

COMMON COUNCIL

AGENDA
November 19, 2019
6:30 PM

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of October 15 and the special meeting of October 29, 2019

Open Forum

Public Hearing – 2020 Tentative Budget

Correspondence

- ◆ Chenango Blues Association Summer Concerts
- ◆ YMCA 5K Turkey Trot

Department, Board and Commission Reports

- ◆ Finance Department Report – October
- ◆ Fire Department Report – October
- ◆ Human Resource Report – October
- ◆ Water Commission Minutes – September
- ◆ Parks Commission Minutes – June

Ward Reports

Motions

- ◆ Parking Tickets

Resolutions

- ◆ Authorizing the Chenango Greenway Conservancy, Inc. to Conduct Planning and Funding Inquires for the Installation of a Pedestrian Bridge Across the Canasawacta Creek Between Hosbach Trail and Jamba Flats
- ◆ Authorizing Transfer for Water Treatment Plant Project Due to Material Event Notice Costs
- ◆ Authorizing Purchase and Transfer for Wide Format Printer and Scanner for Code Enforcement Office
- ◆ Awarding Bid – Uniform and Laundry Supply
- ◆ Awarding Bid – Fuel Card System
- ◆ Appointment of Temporary Part-Time Independent Contractor in the DPW
- ◆ Authorizing 3-Way Stops at Locust and Hayes Streets and Locust and Eaton Avenue
- ◆ Adopting Fiscal Year 2020 General Fund Budget
- ◆ Adopting Fiscal Year 2020 Special Grants Fund and Debt Service Fund Budgets
- ◆ Adopting Fiscal Year 2020 Wastewater Fund Budget
- ◆ Adopting Fiscal Year 2020 Water Fund Budget
- ◆ Adopting Water Rates – Town of Norwich Effective April 1, 2020 Billings

- ◆ Adopting Water and Sewer Use Rates in the City of Norwich
- ◆ Authorizing Purchase and Transfer of City Telephone System
- ◆ Authorizing Purchase and Transfer of HVAC System for City Court

Payment of November 2019 Bills

Executive Session To discuss the employment history of particular individuals.

Adjournment

Correspondence

Chenango Blues Association Summer Concerts – Ald. _____ **moved** to approve the request from the Chenango Blues Association for special event status and the closing of East Park Place for their 2020 Free Thursdays in the park concert series in July and August beginning at 4 p.m. Seconded by Ald. _____, approved ayes all.

YMCA 5K Turkey Trot - Ald. _____ **moved** to approve the request from the YMCA for road closures and Police assistance at the Annual 5K Turkey Trot held on November 24, 2019. The Kids Fun Run will begin at noon with the adult 5K race beginning at 12:30 p.m. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ **Parking Tickets** – Ald. _____ **moved** to authorize the research and resolution related to the collection by the Finance Office of overdue Parking Tickets. Seconded by Ald. _____, approved ayes all.

Resolutions

RESOLUTION # - 2019

AUTHORIZING THE CHENANGO GREENWAY CONSERVANCY, INC. TO CONDUCT PLANNING AND FUNDING INQUIRES FOR THE INSTALLATION OF A PEDESTRIAN BRIDGE ACROSS THE CANASAWACTA CREEK BETWEEN HOSBACH TRAIL AND JAMBA FLATS

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

WHEREAS, the City of Norwich has received a letter from the Chenango Greenway Conservancy, Inc. requesting permission for the Conservancy to conduct planning activities and funding inquiries to result in a proposal to the Common Council for the installation of a pedestrian bridge between the Hosbach Trail and Jamba Flats; and

WHEREAS, the City of Norwich has long considered the possibility of installing a pedestrian bridge in the vicinity of the Black Bridge railroad bridge to accommodate trail walkers in crossing the Canasawacta Creek between Hosbach Trail and Jamba Flats; and

WHEREAS, the proposed action is considered a desirable pursuit in furtherance of the City's Comprehensive Plan and its desire to expand and enhance recreational opportunities for the public; and

WHEREAS, the proposed action does not commit the City to the expenditure of funds to the approval of any forthcoming construction project; and

WHEREAS, the proposed action is considered to be a Type II action pursuant to regulations of the State Environmental Quality Review Act (SEQRA); now, therefore be it

RESOLVED, that the City of Norwich Common Council hereby authorizes the Chenango Greenway Conservancy, Inc. permission to conduct planning activities and funding inquiries to result in a proposal to the Common Council for a project to install a pedestrian bridge across the Canasawacta Creed between the Hosbach Trail and Jamba Flats; and further be it

RESOLVED, the relevant City staff are hereby directed to assist in the efforts of this action to a reasonable extent; and further be it

RESOLVED, that the Common Council desires and anticipates a well-developed pedestrian bridge proposal for its consideration within two years of the adoption of this resolution.

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

RESOLUTION # - 2019**AUTHORIZING TRANSFER FOR WATER TREATMENT PLANT PROJECT
DUE TO MATERIAL EVENT NOTICE COSTS**

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

WHEREAS, funds need to be transferred to cover excess Material Event Notice costs; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2019 Capital Projects Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H38-01-8330-1990.4	Miscellaneous Costs	\$ 500.00

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H38-01-8330-020A4	Fiscal Coordination	\$ 500.00

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

RESOLUTION # - 2019**AUTHORIZING PURCHASE AND TRANSFER FOR WIDE FORMAT PRINTER
AND SCANNER FOR CODE ENFORCEMENT OFFICE**

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

WHEREAS, the wide format printer in the Code Enforcement Office has outlived its lifetime and has become obsolete; and

WHEREAS, three quotes have been obtained for a wide format printer for use by the Code Enforcement Office; and

WHEREAS, recommendations have been made to purchase the wide format printer from Electronic Business Products for \$8,944; now, therefore be it

RESOLVED, that the purchase of a Lanier MP CW2201SP Color Wide Format Copy/Print/Scan System be purchased for \$8,944; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2019 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A8020.1010	Planning – Personal Services	\$8,944.00

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3620.2100	Codes - Equipment	\$8,944.00

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

RESOLUTION #-2019**AWARDING BID – UNIFORM & LAUNDRY SUPPLY**

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

WHEREAS, bids have been received for Uniform & Laundry Supply and opened on November 6, 2019; and

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

RESOLVED, that the bid for Uniform & Laundry Supply be awarded to the lowest qualified bidder meeting specifications, Cintas Corporation of Liverpool, NY, in the following amounts:

Item A	\$ 4.25
Item B	.06
Item C	.75

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

RESOLUTION # -2019

AWARDING BID - FUEL CARD SYSTEM

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

WHEREAS, a bid for a fuel card system has been received and was opened on November 6, 2019; and

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

RESOLVED, that the bid for a fuel card system be awarded to the lowest qualified bidder meeting specifications, Mirabito Energy Products, of Binghamton, NY, in the following schedule:

		Rack	Margin	Total
Gasoline	1)	2.0662	.0959	2.1621
	2)	1.7971	.0850	1.8821
Diesel	1)	2.0610	.0854	2.1464
	2)	2.2939	.2369	2.5308

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

RESOLUTION # - 2019

**APPOINTMENT OF TEMPORARY PART-TIME INDEPENDENT
CONTRACTOR IN THE DPW**

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

WHEREAS, it has been deemed beneficial to hire a consultant to assist the Department of Public Works; and

WHEREAS, the Mayor and Joint Committees have made certain recommendations and;

WHEREAS, a consultant has accepted a proposal to provide said services on a temporary part-time basis for short period of time no longer than January 2020; now, therefore be it

RESOLVED, that Carl Ivarson of Oxford, NY, be and hereby is granted a temporary part-time appointment as an independent Contractor in the Department of Public Works at a rate of \$50 per hour for a maximum of three hours per day.

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

RESOLUTION # - 2019

**AUTHORIZING 3-WAY STOPS AT LOCUST AND HAYES STREETS AND
LOCUST AND EATON AVEUNUE**

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

WHEREAS, the Traffic Commission has recommended that two intersection of Locust Street be posted three-way stops; and

WHEREAS, the DPW is now authorized to post "Stop" signs at the intersections of Locust Street and Hayes Street and Locust Street and Eaton Avenue; and

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

RESOLVED, that the City Clerk update the City Code Chapter 525-60 - Streets Designated of the Vehicle and Traffic code to include three-way stops at Locust Street and Hayes Street and Locust Street and Eaton Avenue.

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

RESOLUTION # -2019

ADOPTING FISCAL YEAR 2020 GENERAL FUND BUDGET

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

WHEREAS, a tentative fiscal year 2020 General Fund budget in the amount of \$8,479,196 was received by the Common Council on October 29, 2019; and

WHEREAS, a public hearing on such budget was held on November 19, 2019; now, therefore be it

RESOLVED, that the Fiscal Year 2020 General Fund Budget for the City of Norwich in the amount of \$8,479,196, as received on October 29, 2019, be and hereby is adopted.

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

RESOLUTION # -2019

ADOPTING FISCAL YEAR 2020 SPECIAL GRANTS FUND AND DEBT SERVICE FUND BUDGETS

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

WHEREAS, tentative fiscal year 2020 budgets for the Special Grants Fund in the amount of \$158,300 and the Debt Service Fund in the amount of \$863,166 were received by the Common Council on October 29, 2019; and

WHEREAS, a public hearing on such budgets was held on November 19, 2019; now, therefore be it

RESOLVED, that the Fiscal Year 2020 Special Grants Fund Budget for the City of Norwich as received by the Common Council on October 29, 2019, in the amount of \$158,300, be and hereby is adopted; and, further be it

RESOLVED, that the Fiscal Year 2020 Debt Service Fund Budget for the City of Norwich as received by the Common Council on October 29, 2019, in the amount of \$863,166, be and hereby is adopted.

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

RESOLUTION # -2019

ADOPTING FISCAL YEAR 2020 WASTEWATER FUND BUDGET

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

WHEREAS, a tentative fiscal year 2020 Wastewater Fund budget in the amount of \$1,131,400 was received by the Common Council on October 29, 2019; and

WHEREAS, a public hearing on such budget was held on November 19, 2019; now, therefore be it

RESOLVED, that the Fiscal Year 2020 Wastewater Fund Budget for the City of Norwich in the amount of \$1,131,400, as received on October 29, 2019, be and hereby is adopted.

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

RESOLUTION # -2019

ADOPTING FISCAL YEAR 2020 WATER FUND BUDGET

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

WHEREAS, a tentative fiscal year 2020 Water Fund budget in the amount of \$1,589,251 was received by the Common Council on October 29, 2019; and

WHEREAS, a public hearing on such budget was held on November 19, 2019; now, therefore be it

RESOLVED, that the Fiscal Year 2020 Water Fund Budget for the City of Norwich in the amount of \$1,589,251, as received on October 29, 2019, be and hereby is adopted.

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

RESOLUTION # -2019

**ADOPTING WATER RATES – TOWN OF NORWICH
EFFECTIVE WITH APRIL 1, 2020 BILLINGS**

Ald. _____ 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, 2020.

NORWICH WATER SYSTEM							
ADOPTED WATER RATES FOR TOWN OF NORWICH							
FOR 2020 BUDGET YEAR							
(Effective in Billings Starting April 1, 2020)							
						Amount of	
				Present	Adopted	<u>Increase:</u>	Percentage
				(2019)	(2020)	\$ / cu. ft.	Increase
WATER USE QUARTERLY RATES:							
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. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # -2019 ADOPTING WATER AND SEWER USE RATES IN THE CITY OF NORWICH

Ald. _____ 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 October 29, 2019; and

WHEREAS, a public hearing was held on November 19, 2019, in connection with the 2020 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 October 29, 2019, be and hereby are set as follows:

NORWICH WATER SYSTEM

**RATES
FOR 2020 BUDGET
(Effective January 1, 2020 & Reflected in Billings Starting April 1, 2020)**

<u>WATER USE QUARTERLY RATES:</u>	Present (2019)	(2020)
Minimum Charge up to 1,000 cubic feet:	\$ 66.80	\$ 66.80
Charge per 100 cu. ft. for Additional 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

SEWER USE QUARTERLY RATE:

Charge per 100 cu. ft. of total Water Use:	\$ 4.13	\$ 4.13
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Fire Service

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

Hydrant Charge

Per Each Hydrant	55.00	55.00
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Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2019

**AUTHORIZING PURCHASE AND TRANSFER FOR HVAC UNIT AT CITY
COURT BUILDING**

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

WHEREAS, the HVAC system at City Court has failed and is beyond repair; and

WHEREAS, quotes have been received; and

WHEREAS, recommendations have been made to purchase an HVAC system from Avolio Brothers of Norwich for \$31,650; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2019 Budget:

From:		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H33	Health Insurance	\$ 31,650.00
To:		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1620.4041	Municipal Buildings & Facilities	\$ 31,650.00

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

RESOLUTION # - 2019**AUTHORIZING PURCHASE AND TRANSFER FOR CITY TELEPHONE SYSTEM**

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

WHEREAS, the telephone system for the Police Department must be upgraded by January 1, 2020 per NYS regulations; and

WHEREAS, the City's telephone system is over 25 years old; and

WHEREAS, it is recommended that all City offices be on the same telephone system; and

WHEREAS, quotes have been received and the recommended vendor is Frontier with a quote of \$23,245.95; and

WHEREAS, this will include new phones, installation, modems for a Fiber Optic network for phone and internet service; now, therefore be it

RESOLVED, that a new Fiber Optic telephone and internet system be purchased for \$23,245.95; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2019 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A9060.8	Health Insurance	\$23,245.95

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1680.2100	Miscellaneous - Equipment	\$23,245.95

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

Payment of November 2019 Bills

Ald. _____ **moved** to pay the November 2019 bills after proper audit and certification.

	<u>Prepaid</u>	<u>11/19/2019</u>	<u>Grand Total</u>
General Fund	\$446,905.52	\$54,125.68	\$501,031.20
Sewer Fund	25,484.56	18,214.47	43,699.03
Water Fund	26,998.43	6,934.21	33,932.64
Trust	31,001.66	-	31,001.66
Debt Service	53,800.00	-	53,800.00
Comm. Dev. - Special Grants		-	
Capital Projects	1,744.66	-	1,744.66
TOTALS	\$585,934.83	\$79,274.36	\$665,209.19

Seconded by Ald. _____ and duly adopted _____.