

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
April 20, 2021
6:30 PM

Please be aware that **everyone must wear a mask into the building**. Chairs will be spaced 6' apart to comply with social distancing and capacity guidelines. 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 regular meeting of March 16, 2021

Open Forum

Correspondence

- ◆ Colorscape
- ◆ Achieve Half-K Race

Proclamation – Arbor Day 2021

Department, Board and Commission Reports

- ◆ Civil Service Minutes – February
- ◆ Community Advisory Board Minutes – December 29, January 6, 20 27, February 3, 10, 17, 24, March 3
- ◆ Traffic Minutes – March
- ◆ Parks Minutes – January
- ◆ Finance Reports – December and March
- ◆ Human Resource Report - February

Ward Reports

Motions

- ◆ Norwich High School Graduation
- ◆ Sidewalk Replacement Program Payment Options
- ◆ Vacant Lot Tax Proposal
- ◆ Approval of Lexipol Policies

Resolutions

- ◆ Appointment of MEO I
- ◆ Appointment of Coordinator of Disaster Preparedness Trainee
- ◆ Authorizing Lease Renewal for Portion of City Parking Lot to Norwich Buffet
- ◆ Authorizing Museum District Gateway Sign
- ◆ Reporting Resolution for the New York State and Local Employees Retirement System

Payment of April 2021 Bills

Executive Session (if needed)

Adjournment

Correspondence

Colorscape 2021 – Ald. _____ **moved** to approve a request from Colorscape Chenango Arts Festival for restricted parking and road closures on September 10, 11 and 12, 2021. Road closures include East and West Park Place; West Main St. from Court St. to Elm St.; Court St. from south of the library drive to West Main St.; NO PARKING on North Broad St. between East and West Parks; and the first six parking spaces on the West side of South Broad St. as an extension of the Culinary Court. Special Event designation is also requested. Seconded by Ald. _____, approved ayes all.

Achieve Half-K Race - Ald. _____ **moved** to approve a request from Achieve for their Half-K race on Saturday, October 23, 2021 at either 10 a.m. or 11 a.m. (TBD) beginning at the Courthouse in West Park and ending at the Classic Car Museum on Rexford St. If East Park is available for October 23rd, the race will begin from East Park so crossing Route 12 will not be necessary. Police assistance is requested for the race. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ Norwich High School Graduation – Ald. _____ **moved** to approve the request from the Norwich High School to have an ambulance present at their Graduation Ceremony on Saturday, June 26, 2021. Seconded by _____, approved ayes all.
- ◆ Sidewalk Replacement Program Payment Options – Ald. _____ **moved** to approve the Sidewalk Replacement Program repayment options to include terms of three, four, or five year options. Seconded by Ald. _____, approved ayes all.
- ◆ Vacant Lot Tax Proposal – Ald. _____ **moved** to approve going forward with the proposed Vacant Lot Tax Proposal and contacting the State House and Senate legislators as is required. Seconded by Ald. _____, approved ayes all.
- ◆ Approval of Lexipol Policies – Ald. _____ **moved** to approve the following Police policies which have been reviewed by Lexipol. Seconded by Ald. _____, approved ayes all. (Policy titles will be added when received).

Resolutions

RESOLUTION # - 2021

APPOINTMENT OF MEO I

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

WHEREAS, vacancies exist in the Norwich DPW Department, and;

WHEREAS, the Superintendent of DPW has recommended certain appointments to fill such vacancies; and

WHEREAS, the Joint Committee has recommended the appointment; now, therefore be it

RESOLVED, that Eric Conant of Norwich, NY, be and hereby is granted a permanent appointment as a full time MEO I to the Norwich DPW Department with a starting salary of \$16.26 per hour effective April 21, 2021; and further be it

RESOLVED, that the appointment is contingent upon successfully passing the required medical examination, background check and any action necessary from the Norwich Civil Service Commission.

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

RESOLUTION # - 2021

APPOINTMENT OF COORDINATOR OF DISASTER PREPAREDNESS TRAINEE

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

WHEREAS, a vacancy will exist in the position of Coordinator of Disaster Preparedness; and

WHEREAS, training of the individual by the current Coordinator of Disaster Preparedness is desired; and

WHEREAS, the creation of the position of Coordinator of Disaster Preparedness Trainee was approved on March 18, 2021; and

WHEREAS, the Joint Committee has made recommendations; now, therefore be it

RESOLVED, that Stephen Cady of Norwich, NY, be and hereby is appointed to the part-time temporary position of Coordinator of Disaster Preparedness Trainee effective April 21, 2021 at the rate of \$15 per hour for 10 hours per week for no longer than three months.

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

RESOLUTION # - 2021

AUTHORIZING LEASE RENEWAL FOR PORTION OF CITY PARKING LOT TO NORWICH BUFFET

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

WHEREAS, in on August 19, 2014 a lease for two parking spots for the placement of dumpsters was granted to Ruohua Chen, owner of the Norwich Buffet; and

WHEREAS, the lease will expire on May 31, 2021 and needs to be renewed; and

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

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to negotiate and execute a lease agreement with Ruohua Chen, owner of the Norwich Buffet, for the purpose of locating two dumpsters in the two parking spaces in the southwest corner of the City parking lot bordered by Fair and Court Streets, to include appropriate screening and other specifications as required by the City Codes Officer.

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

RESOLUTION # - 2021

AUTHORIZING MUSEUM DISTRICT GATEWAY SIGN

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

WHEREAS, the Friends of the Museum District would like to erect a Gateway to the Museum District sign on the corner of North Broad Street and Rexford Street; and

WHEREAS, Jean Hayes, the owner of 110-112 North Broad Street, has agreed to the installation and placement of the Gateway sign on her property through an easement; and

WHEREAS, the City of Norwich agrees to the installation and placement of the Gateway sign; and

WHEREAS, the Department of Transportation need assurances that the sign will be maintained; and

WHEREAS, the City of Norwich agrees to take responsibility for the Gateway to the Museum District sign, including maintenance or removal of the sign; now, therefore be it

RESOLVED, that the City of Norwich agrees to the installation and placement of a Gateway to the Museum District sign with an easement located at 110-112 North Broad Street at the corner of North Broad Street and Rexford Street; and further be it

RESOLVED, that the City of Norwich agrees to take responsibility for the Gateway to the Museum District sign after the installation including the removal of the sign should it become necessary.

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

RESOLUTION # -2021

REPORTING RESOLUTION FOR THE NEW YORK STATE AND LOCAL EMPLOYEES' RETIREMENT SYSTEM

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

WHEREAS, the New York State and Local Employees' Retirement System requires a resolution to establish a Standard Work Day and Reporting Resolution for certain elected and appointed officials; and

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

RESOLVED, that the City of Norwich/20037 hereby establishes the following standard workdays for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Name	Registration #	Standard Work Day	Term Begins/Ends	Participates in an Employer Time Keeping System
Elected Officials					
Alderman	Robert D. Jeffrey		3.82 ROA	01/01/2018-12/31/2021	Yes

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

Payment of April 2021 Bills

Ald. _____ **moved** to pay the April 2021 bills after proper audit and certification.

	<u>Prepaid</u>	<u>0/0/2021</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 _____.