COMMON COUNCIL
May 16, 2017

Mayor Christine Carnrike presided at a meeting of the Common Council held at 6:00 PM on May 16, 2017, in the Common Council Chambers at One Court Plaza.

Present:
Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. David Zieno
Ald. Jennifer Morris

Supervisor James McNeil
Supervisor Robert Jeffrey

Also:
City Chamberlain/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
Youth Bureau Director Robert Mason
Police Chief Rodney Marsh
DPW Superintendent Carl Ivarson
Fire Chief Tracy Chawgo
EMO A Jones
Code Enforcement Officer/Fire Marshall Jason Lawrence
City Attorney Patrick Flanagan

Media Representative: Ashley Babbitt

Call to Order
The meeting of the Common Council was called to order by Mayor Carnrike at 6:43 p.m. immediately following the Special Joint Committee Meeting.

Approval of Minutes
Ald. Caldwell **moved** to approve the minutes of the regular meeting of April 18, 2017. Seconded by Ald. Zieno and duly approved ayes all.

Open Forum
None

Correspondence

Memorial Day Activities - Ald. Caldwell **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. Doliver, approved ayes all.

Gus Macker 2017 – Ald. Caldwell **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. Deierlein, approved ayes all.

July 4th Community Event – Ald. Caldwell **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. Morris, approved ayes all.

Colorscape Chenango – Ald. Caldwell, **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. Deierlein, approved ayes all.

Appointments by the Mayor – Mayor Carnrike announced the following appointment:

Zoning Board of Appeals

- *Rhett Genung, 22 Plymouth Street, appointment to 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 + April

Discussion: Mayor Carnrike asked T. Chawgo if he had numbers from 2016 to compare. T. Chawgo stated he would get those figures and email them to the Committee. Ald. Zieno asked if the number of calls could be broken out between those for Fire and those for EMS.

Ald. Doliver **moved** to receive and file the department, board, and commission reports. Seconded by Ald. Deierlein, approved ayes all.

Ward Reports

Ward 1
Ald. Caldwell reported he had some communications that have been forwarded to the appropriate department.

Ward 2
Ald. Doliver reported had a communication regarding code violations that have been forwarded to the appropriate department.

Ward 3
Ald. Deierlein reported some communication regarding the storm that was referred to the appropriate department.

Ward 4
Ald. Schermerhorn reported no communications.

Ward 5
Ald. Zieno reported a communication regarding a code violation that is in the process of being resolved.

Ward 6
Ald. Morris reported no communications.

Ald. Deierlein **moved** to receive and file the ward reports. Seconded by Ald. Doliver, approved ayes all.

Mayor Carnrike reported she had three communications: One from a resident of Ward #2 regarding the Tractor Trailers that, instead of continuing on Route 23, turn at the corner of Cortland St. and Plymouth St. This will be taken to the Traffic Commission. Another person on Pleasant St. asked when Plymouth St. will be done (paved). A third complaint from a resident on South Broad St. stated that truck traffic has increased and trucks are not slowing down before reaching the City limits. Ald. Doliver stated that the Traffic Commission did find that traffic was increasing to about 27,000 vehicles per day.

Resolutions

RESOLUTION #47 -2017 **AUTHORIZING PURCHASE AND TRANSFER OF FUNDS - BIO-SOLIDS TRUCK**

Ald. Caldwell 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. Deierlein, and duly adopted, 6 - 0, on a roll call vote.

Discussion: Mayor Carnrike asked how often sludge was hauled to which C. Ivarson responded twice per year but it is also used for snow removal. Mayor Carnrike also asked for the miles from inspection year to inspection year.

RESOLUTION #48 -2017 **AUTHORIZING PURCHASE OF AN OFFICE MULTIFUNCTIONAL COPIER - FINANCE OFFICE AND TRANSFER OF FUNDS**

Ald. Caldwell 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. Zieno, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #49 -2017 **AUTHORIZING PURCHASE OF AN OFFICE MULTIFUNCTIONAL COPIER - POLICE DEPT AND TRANSFER OF FUNDS**

Ald. Caldwell 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. Zieno, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #50- 2017 **AUTHORIZING PURCHASE OF FINANCIAL ACCOUNTING/ UTILITY BILLING SOFTWARE AND TRANSFER OF FUNDS**

Ald. Caldwell 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. Zieno, and duly adopted, 6 - 0, on a roll-call vote.

RESOLUTION #51 - 2017 **AUTHORIZING PROVISIONAL APPOINTMENT OF POOL AND GROUNDS TECHNICIAN**

Ald. Caldwell 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. Doliver, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION # 52 - 2017 **APPOINTING DEPUTY CITY CLERK**

Ald. Caldwell 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. Deierlein, and duly adopted, 5 - 0, on a roll call vote with Ald. Zieno abstaining.

Payment of May 2017 Bills

Ald. Doliver **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. Caldwell and duly adopted 6 – 0.

Other

Police Department – Refilling Positions - Ald. Caldwell **moved** to fill only 1 position at this time. Seconded by Ald. Deierlein. Ald. Doliver had hoped to fill more positions before the June 19th date of the Academy as October would be the next Academy date. R. Marsh stated that the Academy is 7 months long followed by 3 months of additional on-the-job training. Discussion continued as to how many positions are open, when others were leaving, and the difficulty in attracting lateral transfers. Ald. Caldwell **moved** to call the question, approved on a 6 - 0 vote and then voted 6 - 0 to fill 1 police officer position, approved ayes all.

Executive Session

Ald. Doliver **moved** to enter executive session to discuss the employment history of a particular individual at 7:18 p.m. Seconded by Ald. Caldwell, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 7:52 p.m. Seconded by Ald. Doliver, approved ayes all.

RESOLUTION #53 - 2017 TERMINATION OF EMPLOYMENT OF MOTOR EQUIPMENT MECHANIC LEONARD MILLS

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

WHEREAS, the Superintendent of Public Works has made certain recommendations and,

WHEREAS, the Common Council has reviewed the personnel history of Mr. Leonard Mills; now, therefore be it

RESOLVED, that the employment of Leonard Mills be and hereby is terminated effective May 19, 2017 pending the serving of the charges.

Seconded by Ald. Morris, and duly adopted, 5 -1, on a roll call vote with Ald. Caldwell voting nay.

Adjournment

Ald. Deierlein **moved** to adjourn at 7:54 p.m. Seconded by Ald. Caldwell, approved ayes all.