COMMON COUNCIL

July 16, 2024

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:30 PM on July 16, 2024, in the Common Council Chambers at One Court Plaza.

Present:	Also:
Mayor Brian Doliver	Director of Finance/City Clerk Dee DuFour
Ald. Eric Warren	Director of Human Resources Lynn Murray
Ald. Fred Gee	DPW Superintendent Edward Pepe
Ald. Nancy Allaire	Youth Bureau Director Anthony Testani
Ald. William Loomis	Fire Chief Jan Papelino
Ald. David Zieno	EMO Stephen Cady
Ald. Robert D. Jeffrey	Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil

Call to Order

The meeting of the Common Council was called to order by Mayor Doliver at 6:30 p.m.

Approval of Minutes

Ald. Gee **moved** to approve the minutes of the regular meeting of emergency meeting of June 3 and the regular meeting of June 18, 2024, 2024. Seconded by Ald. Warren and duly approved ayes all.

Public Hearing – Mayor Doliver opened the public hearing at 6:31 p.m. to hear comment regarding the changes to the zoning map to reclassify property on State and Mitchell Streets. Hearing no comment, the public hearing was closed at 6:32 p.m.

Open Forum

Missy Hayes, 6 E. Main St., said that at the last meeting she did not mean to imply that Police shifts are not covered, but rather how they are being covered, the overtime costs and the morale of Officers. She again asked for a civilian to be put on the desk which would allow an additional officer to be out on the street. She also encouraged the Council to do ride-alongs at night with the officers. She also had reported and took photos of a "camp" at 24 East Main St. right before Gus Macker. She urged the City do research on a City Manager position, suggesting they speak with the Oneonta Chief to see how the added position has affected things in Oneonta.

Steven Biviano, 76 Borden Ave., had a number of complaints regarding 105 Silver St. including the feeding of wild animals which has created an infestation of various wildlife, excessive and loose garbage including a couch, infested garbage, loose dogs, snow removal issues, scaffolding that is over the property line, tall grass, their fence that was damaged, a car with no plates and obscenities coming from the windows. Mayor Doliver asked Mr. Biviano to meet with the Fire Chief to address the issues.

Department, Board and Commission Reports

- Youth Board Minutes – June
- Traffic Commission Minutes – June
- Park Commission Minutes – June
- Ontario Hose Minutes – June
- Police Department Report – June
- Fire Department Report – June

- Finance Report – June
- Human Resources Report – May, June

Ald. Warren **moved** to receive and file the department, board, and commission reports. Seconded by Ald. Allaire, approved ayes all.

Mayoral Appointments

Norwich Housing Authority

- *Ann Marie Baker, 105 South Broad Street, re-appointed to a five-year term expiring June 25, 2029.*

Planning Commission

- *Chris Hayes, 6 East Main Street, appointed to fill the remainder of a three-year term expiring December 31, 2026.*

Ward Reports

Ward 1
Ald. Warren reported receiving an email regarding putting a civilian at the P.D. window; a curb cut on Jones Ave.; questions about communication to citizens during events such as the boil water advisory; safety and security concerns in the City, particularly in the downtown; concerns about the changes in the Code Enforcement Department.

Ward 2
Ald. Gee reported numerous communications regarding Kurt Beyer; calls about people traveling too fast on Cortland, Plymouth and Canasawacta Streets and the safety of children in the area that are going to the pool. A temporary speed bump was suggested. He will meet with ACP Burlison. Gee also reported the homeless issue persists at 35 Pleasant St.

Ward 3
Ald. Allaire reported several "Thank You's" regarding the new Pickleball Courts; requests to pave and/or widen Wales Dr. at least up to the driveway of the last house. E. Pepe said they would try to get it paved with any leftover asphalt.

Ward 4
Ald. Loomis reported complaints regarding a handicap spot, East Main St. lot striping, sidewalks during Gus Macker, camping on East Main St., low hanging branches in the East Main St. park and loud music coming from Mavis Tire during the day. He heard concerns over the vandalism in City parks occurring almost nightly and concerns over certain properties on North and South Broad. He reported that complaints on Gold St. continue.

Ward 5
Ald. Zieno reported several complaints on a Gold St. property and is waiting on a response from the Police Department, saying there has been at least 1 arrest there. Several Code violations were forwarded to Codes.

Ward 6
Ald. Jeffrey reported the DPW had responded to a broken sewer lid; Codes resolved a weed issue on Midland Dr.; pothole complaints on Delaware Square were forwarded to DPW; there were calls about the flooding on Biviano Lane, Front and Brown Streets and asked E. Pepe if the catch basins could be cleaned out. He thanked all who helped in preparing and supporting Gus Macker.

Mayor Doliver said it was good to see the Gus Macker tournament return to the downtown area.

Ald. Warren **moved** to receive and file the ward reports. Seconded by Ald. Zieno, approved ayes all.

Motions

Rights of Employees to Express Breast Milk Policy – Ald. **Gee moved** to approve the updated policy of Rights of Employees to Express Breast Milk. Seconded by Ald. Jeffrey, approved ayes all.

Update Investment Policy – Ald. Zieno **moved** to approve the updated Investment Policy as presented on July 2, 2024. Seconded by Ald. Loomis, approved 5 – 0 with Ald. Jeffrey abstaining.
Set Public Hearing for Camping Ordinance Change – Ald. Warren **moved** to set a Public Hearing for Proposed Ordinance (E) of 2024 regarding Article II Camping for August 20, 2024 at 6:30 p.m. Seconded by Ald. Jeffrey, approved ayes all.

Proposed ORDINANCE NO. (E)
OF 2024

AN ORDINANCE TO AMEND ARTICLE II CAMPING
OF THE CITY OF NORWICH

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

(COPY PENDING)

Resolutions

RESOLUTION #47 -2024 **ADOPTING PROPOSED ORDINANCE NO. (D) OF 2024 - AMENDING ZONING ORDINANCE MAP**

Ald. Loomis introduced the following and moved its adoption:

WHEREAS, the Common Council received proposed Ordinance No. (D) of 2024 on June 18, 2024, to amend the Zoning Ordinance Map; and

WHEREAS, a public hearing was held on July 16, 2024, in connection with said proposed ordinance now, therefore be it

RESOLVED, that Ordinance No. (D) of 2024 to amend the Zoning Ordinance, as presented to the Common Council on June 18, 2024, be and hereby is adopted, and is hereby designated as Ordinance No. 4 of 2024.

ORDINANCE NO. 4
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.

Seconded by Allaire, and duly adopted, 6 - 0, on a roll call vote

Executive Session
Ald. Loomis **moved** to enter executive session to discuss the employment history of a particular individual at 6:56 p.m. Seconded by Ald. Jeffrey, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:15 p.m. Seconded by Ald. Warren, approved ayes all.

RESOLUTION #48 - 2024 **AUTHORIZING AGREEMENT WITH GHD ENGINEERING FOR PROFESSIONAL SERVICES FOR WWTP UPGRADES PROJECT**

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

WHEREAS, the City of Norwich requires professional services to provide design, bid/award, repairs and upgrades for work associated with the Waste Water Treatment Plant Upgrades Project; and

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

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to execute an agreement with GHD Engineering for professional services on the Waste Water Treatment Plant Upgrades Project.

Seconded by Ald. Gee and duly adopted, 6 – 0, on a roll call vote.

RESOLUTION #49 - 2024 **AUTHORIZING CHANGE ORDER FOR 2024 GRINDING & PAVING PROGRAM**

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

WHEREAS, a bid was awarded on April 16, 2024 to Broome Bituminous Products of Vestal , NY for the 2023 Street Grinding and Paving Project (the "Project") in the amount of $797,996.03; and

WHEREAS, additional streets have been added to the project: Birdsall $85,537.20; Griffin $51,255.50; Ross $24,910.15; West Midland $67,980.00; Westcott $34,671.30; Sheldon (from Marshall to the dead end) $29,497.00 for a total of $293,851.15; and

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

RESOLVED, that a Change Order for the 2024 Grinding & Paving in the amount of $293,851.15 added to the originally awarded Project be and hereby is approved.

Seconded by Ald. Zieno, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #50 -2024 **AUTHORIZING PURCHASE OF AMBULANCE AND TRANSFER OF FUNDS**

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

WHEREAS, ambulance #2394, a 2003 PL Custom Ford, being twenty-one years old with 107,453 miles needs to be replaced; and

WHEREAS, a 2022 Ford F550 4x4 demo unit ambulance with a total outfitted cost of $349,337.5; now, therefore be it

RESOLVED, that the purchase of a 2022 Ford F550 4x4 demo unit ambulance of $344,499.00 and outfitting of $4,838.52 be and hereby is authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds into the 2024 General Fund Budget:

From:

Account Number	Name	Amount
HR22-9950.9	Capital Reserves - Ambulance Equipment	$349,337.52

To:

Account Number	Name	Amount
A3410.2101	Fire Department – Ambulance Equipment	$349,337.52

Seconded by Ald. Jeffrey, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #51 - 2024 TRANSFER FROM RESERVES FOR PICKLEBALL COURT STRIPING AND NETS

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

WHEREAS, the bid for the 2024 Pickleball Court Striping was awarded on January 11, 2024 for $40,530.00; and

WHEREAS, the purchase of pickleball nets is needed; now therefore be it

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

From:

Account Number	Name	Amount
HR18-9950.9	Capital Reserves – Skateboard Park	$ 47,030.00

To:

Account Number	Name	Amount
A7110.3100	Parks – Capital Improvements	$ 47,030.00

Seconded by Ald. Loomis, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #52 - 2024 TRANSFER FROM RESERVES FOR PARKS MASTERPLAN STUDY

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

WHEREAS, a Parks Masterplan is needed in order to apply for certain grant funds; and

WHEREAS, a study to create a Parks Masterplan will cost $5,000; now therefore be it

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

From:

Account Number	Name	Amount
H23-9950.9	Capital Reserves – Parks Maintenance and Development	$ 5,000.00

To:

Account Number	Name	Amount
A7110.3100	Parks – Capital Improvements	$ 5,000.00

Seconded by Ald. Jeffrey, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #53 - 2024 AUTHORIZING PARTICIPATION IN NYCLASS AND AUTHORIZING SIGNATURES FOR INVESTING TRANSACTIONS

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

WHEREAS, the City of Norwich ("City") desires to participate in NYCLASS (New York Cooperative Liquid Assets Securities System); and

WHEREAS, the City wishes to invest portions of its available investment funds in cooperation with other corporations and/or districts pursuant to the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 2019; and

WHEREAS, the City wishes to satisfy the safety and liquidity needs of their funds;

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

RESOLVED, the Director of Finance, Deana (Dee) D. DuFour is authorized to open depository and investment accounts, withdraw or transfer funds, sign registration documents and other related documents. Enter into and execute Funds Transfer and/or ACH agreements with NYCLASS on behalf of the City effective July 17, 2024.

RESOLVED, in addition to the Director of Finance, Deana (Dee) D. DuFour the City requires an additional authorized signature for the City's related transactions with NYCLASS that require two (2) authorized signatures.

RESOLVED, Deputy Director of Finance, Christa S. Mirabito be and hereby is authorized to open depository investment accounts, withdraw or transfer funds, sign registration documents and other related documents. Enter into and execute Funds Transfer and/or ACH agreements with NYCLASS on behalf of the City effective July 17, 2024.

RESOLVED, that City of Norwich, Dee DuFour, Director of Finance is hereby authorized to participate in the NYCLASS program under the terms of the NYCLASS Municipal Cooperation Agreement Amended and Restated as of March 28, 2019.

Seconded by Ald. Warren and duly adopted, 5 - 0, on a roll call vote with Ald. Jeffrey abstaining.

Payment of Bills

Ald. Jeffrey **moved** to pay the July bills after proper audit and certification.

	Prepaid	7/16/2024	Grand Total
General Fund	$403,542.19	$37,896.21	$441,438.40
Water Fund	14,986.21	11,886.56	26,872.77
Sewer Fund	14,338.03	108,881.36	123,219.39
Trust	34,697.00	-	34,697.00
Comm. Dev. - Special Grants	1,500.00	-	1,500.00
Capital Projects	45,082.71	-	45,082.71
TOTALS	**$514,146.14**	**$158,664.13**	**$672,810.27**

Seconded by Ald. Allaire and duly adopted 6 - 0.

Adjournment

Ald. Warren **moved** to adjourn at 7:25 p.m. Seconded by Ald. Allaire, approved ayes all.