

COMMON COUNCIL

April 20, 2021

Mayor Shawn Sastri presided at a meeting of the Common Council held at 6:30 PM on April 20, 2021, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Shawn Sastri
Ald. Brian Doliver
Ald. Nancy Allaire
Ald. Linda Kays-Biviano
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

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

Supervisor Robert M. Jeffrey

Media Representative: none

Absent

Supervisor James McNeil
Ald. Matthew Caldwell

Call to Order

The meeting of the Common Council was called to order by Mayor Sastri at 6:34 p.m.

Approval of Minutes

Ald. Jeffrey **moved** to approve the minutes of the regular meeting of April 30, 2021. Seconded by Ald. Zieno and duly approved ayes all.

Open Forum

Jeff Conklin, 68 Borden Ave., Mike Fradenburg, 53 Locust St., and Susan Heiss, 54 Borden Ave. spoke to the Council regarding the creation of pickleball courts. They expressed their view that something should be done this year to accommodate their request for courts and if not now, then when. Ald. Allaire did state that the request had been addressed, but that funds are not included in the budget to do anything this year. Mr. Fradenburg asked what will be done to include pickleball courts going forward. The City Attorney reminded everyone that Open Forum is not a place for a back and forth discussion. Mayor Sastri stated he would meet with them in order to have a conversation regarding their concern.

Correspondence

Colorscape 2021 – Ald. Allaire **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. Jeffrey, approved ayes all and subject to any State or County Health regulations in place at the time of the event.

Achieve Half-K Race - Ald. Zieno **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. Jeffrey, approved ayes all and subject to any State or County Health regulations in place at the time of the event.

Rolling Antiquer's Cruise-In – Ald. Kays-Biviano **moved** to approve a request from the Rolling Antiquer's Cruise-In for the closure of East Park Place for a Cruise-In on Saturday, May 22, 2021 from 9 a.m. to 4 p.m. with a rain date of Sunday, May 23rd. The County Health Department has been contacted and social distancing

will be maintained. Seconded by Ald. Jeffrey, approved ayes all and subject to any State or County Health regulations in place at the time of the event.

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
- ◆ Youth Bureau Minutes – April
- ◆ Youth Bureau Report – 1st Quarter
- ◆ Fire Department Report - March

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

Proclamation – Arbor Day 2021 – Mayor Sastri read the following Proclamation:

P R O C L A M A T I O N

Arbor Day 2021

WHEREAS, the holiday called Arbor Day was first observed in 1872 by the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of our precious topsoil, cut heating and cooling costs, moderate the temperature, clean the air, produce oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood, fuel and wood products; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas, beautify our community and are a source of joy; and

THEREFORE, I, Shawn Sastri, Mayor of the City of Norwich, New York, do hereby proclaim April 30, 2021, as Arbor Day in the City of Norwich.

Ward Reports

Ward 2

Ald. Doliver reported communications regarding ongoing Code issues.

Ward 3

Ald. Allaire reported communications regarding pickleball and yard waste cleanup.

Ward 4

Ald. Kays-Biviano reported a communication regarding a business being conducted out of a residence which will be referred to Codes.

Ward 5

Ald. Zieno reported communications regarding pest control and forming a neighborhood watch which he will assist with.

Ward 6

Ald. Jeffrey reported communications regarding Code complaints, street paving and yard waste pickup which have been forwarded to the proper departments.

Mayor Sastri reported that All Animals Matter will be trapping feral cats in the City starting April 26, 2021 for the purpose of spaying/neutering them and they will not be coming back to the City. The organization reached out to Mayor Sastri to see the City could assist in the cost of the spaying/neutering. Sastri said the organization will advertise so cat owners will be notified so they can keep their cats inside and he will provide information so that a notice can be placed on the City Facebook page.

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

Motions

Norwich High School Graduation – Ald. Kays-Biviano **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 Allaire, approved ayes all. Before the vote, clarification was given that for a dedicated ambulance there would be a charge. A non-dedicated ambulance would leave the ceremony if a call came in and there would be no charge.

Sidewalk Replacement Program Payment Options – Ald. Jeffrey **moved** to approve the Sidewalk Replacement Program repayment options to include terms of three, four, or five year options. Seconded by Ald. Kays-Biviano, approved ayes all.

Vacant Lot Tax Proposal – Ald. Kays-Biviano **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. Doliver, approved ayes all. Discussion: Ald. Doliver and the City Attorney will be speaking to the School District and County to see if they would also consider the proposal.

Approval of Lexipol Policies – Ald. Jeffrey **moved** to approve the following Police policies which have been reviewed by Lexipol. Seconded by Ald. Zieno, approved ayes all.

Policy #	Policy Name
70	Chief's Preface
80	Law Enforcement Code of Ethics
100	Law Enforcement Authority for Police Officers
101	Chief Executive Officer
102	Oath of Office
103	Policy Manual
204	Electronic Mail
300	Use of Force
302	Handcuffing and Restraints
303	Control Devices
304	Conducted Energy Device
305	Officer Involved Shootings and Death
306	Firearms
307	Vehicle Pursuits
308	Foot Pursuits
309	Officer Response to Calls
310	Domestic Violence
311	Search and Seizure
312	Child Abuse
313	Adult Abuse
314	Discriminatory Harassment
315	Missing Persons
316	Public Alerts
317	Victim and Witness Assistance
318	Hate Crimes
320	Information Technology Use
321	Department Use of Social Media
322	Report Preparation

323	Media Relations
324	Subpoenas and Court Appearances
325	Outside Agency Assistance
326	Registered Offender Information
327	Major Incident Notification
328	Death Investigation
329	Private Person's Arrest
332	Biological Samples
334	Public Safety Video Surveillance System
335	Child and Dependent Adult Safety
336	Service Animals
338	Native American Graves Protection and Repatriation
339	Off-Duty Law Enforcement Actions
341	Extreme Risk Protection Orders
401	Bias-Based Policing
500	Traffic
600	Investigations and Prosecutions
601	Sexual Assault Investigations
602	Asset Forfeiture
603	Informants
604	Eyewitness Identification
607	Warrant Service
608	Operations Planning and Deconfliction
1000	Recruitment and Selection
1004	Anti-Retaliation
1005	Reporting of Arrests, Convictions and Court Orders
1010	Personnel Complaints

Resolutions

RESOLUTION #16 - 2021

APPOINTMENT OF MEO I

Ald. Kays-Biviano 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. Jeffrey and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #17 - 2021

APPOINTMENT OF COORDINATOR OF DISASTER PREPAREDNESS TRAINEE

Ald. Kays-Biviano 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. Jeffrey and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #18 - 2021

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

Ald. Kays-Biviano 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. Allaire, and duly adopted, 4 - 1, on a roll call vote with Ald. Jeffrey voting nay.

RESOLUTION #19 - 2021

AUTHORIZING MUSEUM DISTRICT GATEWAY SIGN

Ald. Zieno 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. Kays-Biviano, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #20 - 2021

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

Ald. Kays-Biviano 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	Participate s 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. Zieno, and duly adopted, 4 - 0, on a roll call vote with Ald. Jeffrey abstaining.

Payment of April 2021 Bills

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

	<u>Prepaid</u>	<u>4/20/2021</u>	<u>Grand Total</u>
General Fund	\$135,400.88	\$539,682.37	\$675,083.25
Sewer Fund	14,139.93	12,162.40	26,302.33
Water Fund	14,797.00	14,830.09	29,627.09
Trust	41,661.90	-	41,661.90
Debt Service	-	-	
Comm. Dev. - Special Grants	395.00	-	395.00
Capital Projects	-	-	
TOTALS	\$206,394.71	\$566,674.86	\$773,069.57

Seconded by Ald. Kays-Biviano and duly adopted 5 - 0.

Executive Session

Ald. Jeffrey **moved** to enter executive session to discuss the employment history of a particular individual at 7:04 p.m.
Seconded by Ald. Allaire, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:13 p.m. Seconded by Ald. Doliver, approved ayes all.

Adjournment

Ald. Jeffrey **moved** to adjourn at 7:18 p.m. Seconded by Ald. Doliver, approved ayes all.