

# **CITY OF BATAVIA – CONFERENCE MINUTES**

## **MONDAY, APRIL 27, 2020**

Meeting was held via Zoom video conferencing and was live on Facebook to allow public viewing of the meeting. Present on Zoom were Council President Jankowski and Councilmembers Bialkowski, Briggs, Christian, McGinnis, Pacino, Canale, Karas, and Viele.

In attendance via Zoom from the City of Batavia were Matt Worth, Shawn Heubusch, Stefano Napolitano, Rachael Tabelski, Lisa Neary, Lisa Casey, and City Attorney George Van Nest.

### **Call to Order**

Council President Jankowski called the meeting to order at 7:00 PM. Councilmember Christian led a prayer regarding the coronavirus situation and the Pledge of Allegiance.

### **Communications**

Genesee Country Farmer's Market application was submitted for the public market every Tuesday, Thursday, and Friday from June 5<sup>th</sup> to October 30<sup>th</sup> in the Alva St parking lot. The market will be open from 9:00am – 4:00pm on Tuesdays and Thursdays and from 9:00am – 5:00pm on Fridays. There were several questions surrounding the event and so it was tabled until the next meeting.

Batavia Business Improvement District submitted an application for Beertavia on Saturday, August 8<sup>th</sup> from 2:00 – 6:00pm in the parking lot at Bank St and Alva Place. Council majority approved.

Islands Hawaiian Grill submitted a liquor license amendment to allow live music and there were no objections from the police department. Council approved.

### **Council President Report**

Council President Jankowski announced the next regular City Council Business meeting to be held on Monday, May 11, 2020 at 7:00pm during Zoom video conference meeting.

### **Update on 2020 Census**

Council President Jankowski showed webpages for the 2020 Census information and discussed the importance of completing the census. County Manager Jay Gsell noted that we are required to do the census update every 10 years and that Genesee County only has a 52% response rate to the website Council President Jankowski referenced before. He noted that NYS may lose two congressional seats so it's critical that everyone participates. Mr. Gsell noted that wards 2, 5 and 6 were underperforming in the self-response rate and whatever we can do to get people to fill out the census is imperative. He noted that they are looking for a response rate of 85-90%. He explained that a lot of people would go to the library to complete the census and haven't been able to this year. Council President

Jankowski noted that there is a census link on the City's website and Mr. Gsell noted that it's on the County website as well. Felipe Oltramari, County Planning, noted that if you haven't responded online a paper form will be mailed so there is no reason it can't be filled out and the information is confidential. He noted that this helps bring us revenue into our county and that for every person not counted, we lose about \$30,000 every 10 years. Mr. Oltramari noted that flyers will be handed out at the meal pickups as well. Additionally, once the self-reporting period is over there will be people going to every household that hasn't responded to get more participation. Mr. Oltramari also explained that no one else can access the census information for 72 years so not ICE, the FBI, or any other agencies have access to the information provided. Council President Jankowski hoped that everyone would take this seriously and confirmed that the site is secure.

### **Update on Fiscal 2020/2021 Budget**

Mr. Moore noted that he would be giving Council an update on the current year budget and cash flow. He noted that most of the AIM aid came in during March and heard from the state that some other money will also be coming in. He noted that we will be discussing revenue reductions and if reduced what we will do to offset that. Mr. Moore explained that cash flow is in a good situation right now so no planned layoffs or furloughs. He noted that taxes may not come in as much if people don't have the ability to pay and he is still being cautious with expenditures. Mr. Moore stated that we need to take a look at programs and keep in mind that if we do A we might not be able to do B. Mr. Moore noted that any money from the Governor's office not already paid out is subject to recall and he would share with Council as plans are developed.

### **Purchasing Manual 2020/2021**

Mr. Moore noted that this was an annual adoption of the purchasing manual. He explained that some employees had asked for a change to the per diem to line up with the state and IRS rates but decided to keep everything the same for this year. Councilperson Bialkowski asked if there were any limits on purchasing. Mr. Moore noted that anything over \$100 required a purchase requisition. Council agreed to move the item forward.

### **NYSDOT Agreement for Richmond and Harvester Avenue Project**

Matt Worth, Director of Public Works, noted that the City had applied for federal highway funds and this was the first layer in the project. Mr. Worth noted that this agreement just states that we will do this project. He also noted that they would reimburse 80% and an additional 15% comes from Marchiselli funds. He noted that actual construction wouldn't start until 2022. Councilperson Bialkowski asked what the plans were for those roads for the next two years. Mr. Worth explained that Richmond will have more intensive patching repairs in addition to other repairs to that road. Council agreed to move the item forward.

### **Selecting Design Engineering Firm for Richmond and Harvester Avenue Project**

Mr. Worth explained that we need to hire a design firm for the project, 10 proposals were received, and they were ranked, sorted, and reviewed with DOT. Mr. Worth noted that there are a lot of qualified firms due to our location between Buffalo and Rochester and

they would reach out to the winning firm before providing the name publically in case something went wrong in the final steps of the process. Council would be provided the name prior to approval at the next business meeting. Council agreed to move the item forward.

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**Conference Meeting adjourned at 8:03 PM.**

**Respectfully submitted,**

**Heidi J. Parker  
Clerk-Treasurer**

04/27/2020