

**Auburn City Council
Work Session Meeting
Thursday, June 26, 2014 6:00PM
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.

Roll Call – The City Clerk called the roll. Mayor Quill, and Councilors McCormick, Camardo, Cuddy, and Ruzicka were all present.

The following City Staff was present:

- City Manager, Doug Selby
- Corporation Counsel, John Rossi
- City Clerk, Charles Mason
- Director of Public Works, Mike Talbot
- Director of Engineering, Bill Lupien

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 to be Heard –

- **Alicia Procino, Wilbur Ave**
Spoke to encourage the Council to revisit the issue of the residency requirement for city employees
- **Norm Davis, Dunning Ave**
Spoke to encourage the Council to continue to look for funds for additional police officers.

Approval of Meeting Minutes:

- A. June 19, 2014, City Council meeting minutes.
Motion to approve by Councilor Camardo, seconded by Councilor McCormick.
The motion carried 5-0. Councilors McCormick, Camardo, Cuddy, Ruzicka and Mayor Quill all voting aye.

Presentations and Proclamations – none

Public Announcements –

The Clerk read the following:

A. The Streamline trash and recycling page of the City web site has been updated with trash and recycling information for the month of June and July.

- The week of June 30-July 3, 2014 the city will be on a Holiday schedule for trash and recycling pick up due to the 4th of July holiday falling on a Friday. This means trash and recycling pick-up will be one day early for City residents. Also, there will be no leaf/lawn waste pick-up on Monday, June 30th.
- The new Streamline Calendar for July through December of 2014 has been posted to the web site. This calendar has been mailed to all residences in the city. Additional copies are available at City Hall.
- The Streamline page of the web site can be found at www.AuburnNY.gov/Streamline

B. The Planning Board of the City of Auburn will hold its monthly meeting on Tuesday, July 1, 2014 beginning at 6:30 p.m. The meeting will be held in Council Chambers at Memorial City Hall, 24 South St. Auburn, NY 13021.

C. The Human Rights Commission of the City of Auburn will hold its monthly meeting on Wednesday, July 2 at 5:00 p.m. The meeting will be held at West Minister Church, 17 Williams St. in Auburn.

D. The regular meeting of the Auburn City Council originally scheduled for Thursday, July 3, 2014 has been moved to Wednesday, July 2nd. The meeting will begin at 6 p.m. and will be held in Council Chambers at Memorial City Hall, 24 South St. Auburn, NY 13021.

E. The Auburn Doubledays baseball season is underway. Upcoming home games include:

- Thursday, June 26th at 7:05 p.m. vs. Batavia Muckdogs (Miami Marlins) This will be the first Dollar ‘Thursday’ night of the season.
- Saturday June 28th at 7:05 p.m. vs. Batavia Muckdogs (Miami Marlins);
- Tuesday, July 1st at 7:05 p.m. vs. Mahoning Valley Scrappers (Cleveland Indians);
- Wednesday, July 2nd at 7:05 p.m. vs. Mahoning Valley Scrappers (Cleveland Indians);
- Thursday, June 3rd at 7:05 p.m. vs. Mahoning Valley Scrappers (Cleveland Indians) This game will be a ‘Super Dollar Thursday’, also there will be fireworks following the game.

Our hometown Auburn Doubledays are the NY-Penn League Short Season Single-A affiliate of the Washington Nationals Major League Baseball team. The complete Doubledays baseball schedule can be found at their web site at www.AuburnDoubledays.com

City Manager’s Report – The Manager reported on the following:

- Information pertaining to the new Refuse Collection Fee as established in the FY2014-2015 City Budget has been posted to the city website. The Manager handed out to the Council copies of the information and a copy of the Request for Exemption from The Refuse Collection Fee form that has been developed (see Attachment A). There are two opportunities for an exemption: the first being for residential properties that may have vacant units that will remain vacant for the entire year; the second for commercial properties or residential properties of four units or more that use a private hauler. The forms are available online and at the City Clerk’s office at City Hall and can be handed in

to the City Clerk's office at City Hall.

- The City received notice this week from Congressman Maffei's office that the Federal Emergency Management Agency awarded the city a \$735,258 Staffing for Adequate Fire and Emergency Response (SAFER) grant for staffing at the Fire Department. The city has not yet received any information about the requirements of the grant. Once that happens staff will be back to Council with more information and the Council will need to vote to approve accepting the grant.
- The students from St. Joseph's school recently toured City Hall and wrote a thank you card thanking all involved with their tour. The Manager passed the card around for the Council to see.

State Environmental Quality Review Act Resolutions (SEQR) – None

Ordinances – None

Resolutions – None

Local Law- None

Tabled Legislation- None

Other Business

A. Review of Fiscal Year 2013-2014 Budget Graphs from the month of May 2014.

B. Discussion of Council Rules and Procedures

The City Clerk discussed that earlier in the year the Council began a review of the City Council Rules and Procedures. On April 3, 2014 Resolution #57 of 2014 Approving Council Rules and Procedures was tabled. At the time the Council expressed that they would take the matter up again after the Fiscal Year 2014-2015 City Budget was adopted. The revision of the Council Rules and Procedures that the Council tabled on April 3, 2014 has been included in the agenda packet. We are proposing the following timeline to proceed with completing the revision:

June 26, 2014 City Council Work Session Meeting - Discussion by Council

July 10, 2014 City Council Work Session Meeting - Discussion by Council

July 17, 2014 City Council Business Meeting - Council adopts a revised set of Rules and Procedures.

It was decided that any input Councilors had to the rules and procedures should be sent to the City Clerk and the City Clerk will compile and report back to Council.

C. Report on Landfill Tipping Fees

Director of Public Works Mike Talbot reported to the Council on the first two months of revenue and tonnage of solid waste taken in since the establishment of the new tipping rate. Mr.

Talbot also provided an overview of the work that has been done to the Landfill Gas system. The presentation led the Council to a discussion regarding the trash program in the City and the need to have regulations in place in the city code to allow for faster enforcement of curbside trash violations. It was reported by Mr. Talbot and Corporation Counsel Rossi that this would be something the staff would be working on. Similar discussion had taken place during the latest budget talks in regards to being able to properly enforce the new approach to curbside Refuse collection in the city.

D. Director of Public Works Mike Talbot reported to Council that the Casey Park pool would likely open for the season for swimming on June 30, 2014.

E. Councilor McCormick reported on the Owasco Lake Day that took place on June 25, 2014. She noted that several Owasco Lake related organizations had information tables at the event and she volunteered to assist the city with having such an information table at next year's Owasco Lake day.

F. Mayor Quill asked for an update on the Hoopes Park pond dredging project that was recently completed in the spring of 2014. DPW Director Mike Talbot discussed the project with the Council.

G. Councilor Camardo discussed the St. Joseph's school students recent visit to City Hall and read a card he received from the students. He also discussed that he would like some timelines on some projects that have been discussed at previous Council meetings such as reorganization, consolidation with the county, long-term financial planning that the manager reported he was developing with the Comptroller, and a breakdown on the upcoming city street improvement program.

H. Councilor Camardo asked for an update on the Franklin Street reconstruction. Director of Engineering Bill Lupien discussed that the project lost about 1.5 days worth of work this past week due to the heavy rainfall we experienced. The project is on track to be completed by the end of July but rainy weather does slow down the progress.

I. Councilor Ruzicka asked for an update on the implementation of the View Permit software program. The City manager reported that the project is slightly behind the schedule he had hoped for but that the staff had been working towards completing the implementation of the project. Training on the program for city staff will begin in July and everything should be worked out with the city and the View Permit company so that the program can begin later this summer.

Adjournment: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 6:59 p.m.

Minutes submitted to the City Council on June 27, 2014 by:

Charles Mason
City Clerk

On July 2, 2014 a motion to approve the minutes of the June 26, 2014 Auburn, NY City Council meeting was made by Councilor McCormick, seconded by Councilor Camardo.

	Ayes	Noes
Councilor McCormick	x	
Councilor Camardo	x	
Councilor Cuddy	absent	
Councilor Ruzicka	x	
Mayor Quill	x	
Carried and Adopted	x	

I do hereby certify that the foregoing is a correct copy of the minutes of the proceedings of the City Council of the City of Auburn, N.Y., at a regular meeting thereof, held in the Council Chambers, Memorial City Hall, in said city, on the 26th day of June, 2014 and that the City Council approved such by the vote listed above.

Charles Mason, City Clerk Date: July 3, 2014

(Attachment A- City Manager's report: Information Pertaining to the new Refuse Collection Fee that will begin July 1, 2014)

New Refuse Fee Beginning July 1, 2014

A new element of the Fiscal Year 2014-2015 City of Auburn budget is a fee for refuse collection for multifamily residential, commercial, and tax-exempt properties. This fee is to offset the increasing cost of trash collection without levying additional property taxes. This begins July 1, 2014 and is as follows:

- For residential properties the fee is charged on a per unit basis. The first unit of every residential property in the city will be paid for as part of the property tax. Additional units will be charged according to the residential property fee schedule listed below.
- For commercial and tax-exempt properties the fee will be according to the fee schedule listed below.
- Mixed use properties will be handled on a case by case basis.

Who will pay the new fee?

Owners of multifamily, commercial, and tax-exempt properties will pay the new fee. Single family homes will continue to receive service without an additional charge. Every multifamily property will not be charged for the first unit of service.

What is the fee?

Residential property fee schedule: The fee for the first unit of every residential parcel in the City is paid for as part of the property tax.

The Fee Schedule for additional residential units is as follows:

<u># of Units</u>	<u>First Unit Fee</u>	<u>Additional Units Fee</u>
One unit	First Unit Trash fee = 0	n/a
Two units	First Unit Trash fee = 0	Second unit fee is \$115./yr
Three units	First Unit Trash fee = 0	Combined second and third unit fee is \$219./yr
Four units	First Unit Trash fee = 0	Combined second-fourth unit fee is \$312./yr
Five units	First Unit Trash fee = 0	Combined second-fifth unit fee is \$396./yr
Six units	First Unit Trash fee = 0	Combined second-sixth unit fee is \$472./yr

Commercial and Tax-Exempt property fee schedule:

Small, less than 10,000 square feet \$186.00/yr

Large, more than 10,000 square feet \$295.00/yr

How will the fee be billed?

The refuse collection fee will be included on the annual tax bill for the property beginning in July 2014. Tax bills will be mailed by the end of June 2014.

Will all properties be included?

No, any property which has used a private refuse hauler will continue to do so. The City of Auburn has a record of residential, commercial and tax exempt properties that already utilize a private hauler. It is the intent of the city that these properties will not be charged a refuse fee on their July 1, 2014 tax bill. In the event that a property that has traditionally used a private refuse hauler is billed please notify the city by using the Private Hauler Exemption Form listed below.

Before filling out the Request for Exemption to the Refuse Fee Form, please read the following:

There will be two opportunities for property owners to appeal to the city for an exemption from the refuse fee being added to the tax bill.

Residential Exemption- this request for exemption is for a property owner that has a unit that is vacant and the owner expects the unit will be vacant for the next year. Upon application city personnel will arrange with the property owner to inspect the property for verification.

Private Refuse Hauler Exemption- this request for exemption is for any property of four units or more that utilizes the service of a private refuse hauler. Upon application the applicant must provide proof of their contract with a private refuse hauler. (Proof will be a contract with a private refuse hauler or a paid invoice from such hauler that abides by the City of Auburn Code Section 254-37-A which states all solid waste products picked up within the city limits of the City of Auburn, whether picked up by a public hauler or by a private hauler, shall be deposited at the Auburn Landfill.) Please note: Property owners that do not currently use a private refuse hauler should not sign or enter into a contract with a private refuse hauler until they have received approval of this exemption form from the city.

Exemption Forms may be found at the city's website www.AuburnNY.gov

**Also, Exemption Forms may be picked up and turned in by mail or in person to the:
City Clerk's Office, 1st Floor, Memorial City Hall, 24 South St. Auburn, NY**

For more information please contact:

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