

COMMON COUNCIL

April 17, 2018

Mayor Christine Carnrike presided at a meeting of the Common Council held at 6:00 PM on April 17, 2018, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. John Deierlein
Ald. Linda Kays-Biviano
Ald. David Zieno
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey
Supervisor James McNeil

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
DPW Assistant Superintendent George Carnrike arrived 6:25
Youth Bureau Director Robert Mason
Fire Chief Tracy Chawgo
Police Chief Rodney Marsh
Derrick Wilcox, Delaware Engineering
City Attorney Steve Natoli
Deputy City Clerk Agnes Eaton

Media Representative: Grady Thompson

Call to Order

The meeting of the Common Council was called to order by Mayor Carnrike at 6:03 p.m.

Approval of Minutes

Ald. Caldwell **moved** to approve the minutes of the regular meeting of March 20, 2018. Seconded by Ald. Doliver and duly approved ayes all.

Correspondence

Northeast Classic Car Museum – Ald. Caldwell **moved** to approve a request from the Northeast Classic Car Museum for Police Assistance and partial street closures on State St. from the Rexford St. to the entrance of Cobbler's Square on Sunday, July 22, 2018 from 11:00 a.m. to 5:00 p.m. for a large outdoor event. Seconded by Ald. Deierlein, approved ayes all.

BIDMA 16th Annual Cruise-In – Ald. Caldwell **moved** to approve a request from The Norwich BIDMA and Norwich Merchants Assoc. for barricades and street closures for their 16th Cruise-In on Friday, May 25, 2018 on East Park Place from 6:00 p.m. to 8:00 p.m. Seconded by Ald. Deierlein, approved ayes all.

Mayoral Appointments – Mayor Carnrike announced the following appointments:

Zoning Board of Appeals

- ◆ Karol Kucinski, 5 Locust Street, to fill the remainder of a three-year term expiring December 31, 2020.

Civil Service Commission

- ◆ Brian Wessels, 93 Plymouth Street, re-appointed to a six-year term expiring May 31, 2024.

Department, Board and Commission Reports

- ◆ Water Commission Minutes – March
- ◆ Traffic Commission Minutes – February
- ◆ Youth Board Report – 1st Quarter
- ◆ Fire Department Report – March

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

Ward Reports

Ward 1

Ald. Caldwell reported some communication and conversations with residents.

Ward 2

Ald. Doliver reported some communication regarding traffic issues which have been forwarded to the Traffic Commission.

Ward 3

Ald. Deierlein reported no communications with constituents.

Ward 4

Ald. Kays-Biviano reported a communication regarding Fire Service which has been resolved.

Ward 5

Ald. Zieno reported no communications with constituents.

Ward 6

Ald. Jeffrey reported communications regarding feral cats which has been an ongoing problem on Clinton St. and North Delaware Square. Homeowners wonder what they can do if a feral cat gives birth on their property and what steps can Codes take? Ald. Jeffrey also reported street light outages which he reported.

Discussion: Mayor Carnrike stated the feral cat issue has been brought forward within the last six months. Ald. Caldwell reported he has made no progress with his contact regarding the feral cat population. Mayor Carnrike hoped that by the May Council meeting more information could be gathered. Ald. Doliver knows of other communities that do a catch and release program to spay and neuter feral cats, but this entails a veterinarian's donation of their time as well as many volunteers to capture the cats, make sure they are well, and then release them.

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

Motions

Receive Proposed Ordinance No. (A) of 2018 and Set Public Hearing – Zoning - Ald. Caldwell **moved** to receive Proposed Ordinance No. (A) of 2018 regarding zoning and set a public hearing to receive public comment for 6:30 p.m. on Tuesday, May 15, 2018. Seconded by Ald. Zieno, approved ayes all.

ORDINANCE NO. (A) OF 2018

AN ORDINANCE AMENDING CHAPTER 575 OF THE CODE OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

Section 1. Article II Terminology, section 5, Definitions; word usage of Chapter 575 of the Code of the City of Norwich shall be amended as follows:

Group Adult Day Care

Provision of daytime care to adults whose ability to independently perform the normal activities of daily life is limited by age or physical or other impairment but who do not require the level of care provided by nursing homes or medical facilities. Said care shall be provided for a period of time of more than three (3) but less than twelve (12) hours on any given day.

Section 2. Use Table, Chapter 575a, Attachment 1, Zoning Ordinance Table of the Code of the City of Norwich shall be amended to reflect Group Adult Day Care to be a use permitted by right in zones R-1, R-1A, R-2, R-3, B-1, B-2 & IN

[New Material is underlined]

Section 3. This ordinance shall take effect immediately upon adoption.

Resolutions

RESOLUTION #25 - 2018 AUTHORIZING RELIEF OF SEWER CHARGES

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

WHEREAS, a water leak occurred at 79 East Main Street, owned by the Church of St. Bartholomew, 73 East Main Street, resulting in a high bill and;

WHEREAS, Reverend Ralph Bove, Pastor of the Church 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 bill for 79 East Main Street, account #110706 for April 1, 2018 be adjusted by \$3,151.19.

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

RESOLUTION #26 - 2018 CHANGE IN 2018 RULES OF PROCEDURE

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

WHEREAS, the Joint Committee has made a recommendation that the meeting time of the Common Council meeting be changed: now, therefore be it

RESOLVED, that the 2018 Rules of Procedure be amended to change the time that the Regular Common Council Meeting shall be held to 6:30 PM.

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

RESOLUTION #27 -2018 AWARDING BID - 2018 GRINDING & PAVING PROGRAM

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

WHEREAS, bids for the 2018 Street Rehabilitation Program were opened on March 8, 2018; and

WHEREAS, the Department of Public Works, and the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the bid for the 2018 Grinding & Paving Program be awarded to the lowest qualified bidder meeting specifications, Broome Bituminous of Vestal, NY, in the base bid amount of \$299,123.36 with a bid alternate of \$58,875.50 and a reduction of \$12,500.00 for keeping the millings for a total bid of \$345,498.86.

Seconded by Ald. Jeffrey, and duly adopted, 6 - 0, on a roll call vote.

Other

Retirement of the Fire Chief – Mayor Carnrike announced that Fire Chief Tracy Chawgo submitted his letter of retirement effective May 17, 2018. Ald. Caldwell **moved** to receive and accept Chief Chawgo's letter of retirement. Seconded by Ald. Doliver, approved ayes all.

Ald. Caldwell **moved** to refill the position of Fire Chief effective no sooner than May 17, 2018 at an undetermined rate of pay at this time. Seconded by Ald. Deierlein, approved ayes all.

D. DeForest stated the Council must determine whether the Residence Preference list or the Open Competitive list is used when refilling the Fire Chief position. Currently there is only one person on the Residence Preference list (out of the seven on the list) who meets the qualification of living within the City limits one month before the test is taken. That person would be at the top of the list and an additional two names would be added from the Open Competitive list after they have been certified in order to get the required three names to complete the Civil Service list. Ald. Caldwell **moved** to use the Residence Preference list for refilling the Fire Chief position. Seconded by Ald. Doliver, approved ayes all.

Discussion of Sewer Relief Policy – Mayor Carnrike re-read the minutes of the Water Commission regarding their thoughts on some possible wording to be used in the Sewer Relief Policy and this will be revisited at the Work Session to complete a policy. Alds. Caldwell and Zieno stated that they would not be in favor of approving any more adjustments until a policy was in place because it should be in place for everyone. Ald. Doliver stated that is why he voted against the last two sewer reliefs because there was no policy in place for doing so as the last policy for sewer relief was rescinded in 1997. There was discussion of the quarterly billing and the possible purchase of new meters.

GPS and Vehicle Maintenance System for City Vehicles – D. DuFour distributed information to the Council and stated that she and George Carnrike met with Verizon regarding the purchase of software with GPS and Vehicle Maintenance Capabilities. Currently Verizon is running a special on equipment taking the per vehicle price down from \$110 to \$30.23 for newer vehicles and \$9.51 for older vehicles if purchased before April 30, 2018. This will track vehicle maintenance and repair expense of each vehicle. Verizon will do all the set up and then tracking will be automatic. The Norwich City School Buses are using this program. Also included is roadside assistance 4 times per year per vehicle. The city has 39 vehicles and 7 other pieces of equipment that would be using the system. Ald. Deierlein moved to recommend the Common Council approve the purchase of the GPS and Vehicle Maintenance software. Seconded by Ald. Caldwell, approved ayes all.

RESOLUTION #28 - 2018

AUTHORIZING THE MAYOR TO SIGN A CONTRACT BETWEEN NETWORKFLEET, INC AND THE CITY OF NORWICH FOR VEHICLE MAINTENANCE & GPS FOR CITY VEHICLES – AUTHORIZING TRANSFER FOR CONTRACT AND HARDWARE

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

WHEREAS, a proposal has been received from Networkfleet, Inc. (Verizon) for Vehicle Maintenance & Scheduling, Service Records, Diagnostic Trouble Code Alerts, Roadside Assistance and GPS; and

WHEREAS, a promotion price is being offered by Verizon through April 30th, 2018 on the hardware only that would save the City of Norwich a significant amount of money and must be activated by June 30th, 2018; and

WHEREAS, the pricing proposal is under NYS OGS Contract #PT66910. Vehicles may be removed seasonally and contract may be terminated at any time without penalty; 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 Networkfleet, Inc., contract may not exceed \$10,297.

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:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1990.4	Contingency	\$ 3,283.24

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.4040	Police – Repairs & Maintenance	\$ 1,303.04
A3410.4040	Fire – Repairs & Maintenance	\$ 1,980.20

DPW will be charged to A5110.4040 – Street Maintenance – Repairs & Maintenance - \$ 2,374.58
 Water will be charged to F8340.4040 – Distribution – Repairs & Maintenance - \$ 454.33
 Sewer will be charged to G8130.4040 – Treatment & Disposal – Repairs & Maintenance – \$1,140.16

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

Payment of April 2018 Bills

Ald. Deierlein **moved** to pay the April 2018 bills after proper audit and certification.

	<u>Prepaid</u>	<u>4/17/2018</u>	<u>Grand Total</u>
General Fund	\$104,590.39	\$52,765.40	\$157,355.79
Sewer Fund	22,778.03	24,837.50	47,615.53
Water Fund	21,141.33	7,803.84	28,945.17
Trust	26,647.05	-	26,647.05
BID	46,987.01	-	46,987.01
Comm. Dev. - Special Grants	20,770.44	-	20,770.44
Capital Projects	139,153.48	72.02	139,225.50
TOTALS	\$382,067.73	\$85,478.76	\$467,546.49

Seconded by Ald. Doliver and duly adopted ayes all.

PMC Kids Ride – Ald. Caldwell presented a request from Hannah and Brenna Baker for the road closure of Elm Street from Francis Ave. to Beebe Ave. for the 3rd Annual PMC Kids Bike Ride on Sunday, June 3, 2018 from 2:00 p.m. to 5:00 p.m. Adult volunteers would assist any homeowners in the closure area needing to leave during those 3 hours. Chief Marsh was concerned that the closure could create a bottleneck since cars entering Beebe would have to turn around to exit the street. It was suggested that Beebe be closed to local traffic only beginning at South Broad St. Ald. Caldwell **moved** to approve the request. Seconded by Ald. Doliver, approved ayes all.

Ald. Jeffrey asked about the status of the Street Sweeper. G. Carnrike stated that it is up and running and at least 50% of the City has been swept.

Executive Session

Ald. Caldwell **moved** to enter executive session to discuss employment history of a particular individual at 7:15 p.m.
 Seconded by Ald. Deierlein, approved ayes all.

Ald. Doliver left at 7:15 and did not enter executive session.

Ald. Deierlein **moved** to exit executive session at 8:21p.m. Seconded by Ald. Caldwell, approved ayes all.

There will be a special Common Council meeting on Tuesday, April 24, 2018 at 6:30 p.m.

Adjournment

Ald. Caldwell **moved** to adjourn at 8:31p.m. Seconded by Ald. Deierlein, approved ayes all.