COMMON COUNCIL

AGENDA
May 16, 2017
6:00 PM

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of April 18, 2017

Open Forum

Correspondence

- Memorial Day Activities – Police Assistance
- Gus Macker 2017 – Special Event
- July 4th Community Event – Police Assistance
- Chobani Community Celebration – EVENT IS CANCELLED
- Colorscape Chenango – Special Event

Appointments by the Mayor

Zoning Board of Appeals

- *Rhett Genung, 22 Plymouth Street, appointment to the remainder of a three-year term expiring December 31, 2019*

Department, Board and Commission Reports

- Youth Bureau Minutes – May
- Water Commission Minutes – April
- Civil Service Commission Minutes – March
- Police Department Report – March
- Parks Commission Minutes – April
- Fire Department – 1st Quarter

Ward Reports

Resolutions

- Authorizing Purchase and Transfer of Funds for Bio-Solids Truck
- Authorizing Purchase of an Office Multifunctional Copier – Finance Office and Transfer of Funds
- Authorizing Purchase of an Office Multifunctional Copier – Police Department and Transfer of Funds
- Authorizing Purchase of Financial Accounting/Utility Billing Software and Transfer of Funds
- Filling the Position of Pool and Grounds Technician
- Appointing Deputy City Clerk

Payment of May 2017 Bills

Other

- Police Department – Refilling Positions

Executive Session (if needed)

Adjournment

Correspondence

Memorial Day Activities - Ald. __________ **moved** to approve the request from the American Legion Post 189 for Police assistance with their Memorial Day Parade on Monday, May 29, 2017. The parade will form at the VFW, 61 East Main St. at 10:30 a.m. with a start time of 11:00 a.m. and continue to the West Main St. park where veteran services will be conducted. Crowd disbursal is expected by 12:00 p.m. Seconded by Ald. ________ , approved ayes all.

Gus Macker 2017 – Ald. ___________ **moved** to approve the request from the YMCA for Police assistance and road closure on July 7, 8, and 9, 2017. The road closure is East Main St. from 8 a.m. on Friday to 8 p.m. on Sunday, July 9. As in the past, they are requesting use of bleachers, picnic tables and a water attachment to the fire hydrant on the Northeast Corner of East Park Place. Seconded by Ald. ___________ , approved ayes all.

July 4th Community Event – Ald. ________ **moved** to approve the request for Police assistance from Terry Potter on behalf of the July 4th Community Event being held on Saturday, July 1, 2017 at the Chenango County Fairgrounds. Seconded by Ald. _________ , approved ayes all.

Colorscape Chenango – Ald. ________ , **moved** to approve the request for Special Event Status, Police assistance and road closures for the 23rd Annual Colorscape Chenango Arts Festival held on September 9 and 10, 2017. Road closures include East Park Place from East Main St. to North Broad St.; West Main Street from North Broad St. to Court St.; barriers along the south side of West Main St. Seconded by Ald. ___________ , approved ayes all.

Appointments by the Council

Assessment Board of Review

- *Rhett Genung, 22 Plymouth Street, appointment to a five-year term expiring September 31, 2021*

Ald. __________ **moved** to approve the appointment. Seconded by Ald. ________ , approved ayes all.

Resolutions

RESOLUTION # -2017 **AUTHORIZING PURCHASE AND TRANSFER OF FUNDS - BIO-SOLIDS TRUCK**

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

WHEREAS, a new Bio-Solids truck is needed to replace the existing truck that is no longer in service; and

WHEREAS, the City of Norwich will use the "piggyback" clause under NYS law and piggyback onto the Onondaga County Contract #7823 to obtain New York State Contract pricing for this vehicle; and

WHEREAS, the delivering dealer will be Stadium International Trucks of Syracuse, NY; and

WHEREAS, a transfer from Capital Reserves is required to pay for such new vehicle; and

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

RESOLVED, that the purchase of a 2018 7600 SBA 6x4 Dump Truck at the price of $127,601 is hereby approved; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2017 General Fund budget:

From:

Account Number	Name	Amount
HR42-878	Capital Reserves – Sewer Equipment	$127,601.00

To:

Account Number	Name	Amount
G8130.2100	Treatment & Disposal - Equipment	$127,601.00

Seconded by Ald. __________, and duly adopted, ________, on a roll call vote.

RESOLUTION # -2017 **AUTHORIZING PURCHASE OF AN OFFICE MULTIFUNCTIONAL COPIER - FINANCE OFFICE AND TRANSFER OF FUNDS**

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

WHEREAS, the office copier currently used by the Water System in the Wastewater Treatment Plant is antiquated, with very limited capabilities, and is in need of replacement; and

WHEREAS, the Finance Office hopes to obtain new financial and utility billing software in the near future and a new multifunctional printer will be crucial to this purchase; and

WHEREAS, the current copier in the Finance Office at City Hall is otherwise highly functional and would be a major upgrade replacement for the Water System copier; and

WHEREAS, it is therefore desired that the current Finance Office copier be transferred to the Water System, and a new multifunctional copier be purchased at a price of $8,627.09 from Ricoh USA, Inc.; and

WHEREAS, the Finance Committee has made certain recommendations; now, therefore be it

RESOLVED, that the purchase of a Ricoh Model MP 4055 multifunctional copier, from Ricoh USA, Inc., of Utica, New York, at a price of $8,627.09 be and hereby is authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds into the 2017 Wastewater Fund Budget:

From:

Account Number	Name	Amount
HR42-878	Capital Reserves - Sewer Equipment	$8,627.09

To:

Account Number	Name	Amount
G8110.2100	Wastewater Administration – Equipment	$8,627.09

Seconded by Ald. __________, and duly adopted,_______, on a roll call vote.

RESOLUTION # -2017 **AUTHORIZING PURCHASE OF AN OFFICE MULTIFUNCTIONAL COPIER - POLICE DEPT AND TRANSFER OF FUNDS**

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

WHEREAS, the Police Department copiers currently in use are antiquated, with very limited capabilities, and are in need of replacement; and

WHEREAS, the use of multiple antiquated copiers, small printers and fax machines are not cost effective; and

WHEREAS, the Finance Committee has made certain recommendations; now, therefore be it

RESOLVED, that the purchase of a Ricoh Model MP C401SR multifunctional copier, from Ricoh USA, Inc., of Utica, New York, at a price of $4,500 be and hereby is authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds into the 2017 General Fund Budget:

From:

Account Number	Name	Amount
A9950.1HR21	Police Capital Reserve - Interfund Trans	$4,500.00

To:

Account Number	Name	Amount
A3120.2100	Police – Equipment	$4,500.00

Seconded by Ald. __________, and duly adopted,_______, on a roll call vote.

RESOLUTION #_- 2017 **AUTHORIZING PURCHASE OF FINANCIAL ACCOUNTING/ UTILITY BILLING SOFTWARE AND TRANSFER OF FUNDS**

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

WHEREAS, it has been determined that an upgrade and replacement of financial accounting/utility billing software is needed for keeping pace with technological advancements and improved operating efficiencies; and

WHEREAS, various software proposals have been evaluated and the best option is the proposal from Edmunds & Associates, Inc. at $47,625 plus an estimated $4,500 for other necessary hardware items, for an estimated cost of $52,125; and

WHEREAS, a proposal has been received from Prosoft for conversion services in the amount of $9,350; and

WHEREAS, the cost of the software is to be allocated at $20,000 to General Fund, $13,812 to the Water Fund and $13,813 to the Wastewater Fund. The annual maintenance fees will be $10,919 beginning in the second year and will be allocated at $6,551 to the General Fund, $2,184 to the Water Fund and $2,184 to the Wastewater Fund; and

WHEREAS, Edmunds & Associates, Inc. has offered the City a 3 year no interest payment plan for the software, the first installment of the payment plan will be $15,875, allocated as such $6,666 to the General Fund, $4,604, to the Water Fund and $4,605 to the Wastewater Fund; and

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

RESOLVED, that the purchase and installation of an accounting/utility billing software system from Edmunds & Associates, Inc. of Northfield, New Jersey, at a total estimated cost of $61,475 be and hereby is approved; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2017 General Fund Budget:

From:

Account Number	Name	Amount
A1990.4	Contingency	$5,786.00
A9950.1HR24	Office/Computer Dev Res-Interfund Trans	$5,000.00

To:

Account Number	Name	Amount
A1680.2100	Management Information Systems – Equipment	$10,786.00

Seconded by Ald. ________, and duly adopted, ______, on a roll-call vote.

RESOLUTION # - 2017 **AUTHORIZING PROVISIONAL APPOINTMENT OF POOL AND GROUNDS TECHNICIAN**

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

WHEREAS, a vacancy exists for a Pool and Grounds Technician; and

WHEREAS, the DPW Superintendent has recommended Callahan Tyler of Sidney, NY for the position of Pool and Grounds Technician ; and

WHEREAS, the Finance/Personnel Committee has reviewed and concurred with refilling the position, now, therefore be it

RESOLVED, that Callahan Tyler of Sidney, NY, be and hereby is provisionally appointed to the position of Pool and Grounds Technician at the entry level, effective May 23, 2017, contingent on passing the pre-employment physical ; and further be it

RESOLVED, that the appointment shall become permanent upon successfully passing the required civil service exam and any action necessary from the Norwich Civil Service Commission.

Seconded by Ald. __________ , and duly adopted, ____ , on a roll call vote.

RESOLUTION #   - 2017 **APPOINTING DEPUTY CITY CLERK**

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

WHEREAS, a vacancy exists in the position of Deputy City Clerk; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that

1. Agnes Eaton of Norwich, NY, be and hereby is permanently appointed to the full-time position of Deputy City Clerk for the City of Norwich at Step 2 of Grade 20 of the Non-Unit Compensation Schedule, effective May 28, 2017, and
2. this resolution shall be subject to such action as may be necessary by the Norwich Civil Service Commission.

Seconded by Ald. _________, and duly adopted, _______, on a roll call vote.

Payment of May 2017 Bills

Ald. _____________ **moved** to pay the May 2017 bills after proper audit and certification.

		Prepaid		5/16/2017		Grand Total
General Fund		$591,105.99		$36,121.25		$ 627,227.24
Sewer Fund		10,630.62		36,275.50		46,906.12
Water Fund		28,806.15		8,134.89		36,941.04
Trust		23,624.06		100.00		23,724.06
BID		47,214.26		-		47,214.26
Comm Dev – Special Grants		638.00		-		638.00
Capital Projects		16,858.22		1,190.92		18,049.14
TOTALS		**$718,877.30**		**$81,822.56**		**$800,699.86**

Seconded by Ald. __________ and duly (adopted/defeated) ______.