

COMMON COUNCIL
AGENDA

Held at
One City Plaza
September 15, 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 August 4, 2020 and the regular meeting of August 18, 2020

Open Forum

Public Hearing – Proposed Ordinance No. (C) of 2020 - Amending Chapter 99 of the City Code regarding Records Management.

Speakers - Mayor of the Village of New Berlin Terry Potter and Shawn Smith

Correspondence

- ◆ Halloween Trunk or Treat

Department, Board and Commission Reports

- ◆ Fire Department – August
- ◆ Traffic Commission – August
- ◆ Parks Commission – June
- ◆ Planning Commission – July and August

Ward Reports

Motions

- ◆ Waive Fire Inspection Fees
- ◆ Waive Rental Inspection Fees
- ◆ Wheelchair sign for Hayes Street

Resolutions

- ◆ Adopting Revised Records Retention and Disposition Schedule LGS-1
- ◆ Authorization for Superintendent of Public Works to Execute Grant Agreement
- ◆ Authorization and Appropriation of Local Match
- ◆ Authorization for Purchase of Ferno Ambulance Stretcher
- ◆ Authorization to Enter into an Agreement with Lexipol

Payment of September 2020 Bills

Executive Session (if needed)

Adjournment

Correspondence

- ◆ Halloween Trunk or Treat

Motions

- ◆ **Waive Fire Inspection Fees** – Ald. _____ **moved** to approve the waiving of Fire Inspection fees until December 31, 2020 for the purpose of providing some relief due to the COVID-19 pandemic. Seconded by Ald. _____, approved ayes all.
- ◆ **Waive Rental Inspection Fees** - Ald. _____ **moved** to approve the waiving of Rental Inspection fees until December 31, 2020 for the purpose of providing some relief due to the COVID-19 pandemic. Seconded by Ald. _____, approved ayes all.
- ◆ **Wheelchair sign for Hayes Street** – Ald. _____ **moved** to approve the installation of wheelchair signs at each end of Hayes St. between Locust St. and Elm St. Seconded by Ald. _____, approved ayes all.

Resolutions

RESOLUTION # -2020

ADOPTING REVISED RECORDS RETENTION AND DISPOSITION SCHEDULE LGS-1

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

WHEREAS, the Common Council received proposed Ordinance No. (C) of 2020 on August 18, 2020, to amend the §99-2 Adoption of State Schedule; Disposal of Records; and

WHEREAS, a public hearing was held on September 15, 2020, in connection with said proposed ordinance now, therefore be it

RESOLVED, that Ordinance No. (C) of 2020 to amend the §99-2 Adoption of State Schedule; Disposal of Records, as presented to the Common Council on August 18, 2020 be and hereby is adopted, and is hereby designated as Ordinance No. 3 of 2020.

ORDINANCE NO. (3) OF 2020

ADOPTING REVISED RECORDS RETENTION AND DISPOSITION SCHEDULE LGS-1

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

§99-2 Adoption of state schedule; disposal of records.

In accordance with Article 57-A of the state Arts and Cultural Affairs Law:

A.

The City does hereby adopt Records Retention and Disposition Schedule ~~MU-1~~ **LGS-1** as developed by the State Archives and Records Administration of the State Education Department;

B.

Only those records will be disposed of that are described in such schedule and only after they have met the minimum retention period set forth in such schedule; and

C.

Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established time periods.

New material is underlined, old material is struck through.

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

RESOLUTION # -2020

AUTHORIZATION FOR SUPERINTENDENT OF PUBLIC WORKS TO EXECUTE GRANT AGREEMENT

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

WHEREAS, a grant from the NYS Environmental Facilities Corporation (EFC) was applied for; and

WHEREAS, a grant was awarded by the EFC in the amount of \$30,000; now therefore be it

RESOLVED, that the DPW Superintendent is authorized to execute a Grant Agreement with the NYS Environmental Corporation and any and all other contracts, documents, and instruments necessary to bring about the project and to fulfill the City of Norwich's obligations under the Grant Agreement.

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

RESOLUTION # -2020

AUTHORIZATION AND APPROPRIATION OF LOCAL MATCH

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

WHEREAS, a grant from the NYS Environmental Corporation was awarded in the amount of \$30,000; and

WHEREAS, a GIGP local match is a minimum of 10% of eligible costs and the EPG local match is a minimum of 20% of the grant award; now therefore be it

RESOLVED, that the City of Norwich authorizes and appropriates a minimum 20% local match as required by the Engineering Planning Grant Program for the City of Norwich Wastewater Treatment Plant Nutrient Removal Study. Under the EPG program, this local match must be at least 20% of the EPG grant award of \$30,000. The source of the local match, and any amount in excess of the required match, shall be Capital Reserves HR-42 Sewer Equipment. The maximum local match shall not exceed \$6,000 based upon a total estimated maximum project cost of \$36,000. The DPW Superintendent may increase this local match through the use of in kind services without further approval from the City of Norwich.

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

RESOLUTION # -2020

AUTHORIZATION FOR PURCHASE OF FERNO AMUBLANCE STRETCHER

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

WHEREAS, the Fire Chief has recognized a need for an assisted lift stretcher to reduce stress and injuries to staff; and

WHEREAS, a reduction in injuries may lead to a decrease in overtime hours; and

WHEREAS, the Fire Chief has made certain recommendations; now therefore be it

RESOLVED, that the \$23,864.76 purchase of a Ferno stretcher with Pro cot retention system and integrated charging system and stair chair model 59T EZ Glide is approved; and further be it

RESOLVED, that the \$23,864.76 will be paid from A3401.2101 Ambulance Equipment.

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

RESOLUTION # -2020**AUTHORIZATION TO ENTER INTO AN AGREEMENT WITH LEXIPOL**

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

WHEREAS, the State of New York has mandated certain requirements regarding Police Reform; and

WHEREAS, the Police policies used by the City of Norwich Police Department need to be reviewed; and

WHEREAS, the Chief of Police has made certain recommendations to comply with those mandates; now, therefore be it

RESOLVED, that the Common Council authorizes entering into an agreement with Lexipol for the purpose of reviewing Police policies on a continual basis and to provide training.

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

Payment of September 2020 Bills

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

	<u>Prepaid</u>	<u>9/15/2020</u>	<u>Grand Total</u>
General Fund	\$127,590.34	\$38,430.37	\$166,020.71
Sewer Fund	11,891.85	3,709.92	15,601.77
Water Fund	20,246.72	4,383.98	24,630.70
Trust	27,391.56	-	27,391.56
Debt Service		-	
Comm. Dev. - Special Grants		-	
Capital Projects	2,149.78	-	2,149.78
TOTALS	\$189,270.25	\$46,524.27	\$235,794.52

Seconded by Ald. _____ and duly adopted _____.