother Robert Elser stated, "To know Charlie, you would always know that throughout life, he did it "his way!" We thank you for your service and may you rest in peace.



Charles "Charlie" Elser

08/29/1951 - 01/26/2020

2020 REPORT



City of Auburn - Police Department

46 North Street, Auburn, NY 13021

<https://www.auburnny.gov/police-department>

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