

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
August 17, 2021
6:30 PM

In accordance with CDC guidelines for areas with substantial or high rates of transmission of Covid, EVERYONE must wear a mask. 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 July 6 and the regular meeting of July 20, 2021

Open Forum

Correspondence

- ◆ Use of Police Department Garage and Parking Lot

Mayoral Appointment

Water Commission

- ◆ *Stephen Simmons, 31 Hillview Drive, to fill the remainder of a three-year term expiring December 31, 2021.*

Department, Board and Commission Reports

- ◆ Police Department Report – July
- ◆ Finance Department Report – July
- ◆ Fire Department Report – July
- ◆ Civil Service Minutes - June

Ward Reports

Motions

- ◆ CAB's List of Recommendations

Resolutions

- ◆ Authorizing Agreements with Towns for Youth Recreation Services
- ◆ Designating "Preferred Purchaser" of City-Owned Property at 29 Division Street
- ◆ Authorizing Non-Unit Compensation Schedule
- ◆ Authorizing Purchase of Aerial Truck and Transfer of Funds
- ◆ Declaring Equipment Surplus and Authorizing Disposal
- ◆ Authorizing Transfer of Funds for Skatepark Resurfacing
- ◆ The City of Norwich Authorizes the Adoption of the 2021 Chenango County Hazard Mitigation Plan Update
- ◆ Appointment of Anthony Testani as Youth Bureau Director

Payment of August 2021 Bills

Executive Session (if needed)

Adjournment

Correspondence

- ◆ Use of Police Department Garage and Parking Lot – Ald. ____ **moved** to approve the request for use of the Police Department garage and parking lot by the PBA for a “back to school” event that is open to the public and will include several local area organizations on Tuesday, August 31, 2021 from 11 a.m. to 7 p.m. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ **CAB’s List of Recommendations** – Ald. ____ **moved** to accept the following items from the list of recommendations from the Community Advisory Board. Seconded by Ald. _____, approved ayes all.
 - #11 Expand Community Engagement Programs
 - #16 Update the Shift Swapping Policy
 - #18 Supply Staff with Business Cards
 - #19 Work closely with Union Officials to ensure that the newly adopted City policies work in tandem and not in conflict with the Employee Handbook

Resolutions

RESOLUTION # - 2021

AUTHORIZING AGREEMENTS WITH TOWNS FOR YOUTH RECREATION SERVICES

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

WHEREAS, the City has reached agreements with the Towns of North Norwich, Norwich, Plymouth, Preston and Pharsalia to provide youth recreation services to the residents of such towns for a lump sum per town, without individual charges being made to such participants; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to sign agreements with the Towns of North Norwich, Norwich, Plymouth, Preston and Pharsalia to provide youth recreation services to residents of such towns during the 2022 fiscal year.

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

RESOLUTION # - 2021

DESIGNATING “PREFERRED PURCHASER” OF CITY-OWNED PROPERTY AT 29 DIVISION STREET

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

WHEREAS, the City of Norwich acquired the real property at 29 Division Street through property tax foreclosure; and

WHEREAS, the subject property is considered by the Common Council to be surplus and its continued ownership by the City unnecessary to a useful public purpose; and

WHEREAS, the Common Council has reviewed proposals for the purchase of the property, and considers the proposal from Jason and Roxanne Gray of Norwich, NY to be an acceptable offer based on the purchase amount offered, the significant investments to be made in the property’s rehabilitation, and the proposed use of the property; now therefore be it

RESOLVED, that the Common Council hereby designates Jason and Roxanne Gray of Norwich, NY as the “preferred purchaser” of the City-owned property at 29 Division Street; and, be it further

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to negotiate and enter into a contract for the sale of the City-owned property at 29 Division Street to Jason and Roxanne Gray for the aforesaid purpose.

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

RESOLUTION # - 2021**AUTHORIZING NON-UNIT COMPENSATION SCHEDULE**

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

WHEREAS, the 2022 compensation schedule for non-unit employees was received by the Common Council on August 3, 2021 as a component part of the 2021 budgets; now therefore be it

RESOLVED, that the 2022 compensation schedule be amended as follows from the 2021 non-unit compensation schedule, effective January 1, 2022.

	<u>2022 Base Annual Salary</u>	<u>2022 Salary Range</u>
<u>ASSESSMENT</u>		
Assessor (8 hours/week)	\$21,347	\$17,641 - \$23,291
<u>CITY ATTORNEY</u>		
City Attorney **	\$37,362	
<u>DEPARTMENT OF FINANCE / CLERK</u>		
Director of Finance/City Clerk	\$92,014	\$77,462 - \$92,363
Deputy City Clerk	\$49,866	\$37,661 - \$49,866
<u>DEPARTMENT OF PUBLIC WORKS/WATER/SEWER</u>		
Superintendent of Public Works	\$94,014	\$77,462 - \$102,561
Asst. Supt. of Pub Works (Vacant)	TBD	\$60,836 - \$80,548
<u>EMERGENCY PREPAREDNESS</u>		
City EMO Director *	\$9,183	
<u>FIRE DEPARTMENT / EMS / CODES</u>		
Fire Chief	\$92,363	\$69,756 - \$92,363
Ordinance Inspector - 30 hrs.	\$34,900	\$34,900
<u>HUMAN RESOURCES</u>		
Human Resources Director	\$67,320	\$63,985 - \$87,260
<u>POLICE DEPARTMENT</u>		

Police Chief **	\$101,349
Assistant Police Chief **	\$82,159

YOUTH BUREAU

Youth Bureau Director	\$17,889	\$17,889 - \$26,010
Recreation Coordinator	\$5,918	\$5,918 - \$7,835

SEASONAL EMPLOYEES

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

* Stipend employee
 ** Contract employee

Seconded by Ald. _____ and duly adopted ____.

RESOLUTION # - 2021 AUTHORIZING PURCHASE OF AERIAL TRUCK AND TRANSFER OF FUNDS

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

WHEREAS, a need to replace aerial truck #237 in the Fire Department has been realized; and

WHEREAS, a used ladder truck from the Fayetteville-Manlius Fire Department has been found; and

WHEREAS, the vehicle will be a 2006 Pierce 105' ladder truck at the purchase price of \$385,000; and

WHEREAS, funds were included in the Capital Reserves Budget to support the equipment budget line in the Fire Department; and

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

RESOLVED, that the purchase of a 2006 Pierce ladder truck at a cost \$385,000 is hereby approved; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2021 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR32-878	Capital Reserves – Fire Equipment	\$385,000
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire – Equipment	\$385,000

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

RESOLUTION # - 2021**DECLARING EQUIPMENT SURPLUS AND AUTHORIZING DISPOSAL**

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

WHEREAS, the Fire Department has upgraded equipment; and

WHEREAS, the old Zoll E series equipment is obsolete and has been deemed to be surplus by the Fire Department;
and

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

RESOLVED, that the following equipment be and hereby is declared surplus:

1 Physio Control Lifepak 10C, no batteries, used, unknown condition

Zoll E Series Accessories

4 Lead monitoring cable, New	2
4 Lead monitoring cable, Used	2
12 Lead Monitoring cable, New	2
12 Lead monitoring cable, Used	2
Assorted noninvasive BP cuffs, New and used	
Sensor cable holding clips	5
Zoll recorder paper	31
Zoll 8mb Strata flash card	2
Zoll 16mb Strata flash card	1
Zoll 12 lead plug covers	3
Zoll ETCO2 airway adapter, box	1
Masimo LNCS Infant Spo2 sensor, box	1
Masimo LNCS Pdtx Spo2 sensor, box	1
Zoll CD (manuals, guides, etc)	1
Assorted Spo2 sensors, bag	1
Masimo and Zoll Spo2 cables, bag	1
Ositech Zoll data transfer cable	1

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for
by law.

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

RESOLUTION # - 2021**AUTHORIZING TRANSFER OF FUNDS FOR SKATEPARK RESURFACING**

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

WHEREAS, the skatepark surface has deteriorated and needs to be replace; and

WHEREAS, the DPW Superintendent has received quotes on the surface replacement; and

WHEREAS, funds were included in the Capital Reserves for the Skatepark resurfacing; and

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

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2021 Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR18-878	Capital Reserves – Skateboard Park	\$23,000

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A7110.3100	Parks – Capital Improvements	\$23,000

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

RESOLUTION # - 2021

**THE CITY OF NORWICH AUTHORIZES THE ADOPTION OF THE 2021
CHENANGO COUNTY HAZARD MITIGATION PLAN UPDATE**

WHEREAS, all jurisdictions within Chenango County have exposure to natural hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, The Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Chenango County municipalities with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Chenango County; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy; now, therefore be it

RESOLVED that the City of Norwich:

- 1) Adopts in its entirety, the 2021 Chenango County Hazard Mitigation Plan Update (the “Plan”) as the jurisdiction’s Hazard Mitigation Plan, and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

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

RESOLUTION # - 2021**APPOINTMENT OF ANTHONY TESTANI AS YOUTH BUREAU DIRECTOR**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, a vacancy exists in the position of Youth Bureau Director; and

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

RESOLVED, that Anthony Testani of Norwich, NY, be and hereby is appointed to fill the remainder of a two-year term expiring December 31, 2022 to the position of Youth Bureau Director; and further be it

RESOLVED, that the position will be at \$17,538 and 19 hours per week effective August 23, 2021 and is subject to such action as may be necessary by the Norwich Civil Service Commission.

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

Payment of August 2021 Bills

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

	<u>Prepaid</u>	<u>8/17/2021</u>	<u>Grand Total</u>
General Fund	\$149,671.14	\$27,719.06	\$177,390.20
Sewer Fund	21,145.26	21,657.02	42,802.28
Water Fund	12,757.84	6,604.24	19,362.08
Trust	30,279.70	-	30,279.70
Debt Service		-	
Comm. Dev. - Special Grants		-	
Capital Projects	26,970.00	-	26,970.00
TOTALS	\$240,823.94	\$55,980.32	\$296,804.26

Seconded by Ald. _____ and duly adopted _____.