

COMMON COUNCIL
AGENDA

Held at
One City Plaza
August 18, 2020
6:30 PM

Please be aware that **everyone must wear a mask into the building**. Chairs will be spaced 6' apart and attendance for the public will be capped at seven to comply with social distancing and capacity guidelines. **It is strongly suggested that members of the public who are planning on attending call 607-334-1201 by 5:00 p.m. or by email at aeaton@norwichnewyork.net the day of the meeting to help determine if capacity will be reached or to submit comment for Open Forum if not attending in person.** Once capacity is reached, you will not be allowed entrance. You will need to sign in and give contact information for contact tracing purposes if it becomes necessary to reach you. Hand sanitizer will be available at the door. You are encouraged to view the meeting via the City's Facebook page at <https://www.facebook.com/NorwichNewYork/>

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the special meeting of July 14 and the regular meeting of July 21, 2020

Open Forum

Correspondence

- ◆ Chenango Valley Home Tree Removal

Department, Board and Commission Reports

- ◆ Parks Commission – January and May
- ◆ Traffic Commission – March and July
- ◆ Fire Department – July
- ◆ Civil Service - July

Ward Reports

Motions

- ◆ Driver Policy
- ◆ Social Media Policy
- ◆ Infectious Disease Control Policy
- ◆ Violence in the Workplace Policy
- ◆ FMLA leave expansion policy
- ◆ Anti-Discrimination & Anti-Harassment Policy
- ◆ Exposure Control Plan
- ◆ HAZCOM - Police
- ◆ HAZCOM - Water
- ◆ Employee Handbook
- ◆ OFC PILOT Agreement
- ◆ Pickleball Lines for Weiler Park

Resolutions

- ◆ Awarding Bid – Firehouse Roof Replacement
- ◆ Awarding Bid – City Court Roof Replacement
- ◆ Authorizing Transfer of Funds for the Firehouse and City Court Roof Replacement
- ◆ Authorizing Transfer for the Demolition and Removal of Mitchell St. Property
- ◆ Authorizing Purchase of Police Vehicle and Transfer of Funds
- ◆ Change in Winter No Parking
- ◆ Certified Operator for the Water Filter Plant Commitment

- ◆ Declare Ambulance #2393 as Surplus

Payment of August 2020 Bills

Executive Session (if needed)

Adjournment

Correspondence

- ◆ Ald. _____ **moved** to approve the request from Chenango Valley home for the removal of a City street tree at 12 Canasawacta St. which will also necessitate sidewalk replacement. Both will be done at their own cost.. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ Ald. _____ **moved** to approve the Driver Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Social Media Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Infectious Disease Control Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Violence in the Workplace Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the FMLA Leave Expansion Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Anti-Discrimination & Anti-Harassment Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Exposure Control Plan as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the HAZCOM – Police Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the HAZCOM – Water Policy as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve the Employee Handbook as presented to the Joint Committee on August 4, 2020. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to accept the terms of the OFC PILOT Agreement of \$2,500 per year for the period of 10 years. Seconded by Ald. _____, approved ayes all.
- ◆ Ald. _____ **moved** to approve adding pickleball lines in addition to the tennis lines in the one of the tennis courts on the southeast corner court of Weiler Park. Seconded by Ald. _____, approved ayes all.

Resolutions

RESOLUTION # -2020

AWARDING BID – FIREHOUSE ROOF REPLACEMENT AND AUTHORIZING TRANSFER

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

WHEREAS, a bid for the replacement of the Firehouse roof has been received and was opened on July 31, 2020; and

WHEREAS, the DPW Superintendent and Joint Committees have made certain recommendations; and

WHEREAS, the low bidder was A-1 Construction at \$106,700.00; now, therefore be it

RESOLVED, that the bid for the replacement of the Firehouse roof be awarded to the lowest qualified bidder meeting specifications, A-1 Construction and Painting of Tonawanda, NY, in the base bid amount of \$106,700; 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:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR33-878	Capital Reserves – Municipal Buildings	\$106,750

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H36-3497.4020	Fire Station Roof Replacement	\$106,750

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

RESOLUTION # -2020 AWARDING BID – CITY COURT ROOF REPLACEMENT AND AUTHORIZING TRANSFER

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a bid for the replacement of the City Court roof has been received and was opened on July 31, 2020; and

WHEREAS, the DPW Superintendent and Joint Committees have made certain recommendations; and

WHEREAS, the low bidder was Neubauer Construction, Inc. at \$62,850.00; now, therefore be it

RESOLVED, that the bid for the replacement of the City Court roof be awarded to the lowest qualified bidder meeting specifications, Neubauer Construction of Bainbridge, NY, in the base bid amount of \$62,850; 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:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR33-878	Capital Reserves – Municipal Buildings	\$62,850

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H36-3997.4020	City Court Roof Replacement	\$62,850

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

RESOLUTION # -2020 AUTHORIZING TRANSFER FOR THE DEMOLITION AND REMOVAL OF STRUCTURE (MITCHEL STREET PROPERTY)

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a bid for a bid for the demolition and removal of the structure known as Mitchell St. and encompasses properties with Tax ID # 136.41-1-17 - 31 Mitchell Street; Tax ID# 136.41-1-16 - 33 Mitchell Street; Tax ID# 136.41-1-15 - 1 State Street; Tax ID# 136.41-1-14 - 1A State Street; Tax ID# 136.41-1-13 - 3 State Street has been received and was opened on July 24, 2020; and

WHEREAS, the bid was awarded by the Common Council on August 4, 2020; and

WHEREAS, a transfer of funds is needed for the \$83,388 demolition and removal of said property; now, therefore be it

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

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>

HR33-878 Capital Reserves – Municipal Buildings \$83,388

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H36-8666.4020	Demolition Mitchell & State Street Properties	\$83,388

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

RESOLUTION # -2020 **AUTHORIZING PURCHASE OF POLICE VEHICLE AND TRANSFER OF FUNDS**

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

WHEREAS, a need to replace a Police Department patrol car has been realized; and

WHEREAS, an opportunity exists to replace such vehicle with a 2020 Ford Utility/SUV at the approved State contract bid for \$34,922.56, lettering \$275.00, and outfitting installation \$11,761.53; and

WHEREAS, funds were included in the Capital Reserves Budget to support the equipment budget line in the Police Department; and

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

RESOLVED, that the purchase of a patrol car at a total combined cost of \$45,360.08 is hereby 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 2019 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Capital Reserves - Police Equipment	\$45,360.08

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$45,360.08

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

RESOLUTION # - 2020 **CHANGE IN WINTER NO PARKING**

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

WHEREAS, the Traffic Commission has recommended a change in time for winter overnight parking; and

WHEREAS, effective dates of the winter No Parking would be from December 1 to April 1 from 12:a.m. to 6 a.m. ; and

WHEREAS, this includes No Parking on any city street outside the effective date and time when 2 inches or more of snow or any ice accumulation is predicted by the Binghamton National Weather Service; and

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

RESOLVED, that the City Clerk update the City Code Chapter 525-54 (A) of the Vehicle and Traffic code as follows:

A. No parking on any city street from 12:00 a.m. to 6:00 a.m. effective December 1st through April 1st AND No Parking on any city street outside the effective date and time when 2 inches or more of snow or any ice accumulation is predicted by the Binghamton National Weather Service.

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

RESOLUTION # - 2020

CERTIFIED OPERATOR FOR THE WATER FILTER PLANT COMMITMENT

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

WHEREAS, the City received grant funds from the USDA for the new Water Filter Plant; and

WHEREAS, the Water Filter Plant project needs to be closed; and

WHEREAS, the USDA requires a commitment from the City to staff the Water Filter Plant with a Certified Operator; now therefore be it

RESOLVED, that the City of Norwich Water Department will retain on staff the services of a certified water operator(s) in accordance with NYSDOH regulations, to operate the water filter plant.

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

RESOLUTION # - 2020

DECLARING AMBULANCE #2393 AS SURPLUS AND AUTHORIZING ITS DISPOSAL

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

WHEREAS, the vehicle has been deemed to be surplus by the Fire Department; and

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

RESOLVED, that the following items be and hereby is declared surplus:

Ambulance #2393

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

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

Payment of August 2020 Bills

Ald. _____ **moved** to pay the August 2020 bills after proper audit and certification.

	<u>Prepaid</u>	<u>8/18/2020</u>	<u>Grand Total</u>
General Fund	\$152,566.33	\$49,552.16	\$202,118.49
Sewer Fund	12,727.58	18,819.75	31,547.33
Water Fund	11,657.88	6,288.83	17,946.71
Trust	27,327.79	-	27,327.79
Debt Service		-	
Comm. Dev. - Special Grants	820.31	-	820.31
Capital Projects		-	
TOTALS	\$205,099.89	\$74,660.74	\$279,760.63

Seconded by Ald. _____ and duly adopted _____.