

CITY OF BATAVIA – CONFERENCE MINUTES

MONDAY, APRIL 25, 2022

Present were Council President Jankowski and Councilmembers Viele, Pacino, Canale, McGinnis, Briggs, Schmidt, Bialkowski and Richmond.

Call to Order

Council President Jankowski called the meeting to order at 7:00 PM. Councilmember Richmond led the Invocation and the Pledge of Allegiance.

Public Comments

None.

Council Response to Public Comments

None.

Communications

Brighton Securities submitted an application to host a Shred Day event on Friday, May 27th from 12-2 pm at 212 East Main Street. Council approved.

The Memorial Day Parade Committee submitted an application to hold the parade on Monday, May 30th starting at 9:45 am. The parade will start in the Eastown Plaza and end in the Alva Place parking lot. Council approved.

GLOW OUT submitted an application for a 5K Run & Celebration to be held on Thursday, June 9th with race registration from 5:30-6:30 pm. The race will start at 6:30 in Centennial Park and end at the same location. Council approved.

GLOW OUT submitted an application for a Parade and Festival to be held on Saturday, June 11th from 11 am – 8 pm. The event will be in the Batavia City Centre Parking Lot. Council approved.

Eli Fish submitted an application for a Carnival to be held on Saturday June 11th from 4-10 pm in Jackson Square. Council approved.

GO ART submitted an application for a Music and Art Festival to held on Saturday, July 2nd from 10 am – 9 pm on Jackson and School Streets. Council approved.

Council President Report

Council President Jankowski announced the next regular City Council Business meeting to be held on Monday, May 9, 2022 at 7:00 pm at the City Hall Council Board Room, 2nd

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Floor, City Centre.

Councilmember Bialkowski read Raymond Tourt's Proclamation, noting he had served in various jobs during his 23 years of service with the City, including Assistant City Engineer, Superintendent of the Bureau of Maintenance, and Interim Director of Public Works. Councilmember Bialkowski noted that as the Bureau of Maintenance Superintendent Ray oversaw the completion of infrastructure projects, including over 10 involving federal aid. He also noted that Ray had received the "Douglas Zefng Award" for the Genesee Valley Branch of American Public Works Association. Councilmember Bialkowski said that the City Council of Batavia takes extreme pride in recognizing Raymond Tourt for his dedicated service to the community.

Raymond Tourt said that he would like to thank City Council and the entire community. He said that along that line, the greatest thing that you have are your employees.

Councilmember Briggs read Bill Davis's Proclamation, noting he had retired after nearly 36 years of service, including time as a Water and Wastewater Maintenance Worker, Senior Water and Wastewater Worker, Supervisor of Water and Wastewater and advancing to Superintendent of Water and Wastewater until his retirement. Councilmember Briggs noted Bill's many high profile projects, including the construction of the City's Wastewater Treatment Facility and large sewer trunk lines in the late 1980s, Wastewater Pump Station replacement in the 1990s and the 12" water main replacement during the reconstruction of Main Street in the 2000s. Councilmember Briggs sincerely thanked Bill for his dedicated service to the community.

Bill Davis said that it was a pleasure, I enjoyed myself and it was a great career.

Councilmember Richmond read Martin Hinz's Proclamation, noting he had been a positive role model to all the Fire Department throughout his 23-year career. Councilmember Richmond noted that Marty began his career as a Paramedic and was later promoted to Firefighter, Lieutenant and Captain. Councilmember Richmond noted that Marty had displayed a calm and composed demeanor during chaotic situations and has been an exceptional teacher, always leading by example. He thanked Marty for his dedicated service to our community.

Martin Heinz thanked City Council and the residents of the City of Batavia for this recognition. He also thanked the current Fire Administration and his peers for all of the support and good times we've had along the way.

Councilmember Schmidt presented the Proclamation to Ciro Matarazzo, whose career began as college help, served as a Bureau of Maintenance Labor, Maintenance Man, and Heavy Equipment Operator. Councilmember Schmidt said that Ciro has taken the time to share his knowledge of operations with his colleagues throughout his years of service. Councilmember Schmidt thanked Ciro for his dedication over his 29 years of service.

Ciro Matarazzo thanked City Manager, Rachael Tabela, Raymond Tourt, fellow employees and City Council.

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Batavia Police Department Detective Stephen Cronmiller was sworn in by the Deputy Clerk, Aimslee Cassidy, after being promoted on April 17th. Police Chief Shawn Heubusch said that Steve would be a great addition to the Detective Bureau.

Jackson Square Bids Award

Mrs. Tabelski said that the Bids for the Jackson Square Construction project had been received in the office on Friday, April 22nd and were within the construction budget. She noted that the project had been originally bid in the fall of 2021, however the bids came in over budget and were rejected. She said that the architectural firm Architectural Resources, with help from Labella, had made changes to elements of the project, including the stage canopy, reduced signage and some lighting elements in an attempt to bring the construction costs down. She noted that the bids were being evaluated now, and an email would be sent to Council as soon as the recommendation had been made. She said that she recommended that Council move the Enhance Jackson Square Project Bid Resolution forward to the next Business Meeting. Council agreed to move the item forward.

GO ART! RLF Grant Extension

Mrs. Tabelski said that in January of 2020 Council had approved a \$20,000 grant from the City of Batavia Revolving Loan Fund Grant Program to GO ART!. She noted that the grant had been awarded to support GO ART!'s building renovations including the foundation, roof, drainage, chimney, windows, fence, exterior painting, and repair of the elevator and HVAC. She noted that as the project was approved COVID-19 broke out in New York, and it caused delays in the material and labor delivery to the project. She said that the Batavia Development Corporation had reviewed the request for extension and recommended a two-year extension. She noted that the \$20,000 RLF Grant Funds would help to ensure that the project can proceed to protect this historical building. Councilmember Canale said the money is there we are just giving and extension of time to complete the improvements. Council President Jankowski noted that the extension dates had not been included in the Resolution, and suggested that they be added to the final Resolution. City Attorney, George Van Nest, said the dates were generally included in the Contract and not the Resolution. Council agreed to move the item forward.

Richmond/Harvester BID Award

Mrs. Tabelski said that Resolution #39-2020 had authorized the City to undertake a project for the preventive maintenance of two streets Harvester Avenue from NYs Routes 5/33 to NYS Route 63, and Richmond Avenue from Oak Street to State Street. She noted that the project is eligible for funding under Title 23 U.S. Code, which called for the apportionment of the costs for the program to be borne at the ratio of 80% Federal funds and 20% non-Federal funds. She noted that Council had subsequently authorized bond funding of \$3.6 M to undertake the project. She said that T.Y. Lin International had been selected from the RFP process as the Project Engineer, and will be assisting the City to bid the project and oversee construction. She noted that the project had received DOT approval on April 11th and would be put out to bid on April 18th. She said that the bids were due on May 9th,

and in order to advance the project she recommended Council have a Special Business Meeting on May 23rd to move forward with the Resolution to award the contract. Councilmember Viele asked about a start date for the project. Mrs. Tabelski said she hoped to have the project start by June or July. Council agreed to move the item forward.

Jackson Street Water Project CBDG Grant Administration & Jackson Street Water Project Certifying Officer

Mrs. Tabelski said the City had successfully applied for and received funding through the CDBG Grant program for the Jackson Street Water Main Project. She noted that the City had issued an RFP for Consulting Administrative Services related to the grant. She said that the individual or firm selected will undertake in administration and program delivery services. She recommended Council move the resolution for Consulting Administrative Services related to the CDBG Jackson Street Water Project for award. She also recommended moving forward with the Resolution to conduct an environmental review of the Jackson Street Water Project and designate the Council President as the Certifying Officer to the next Business Meeting. Council agreed to move the items forward.

Bank Street Water Project NBRC Grant Administration

Mrs. Tabelski said that in April of 2021, the City had applied for the Northern Border Regional Commission (NBRC) Economic Development and Infrastructure Grant. She said the City was selected as a grant recipient in August of 2021. She noted that the NBRC grant award was \$334,000 and the City was utilizing \$84,000 of Water Reserves as the local match for the project. She said the City had issued an RFP for Consulting Administrative Services related to the grant. She noted that RFP's would be received by the City on May 5th, and Management staff will be ready to make a recommendation by the next meeting on May 9th. Council agreed to move the item forward.

Youth Board Appointment

Mrs. Tabelski said that Councilmembers Briggs and Pacino had reviewed and recommended approval of the appointment of Sonya Alwardt to the Youth Board for consideration at the next meeting. She noted that there are currently several vacant positions on the Youth Board. Council agreed to move the item forward.

Purchasing Policy

Mrs. Tabelski said that the City's Purchasing Manual must be reviewed by City Council annually. She noted that this helps to ensure that procedures are current and appropriate to meet the changing needs of the City. She said that the internal review with the Department Heads had recommended changing the purchase order requirement from \$1,000 to \$5,000. She noted that the Procurement Manual had been updated to include notations where this threshold is noted. Councilmember Bialkowski questioned the approval section strikeouts. Mrs. Tabelski said she would review the strikeouts with the Deputy Director of Finance, Lisa Neary. Council agreed to move the item forward.

Community Garden

Mrs. Wiedrick said the Batavia Community Garden was formed in 2011 by a group of volunteers. She noted that over the years the Community Garden had continued to increase in size from four raised beds in 2011 to 42 raised beds in 2020. She said that to continue with these efforts and to continue to grow the Batavia Community Garden, the City of Batavia and Cornell Cooperative Extension of Genesee County are desirous to transfer operation of the Batavia Community Garden to Cornell Cooperative Extension of Genesee County. She noted that this agreement would transfer operation of the Community Garden to Cornell Cooperative Extension of Genesee County, including use of City land, all funds received for the 2022 season thus far, and use of the stone house onsite for storage. She also noted that the City would contribute \$1,000 initially (FY 22/23) and the \$2,500 annually to Cornell Cooperative Extension of Genesee County to be dedicated specifically to the operation and maintenance of the Batavia Community Garden. She noted that Cornell Cooperative Extension of Genesee County would assist the Community Garden Committee in operations, technical and administrative support, and educational programming to all participants of the Community Garden. Council agreed to move the item forward.

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Conference Meeting adjourned at 7:56 PM.

Respectfully submitted,

**Aimslee M. Cassidy
Deputy Clerk**

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