

**Auburn City Council  
Regular Meeting  
Thursday, January 5, 2017 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. Councilors McCormick, Giannettino, Cuddy, Carabajal, and Mayor Quill were all present.

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

- City Manager, Jeff Dygert
- Corporation Counsel, John Rossi
- City Clerk, Charles Mason
- City Comptroller, Laura Wills
- Superintendent of Engineering, William Lupien
- Police Chief, Shawn Butler

**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** –

- New STREAMLINE curbside trash and recycling schedules have been mailed out to all city residents for January 2017-June 2017. PDF copies of the newsletters are available to be downloaded at the City website ([www.AuburnNY.gov/Streamline](http://www.AuburnNY.gov/Streamline)). Additional hard copies of the newsletter are available at Memorial City Hall and at the Landfill Office on N. Division Street.
- The City of Auburn Planning Department has not received any applications for certificate of appropriateness for projects within the historic districts. Therefore, the regularly scheduled Historic Resources Review Board meeting of January 10th 2017 is cancelled.

**5. Ceremonial Presentations and Proclamations** –

**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.

Keith DelFavero, 118 Walnut Street

Mr. DelFavero spoke to discuss conditions on the Walnut Street side of Hoopes Park where there has been an accumulation of materials used on various projects. The pile

**7. Approval of Meeting Minutes: None**

**8. Reports of City Officials**

**A. City Manager's Report**

- Representative from the Maxwell School at Syracuse University met to discuss the possible facilitation of a Council goal setting process. Updates will be forthcoming.
- The Department of Public works is purchasing software and hardware required to install a GPS tracking system on all DPW vehicles. This is being done in partnership with the Town of Owasco who also uses such a system and the Town is allowing the City to share the computer server space required for system operation. The main intent of the program is to track snow plow routes to be able to communicate to the public snow has been removed. It will serve many other functions for the department as well.

**B. Reports from members of Council** – members of Council discussed a training they conducted with the Auburn Police Department's Emergency Response Team on Wednesday, January 11, 2017. The Auburn Police Department (APD) is in the process of reactivating its Emergency Response Team (ERT) which is an essential unit specially trained in order to respond to and safely resolve critical incidents such as barricade incidents, hostage incidents, execution of high risk / felony warrants, parole warrants, and drug searches or active shooter events. The APD's ERT team had been deactivated years ago but with equipment and training needs receiving the support of the City Council, Police Chief Shawn Butler has prioritized reactivating the program in order to continue the high level of service our community deserves and expects from our Police Department. With sufficient equipment and the adequate training of 16 officers the ERT team will be back in action soon.

**9. 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 #1 OF 2017**

**ADOPTING THE CITY OF AUBURN  
INVESTMENT POLICY**

By Councilor Giannettino

January 5, 2017

**WHEREAS**, the NYS GML § 39: Investment Policies for local governments states that; “Each local government ... shall by resolution adopt a comprehensive investment policy which details the local government's operative policy and instructions to officers and staff regarding the investing, monitoring and reporting of funds of the local government.”

**WHEREAS**, the City of Auburn has written a policy in accordance with New York State requirements for review and adoption by the Auburn City Council.

**NOW, THEREFORE, BE IT RESOLVED**, that the Auburn City Council does hereby adopt a policy for the City of Auburn in relation to the investment of public funds in accordance with NYS GML § 39.

Seconded by McCormick

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #1 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**COUNCIL RESOLUTION #2 OF 2017**

**ADOPTING A CITY OF AUBURN PROCUREMENT POLICY**

By Councilor McCormick

January 5, 2017

**WHEREAS**, the City of Auburn has annually adopted and maintains a Procurement Policy regulating the requirements for competitive bidding and public service contracts to be consistent with State law in order that taxpayers may receive those goods and services at the lowest price reasonable; and

**WHEREAS**, the General Municipal Law of the State of New York requires that a municipality review its Procurement Policy annually in order to update and conform the policy with any new legislation which may change competitive bidding limits; and

**WHEREAS**, the staff of the City Comptroller and the Corporation Counsel Office have reviewed the current City of Auburn Procurement Policy and have determined that it is compliant with all of the provisions of the New York General Municipal Law; and

**WHEREAS**, it is necessary that the City of Auburn formally adopt a Procurement Policy for the year 2017.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Auburn Procurement Policy is hereby adopted as being compliant with New York State General Municipal Law and that all of the terms set forth in the Procurement Policy are continued and authorized in its current form.

Seconded by Giannettino

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #2 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**FINANCIAL RESOLUTION #3 OF 2017**

**ADOPTING THE 2017 CAYUGA COUNTY TAX RATE AND CITY OF AUBURN SHARE OF THE CAYUGA COMMUNITY COLLEGE CHARGES**

By Councilor McCormick

January 5, 2017

**WHEREAS**, the City of Auburn has been notified by the Cayuga County Legislature that, in accordance with Resolution #458-16, adopted by the County Legislature on December 15, 2016, the City of Auburn’s participation in the 2017 County Tax will be in the amount of \$8,271,849 compared to last year’s amount of \$8,313,097, a decrease of \$41,248. The full amount to be raised by property taxes in the entire County is \$39,011,995, that produces the City’s share of the County tax levy is 21.2%; and

**WHEREAS**, the Cayuga County Legislature included within its Resolution #458-16 of 2016 charges to the City taxpayers for the collection of costs related to the preparation and mailing of County tax bills within the City in the amount of \$3,552.57; and

**WHEREAS**, the City of Auburn has been notified by the Cayuga County Legislature that, in accordance with Resolution #381-16, adopted by the County Legislature on November 22, 2016, the City of Auburn’s proportionate share for the Cayuga Community College charges in the amount of \$139,274.62 is to be added to the 2017 County Tax to be raised from the City;

**NOW THEREFORE BE IT RESOLVED** that the City Council of the City of Auburn, New York hereby adopts the 2017 County Tax Rate in the City of Auburn in the amount of \$8.346440 per \$1,000 of assessed valuation for the City’s share of the County tax, and \$.140470 per \$1,000 of assessed valuation for the City’s share of the Cayuga Community College charges for a total County tax rate of \$8.486910 per \$1,000, an overall decrease of .77% over the 2016 rate; and

**BE IT FURTHER RESOLVED** that the Auburn City Council hereby adopts the 2017 County tax rate and authorizes the preparation of the necessary tax bills.

Seconded by Cuddy

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	abstain	
Mayor Quill	X	
Carried and Adopted	X	

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*Charles Mason, City Clerk Date: January 6, 2017*

**COUNCIL RESOLUTION #4 OF 2017**

**ADOPTING A BUDGET CALENDAR FOR THE PREPARATION OF THE FISCAL YEAR 2017-2018 CITY BUDGET**

By Councilor Giannettino

January 5, 2017

**WHEREAS**, the City Budget is the financial document that funds the many services provided by local city government; and,

**WHEREAS**, the City’s fiscal year begins on July 1st of each year and the City Council must adopt a final City Budget by the end of June each year for the next budget year; and,

**WHEREAS**, adequate preparation, review, and eventual adoption of the annual City Budget is an open process that lasts several months; and,

**WHEREAS**, for the preparation of the Fiscal Year 2017-2018 budget, the City Manager recommends the following attached budget calendar be adopted; and,

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council sets the above listed dates as the official budget calendar for the preparation of the City of Auburn Fiscal Year 2017-2018 Budget and that all business pertaining to the City Council called for in said calendar will be scheduled as part of regular City Council meeting agendas in accordance with the Council Rules and Procedures; and

**BE IT FURTHER RESOLVED**, that the City Clerk is hereby directed to notify the public of the dates as set forth herein and that throughout this budget preparation process the City Clerk shall immediately make available to the public all budget related documents as they become available to the Council.

Seconded by Councilor Cuddy

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #4 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**2017-2018 BUDGET PREPARATION AND  
ADOPTION TIMELINE**

Department Heads receive budget packets	January 20, 2017
Department Heads return budget packets	February 17, 2017
Comptroller compiles Department Head budgets and revenue estimates	March 10, 2017
Comptroller and Manager meet with Department Heads to justify budget requests	March 13 – 24, 2017
City Manager submits preliminary balanced budget	April 6, 2017
Department Head presentations to Council	April 6 & 13, 2017
Final Council input due to City Manager	April 20, 2017
Final balanced budget based on Council input and revised revenue estimates	May 4, 2017
Public Hearing on budget	May 18, 2017
Budget adoption	June 1, 2017

**AGREEMENT RESOLUTION #5 OF 2017**

**AWARDING A CONSULTING AGREEMENT TO KEY INSURANCE AND BENEFITS SERVICES, INC.**

By McCormick

January 5, 2017

**WHEREAS**, the consulting team at Key Insurance and Benefits Services, Inc. is intimately knowledgeable about the health insurance benefits and groups at both the City of Auburn and the Cayuga County Health Insurance Consortium; and,

**WHEREAS**, effective January 1, 2017, the City is not self-insured; therefore, it is necessary to contract with a consultant to provide services as outlined in the Consulting Agreement Exhibit 1 with regard to expertise in the health insurance field; and,

**WHEREAS**, the term of the agreement shall be for three years beginning on January 1, 2017 for a flat rate of \$31,500 per year.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Council awards a consulting agreement to Key Insurance and Benefits Services, Inc. in the amount of \$31,500 per year for the period of January 1, 2017 through December 31, 2019 with such services to be charged to Health Insurance A9060.841.

Seconded By Councilor Giannettino

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #5 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*



**APPOINTMENT RESOLUTION #6 OF 2017 CONFIRMING APPOINTMENTS TO THE AUBURN INDUSTRIAL DEVELOPMENT AUTHORITY**

By Councilor McCormick

January 5, 2017

**WHEREAS**, in accordance with Title 15, Section 2304 of the New York State Public Authorities Law, the Mayor is hereby recommending confirmation of members to be appointed to the Auburn Industrial Development Authority Board; and

**WHEREAS**, in accordance with said Public Authorities Law, Board membership must include specific fields representing labor, business, industry and education; and

**WHEREAS**, the Mayor recommends the appointment of the Chairman of the Auburn Industrial Development Authority.

**NOW, THEREFORE, BE IT RESOLVED**, that the Auburn City Council confirms the appointment of the following persons to the Auburn Industrial Development Authority Board for a term of three (3) years, which term is set to expire on January 15, 2020:

**At-Large Member:** Ron LaVarnway

**At-Large Member:** Roger Beer

**At-Large Member:** Trisha Kerr

**Member of Labor:** William Andre

**Member of Business:** James Dacey

**Member of Industry:** *Vacant*

**School Board Member:** Monika Salvage, Member, Board of Education, Auburn School District

**City Council Member:** Michael D. Quill, Mayor

**City Council Member:** Terrence Cuddy, City Councilor

**BE IT FURTHER RESOLVED**, that James Dacey is appointed to serve as the Chairperson of the Auburn Industrial Development Authority Board and that said appointments shall become effective immediately.

Seconded by Cuddy

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #6 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**APPOINTMENT RESOLUTION #7 OF 2017  
APPOINTING MANAGERS OF AUBURN COMMUNITY BASEBALL, LLC**

By Councilor McCormick

January 5, 2017

**WHEREAS**, pursuant to Council Resolution #170 of 2016 approved by Council on November 17, 2016, the transfer of ownership of the Minor League franchise owned by the City of Auburn to Auburn Community Baseball, LLC was approved; and

**WHEREAS**, it is necessary that managers be appointed to the LLC to conduct the business of the Limited Liability Company; and

**WHEREAS**, the following persons shall be appointed as Managers of Auburn Community Baseball, LLC:

Michael D. Quill  
Jeffrey J. Dygert  
Robert W. Gauthier  
Michael P. Talbot  
Charles Lynch  
John C. Rossi  
Jacquelyn Aversa  
Chuck Mason

; and

**WHEREAS**, Jeffrey J. Dygert shall be designated as the Individual With Ultimate Authority in order that he may act in concert with the Managers to conduct the business of the LLC, and the appointments and designation shall become effective immediately and shall be subject to approval by the New York-Pennsylvania Professional Baseball League.

**NOW, THEREFORE BE IT RESOLVED** that the following persons are appointed as Managers of Auburn Community Baseball, LLC:

Michael D. Quill  
Jeffrey J. Dygert  
Robert W. Gauthier  
Michael P. Talbot  
Charles Lynch  
John C. Rossi  
Jacquelyn Aversa  
Chuck Mason

; and

**BE IT FURTHER RESOLVED** that Jeffrey J. Dygert shall be designated as the Individual With Ultimate Authority, said appointments and designation shall become effective immediately and shall be subject to approval by the New York-Pennsylvania Professional Baseball League.

Seconded by Councilor Giannettino

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #7 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**AGREEMENT RESOLUTION #8 OF 2017**

**EXTENDING THE OPERATING AGREEMENT FOR THE AUBURN DOUBLEDAYS BASEBALL TEAM**

By Councilor McCormick

January 5, 2017

**WHEREAS**, the City of Auburn, hereinafter referred to as “the City”, and the Auburn Community Non-Profit Baseball Association, Inc., hereinafter referred to as “ACB”, have entered into agreements over a period of time for the operation of the Auburn Doubledays Baseball Team and Falcon Park; and

**WHEREAS**, the current operating agreement has expired as of December 31, 2016 and the City and ACB are desirous of extending the agreement for a term of one (1) year.

**NOW, THEREFORE BE IT RESOLVED** that the Auburn City Council does hereby approve entering into an operating agreement with Auburn Community Non-Profit Baseball Association, Inc. for the management and operation of the Auburn Doubledays Baseball Team and Falcon Park, said agreement to be effective as of January 1, 2017 and shall expire on December 31, 2017 unless terminated at an earlier date.

Seconded by Councilor Giannettino

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	X	
Mayor Quill	X	
Carried and Adopted	X	

*I do hereby certify that the foregoing is a correct copy of the vote for Council Resolution #8 of 2017 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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk Date: January 6, 2017*

**F. Staff/Vendor Presentations - 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:

1. Two matters pertaining to the proposed acquisition, sale or lease of real property or the proposed acquisition of securities, or sale or exchange of securities held by such public body, but only when publicity would substantially affect the value thereof. (NYS Open Meetings Law Article 7, Section 105-h.)
2. One matter pertaining to collective negotiations pursuant to article fourteen of the civil service law. (NYS Open Meetings Law Article 7, Section 105-h.)

The motion to enter executive session carried 5-0. Councilors McCormick, Giannettino, Cuddy, Carabajal and Mayor Quill all voting aye. The Council entered Executive Session at 7:00 p.m. Executive session adjourned at 8:35 p.m.

**Adjournment:** By unanimous vote the Council adjourned the meeting. The meeting was adjourned at 8:35 p.m.

Minutes submitted to the City Council on January 19, 2017 by:

Charles Mason  
City Clerk

Auburn City Council Minutes January 5, 2017

On January 19, 2017 a motion to approve the minutes of the January 5, 2017 Auburn, NY City Council meeting was made by Councilor Giannettino, seconded by Councilor Cuddy.

	Ayes	Noes
Councilor McCormick	X	
Councilor Giannettino	X	
Councilor Cuddy	X	
Councilor Carabajal	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 5th day of January, 2017 and that the City Council approved such by the vote listed above.*

*Charles Mason, City Clerk      Date: January 20, 2017*