COMMON COUNCIL

June 20, 2017

Mayor Christine Carnrike presided at a meeting of the Common Council held at 6:00 PM on June 20, 2017, in the Common Council Chambers at One Court Plaza.

Present:
Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Walter Schermerhorn
Ald. David Zieno
Ald. Jennifer Morris

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
Code Enforcement Officer/Fire Marshall Jason Lawrence
City Attorney Patrick Flanagan

Media Representative: Grady Thompson

Absent
Ald. John Deierlein
Ald. Brian Doliver
Supervisor James McNeil
Supervisor Robert Jeffrey

Call to Order

The meeting of the Common Council was called to order by Mayor Carnrike at 6:05 p.m.

Approval of Minutes

Ald. Caldwell **moved** to approve the minutes of the special meeting of May 2, 2017 and the regular meeting of May 16, 2017. Seconded by Ald. Schermerhorn and duly approved ayes all.

Open Forum

No one spoke.

Correspondence

July 4th Community Event – Ald. Caldwell **moved** to approve the date change of the event from Saturday, July 1, 2017 to Tuesday, July 4, 2017. Seconded by Ald. Schermerhorn, approved ayes all.

Plymouth Street Block Party – Ald. Schermerhorn **moved** to receive and approve the request from Pat Phillips of 38 Plymouth St. for the road closure of Plymouth St. from Cortland St. to Pleasant St. on July 9, 2017 beginning at 5:00 p.m. Seconded by Ald. Caldwell, approved ayes all.

Department, Board and Commission Reports

- Water Commission Minutes – May
- Water and Waste Water Reports - May
- Parks Commission Minutes – May
- Civil Service Commission Minutes – April
- Police Department Report – April and May
- Monthly Fire Report - May

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

Ward Reports

Ward 1

Ald. Caldwell reported some communication that has been forwarded to the appropriate departments.

Ward 4
Ald. Schermerhorn reported no communication from constituents.

Ward 5
Ald. Zieno received a code violation from the Mayor's office which has been forwarded to the Traffic Commission and is in the process of being resolved. Ald. Zieno reported he is also following up on a previous violation at a different location.

Ward 6
Ald. Morris reported no communication from constituents

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

Motions

- **Non-Unit Health Insurance** – Ald. Caldwell **moved** to open for discussion the authorization to changes in the health insurance plan for Department Heads and Non-Unit employees to match the benefits as outlined in the May 17, 2017 CSEA-Admin memorandum of understanding retroactive to August 1, 2016. Seconded by Ald. Zieno.

  Discussion: Ald. Caldwell stated he is not in favor of this being retroactive to August 1, 2016. He stated the City is not bound or required to offer a better plan. He would amend the motion to begin as of July 1, 2017. Ald. Zieno reminded the Council that at the Joint Committee meeting they had asked for feedback from the department heads regarding this since the department heads had no previous knowledge of the proposed changes prior to the Joint Committee meeting. None of the department heads present at the Common Council meeting had been given any details to the change in the plan.

  Ald. Zieno **moved** to table the motion. Seconded by Ald. Caldwell, approved, 4 – 0 on a roll call vote.

Resolutions

RESOLUTION #57 - 2017 **AUTHORIZING APPROPRIATION OF GRANT FUNDS FROM R.C. SMITH FOUNDATION & THE GREATER NORWICH FOUNDATION FOR CITY BAND SUMMER CONCERT SERIES**

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

WHEREAS, a grant in the amount of $1,725.00 has been received from the R.C. Smith Foundation for supporting
the Norwich City Band 2017 summer concert series; and

WHEREAS, a grant in the amount of $1,725.00 has also been received from The Greater Norwich Foundation for
supporting the Norwich City Band 2017 summer concert series; and

WHEREAS, corresponding increases are therefore required in budgeted appropriations for the above designated purpose; and

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

RESOLVED, that $1,725.00 from the RC Smith Grant and $1,725.00 from The Greater Norwich Foundation Grant be and hereby are appropriated for the Norwich City Band 2017 summer concert series; and, further be it

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

From:

Account Number	Name	Amount
A910	General Fund – Appropriated Fund Balance	$ 3,450.00

To:

Account Number	Name	Amount
A7270.4020	Band Concerts - Contracted Services	$ 3,450.00

Seconded by Ald. Morris, and duly adopted, 4 - 0, on a roll call vote.

RESOLUTION #58 - 2017 **AUTHORIZING ACCEPTANCE OF GRANT FROM AFG FOR A DIRECT VENT EXHAUST SYSTEM**

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

WHEREAS, the City of Norwich is awarded a Grant of $94,000 from the Department of Homeland Security through the Assistance to Firefighters Grant (AFG); and

WHEREAS, it has been determined there is a need for a direct vent exhaust system at the Firehouse to ventilate exhaust fumes from the building; and

WHEREAS, the AFG portion of the Grant will be $89,524 and the City of Norwich share shall be $4,476; and

WHEREAS, the cost of a direct vent exhaust system shall not exceed $94,000; now, therefore be it

RESOLVED, that the City of Norwich accepts the Assistance to Firefighters Grant with costs of the exhaust system not to exceed $94,000.

Seconded by Ald. Caldwell, and duly adopted, 4 - 0, on a roll call vote.

RESOLUTION #59 -2017 **AUTHORIZING BUDGET TRANSFERS FOR TAX PROPERTY COSTS**

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

WHEREAS, the timing of the City's acquisition of several unredeemed tax properties has resulted in the need for funds to pay related 2016-2017 School taxes; and

WHEREAS, the Finance/Personnel Committee has 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 2017 General Fund Budget:

From:

Account Number	Name	Amount
A8020.4020	Planning - Contracted Services	$ 8,854.68

To:

Account Number	Name	Amount
A1950.4	Refunds & Taxes on City Owned Property	$ 8,854.68

Seconded by Ald. Schermerhorn, and duly adopted, 4 - 0, on a roll call vote.

RESOLUTION #60 -2017 **AUTHORIZING APPOINTMENT OF BOND COUNSEL**

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

WHEREAS, the Common Council on the 21st day of February, 2017, authorized an agreement with Delaware Engineering for an Engineering Planning services contract for Sewer Line Rehabilitation/Replacement Project and authorized bonding Resolution #21-2017 for Improvements to the Sewer Collection System; and

WHEREAS, said resolutions authorized the Mayor, the Superintendent of Public Works, and the Director of Finance to pursue and negotiate funding sources for the project, including the related professional bonding services of a Bond Counsel; now, therefore be it

RESOLVED, that the appointment and retention of Orrick, Herrington & Sutcliffe, LLP ("Orrick") as Bond Counsel for the City of Norwich Sewer Line Rehabilitation/Replacement Project, under the terms as outlined in the letter from Orrick of April 28, 2017, be and hereby is approved; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to acknowledge acceptance on behalf of the City of said retention according to said terms.

Seconded by Ald. Schermerhorn, and duly adopted, 4 - 0, on a roll call vote.

RESOLUTION #61 - 2017 **AUTHORIZING APPLICATION WITH NYSEFC FOR SANITARY SEWER LINE REHABILITATION/REPLACEMENT PROJECT**

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

WHEREAS, the City of Norwich requires planning/engineering services to provide the City with Clean Water State Revolving Fund (CWSRF) funding application assistance for Sewer Line Rehabilitation/Replacement Project; and

WHEREAS, the City has applied for and received a $100,000 grant from the NYS Environmental Facilities Corporation (NYSEFC) to fund a sanitary sewer infiltration and inflow study, and the study produced an Engineering Report dated September 2, 2016 which identified sections of the existing sanitary sewer collection system in the worst condition and are potential sources of infiltration and in-flow; and

WHEREAS, NYSEFC administers the CWSRF program to assist municipalities by providing financial assistance to fund upgrades to municipal sanitary sewer systems; and

WHEREAS, under the contract Delaware Engineering will coordinate and assist the City with the project including preparing the CWSRF funding application, financing for the project, conducting the SEQRA determination, obtaining required documents from the Historic Preservation Office and other services per the agreement; and

WHEREAS, Resolution #20-2017 authorized the Mayor to execute an agreement with Delaware Engineering for planning/engineering services to provide the City of Norwich with Clean Water State Revolving Fund funding application assistance for the Sewer Line Rehabilitation/Replacement Project at a cost not to exceed $5,000; and

WHEREAS, Delaware Engineering has provided the City of Norwich with an additional grant application to the NYSEFC for the NYS Water Infrastructure Improvement Act (WIIA) & the NYS Intermunicipal Water Infrastructure Grants Program (IMG) Clean Water for the Sanitary Sewer Line Rehabilitation/Replacement Project. The City of Norwich will provide their intermunipal agreement with the Town of Norwich to be eligible for a 40% grant under these grant programs.

RESOLVED, that the Mayor be and hereby is authorized to sign the grant application under the direction of the City attorney. The NYSEFC grant application for NYS Water Infrastructure Improvement Act (WIIA) & the NYS Intermunicipal Water Infrastructure Grants Program (IMG) Clean Water for the Sanitary Sewer Line Rehabilitation/Replacement Project will be provided to the City of Norwich by Delaware Engineering under the contract previously approved by Resolution #20-2017.

Seconded by Ald. Schermerhorn and duly adopted, 4 – 0, on a roll call vote.

RESOLUTION #62 -2017 **AUTHORIZING REPAIRS AT RESERVOIR**

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

WHEREAS, significant damage was sustained from a microburst at the reservoir; and

WHEREAS, a claim has been filed with the City's insurance carrier NYMIR and they have agreed to reimbursement coverage for repairs to fencing in the amount of $31,440 and tree removal in the amount of $25,500; and

WHEREAS, the stonewall is also in need of repair due to damage suffered from the wind storm but not covered under insurance, a proposal from Burrell's Excavating, Inc. has been received for $4,950

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

RESOLVED, that the proposal received from Brady Fence Co, Inc. for fence repairs in the amount of $31, 440,and the proposal from Burrell's Excavating, Inc for the repairs to the stonewall in the amount of $4,950 and tree removal in the amount of $25,500 at the reservoir 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 Water Fund Budget:

From:

Account Number	Name	Amount
HR29-878	Capital Reserves - Water Repairs	$61,890.00

To:

Account Number	Name	Amount
F8340.4060	Water Fund - Distribution Repairs & Maintenance	$61,890.00

Seconded by Ald. Caldwell, and duly adopted, 4 – 0, on a roll call vote.

RESOLUTION #63 - 2017 **AUTHORIZING THE MAYOR TO SIGN A CONTRACT BETWEEN LIFETIME BENEFIT SOLUTIONS AND THE CITY OF NORWICH FOR A HEALTH REIMBURSEMENT ACCOUNT**

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

WHEREAS, the City is in need of a third party administrator to administer a health reimbursement account; and

WHEREAS, a proposal has been received on February 16, 2017 from Lifetime Benefit Solutions from Liverpool, New York to provide such services; 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 Lifetime Benefit Solutions for a health reimbursement account.

Seconded by Ald. Caldwell.

Discussion: Ald. Caldwell reported he had spoken with the insurance broker and it is the broker's suggestion that a contract is not signed with a specific HRA at this time, but to pass a resolution stating only that we will be using an HRA. Ald. Caldwell moved to amend the resolution to say the City will be using an HRA with no mention of a company name. Attorney Pat Flanagan asked if the broker is saying the market for an HRA can't be explored without a resolution to hire an HRA. Ald. Caldwell stated that that was his interpretation. D. DeForest stated that back in May, 3 proposals for an HRA came from the insurance broker. Ald. Zieno stated he had done some research on Lifetime Benefit Solutions and the feedback was not all positive. Mayor Carnrike and Ald. Zieno stated that in the settlement with the unions it already authorized the use of a TPA to administer the HRA, therefore already authorizing the hiring of a company. D. DeForest stated that in the agreements, the use of a debit card was requested and based on the 3 companies the insurance Broker provided, only this one offered a debit card.

Ald. Zieno **moved** to table the resolution. Seconded by Ald. Morris, and duly adopted, 4 - 0, on a roll call vote.

Other

- **Garbage Collection Contract** – C. Ivarson reported as of July 1, 2017 Bert Adams will be the new trash hauler for the City at a cost of $350/month with a 3 year contract for the WWTP, Police Department and City Hall/Fire Department.

- **Payment of June 2017 Bills**

Ald. Schermerhorn **moved** to pay the June 2017 bills after proper audit and certification.

		Prepaid		06 /20/2017		Grand Total
General Fund		$1,245,651.49		$56,755.09		$ 1,302,406.58
Sewer Fund		35,874.26		10,514.34		46,388.60
Water Fund		42,379.24		12,750.31		55,129.55
Trust		30,679.90				30,679.90
Comm. Dev. – Small Cities		9,277.86		-		9,277.86
Comm. Dev. - Special Grants		9,099.97		609.00		9,708.97
Capital Projects		5,466.25		18,160.00		23,626.25
TOTALS		**$1,378,428.97**		**$98,788.74**		**$1,477,217.71**

Seconded by Ald. Zieno and duly adopted, 4 – 0.

Executive Session
Ald. Caldwell **moved** to enter executive session to discuss the employment history of a particular individual at 6:43 p.m. Seconded by Ald. Morris, approved ayes all.

Ald. Caldwell **moved** to exit executive session at 7:59 p.m. Seconded by Ald. Morris, approved ayes all.

Adjournment
Ald. Zieno **moved** to adjourn at 7:59 p.m. Seconded by Ald. Caldwell, approved ayes all.