

**Auburn City Council
Regular Meeting
Thursday, November 12, 2015 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.

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

The following City Staff was present:

- City Manager, Doug Selby
- Corporation Counsel, John Rossi
- City Clerk, Charles Mason
- City Comptroller, Laura Wills
- Director of Planning and Economic Development, Jennifer Haines

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.

4. Public Announcements –

The City Clerk read the following announcements:

A. The City of Auburn Parks Master Planning Process has begun. There will be two more public meetings held. The meeting dates are 1. Saturday, November 14, 2015 from 10am-Noon at the Business and Industry Center located at Cayuga Community College, 197 Franklin Street in Auburn; and, 2. Wednesday, November 18, 2015 from 6pm-8pm at the Auburn United Methodist Church, 99 South Street in Auburn.

B. The next meeting of the Auburn Industrial Development Authority will be held on Wednesday, November 18, 2015 at 5:00pm. The meeting will be held at the Chamber of Commerce building 2 State Street, Auburn, NY 13021.

C. The final Electronics Recycling Collection Event of the year will be held on Saturday, November 14, 2015 from 8 AM to 11 AM to be held at the City of Auburn Landfill, 311 N. Division Street in Auburn. Electronics recycling is free, however, a \$10 requested donation per television and CRT Monitor is being asked of to ensure continuation of event for the future.

Also, this event is now accepting textiles for recycling. Please bring dry and clean textiles, including shoes, clothes, linens, and so on. The event is now offering confidential document shredding too.

The following is a list of what to bring to Electronics Recycling Event:

- Computer Equipment
- Computer Monitors (\$10 requested donation per monitor)
- TV's (\$10 requested donation per television)
- Microwaves
- Video Game Systems
- Universal Power Supplies
- Cell Phones
- Fluorescent Light Bulbs 2 foot, 4 foot and 8 foot (contain mercury)
- Compact Fluorescent Bulbs (CFL) (please return to Home Depot or Lowe's)
- Button cell batteries and rechargeable batteries
- Toner/Ink Cartridges
- Hand held cylinders that contained such gases as oxygen, MAPP and helium
- 1 pound to 20 pound propane tanks
- Small Freon Appliances like air conditioners, dehumidifiers and dorm-sized refrigerators.

No freon appliance weighing more than 40 pounds will be accepted. See information below for information on recycling freon appliances weighing more than 40 pounds.

This event is coordinated by Cornell Cooperative Extension Cayuga County, Cayuga County Department of Planning.

D. Thanksgiving Week - Special Trash Pick-up Schedule

Due to the Observance of the Thanksgiving Day Holiday there will be no curbside trash or recycling pick-up in the City of Auburn on Thursday, November 26, 2015.

The following special trash pick-up schedule will be in effect for Thanksgiving week:

- If your trash pick-up day is normally Tuesday, you will be picked up on Monday, November 23, 2015
- If your trash pick-up day is normally Wednesday, you will be picked up on Tuesday, November 24, 2015
- If your trash pick-up day is normally Thursday, you will be picked up on Wednesday, November 25, 2015
- There is no change in service for Friday pick-up.

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.

Karen Walter, 15 Case Avenue

Ms. Walter discussed issues pertaining to the cell phone tower proposed to be installed at property in the City Technology Park owned by the Auburn Industrial Development Authority.

7. Approval of Meeting Minutes:

A. November 5, 2015, City Council meeting minutes.

Motion to approve by Councilor Cuddy, seconded by Councilor McCormick.

The motion to approve the minutes of November 5, 2015 carried 5-0. Councilors McCormick, Camardo, Cuddy, Ruzicka and Mayor Quill all voting aye.

8. Reports of City Officials

A. City Manager's Report

- The City had a very successful fall tree planting day. Over 20 volunteers helped the Department of Public Works (DPW) plant over 40 trees. There are still some trees available if any residents would like a tree planted they can call the DPW at 315-253-9554. A special thank you to Walt Aikman for assisting with organizing the tree planting event.
- The Request for Proposals for 1-7 State Street will be released the week of November 16th.

B. Reports from members of Council

- Mayor Quill announced that all votes cast in the November 3, 2015 general election had been counted by the Cayuga County Board of Elections earlier in the day. He introduced two newly elected members of the City Council Dia Carabajal and Jimmy Giannettino. The new members of Council will be sworn in on January 1, 2016.
- Council McCormick reported on a Public Safety Committee meeting she attended at the Cayuga County Legislature which provided her the opportunity to tour the County 911 center. She also discussed the importance of funding for the County Soil & Water program as it provides much service necessary for the protection of the Owasco lake Watershed. She also discussed that she observed the County uses BOCES interns.

9. Matters to Come Before Council

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

B. Ordinances - None

C. Local Laws – None

D. Resolutions - None

E. Tabled Legislation – None

F. Staff/Vendor Presentations

- Fiscal Year 2014-2015 Financial Statement Presentation. The City Comptroller Laura Wills provided an overview presentation pertaining to the independent audit of the City's Fiscal Year 2014-2015 budget year. The Comptroller introduced Mr. Patrick Jordan, C.P.A. from the auditing firm of Ciaschi, Dietershagen, Little & Mickelson, LLP. Mr. Jordan presented the Council with a presentation on the audit report. Members of Council asked questions and discussed the report with Mr. Jordan throughout his presentation. The Council will be asked to accept the audit report at the November 19, 2015 Council meeting.

• Senior Management Personnel Policy Presentation . The City Manager discussed the current Senior Manager Personnel Policy and stated that it impacts 14 City employees that are not members of any of the City's labor unions, this includes Department Heads and confidential employees. He identified the following topics that he would like to see added to the current policy:

- Disciplinary procedures
- Wage schedule
- Leave approval
- Sick leave procedures
- Specify accrual of personal leave
- Leave without pay
- Administrative leave
- Modified work schedules
- Background checks and pre-employment physicals
- Define days and weeks as related to 35 hour vs. 40 hour management staff
- Statement on relationship between Management Policy and Employee Handbook

The manager stated has also received recommendations from the Department Heads about topics they would like to see addressed in the policy. The Council discussed and asked that the topic be added to the November 24th Council Work Session and that the goal would be to adopt a policy at the December 3rd Council meeting.

10. Other Business

- Councilor Ruzicka asked for an update on software programs in the Code Enforcement Office. Director of Planning and Economic Development, Jenny Haines provided an update. He also asked about the installation of the time-keeping system. Comptroller Laura Wills provided an update.

Adjournment: By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 7:22 p.m.

Minutes submitted to the City Council on November 13, 2015 by:

Charles Mason
City Clerk

Auburn City Council Minutes November 12, 2015

On November 19, 2015 a motion to approve the minutes of the November 12, 2015 Auburn, NY City Council meeting was made by Councilor McCormick, seconded by Councilor Cuddy.

	Ayes	Noes
Councilor McCormick	x	
Councilor Camardo	x	
Councilor Cuddy	x	
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 12th day of November, 2015 and that the City Council approved such by the vote listed above.

Charles Mason, City Clerk

Date: November 20, 2015