COMMON COUNCIL
Work Session
March 8, 2005

Mayor Robert presided at a work session of the Common Council held at 7 PM on March 8, 2005, at One Court Plaza.

Present:
Mayor Robert Raphael
Ald. A. Anthony Abraham
Ald. James Cushman
Ald. Suzanne Williams
Ald. Jeffrey Thornton
Ald. Joseph Maiurano (exited 8:45 PM)
Ald. Joseph Biviano

Also:
Clerk / Director of Finance William Roberts
Human Resources Director Deborah DeForest
Fire Chief John Tighe
Asst. Police Chief Murray Roach
DPW Supt. Carl Ivarson
Deputy Clerk Donna Philippone

Discussion

B.I.D. District Plan Renewal – Mayor Raphael stated the current BID District Plan expires the end of this year and a timeline has been developed for the renewal process. He said the Council would have a resolution at the next meeting to begin the process. Pegi LoPresti, Norwich BIDMA Executive Director, summarized the proposed District Plan renewal. She stated that the B.I.D. is proposing to extend the district easterly on East Main Street and increase the assessment period from 5 years to 10 years. Ms. LoPresti said there will be no increase in the assessment rate of .025 percent.

Ald. Biviano raised concern about insuring that every property owner in the district is contacted. Ms. LoPresti indicated that it is a requirement that every property owner in the district be notified and that in order to move forward 51% (approximately 180) of those property owners must respond positively.

Rules of Procedure – Referring to the last meeting when further review was suggested due to concerns raised about the Rules of Procedure, Mayor Raphael asked for comments.

Ald. Williams suggested the following changes to Section 11 of the Rules: Remove - Section D **[**Requesting permission from the Mayor during the New Business portion of the agenda only if the request pertains to any new subjects or proposals that come up after the Open Forum, are not part of the agenda, are in fact new business, and only if any action could be taken during New Business**];** Add – All remarks shall be addressed to the Council as a body and not to any Council member thereof; Remove – **[**Speakers may not read written communications verbatim but should summarize their contents**].**

The Council concurred that a resolution amending the Rules of Procedure be prepared for the regular meeting.

Third Floor Renovations – DPW Supt. Ivarson summarized the work that would be required before the third floor could be utilized for City offices. He suggested a change order to the Fire Department Project could be authorized, which would provide for the work to be done by the current contractor rather than going out to bid separately. The Superintendent stated that the change order would include $30,000 for the installation of bathrooms, $5,000 for electric and $40,000 for the heating and ventilation. He indicated that the drywall, ductwork, drop ceiling and finishing work could be done by in-house forces and noted that the partition walls currently in City Hall could be re-used. Supt. Ivarson stated that there was ample room in on the third floor to house all of the City offices. He estimated the cost of the change order to be $95,000 and should the work be bid out separately, he estimated an additional 15 percent.

Open Forum – No one wished to be heard.

Development of Agenda for March 15, 2005

6:30 PM – Presentation by Opportunities For Chenango

1) Call To Order
2) Pledge of Allegiance
3) Invocation
4) Approval of minutes of the regular meeting of February 15, 2005, the work session of February 8, 2005 and the special meeting of February 24, 2005
5) Presentation
   - Golden Age Apartments – Proposed Change in Ownership and PILOT Arrangement
6) Open Forum
7) Bids – none
8) Correspondence
   - Letter of Resignation from the Board of Ethics from Maureen Byrne

- Letter of Resignation from the Board of Ethics from Mary Davis
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9) Department, Board and Commission Reports
   - Historian monthly report for February, 2005
   - Police Department monthly report for February, 2005
   - Records Management monthly report for February, 2005
   - Youth Bureau monthly report for February, 2005
   - Civil Service Commission minutes of January 27, 2005
   - Parks Commission minutes of February 14, 2005
   - Planning Commission minutes of February 28, 2005
   - Traffic Commission minutes of February 9, 2005
   - Water Commission minutes of February 16, 2005

10) Ward and Committee Reports
   - Public Safety Committee meeting of February 17, 2005
   - Public Works Committee meeting of February 24, 2005

11) Old Business
12) New Business

Appointments

- Board of Ethics – Mayoral appointment with Council Approval

Motions

- Traffic Lights Maintenance
- Motion to refill position in HR Department
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Resolutions

- Res – Amend Rules of Order
- Res – Receive B.I.D. District Plan
- Res – Approve BOCES Print Services Agreement
- Res – Auth Agreement with Delaware Engineering for Street Program
- Res – Auth Appropriation For Storm Drain Capital Reserve
- Res – Declare Surplus Equipment and Auth Disposal
- Res – Approve CSEA DPW Contract

13) Payment of Bills
14) Adjournment

Cell Phones -- Ald. Williams stated that the Public Safety Committee discussed the issues regarding cell phone usage by city employees and the Committee had moved a recommendation forward to the Council. The matter was added to the agenda.

Tax Certificates – Ald. Biviano reiterated that he recommended a Charter revision to allow the City to hold the tax certificates. He said currently the tax certificates are sold to persons who gain the 17% interest on them. Ald. Maiurano indicated the Finance/Personnel Committee is reviewing the matter.

First Time Homebuyer Program – Ald. Biviano reported that the window for adopting a law to participate in the First Time Homebuyer Program ends this year. The matter was referred to the Finance/Personnel Committee.

Change Order – A motion was added to the agenda to authorize a change order to the Fire Department Project for work to extend electrical, plumbing/bathrooms, and hvac to the third floor at a cost not to exceed $95,000.

Committee Reports

Finance / Personnel Committee – Ald. Maiurano reported that representatives from Golden Age Project made a presentation to the Finance/Personnel Committee regarding improvements to the facility. The group would also be making a presentation at the Council meeting. Ald. Thornton stated that he would like to be informed when a proposal is going on in his ward. Ald. Biviano asked if there had been any discussions relative to a payment in lieu of taxes and if so, what types of models are being looked at. Director of Finance Roberts stated that there was some preliminary discussion regarding a PILOT, however, further discussion and extensive research is needed. Ald. Maiurano reported on items that were listed on the agenda including transfers, surplus equipment, BOCES agreement and equipment purchase. He also reported that the Committee reviewed a proposal by the DOT regarding traffic light maintenance. Ald. Biviano asked how much down time would there be and if the service would be as fast. Ald. Maiurano reported due to a resignation, the Committee recommended refilling the position in the Human Resource Department.

Public Safety Committee – Ald. Cushman reported the Public Safety Committee held discussion regarding cell phone usage and A. Jones has undertaken the task of looking into the communications issues and developing a plan. Ald. Thornton noted that he had requested at that meeting a copy of the cell phone plans with details of what was included.

Public Works Committee – Ald. Abraham reported the Public Works Committee discussed plans for the third floor in addition to other items including surplus property, bids for equipment, the street program and traffic lights.

Executive Session – Ald. Thornton moved to go into executive session at 7:55 PM to discuss the employment history of particular individuals. Seconded by Ald. Cushman and duly adopted, 5-1 (Ald. Biviano).

Ald. Thornton moved to go out of executive session at 8:47 PM. Seconded by Ald. Cushman and duly adopted, ayes all.

Adjournment – Ald. Thornton moved to adjourn at 8:50 PM. Seconded by Ald. Cushman and duly adopted, ayes all.