

**Auburn City Council  
Regular Meeting  
Thursday, March 17, 2022 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. from the City Council Chambers, 24 South St. Auburn, NY by Mayor Quill.

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

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

- City Manager, Jeff Dygert
- Corporation Counsel, Stacy DeForrest
- City Clerk, Chuck Mason
- Director of Capital Projects and Grants, Christina Selvek
- Director of Planning and Economic Development, Jennifer Haines
- Fire Chief, Mark Fritz
- Police Chief, James Slayton

**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**

**CEREMONIAL PRESENTATIONS –**

**Public to be heard:** Mayor Quill asked the Clerk to read the public to be heard rules. The following individuals spoke:

**Approval of Meeting Minutes –**

February 24, 2022 Council Meeting Minutes

Motion to approve the February 24, 2022 minutes by Councilor Kent, seconded by Councilor Locastro.

Motion to approve carried 5-0.

## **Reports of City Officials**

### **City Manager's Report –**

- Coronavirus State and Local Recovery Funds (CSLFRF) applications for expenditure category: negative economic impact, assistance to small business will go live on the City of Auburn webpage tomorrow, Friday, March 18 at 1pm. Eligible expense categories include grants to mitigate financial hardship, rehabilitation of commercial properties or other improvements, business incubators, and start up or expansion assistance, and enhanced support to microbusinesses. There is a maximum of \$40,000 per applicant and applications are due April 30. The application process is on-line only. If potential applicants have questions or need assistance, they should contact Daniel Szabo at the Cayuga Economic Development Agency (CEDA)>
- This week the city's Nuisance Abatement Committee recommended that the smoke shop located at 67 Franklin St. move onto to a hearing at the April meeting, based upon the amount of undesirable illegal activity occurring at that location. Related to this action, the Auburn Police Department obtained the following arrest warrants based on their recent raid of the business: For the owner of the business and separately for the business manager: an E Felony charge of Evading Cigarette Tax Law (over \$10k).
- Our latest NYS Sales Tax report came in this week showing a 24.58% increase over February of 2021. We are averaging about 20% over 2021.
- Notices for participation in the Auburn Community Solar Project and the associated 10% monthly electric discount should be going out to residents next week. Residents can also visit AuburnCommunitySolar.com to apply.
- On Monday 7 new recruit firefighters started training in-house at our fire department. Five of these positions are funded through the federal Staffing for Adequate Fire and Emergency Response (SAFER) grant. The cost of these positions is covered by the grant for three years with no city match. Due to lack of capacity at the NYS Fire Academy and a need to fill the positions in a timely manner, the Auburn Fire Department will be training the recruits in-house. In addition to our own recruits, our staff will be training 6 recruits from Oswego, 2 from Cortland and 1 from Manlius FD.
- The annual State of the City Update will take place virtually on Thursday, March 24 at 10am.

### **Reports from members of Council**

Councilor Cuddy reported on recent meeting held by the Auburn Industrial Development Authority.

### **Matters to Come Before Council**

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

**B. Ordinances – none**

**C. Local Laws – none**

**D. Resolutions –**

**COUNCIL RESOLUTION #29 OF 2022**

**AUTHORIZING THE SALE OF SURPLUS VEHICLES AND EQUIPMENT PURSUANT TO  
THE 2022 CITY OF AUBURN PROCUREMENT AND SURPLUS POLICY**

By Councilor Giannettino

March 17, 2022

**WHEREAS**, on January 6, 2022, the City Council of the City of Auburn passed Council Resolution No. 4 of 2022, which adopted a City of Auburn Procurement and Surplus Policy (the “Procurement Policy”); and

**WHEREAS**, the Procurement Policy requires that the sale of surplus vehicles and equipment with an estimated value of \$1,000 or more be approved by City Council; and

**WHEREAS**, a list of City owned surplus vehicles, equipment, and other items, which have outlived their useful life or are no longer necessary or useful to the City, are attached hereto in Exhibit A; and

**WHEREAS**, it is in the best interest of the City to dispose of the equipment and vehicles set forth in Exhibit A through a direct sale with Milton Cat in order to obtain the best value for them.

**NOW, THEREFORE, BE IT RESOLVED** that the Council of the City of Auburn hereby authorizes the sale of the City-owned vehicles and equipment set forth in Exhibit A attached hereto in accordance with the 2022 City of Auburn Procurement and Surplus Policy.

Seconded by Councilor Locastro

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

**FINANCIAL RESOLUTION #30 OF 2022  
AUTHORIZING VARIOUS OPERATING AND  
CAPITAL BUDGET TRANSFERS**

By Councilor Kent

March 17, 2022

**WHEREAS**, the City of Auburn staff is requesting various operating and non-operating budget transfers for the fiscal 2021-2022 year as outlined in attachment A; and,

**WHEREAS**, there is no fund balance being requested for these transfers; and,

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

1. That the Auburn City Council does hereby authorize the transfers in Attachment A for the 2021-2022 fiscal year; and,
2. That this resolution shall take effect immediately upon its adoption.

Seconded by Cuddy

	Ayes	Noes	Present
Councilor Kent	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

**COUNCIL RESOLUTION #31 OF 2022**

**ADOPTING THE FY 2022-2026  
CAPITAL IMPROVEMENT & RECOVERY PLAN**

**WHEREAS**, the City of Auburn, New York is authorized and empowered under the New York General Municipal Law- Article 5- §99-G to “undertake the planning and execution of a capital program”; and

**WHEREAS**, the Auburn City Council desires to implement a Capital Improvement Program (CIP) to provide for the maintenance and improvement of public infrastructure in support of the City’s vision and goals outlined in the City Comprehensive Plan and other adopted planning documents; and

**WHEREAS**, the City of Auburn is a recipient of Coronavirus Local Fiscal Recovery Funds under the Federal American Rescue Plan Act (ARPA) and to comply with reporting responsibilities program allocations will be incorporated as part of the annual Capital Improvement Plan through FY 2026; and

**WHEREAS**, the Auburn City Council finds that it is in the best interest of the City to adopt and approve the Capital Improvement & Recovery Plan for Fiscal Years 2022 through 2026 to ensure that the City achieves its desired outcomes for a prosperous and sustainable community.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AUBURN, NEW YORK:**

1. That the City hereby adopts and enacts the FY 2022 through 2026 Capital Improvement & Recovery Plan; and
2. That this Resolution shall take effect immediately upon its adoption.

Motion was made to table Resolution 31 of 2022 by Councilor Kent, seconded by Councilor Locastro.

Motion to table 31 of 2022	Ayes	Noes	Excused
Councilor Kent	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

### **AGREEMENT RESOLUTION #32 OF 2022**

#### **AUTHORIZING AN AGREEMENT FOR MARKETING SERVICES FOR THE HISTORIC AND CULTURAL SITES COMMISSION AND EQUAL RIGHTS HERITAGE CENTER FUNDED BY THE NEW YORK STATE EMPIRE STATE DEVELOPMENT'S MARKET NY GRANT PROGRAM**

By Councilor Giannettino

March 17, 2022

**WHEREAS**, on March 16, 2021, the City of Auburn issued a Request for Proposals (RFP) seeking a marketing firm capable of leading and executing marketing services for the Historic & Cultural Sites Commission and the NYS Equal Rights Heritage Center; and,

**WHEREAS**, a total of five responses were received from the RFP and a review committee of seven individuals made up of City staff, staff from the Auburn BID and members of the City's Historic and Cultural Sites Commission conducted a competitive review of all responses received; and,

**WHEREAS**, following the review, the review committee recommended to the City Council to retain the services of TGW Studio of 210 South Avenue, Suite 130, Rochester, NY; and,

**WHEREAS**, in December 2021, the City received notice that it had been awarded a \$300,000 grant from the New York State Empire State Development's Market NY Grant Program to provide

events and marketing services totaling \$400,000 for the Historic and Cultural Sites Commission and NYS Equal Rights Heritage Center; and,

**WHEREAS**, following a successful execution of the previous Market NY funded program, the Historic and Cultural Sites Commission would like to continue with the selected firm and retain the services of TGW Studio at an amount not to exceed \$365,000.00.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. The City Council does hereby authorize an agreement for marketing services for the Historic & Cultural Sites Commission and the NYS Equal Rights Heritage Center with TGW Studio of 210 South Avenue, Suite 130, Rochester, New York, for a period of time commencing immediately and ending no later than December 31, 2023, in an amount not to exceed \$365,000, to be charged to the designated account entitled ARPA Projects (Market NY) (#HA8760-440HSC); and
2. The Mayor is authorized to sign all documents required to execute services for this project.

Seconded by Councilor Kent

	Ayes	Noes	Present
Councilor Kent	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

### **APPOINTMENT RESOLUTION #33 OF 2022**

#### **APPOINTING MEMBERS OF THE AUBURN HUMAN RIGHTS COMMISSION**

By Councilor Cuddy

March 17, 2022

**WHEREAS**, the City of Auburn has created the Auburn Human Rights Commission pursuant to the General Municipal Law of the State of New York; and

**WHEREAS**, there currently exists a vacancy for one commissioner position and it is the recommendation of the Human Rights Commission that the following person, whom is a resident of the City of Auburn, shall be appointed as a member of the Commission for a term of three (3) years, namely:

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Pastor Robert Wilson,  
; and

**WHEREAS**, the member shall serve for a term of three (3) years beginning immediately upon approval of this Appointment Resolution.

**NOW, THEREFORE, BE IT RESOLVED** that the following person is hereby appointed as member of the Auburn Human Rights Commission for a term of three (3) years, namely:

Pastor Robert Wilson,  
; and

**BE IT FURTHER RESOLVED** that said appointment is to become effective immediately upon approval of this Appointment Resolution and last through March 17, 2025.

Seconded by Councilor Giannettino

	Ayes	Noes	Present
Councilor Kent	X		
Councilor Giannettino	X		
Councilor Cuddy	X		
Councilor Locastro	X		
Mayor Quill	X		
Carried and Adopted	X		

**COUNCIL RESOLUTION #34 OF 2022**

**AUTHORIZING CHANGES TO THE CITY COUNCIL MEETING CALENDAR**

By Councilor Locastro

March 17, 2022

**WHEREAS**, the rules and procedures of the Auburn City Council require that the Auburn City Council meet on the first four Thursdays of each month at 5 p.m. to conduct regular business and if a month contains a fifth Thursday there will be no council meeting on that Thursday; and

**WHEREAS**, the month of March 2022 contains five Thursdays and the City Council will not be holding a meeting on Thursday, March 31, 2022; and

**WHEREAS**, on January 6, 2022, the City Council adopted a budget calendar for the preparation of the Fiscal Year 2022-23 budget; and

**WHEREAS**, it will be necessary for the Council to amend the previously adopted 2022-2023 City Budget Calendar which scheduled an initial presentation of the first draft of City Manager's proposed 2022-2023 City Budget for March 31, 2022; and

**WHEREAS**, the amended 2022-2023 City Budget Calendar is attached hereto and will move the initial presentation of the City Manager's draft budget proposal to Thursday, April 7, 2022.

**NOW, THEREFORE, BE IT RESOLVED** that the Council approves amending the 2022-2023 City Budget Calendar as outlined in the attached list of dates and that the City Clerk is hereby requested to notify the public of the changes as set forth herein.

Seconded by Councilor Giannettino

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

**E. Staff Presentations –**

**TABLED ITEMS - none**

**OTHER BUSINESS –**

**Executive Session:**

Councilor Cuddy made a motion to enter Executive Session, seconded by Councilor Locastro.

Council voted to enter an executive session regarding the following matters:

Two matters pertaining to collective bargaining; and

One matter regarding the employment history of a particular individual

One matter made confidential by attorney client privilege.

The motion to enter executive session carried 5-0. The Council entered Executive Session at 5:32 p.m. Executive session adjourned at 6:48 p.m.

**ADJOURNMENT:** By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 6:49 p.m..

Minutes submitted by: Chuck Mason, City Clerk