COMMON COUNCIL

AGENDA
February 18, 2020
6:30 PM

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of January 21, 2020

Open Forum

Executive Session – To discuss the employment history of a particular person.

Correspondence

- Rolling Antiquers 55th Annual Car Show
- Relay for Life
- Achieve Half-K Classic
- Parade of Lights
- Rabies Clinic
- After Prom Party Bottle Drive

Mayoral Appointment

Civil Service Commisssion

- *Sue Mirabito, 19 Hayward Avenue, to fill the remainder of a 6-year term expiring May 31, 2022.*

Department, Board and Commission Reports

- Traffic Commission - February
- Youth Bureau – February
- Parks Commission – October 2019
- Planning Commission – January
- Human Resources Report – January
- Finance Department Report – January
- Fire Department Report - January

Ward Reports

Motions

- Authorizing the Mayor to sign the MOA concerning the Police Recruitment Policy.
- Approval of the use of the Police Department by the Department of Homeland Security
- Approval for DPW to purchase PAC chemicals in One Yearly Purchase.
- Approval for DPW to purchase Salt in One Yearly Purchase.
- Authorizing Purchase of Security Cameras

Resolutions

- Designating “Preferred Purchaser” of City Owned Property at 10 Columbia St.
- Authorizing Residential Paint Rebate Program and Use of Community Development Funds for the Program
- Authorizing End of Year 2019 Budget Transfers
- Authorizing Audit Engagement of Cwynar and Company for Audit of 2020 – 2023 Fiscal Years
- Authorizing Transfer of Funds for Deputy City Clerk Overtime
- Authorizing Transfer of Funds from Police Equipment Reserves
- Authorizing Transfer of Funds for Purchase of Salt Truck
- Appointment of School Crossing Guard

Payment of February 2020 Bills

Executive Session – To discuss contract negotiations.

Adjournment

Correspondence

Rolling Antiquers 55th Annual Car Show – Ald. ______ **moved** to approve a request from the Rolling Antiquers for Police, Fire and Fire Police assistance at their 55th annual car show held on Saturday, May 23 and Sunday, May 24, 2020 from 8 a.m. to 5 p.m. at the Chenango County Fairgrounds. Seconded by Ald. ______, approved ayes all.

Relay for Life – Ald. ______ **moved** to approve a request from Relay for Life for special event status and the use of the Firehouse for their 24th Relay for Life and Survivor Dinner on Saturday, July 18, 2020. The relay will take place from 4 p.m. to 11 p.m. with the dinner hours being 4 p.m. to 6 p.m. Seconded by Ald. _____, approved ayes all.

Achieve Half-K Classic – Ald. ______ **moved** to approve a request from Achieve to hold their Half-K race on Saturday, October 17, 2020 lasting approximately 45 minutes beginning at East Park, to Mitchell St., onto State St. and ending at the Classic Car Museum. Seconded by Ald. ______, approved ayes all.

Parade of Lights – Ald. _____ **moved** to approve the request from the Parade of Lights Coordinator for Route 12 road closures and barricades from Division St. to Fair St. on Saturday, November 28, 2020. Line-up will begin at 5:30 p.m. with a 6:16 p.m. start. Fire Police and Parade Marshals will be assigned to all line-up entrances and cross streets. Seconded by Ald. ______, approved ayes all.

Rabies Clinic – Ald. _______ **moved** to approve a request from Dr. Cruz for use of the Firehouse to hold a rabies clinic on Saturday, March 28, 2020 from 9:30 a.m. to 11:00 a.m. Seconded by Ald. ______ , approved ayes all.

After Prom Party Bottle Drive – Ald. _____ **moved** to approve a request for the use of the Firehouse on Sunday, March 22, 2020 from 10 a.m. to 1 p.m. for a bottle drive to benefit the NHS After Prom Party. Seconded by Ald. _____ , approved ayes all.

Motions

- **Authorizing the Mayor to sign the MOA concerning the Police Recruitment Policy** - Ald. _____ **moved** to authorize the Mayor to sign a memorandum of understanding with the Norwich Police Benevolent Association regarding a Police Recruitment Policy. Seconded by Ald. _____, and duly adopted, _____ on a roll call vote.

- **Approval of the use of the Police Department by the Department of Homeland Security** – Ald. ____ **moved** to approve the use of an office in the Police Department by the Department of Homeland Security. Seconded by Ald. ______ , approved ayes all.

- **Approval for DPW to purchase PAC chemicals in One Yearly Purchase** – Ald. ______ **moved** to approve the purchase of PAC chemicals in one yearly purchase by the DPW. Seconded by Ald. _____ , approved ayes all.

- **Approval for DPW to purchase Salt in One Yearly Purchase** – Ald. _____ **moved** to approve the purchase of salt in one yearly purchase. Seconded by Ald. _____ , approved ayes all.

- **Authorizing Purchase of Security Cameras** - Ald. _______ **moved** to authorize the purchase of security cameras for the Police Department, including 4 for City Hall, from Life Safety & Security for $13,125 with funds from the 2019 Budget. Seconded by Ald. _______ , approved ayes all.

Resolutions

RESOLUTION # - 2020 **DESIGNATING "PREFERRED PURCHASER" OF CITY-OWNED PROPERTY AT 10 COLUMBIA STREET**

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

WHEREAS, the City of Norwich acquired the real property at 10 Columbia Street 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 Common Council has reviewed proposals for the purchase of the property, and considers the proposal from Don Kelly, KGK Management, LLC of Norwich, NY 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 Don Kelly, DGK Management, LLC of Norwich, NY as the "preferred purchaser" of the City-owned property at 10 Columbia Street; 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 10 Columbia Street to Don Kelly, DGK Management, LLC for the aforesaid purpose.

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

RESOLUTION # - 2020 **AUTHORIZING RESIDENTIAL PAINT REBATE PROGRAM AND USE OF COMMUNITY DEVELOPMENT FUNDS FOR THE PROGRAM**

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

WHEREAS, the City of Norwich desires to promote and facilitate the beautification of residential neighborhoods throughout the city, and

WHEREAS, members of the Common Council and other City officials have suggested that offering a rebate program to reduce the cost of house paint would encourage homeowners and residential landlords to undertake needed exterior house painting, and

WHEREAS, such a program has been established and conducted each year since 2009; and

WHEREAS, certain community development funds are available to pay for the cost of renewing the residential paint rebate program, and

WHEREAS, the Joint Committees have made certain recommendations; and

WHEREAS, this proposed action is appropriately classified as a Type 2 action under the requirements of the State Environmental Quality Review Act (SEQRA); now, therefore be it

RESOLVED, that the City of Norwich Finance Director and relevant City staff be and hereby are authorized to continue with a residential paint rebate program in effect through October 31 of each year through and including 2025 to reimburse residential property owners $10.00 per gallon of paint, up to twenty gallons per property, for exterior house painting within the city of Norwich; and, further be it

RESOLVED, that the City of Norwich Finance Director be and hereby is authorized to draw upon appropriate community development fund sources to establish an account from which to pay rebate claims and associated incidental administrative expenses, with a budgeted amount not to exceed Five Thousand Dollars ($5,000) annually.

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

RESOLUTION # -2020 **AUTHORIZING END OF YEAR 2019 BUDGET TRANSFERS**

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

WHEREAS, funds need to be reallocated among line items to cover the cost of expenses through December 31, 2019; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2019 General Fund and Sewer Fund Budgets:

2019 Budget Transfers

GENERAL
TO:

Account Number	Name	Amount
A3410.4020	Fire Department – Contracted Services	$ 9,600.00
A1325.1010	Finance – Personal Services	$ 6,320.83
A3120.1020	Police Department – Overtime	$ 69,040.21
A3410.1020	Fire Department – Overtime	$ 75,998.82
A7110.1010	Parks – Personal Services	$ 11,622.24
A8170.1010	Street Cleaning – Personal Services	$ 1,331.61
A8745.1010	Flood Control – Personal Services	$ 119.91
		========
	GENERAL	**$174,033.62**

FROM:

Account Number	Name	Amount
A9060.8	General – Health Insurance	$ 9,600.00
A3120.1010	Police Department – Personal Services	$ 75,361.04
A3410.1010	Fire Department – Personal Services	$ 75,998.82
A1430.1010	Human Resources – Personal Services	$ 13,073.76
		========
	GENERAL	**$ 174,033.62**

SEWER
TO:

Account Number	Name	Amount
G8120.1010	Sanitary Sewers – Personal Services	$ 887.36
G8120.1020	Sanitary Sewers – Overtime	$ 910.83
G8130.1010	Treatment & Disposal – Personal Services	$ 33,471.28
G8130.1020	Treatment & Disposal – Overtime	$ 17,110.06
G9030.8	Sewer Fund – Social Security	$ 5,335.55
		=========
	SEWER	**$ 57,715.08**

FROM:

Account Number	Name	Amount
G8130.4026	Treatment & Disposal – Lab Expense	$ 20,938.10
G8130.4060	Treatment & Disposal – Materials & Supplies	$ 10,269.96
G8130.4090	Treatment & Disposal – Utilities	$ 26,507.02
		========
	SEWER	**$ 57,715.08**

WATER
TO:

Account Number	Name	Amount
F8310.1010	Water Administration – Personal Services	$ 3,414.09
		========
		$ 3,414.09

FROM:

Account Number	Name	Amount
F8310.4020	Water Administration – Contracted Services	$ 3,414.09
		========
		$ 3,414.09

Seconded by Ald. ________, and duly (adopted / defeated), _______, on a roll call vote.

RESOLUTION #-2020 **AUTHORIZING AUDIT ENGAGEMENT OF CWYNAR AND COMPANY FOR AUDIT OF TO 2020 - 2023 FISCAL YEARS**

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

WHEREAS, the City of Norwich desires to retain the professional services of a local audit firm to perform a single audit for fiscal years 2020 - 2023; and

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have been informed of the scope of audit work to be performed, now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to sign an agreement with Cwynar & Company of Norwich, NY, for performing single audit services for the fiscal years 2020 – 2023 at a cost of $28,881, $29,662, $30,467 and $31,297, respectively.

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

RESOLUTION # - 2020 **AUTHORIZING TRANSFER OF FUNDS FOR DEPUTY CITY CLERK OVERTIME**

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

WHEREAS, the Deputy City Clerk has been receiving Compensation Time for time attending meetings; and

WHEREAS, the Director of Human Resources and the Mayor have determined this to be in violation of the Fair Labor Standards Act; and

WHEREAS, the Deputy City Clerk will be receiving overtime for the meetings which is not in the 2020 General Fund Budget and a transfer of funds is needed to cover the overtime; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2020 General Fund Budget in the following amount:

From:

Account Number	Name	Amount
A1990.4	Contingency	$ 4,000

To:

Account Number	Name	Amount
A1410.1020	Personal Services – Overtime	$ 4,000

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

RESOLUTION # - 2020 **AUTHORIZING TRANSFER OF FUNDS FROM POLICE EQUIPMENT RESERVES**

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

WHEREAS, a Federal electronic payment was journalized into the Police Equipment Reserves; and

WHEREAS, the payment should have been journalized into Police Reserves; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2020 Capital Reserves in the following amount:

From:

Account Number	Name	Amount
HR21-878	Police Equipment Reserves	$ 2,850

To:

Account Number	Name	Amount
A889(PD)	Police Reserves	$ 2,850

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

RESOLUTION #-2020 **AUTHORIZING TRANSFER OF FUNDS FOR PURCHASE OF SALT TRUCK**

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

WHEREAS, two salt trucks are 18 and 19 years old and have reached the end of their useful life; and

WHEREAS, a State bid for a new 2021 Ford F750 truck with a dump body and salt spreader have been received for $86,765.05 from Genesee Valley Ford, LLC; and

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have made certain recommendations; and

WHEREAS, funds are therefore required in connection with the above purchase, now, therefore be it

RESOLVED, that the purchase of a new 2021 Ford F750 Salt Truck 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 2020 Budget:

From:

Account Number	Name	Amount
HR26-909	Capital Reserves – Highway Equipment	$86,765.05

To:

Account Number	Name	Amount
A5110.2100	Street Maintenance – Equipment	$86,765.05

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

RESOLUTION # - 2020 **APPOINTMENT OF SCHOOL CROSSING GUARD**

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

WHEREAS, a vacancy exists in the position of School Crossing Guard in the Norwich Police Department, and;

WHEREAS, the Police Chief has made a recommendation to appoint Pedro Soto of Norwich New York and; now, therefore be it

RESOLVED, that Pedro Soto of Norwich, NY, be and hereby is granted a permanent appointment as School Crossing Guard at a rate of $11.80 per hour in the City of Norwich Police Department effective _______; and further be it

RESOLVED, that the appointment is subject to any action as may be necessary by the Norwich Civil Service Commission.

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

Payment of February 2020 Bills

Ald. _____________ **moved** to pay the February 2020 bills after proper audit and certification.

		Prepaid		2/18/2020		Grand Total
General Fund		$858,298.69		$549,339.89		$ 1,417,638.58
Sewer Fund		51,766.35		15,660.00		67,426.35
Water Fund		56,146.49		15,453.64		71,600.13
Trust		25,600.99		-		25,600.99
Debt Service				-		
Comm. Dev. - Special Grants				-		
Capital Projects				-		
TOTALS		**$991,812.52**		**$580,453.53**		**$1,572,266.05**

Seconded by Ald. __________ and duly adopted ______.