

**CITY COUNCIL MEETING  
CITY OF WATERTOWN  
December 20, 2021  
7:00 p.m.**

**Mayor Jeffrey M. Smith Presiding**

**Present:** Council Member Ryan J. Henry-Wilkinson  
Council Member Sarah V.C. Pierce  
Council Member Lisa A. Ruggiero  
Council Member Leonard G. Spaziani  
Mayor Jeffrey M. Smith

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

**City staff present:** Michael Delaney, Scott Weller, Michael Lumbis, Geoff Urda, Dana Aikins, Patrick Keenan

The City Manager presented the following reports to Council:

- Resolution No. 1 - Reappointment to Board of Ethics, Stephen A. Jennings
- Resolution No. 2 - Reappointment to Board of Ethics, Cary J. Parker
- Resolution No. 3 - Reappointment to Board of Ethics, Yvonne F. Reff
- Resolution No. 4 - Reappointment to Board of Ethics, Arthur C. Stever III
- Resolution No. 5 - Reappointment of City Constable, Patrick T. Connell
- Resolution No. 6 - Reappointment of Deputy City Constable, Robert D. Connell
- Resolution No. 7 - Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Frances Seymour
- Resolution No. 8 - Reappointment to Community Action Planning Council, Justin F. Brotherton
- Resolution No. 9 - Designation of Official Newspaper
- Resolution No. 10 - Supplemental Agreement No. 4, Contract No. D035666, Massey Street, Coffeen Street, and Court Street Bridges, PIN 775362
- Resolution No. 11 - Accepting Bid for Parks and Recreation Alteri Pool Restoration Project, Sundance Pool
- Resolution No. 12 - Readopting Fiscal Year 2021-22 General Fund Budget
- Resolution No. 13 - Approving the Site Plan for the Construction of Two (2) One-Story Building Additions Totaling 5,000 Square Feet and Associated Site Improvements at 1398 Gotham Street, Parcel Number 13-18-103.200
- Resolution No. 14 - Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program
- Resolution No. 15 - Adopting Complete Streets Design Guidelines for the City of Watertown
- Resolution No. 16 - Approving the Site Plan for the Construction of a 1,700 Square Foot Building Addition, a 200 Square Foot Glass Vestibule, and Related Site Improvements at 238 Arsenal Street, Parcel Number 7-04-105.000
- Resolution No. 17 - Adopting Updated Guidelines and Administrative Procedures for the Community Development Block Grant Homebuyer Program
- Resolution No. 18 - Approving the Contract with BCA Architects and Engineers for the Seward Street and Grant Street Reconstruction Design Project

- Resolution No. 19 - Readopting Fiscal Year 2021-22 General Fund Budget
- Ordinance No. 1 - Amending the Allowed Uses in Planned Development District #20, Parcel Number 6-05-201.000
- Sales Tax Revenue – November 2021
- Sale of Surplus Hydro-electricity – November 2021

**Complete Reports on file in the office of the City Clerk**

Meeting opened with a moment of silence.

Pledge of Allegiance was given.

The reading of the minutes of the regular meeting of December 6, 2021, 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 letter was received from S.G. Gates, 157 Dorsey Street, asking for an apology for remarks made during a previous Council meeting.

**Above communication was placed on file in the office of the City Clerk.**

### **PRESENTATION**

Mayor Smith interrupted the regular course of business to say farewell to Council Member Ryan J. Henry-Wilkinson and Council Member Leonard G. Spaziani and thank them for their service to the community.

Gifts of appreciation were presented to both Council Member Henry-Wilkinson and Council Member Spaziani.

### **PRIVILEGE OF THE FLOOR**

**Patricia Whalen**, 11 Public Square, addressed the chair concerning the fundraising which she is doing on behalf of a homeless shelter. She listed the companies and organizations that have contributed and encouraged all to donate.

**Larry Sorel**, Executive Director of Zoo New York, offered his appreciation to Council for their support of the Zoo, stating that it has been a good year for the Zoo. He advised that Zoo New York's December Newsletter was available on the table by the door for people to review.

**Adam Ruppe**, 316 Butterfield Avenue, spoke in regard to the Complete Streets Design Guidelines which will be considered under Resolution No. 15 and asked if there was any consideration given to bicycles in the downtown area.

**Jason Traynor**, 142 Mechanic Street, discussed the recent mask mandate and stated that it does not consider people with health issues.

**Jonathan Phillips**, 735 Mill Street, spoke of a recent incident involving a family member in need of an ambulance but there was a wait because Guilfoyle needed to find a driver. He expressed opposition to the City's Rescue Truck being taken offline. He also discussed issues with snow removal from sidewalks.

## **RESOLUTIONS**

### **Resolution No. 1 - Reappointment to Board of Ethics, Stephen A. Jennings**

#### **Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2022:

Stephen A. Jennings  
219 Green Street  
Watertown, New York 13601

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

### **Resolution No. 2 - Reappointment to Board of Ethics, Cary J. Parker**

#### **Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2022:

Cary J. Parker  
212 North Orchard Street  
Watertown, New York 13601

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

### **Resolution No. 3 - Reappointment to Board of Ethics, Yvonne F. Reff**

#### **Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2022:

Yvonne F. Reff  
621 Frontenac Street  
Watertown, New York 13601

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

### **Resolution No. 4 - Reappointment to Board of Ethics, Arthur C. Stever III**

#### **Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed to the Board of Ethics for a one-year term expiring on December 31, 2022:

Arthur C. Stever III  
304 Paddock Street  
Watertown, New York 13601

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

**Resolution No. 5 - Reappointment of City Constable, Patrick T. Connell**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed as City Constable for the City of Watertown for a one-year term expiring on December 31, 2022:

Patrick T. Connell  
173 Bowers Avenue  
Watertown, New York 13601

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

**Resolution No. 6 - Reappointment of Deputy City Constable, Robert D. Connell**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED that the following individual is hereby reappointed as Deputy City Constable for the City of Watertown for a one-year term expiring on December 31, 2022:

Robert D. Connell  
115 Fairmont Avenue  
Watertown, New York 13601

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

**Resolution No. 7 - Reappointment to the Roswell P. Flower Memorial Library Board of Trustees, Frances Seymour**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED by the City Council of the City of Watertown, New York, that Frances Seymour, 1217 Bronson Street, Watertown, New York, is hereby reappointed to the Roswell P. Flower Memorial Library Board of Trustees for an eleven-year term, such term expiring on December 31, 2032.

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

**Resolution No. 8 - Reappointment to Community Action Planning Council, Justin F. Brotherton**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

RESOLVED that the following individual is hereby reappointed to the Jefferson County Community Action Planning Council for a two-year term expiring on December 31, 2023, and

BE IT FURTHER RESOLVED that the following individual is hereby the official designee of Council Member Sarah V.C. Pierce in his appointment to the Jefferson County Community Action Planning Council:

Justin F. Brotherton  
200 Washington Street, Suite 401  
Watertown, NY 13601

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

**Resolution No. 9 - Designation of Official Newspaper**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT RESOLVED by the City Council of the City of Watertown, New York, that the *Watertown Daily Times* be and is hereby designated as the official newspaper of the City of Watertown, New York, for the year beginning January 1, 2022 and ending December 31, 2022.

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

**Resolution No. 10 - Supplemental Agreement No. 4, Contract No. D035666, Massey Street, Coffeen Street, and Court Street Bridges, PIN 775362**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS a project for the reconstruction of Massey Street, Coffeen Street and Court Street Bridge, PIN 7755362, (the "Project") is eligible for funding under Title 23 U.S. Code, as amended, that calls for the apportionment of the cost of such program to be borne at the ratio of eligible costs at 80% federal funds and 20% non-federal funds, and

WHEREAS the City of Watertown desires to advance the Project by making a commitment of 100% of the federal and non-federal share of the costs of the Design, Right-of-Way Incidentals and Right-of-Way Acquisition in the amount of \$703,000, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown authorizes the City Comptroller to pay in the first instance 100% of the federal and non-federal share of the costs of Design, Right-of-Way Incidentals and Right of Way Acquisition, and

BE IT FURTHER RESOLVED that the sum of \$703,000 is hereby appropriated from the existing Bond and made available to cover the local cost of participation in the above phase of the Project, and

BE IT FURTHER RESOLVED that the City Comptroller is hereby authorized to pay in the first instance 100% of the federal and non-federal share of the costs associated with the phase of the projects listed above in the amount of \$703,000 from the Bond, and

BE IT FURTHER RESOLVED that in the event the full federal and non-federal share costs of the project exceeds the amount appropriated above, the City Council of the City of Watertown shall convene as soon as possible to appropriate said excess amount immediately upon notification by the City Manager, and

BE IT FURTHER RESOLVED that the City Manager of the City of Watertown, Kenneth A. Mix, is hereby authorized and directed to execute all necessary Agreements, certifications or reimbursement requests for Federal Aid and Marchiselli Aid on behalf of the City of Watertown with the New York State Department of Transportation in connection with the advancement or approval of the project and providing for the administration of the project and the municipality's first instance funding of project costs and permanent funding for the local share of federal aid eligible project costs and all project costs within appropriations that are not eligible, and

BE IT FURTHER RESOLVED that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the project, and

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

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

**Resolution No. 11 - Accepting Bid for Parks and Recreation Alteri Pool Restoration Project, Sundance Pool**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS the City Purchasing Department has advertised and received sealed bids for Alteri Pool Restoration Project, as per City specifications, and

WHEREAS bid invitations were also issued to qualified bidders with one (1) sealed bid submitted to the Purchasing Department, and

WHEREAS on Thursday, December 9, 2021, at 2:00 p.m., the bid received was publicly opened and read, and

WHEREAS City Purchasing Manager Dale Morrow reviewed the bid received with Engineering, and it is their recommendation that the City Council accept the bid submitted by Sundance Pool, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown, New York, accepts the bid submitted by Sundance Pool as the lowest qualifying bidder meeting our specifications in the amount of \$112,830.76, and

BE IT FURTHER RESOLVED that approval of this resolution is contingent upon approval of the General Fund Budget Readoption resolution to fund this project.

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

**Resolution No. 12 - Readopting Fiscal Year 2021-22 General Fund Budget**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS on May 24, 2021, the City Council passed a resolution adopting the Budget for Fiscal Year 2021-22, of which \$46,539,384 was appropriated for the General Fund, and

WHEREAS the Fiscal Year 2021-22 General Fund budget appropriated \$37,000 to relocate the Flynn Pool filter and install it at the Alteri Pool, and

WHEREAS the City Council accepted a base bid and alternate #1 for the project submitted by Sundance Leisure in the amount of \$112,830.76, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2021-22 to appropriate additional funds to relocate and install the Flynn Pool filter at the Alteri Pool, and

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

**GENERAL FUND**

Appropriated Fund Balance:

A.0000.0909

Fund Balance

\$ 75,831

Expenditures:		
A.7180.0430	Pools – Contracted Services	\$ 75,831
Total Expenditures		<u>\$ 75,831</u>

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

**Resolution No. 13 - Approving the Site Plan for the Construction of Two (2) One-Story Building Additions Totaling 5,000 Square Feet and Associated Site Improvements at 1398 Gotham Street, Parcel Number 13-18-103.200**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS Diana Woodhouse of Hospice of Jefferson County has submitted an application for Site Plan Approval for the construction of two (2) one-story building additions totaling 5,000 square feet and associated site improvements at 1398 Gotham Street, Parcel Number 13-18-103.200, and

WHEREAS the Jefferson County Planning Board reviewed the application at its November 30, 2021 meeting, pursuant to Section 239-m of New York State General Municipal Law, and adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only, and

WHEREAS the City of Watertown Planning Board reviewed the site plan at its meeting held on December 7, 2021, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The relocated asphalt emergency access path shall be widened to 12' to match the size of the existing path and to provide adequate width for emergency vehicles.
2. The applicant shall provide an analysis confirming that the sewer system is adequate to handle the increased flow generated by the project.
3. The applicant must obtain the following permits, minimally, prior to construction:  
Building Permit and a Zoning Compliance Certificate.

And,

WHEREAS the City Council reviewed the Short Environmental Assessment Form at its December 6, 2021 meeting and declared that the proposed construction and site plan constitute an Unlisted Action for the purposes of SEQRA and hereby determined that the project, as proposed, will not have a significant impact on the environment,

NOW THEREFORE BE IT 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 Diana Woodhouse on behalf of Hospice of Jefferson County, for the construction of two (2) one-story building additions totaling 5,000 square feet and associated site improvements at 1398 Gotham Street, Parcel Number 13-18-103.200, as depicted on the site plan submitted to the City Planning and Community Development Department on November 17, 2021, contingent upon the applicant meeting the conditions listed above.

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

**Resolution No. 14 - Approving the Memorandum of Understanding Between the City of Watertown and CNY Fair Housing to Administer a Fair Housing Education and Enforcement Program**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS the City of Watertown, as a recipient of Community Development Block Grant (CDBG) entitlement funding under the United States Department of Housing and Urban Development, has certified that it will affirmatively further Fair Housing, and

WHEREAS the City of Watertown desires to work with CNY Fair Housing to provide professional services to educate tenants and housing providers within the City of Watertown regarding their respective Fair Housing rights and responsibilities, and

WHEREAS CNY Fair Housing is a qualified Fair Housing Enforcement Agency, and

WHEREAS the City of Watertown desires to refer any Fair Housing complaints received by the City to CNY Fair Housing for further investigation, and

WHEREAS the City of Watertown has allocated CDBG funding in its Program Year 2021 Annual Action Plan for a Fair Housing Education Project, and

WHEREAS CNY Fair Housing has prepared a Memorandum of Understanding (MOU) for the project,

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby approves the MOU with CNY Fair Housing to establish and administer a Fair Housing education and enforcement program, a copy of which is attached and made part of this resolution, and

BE IT FURTHER RESOLVED that the City agrees to pay CNY Fair Housing a not-to-exceed sum of \$5,000 for actual expenses incurred, based on hours worked during the contract period, and

BE IT FURTHER RESOLVED that the City Council hereby authorizes and directs the City Manager, Kenneth A. Mix, to execute the MOU on behalf of the City of Watertown.

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

**Resolution No. 15 - Adopting Complete Streets Design Guidelines for the City of Watertown**

**Introduced by Council Member Ryan J. Henry-Wilkinson**



WHEREAS on January 17, 2017, the City Council adopted a Complete Streets Policy for the City of Watertown that formalized the City's intent to design and maintain a transportation network that safely and adequately accommodates all users and all modes of transportation, and

WHEREAS Complete Streets are planned, designed and constructed to improve mobility, access and connectivity for persons travelling by all modes, encourage healthy lifestyles, increase safety for all users, enhance neighborhoods, businesses and institutions, and advance the quality of life for all Watertown citizens and visitors, and

WHEREAS streets are a vital part of the public realm, and shape the experience of residents and visitors to Watertown, directly affect public health and welfare, and provide the framework for current and future development, and

WHEREAS the Complete Streets Policy directs Staff to evaluate all surface transportation projects as opportunities to improve safety, access and connectivity by all modes of travel to Watertown's businesses, neighborhoods, schools, parks, trails and adjacent communities, and

WHEREAS the City's Complete Streets Committee has worked to develop and finalize technical Design Guidelines to supplement the Complete Streets Policy in the evaluation and design of future surface transportation projects and other activities that affect the Right-of-Way.

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby adopts the Complete Streets Design Guidelines for the City of Watertown, dated December 20, 2021, a copy of which is attached and made part of this resolution, and

**Seconded by Council Member Lisa A. Ruggiero**

Prior to the vote on the foregoing resolution, Council Member Henry-Wilkinson mentioned the comments made during Privilege of the Floor and asked if bicyclists were considered.

City Planner Geoffrey Urda explained that as the radial arterials with bicycle lanes enter the downtown area, they are transitioned safely to downtown side streets with bicycle parking options. He added the bicycles should become pedestrians once they are in the downtown area.

Mayor Smith said he likes the concept and guidelines but expressed concerns with some side streets that rely on street parking becoming too narrow for two-way traffic during the wintertime due to snowbanks. He also asked that residents on a street be informed of any proposed changes that may occur to their street.

Council Member Ruggiero agreed expressing similar concerns and stating she does not want parking taken away from any streets that rely on it.

Mr. Urda said that every project is evaluated on a case-by-case basis and confirmed that letters are always sent to the property owners.

**At the call of the chair, a vote was taken on the foregoing resolution and carried with all voting yea except Council Member Leonard G. Spaziani voting nay.**

**Resolution No. 16 - Approving the Site Plan for the Construction of a 1,700 Square Foot Building Addition, a 200 Square Foot Glass Vestibule, and Related Site Improvements at 238 Arsenal Street, Parcel Number 7-04-105.000**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS Matthew Morgia, P.E. of Aubertine & Currier, on behalf of North Country Family Health Center, has applied for Site Plan Approval for the construction of a 1,700 square foot building addition, a 200 square foot glass vestibule, and related site improvements, at 238 Arsenal Street, Parcel Number 7-04-105.000, and

WHEREAS the Jefferson County Planning Board reviewed the application at its November 30, 2021, meeting, pursuant to Section 239-m of New York State General Municipal Law, and adopted a motion that the project does not have any significant County-wide or intermunicipal issues and is of local concern only, and

WHEREAS the City of Watertown Planning Board reviewed the site plan at its meeting held on December 7, 2021, and voted to recommend that the City Council of the City of Watertown approve the site plan with the following conditions:

1. The applicant must obtain the following permits, minimally, prior to construction: Demolition Permit and Building Permit.
2. The applicant shall acquire a Variance from the Zoning Board of Appeals to reduce the number of required parking spaces.

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,

**Seconded by Council Member Lisa A. Ruggiero**

Prior to the vote on the foregoing resolution, Council considered Part 2 of the Short Environmental Assessment Form.

In response to Mayor Smith's inquiry, City Manager Mix confirmed that the Zoning Board of Appeals approved this at their recent meeting.

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

**Resolution No. 17 - Adopting Updated Guidelines and Administrative Procedures for the Community Development Block Grant Homebuyer Program**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS the City of Watertown's Community Development Block Grant (CDBG) Consolidated Plan for the Program Years 2021-2025 includes the Homebuyer Program which provides funding to assist with the cost of the purchase and rehabilitation of housing units to income eligible homebuyers within the City of Watertown, and

WHEREAS Guidelines and Administrative Procedures have to be developed for the CDBG homebuyer programs, and

WHEREAS the City Council approved the Guidelines and Administrative Procedures for the Community Development Block Grant Homebuyer Program on December 18, 2017, and

WHEREAS the Guidelines have been updated to be consistent with the requirements for environmental testing procedures and establish a maximum grant amount for multi-unit properties,

NOW THEREFORE BE IT RESOLVED that updated Guidelines and Administrative Procedures for the City of Watertown's CDBG Homebuyer Program, a copy of which is attached and made part of this resolution, are hereby adopted and shall become effective immediately for all homebuyer activities conducted with CDBG funding in the City of Watertown.

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

**Resolution No. 18 - Approving the Contract with BCA Architects and Engineers for the Seward Street and Grant Street Reconstruction Design Project**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS the City Council of the City of Watertown has included funding for the Seward Street Reconstruction Design Project in the Program Year 2021 Community Development Block Grant (CDBG) Annual Action Plan, and

WHEREAS the City's 5-Year Capital Plan includes the reconstruction of Seward Street in fiscal year 2022-2023, and

WHEREAS the City Council recently approved the replacement of water lines on Grant Street and Henry Street using American Rescue Plan Act (ARPA) funds and the repaving of Grant Street is included in the fiscal year 2021-2022 budget using Consolidated Local Street and Highway Improvement Program (CHIPS) funding, and

WHEREAS the various projects, given their geographic proximity have been combined into one project for both the design and construction phases, and

WHEREAS to begin the design phase of the project, the City's Purchasing and Planning Departments issued a Request for Proposals for the design work on October 29, 2021, and received five proposals on November 19, 2021, and

WHEREAS a proposal review committee consisting of staff from the City's Engineering Department, Department of Public Works and Planning Department reviewed each of the firm's proposals for quality and completeness and evaluated them based on their understanding of the project, schedule, cost effectiveness, qualifications of the firm and their experience in completing similar projects, and

WHEREAS the review committee determined that BCA Architects & Engineers of Watertown, was the most qualified and has the proven ability to complete the design work, and

WHEREAS a contract has been developed for the project between the City and BCA Architects & Engineers for the project,

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves the contract with BCA Architects & Engineers for the Seward Street and Grant Street Reconstruction Design Project, a copy of which is attached and made part of this resolution, for an amount not to exceed \$218,000, and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and directed to execute the contract on behalf of the City.

**Seconded by Council Member Lisa A. Ruggiero**

Prior to the vote on the foregoing resolution, Council Member Ruggiero questioned why the staff report did not provide the details of each submission.

City Manager Mix explained that this was a Request for Proposals (RFP), and not a bid, so other factors besides the price determines who it is awarded to.

Planning and Community Development Director Michael Lumbis provided the names and corresponding amounts for each of the proposals received. He explained what the committee reviewed from the proposals and noted that the BCA's experience examples were more similar to the work to be done on Seward Street. He also explained the aggressive timeline that needs to be followed due to the funding sources and mentioned that the committee was impressed by the fact that BCA did preliminary survey work and took drone footage prior to submitting the proposal, which will help to adhere to the schedule and keep the project moving forward during snow cover.

Mayor Smith noted that he would like to see historic lighting added to this area of the City and be part of this project.

Mr. Lumbis confirmed that it was included and there would not be an additional cost for the design.

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

#### **Resolution No. 19 - Readopting Fiscal Year 2021-22 General Fund Budget**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

WHEREAS on May 24, 2021 the City Council passed a resolution adopting the Budget for Fiscal Year 2021-22, of which \$46,539,384 was appropriated for the General Fund, and

WHEREAS the City Council wishes to improve service to the public by adding staff in the Code Enforcement Bureau, and

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Watertown hereby re-adopts the General Fund Budget for Fiscal Year 2021-22 to add the positions of Senior Code Officer, Code Enforcement Officer and Code Enforcement Aide in the Bureau of Code Enforcement effective January 1, 2022 or later, and

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

GENERAL FUND

Appropriated Fund Balance:

A.0000.0909	Fund Balance	<u>\$ 103,450</u>
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Expenditures:

A.3620.0130	Code Enforcement - Wages	\$ 68,616
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A.3620.0810	Code Enforcement - Retirement System	\$ 7,114
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A.3620.0830	Code Enforcement - Social Security	\$ 5,250
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A.3620.0850	Code Enforcement - Health Insurance	<u>\$ 22,470</u>
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Total Expenditures		<u>\$ 103,450</u>
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**Seconded by Council Member Lisa A. Ruggiero and carried with all voting yea.**

**ORDINANCES**

**Ordinance No. 1 - Amending the Allowed Uses in Planned Development District #20, Parcel Number 6-05-201.000**

**Introduced by Council Member Ryan J. Henry-Wilkinson**

BE IT ORDAINED where Robert J. Busler, P.L.S. of LaFave, White & McGivern, L.S., P.C. on behalf of Onondaga Development, LLC, has made an application by petition filed with the City Clerk, pursuant to Section 83 of the New York General City Law to amend the allowed uses in Planned Development District #20 located at 559 Factory Street, Parcel Number 6-05-201.000, to add a digital billboard or electronic messaging center as an allowed use, and

WHEREAS the Planning Board of the City of Watertown considered the request at its December 7, 2021 meeting and adopted a motion recommending that City Council approve the amendment to the allowed uses of the Planned Development District as requested, and

WHEREAS a public hearing was held on the proposed amendment on January 3, 2022, after due public notice, and

WHEREAS the City Council has made a declaration of Negative Findings of the impacts of the proposed amendment according to the requirements of SEQRA, and

WHEREAS the City Council deems it in the best interest of the citizens of the City of Watertown to approve the amendment to Planned Development District #20,

NOW THEREFORE BE IT ORDAINED that the allowed uses in Planned Development District #20, located at 559 Factory Street, Parcel Number 6-05-201.000, are hereby amended to include a digital billboard or electronic messaging center, as requested in the application submitted to the Planning and Community Development Department on November 23, 2021, and

BE IT FURTHER ORDAINED this amendment to the Zoning Ordinance of the City of Watertown shall take effect as soon as it is published once in the official newspaper of the City of Watertown, or otherwise printed as the City Manager directs.

**Seconded by Council Member Lisa A. Ruggiero**

**Motion was made by Council Member Ryan J. Henry-Wilkinson to schedule a Public Hearing on the foregoing ordinance for Monday, January 3, 2022 at 7:15 p.m. Motion was seconded by Council Member Lisa A. Ruggiero and carried with all voting in favor thereof.**

## **STAFF REPORTS**

### **Sales Tax Revenue – November 2021**

A report was available for Council's review.

### **Sale of Surplus Hydro-electricity – November 2021**

A report was available for Council's review.

## **NEW BUSINESS**

### **Farewell to Council Member Henry-Wilkinson and Council Member Spaziani**

Council Member Henry-Wilkinson thanked the community for the opportunity to serve on Council, as well as staff. He said he will miss the work that Council does and reflected upon his four years in office.

Council Member Spaziani also thanked the Mayor and Council for allowing him to fill the vacant seat this year, stating it was a learning experience.

Each Member of Council offered words of appreciation and gratitude to Council Member Ryan J. Henry-Wilkinson and Council Member Leonard G. Spaziani.

### **Public Art Survey**

Council Member Pierce noted that the public survey was online and stated that some people have contacted her wanting the option of "none of the above." She asked if this could be added to the survey.

Council Member Ruggiero said she has been contacted with the same request, noting that some people think the artwork is too modern for downtown and wanted something with more of a historic nature. She suggested some changes to some of the design options.

Mayor Smith stated that he is hearing similar comments.

Mr. Lumbis replied that there have been approximately 2,400 responses to the survey since it went live last Thursday. He stated that a "none of the above" option could be added but noted that the people that have already responded did not have that choice.

### **Oath of Office Ceremony**

Council Member Ruggiero announced that the Oath of Office Ceremony for the newly elected Council Members will be held at the Library on January 1 at noon. She noted that it is open to the public.

### **Broken Hydrants**

Council Member Spaziani reported that there is a hydrant out of service on the corner of Mill and Francis Streets, as well as one at the corner of Lansing and Kathryn Streets.

Mr. Mix said he will have staff look at both of these.

**Motion was made by Council Member Ryan J. Henry-Wilkinson to move into Executive Session 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 7:54 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 except Council Member Ryan J. Henry-Wilkinson voting nay.**

Ann M. Saunders  
City Clerk