

**CITY COUNCIL MEETING
CITY OF WATERTOWN
March 16, 2020
7:00 p.m.**

Mayor Jeffrey M. Smith Presiding

Present: Council Member Sarah V. Compo
Council Member Ryan J. Henry-Wilkinson
Council Member Jesse C. P. Roshia
Council Member Lisa A. Ruggiero
Mayor Jeffrey M. Smith

Also Present: Kenneth A. Mix, City Manager
Robert J. Slye, City Attorney

City staff present: James Mills, Michael Lumbis, Michael Delaney, Patrick Keenan, Erin Gardner, Matthew Roy, Dale Morrow

The City Manager presented the following reports to Council:

- Resolution No. 1 - Reappointment to the Transportation Commission - Sam Purington
- Resolution No. 2 - Reappointment to the Transportation Commission - Owen Virkler
- Resolution No. 3 - Changing the Fees Charged for the 2020 Home Show
- Resolution No. 4 - Accepting Donation For Bench From Hyde-Stone Mechanical Contractors, Inc.
- Resolution No. 5 - Accepting Proposal for DPW Facility Spatial Needs Assessment & Site Recommendations
- Resolution No. 6 - Accepting Bid for CDBG Sidewalk and Northside ADA Ramps Repair Project
- Resolution No. 7 - Readopting Fiscal Year 2019-20 General Fund Budget
- Resolution No. 8 - Site Plan Approval for the Construction of a 1,880 and a 5,460 Square Foot Building Addition, a New 10,400 Square Foot Storage Building and Associated Site Improvements at Roth Industries, Inc. Located at 268 Bellew Avenue South, Parcel Number 9-43-105.000
- Resolution No. 9 - Approving the Site Plan for the Construction of a 9,500 Square-Foot Building and Associated Site Improvements at 491 Eastern Boulevard, Parcel Number 5-26-103.007
- Resolution No. 10 - Accepting Administration Rights of Formula Grants for Rural Area Transit From Jefferson County
- Resolution No. 11 – Employing Kenneth A. Mix as City Manager of the City of Watertown
- Public Hearing - CDBG Citizen Participation Plan
- COPS Office Award Grant Application
- Community Development Block Grant (CDBG) Program Year 2020 Annual Action Plan - Update

Complete Reports on file in the office of the City Clerk

Meeting opened with a moment of silence that Mayor Smith asked be in memory of Sarah B. (Sally) Palumbo who passed away on March 13 and was Council Member Compo's grandmother and Council Member Henry-Wilkinson's great aunt.

Pledge of Allegiance was given.

The reading of the minutes of the regular meeting of March 2, 2020 and work session of March 16, 2020, was dispensed and accepted as written by motion of Council Member Ryan J. Henry-Wilkinson, seconded by Council Member Lisa A. Ruggiero and carried with all voting in favor thereof.

COMMUNICATIONS

A claim was received from James Brown, 14910 Fuller Rd, Adams Center, seeking reimbursement for damages to his vehicle after driving over an uneven surface on Arsenal Street Bridge on March 1, 2020.

A claim was received from Marsha Hasseler, 23879 New York State Route 37, Watertown, seeking financial reimbursement for injuries sustained and dental repairs necessary after a fall March 9, 2020 on the ball fields adjacent to the Family Y on Coffeen Street.

A claim was received from Jerrica Hamson, 707 Morrison Street, seeking reimbursement for damage due to multiple flooding situations in her basement caused by blocked storm drains on Morrison Street.

Above claims have been referred to the Board of Audit.

PRIVILEGE OF THE FLOOR

Donnie Lee Barrigar, 134 Union Street, addressed the chair concerning his opposition to the LGBTQ Pride Flag being raised in the City and his concerns about the Police discharging a weapon between two houses late at night to put down a deer. He suggested a gun safety refresher course for each member of the Police force.

Mayor Smith asked City Manager Mix to have the Police Chief address these issues.

PUBLIC HEARING

At 7:30 p.m. Mayor Smith asked the City Clerk to read the notice of Public Hearing concerning the CDBG Citizen Participation Plan

Mayor Smith declared the hearing open at 7:30 p.m.

No one spoke.

Mayor Smith declared the hearing closed at 7:30 p.m.

RESOLUTIONS

Resolution No. 1 - Reappointment to the Transportation Commission - Sam Purington

Introduced by Council Member Ryan J. Henry-Wilkinson

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2023:

Sam Purington
42 North Main Street
Carthage, NY 13619

Secoded by Council Member Lisa A. Ruggiero and carried with all voting yea.

Resolution No. 2 - Reappointment to the Transportation Commission - Owen Virkler

Introduced by Council Member Ryan J. Henry-Wilkinson

RESOLVED that the following individual is reappointed to the Transportation Commission for a three-year term, such term expiring on April 1, 2023:

Owen Virkler
420 Newman Drive
Watertown, NY 13601

Secoded by Council Member Lisa A. Ruggiero and carried with all voting yea.

Resolution No. 3 - Changing the Fees Charged for the 2020 Home Show

Introduced by Council Member Ryan J. Henry-Wilkinson

NOW THEREFORE BE IT RESOLVED by the City Council of the City of Watertown, New York, that it will charge the City Resident fee for exhibitors at the 2020 Home Show event being held at the Municipal Arena by the New York Builders Exchange.

Secoded by Council Member Lisa A. Ruggiero

Prior to the vote on the foregoing resolution, Mayor Smith noted that this had been done in the past and asked if this event had been cancelled and whether it made sense to waive the fees.

Superintendent of Parks and Recreation Erin Gardner stated that she had spoken with Phil Reed and they intended to postpone the event until August, but noted her recommendation would be to waive the fees now so that they would not have to bring the resolution to Council again in August.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 4 - Accepting Donation For Bench From Hyde-Stone Mechanical Contractors, Inc.

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS the employees of Hyde-Stone Mechanical Contractors, Inc. would like to donate money to place a bench in Thompson Park in memory of Jay F. Stone, and

WHEREAS the City of Watertown accepts this donation with the intent of using these funds for the specific purpose of ordering, assembling and installing this bench in the area near Kite Hill and the tennis courts,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the financial donation from the employees of Hyde-Stone Mechanical Contractors, Inc. in the amount of \$450 for a bench to be placed in Thompson Park in memory of Jay F. Stone, and

BE IT FURTHER RESOLVED that the Parks and Recreation Department has specifically earmarked the funds to be used for this item as mentioned above.

Seconded by Council Member Sarah V. Compo

Prior to the vote, Mayor Smith expressed his appreciation for the photographs in the report.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 5 - Accepting Proposal for DPW Facility Spatial Needs Assessment & Site Recommendations

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS the City Purchasing Department has advertised and received sealed proposals for DPW Facility Spatial Needs Assessment & Site Recommendations, and

WHEREAS proposals were sent to (10) area providers, with (6) proposals submitted to the Purchasing Department, and

WHEREAS on Tuesday, January 21, 2020, at 2:00 p.m., the proposals received were opened, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the proposals received with the Public Works Department and the City Engineering Department, and it is their recommendation that the City Council accept the proposal submitted by C&S Companies in the amount of \$18,450,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts the proposal of C&S Companies in the amount of \$18,450, and

BE IT FURTHER RESOLVED that City Manager Kenneth A. Mix is hereby authorized and directed to execute this contract on behalf of the City of Watertown and any other documents required to implement the proposal and administer the program.

Seconded by Council Member Lisa A. Ruggiero

Prior to the vote on the foregoing resolution, Mayor Smith inquired if the amount in the resolution was the lowest proposal.

Department of Public Works Superintendent Patrick Keenan indicated that it was.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 6 - Accepting Bid for CDBG Sidewalk and Northside ADA Ramps Repair Project

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS the City Purchasing Department has advertised and received sealed bids for CDBG Sidewalk and Northside ADA Ramps Repair Project, as per City specifications, and

WHEREAS bid invitations were also issued to Bid Net with five (5) sealed bids submitted to the Purchasing Department, and

WHEREAS on Tuesday, March 10, 2020, at 11:00 a.m., the bids received were publicly opened and read, and

WHEREAS the City Purchasing Department reviewed the bids received with City Engineering, and it is their recommendation that the City Council accept the bid submitted by Concrete Slipform, Inc. in the amount of \$248,981.50,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown accepts the bid of Concrete Slipform Inc. in the amount of \$248,981.50 for CDBG Sidewalk and Northside ADA Ramps Repair Project as the lowest qualified bidder meeting our specifications, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to sign all contracts associated with implementing the award to Concrete Slipform Inc.

Seconded by Council Member Lisa A. Ruggiero

Prior to the vote on the foregoing resolution, Mayor Smith noted that the amount was much lower than what was expected and asked if there was a reason.

City Engineer Michael Delaney explained that the company with the lowest bid had done a lot of work in the past with the City, including the Huntington Street project.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 7 - Readopting Fiscal Year 2019-20 General Fund Budget

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS on May 29, 2019 the City Council passed a resolution adopting the Budget for Fiscal Year 2019-20, of which \$44,148,031 was appropriated for the General Fund, and

WHEREAS included in the Fiscal Year 2019-20 General Fund budget there were two Motor Equipment Operators (Heavy) budgeted in A.5110.0130 Maintenance of Roads (at 67%) and A.5142.1130 Snow Removal (at 33%), and

WHEREAS included in the Fiscal Year 2019-20 General Fund budget there were six Motor Equipment Operators (Light) budgeted in A.5110.0130 Maintenance of Roads (at 67%) and A.5142.1130 Snow Removal (at 33%), and

WHEREAS the Superintendent of the Department of Public Works is recommending the elimination of one Motor Equipment Operator (Heavy) and the creation of one additional Motor Equipment Operator (Light),

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2019-20 to eliminate one Department of Public Works Motor Equipment Operator (Heavy) and create one additional Department of Public Works Motor Equipment Operator (Light), and

BE IT FURTHER RESOLVED that the City Council of the City of Watertown hereby that the following adjustments be included in the re-adopted General Fund Budget:

<u>Expenditures</u>	
A.1990. 0430 Contingency	\$ 3,570
A.5110.0130 Maintenance of Roads – Wages	(\$ 2,886)
A.5110.0810 Maintenance of Roads – Retirement	(\$ 463)
A.5110.0830 Maintenance of Roads – Social Security	(\$ 221)
Total Expenditures	\$ _____ -

Seconded by Council Member Lisa A. Ruggiero and carried with all voting yea.

Resolution No. 8 - Site Plan Approval for the Construction of a 1,880 and a 5,460 Square Foot Building Addition, a New 10,400 Square Foot Storage Building and Associated Site Improvements at Roth Industries, Inc. Located at 268 Bellew Avenue South, Parcel Number 9-43-105.000

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS Matthew R. Morgia, P.E., of Aubertine and Currier, PLLC on behalf of Roth Industries, Inc, has submitted an application for Site Plan Approval for the construction of a 1,880 and a 5,460 square foot building addition, a new 10,400 square foot storage building and associated site improvements at Roth Industries, Inc. located at 268 Bellew Avenue South, Parcel Number 9-43-105.000, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on March 3, 2020 and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall ensure the area designated on the site plan as proposed un-striped parking area stays clear of stored materials.
2. The applicant must add inlet protection around the existing trench drain on the Southwest corner of the existing Roth Industries Building.
3. The applicant must obtain the following permits, minimally, prior to construction: Building Permit, General City Permit and Certificate of Zoning Compliance.

And

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant impact on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this Site Plan Approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended Site Plan Approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is directed to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Matthew R. Morgia, P.E., of Aubertine and Currier, PLLC on behalf of Roth Industries, Inc, for Site Plan Approval for the construction of a 1,880 and a 5,460 square foot building addition, a new 10,400 square foot storage building and associated site improvements at Roth Industries, Inc. located at 268 Bellew Avenue South, Parcel Number 9-43-105.000, as depicted on the site plan submitted to the City Engineer on March 3, 2020, contingent upon the applicant meeting the conditions listed above.

Secinded by Council Member Lisa A. Ruggiero

Prior to the vote on the foregoing resolution, Council considered the Short Environmental Assessment Form.

Mayor Smith noted that it will be nice to have this type of expansion in the industrial park.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 9 - Approving the Site Plan for the Construction of a 9,500 Square-Foot Building and Associated Site Improvements at 491 Eastern Boulevard, Parcel Number 5-26-103.007

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC, on behalf of Parkside Bible Church, has submitted an application for Site Plan Approval for the construction of a two-story 9,500 square-foot building and associated site improvements at 491 Eastern Boulevard, Parcel Number 5-26-103.007, and

WHEREAS the Jefferson County Planning Board reviewed the application at its February 25, 2020 meeting, pursuant to Section 239-m of New York State General Municipal Law, and determined the proposal was of local concern only, and

WHEREAS the Planning Board of the City of Watertown reviewed the site plan at its meeting held on March 3, 2020 and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant shall widen the proposed asphalt drive aisle that accesses the rear of the site to 24 feet in width or work with the City Engineering Department to come up with an acceptable alternative for emergency access.
2. The applicant must obtain the following permits, minimally, prior to construction: Building Permit, General City Permit, Sanitary Sewer Connection Permit, Water Supply Permit and a Certificate of Zoning Compliance.

And,

WHEREAS the City Council has reviewed the Short Environmental Assessment Form, responding to each of the questions contained in Part 2, and has determined that the project, as submitted, is an Unlisted Action and will not have a significant impact on the environment,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown declares that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determines that the project, as proposed, will not have a significant impact on the environment, and

BE IT FURTHER RESOLVED that it is an express condition of this Site Plan Approval that the applicant provide the City Engineer with a copy of any change in stamped plans forming the basis for this approval at the same time such plans are provided to the contractor. If plans are not provided as required by this condition of site plan approval, the City Code Enforcement Officer shall direct that work on the project site shall immediately cease until such time as the City Engineer is provided with the revised stamped plans. Additionally, any change in the approved plan, which, in the opinion of the City Engineer, would require Amended Site Plan Approval, will result in immediate cessation of the affected portion of the project work until such time as the amended site plan is approved. The City Code Enforcement Officer is directed to periodically review on-site plans to determine whether the City Engineer has been provided with plans as required by this approval, and

BE IT FURTHER RESOLVED by the City Council of the City of Watertown that Site Plan Approval is hereby granted to Matthew R. Morgia, P.E. of Aubertine and Currier, PLLC, on behalf of Parkside Bible Church for the construction of a 9,500 square-foot building and associated site improvements at 491 Eastern Boulevard, Parcel Number 5-26-103.007, as depicted on the site plan submitted to the City Engineer on March 3, 2020, contingent upon the applicant meeting the conditions listed above.

Seconded by Council Member Lisa A. Ruggiero

Prior to the vote on the foregoing resolution, Council considered the Short Environmental Assessment Form.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

Resolution No. 10 - Accepting Administration Rights of Formula Grants for Rural Area Transit From Jefferson County

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS, 2019-2020 Federal Transit Administration Formula Grants for Rural Areas are available through the New York State Department of Transportation to fund rural transportation services, and

WHEREAS Jefferson County is an eligible recipient of Formula Grants for Rural Areas administered through the New York State Department of Transportation, and

WHEREAS Jefferson County has relinquished the rights to apply for Formula Grants for Rural Areas to the City of Watertown as indicated by written communication approved by the Jefferson County Board of Legislature on March 11, 2020, and

WHEREAS, the City of Watertown will submit applications to the New York State Department of Transportation for Formula Grants for Rural Areas with the intent to establish a Mobility Management Function within rural portions of the County as a compliment to similar service provided within the City and the Urbanized portions of Jefferson County,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby accepts administration rights for Formula Grants for Rural Areas from Jefferson County to support development of Mobility Management services within rural portions of the County, and

BE IT FURTHER RESOLVED that in the event of an elimination of funding to support Formula Grants for Rural Areas, the City of Watertown will not be bound to continue administration of said grants, and

BE IT FURTHER RESOLVED upon the award Formula Grants for Rural Areas, the City Council authorizes the City Manager to sign contracts with third party vendors to provide rural Mobility Management services.

Seconded by Council Member Jesse C.P. Roshia and carried with all voting yea.

Resolution No. 11 – Employing Kenneth A. Mix as City Manager of the City of Watertown

Introduced by Council Member Ryan J. Henry-Wilkinson

WHEREAS, upon the resignation of Richard M. Finn as Watertown City Manager, Kenneth A. Mix was appointed by the City Council as City Manager, on an interim basis, until a long-term candidate for the position could be found; and

WHEREAS the advent of the COVID-19 virus pandemic has created a State of Emergency on a national, state, and local level, calling for informed, consistent action by the Office of the City Manager over the next several months; and

WHEREAS Kenneth A. Mix, a long-term former employee of the City has experience in this City's government which provides him with a unique ability to provide steady and reliable leadership in this fast-evolving situation; and

WHEREAS the City is in need of experience and leadership to continue during the COVID-19 crisis, the City Council is of the view that Kenneth A. Mix should continue as City Manager through the end of this calendar year,

NOW THEREFORE BE IT RESOLVED that Kenneth A. Mix is hereby appointed as City Manager for the City of Watertown, pursuant to Plan C of the optional City Government Law, being Chapter 444 of the Laws of 1914, and that the City Council desires to enter into a contract with Kenneth A. Mix for a period from this date to December 31, 2020, all in accordance with Sections 5 and 20(5) of the Watertown City Charter, a copy of which contract is attached to, made a part of, this resolution; and

BE IT FURTHER RESOLVED that City Mayor, Jeffrey M. Smith is hereby authorized and directed by Council to sign said Employment Agreement on behalf of the City Council.

Seconded by Council Member Lisa A. Ruggiero

Rules waived by Motion of Council Member Ryan J. Henry-Wilkinson, seconded by Council Member Lisa A. Ruggiero and carried with all voting in favor thereof.

Prior to the vote on the foregoing resolution, Mayor Smith noted that the current state of the COVID-19 pandemic would affect and delay the City Manager recruitment process. He advised that Council determined it was in the best interest of the City and staff to have consistent leadership so Council has asked Mr. Mix to continue as City Manager through the year.

At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea.

STAFF REPORTS

COPS Office Award Grant Application

Mayor Smith explained that this grant will provide an opportunity for the City and the school to add another School Resource Officer with the grant covering up to 75% of the cost. He noted that this was a good partnership for City and the school district in this day and age, and that the School Resource Office offered a good role model for students.

Community Development Block Grant (CDBG) Program Year 2020 Annual Action Plan – Update

Council had no questions on this report.

NEW BUSINESS

Passing of Sarah B. (Sally) Palumbo

Council Member Compo expressed her appreciation for all of the messages of condolence she had received regarding the passing of her grandmother. She added that Ms. Palumbo was a very involved member of the community and would be missed.

COVID-19 (Coronavirus) Reaction at City Hall

Council Member Compo thanked staff at City Hall for their hard work in creating a plan to combat the Coronavirus.

Council Member Roshia encouraged people watching from home to practice social distancing and wash their hands frequently.

Council Member Ruggiero added her thanks for their quick work in putting together a plan of action. She also informed Council that the Historical Society had closed and that the Neighborhood Watch meetings had been cancelled. She also reminded Council and the public that, in light of the virus, this would be the last Council meeting open to the general public but that the live streams would still continue.

Mayor Smith noted that City Manager Mix and City Clerk Ann Saunders had been working very hard to stay ahead of the situation and thanked them for their long hours. He stressed that this is a strong community which will get through this and added his suggestions to wash hands and keep personal distance.

City Manager Mix explained that trying to stay ahead of this pandemic as it progresses has proven difficult because every time something gets written up as a plan, things change. He promised that City Government would continue on and that City Hall would still serve the public.

City Clerk Saunders recommended that anyone hoping to do business within City Hall call the particular department in order to obtain specific instructions instead of coming to the building in person .

Council Member Roshia informed Council and the public listening from home that Samaritan Medical Center was offering a resource line that people could call for more information about the spread of the virus and gave the number as (315) 755-3100.

2020 Census

Council Member Henry-Wilkinson indicated that he still hoped to have a work session next week so that Council could fill out their U.S. Census forms.

St. Patrick's Day

Council Member Henry-Wilkinson expressed his disappointment at the cancellation of St. Patrick's Day events and hoped that people would still find ways to celebrate with their families.

Watertown Little League

Council Member Roshia asked City Manager Mix if he had a chance to speak with the representatives from Little League about the use of City fields.

Mr. Mix said he had spoken with them and suggested a field off New York Avenue which the Little League organizers were going to take a look at and get back to him.

Irish Flag Raising

Council Member Ruggiero inquired about and was informed that the Irish flag raising scheduled for March 17 was still going on at 10 a.m. that day.

Budget Process

Mayor Smith reminded Council that staff has been working on the budget proposal so if Council has any requests or goals and objectives that they would like to add, they should forward them to him.

Motion was made by Council Member Ryan J. Henry-Wilkinson to move into Executive Session to discuss the proposed acquisition, sale or lease of real property when publicity would affect the value thereof and to discuss collective bargaining.

Motion was seconded by Council Member Lisa A. Ruggiero and carried with all voting in favor thereof.

Council moved into Executive Session at 7:35 p.m.

Council reconvened at 8:34 p.m.

ADJOURNMENT

At the call of the chair, meeting was duly adjourned at 8:34 p.m. by motion of Council Member Ryan J. Henry-Wilkinson seconded by Council Member Lisa A. Ruggiero and carried with all voting in favor thereof.

Ann M. Saunders
City Clerk