

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
November 17, 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 October 13 and the regular meeting of October 20, 2020

Presentation – Friends of Recovery of Delaware and Otsego Counties

Public Hearing – 2021 Tentative Budget

Open Forum

Department, Board and Commission Reports

- ◆ Community Advisory Reports – October 14, 21 and 28
- ◆ Planning Commission Minutes – October

Mayoral Appointment

Youth Bureau

- ◆ Sara Whaley, 551 Wells Road, appointed to fill the remainder of a three-year term expiring December 31, 2022.

Ward Reports

Motions

- ◆ Appointment of City Attorney
- ◆ Appointment of City Clerk/Director of Finance
- ◆ Appointment of Youth Bureau Director

Resolutions

- ◆ Authorizing Corrected Non-Unit Compensation Schedule
- ◆ Adopting Fiscal Year 2021 General Fund Budget
- ◆ Adopting Fiscal Year 2021 Special Grants Fund and Debt Service Fund Budgets
- ◆ Adopting Fiscal Year 2021 Wastewater Fund Budget
- ◆ Adopting Fiscal Year 2021 Water Fund Budget
- ◆ Adopting Water Rates – Town of Norwich Effective April 1, 2021 Billings
- ◆ Adopting Water and Sewer Use Rates in the City of Norwich
- ◆ Authorizing Additional ADP Services for Human Resources

Payment of November 2020 Bills

Executive Session (if needed)

Adjournment

Motions

Appointment of City Attorney Ald. _____ **moved** to re-appoint Steven G. Natoli, 27 West Main Street, as City Attorney, to a two-year term expiring December 31, 2022. Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

Appointment of City Clerk/Director of Finance Ald. _____ **moved** to re-appoint Dee DuFour of Sidney, NY, as City Clerk/Director of Finance, to a two-year term expiring December 31, 2022. Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

Appointment of Youth Bureau Director Ald. _____ **moved** to re-appoint Robert Mason of Norwich, NY, as Youth Bureau Director, to a two-year term expiring December 31, 2022. Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

Resolutions

RESOLUTION # - 2020

AUTHORIZING CORRECTED NON-UNIT COMPENSATION SCHEDULE

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

WHEREAS, the 2021 compensation schedule for non-unit employees was received by the Common Council on October 20, 2020 as a component part of the 2021 budgets; and

WHEREAS, there were some corrections that needed to be made; now therefore be it

RESOLVED, that the 2021 compensation schedule be amended as follows from the 2020 non-unit compensation schedule, effective January 1, 2021.

	<u>2021 Base Annual Salary</u>	<u>2021 Salary Range</u>
<u>ASSESSMENT</u>		
Assessor (8 hours/week)	\$20,418 \$20,928	\$17,295 - \$22,834
<u>CITY ATTORNEY</u>		
City Attorney **	\$37,362	
<u>DEPARTMENT OF FINANCE / CLERK</u>		
Director of Finance/City Clerk	\$90,552	\$68,388 - \$90,552
Deputy City Clerk	\$48,888	\$36,923 - \$48,888
<u>DEPARTMENT OF PUBLIC WORKS/WATER/SEWER</u>		
Superintendent of Public Works	\$92,171	\$75,943 - \$100,550
Asst. Supt. of Pub Works (Vacant)	TBD	\$59,643 - \$78,969
<u>EMERGENCY PREPAREDNESS</u>		
City EMO Director *	\$9,695	

FIRE DEPARTMENT / EMS / CODES

Fire Chief	\$90,552	\$68,388 - \$90,552
Ordinance Inspector - 30 hrs.	\$28,953	\$21,868 - \$28,953

HUMAN RESOURCES

Human Resources Director	\$66,000	\$62,730 - \$85,549
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POLICE DEPARTMENT

Police Chief **	\$99,362
Assistant Police Chief **	\$80,548

YOUTH BUREAU

Youth Bureau Director	\$25,500	\$17,538 - \$25,500
Recreation Coordinator	\$5,802	\$5,802 - \$7,681

SEASONAL EMPLOYEES

Lifeguards	\$12.50 - \$13.25 \$13.69
Laborers	\$12.50
All other seasonal and temporary employees	\$12.50 - \$14.77 \$15.18

* Stipend employee

** Contract employee

Seconded by Ald. _____ and duly adopted _____.

RESOLUTION # -2020

ADOPTING FISCAL YEAR 2021 GENERAL FUND BUDGET

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

WHEREAS, a tentative fiscal Year 2021 General Fund budget in the amount of \$8,575,751 was received by the Common Council on November 4, 2020; and

WHEREAS, a public hearing on such budget was held on November 19, 2020; now, therefore be it

RESOLVED, that the Fiscal Year 2021 General Fund Budget for the City of Norwich in the amount of \$8,575,751, as received on November 4, 2020, be and hereby is adopted.

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

RESOLUTION # -2020

ADOPTING FISCAL YEAR 2021 SPECIAL GRANTS FUND AND DEBT SERVICE FUND BUDGETS

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

WHEREAS, tentative fiscal Year 2021 budgets for the Special Grants Fund in the amount of \$119,884 and the Debt Service Fund in the amount of \$861,479 were received by the Common Council on November 4, 2020; and

WHEREAS, a public hearing on such budgets was held on November 17, 2020; now, therefore be it

RESOLVED, that the Fiscal Year 2021 Special Grants Fund Budget for the City of Norwich as received by the Common Council on November 4, 2020, in the amount of \$119,884, be and hereby is adopted; and, further be it

RESOLVED, that the Fiscal Year 2021 Debt Service Fund Budget for the City of Norwich as received by the Common Council on November 4, 2020, in the amount of \$861,479, be and hereby is adopted.

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

RESOLUTION # -2020 ADOPTING FISCAL YEAR 2021 WASTEWATER FUND BUDGET

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

WHEREAS, a tentative fiscal Year 2021 Wastewater Fund budget in the amount of \$1,090,400 was received by the Common Council on November 4, 2020; and

WHEREAS, a public hearing on such budget was held on November 17, 2020; now, therefore be it

RESOLVED, that the Fiscal Year 2021 Wastewater Fund Budget for the City of Norwich in the amount of \$1,090,400, as received on November 4, 2020, be and hereby is adopted.

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

RESOLUTION # -2020 ADOPTING FISCAL YEAR 2021 WATER FUND BUDGET

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

WHEREAS, a tentative fiscal Year 2021 Water Fund budget in the amount of \$1,531,535 was received by the Common Council on November 4, 2020; and

WHEREAS, a public hearing on such budget was held on November 17, 2020; now, therefore be it

RESOLVED, that the Fiscal Year 2021 Water Fund Budget for the City of Norwich in the amount of \$1,531,535, as received on November 4, 2020, be and hereby is adopted.

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

RESOLUTION # -2020**ADOPTING WATER RATES – TOWN OF NORWICH
EFFECTIVE WITH APRIL 1, 2021 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, 2021.

NORWICH WATER SYSTEM							
ADOPTED WATER RATES FOR TOWN OF NORWICH							
FOR 2021 BUDGET YEAR							
(Effective in Billings Starting April 1, 2021)							
				Present	Adopted	Amount of	Percentage
				(2020)	(2021)	Increase:	Increase
						\$ / cu. ft.	
<u>WATER USE QUARTERLY RATES:</u>							
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 # -2020**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 November 4, 2020; and

WHEREAS, a public hearing was held on November 17, 2020, in connection with the 2021 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 4, 2020, be and hereby are set as follows:

NORWICH WATER SYSTEM

**RATES
FOR 2021 BUDGET
(Effective January 1, 2021 & Reflected in Billings Starting April 1, 2021)**

<u>WATER USE QUARTERLY RATES:</u>	Present <u>(2020)</u>	<u>(2021)</u>
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
<u>SEWER USE QUARTERLY RATE:</u>		
Charge per 100 cu. ft. of total Water Use:	\$ 4.13	\$ 4.13
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

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

RESOLUTION # - 2020 AUTHORIZING ADDITIONAL ADP SERVICES FOR HUMAN RESOURCES

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

WHEREAS, ADP is the current provider of payroll services; and

WHEREAS, the Director Human Resources would like to add additional services in order to make process more efficient;
and

WHEREAS, recommendations have been made to add an Onboarding option and a Document Cloud service at a cost of \$180 per month plus a \$1,000 set up fee; now, therefore be it

RESOLVED, that the purchase of the Onboarding option and Document Cloud service at the cost of \$180 per month are hereby authorized.

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

Payment of November 2020 Bills

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

	<u>Prepaid</u>	<u>0/0/2020</u>	<u>Grand Total</u>
General Fund	\$	\$	\$
Sewer Fund			
Water Fund			
Trust		-	
Debt Service		-	
Comm. Dev. - Special Grants		-	
Capital Projects		-	
TOTALS	\$	\$	\$

Seconded by Ald. _____ and duly adopted _____.