

AGENDA FOR THE CITY COUNCIL
NOVEMBER 19, 2024

PUBLIC HEARING

PUBLIC COMMENT

LAI D ON THE TABLE

1. MAGRATH-SMITH - Ordered, that the Director of Economic Development and Planning come into the Finance Sub-Committee to discuss the use of cannabis impact fee funds and future implications for us as a city.
2. The Committee on Ordinance to whom was referred an order that the Police Department be allowed to hire a Crime Analyst past the Grade 10 mid-range (which is \$70,407) to \$78,000.
Recommended that the order be adopted.
3. The Committee on Ordinance to whom was referred an order With community support and in service of our museum goes, order to move handicap space from the corner of Beech and Cabot to abutt the paved driveway of Wistariahurst. -Ordinance / DPW
Recommended that the order be adopted.

COMMUNICATIONS

4. From Mayor Joshua A Garcia, letter appointing Ms. Jacqueline Glasheen of 30 Mount Tom Avenue to serve as a member on the Library Board of Directors. Ms. Glasheen will replace Mr. Mettey and will serve the remainder of his term; said term will expire February 2026.
5. From City Clerk Brenna McGee and Admin. Assistant Jeffery Anderson-Burgos, minutes from the October 15, 2024 meeting
6. From Atty Jane Mantolesky, Asst City Solicitor, Letter regarding Municipal Hearings Officer
7. From Atty Jane Mantolesky, Asst City Solicitor, City Council Voting Specifics
8. From Atty Jane Mantolesky, Asst City Solicitor, Updated Stabilization Legal Opinion
9. From Atty Tyler Ingraham, letter requesting enforcement of ordinances at 224 Westfield Rd
10. From Dr. Gloria Caballero Roca, information for second Afro-Caribbean History through the Arts Festival
11. Grant Completion Form - Mass EMPG Grant \$12,350
12. From Planning Board, meeting and hearing minutes from February 27, 2024, March 26, 2024, April 2, 2024, May 14, 2024, August 27, 2024, and September 10, 2024

13. From Community Preservation Committee, meeting minutes of May 8, June 12, August 14, September 11, October 9, 2024
14. From City Auditor, Tanya Wdowiak, 2025 General Fund and Sewer Enterprise Fund budget versus actual reports for 10/31/2024.

PETITIONS

15. Application for Special Permit, LN Berneche, Inc at 37 Appleton Street for motor vehicle repair garage, per sec 7.2.13 (a)
16. Home Occupation Renewal Petition of William T Lyle at 79 Merrick Ave for Electrician business

PRESIDENT'S REPORT

REPORTS OF COMMITTEES

17. The Committee on Ordinance to whom was referred an order that the City Council review and adopt the Mayor's proposal for the city's financial policies by ordinance." Recommended that the order be adopted.
18. The Committee on Ordinance to whom was referred an order That the city's Ethics Ordinance 2-69 be amended as follows:
 - a. That the city government shall create and maintain an Ethics and Compliance hotline for the City of Holyoke overseen by a professional, reliable, and independent hotline services provider for the purpose of eliminating waste, fraud and abuse in our city government. The program shall foster a strong "see something, say something" culture in Holyoke government.
 - b. The city shall take extensive efforts to spread the awareness of the hotline for use by everyone including but not limited to employees, managers, vendors, elected officials, regulators, and the general public;
 - c. It shall also provide various options for communicating information;
 - d. We shall ensure confidentiality, anonymity and protection from retaliation;
 - e. The ordinance and the hotline vendor itself shall establish clear-cut message handling and investigative procedures.
 - f. It is recommended that the Personnel Director and City Auditor shall be the city officials in charge of working with the hotline vendor to manage the hotline for all messages, incidents or complaints related to all city operations and departments except the school department. School department messages, incidents or complaints shall be managed by Superintendent of Schools or their designee.
 - g. The hotline vendor shall produce an annual report every January of the messages, incidents, or complaints of the prior calendar year to provide a statistical analysis by department in a way that reasonably balances confidentiality and the public's right to know. This annual report shall be published and provided to the City Council, Mayor and published on city website for public review.
 - h. The City Council may from time to time hold meetings with the hotline vendor and/or key city officials to review data and overall improve the efficiency and effectiveness of the program.Recommended that the order be adopted as amended.

19. The Committee on Ordinance to whom was referred an order Zoning ordinance change proposal to allow cannabis businesses beyond the IG zone and allow priority for social equity applicants and those negatively impacted by war on drugs.
Recommended that the order be given a leave to withdraw.

20. The Committee on Ordinance to whom was referred an order The City of Holyoke amend Zoning Ordinance section 4.3(A)(8) to require a special permit prior to granting permission for this use in all residential districts in the City of Holyoke and no longer allow the use as of right; the special permit is to be issued by the City Council or the Planning Board only after a public hearing.
Recommended that the order be given a leave to withdraw.

21. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, THIRTY TWO THOUSAND AND 00/100 Dollars (\$32,000) as follows:

FROM:		
11351-51106	AUDIT – PROF ACCT HPD	\$15,000
11381-51102	PROCUREMENT – ASST CPO	12,000
11451-51125	TREASURER – ADMIN ASST	5,000
	TOTAL:	\$32,000

TO:		
11552-53100	IT – SOFTWARE LICENSE	\$32,000
	TOTAL:	\$32,000

Recommended that the order be adopted.

22. The Committee on Finance to whom was referred an order that there be and is hereby appropriated by transfer in the fiscal year 2025, THREE HUNDRED THOUSAND AND 00/100 Dollars (\$300,000) as follows:

FROM:		
12101-51117	DISPATCH	\$150,000
12101-51107	PATROLMEN	150,000
	TOTAL:	\$300,000

TO:		
12101-51300	OVERTIME	\$300,000
	TOTAL:	\$300,000

Recommended that the order be adopted.

23. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY2025 STATE 911 DEPARTMENT EMERGENCY MEDICAL DISPATCH GRANT PROGRAM, \$24,500, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

Recommended that the order be adopted.

24. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY2025 STATE 911 DEPARTMENT TRAINING GRANT PROGRAM, \$12,555.20, NO MATCH" grant and authorizes the

establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda. Recommended that the order be adopted.

25. The Committee on Finance to whom was referred an order that in accordance with M.G.L. Chapter 44 Sec. 53A, the City Council hereby accepts the provisions of the "FY2025 MUNICIPAL ROAD SAFETY PROGRAM GRANT, \$39,600, NO MATCH" grant and authorizes the establishment of a Fund or other method appropriate for the accounting of the receipts and expenditures of all resources associated with the administration of said grant.

Sec 2-509 - Grant Reporting

Any city department, of which has received grant funding by approval of the city council pursuant to Massachusetts General Laws, or any other authorizing criteria, shall within a reasonable period of time, but no later than 60 days from the conclusion of said grant, generate a detailed report which outlines the planned outcomes with the documented actual results. Said report shall be submitted to the city clerk for addition to the city council's next agenda.

Recommended that the order be adopted.

26. The Committee on Finance to whom was referred an order From the Holyoke Retirement Board, PERAC Investment Report 2023
Recommended that the order has been complied with.
27. The Committee on Finance to whom was referred an order From the Holyoke Retirement Board, Annual Statement of the Financial Condition of the Holyoke Retirement Board
Recommended that the order has been complied with.

MOTIONS, ORDERS AND RESOLUTIONS

28. BARTLEY - The DGR committee invite Andrew Morehouse, executive director of the W. Mass Food Bank, to a future committee meeting. Mr. Morehouse will present an overview of the Food Bank, how it impacts and serves the city of Holyoke, and offer ways for the public to help and volunteer. Copy to DGR. Invite any relevant social agency serving Holyoke to attend.
29. BARTLEY - The City consider installation of flashing Crosswalk signals at the two crosswalks proximate to Metcalf. Refer to Mayor, DPW, C.E., Receiver, Joint Committee.
30. BARTLEY - The DGR committee invite the District 8 Governor's Councilor to a future DGR meeting. Tara Jacobs of Adams currently represents Holyoke in this office. Her predecessor appeared in committee ca. 2017.

31. DEVINE, MAGRATH-SMITH - ORDERED; That the City Forester, DPW Director and Purchasing Director come in to the Finance Committee to discuss the Urban Forestry Grant.
32. DEVINE - ORDERED: That the School Receiver send the survey results from the naming of the new Middle School to the City Council.
33. DEVINE - Ordered that the City Council reconsider our vote to appoint the City Treasurer rather than have it be and elected position and further take the necessary steps to combine the Treasurer and Tax Collector positions into one office.

34. DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, SEVEN THOUSAND ONE HUNDRED FIFTY AND 42/100 Dollars (\$7,150.42) as follows:

FROM

12201-51103 CAPTAIN		\$3,663.90
12201-51104 LIEUTENANTS		3,142.74
12201-51105 FIREFIGHTERS		343.78
	TOTAL	\$7,150.42

TO:

12201-51180 INJURED ON DUTY (PAY PERIOD #10)		\$7,150.42
	TOTAL	\$7,150.42

35. DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY TWO THOUSAND NINE HUNDRED FIFTY SEVEN AND 48/100 Dollars (\$22,957.48) as follows:

FROM

12101-51105 SERGEANTS		\$ 8,562.44
12101-51107 PATROLMEN		14,395.04
	TOTAL	\$22,957.48

TO:

12201-51180 INJURED ON DUTY		\$22,957.48
	TOTAL	\$22,957.48

36. DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, FORTY NINE THOUSAND NINE HUNDRED FIFTEEN AND 00/100 Dollars (\$49,915.00) as follows:

FROM

8811-10400 CAPITAL STABILIZATION		\$49,915.00
	TOTAL	\$49,915.00

TO:

14222-52519 R&M PUBLIC LIBRARY		\$49,915.00
	TOTAL	\$49,915.00

37. DEVINE - Ordered, that there be and is hereby appropriated by transfer in the fiscal year 2025, TWENTY NINE THOUSAND ONE HUNDRED FIFTY TWO AND 00/100 Dollars (\$29,152.00) as follows:

FROM

11751-51128 OPED-ADMIN ASST		\$29,152.00
	TOTAL	\$29,152.00

TO:

11751-51112 OPED- LICENSING AGENT		\$29,152.00
	TOTAL	\$29,152.00

38. GIVNER - With community support, order that speed trailers be moved regularly to collect speed data from rotating locations throughout the city. Trailer priority shall be given to most dangerous streets and intersection areas as listed in state, Triple A, and other professional traffic data reports. A 2-4 week period per location shall be determined ongoing. Speed data reports shall be submitted to Public safety monthly for review.
39. GIVNER - Ordered that Holyoke Assessors Parcel 062-03-005, 133 Pine Street, Holyoke, MA be sold to abutter, Pine Suffolk, LLC with an address of 175 Suffolk Street, Holyoke, MA 01040, for \$4,500.00. This property is valued under \$35,000.00 and therefore exempt from procurement requirements. This property was originally sold via auction to the above abutter, but due to an error in the auction process the same was declared void. \$4,500 was the auction price. The abutter plans to utilize the property in connection with his business located on either side of the property. This property was previously declared surplus.
40. GIVNER - Ordered that Holyoke Assessors Parcel 183-00-006, Old Rock Valley Road, Holyoke, MA be declared surplus and sold to abutter, Jessica A. Messier with an address of 22 Old Rock Valley Road, Holyoke, MA 01040, for \$25,000.00. This property is valued under \$35,000.00 and therefore exempt from procurement requirements. The abutter plans to keep this property as open space.
41. JOURDAIN, MAGRATH-SMITH - Ordered, that the City Forester provide the City Council with a list as soon as possible of the 100 most dangerous trees in the city. He should designate which of these he can handle based on current resources within the next 3 months. All others he does not have the resources for should be identified on the list. He should provide us with a projected cost to handle these others and what if any grant funds are available to handle. All others will be targeted for removal from capital stabilization funds or other reserves as determined by the Mayor and City Council. It is the expectation of the City Council this tree list will be handled completely within the next 3 months.

LATE FILED ORDERS AND COMMUNICATIONS

Addendum:

Per City Council rule 2B, meeting shall end by 10 PM unless an extension is approved by a two-thirds majority of those present. If any items remain, those items will be added to the beginning of the next regular meeting.

The listing of matters are those reasonably anticipated by the chair which may be discussed at the meeting.

Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law

City Clerk

