

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
June 18, 2024
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 special meeting of May 7 and the regular meeting of May 21, 2024.

Public Hearing – Warming Center Definition

Open Forum

Correspondence

- ◆ Park Place Liquor Permit for Blues Fest Free Summer Concert Series
- ◆ Curb Cut at 23 Midland Dr.
- ◆ Achieve 5K

Proclamation – Chenango County Area Agency on Aging 50th Anniversary

Department, Board and Commission Reports

- ◆ Park Minutes – March, May
- ◆ Ontario Hose Minutes – May
- ◆ Maydole Hose Minutes – May
- ◆ Water Minutes – April, May
- ◆ Human Resources Report – April
- ◆ Finance Report – April, May
- ◆ Police Report – May

Ward Reports

Motions

- ◆ Set Public Hearing for Zoning Changes on State and Mitchell Sts.

Resolutions

- ◆ Adopting Proposed Ordinance No. (C) Of 2024 Regarding Zoning – Warming Center Definition
- ◆ Extension Of Sheldon Street Paved Area
- ◆ Reporting Resolution For The New York State And Local Employees' Retirement System
- ◆ Designation Of Certifying Officer For 2024 CDBG Planning Project For Water/Sewer Infrastructure And Capital Improvement
- ◆ Adoption Of Pro-Housing Communities Pledge
- ◆ Transfer From Contingency To Insurance Premiums
- ◆ Transfer From Contingency To Fire Department Clothing
- ◆ Authorizing Purchase Of A Used Police Vehicle And Transfer Of Funds
- ◆ Authorizing Purchase For New Firearms In The Police Department And Transfer Of Funds
- ◆ Amending Code Fee Schedule

Payment of Bills

Adjournment

Correspondence

- ◆ **Park Place Liquor Permit for Blues Fest Free Summer Concert Series** - Ald. ____ **moved** to approve the request from Park Place Restaurant for alcohol sales from 6:00 p.m. to 11:00 p.m. in a roped-off area in front of the restaurant for the 2024 Summer Concert Series held Thursday evenings in July and August. Seconded by Ald. ____, approved ayes all.
- ◆ **Curb cut at 23 Midland Dr.** – Ald. ____ **moved** to approve the curb cut request at 23 Midland Dr. Seconded by Ald. Loomis, approved ayes all.
- ◆ **Achieve 5K** – Ald. ____ **moved** to approve a request from Achieve for Police assistance for traffic management on Sunday, October 27, 2024 for a 5K and a .5K race with both races beginning and ending at 27 Griffin St. The .5k race will begin at 9:30 a.m. for ACHIEVE participants followed by the 5K at 10:00 a.m. Seconded by Ald. ____, approved ayes all.

Motions

- ◆ **Receive and Set Public Hearing for Zoning Changes on State and Mitchell Sts.** – Ald. ____ **moved** to set a Public Hearing for July 16, 2024 at 6:30 p.m. to hear comment regarding the proposed Zoning changes for 11 parcels on Mitchell and State Streets from Industrial to R2. Seconded by Ald. ____, approved ayes all.

Proposed Ordinance (D) of 2024

AN ORDINANCE TO AMEND THE ZONING ORDINANCE MAP OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

Section 1. The City of Norwich Zoning Ordinance Map is hereby amended to reclassify the following properties known as 11-15 State St. 136.41-1-7; 9 State St. 136.41-1-8; 7A State St. 136.41-1-9; 7 State St. 136.41-1-10; 5A State St. 136.41-1-11; 5 State St. 136.41-1-12; 1 State St. 136.41-1-15; 29 Mitchell St. 136.41-1-18; 27 Mitchell St. 136.41-1-19; 25 Mitchell St. 136.41-1-20; 21-23 Mitchell St. 136.41-1-21; 19 Mitchell St. 136.41-1-22 from IN zone to R-2 zone.

Section 2. This ordinance shall take effect immediately.

Resolutions

RESOLUTION # - 2024

ADOPTING PROPOSED ORDINANCE NO. (C) OF 2024 REGARDING ZONING – WARMING CENTER DEFINITION

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

WHEREAS, the Common Council received proposed Ordinance No. (C) of 2024 on May 21, 2024, to amend Chapter §575 Zoning; and

WHEREAS, a public hearing was held on June 14, 2024, in connection with said proposed ordinance now, therefore be it

RESOLVED, that Ordinance No. (C) of 2024 to amend Chapter §575 Zoning, presented to the Common Council on May 21, 2024, be and hereby is adopted, and is hereby designated as Ordinance No. 3 of 2024.

ORDINANCE NO. 3 OF 2024

AN ORDINANCE AMENDING CHAPTER 575 ZONING OF THE CODE OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

Section 1. Article II Terminology, section 5, Definitions; word usage of Chapter 575 of the Code of the City of Norwich shall be amended as follows:

WARMING CENTER

A structure or part thereof used for short term non continuous (non 24/7) operation between October 1 and ~~April 1~~ April 30. Hours of operation are 5 p.m. to 9 a.m. Primary purpose is the prevention of death or injury from exposure to the elements. No meals shall be prepared on site. A special permit must be obtained from the Zoning Board of Appeals which may attach specific conditions to the special permit such as but not limited to number of beds, security, and exterior lighting.

[New Material is underlined; old material is struck through]

RESOLUTION # - 2024

EXTENSION OF SHELDON STREET PAVED AREA

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

WHEREAS, the east end of Sheldon Street needs to be paved and an extension of the street must be authorized; and

WHEREAS, the extension of Sheldon Street will add an additional 185.6 feet to the east at a width of 22 feet; and

WHEREAS, the City of Norwich accepts all responsibility for the extended road; and

WHEREAS, the total length of paved area from Marshall St. to the dead end will be 344 feet; now, therefore be it

RESOLVED, an extension to the East end of Sheldon Street by 185.6 feet at a width of 22 feet is hereby authorized; and further be it

RESOLVED, that the total paved portion of Sheldon Street from Marshall St. to the dead end will be 344 feet.

Seconded by Ald. _____ and duly adopted _____.

RESOLUTION # - 2024

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 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	Paid by Employer Time Keeping System
City of Norwich Positions/Titles					
Director of Parks And Recreation			6		Yes

Detective			8		Yes
Heavy Equipment Operator			8		Yes
Ordinance Inspection Officer			8		Yes
Assistant Superintendent DPW			8		Yes
Municipal Training Officer			8		Yes
Secretary II			8		Yes
Community Development Director			8		Yes
Water Safety Instructor			6		Yes
Softball Program Instructor			6		Yes
Softball Program Assistant			6		Yes
Lifeguard			6		Yes
Head Lifeguard			6		Yes
Seasonal Laborer			6		Yes
Wrestling Program Instructor			6		Yes
Wrestling Program Assistant			6		Yes
Skating Facility Attendant			6		Yes
Playground Supervisor			6		Yes
Playground Assistant			6		Yes
Tennis Instructor			6		Yes
Tennis Assistant			6		Yes
Soccer Instructor			6		Yes
Soccer Assistant			6		Yes
Fun Club Instructor			6		Yes
Fun Club Assistant			6		Yes
Swim Instructor			6		Yes
Basketball Instructor			6		Yes

Basketball Assistant			6		Yes
Baseball Program Instructor			6		Yes
Baseball Program Assistant			6		Yes
Pool Attendant			6		Yes
Cheerleading Coach			6		Yes
Cheerleading Assistant			6		Yes
Recreation Services Coordinator			6		Yes
Flag Football Instructor			6		Yes
Flag Football Assistant			6		Yes
Pickleball Instructor			6		Yes
Pickleball Assistant			6		Yes
Pool Director			6		Yes
Pool Facilities Attendant			6		Yes

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

RESOLUTION # - 2024

DESIGNATION OF CERTIFYING OFFICER FOR 2024 CDBG PLANNING PROJECT FOR WATER/SEWER INFRASTRUCTURE AND CAPITAL IMPROVEMENT

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

WHEREAS, the City of Norwich, New York is applying for funds through the Community Development Block Grant (CDBG) from the U.S. Department of Housing and Urban Development, as administered by the State of New York, for a City of Norwich Water/Sewer Infrastructure and Capital Improvement Planning Study Project, 2024 CDBG-Planning Application; and

WHEREAS, the City of Norwich, as the anticipated recipient of a 2024 CDBG-Planning Grant award, is required to designate a Certifying Officer for the purpose of signing required documents pertaining to this grant; now, therefore be it

RESOLVED that the Common Council does hereby designate the Mayor as the City's Certifying Officer for the purpose of signing required documents pertaining to this CDBG-Planning Grant Application.

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

RESOLUTION # - 2024**ADOPTION OF PRO-HOUSING COMMUNITIES PLEDGE**

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

WHEREAS, the City of Norwich (hereinafter “local government”) believes that the lack of housing for New York residents of all ages and income levels negatively impacts the future of New York State’s economic growth and community well-being;

WHEREAS, the housing crisis has negative effects at regional and local levels, we believe that every community must do their part to contribute to housing growth and benefit from the positive impacts a healthy housing market brings to communities;

WHEREAS, we believe that supporting housing production of all kinds in our community will bring multiple benefits, including increasing housing access and choices for current and future residents, providing integrated accessible housing options that meet the needs of people with sensory and mobility disabilities, bringing economic opportunities and vitality to our communities, and allowing workers at all levels to improve their quality of life through living closer to their employment opportunities;

WHEREAS, we believe that evidence showing that infill development that reduces sprawl and supports walkable communities has significant environmental and public health benefits; and

WHEREAS, we believe that affirmatively furthering fair housing and reducing segregation is not only required by law, but is essential for keeping our community strong and vibrant; now, therefore, it

RESOLVED, that City of Norwich, in order to take positive steps to alleviate the housing crisis, adopts the Pro-Housing Communities pledge, which will have us endeavor to take the following important steps:

1. Streamlining permitting for multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing
2. Adopting policies that affirmatively further fair housing.
3. Incorporating regional housing needs into planning decisions.
4. Increasing development capacity for residential uses.
5. Enacting policies that encourage a broad range of housing development, including multifamily housing, affordable housing, accessible housing, accessory dwelling units, and supportive housing.

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

RESOLUTION # - 2024**TRANSFER FROM CONTINGENCY TO INSURANCE PREMIUMS**

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

WHEREAS, the 5% budgeted increase for 2024 insurance premiums was not enough to cover the 11% increase in premiums; and

WHEREAS, the replacement values on Fire Department equipment was increased; and

WHEREAS, there may be a possible \$5,000 deductible for current litigation; and

WHEREAS, a transfer in the amount of \$20,000 would be necessary to cover these expenses; now therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2024 budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1990.4	Contingency	\$20,000

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1910.4	Insurance	\$20,000

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

RESOLUTION # - 2024 TRANSFER FROM CONTINGENCY TO FIRE DEPARTMENT CLOTHING

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

WHEREAS, the Fire Department budget was submitted prior to the Fire MOA was signed; and

WHEREAS, the Fire Department clothing line does not include the negotiated increase in clothing allowance; now therefore be it

RESOLVED, that \$5,500 be transferred to cover the negotiated increase in clothing allowance for the Fire Department; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2024 budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1990.4	Contingency	\$5,500

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.4071	Fire Department – Clothing	\$5,500

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

RESOLUTION # - 2024 AUTHORIZING PURCHASE OF A USED POLICE VEHICLE AND TRANSFER OF FUNDS

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

WHEREAS, a need for a car for Detectives has been realized; and

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

RESOLVED, that the purchase and outfitting of a used Police vehicle for use as a Detective car not to exceed \$23,000 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 2024 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Capital Reserves - Police Equipment	\$23,000
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$23,000

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

RESOLUTION # - 2024 **AUTHORIZING PURCHASE FOR NEW FIREARMS IN THE POLICE DEPARTMENT AND TRANSFER OF FUNDS**

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

WHEREAS, a need for upgraded pistols, rifles, holsters and ammunitions has been realized; and

WHEREAS, after trade-in values, the total cost of the upgrades will be \$25,000; and

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

RESOLVED, that the purchase of pistols, rifles, holsters and ammunition 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 2024 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Capital Reserves - Police Equipment	\$25,000
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$25,000

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

RESOLUTION # - 2024 **AMENDING CODE FEE SCHEDULE**

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

WHEREAS, it is desired to increase the fee for occupied residential inspections of rental properties; and

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

RESOLVED, that the Fees Schedule of the City of Norwich is revised by making the following changes:

Residential Rental Inspections for Certificate of Rental Occupancy

Per Unoccupied dwelling unit	\$ 25.00
Per Occupied dwelling unit	\$200.00 <u>\$500.00</u>
Initial re-inspection should unit fail	\$ 0.00

subsequent re-inspection related to initial failure \$ 10.00

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

New material is **bold and underlined**.

Deleted material is ~~struck through~~.

Payment of Bills

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

	<u>Prepaid</u>	<u>6/18/2024</u>	<u>Grand Total</u>
General Fund	\$1,061,166.38	\$44,801.31	\$1,105,967.69
Water Fund	119,700.19	14,518.95	134,219.14
Sewer Fund	52,876.70	22,418.26	75,294.96
Trust	32,697.29	-	32,697.29
Comm. Dev. - Special Grants	3,500.00	-	3,500.00
Capital Projects	330,477.71	-	330,477.71
TOTALS	\$1,600,418.27	\$81,738.52	\$1,682,156.79

Seconded by Ald. _____ and duly adopted _____.