

**COMMON COUNCIL**

Special Meeting  
December 11, 2018

Mayor Christine Carnrike presided at a meeting of the Common Council held at 6:30 PM on December 11, 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

**Also:**

Director of Finance/City Clerk Dee DuFour  
DPW Superintendent Edward Pepe  
Fire Chief Jan Papelino  
Police Chief Rodney Marsh  
EMO A Jones  
City Attorney Steve Natoli  
Deputy City Clerk Agnes Eaton

Media Representative: Grady Thompson

**Absent**

Supervisor Robert M. Jeffrey  
Supervisor James McNeil

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**Call to Order**

The meeting of the Common Council was called to order by Mayor Carnrike at 6:30 p.m.

**Resolutions**

**RESOLUTION #84 - 2018**

**APPOINTING MEO II**

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

WHEREAS, a vacancy exists in the position of MEO II; and

WHEREAS, the DPW Superintendent has conducted interviews and selected a candidate; now, therefore be it

RESOLVED, that Dakota Morgan of North Brookfield, NY, be and hereby is permanently appointed to the full-time position of MEO II for the City of Norwich at the entry level salary and shall be subject to any action as may be necessary by the Norwich Civil Service Commission.

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

**RESOLUTION #85 - 2018**

**AUTHORIZING NON-UNIT COMPENSATION SCHEDULE**

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

WHEREAS, the 2019 compensation schedule for non-unit employees was received by the Common Council as a component part of the 2019 budgets on November 27, 2018; and

WHEREAS, the 2019 budgets for the General, Water, and Wastewater Funds have been duly adopted on December 11, 2018; now, therefore be it

RESOLVED, that Section I of the 2019 compensation schedule be amended by increasing Section I of the 2017 non-unit compensation schedule by three percent (3 %) across the board, effective January 1, 2019.

**CITY OF NORWICH, NEW YORK  
2019 COMPENSATION SCHEDULE FOR NON-UNIT EMPLOYEES**

|                                                          | <b><u>2019 Base<br/>Annual Salary</u></b> | <b><u>2019 Salary<br/>Range</u></b> |
|----------------------------------------------------------|-------------------------------------------|-------------------------------------|
| <b><u>ASSESSMENT</u></b>                                 |                                           |                                     |
| Assessor (8 hours/week)                                  | \$20,116                                  | \$16,624 - \$21,947                 |
| Assessor (Special Project) *                             | \$6,103.21                                |                                     |
| <b><u>CITY ATTORNEY</u></b>                              |                                           |                                     |
| City Attorney **                                         | \$36,628.74                               |                                     |
| <b><u>DEPARTMENT OF FINANCE / CLERK</u></b>              |                                           |                                     |
| Director of Finance/City Clerk                           | \$79,783                                  | \$65,732 - \$87,035                 |
| Deputy City Clerk                                        | \$43,070                                  | \$35,489 - \$46,989                 |
| <b><u>DEPARTMENT OF PUBLIC<br/>WORKS/WATER/SEWER</u></b> |                                           |                                     |
| Superintendent of Public Works                           | \$72,994                                  | \$72,994 - \$96,646                 |
| Asst. Supt. of Pub Works (Vacant)                        | TBD                                       | \$58,474 - \$77,421                 |
| <b><u>EMERGENCY PREPAREDNESS</u></b>                     |                                           |                                     |
| City EMO Director *                                      | \$9,318.66                                |                                     |
| <b><u>FIRE DEPARTMENT / EMS</u></b>                      |                                           |                                     |
| Fire Chief                                               | \$87,035                                  | \$65,732 - \$87,035                 |
| <b><u>HUMAN RESOURCES</u></b>                            |                                           |                                     |
| Human Resources Director (Vacant)                        | \$60,294                                  | \$60,294 - \$87,227                 |
| <b><u>POLICE DEPARTMENT</u></b>                          |                                           |                                     |
| Police Chief **                                          | \$95,503.69                               |                                     |
| Assistant Police Chief **                                | \$77,420.76                               |                                     |
| <b><u>YOUTH BUREAU</u></b>                               |                                           |                                     |
| Youth Bureau Director                                    | \$22,319.81                               | \$16,857 - \$22,320                 |
| Recreation Coordinator                                   | \$5,575.57                                | \$5,575 - \$7,382                   |
| <b><u>SEASONAL EMPLOYEES</u></b>                         |                                           |                                     |
| Lifeguards                                               | \$11.10 - \$12.75                         |                                     |
| Laborers                                                 | \$11.10 - \$12.75                         |                                     |

All other seasonal and temporary  
employees

\$11.10 - \$13.78

\* Stipend employee

\*\* Contract employee

Seconded by Ald. Kays-Biviano.

Discussion: Ald. Caldwell reported that after the last discussion, suggestions and concerns were taken into account, changes had been made to the Compensation Schedule and redistributed. In fairness to current employees affected by the steps, he recommends they continue where they are. For the five-year step in 2020 the percentage of the step would be given in addition to the yearly 3% increase. For the employee at entry level rate, they would be given the two-year step in 2020 and the five-year step in 2023. Again, with the corresponding % increases. He suggests replacing the current schedule (with the one above) and produce written correspondence or agreement for the 3 employees affected by the steps. Ald. Caldwell **moved** to replace the Compensation Schedule with the newly formatted Compensation Schedule and the provisions for the 3 current employees affected by the steps. Seconded by Ald. Jeffrey and duly adopted, 6 - 0, on a roll call vote.

Discussion before the vote: Ald. Zieno stated he had compared this schedule to a salary survey from NYCOM and found the maximum level in the salary range of this schedule is lower than what is out there in the market. He would be in favor of the new schedule but recommends that if the schedule is replaced, a second look should be taken early in 2019 as well as an unbiased way to evaluate employees.

**RESOLUTION #86 - 2018**

**ADOPTING FISCAL YEAR 2019 GENERAL FUND BUDGET**

Ald. Kays-Biviano introduced the following and **moved** its adoption:

WHEREAS, a tentative fiscal year 2019 General Fund budget in the amount of \$8,476,535 was received by the Common Council on November 27, 2018; and

WHEREAS, a public hearing on such budget was held on December 4, 2018; now, therefore be it

RESOLVED, that the Fiscal Year 2019 General Fund Budget for the City of Norwich in the amount of \$8,476,535, as received on November 27, 2018, be and hereby is adopted.

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

**RESOLUTION #87 - 2018**

**ADOPTING FISCAL YEAR 2019 SPECIAL GRANTS FUND AND DEBT  
SERVICE FUND BUDGETS**

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

WHEREAS, tentative fiscal year 2019 budgets for the Special Grants Fund in the amount of \$134,877 and the Debt Service Fund in the amount of \$905,541 were received by the Common Council on November 27, 2018; and

WHEREAS, a public hearing on such budgets was held on December 4, 2018; now, therefore be it

RESOLVED, that the Fiscal Year 2019 Special Grants Fund Budget for the City of Norwich as received by the Common Council on November 27, 2018, in the amount of \$134,877, be and hereby is adopted; and, further be it

RESOLVED, that the Fiscal Year 2019 Debt Service Fund Budget for the City of Norwich as received by the Common Council on November 27, 2018, in the amount of \$905,541, be and hereby is adopted.

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

**RESOLUTION #88 - 2018**

**ADOPTING FISCAL YEAR 2019 WASTEWATER FUND BUDGET**

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

WHEREAS, a tentative fiscal year 2019 Wastewater Fund budget in the amount of \$1,145,502 was received by the Common Council on November 27, 2018; and

WHEREAS, a public hearing on such budget was held on December 4, 2018; now, therefore be it

RESOLVED, that the Fiscal Year 2019 Wastewater Fund Budget for the City of Norwich in the amount of \$1,145,502, as received on November 27, 2018, be and hereby is adopted.

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

**RESOLUTION #89 - 2018**

**ADOPTING FISCAL YEAR 2019 WATER FUND BUDGET**

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

WHEREAS, a tentative fiscal year 2019 Water Fund budget in the amount of \$1,641,562 was received by the Common Council on November 27, 2018; and

WHEREAS, a public hearing on such budget was held on December 4, 2018; now, therefore be it

RESOLVED, that the Fiscal Year 2019 Water Fund Budget for the City of Norwich in the amount of \$1,641,562, as received on November 27, 2018, be and hereby is adopted.

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

**RESOLUTION #90 - 2018**

**ADOPTING WATER RATES – TOWN OF NORWICH  
EFFECTIVE WITH APRIL 1, 2019 BILLINGS**

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

WHEREAS, the City has contracts for supplying water with the Town of Norwich (the “Town”) which provide that related costs shall be allocated to the Town in a water rate schedule determined by the City each year; and

RESOLVED, that the following rate schedule for billing of water provided to the Town by the City be and hereby is approved, and shall take effect with billings commencing April 1, 2019.

| NORWICH WATER SYSTEM                                               |  |  |  |          |          |              |            |
|--------------------------------------------------------------------|--|--|--|----------|----------|--------------|------------|
| ADOPTED WATER RATES FOR TOWN OF NORWICH                            |  |  |  |          |          |              |            |
| FOR 2019 BUDGET YEAR                                               |  |  |  |          |          |              |            |
| (Effective in Billings Starting April 1, 2019)                     |  |  |  |          |          |              |            |
|                                                                    |  |  |  |          |          |              |            |
|                                                                    |  |  |  |          |          |              |            |
|                                                                    |  |  |  | Present  | Adopted  | Amount of    | Percentage |
|                                                                    |  |  |  | (2018)   | (2019)   | Increase:    | Increase   |
|                                                                    |  |  |  |          |          | \$ / cu. ft. |            |
| <b><u>WATER USE QUARTERLY RATES:</u></b>                           |  |  |  |          |          |              |            |
| Minimum Charge up to 1,000 cubic feet:                             |  |  |  | \$ 82.93 | \$ 82.93 | \$0.00       | 0.00%      |
| Charge per 100 cu. ft. for Additional Usage Over 1,000 cubic feet: |  |  |  |          |          |              |            |
| Additional 1,000 to 13,000 cubic feet:                             |  |  |  | 7.13     | \$ 7.13  | 0.00         | 0.00%      |
| Additional 13,000 to 50,000 cubic feet:                            |  |  |  | 7.38     | \$ 7.38  | 0.00         | 0.00%      |
| Additional 50,000 (and over) cubic feet:                           |  |  |  | 7.59     | \$ 7.59  | 0.00         | 0.00%      |
|                                                                    |  |  |  |          |          |              |            |

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

**RESOLUTION #91 - 2018      ADOPTING WATER AND SEWER USE RATES IN THE CITY OF NORWICH**

Ald. Kays-Biviano introduced the following and moved its adoption:

WHEREAS, Chapter 542 of the Code of the City of Norwich states that the Common Council shall set water and sewer use rates as deemed necessary for the City of Norwich; and

WHEREAS, the Common Council received proposed water and sewer use rates in the City of Norwich on November 27, 2018; and

WHEREAS, a public hearing was held on December 4, 2018, in connection with the 2019 Budget, including said proposed water and sewer use rates; now, therefore be it

RESOLVED, that the water and sewer use rates in the City of Norwich, as presented to the Common Council on November 27, 2018, be and hereby are set as follows:

**NORWICH WATER SYSTEM  
RATES  
FOR 2019 BUDGET  
(Effective January 1, 2019 & Reflected in Billings Starting April 1, 2019)**

| <b><u>WATER USE QUARTERLY RATES:</u></b>                              | Present<br>(2018) | (2019)   |
|-----------------------------------------------------------------------|-------------------|----------|
| Minimum Charge up to 1,000 cubic feet:                                | \$ 66.80          | \$ 66.80 |
| Charge per 100 cu. ft. for Additional<br>Usage Over 1,000 cubic feet: |                   |          |
| Additional 1,000 to 13,000 cubic feet:                                | 5.81              | 5.81     |
| Additional 13,000 to 50,000 cubic feet:                               | 6.11              | 6.11     |
| Additional 50,000 (and over) cubic feet:                              | 6.41              | 6.41     |
| <b><u>SEWER USE QUARTERLY RATE:</u></b>                               |                   |          |
| Charge per 100 cu. ft. of total Water Use:                            | \$ 4.13           | \$ 4.13  |
| <b>Fire Service</b>                                                   |                   |          |
| 1 ½ inch service                                                      | 60.00             | 60.00    |
| 6 inch service                                                        | 110.00            | 110.00   |
| 8 inch service                                                        | 190.00            | 190.00   |
| 12 inch service                                                       | 220.00            | 220.00   |
| <b>Hydrant Charge</b>                                                 |                   |          |
| Per Each Hydrant                                                      | 55.00             | 55.00    |

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

**RESOLUTION #92 - 2018      AUTHORIZING CITY/COUNTY TAX LEVY FOR 2019**

Ald. Kays-Biviano introduced the following and **moved** its adoption:

WHEREAS, the taxes to be levied by Chenango County for collection by the City of Norwich during 2019 total \$2,555,769.30; and

WHEREAS, the budget of the City of Norwich for the year 2019 has been duly adopted and the amount to be raised by taxes is \$3,345,547 and the amount of special assessments and other items total \$63,294.48, for a total City levy of \$3,408,841.48, therefore be it

RESOLVED, that said taxes totaling \$5,964,610.78 are hereby levied against the real property of the City of Norwich. The Director of Finance is hereby directed to extend said tax against the property listed in the assessment roll of the City of Norwich. The Mayor is hereby authorized to execute and issue to the Director of Finance the tax warrant for the collection of the above-mentioned taxes.

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

**Executive Session**

Ald. Caldwell **moved** to enter executive session to discuss current litigation at 6:48 p.m. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 7:19 p.m. Seconded by Ald. Jeffrey, approved ayes all.

**Adjournment**

Ald. Deierlein **moved** to adjourn at 7:20 p.m. Seconded by Ald. Caldwell, approved ayes all.