

COMMON COUNCIL

AGENDA
February 16, 2016
7:00 PM

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of January 19, 2016

Open Forum

Change in 2016 Rules of Procedure

Appointments by the Mayor with the Approval of the Council

Water Commission

- ☐ Douglas Wilson, 171 West Shore Road, re-appointment to a three-year term expiring December 31, 2018.
- ☐ Thomas LoPiccolo, 93 Birdsall Street, re-appointment to a three-year term expiring December 31, 2018.
- ☐ Jennifer Kelly, 14 Beebe Avenue, to fill remainder of a three-year term expiring December 31, 2016.

Appointments to Boards and Commissions by the Mayor

Housing Authority

- ☐ Matthew Caezza, 13 Brown Avenue, to fill remainder of the remainder of a three-year term expiring December 31, 2016

Correspondence-

- ☐ Little League Parade
- ☐ Valley Heights Christian Academy Annual Walkathon

Department, Board and Commission Reports

- ☐ Youth Bureau Report – December 2015
- ☐ Youth Bureau Minutes – February 3, 2016
- ☐ Traffic Commission Minutes – January 13, 2016
- ☐ Police Department Report – December 2016
- ☐ Water Commission Minutes – January 20, 2016
- ☐ Finance Department -
Water Projects BAN Renewals
USDA-RD Equipment Grants

Ward Reports

Motions

- ☐ Request for Proposals for the vacant lot at the corner of West Midland Ave. and East Main St.
- ☐ Remove from the table Resolution 01-2016

Resolutions

- ☐ Budget Transfer of \$8,250 within the Heritage Parking Area (GIGP) Project to fund additional Technical Services
- ☐ Authorize purchase of a Mini Cam to be used to check sewer lines and storm drains
- ☐ Agreement for use of credit & debit cards for processing cash receipts
- ☐ Annual 2015 Budget Transfer
- ☐ 2016 Budget Transfer for Animal Control
- ☐ Acceptance of Grant from ESD for Heritage Parking Area (GIGP) Project
- ☐ Charge special event organizers for Police overtime

Other

- ☐ Vendor (Peddler) Policy

Payment of February 2016 Bills

Executive Session to discuss a proposal to purchase real estate from the City, pending litigation; and to discuss the employment history of a particular individual.

Adjournment

Appointments by the Mayor with the Approval of the Council

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CORRESPONDENCE

Little League Parade – Ald. _____ **moved** to approve a request from The Norwich/Oxford Little League to hold their annual parade Saturday May 7th, 2016. The parade will form in the TOPS parking lot on East Main St. at 9:30 a.m. The parade will commence at 10:00 a.m., proceeding east on East Main St., then south on Midland Dr. and ending at the ball fields at the High School. Monitoring by the City of Norwich Police Department is requested. Seconded by Ald. _____, duly (approved / defeated) _____.

Valley Heights Christian Academy Annual Walkathon – Ald. _____ **moved** to receive and approve a request from VHCA for a patrol car and officer to escort their 14th Annual Walk-A-Thon to the Chenango County Fair Grounds on Saturday, May 21, 2016. They have requested permission to march in parade formation from the TOPS parking lot on East Main St. to the Fair Grounds. They will begin gathering at 9:15 a.m. and the parade will commence at 10:00 a.m., proceeding east on East Main St to the main gate at the Fair Grounds. Seconded by Ald. _____, duly (approved / defeated) _____.

MOTIONS

Amendment to the 2016 Rules of Procedure

Ald. _____ **moved** to amend the 2016 Rules of Procedure to change the time that the Regular Common Council Meeting shall be held to 6:00 PM.

Seconded by Ald. _____ and duly (adopted / defeated) _____.

Request for Proposal

Ald. _____ **moved** to receive and approve authorization to advertise for proposals for the purchase of City-owned property, a vacant lot at the corner of West Midland Ave. and East Main St.

Seconded by Ald. _____ and duly (adopted/defeated) _____.

Remove from the table Resolution # 01-2016

Ald. _____ **moved** to remove from the table Resolution # 01-2016 regarding a TECHNICAL SERVICES CHANGE ORDER TO THE CONTRACT WITH THE CHAZEN COMPANIES, INC. FOR ENGINEERING SERVICES PERTAINING TO THE GIGP HERITAGE BLOCK PARKING AREA DESIGN AND CONSTRUCTION.

Seconded by Ald. _____, duly (approved/defeated) _____.

Payment of February 2016 Bills

Ald. _____ moved to pay the February 2016 bills after proper audit and certification.

Seconded by Ald. _____ and duly (adopted/defeated) _____.

RESOLUTIONS

RESOLUTION #01 – 2016 AUTHORIZING A TECHNICAL SERVICES CHANGE ORDER TO THE CONTRACT WITH THE CHAZEN COMPANIES, INC. FOR ENGINEERING SERVICES PERTAINING TO GIGP HERITAGE BLOCK PARKING AREA DESIGN AND CONSTRUCTION

Ald. _____ **moved** to introduce the following, Seconded by Ald. _____:

WHEREAS, the City of Norwich is engaged in the redevelopment of a parking area between Mechanic Street and Lackawanna Avenue, which is commonly known as the Heritage Block parking area; and

WHEREAS, the City believes it is in the public interest to redevelop the parking area, thereby improving public access and implementing environmentally sound drainage enhancements: and

WHEREAS, the City has received grant support through the Green Innovation Grant Program (GIGP) of the NYS Environmental Facilities Corporation to conduct the project: and

WHEREAS, the Common Council approved entering into a contract with The Chazen Companies for engineering service, dated April 10, 2015, for an amount not to exceed \$57,100 at the Regular Common Council Meeting of May 19, 2015 in Resolution #36 – 2015, by a unanimous 6-0 roll call vote, said contract being signed by the Mayor on June 4, 2015;

WHEREAS, Technical Services Change Order #1, a proposal for additional on-site engineering inspection services in the amount of \$8,250, dated December 31, 2015, has been received from The Chazen Companies, Inc.; and

WHEREAS, the Common Council of the City of Norwich hereby finds the proposal to be reasonable and in the best interest of the City to advance the redevelopment project by helping to ensure that the project is built in accordance with the specifications; and

WHEREAS, the procurement policies of the City of Norwich and the applicable laws of the State of New York allow the City to enter into a professional services contact on this matter; and

WHEREAS, this action involving the redevelopment of the Heritage Block parking area is subject to the applicable provisions of the New York State Environmental Quality Review Act (SEQRA), was previously classified as a Type 1 action, and a Determination of Non-Significance (a negative declaration) was issued on August 8, 2013; now, therefore, be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to negotiate and enter into a Technical Services Change Order to the contract with The Chazen Companies, Inc., in an amount not to exceed \$8,250, for the purpose of retaining additional on-site engineering inspection services pertaining to the construction of the Heritage Block parking area.

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

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

WHEREAS, the use of mini cam equipment to inspect sewer lines and storm drains for breaks and blockages results in significant cost savings to the City by avoiding the need for excavation ; and

WHEREAS, heretofore the City has borrowed this type of equipment to inspect sewer lines and storm drains for breaks and blockages on a regular basis; and

WHEREAS, the City is unable to borrow this equipment outside of normal business hours Monday through Friday; and

WHEREAS, the City has the need to inspect sewer lines and storm drains whenever a break or blockage is suspected; and

WHEREAS, the City seeks to minimize the cost of locating breaks and blockages in sewer lines and storm drains; and

WHEREAS, two quotations have been received for a mini cam system, one for over \$10,000, the other for \$5,745 for a higher quality mini cam system; and

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

RESOLVED, that the purchase of a mini cam inspection system for the inspection of sewer lines and storm drains from _____ of _____ by the Wastewater Fund, be and hereby is authorized in an amount not to exceed \$5,745.

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

RESOLUTION # -2016

**AUTHORIZING THE MAYOR TO SIGN AN AGREEMENT
BETWEEN THE SATELLITE.BIZ AND THE CITY OF
NORWICH FOR CREDIT and DEBIT CARD ACCEPTANCE**

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

WHEREAS, the City of Norwich desires to collect property taxes and fees with the option of credit and debit cards with no cost to City taxpayers; and

WHEREAS, all user fees for credit and debit cards will be paid by the payors and all equipment and software will be provided at no charge to the City by The Satellite.biz; 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 an agreement with The Satellite.biz for the acceptance of credit and debit cards in the Finance office for payment of City taxes and fees.

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

RESOLUTION # -2016 AUTHORIZING END OF YEAR 2015 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, 2015; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2015 General Fund Budget:

2015 Budget Transfers

GENERAL

TO:

A1010.1010	Common Council - Personal Services	\$	43.62
A1210.1010	Mayor - Personal Services	\$	28.68
A1325.1010	Finance - Personal Services	\$	3,650.32
A1355.1010	Assessment - Personal Services	\$	5,186.36
A1410.1020	City Clerk - Overtime	\$	74.50
A1420.1010	City Attorney - Personal Services	\$	276.84
A1620.1010	Municipal Buildings - Personal Services	\$	2,293.42
A1620.1020	Municipal Buildings - Overtime	\$	1,987.47
A3120.1010	Police Department - Personal Services	\$	43,499.17
A3120.1020	Police Department - Overtime	\$	15,585.57
A3410.1020	Fire Department - Overtime	\$	56,228.45
A3620.1010	Code Enforcement - Personal Services	\$	1,692.94
A3640.1010	Emergency Preparedness - Personal Services	\$	64.46
A5110.1010	Street Maintenance - Personal Services	\$	19,616.16
A8020.1010	Planning - Personal Services	\$	123.14
A9030.8	Social Security	\$	73.47
		\$	-
	GENERAL	\$	150,424.57

FROM:

A1430.4020	Human Resources - Contracted Services	\$	22,306.65
A3120.2100	Police - Equipment	\$	8,041.00
A5110.4060	Street Maintenance - Materials & Supplies	\$	20,158.30
A5142.1010	Snow & Ice Removal - Personal Services	\$	44,440.00
A5142.4060	Snow & Ice Removal - Materials & Supplies	\$	19,736.14
A7110.1010	Parks - Personal Services	\$	15,155.78
A8170.1010	Street Cleaning - Personal Services	\$	20,586.70
	GENERAL	\$	150,424.57

SEWER

TO:

G8110.1010	Sewer Administration - Personal Services	\$	1,016.35
G8130.1020	Treatment & Disposal - Overtime	\$	625.37
		SEWER	\$ 1,641.72

FROM:

G8120.1010	Sanitary Sewers - Personal Services	\$	1,641.72
		SEWER	\$ 1,641.72

WATER

TO:

F8330.1020	Treatment - Overtime	\$	718.70
		WATER	\$ 718.70

FROM:

F8330.1010	Treatment - Personal Services	\$	718.70
		WATER	\$ 718.70

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

RESOLUTION # -2016 AUTHORIZING BUDGET TRANSFER FOR ANIMAL CONTROL

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

WHEREAS, no budget was established for A3510.4100 - Dog Control - Other; and

WHEREAS, situations arise in various departments that need to be addressed such as stray animals and animals involved in accidents that required the City of Norwich to seek veterinary services; and

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

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2016 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1989.4	Misc. Other Gov't Support	\$500.00

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3510.4100	Dog Control - Other	\$500.00

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

**ACCEPTING EMPIRE STATE DEVELOPMENT (ESD)
GRANT FOR HERITAGE BLOCK PARKING AREA (GIGP)
PROJECT**

Alderman _____ introduced the following and **moved** its adoption:

WHEREAS, in June of 2014, the City of Norwich submitted a Consolidated Funding Application (CFA) for Empire State Development Corporation grant funding assistance to undertake the redesign and construction of an environmentally innovative parking area located between Lackawanna Avenue and Mechanic Street; and

WHEREAS, this parking area redesign and construction project is proposed to be done in concert with additional grant funding support already secured through the NYS Environmental Facilities Corporation's Green Innovation Grant Program (GIGP); and

WHEREAS, on February 1, 2016, the City of Norwich received an Incentive Proposal and related documents, dated January 19, 2016, from Joseph Roman of the Southern Tier Regional Office concerning a grant award of \$120,000 through the Empire State Development Corporation; and

WHEREAS, the City of Norwich has no matching funds obligation under this grant; and

WHEREAS, this project has undergone an appropriate environmental review in accordance with applicable provisions of the New York State Environmental Quality Review Act (SEQRA) and review requirements of the State Historic Preservation Office (SHPO), and a Negative Declaration was issued on August 8, 2013; now, therefore, be it

RESOLVED, that the Common Council, be and hereby, accepts the Empire State Development grant (Project #AA393/CFA#38881) in the amount of \$120,000, and authorizes the Mayor of the City of Norwich, acting under the advice of the City Attorney, to undertake all necessary measures to accept and appropriately administer the grant for its intended purpose.

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

**AUTHORIZING THE CHIEF OF POLICE TO CHARGE FOR
POLICE SERVICES PROVIDED FOR THE BENEFIT OF
SPECIAL EVENTS**

Alderman _____ introduced the following and moved its adoption:

WHEREAS, each year the City incurs significant costs by providing police services outside those normally provided within the City at the request of and benefit to special events organizers; and

WHEREAS, the Chief of Police has communicated with over 50 of his fellow Chiefs of Police within New York State and found that except for 2, all of those Police Departments charge the organizers of special events for police services requested outside their normal scope of duties; and

WHEREAS, the City Chamberlain has determined that the actual cost per overtime hour to provide police services approximates \$60 per hour including variable benefits; and

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

RESOLVED, that the Chief of Police is authorized to charge special events organizers for the number of hours spent by his officers to provide police services outside their normal scope of duties for the benefit of special events within the City at the rate of \$30 per hour.

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