

**Auburn City Council  
Regular Meeting  
Thursday, January 24, 2019 6:00 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 6:00PM in the City Council Chambers 24 South St. Auburn NY by Mayor Quill.

**1. Roll Call** – The City Clerk called the roll. Mayor Quill and Councilors McCormick, Giannettino, Cuddy and Carabajal were all present.

**The following City Staff was present for the regular meeting:**

- Acting City Manager, Jennifer Haines
- Corporation Counsel, Stacy DeForrest
- City Clerk, Charles Mason
- Senior Planner, Renee Jensen
- Senior Planner, Tiffany Beebee
- Assistant Police Chief, Roger Anthony
- Superintendent of Engineering, William Lupien

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

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

MAYOR QUILL OPENED THE PUBLIC HEARING FOR THE 2019-2020 ANNUAL ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG) No members of the public spoke.

**4. Public Announcements**

The City Clerk read the announcements.

**5. Ceremonial Presentations and Proclamations - none**

**6. Public to be Heard** – Mayor Quill opened the Public to be Heard portion of the Council meeting and the Clerk read the Public to be Heard rules. No members of the public spoke.

**7. Approval of Meeting Minutes -**

January 17, 2019 Council Meeting Minutes

Motion to approve the January 17, 2019 minutes by Councilor Cuddy, seconded by Councilor McCormick. Motion to approve carried 5-0.

## **8. Reports of City Officials**

### **A. City Manager's Report**

- Grant Avenue Snow Removal – In response to multiple complaints and concerns about public safety coming in to several City departments, we are working today and tomorrow to remove snow from all the sidewalks on Grant Avenue, starting on the Walmart end and working our way in. DPW has cleared the sidewalks related to City owned properties, so the efforts will be concentrated on private properties. Code Enforcement Officers will be hand delivering violations to property owners, getting sign offs in receipt of the violation, and the Code Enforcement clean-up crew will remove the snow. Because we are trying to get this done in a timely fashion, we will not be billing property owners this time, so that we can immediately remove the snow. The violations delivered today will cover us for notification and billing for any subsequent clean ups. This decision was made in the interest of public safety.
- Auburn Fire Department (AFD) has cleared most hydrants of snow and will be finishing the rest over the next few days.
- Downtown Revitalization Initiative – The Local Planning Committee met on Tuesday, January 22, 2019, and made good progress on identifying the priority projects for their recommendation and submission to NYS as part of the Strategic Investment Plan.
- CSEA Professional and Administrative Unit negotiations have started.
- Next week will begin the renovation of the Auburn Police Department (APD) fitness room. This is part of an overall plan we would like to implement to ensure our officers physical and mental health wellness.
- APD recent recruit graduates are entering week two of their field training program. We are continuing to interview and conduct background investigations on potential recruit candidates and will have six vacancies to fill with all of our recent retirements
- The City of Auburn is applying for a \$29,750 grant through the Local Government Records Management Improvement Fund (LGRMIF) for our Civil Service Department. Auburn Civil Service administers Civil Service Laws for the City of Auburn, the Enlarged School District, and the Auburn Housing Authority. This grant will be used to purchase a Civil Service Software System known as Discover E-Gov. This Software System is utilized by many neighboring counties to reduce duplicity, streamline record creation and accuracy for personnel, and organize records of potential or prospective employees. This system streamlines the application procedures for job openings and examinations which promotes diversification in employment. This system allows for electronic signatures and digital pink sheets which would increase efficiencies and turn-around time for personnel changes. In addition, our current system is housed on the

outdated AS400 and we need to begin transitioning City functions off this obsolete system.

- The Department of Municipal Utilities has been working on completing the application for the Drinking Water Source Protection Program (DWSP2). This program is voluntary and encourages water purveyors to take stake in their source of public drinking water. This state-wide initiative will provide up to 30 municipalities with resources and tools to proactively protect their drinking water sources. Some highlights of the program include:
  - 1) No out of pocket expense to participating municipalities for plan development
  - 2) Protection of public health by preventing pollutants from entering a drinking water supply
  - 3) Avoidance of preventable drinking water treatment costs
  - 4) Increase community confidence in their local public drinking water
  - 5) Create long-lasting partnerships that support implementation
  - 6) And utilize a broad array of existing funding sources to aid with project implementation costs.

The application deadline is February 15<sup>th</sup>, 2019. DMU is collaborating with the Town of Owasco and Cayuga County to provide the most comprehensive water quality team possible to work with the State if Auburn is picked by the State. If awarded, this project run for 3 years, year 1 plan development, and year 2 and 3 implementation of priorities developed in year 1. I believe this program to be directly in response to our Council Members efforts in requesting added resources and professional staff to identify and prioritize projects in our watershed to protect our source of drinking water, Owasco Lake.

- Construction Updates:  
NYS ERHC:
  - Mechanical – Punch List
  - Exhibits – Punch ListNorth Division Street Bridge:
  - Winter Shutdown with Construction to resume Monday, February 4, 2019.North Hunter Brook Bridges:
  - Close Out is in progress.Owasco Greenway River Trail:
  - Punch List.

#### **B. Reports from members of Council**

- Councilor McCormick reported that the Owasco Lake Watershed Management Council has hired an Executive Director, Adam Effler.
- Mayor Quill discussed the Auburn Downtown Revitalization Initiative Local Planning Committee meeting that was held on Tuesday, January 22, 2019.

### **9. Matters to Come Before Council**

**A. State Environmental Quality Review Act Resolutions (SEQR) - None**

**B. Ordinances - None**

**C. Local Laws – None**

**D. Resolutions –**

**15. STAFF/VENDOR PRESENTATIONS**

15.A. ARISE Presentation - Geoff Peppel and Catherine Budlong. Mayor Quill announced that this presentation has been postponed and will be scheduled at a future Council meeting.

15.B. Cayuga Economic Development Agency (CEDA) Update – by Tracy Verrier, Executive Director of CEDA.

15.C. Community Development Block Grant Action Plan for the 2019-2020 Program Year. Presentation by Tiffany Beebee, Senior Planner and Renee Jensen, Senior Planner

15.D. Monthly Activity and Bar Graph Reports for December 2018 presented by acting City Manager Jenny Haines.

**F. Tabled Items - None**

**10. Other Business**

Executive Session. Councilor McCormick made a motion to enter Executive Session, seconded by Councilor Carabajal. Council voted to enter an executive session regarding the following matters:

One matter pertaining to potential litigation.

One matter pertaining to collective bargaining.

The motion to enter executive session carried 5-0. The Council entered Executive Session at 7:04 p.m. Executive session adjourned at 7:22 p.m.

**Adjournment:** By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 7:23 p.m.

Minutes submitted to the City Council on February 14, 2019 by:

Charles Mason  
City Clerk