

COMMON COUNCIL

AGENDA
March 20, 2018
6:00 PM

Call To Order

Pledge of Allegiance

Invocation

Recognition of Hannah Baker and Brenna Baker – “Leading By Example”

Executive Session to discuss Contract Negotiations

Approval of minutes of the regular meeting of February 20, 2018

Open Forum

Correspondence

- ◆ Dollars For Scholars
- ◆ Valley Heights Christian Academy Walk-A-Thon

Department, Board and Commission Reports

- ◆ Water Commission Minutes – February
- ◆ Police Department Report – January
- ◆ Park Commission Minutes - February
- ◆ Civil Service Minutes – October 2017, January 2018
- ◆ Fire Department Activity – February
- ◆ Planning Commission - February

Ward Reports

Resolutions

- ◆ Designating “Preferred Purchaser” of City-Owned Property at 4 Hayward Avenue
- ◆ Designating “Preferred Purchaser” of City-Owned Property at 46 Conkey Avenue
- ◆ Authorizing Relief of Sewer Charges
- ◆ Creation of Wastewater Treatment Plant Technician Position
- ◆ Appointment of Temporary Part-Time Wastewater Treatment Technician
- ◆ Amendment of Department of Public Works Superintendent Position
- ◆ Amendment of Code Enforcement Officer Position
- ◆ Creation of Grants Coordinator Position
- ◆ Adopt a Policy in Support of Municipal Conversion to LED Street Lights
- ◆ Appointment of Police Officer

Payment of March 2018 Bills

Executive Session to discuss the employment history of a particular individual or Individuals.

Adjournment

Correspondence

Dollars For Scholars – Ald. _____ **moved** to approve the request from Dollars for Scholars for use of the Firehouse to conduct a bottle drive on Sunday, May 6, 2018. Seconded by Ald. _____, approved ayes all.

Valley Heights Christian Academy Walk-A-Thon - Ald. _____ **moved** to approve the request from Valley Heights Christian Academy for a police escort during their 16th Annual Walk-A-Thon parade from Tops parking lot to the Fairgrounds beginning at 9:15 a.m. on Saturday, May 19, 2018. Seconded by Ald. _____, approved ayes all.

Motions

Resolutions

RESOLUTION # - 2018 **DESIGNATING “PREFERRED PURCHASER” OF CITY-OWNED PROPERTY AT 4 HAYWARD AVENUE**

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

WHEREAS, the City of Norwich acquired the real property at 4 Hayward Avenue through property tax foreclosure; and

WHEREAS, the subject property is considered by the Common Council to be surplus and its continued ownership by the City unnecessary to a useful public purpose; and

WHEREAS, the City publicly advertised the property for sale in the *Evening Sun* newspaper on January 25 and February 5, 2018; and

WHEREAS, the Common Council has reviewed proposals for the purchase of the property, and considers the proposal from Charles Lockwood Jr. to be an acceptable offer based on the purchase amount offered, the significant investments to be made in the property’s rehabilitation, and the proposed use of the property; now therefore be it

RESOLVED, that the Common Council hereby designates Charles Lockwood Jr. of Norwich, NY as the “preferred purchaser” of the City-owned property at 4 Hayward Avenue; and, be it further

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to negotiate and enter into a contract for the sale of the City-owned property at 4 Hayward Avenue to Charles Lockwood for the aforesaid purpose.

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

RESOLUTION # - 2018 **DESIGNATING “PREFERRED PURCHASER” OF CITY-OWNED PROPERTY AT 46 CONKEY AVENUE**

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

WHEREAS, the City of Norwich acquired the real property at 46 Conkey Avenue through property tax foreclosure; and

WHEREAS, the subject property is considered by the Common Council to be surplus and its continued ownership by the City unnecessary to a useful public purpose; and

WHEREAS, the City publicly advertised the property for sale in the *Evening Sun* newspaper on January 25 and February 2, 2018; and

WHEREAS, the Common Council has reviewed proposals for the purchase of the property, and considers the proposal from Chris Lockwood to be an acceptable offer based on the purchase amount offered, the significant investments to be made in the property’s rehabilitation, and the proposed use of the property; now therefore be it

RESOLVED, that the Common Council hereby designates Chris Lockwood of Norwich, NY as the “preferred purchaser” of the City-owned property at 46 Conkey Avenue; and, be it further

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to negotiate and enter into a contract for the sale of the City-owned property at 46 Conkey Avenue to Chris Lockwood for the aforesaid purpose.

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

RESOLUTION # - 2018 AUTHORIZING RELIEF OF SEWER CHARGES

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

WHEREAS, a water leak occurred at The Benedict Corporation, 4814 State Highway 23, resulting in a high bill and;

WHEREAS, Mr. Tripp DeCordova, owner and operator of the Benedict Corporation has asked the Council for relief of the sewer portion of the bill, and;

WHEREAS, the Water Commission has made a recommendation and the City Council has concurred with the recommendation; now, therefore be it

RESOLVED, that the sewer portion of the Benedict Corporation’s bill for account #150127 for January 1, 2018 be adjusted by \$1,826.20 and the April 1, 2018 bill will be adjusted by \$920.99 for a total amount of \$2,747.19.

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

RESOLUTION # 2018 CREATION OF WASTEWATER TREATMENT PLANT TECHNICIAN POSITION

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

WHEREAS, the City Council has reviewed the proposed job duties, requirements and qualifications; and

WHEREAS, the City Council desires to create this new position; and

WHEREAS, the City of Norwich Civil Service Commission has pre-classified the position as competitive now, therefore be it

RESOLVED, that the job duties, requirements and qualifications are hereby approved; and further be it

RESOLVED, that the position of Wastewater Treatment Plant Technician be and hereby is authorized to be created; and further be it

RESOLVED, that the job description for Wastewater Treatment Plant Technician is approve; and further be it

RESOLVED, that the position of Wastewater Treatment Plant Technician be paid at that rate of \$45 per hour.

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

RESOLUTION # - 2018 APPOINTMENT OF TEMPORARY PART-TIME WASTEWATER TREATMENT PLANT TECHNICIAN

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

WHEREAS, the Assistant Director of Public Works has determined the need for a temporary part-time Wastewater Treatment Plant Technician and;

WHEREAS, the Common Council has reviewed and concur with said need; and

WHEREAS, the new position of Wastewater Treatment Plant Technician was created on March 20, 2018; now therefore be it

RESOLVED, that Larry Monahan of Norwich, NY, be and hereby is granted a temporary part-time appointment as a Wastewater Treatment Plant Technician in the Department of Public Works, effective March 21, 2018 at a rate of \$45 per hour; and further be it

RESOLVED, that the temporary appointment will terminate effective no later than April 21, 2018, and further be it

RESOLVED, that this resolution supersedes resolution #13-2018 adopted on March 6, 2018.

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

RESOLUTION # -2018

**AMENDMENT OF DEPARTMENT OF PUBLIC WORKS
SUPERINTENDENT POSITION**

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

WHEREAS, the City Council has reviewed the proposed job duties, requirements and qualifications; and

WHEREAS, the City Council desires to amend the Department of Public Works Superintendent position by changing the following special requirements from required to preferred:

Grade III Wastewater Treatment Plant Operators certificate, Grade D, C, IIB and IA Water Treatment Operators Certificate and the 5A NYSDEC Aquatic Pesticide Certificate; and

WHEREAS, the City of Norwich Civil Service Commission has pre-classified the amended position as competitive now, therefore be it

RESOLVED, that the job duties, requirements and qualifications as amended are hereby approved; and further be it

RESOLVED, that the amended job description for Department of Public Works Superintendent is approved.

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

RESOLUTION # -2018

AMENDMENT OF CODE ENFORCEMENT OFFICER POSITION

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

WHEREAS, the City Council has reviewed the proposed job duties, requirements and qualifications; and

WHEREAS, the City Council desires to amend the Code Enforcement Officer position by eliminating the Fire Marshall duties and reverting back to the original job duties of Code Enforcement Officer; and

WHEREAS, the City of Norwich Civil Service Commission has pre-classified the amended position as competitive now, therefore be it

RESOLVED, that the job duties, requirements and qualifications as amended are hereby approved; and further be it

RESOLVED, that the amended job description for Code Enforcement Officer is approve; and further be it

RESOLVED, that the position of Code Enforcement Officer be placed in the non-unit compensation schedule at a grade 22.

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

RESOLUTION # - 2018 CREATION OF GRANTS COORDINATOR POSITION

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

WHEREAS, the City Council has reviewed the proposed job duties, requirements and qualifications; and

WHEREAS, the City Council desires to create a new position of Grants Coordinator; and

WHEREAS, the City of Norwich Civil Service Commission has pre-classified the position as competitive and approved the title of Grants Coordinator; now, therefore be it

RESOLVED, that the job duties, requirements and qualifications are hereby approved; and further be it

RESOLVED, that the position of Grants Coordinator be and hereby is authorized to be created; and further be it

RESOLVED, that the job description for Grants Coordinator is approve; and further be it

RESOLVED, that the entry level salary for the position of Grants Coordinator be \$20.71 per hour.

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

RESOLUTION # - 2018 ADOPTING A POLICY IN SUPPORT OF MUNICIPAL CONVERSION TO LED STREET LIGHTS

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

WHEREAS, street lights are an integral public service provided by municipalities, and are vital for the safety of homeowners, businesses, institutions, pedestrians, motorists and first responders, and

WHEREAS, street lights make up a large portion of municipal electricity bills, and consume a significant amount of energy, and

WHEREAS, the New York State Comptroller in 2008 issued a report finding that municipal purchase of street lights from utilities can result in substantial long-term savings from avoided rental of the lights, and

WHEREAS, it is the policy of the State of New York to reduce greenhouse gas emissions by 80 percent below 1990 levels by 2050 and by 40 percent by 2030 and,

WHEREAS, advancements in lighting technology have made it possible for municipalities to realize energy savings of at least 65 percent and returns on investment of under five years after converting to Light Emitting Diode (LED) street lights; now, therefore be it

RESOLVED, that the City of Norwich hereby agrees to upgrade 801 existing, NYSEG owned, streetlights to LED (light emitting diode) through a payment of \$32,977.11 to NYSEG (New York State Electric and Gas). The Mayor is authorized to sign an agreement to proceed with the NYSEG LED Street Light Conversion Program under the direction of the City Attorney; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2018 General Fund Budget:

From:

Account Number

A3620.1010

A1990.4

Name

Codes – Personal Services

Contingency

Amount

\$26,765.00

\$ 6,212.11

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A5182.4060	Street Lighting – Materials & Supplies	\$32,977.11

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

RESOLUTION # 2018 APPOINTMENT OF POLICE OFFICER

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

WHEREAS, vacancies exist in the Norwich Police Department, and;

WHEREAS, the Police Chief has made a recommendation to appoint Daniel Church of New Berlin New York and;

WHEREAS, the City Council has concurred with the recommendation, now, therefore be it

RESOLVED, that Daniel Church of New Berlin, NY, be and hereby is granted a permanent appointment as a Police Officer in the City of Norwich Police Department effective April 1, 2018; and further be it

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

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

Payment of March 2018 Bills

Ald. _____ **moved** to pay the March 2018 bills after proper audit and certification.

	<u>Prepaid</u>	<u>3/ 20/2018</u>	<u>Grand Total</u>
General Fund	\$533,194.27	\$510,722.26	\$1,043,916.53
Sewer Fund	\$19,025.58	\$11,138.06	\$30,163.64
Water Fund	\$21,678.39	\$22,533.61	\$44,212.00
Trust	\$22,769.74		
Debt Service	\$387.00	-	-
Comm. Dev. - Special Grants	-	-	-
Capital Projects	\$165,991.19	\$1,450.33	\$167,441.52
TOTALS	\$763,046.17	\$545,844.26	\$1,308,890.43

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