

COMMON COUNCIL

November 17, 2020

Mayor Shawn Sastri presided at a meeting of the Common Council held at 6:30 PM on November 17, 2020, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Shawn Sastri
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. Nancy Allaire
Ald. David Zieno
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino
Police Chief Rodney Marsh
EMO A Jones
City Attorney Steve Natoli
Deputy City Clerk Agnes Eaton

Media Representative: none

Absent

Ald. Linda Kays-Biviano
Supervisor James McNeil

Call to Order

The meeting of the Common Council was called to order by Mayor Sastri at 6:31 p.m.

Approval of Minutes

Ald. Doliver **moved** to approve the minutes of the special meeting of October 13 and the regular meeting of October 20, 2020. Seconded by Ald. Jeffrey and duly approved ayes all.

Public Hearing – 2021 Tentative Budget – Mayor Sastri opened the public hearing to hear comments to the 2021 Tentative Budget at 6:33 p.m.

Christine Carnrike, 29 Jones Ave., stated that as a taxpayer she appreciates the City keeping the tax increase minor. She questioned the non-unit compensation schedule, wondering if it was a straight 2% across the board, were some positions assessed a performance increase, or on another basis as there was no public discussion regarding the schedule, pointing out that transparency is important.

Hearing no further comments, Mayor Sastri closed the public hearing at 6:35 p.m.

Open Forum

Jeff Conklin, 68 Borden Ave., would like the City to take 1 tennis court at Weiler Park and create 2 dedicated Pickleball courts. He suggested putting money in next year's budget for the painting of Pickleball lines and the nets. He stated they had met with the Parks Commission and received approval. The Common Council had tabled the Pickleball discussion until Spring, but Ald. Doliver said it could be moved to the December Joint Committee meeting if desired by the Council. Ald. Zieno said he was not aware of receiving a recommendation from the Parks Commission. There was discussion of the school's installation of Pickleball courts and Mr. Conklin stated they would prefer to have courts which are maintained by the City; the school is thinking of establishing Pickleball as a sport which would reduce the hours of play to the public on the courts. Currently the school has Pickleball courts, but players must provide their own nets.

Christine Carnrike, 29 Jones Ave., expressed her thanks to Aids. Doliver, Jeffrey and Kays-Biviano for voting not to rescind the previously approved name change of Auburn Park to Carnrike Park in honor of her father. She suggested this and future Council's would consider more than a recommendation of a commission or board when making decisions and cautioned that they may have now set a precedent for required donation for honoring someone in the future. She expressed displeasure at the Mayor's tie breaking vote and in receiving no response to her email to him the next morning

leading her to her next concern. She went on to say that after eleven months of leaving office, she is still fielding calls from those who have received no response to their calls and messages to the current Administration.

Mayor Sastri went on record and read the text, “Extremely disappointed in your tie-breaking vote in favor of recinding the name-change for the park. An opportunity for you to do the right thing and you failed.” Mayor Sastri said he chose not to engage her as he felt that “text’s like that are not to be warranted with a response”.

Correspondence

Curb Cut at 108 Canasawacta St. – Ald. Caldwell **moved** to approve the curb cut request at 108 Canasawacta St. Seconded by Ald. Doliver, approved ayes all.

Department, Board and Commission Reports

- ◆ Community Advisory Reports – October 14, 21, 28 and November 13
- ◆ Planning Commission Minutes – October
- ◆ Traffic Commission Minutes – November
- ◆ Fire Department Report - October

Ald. Caldwell **moved** to receive and file the department, board, and commission reports. Seconded by Ald. Allaire, approved ayes all.

When reading the CAB reports, he wondered if funds should be put in next year’s budget for things that may be suggested. Discussion included that so far there are only suggestions which may end up changing and that waiting for the 2022 budget would be more appropriate.

Mayoral Appointment

Mayor Sastri announced the following appointment:

Youth Bureau

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

Ward Reports

Ward 1

Ald. Caldwell reported some communications from constituents and has received good feedback from Department Heads. He also mentioned he has noticed more Police patrolling and it is good to see it.

Ward 2

Ald. Doliver reported communications from residents of Henry and Guernsey Streets regarding the drugs and crime. He said they are frustrated, but nevertheless are thankful for the Code Enforcement, Fire and Police Departments for all their hard work.

Ward 3

Ald. Allaire reported speaking with E. Pepe regarding street lights.

Mayor Sastri asked is if she could speak about the Livingston Group of Schenectady and a local company, MCM Solutions, and their walk-around. She explained that she and Mayor Sastri had met and toured the City with a group regarding electric vehicle charging stations in the City of Norwich. They will be doing a presentation at the December Joint Committee meeting. Ald. Allaire felt it would be beneficial for the City to adopt their program. Ald. Jeffrey stated this was something that was discussed in the DRI application. Ald. Allaire stated the companies are also speaking with the County as well as businesses such as NBT, Tops and the YMCA. Mayor Sastri stated that one of the criteria is that the stations need to be installed near transformers and that during their tour, 7 to 8 spots were deemed appropriate.

Ward 5

Ald. Zieno reported no communications from constituents. He thanked the I.N.N. group for their part in the holiday decorations downtown.

Ward 6

Ald. Jeffrey reported a communication regarding parking on Griffin St., a code issue and vehicles with no license plates which have been forwarded to the proper departments. He received a lot of positive feedback on the Kurt Beyer Park redesign presentation.

Ald. Zieno **moved** to receive and file the ward reports. Seconded by Ald. Jeffrey, approved ayes all.

Motions

Appointment of City Attorney Ald. Allaire **moved** to re-appoint Steven G. Natoli, 26 Conkey Ave., 3rd Floor, as City Attorney, to a two-year term expiring December 31, 2022. Seconded by Ald. Doliver, and duly adopted, 5 - 0, on a roll call vote.

Authorizing Contract with Steven Natoli as City Attorney – Ald. Doliver **moved** to authorize entering into a contract with Steven G. Natoli as City Attorney. Seconded by Ald. Jeffrey, approved ayes all.

Appointment of City Clerk/Director of Finance Ald. Zieno **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. Doliver, and duly adopted, 4 - 1, on a roll call vote with Ald. Caldwell voting nay.

Appointment of Youth Bureau Director Ald. Allaire **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. Jeffrey, and duly adopted, 5 - 0, on a roll call vote.

Resolutions

RESOLUTION #83 -2020 ESTABLISHING 2021 COMPENSATION FOR EMERGENCY MANAGEMENT OFFICER

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

WHEREAS, the Joint Committee has made certain recommendations relative to 2021 compensation for the Emergency Management Officer; now, therefore be it

RESOLVED, that effective January 1, 2021, the 2021 compensation schedule be amended by increasing the salary for the Emergency Management Officer by two percent (2.0 %).

Seconded by Ald. Caldwell and duly adopted 5 - 0 on a roll call.

RESOLUTION #84 - 2020 AUTHORIZING CORRECTED NON-UNIT COMPENSATION SCHEDULE

Ald. Jeffrey 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.

2021 Base

2021 Salary

	<u>Annual Salary</u>	<u>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	
<u>FIRE DEPARTMENT / EMS / CODES</u>		
Fire Chief	\$90,552	\$68,388 - \$90,552
Ordinance Inspector - 30 hrs.	\$28,953	\$21,868 - \$28,953
<u>HUMAN RESOURCES</u>		
Human Resources Director	\$66,000	\$62,730 - \$85,549
<u>POLICE DEPARTMENT</u>		
Police Chief **	\$99,362	
Assistant Police Chief **	\$80,548	
<u>YOUTH BUREAU</u>		
Youth Bureau Director	\$25,500	\$17,538 - \$25,500
Recreation Coordinator	\$5,802	\$5,802 - \$7,681
<u>SEASONAL EMPLOYEES</u>		
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. Doliver and duly adopted 5 – 0 on a roll call vote.

RESOLUTION #85 - 2020

ADOPTING FISCAL YEAR 2021 GENERAL FUND BUDGET

Ald. Zieno 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. Doliver and duly adopted, 4 - 0, on a roll call vote with Ald. Caldwell abstaining.

Discussion before the vote: Ald. Jeffrey asked on behalf of a constituent that, with all the uncertainty arising from COVID, will the City be able to move forward past any possible loss of revenue or additional costs. D. DuFour stated that the City has a healthy fund balance and if there is a shortfall, we can make supplemental transfers if needed. The budget reflects an unappropriated fund balance of \$2 million which is almost 3 times the Comptroller's recommendation. Ald. Jeffrey asked about offsetting emergency services overtime costs for next year. D. DuFour stated that so far there has never been a year where money could not be found in the budget to cover those costs. However, if it should occur, the fund balance could be used for that as well. She also stated that additional overtime funds have already been included in the 2021 budget. It was discussed that the City should be conservative in the first quarter of 2021 and hopefully by April 1, 2021 we will know what the State budget will be. Also included in the budget is the Ordinance Inspector going from a part-time position to a full-time position.

RESOLUTION #86 - 2020

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

Ald. Jeffrey 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. Doliver and duly adopted, 4 - 0, on a roll call vote with Ald. Caldwell abstaining.

RESOLUTION #87 - 2020**ADOPTING FISCAL YEAR 2021 WASTEWATER FUND BUDGET**

Ald. Allaire 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. Zieno and duly adopted, 4 - 0, on a roll call vote with Ald. Caldwell abstaining.

RESOLUTION #88 - 2020**ADOPTING FISCAL YEAR 2021 WATER FUND BUDGET**

Ald. Jeffrey 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. Allaire and duly adopted, 4 - 0, on a roll call vote with Ald. Caldwell abstaining.

RESOLUTION #89 - 2020**ADOPTING WATER RATES – TOWN OF NORWICH
EFFECTIVE WITH APRIL 1, 2021 BILLINGS**

Ald. Jeffrey 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	
				(2020)	(2021)	Increase:	Percentage
<u>WATER USE QUARTERLY</u>						\$ / cu. ft.	Increase

<u>RATES:</u>							
Minimum Charge up to 1,000 cubic feet:				\$ 82.93	\$ 84.59	\$1.66	2.00%
Charge per 100 cu. ft. for Additional Usage Over 1,000 cubic feet:							
Additional 1,000 to 13,000 cubic feet:				7.13	\$ 7.27	0.14	1.96%
Additional 13,000 to 50,000 cubic feet:				7.38	\$ 7.53	0.15	2.03%
Additional 50,000 (and over) cubic feet:				7.59	\$ 7.74	0.15	1.98%

Seconded by Ald. Doliver and duly adopted, 5 - 0, on a roll call vote.

Discussion before the vote: Ald. Doliver stated he has been working on this with D. DuFour and E. Pepe as a way to create some additional revenue for the City. There has been no increase since 2017 and he is recommending the 2% increase.

RESOLUTION #90 - 2020 ADOPTING WATER AND SEWER USE RATES IN THE CITY OF NORWICH

Ald. Jeffrey 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 (2020)	(2021)
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
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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. Zieno and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #91 - 2020 **AUTHORIZING ADDITIONAL ADP SERVICES FOR HUMAN RESOURCES**

Ald. Caldwell 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. Doliver, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #92 - 2020 **AUTHORIZING MAYOR TO ENTER AN AGREEMENT FOR THE WASTEWATER TREATMENT PLANT NUTRIENT REMOVAL STUDY FOR ENGINEERING SERVICES**

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

WHEREAS, the City has been awarded an EFC grant for Wastewater Nutrient Removal Study; and

WHEREAS, the grant award was for \$30,000 and the City's portion remaining will be \$19,000, for a total cost of the study being \$49,000; and

WHEREAS, Engineering proposals have been received to conduct the study; and

WHEREAS, GHD Consulting Services, Inc has been determined to have the best qualifications to carry out the study; now, therefore be it

RESOLVED, that the Mayor is hereby authorized to enter into an agreement with GHD Consulting Services, Inc. for \$49,000 to conduct the Wastewater Treatment Plant Nutrient Removal Study.

Seconded by Ald. Caldwell, and duly adopted, 5 - 0, on a roll call vote.

Payment of November 2020 Bills

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

	<u>Prepaid</u>	<u>011/17/2020</u>	<u>Grand Total</u>
General Fund	\$229,679.77	\$22,384.35	\$252,064.12
Sewer Fund	14,908.33	3,542.42	18,450.75
Water Fund	15,749.30	5,577.41	21,326.71
Trust	29,059.29	-	29,059.29
Debt Service		-	
Comm. Dev. - Special Grants	620.00	-	620.00
Capital Projects	144,787.73	-	144,787.73
TOTALS	\$434,804.42	\$31,504.18	\$466,308.60

Seconded by Ald. Allaire and duly adopted 5 - 0.

Executive Session

Ald. Jeffrey **moved** to enter executive session to discuss the sale of property where price may be affected at 7:13 p.m.

Seconded by Ald. Doliver, approved ayes all.

Ald. Zieno **moved** to exit executive session at 7:50 p.m. Seconded by Ald. Doliver, approved ayes all.

Adjournment

Ald. Caldwell **moved** to adjourn at 7:52 p.m. Seconded by Ald. Jeffrey, approved ayes all.