

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
March 21, 2023
6:30 PM

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 February 21, 2023.

Resolutions

- ◆ Promoting Police Officer To Police Sergeant
- ◆ Appointment Of Police Officer
- ◆ Appointment Of Police Officer
- ◆ Appointment Of Police Officer

Swearing-In Ceremonies of Police Officers

Open Forum

Proclamation – Dr. Philip Aronson

Proclamation – National Agricultural Day

Correspondence

- ◆ Achieve Half-K Fun Walk/Run
- ◆ Street Tree Removal

Department, Board and Commission Reports

- ◆ Police Department Report – February
- ◆ Human Resources Report – January and February
- ◆ Fire Department Report - February
- ◆ Water Commission Minutes – January and February
- ◆ Youth Bureau Minutes – March
- ◆ Parks Commission – November
- ◆ Maydole Hose Co. Minutes – February
- ◆ Ontario Hose Co. Minutes – February and March

Ward Reports

Motions

- ◆ Set Public Hearing for the Microenterprise Assistance Grant Program
- ◆ EPA Application Authorization

Resolutions

- ◆ Promoting Police Officer To Detective
- ◆ Promoting Police Officer To Detective Sergeant
- ◆ Authorizing A Water Main Replacement Project, In And For The City Of Norwich At A Maximum Estimated Cost Of \$4,000,000, And Authorizing The Issuance Of \$2,850,000 Bonds Of Said City To Pay Costs Thereof
- ◆ Authorizing Transfer Of Reserve Funds For Water Main Replacement Project
- ◆ Authorizing Transfer Of Reserve Funds For Highway Equipment
- ◆ Authorizing Transfer Of Funds From Municipal Buildings Capital Reserves For Brick Repointing

- ◆ Authorizing Amended Non-Unit Compensation Schedule
- ◆ Authorizing Purchase of Two Used Police Vehicles And Transfer Of Funds

Payment of Bills

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

Adjournment

Resolutions

RESOLUTION # – 2023

PROMOTING POLICE OFFICER TO POLICE SERGEANT

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

WHEREAS, a vacancy exists in the position of Police Sergeant in the Norwich Police Department, and;

WHEREAS, the Chief of Police has recommended the promotion of Mark Martin of Norwich, NY to such position; now, therefore be it

RESOLVED, that Mark Martin of Norwich, NY, be and hereby is granted a permanent appointment as Police Sergeant in the Norwich Police Department, effective March 22, 2023 at the rate of \$77,269.93; and further be it

RESOLVED, the appointment is subject to any such action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION # - 2023

APPOINTMENT OF POLICE OFFICER

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

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

WHEREAS, the Police Chief has made a recommendation to appoint Taylor Waite of Oxford, New York to the position of Police Officer; now therefore be it

RESOLVED, that Taylor Waite of Oxford, NY, be and hereby is granted a permanent appointment as Police Officer in the City of Norwich Police Department effective March 24, 2023 at the rate of \$25.73; and further be it

RESOLVED, that the appointment is subject to any action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION # - 2023

APPOINTMENT OF POLICE OFFICER

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

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

WHEREAS, the Police Chief has made a recommendation to appoint Tyler King of Bainbridge, New York to the position of Police Officer; now therefore be it

RESOLVED, that Tyler King of Bainbridge, NY, be and hereby is granted a permanent appointment as Police Officer in the City of Norwich Police Department effective March 25, 2023 at the rate of \$25.73; and further be it

RESOLVED, that the appointment is subject to any action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION # - 2023**APPOINTMENT OF POLICE OFFICER**

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

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

WHEREAS, the Police Chief has made a recommendation to appoint Andrew Brown of Norwich, New York to the position of Police Officer ; now therefore be it

RESOLVED, that Andrew Brown of Norwich, NY, be and hereby is granted a permanent appointment as Police Officer in the City of Norwich Police Department effective March 26, 2023 at the rate of \$25.73; and further be it

RESOLVED, that the appointment is subject to any action as may be necessary by the Norwich Civil Service Commission.

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

Correspondence

- ◆ **Achieve Half-K Fun Walk/Run** – Ald. _____ **moved** to approve a request for Police Assistance for the Achieve Half-K Fun Walk/Run on October 8, 2023 with the race route beginning in East Park and ending approximately at 11:00 a.m. at the Northeast Classic Car Museum. Seconded by Ald. _____, approved ayes all.
- ◆ **Street Tree Removal** – Ald. _____ **moved** to approve the removal of a healthy street tree located at 8 Northrup Ave. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ **Set Public Hearing required for the Microenterprise Assistance Grant Program** – Ald. _____ **moved** to set a Public Hearing on April 18, 2023 in relation to the Microenterprise Assistance Grant Program. Seconded by Ald. _____, approved ayes all.
- ◆ **EPA Application Authorization** - Ald. _____ **moved** to authorize the Mayor to sign any necessary paperwork for the EPA application. Seconded by Ald. _____, approved ayes all.

Resolutions**RESOLUTION # – 2023****PROMOTING POLICE OFFICER TO DETECTIVE**

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

WHEREAS, a vacancy exists in the position of Detective in the Norwich Police Department, and;

WHEREAS, the Chief of Police has recommended the promotion of Corey Wengert of Edmeston, NY to such position; now, therefore be it

RESOLVED, that Corey Wengert of Edmeston, NY, be and hereby is granted a permanent appointment as Detective in the Norwich Police Department, effective March 22, 2023 at the rate of \$61,739.36; and further be it

RESOLVED, the appointment is subject to any such action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION # – 2023

PROMOTING POLICE OFFICER TO DETECTIVE SERGEANT

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

WHEREAS, a vacancy exists in the position of Detective Sergeant in the Norwich Police Department, and;

WHEREAS, the Chief of Police has recommended the promotion of Matthew Roberts of Norwich, NY to such position; now, therefore be it

RESOLVED, that Matthew Roberts of Norwich, NY, be and hereby is granted a permanent appointment as Detective Sergeant in the Norwich Police Department, effective March 22, 2023 at the rate of \$79,475.76; and further be it

RESOLVED, the appointment is subject to any such action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION # - 2023

AUTHORIZING A WATER MAIN REPLACEMENT PROJECT, IN AND FOR THE CITY OF NORWICH AT A MAXIMUM ESTIMATED COST OF \$4,000,000, AND AUTHORIZING THE ISSUANCE OF \$2,850,000 BONDS OF SAID CITY TO PAY COSTS THEREOF

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

WHEREAS, all conditions precedent to the financing of the capital project hereinafter described, including compliance with the provisions of the State Environmental Quality Review Act, have been performed; and

WHEREAS, it is now desired to authorize the financing of such capital project; NOW, THEREFORE, BE IT

RESOLVED by the affirmative vote of not less than two-thirds of the total voting strength of the Common Council of the City of Norwich, Chenango County, New York, as follows:

Section 1. Replacement of water mains on South Broad Street from Prentice Street to Pleasant Street and on East Main Street from South Broad Street to the railroad tracks, including incidental improvements and expenses in connection therewith, in and for the City of Norwich, Chenango County, New York, is hereby authorized at a maximum estimated cost of \$4,000,000.

Section 2. The plan for the financing of such maximum estimated cost is (i) by the issuance of \$2,850,000 bonds of said City hereby authorized to be issued therefor pursuant to the provisions of the Local Finance Law, and (ii) by the expenditure of \$1,150,000 available funds.

Section 3. It is hereby further determined that the period of probable usefulness of the aforesaid specific object or purpose is forty years, pursuant to subdivision 1 of paragraph (a) of Section 11.00 of the Local Finance Law.

Section 4. The faith and credit of said City of Norwich, Chenango County, New York, are hereby irrevocably pledged for the payment of the principal of and interest on such obligations as the same respectively become due and payable. An annual appropriation shall be made in each year sufficient to pay the principal of and interest on such obligations becoming due and payable in such year. To the extent not paid from other sources, there shall annually be levied on all the taxable real property of said City, a tax sufficient to pay the principal of and interest on such obligations as the same become due and payable.

Section 5. Subject to the provisions of the Local Finance Law, the power to authorize the issuance of and to sell bond anticipation notes in anticipation of the issuance and sale of the serial bonds herein authorized, including renewals of such notes, is hereby delegated to the Director of Finance, the chief fiscal officer of said City. Such notes shall be of such terms, form and contents, and shall be sold in such manner, as may be prescribed by said Director of Finance, consistent with the provisions of the Local Finance Law.

Section 6. All other matters, except as provided herein relating to such bonds herein authorized including date, denominations, maturities, interest payment dates, and whether said bonds shall be repaid in accordance with a schedule providing for substantially level or declining annual debt service, within the limitations prescribed herein and the manner of execution of the same and also including the consolidation with other issues, shall be determined by the Director of Finance, the chief fiscal officer of such City. Such bonds shall contain substantially the recital of validity clause provided for in section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to those required by section 52.00 of the Local Finance Law, as the Director of Finance shall determine consistent with the provisions of the Local Finance Law.

Section 7. This Resolution shall constitute a statement of official intent for purposes of Treasury Regulations Section 1.150-2. Other than as specified in this Resolution, no monies are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside with respect to the permanent funding of the object or purpose described herein.

Section 8. The validity of such bonds and bond anticipation notes may be contested only if:

- 1) Such obligations are authorized for an object or purpose for which said City is not authorized to expend money, or
- 2) The provisions of law which should be complied with at the date of publication of this Bond Resolution are not substantially complied with, and an action, suit or proceeding contesting such validity is commenced within twenty days after the date of such publication, or
- 3) Such obligations are authorized in violation of the provisions of the Constitution.

Section 9. This Resolution, which takes effect immediately, shall be published in summary form in the official newspaper of said City hereby designated for such purpose, together with a notice of the City Clerk in substantially the form set forth in paragraph a of Section 81.00 of the Local Finance Law.

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

RESOLUTION # -2023 AUTHORIZING TRANSFER OF RESERVE FUNDS FOR WATER MAIN REPLACEMENT PROJECT

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

WHEREAS, the Water Main Replacement Project is estimated at a cost of \$4,000,000; and

WHEREAS, the City will offset part of the \$4,000,000 through other sources; and

WHEREAS, the City will contribute funding for the Project from Capital Reserves; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2023 Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR31-9950.1	Capital Reserves – Water Main Replacement	\$479,232.79

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
H37-5031	Water Main Replacement	\$479,232.79

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

RESOLUTION # -2023**AUTHORIZING TRANSFER OF RESERVE FUNDS FOR HIGHWAY EQUIPMENT**

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

WHEREAS, two new plow wings are needed for trucks #15 and #17; and

WHEREAS, a transfer of funds from Capital Reserves in the amount of \$31,728 is necessary; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds for the plow wings in the 2023 Budget:

From:

Account Number

HR26-878

Name

Capital Reserves – Highway Equipment

Amount

\$31,728.00

To:

Account Number

A5142.2100

Name

Snow & Ice Equipment

Amount

\$31,728.00

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

RESOLUTION # - 2023**AUTHORIZING TRANSFER OF FUNDS FROM MUNICIPAL BUILDINGS CAPITAL RESERVES FOR BRICK REPOINTING**

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

WHEREAS, the brick on both the City Hall and Firehouse buildings are in need of repairs; and

WHEREAS, a quote for repointing the brick have been received of \$10,320 for City Hall and \$7,480 for the Firehouse; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2023 Budget:

From:

Account Number

HR33-878

Name

Capital Reserves – Municipal Buildings

Amount

\$17,800.00

To:

Account Number

A1620.4040

Name

Municipal Buildings

Amount

\$17,800.00

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

RESOLUTION # - 2023**AUTHORIZING AMENDED NON-UNIT COMPENSATION SCHEDULE**

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

WHEREAS, the 2023 compensation schedule for non-unit employees was approved by the Common Council on January 3, 2023 as Resolution #1 – 2023 as a component part of the 2023 budgets; and

WHEREAS, there has been certain changes that need to be reflected in the Non-unit Compensation Schedule; now therefore be it

RESOLVED, that the 2023 compensation schedule be amended as follows effective March 22, 2023.

	2023 Base Annual Salary	2023 <u>Salary</u> <u>Range</u>
ASSESSMENT		
Assessor (8 hrs wk/416 hrs Annually)	\$23,991	\$18,170 - \$23,991
CITY ATTORNEY		
City Attorney **	\$45,000	
COMMUNITY DEVELOPMENT		
Community Development Director	\$95,000	\$61,800 - \$95,000
DEPARTMENT OF FINANCE L CLERK		
Director of Finance/City Clerk	\$95,139	\$71,849 - \$95,139
Deputy City Clerk	\$51,355	\$38,791 - \$51,355
<u>DEPARTMENT OF PUBLIC WORKS[WATER][SEWER</u>		
Superintendent of Public Works	\$96,824	\$79,786 - \$105,368
Asst. Supt. of Pub Works (Vacant)	TBD	\$62,198 - \$82,964
<u>EMERGENCY PREPAREDNESS</u>		
Coordinator of Disaster Preparedness (10 hrs wk/520 hrs Annually)	\$9,459	
FIRE DEPARTMENT L EMS L CODES		
Fire Chief	\$95,139	\$71,849 - \$95,139
Ordinance Inspector	\$34,903	34,903
Ordinance Inspector	\$35,942	35,942
HUMAN RESOURCES		
Human Resources Director	\$82,410	\$65,905 - \$89,878
<u>POLICE DEPARTMENT</u>		
Police Chief	\$104,000	
Assistant Police Chief**	\$89,614	
YOUTH BUREAU		
Youth Bureau Director (19 wk/988 hrs Yr)	\$18,426	\$18,426 - \$26,790
Recreation Coordinator (264 hrs Yr)	\$6,097	\$6,096 - \$8,070
<u>SEASONAL EMPLOYEES</u>		
Lifeguards	\$15.00 - \$16.50	

Laborers \$14.20
 All other seasonal and temporary employees \$14.20 - \$18.00
 ** Contract employee

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

RESOLUTION # - 2023 **AUTHORIZING PURCHASE OF TWO USED POLICE VEHICLES AND TRANSFER OF FUNDS**

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

WHEREAS, a need to replace two Police Department patrol cars has been realized; and

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

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have made certain recommendations; now, therefore be it

RESOLVED, that the purchase of two (2) used Police vehicles not to exceed \$30,000 each 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 2023 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-878	Capital Reserves - Police Equipment	\$60,000.00

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$60,000.00

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

Payment of Bills

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

	<u>Prepaid</u>	<u>0/0/2023</u>	<u>Grand Total</u>
General Fund	\$173,203.26	\$577,276.57	\$750,479.83
Sewer Fund	14,464.51	10,902.31	25,366.82
Water Fund	19,361.55	7,386.58	26,748.13
Trust	27,952.95	-	27,952.95
Comm. Dev. - Special Grants	-	-	-
Capital Projects	-	-	-
TOTALS	\$234,9825.27	\$595,565.46	\$830,547.73

Seconded by Ald. _____ and duly adopted _____.