

## **Auburn City Council Meeting, December 7, 2023**

**Auburn City Council  
Regular Meeting  
Thursday, December 7, 2023 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 and Councilor Ginny Kent, Councilor Jimmy Giannettino and Councilor Tim Locastro were present. Councilor Cuddy was excused.

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

- City Manager, Jeff Dygert
- City Clerk, Chuck Mason
- Assistant Corporation Counsel, Tim Brennan
- City Comptroller, MaryBeth Leeson
- Police Chief, Jim Slayton
- Director of Planning and Economic Development, Jennifer Haines
- Director of Capital Improvement Program and Grants, Christina Selvek
- Engineering Department, Ken Tanner

**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 –**

The City of Auburn Historic Resources Review Board will not have a meeting in December due to no applications to go before the board.

#### **Ceremonial Presentations –**

**Public to be heard:** The City Clerk read the rules for Public To Be Heard. There were no speakers.

#### **Approval of Meeting Minutes –**

November 30, 2023 Council Meeting Minutes

Motion to approve the November 30, 2023 minutes by Councilor Kent, seconded by Councilor Giannettino. Motion to approve carried 4-0. Councilor Cuddy abstained.

## **Auburn City Council Meeting, December 7, 2023**

### **Reports of City Officials**

#### **City Manager's Report –**

- The City of Auburn, New York is seeking proposals for dog control and kennel services within the municipal boundaries of the municipality for the year 2024 with an option to renew annually for two additional years. Complete proposals should be submitted by Friday, December 15, 2023 by 12:00 noon to the Office of the City Clerk, first floor, Memorial City Hall, 24 South Street, Auburn, NY 13021. To view the complete Request for Proposals visit the City website at [www.auburnny.gov/bids](http://www.auburnny.gov/bids)
- This week I attended the monthly Cayuga County Water and Sewer Authority meeting and had several meetings related to economic development in the city and county.

#### **Reports from members of Council – none**

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

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

##### **B. Ordinances – none**

##### **C. Local Laws – none**

##### **D. Resolutions –**

### **LAND SALE RESOLUTION #106 OF 2023 AUTHORIZING THE SALE OF REAL PROPERTY KNOWN AS 12 SEMINARY STREET REAR**

By Councilor Kent

December 7, 2023

**WHEREAS**, on June 2, 2023, the City of Auburn acquired title to the real property commonly known as 12 Seminary Street Rear (the “Property”) by tax foreclosure; and

**WHEREAS**, the Property consists of a vacant lot, and is located adjacent to a residential neighborhood; and

**WHEREAS**, Next Door Properties, LLC has proposed a cash Purchase Offer and Sale Contract, which is attached hereto and incorporated herein, for the purchase of the Property at a purchase price of Three Thousand Five Hundred Dollars (\$3,500.00); and

**WHEREAS**, Next Door Properties, LLC has represented that they intend to develop the lot for parking to support rental property at 12 Seminary Street; and

**Auburn City Council Meeting, December 7, 2023**

**WHEREAS**, no other competent offer, within the meaning of the City’s Land Sale Policy, has been received; and

**WHEREAS**, the Property is a surplus parcel and not needed for City purposes.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Auburn does hereby approve the Purchase Offer and Sale Contract from Next Door Properties, LLC, which is incorporated herein, for the sale of 12 Seminary Street Rear, for the sum of \$3,500.00, subject to the terms and conditions set forth therein and, also, subject to the following;

- (1) That the City provide only a Quit Claim Deed to the buyer at closing;
- (2) That the buyers be responsible for payment of all title, survey and closing costs necessary to close the transaction;

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign the Purchase Offer and Sale Contract together with any and all documents in order to finalize the closing of this sale and direct staff to record the sale proceeds into revenue account A99.2660 - Sale of Real Property.

Seconded by Councilor Giannettino

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

**LAND SALE RESOLUTION #107 OF 2023  
AUTHORIZING THE SALE OF  
REAL PROPERTY KNOWN AS 13 SILVER AVENUE**

By Councilor Locastro

December 7, 2023

**WHEREAS**, on August 11, 2023, the City of Auburn acquired title to the real property commonly known as 13 Silver Avenue (the “Property”) by tax foreclosure; and

**WHEREAS**, the Property consists of a single-family home, which is located in a residential neighborhood; and

**WHEREAS**, on October 28, 2023, the City listed the Property for sale with the Real Estate Agency, as its real estate broker; and

**Auburn City Council Meeting, December 7, 2023**

**WHEREAS**, Alyssa Turose has proposed a cash Purchase Offer and Sale Contract, which is attached hereto and incorporated herein, for the purchase of the Property at a purchase price of Thirty-Seven Thousand Dollars (\$37,000.00); and

**WHEREAS**, Ms. Turose has represented that she intends to renovate and restore the Property in order to live there part-time; and

**WHEREAS**, no other competent offer, within the meaning of the City's Land Sale Policy, has been received; and

**WHEREAS**, the Property is a surplus parcel and not needed for City purposes.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Auburn that the Purchase Offer and Sale Contract from Alyssa Turose, which is attached hereto and incorporated herein, for the sale of 13 Silver Avenue, for the sum of \$37,000.00, be approved, subject to the terms and conditions set forth therein and, also, subject to the following;

- (1) That the City provide only a Quit Claim Deed to the buyer at closing;
- (2) That the buyer be responsible for all title, survey and closing costs necessary to close the transaction;
- (3) That the buyer be required to obtain any and all permits necessary to renovate the Property within thirty (30) days from the date of closing, and that all renovations and/or construction at the Property be completed within one year from the date of closing; and
- (4) That the deed transferred to the buyer shall include a reversionary clause to provide that if the buyer fails to satisfy the conditions relating to the renovation of the Property within one year of the closing, then title and ownership of the Property shall automatically and immediately revert back to the City.

and,

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign the Purchase Offer and Sale Contract together with any and all documents in order to finalize the closing of this sale and direct staff to record the sale proceeds into revenue account A99.2660 - Sale of Real Property.

Seconded by Councilor Cuddy

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



**COUNCIL RESOLUTION #108 OF 2023**

**AUTHORIZING PAYMENT TO PARTIALLY FUND START UP COSTS FOR CAYUGA COUNTY'S EXPANSION OF MENTAL HEALTH MOBILE CRISIS SERVICES.**

By Councilor Giannettino

December 7, 2023

**WHEREAS**, The American Rescue Plan Act (ARPA) has allocated funding to cities and counties in order to assist with the recovery efforts from the many and varied social, economic, physical and mental impacts that arose as a result of the COVID-19 pandemic, including without limitation funding for mental health crisis intervention services; and

**WHEREAS**, Cayuga County currently operates a Mobile Crisis Team that collaborates with local law enforcement during evening hours which provides valuable assistance in managing mental health crises in the community that require immediate response; and

**WHEREAS**, the Mobile Crisis Team has proven an invaluable tool in deescalating situations where individuals pose a threat to their own safety and the safety of others; and

**WHEREAS**, the intervention of the Mobile Crisis Team into mental health emergencies in matters where no criminal activity has occurred has freed up law enforcement resources to be more appropriately deployed elsewhere; and

**WHEREAS**, there is a need to expand those mobile mental health crises services to provide daytime crisis services between the hours of 9:00 a.m. and 5:00 p.m. within the City of Auburn as well as throughout the County; and

**WHEREAS**, the County commits to collecting data regarding the Mobile Crisis Team's operations and share the same with the City of Auburn Manager and Police Chief on a bi-annual basis.

**WHEREAS**, the County is willing to commit \$80,000 out of its ARPA allocation toward the startup of the day time mobile crisis team; and

**WHEREAS**, the City is willing to commit \$80,000 towards the start-up of a day-time mobile crisis team, to be paid out of their ARPA allocation; and

**WHEREAS**, the City and County having previously agreed to a Memorandum of Understanding memorializing the foregoing; and

**NOW, BE IT RESOLVED**, that the amount of \$80,000 be made available from account No. A8760.440.ARPA and the same be transferred to the County of Cayuga

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign any and all documents in order to finalize the agreement.

**Auburn City Council Meeting, December 7, 2023**

Seconded by Councilor Kent

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

**LAND SALE RESOLUTION #109 OF 2023  
AUTHORIZING THE SALE OF A PORTION OF  
REAL PROPERTY KNOWN AS 18 NORTH DIVISION STREET**

By Councilor Giannettino

December 7, 2023

**WHEREAS**, on May 18, 2023, the City of Auburn acquired title to the real property commonly known as 18 North Division Street (the “Property”) by tax foreclosure; and

**WHEREAS**, the Property consists of a pole barn structure, as well as property that runs along both sides of Owasco River, and is located in a commercial area; and

**WHEREAS**, the City desires to retain ownership of the portion of the property that runs along both sides of the Owasco River, and only sell the pole barn structure; and

**WHEREAS**, the proposed purchaser, Pearl River 23, LLC, desires to purchase the pole barn structure to utilize for storage; and

**WHEREAS**, a Purchase Offer and Sale Contract has been proposed by Pearl River 23, LLC, which is attached hereto and incorporated herein, for the purchase of the Property at a price of Thirty-Five Thousand Ten Dollars (\$35,000.00); and

**WHEREAS**, no other competent offer, within the meaning of the City’s Land Sale Policy, has been received; and

**WHEREAS**, the Property is a surplus parcel and not needed for City purposes.

**NOW, THEREFORE, BE IT RESOLVED** that the City of Auburn does hereby approve the Purchase Offer and Sale Contract from Pearl River 23, LLC, which is incorporated herein, for the sale of a portion of 18 North Division Street, for the sum of \$35,000.00, subject to the terms and conditions set forth therein and, also, subject to the following: that the City provide only a Quit Claim Deed to the buyer at closing; and

**BE IT FURTHER RESOLVED** that the Mayor is authorized to sign the Purchase Offer and Sale Contract together with any and all documents in order to finalize the closing of this sale, and direct

## Auburn City Council Meeting, December 7, 2023

staff to record the sale proceeds into revenue account A99.2660 - Sale of Real Property.

Seconded by Councilor Cuddy

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

### **E. Staff or Vendor Presentations –**

Auburn City Courts Expansion Project Update – Contractor Thaler Reilly Wilson

Architecture & Preservation, and Christina J. Selvek, Dir. of Capital Projects (see attached presentation)

Background: In July 2023 the City of Auburn authorized Reso #72 of 2023 to enter into an agreement with Thaler Reilly Wilson (TRW) for Architectural & Engineering services of the Auburn City Courts Expansion Project. This project is located at 157 Genesee Street, on the first floor of the Historic Old Post Office building. Over the last several months TRW has met with City and County staff as well as with City Court clerk and other staff to document existing building conditions, conduct a space and programming analysis, and proceed to design phases.

Current design phases of 30% Schematic and 60% Design Development are complete. TRW and the project committee have consulted with NYS Office of Court Administration (OCA) for input and review of the design development thus far. As of November 2023, OCA has approved TRW to move forward to 95% Construction Documents for submittal. Environmental review including a submittal to NYSHPO will be completed by Spring 2024.

During the schematic and design development phases, it became apparent that additional OCA requirements for Court Room and support space as well as the Treatment Offices and associated Court space would need to be met. A revised scope was created and vetted with City and County staff to minimize disruption to the existing court staff and building layout.

Attached is a presentation to the City Council for the December 7th meeting proposing to reuse the former 2,500 sq. ft. of WIC office space as additional City Court room and support offices.

The current engineer estimate is \$2.9 Million for construction. The City and County will be working together to complete the project. The City has proposed that the County assist with costs related to pre-demolition/ site abatement, HVAC, window rehab and interior storm windows and the 1st floor public restrooms for an estimated total cost of up to \$875,000. Cayuga County previously approved \$400,000 towards HVAC improvements in 2022.

Fiscal Implications: The City has committed \$185,000 towards A/E services and construction inspection. The City and County will need to update the lease agreement in January 2024 to address the project costs and terms for long-term lease of the building.

**Auburn City Council Meeting, December 7, 2023**

**TABLED ITEMS – none**

**Second Public to be Heard: none**

**OTHER BUSINESS – none**

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

- Two matters made possible under attorney client privilege. The motion to enter executive session carried 5-0. The Council entered Executive Session at 5:50 p.m. Executive session adjourned at 6:50 p.m.

**ADJOURNMENT:** By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 6:51 p.m..

Minutes submitted by: Chuck Mason, City Clerk



# Expansion of Auburn City Courts

December 7, 2023



Thaler Reilly Wilson  
Architecture & Preservation





Thaler Reilly Wilson  
Architecture & Preservation

## *Team – Uniquely Qualified*

- Experts in the renovation and restoration of historic buildings
- Experience in Court Design
- Work with SHPO and NYS OCA
- Municipal Clients

*Rebuilding Communities by Design*



*Ontario County Courthouse*

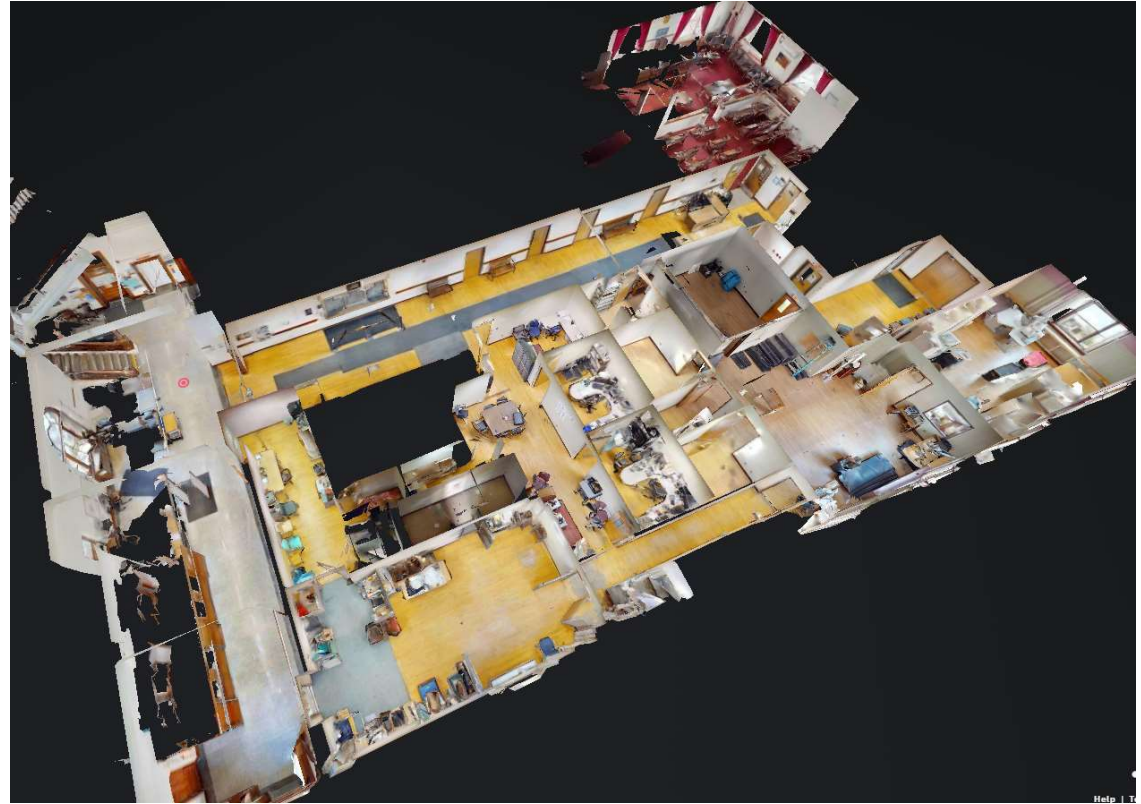


*Greene County Courthouse*



## *Project Approach – Completed to Date*

- Existing Condition Documentation
- Programming Analysis
- Schematic Design (30%) Submission
- Design Development (60%) Submission



<https://my.matterport.com/show/?m=ZfJmZ3fLJH7>



## *Project Approach – Future Phases*

- Pre-Bid (95%) Construction Documents Submission
- Bidding
- Construction







## *Scope of Work*

### Original Scope

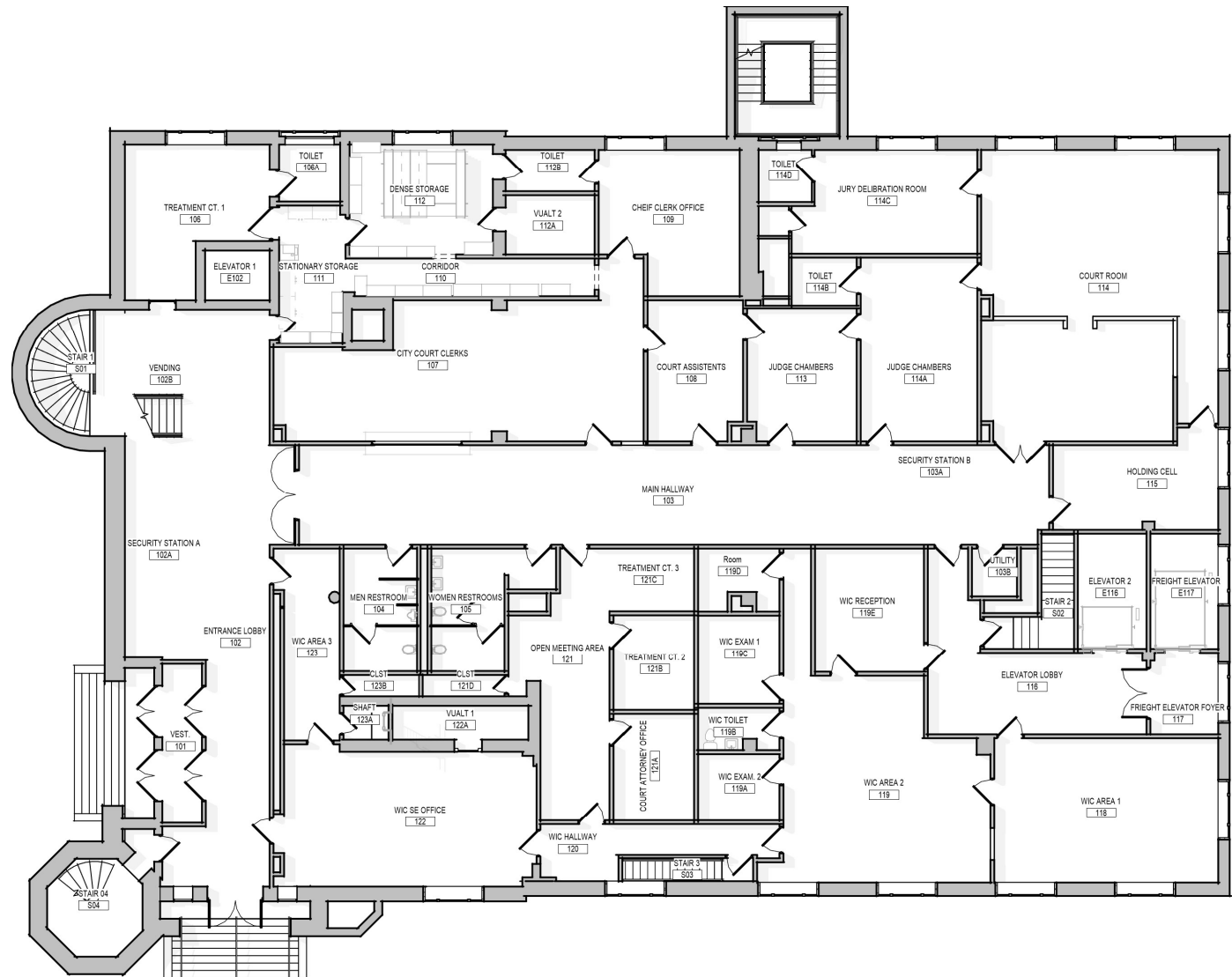
- Add 2<sup>nd</sup> Court Room and support spaces.  
-Including: add Judge Chambers, add (x1) and relocate (x1) Law Clerk office, add Attorney Conferences (x2), add (x1) and relocate (x1) Court Reporter, and add Conference Room.
- Provide public waiting room.
- Relocate security office.
- Provide 1 new toilet room.
- **This scheme doesn't account for:**
  - a. Relocating existing treatment offices**
  - b. Jury Box**
  - c. Dedicated Jury Deliberation space**

### Revised Scope

- Add 2<sup>nd</sup> Court Room and all required support spaces.  
-Including Jury Box and Jury Deliberation Room.
- Provide shared public waiting area.
- Provide security office and required M/F locker rooms.
- Provide secure circulation path.
- Improve secure holding including M/F holding areas.
- Relocate Treatment Offices and consolidate Treatment Court spaces, including adding a waiting room.
- Relocate file storage area.
- Reconfigure Court Clerk area.
- Current configuration requires County approval to remove existing freight elevator and east stair to bsmt

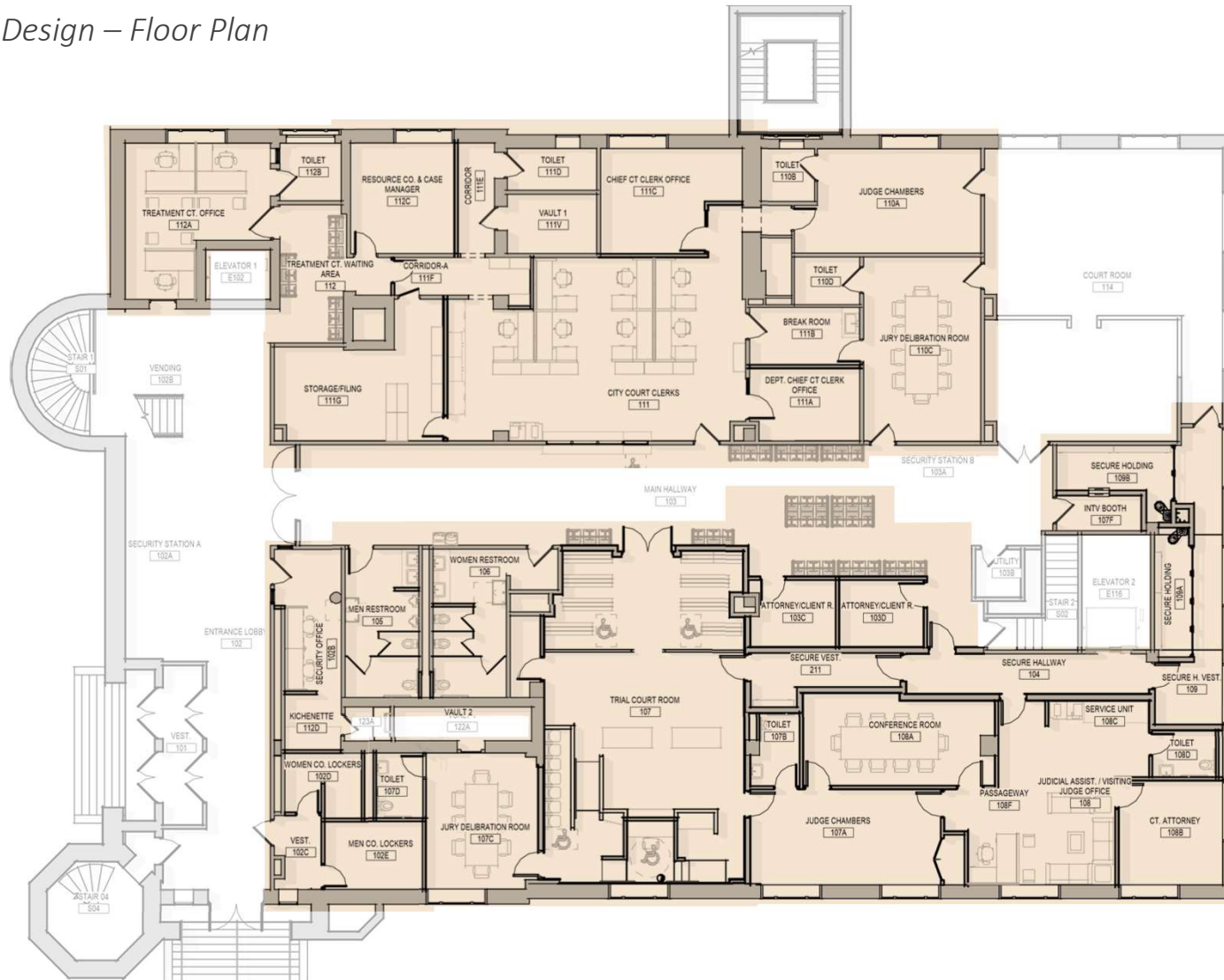


## Existing Floor Plan





## Updated Design – Floor Plan





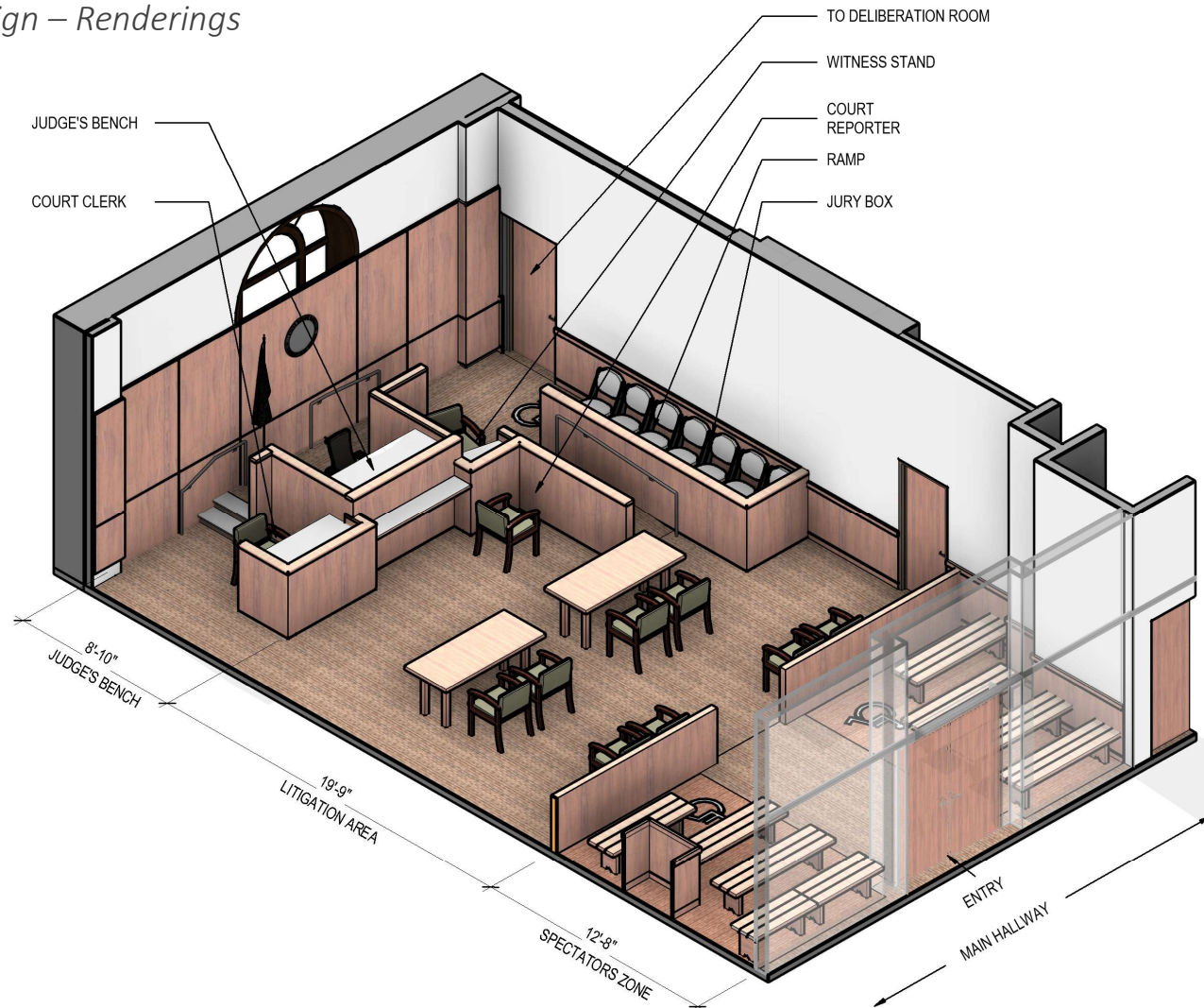


## Updated Design – Space Plan





## Updated Design – Renderings







*Updated Design – Renderings*





## *Project Goals*

- Fitting It All In  
(All the Program in a Tight Area)
- Meeting OCA requirements
- Minimizing Disruptions
- 30 Year Life Expectancy
- Controlling Costs







## Estimated Construction Costs

Project Construction Cost is Estimated at \$2.9M

- County is funding:
  - \$400,000 for New HVAC
  - \$120,000 for Hazardous Material Abatement
  - \$153,000 Restroom Renovation
  - \$150,000 Exterior Window Restoration and Interior Storms (10 Windows)

### AUBURN CITY COURT EXPANSION

THALER REILLY WILSON

OCTOBER 20, 2023 REV1

DESCRIPTION	SCHEMATIC DESIGN STAGE ESTIMATE				
	QUANTITY	U/M	UNIT PRICE	EXTENSION	TOTAL
1 BUILDING DEMOLITION					\$194,445
32 BUILDING STRUCTURE					\$20,250
42 EXTERIOR WALLS					\$61,641
61 STAIRS / MISC. METALS					\$14,748
67 CARPENTRY					\$209,984
88 BUILDING SUBDIVISION					\$327,256
121 INTERIOR FINISHES					\$210,532
334 SPECIALTIES					\$18,155
351 BUILDING EQUIPMENT					\$0
354 SPECIAL CONSTRUCTION					\$44,629
359 CONVEYING SYSTEMS					\$15,300
362 PLUMBING					\$90,000
370 FIRE PROTECTION					N.A.
372 MECHANICAL					\$453,000
381 ELECTRICAL					\$340,250
391 SUBTOTAL					\$2,000,189
392 GENERAL CONDITIONS, OVERHEAD, INSURANCE, BOND & FEE	21.47%				\$429,432
393 SUBTOTAL					\$2,429,621
394 DESIGN & CONSTRUCTION CONTINGENCY	10.00%				\$242,962
395 SUBTOTAL					\$2,672,583
396 ESCALATION	8.20%				\$219,152
397 TOTAL					\$2,892,000

#### ALTERNATE #1

MEN'S & WOMEN'S RESTROOMS 105 & 106 ARCHITECTURAL ONLY

\$153,600

#### ALTERNATE #2

ALLIED STORM WINDOWS

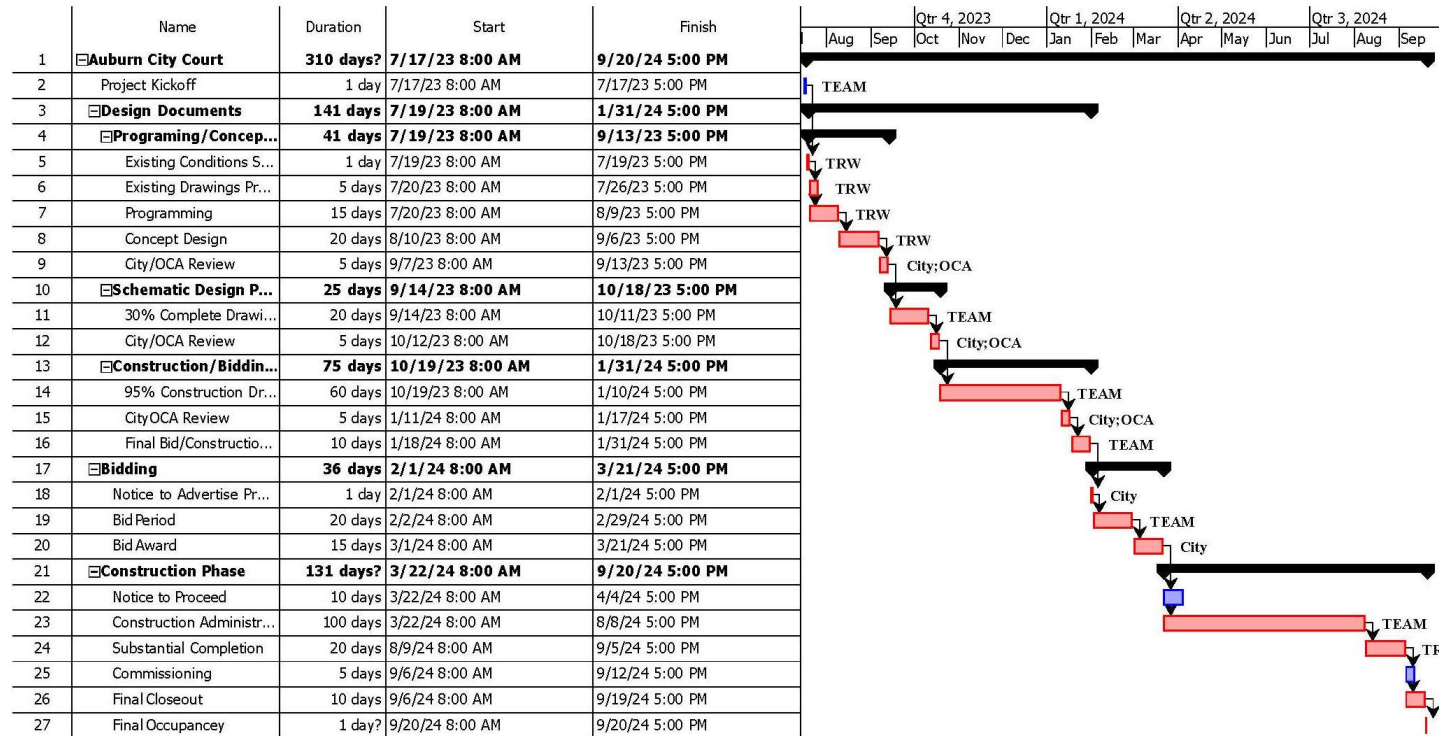
\$87,000



## Schedule

### KEY Upcoming Dates:

- 1/23/24 County Legislature  
– Permission to Construct
- 2/1/24 Bidding Starts
- 2/29/24 Bids Received
- 3/21/24 Bid Awarded
- 4/1/24 Notice to Proceed
- 9/5/24 Substantial  
Completion





## Expansion of Auburn City Courts



Thaler Reilly Wilson  
Architecture & Preservation