

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
November 16, 2021
6:30 PM

In accordance with CDC guidelines, all persons must wear a mask no matter their vaccination status. 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 October 19, 2021

Executive Session – To discuss the employment history of a particular individual

Public Hearing – 2022 Tentative Budget

Open Forum

Proclamation – School Choice Week

Department, Board and Commission Reports

- ◆ Parks Commission Minutes – September
- ◆ Civil Service Minutes – September
- ◆ Water Commission Minutes – June
- ◆ Youth Bureau Minutes - November

Ward Reports

Motions

- ◆ Nepotism Policy
- ◆ Correcting Minutes of September 21, 2021
- ◆ B.I.D. Office Moving to City Hall
- ◆ Non-Unit Health Insurance Buy Out Program

Resolutions

- ◆ Promoting Firefighter to Fire Captain
- ◆ Authorizing Transfer of Funds for Bulletproof Vests
- ◆ Authorizing Transfer of Funds for Police Department Overtime
- ◆ Authorizing Transfer of Funds for Fire Department Overtime
- ◆ Authorizing Transfer of Funds for Paint Rebate Program
- ◆ Reporting Resolution for the New York State and Local Employees' Retirement System
- ◆ Authorizing Mayor to Sign 2022 Animal Shelter Agreement with Chenango County SPCA
- ◆ Adopting Fiscal Year 2022 General Fund Budget
- ◆ Adopting Fiscal Year 2022 Special Grants Fund and Debt Service Fund Budgets
- ◆ Adopting Fiscal Year 2022 Wastewater Fund Budget
- ◆ Adopting Fiscal Year 2022 Water Fund Budget
- ◆ Adopting Water Rates – Town of Norwich Effective April 1, 2022 Billings
- ◆ Adopting Water and Sewer Use Rates in the City of Norwich

Payment of November 2021 Bills

Adjournment

Proclamation – School Choice Week

WHEREAS all children in **The City of Norwich** should have access to the highest-quality education possible; and

WHEREAS **The City of Norwich** recognizes the important role that an effective education plays in preparing all students in The City of Norwich to be successful adults; and

WHEREAS quality education is critically important to the economic vitality of **The City of Norwich**; and

WHEREAS **The City of Norwich** is home to a multitude of high quality public and nonpublic schools from which parents can choose for their children, in addition to families who educate their children in the home; and

WHEREAS, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and

WHEREAS **The City of Norwich** has many high-quality teaching professionals in all types of school settings who are committed to educating our children; and

WHEREAS, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options; now therefore be it

RESOLVED, that I, Mayor Shawn Sastri, do hereby proclaim January 23 – January 29, 2022 as **The City of Norwich** School Choice Week, and I call this observance to the attention of all of our citizens.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City to be affixed this 16th day of November, 2021.

Motions

- ◆ **Nepotism Policy** - Ald. _____ **moved** to approve the addition of the Nepotism Policy to the Employee Handbook. Seconded by Ald. _____, approved ayes all.
- ◆ **Correcting Minutes** – Ald. _____ **moved** to correct a typo in the minutes of September 21, 2021 to reflect September 25, 2021 as being the appointment date of Samuel Stratton. Seconded by Ald. _____, approved ayes all.
- ◆ **B.I.D. Office Moving to City Hall** - Ald. _____ **moved** to approve the B.I.D. moving back to City Hall. As in the past, only the space provided will be in-kind services with all other expenses being paid for by B.I.D. Seconded by Ald. _____, approved ayes all.
- ◆ **Non-Unit Health Insurance Buy Out** – Ald. _____ **moved** to approve the Non-Unit Health Insurance Buy Out Program to be added to the Non-Unit and Department Head benefits schedules with the same language as the CSEA Admin Support Staff Unit effective January 1st, 2022. Seconded by Ald. _____, approved, ayes all.

Resolutions

RESOLUTION # - 2021 PROMOTING FIREFIGHTER TO FIRE CAPTAIN

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

WHEREAS, a vacancy exists in the position of Fire Captain in the Norwich Fire Department; and

WHEREAS, the Fire Chief and the Director of Human Resources have made certain recommendations; now, therefore be it

RESOLVED, that Gerald Parry Jr. of Sherburne, NY, be and hereby is granted a permanent promotional appointment as Fire Captain in the Norwich Fire Department, effective November 17, 2021 at the rate of \$70,076.23; and further be it

RESOLVED that the appointment 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.

RESOLUTION # - 2021 AUTHORIZING TRANSFER OF FUNDS FOR BULLET PROOF VESTS

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

WHEREAS, funds are required to cover the \$6,000 cost of purchasing new bullet-proof vests that have expired; and

WHEREAS, Federal funds are expected in the amount of \$2,800 to reimburse the City for a portion of the cost of the bullet-proof vests; 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 in the 2021 General Fund budget:

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR21	Police Equipment Reserves	\$6,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A3120.4070	Police - Clothing	\$6,000

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

RESOLUTION # - 2021 AUTHORIZING TRANSFER OF FUNDS FOR POLICE DEPARTMENT OVERTIME

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

WHEREAS, a new procedure for Personal Services & Overtime Transfers was established February 16, 2021; and

WHEREAS, funds to cover overtime in the Police Department to the end of 2021 are estimated to be the \$14,750; and

WHEREAS, the Chief of Police and Director of Finance have made certain recommendations; now therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2021 General Fund budget:

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A3120.1010	Police -Personal Services	\$14,750

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A3120.1020	Police - Overtime	\$14,750

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

RESOLUTION # - 2021**AUTHORIZING TRANSFER OF FUNDS FOR FIRE DEPARTMENT OVERTIME**

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

WHEREAS, a new procedure for Personal Services & Overtime Transfers was established February 16, 2021; and

WHEREAS, funds to cover overtime in the Fire Department to the end of 2021 are estimated to be the \$25,000; and

WHEREAS, the Fire Chief and Director of Finance have made certain recommendations; now therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2021 General Fund budget:

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A3410.1010	Police -Personal Services	\$25,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A3410.1020	Police - Overtime	\$25,000

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

RESOLUTION # -2021**AUTHORIZING TRANSFER OF COMMUNITY DEVELOPMENT FUNDS FOR RESIDENTIAL PAINT REBATE PROGRAM**

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

WHEREAS, by Resolution #07-2020, authorizing residential paint rebate program and use of community development funds for the program, the Common Council authorized the continuance of the program through and including 2025 to reimburse residential property owners \$10.00 per gallon of paint, up to twenty gallons per property, for exterior house paint within the City of Norwich; and

WHEREAS, the program is currently charged to CD62 and that community development fund is running low on funds; now, therefore be it

RESOLVED, that the City of Norwich City Director of Finance be and hereby is authorized to transfer funds from another appropriate Community Development fund in order to continue the program.

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
CD56-9950.1	Special Grants - Transfer to other Funds	\$7,129.61

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
CD62-02-8668.4	Residential Paint Rebate Program	\$7,129.61

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:

Title	Name	Registration #	Standard Work Day	Term Begins/Ends	Paid by Employer Time Keeping System
City of Norwich Positions/Titles					
Secretary II			8		Yes
Community Development Director			8		Yes
Assistant DPW Superintendent			8		Yes

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

RESOLUTION # -2021**AUTHORIZING MAYOR TO SIGN 2022 ANIMAL SHELTER AGREEMENT WITH CHENANGO COUNTY SPCA**

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

WHEREAS, the Chenango County SPCA provides certain services to the City of Norwich; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to sign a contract with the Chenango County SPCA, to provide services per the 2022 Animal Shelter Agreement.

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

RESOLUTION # -2021**ADOPTING FISCAL YEAR 2022 GENERAL FUND BUDGET**

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

WHEREAS, a tentative fiscal Year 2022 General Fund budget in the amount of \$9,652,270 was received by the Common Council on November 1, 2021; and

WHEREAS, a public hearing on such budget was held on November 16, 2021; now, therefore be it

RESOLVED, that the Fiscal Year 2022 General Fund Budget for the City of Norwich in the amount of \$9,652,270, as received on November 1, 2021, be and hereby is adopted.

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

RESOLUTION # -2021 **ADOPTING FISCAL YEAR 2022 SPECIAL GRANTS FUND AND DEBT SERVICE FUND BUDGETS**

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

WHEREAS, tentative fiscal Year 2022 budgets for the Special Grants Fund in the amount of \$116,300 and the Debt Service Fund in the amount of \$860,916 were received by the Common Council on November 1, 2021; and

WHEREAS, a public hearing on such budgets was held on November 16, 2021; now, therefore be it

RESOLVED, that the Fiscal Year 2022 Special Grants Fund Budget for the City of Norwich as received by the Common Council on November 1, 2021, in the amount of \$116,300, be and hereby is adopted; and, further be it

RESOLVED, that the Fiscal Year 2022 Debt Service Fund Budget for the City of Norwich as received by the Common Council on November 1, 2021, in the amount of \$860,916, be and hereby is adopted.

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

RESOLUTION # -2021 **ADOPTING FISCAL YEAR 2022 WASTEWATER FUND BUDGET**

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

WHEREAS, a tentative fiscal Year 2022 Wastewater Fund budget in the amount of \$1,040,250 was received by the Common Council on November 1, 2021; and

WHEREAS, a public hearing on such budget was held on November 16, 2021; now, therefore be it

RESOLVED, that the Fiscal Year 2022 Wastewater Fund Budget for the City of Norwich in the amount of \$1,040,250, as received on November 1, 2021, be and hereby is adopted.

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

RESOLUTION # -2021 **ADOPTING FISCAL YEAR 2022 WATER FUND BUDGET**

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

WHEREAS, a tentative fiscal Year 2022 Water Fund budget in the amount of \$1,524,540 was received by the Common Council on November 1, 2021; and

WHEREAS, a public hearing on such budget was held on November 16, 2021; now, therefore be it

RESOLVED, that the Fiscal Year 2022 Water Fund Budget for the City of Norwich in the amount of \$1,524,540, as received on November 1, 2021, be and hereby is adopted.

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

RESOLUTION # -2021**ADOPTING WATER RATES – TOWN OF NORWICH
EFFECTIVE WITH APRIL 1, 2022 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, 2022.

NORWICH WATER SYSTEM							
ADOPTED WATER RATES FOR TOWN OF NORWICH							
FOR 2022 BUDGET YEAR							
(Effective in Billings Starting April 1, 2022)							
				Present	Adopted	Amount of	Percentage
				(2021)	(2022)	Increase:	Increase
						\$ / cu. ft.	
<u>WATER USE QUARTERLY RATES:</u>							
Minimum Charge up to 1,000 cubic feet:				\$ 84.59	\$ 86.28	\$1.69	2.00%
Charge per 100 cu. ft. for Additional							
Usage Over 1,000 cubic feet:							
Additional 1,000 to 13,000 cubic feet:				7.27	\$ 7.42	0.15	2.06%
Additional 13,000 to 50,000 cubic feet:				7.53	\$ 7.68	0.15	1.99%
Additional 50,000 (and over) cubic feet:				7.74	\$ 7.89	0.15	1.94%

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

RESOLUTION # -2021**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 1, 2021; and

WHEREAS, a public hearing was held on November 16, 2021, in connection with the 2022 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 1, 2021, be and hereby are set as follows:

**NORWICH WATER SYSTEM
RATES
FOR 2022 BUDGET
(Effective January 1, 2022 & Reflected in Billings Starting April 1, 2022)**

<u>WATER USE QUARTERLY RATES:</u>	Present (2021)	(2022)
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
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
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Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

Payment of November 2021 Bills

Ald. _____ moved to pay the November 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 _____.