

Please Note - Agendas are subject to change

COMMON COUNCIL

AGENDA
February 17, 2015
7 p.m.

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of January 27, 2015

Resolutions

- ☐ Appointing Police Officer

Swearing-In Ceremony

Open Forum

Correspondence

- ☐ 2015 Events (Centennial Parade, Memorial Day parade, Gus Macker Basketball tournament, County Firemen's Parade, Pumpkin Festival, Veteran's Day parade, Turkey Trot Road race, Christmas Parade of Lights, Dairy Day Parade, Valley Heights Christian Academy Walk-A-Thon, Little League parade; Allegro Run for the Arts, Rolling Antiquers, Dollars for Scholars)
- ☐ New Liquor License Application – 28 South Broad St.

Department, Board and Commission Reports

- ☐ Civil Service Commission Minutes of October 22, 2014 and February 5, 2015
- ☐ Planning Commission Minutes of February 24, 2014 and January 19, 2015
- ☐ Police Department Report of January 2015
- ☐ Traffic Commission Minutes of January 15, 2015
- ☐ Youth Bureau Report of December 2014
- ☐ Zoning Board Minutes of May 27, 2014

Ward Reports

Discussion

- ☐ Finance Director Position
- ☐ Firefighter Position

Motions

- ☐ Designation of Official Records – Finance Department
- ☐ Amend Ambulance Recovery Fees

Resolutions

- ☐ Establishing Time and Procedures for Disposition of Unredeemed Tax Properties from 2013 Tax Sale
- ☐ Authorizing the Mayor to Sign a Contract Between ATC and the City of Norwich – Property Tax Software
- ☐ Authorizing End of Year 2014 Budget Transfers

Payment of January Bills

Payment of February Bills

Executive Session to discuss the financial history of a particular corporation.

Adjournment

CORRESPONDENCE

2015 Events Ald. _____ **moved** to receive and approve requests for the following events: Memorial Day parade, East Main to West Main Streets to West Park Place, May 25, 11 a.m.; Gus Macker Basketball tournament, East Main Street and East Park Place, July 10-12; County Firemen's Parade, Midland Drive and East Main Street, August 11, 7 p.m.; Pumpkin Festival, East and West Park Place and West Main Street, October 2-3; Veteran's Day parade, East Main Street to East Park Place, November 11, 10:30 a.m.; Turkey Trot road race, North and South Broad Streets Division, Birdsall, and Silver Streets, and Borden Avenue, November 22, 11 a.m.; Christmas Parade of Lights, South and North Broad Streets and Fair Street, November 28, 5:30 p.m.; Dairy Day parade, June 20; Valley Heights Christian Academy Walk-A-Thon, East Main Street, May 16, 9:15 a.m.; Little League parade, East Main Street and Midland Drive, April 25, 9:30 a.m.; Allegro Run for the Arts, designated route, May 2, 9 a.m.; Rolling Antiquers Parade, May 23, 5 p.m.; Dollars for Scholars Run, April 18, time to be determined; Halloween Parade, October 31, time to be determined. Seconded by Ald. _____, approved ayes all.

Liquor License Application – 28 South Broad Street Ald. _____ **moved** to receive and file a new liquor license application from Eric M. Guinn for 28 South Broad Street. Seconded by Ald. _____ and duly (adopted / defeated), _____.

MOTIONS

Designation of Official Records – Finance Department Ald. _____ **moved** to designate the electronic records of the Finance Department as official records for the purposes of compliance with New York State Archives. Seconded by Ald. _____ and duly (adopted / defeated), _____.

Amend Ambulance Recovery Fees Ald. _____ **moved** to amend the ambulance recovery fees to include the following amended rates, as recommended by MultiMed Billing Service and the Finance/Personnel and Public Safety/Public Works Committees, for an effective date of May 18, 2015:

	<u>Present Rate</u>	<u>Revised Rate</u>
Mileage (Per loaded mile-All Transports)	\$ 15	\$ 20
ALS-1 Non-Emergency	\$685	\$1,000
ALS-1 Emergency	\$685	\$1,000
BLS Non-Emergency	\$560	\$ 900
BLS Emergency	\$560	\$ 900
Paramedic Intercept	\$450	\$ 500
ALS-2 Emergency	\$785	\$1,100
Specialty Care Transport	\$750	\$1,300
Treatment - No Transport	\$275	\$ 300
<u>Non-Resident Surcharge (for patients residing outside of C.O.N. Area)</u>		
Basic Life Support Services	\$100	\$ 200
Advanced Life Support Services	\$150	\$ 300

Seconded by Ald. _____ and duly adopted ayes all.

Payment of January 2015 Bills Ald. _____ **moved** that, based on the fact that the detailed January 2015 bill list has been completed and made available subsequent to last month's regular Council meeting, its prior payment approval be hereby ratified, subject to final audit and verification. Seconded by Ald. _____ and duly (adopted / defeated), _____.

Payment of February 2015 Bills Ald. _____ **moved** to pay the February 2015 bills after proper audit and certification. Seconded by Ald. _____ and duly (adopted/defeated) _____.

RESOLUTIONS

RESOLUTION # –2015 APPOINTING POLICE OFFICER IN THE NORWICH POLICE DEPARTMENT

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a vacancy exists in the Norwich Police Department, and;

WHEREAS, the Police Chief has recommended a certain appointment to fill such vacancies; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that Alicia Woodard of Norwich, NY, be and hereby is granted a permanent appointment as a police officer in the Norwich Police Department, effective March 16, 2015; and, further be it

RESOLVED, that the foregoing appointment is contingent upon successfully passing the required medical and psychological examinations and any action necessary from the Norwich Civil Service Commission.

Seconded by Ald. _____ and duly adopted, ayes all, on a roll call vote.

RESOLUTION # -2015

**ESTABLISHING TIME AND PROCEDURES FOR DISPOSITION OF
UNREDEEMED TAX PROPERTIES FROM 2013 TAX SALE**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the City of Norwich (the "City") bid in on certain parcels of real estate sold for unpaid taxes on October __, 2013; and

WHEREAS, said delinquent parcels were not redeemed within the fifteen month period as provided under Section 218 of the Charter of the City of Norwich (the "Charter"); and

WHEREAS, Sections 216 and 220 of the Charter provide that the City may acquire such unredeemed parcels; and

WHEREAS, Section 74 of the Charter provides that real estate owned by the City and designated by the Common Council as not required for use by the City may be sold by the City in such manner as described therein; now, therefore be it

RESOLVED, that

1. the following properties be and hereby are subject to acquisition by the City from the Director of Finance in accordance with the above cited provisions of the Charter:

<u>Property Address</u>	<u>Tax Map ID #</u>	<u>Owner's Name of Record at 2012 Tax Sale</u>
Conkey Avenue	136.63-4-7.1	Lorren Hotaling
Conkey Avenue (Rear)	136.63-4-6.1	Lorren Hotaling
44 Conkey Avenue	136.63-4-8	Lorren Hotaling
46 Conkey Avenue	136.63-4-9	Lorren Hotaling
169 East Main Street (Olendorf Place)	136.51-1-16	Karen Kinney & Kathleen Heath
12 Lee Avenue	136.33-1-19	James Jablonski & Lorraine Jablonski
7 Merrill Street	136.49-1-6	James Jablonski & Elizabeth Hine
17 Prentice Street	136.81-3-18	Mary L. Gantt
94 Silver Street	136.33-1-46	Wilbur W. French

2. affected property owners shall have until five o'clock PM, prevailing time, on March 27, 2015, as a final deadline to redeem their property from said acquisition by the City by paying their taxes and all associated fees; and
3. the Director of Finance shall send courtesy notices through the United States Postal Service to all affected property owners of this resolution stating the amount due, date and time of the final deadline and the urgency of the notice; and
4. any of the above properties remaining unredeemed after the date and time set forth above shall be disposed of by the City in accordance with the cited provisions of the Charter; and
5. the City Attorney and the Director of Finance be and hereby are directed to take all other necessary and legal steps to prepare for and conduct such disposition.

Seconded by Ald. _____, and duly (adopted / defeated), _____, on a roll call vote.

**AUTHORIZING THE MAYOR TO SIGN A CONTRACT BETWEEN
ALLEN TUNNELL CORP. AND THE CITY OF NORWICH FOR
PROPERTY TAXES SOFTWARE**

Ald. _____ introduced the following and **moved** its adoption:

WHEREAS, the existing software and procedures for processing real property taxes entail extensive, time-consuming, manual work for researching and calculating delinquent tax payments; and

WHEREAS, the existing software does not provide the capabilities for accepting online credit card payments, or displaying tax billing and payment information and any delinquency status; and

WHEREAS, a proposal has been received from Allen Tunnell Corp. of Binghamton, New York ("ATC") for a comprehensive property tax management software system that will enable all of the aforementioned features in a fully automated process; and

WHEREAS, ATC's system includes website linkage with the Norwich City School District, which has successfully been utilizing their services for the past several years; and

WHEREAS, the Joint Committees of the Common Council have made certain recommendations; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized under the direction of the City Attorney to sign a contract with ATC for the provision and maintenance of a real property tax software system in an amount not to exceed \$19,000 for the first year purchase, and annual maintenance charges of \$4,000 per year for the following three years.

Seconded by Ald. _____, and duly (adopted / defeated), _____, on a roll call vote.

RESOLUTION # -2015 AUTHORIZING END OF YEAR 2014 BUDGET TRANSFERS

Ald. _____ introduced the following and moved its adoption:

WHEREAS, funds need to be reallocated among line items to cover the cost of expenses through December 31, 2014; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2014 General Fund, Sewer Fund, and Water Fund Budgets:

2014 Budget Transfers

GENERAL		
<u>TO:</u>		
A1010.1010	Common Council - Personal Services	\$ 193.66
A1210.1010	Mayor - Personal Services	\$ 130.89
A1325.1010	Finance - Personal Services	\$ 6,299.39
A1355.1010	Assessment - Personal Services	\$ 161.85
A1410.1010	City Clerk - Personal Services	\$ 363.85
A1420.1010	City Attorney - Personal Services	\$ 305.43
A1620.1010	Municipal Buildings - Personal Services	\$ 327.50
A3120.1010	Police Department - Personal Services	\$ 35,198.22
A3410.1010	Fire Department - Personal Services	\$ 4,703.35
A3410.1020	Fire Department - Overtime	\$ 47,412.72
A3620.1010	Code Enforcement - Personal Services	\$ 2,066.44
A3640.1010	Emergency Preparedness - Personal Services	\$ 71.78
A5110.1010	Street Maintenance - Personal Services	\$ 59,962.66
A5410.1020	Sidewalks - Overtime	\$ 232.57
A8020.1010	Planning - Personal Services	\$ 4,272.80
		\$ -
	GENERAL	\$ 161,703.11
<u>FROM:</u>		
A5110.4040	Street Maintenance - Vehicle Maintenance	\$ 31,716.04
A5142.1010	Snow & Ice Removal - Personal Services	\$ 102,451.68
A5142.4060	Snow & Ice Removal - Materials & Supplies	\$ 27,535.39
	GENERAL	\$ 161,703.11

Seconded by Ald. _____, and duly (adopted / defeated), _____, on a roll call vote.