

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
December 17, 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 November 6 and the regular meeting of November 19, 2024.

Public Hearing

Open Forum

Department, Board and Commission Reports

- ◆ Ontario Hose Minutes – November
- ◆ Water Commission Minutes – October, November
- ◆ Finance Report - November
- ◆ Police Report – November
- ◆ Fire Report - November

Mayoral Appointment with Council Approval

Parks Commission

- ◆ *Shaddoe Lambert, 72 Birdsall Street, to fill the remainder of a three-year term expiring December 31, 2026.*

Ward Reports

Motions

- ◆ Appointment of City Clerk/Director of Finance
- ◆ Appointment of Youth Bureau Director
- ◆ Changing Meeting Time Effective with the Organizational Meeting
- ◆ Authorizing Agreement for Fleet Maintenance Program
- ◆ Authorize Amendment to Greater Opportunities for Broome and Chenango Agreement
- ◆ Set Public Hearing relative to Proposed Local Law (D) of 2024 (effectively reversing Local Law 3 of 2024)

Resolutions

- ◆ Authorizing City/County Tax Levy For 2025
- ◆ Amending Chapter 525 Article Iii, Vehicle & Traffic, To Provide For An Additional Handicap Parking Space On West Main Street
- ◆ Authorizing Supplemental Transfers to Capital Reserves from Fund Balance
- ◆ Declaring Fire Department Equipment as Surplus and Authorizing Disposal
- ◆ Authorizing Purchase and Transfer of Funds for a Bucket Truck in the DPW
- ◆ Authorizing Transfer of Reserve Funds for Outfitting of LPR Car
- ◆ Authorizing Agreement with Eastern Energy Solutions for Led Lighting Upgrades at the WWTP
- ◆ Appointment Of Meo I in the DPW
- ◆ Updating Municipal Fees and Fines Schedule
- ◆ Appointing Alderman of Ward Six

Payment of Bills

Executive Session To discuss the employment history of a particular individual

Adjournment

Mayoral Appointment with Council Approval

Ald. ____ **moved** to approve the following approve the following Mayoral with Council approval appointment:

Parks Commission

- ◆ *Shaddoe Lambert, 72 Birdsall Street, to fill the remainder of a three-year term expiring December 31, 2026.*

Seconded by Ald. ____ , approved ayes all.

Motions

- ◆ **Appointment of City Clerk/Director of Finance** Ald. ____ **moved** to re-appoint Dee DuFour of Sidney, NY, as City Clerk/Director of Finance, to a two-year term expiring December 31, 2026. Seconded by Ald. ____ , and duly adopted, ____ , on a roll call vote.
- ◆ **Appointment of Director of Parks and Recreation** Ald. ____ **moved** to re-appoint Anthony Testani of Norwich, NY, as Director of Parks and Recreation, to a two-year term expiring December 31, 2026. Seconded by Ald. ____ , and duly adopted, ____ , on a roll call vote.
- ◆ **Change Meeting Times** – Ald. ____ **moved** to approve moving the meeting times of the Joint Committee and Common Council meetings to 6:00 p.m. beginning with the January 2025 Organizational meeting. Seconded by Ald. ____ , approved ayes all.
- ◆ **Authorizing Agreement for Fleet Maintenance Program** – Ald. ____ **moved** to authorize the Superintendent of the DPW to sign a 12-month subscription agreement with Fleetio for a fleet maintenance tracking program. Seconded by Ald. ____ , approved ayes all.
- ◆ **Authorize Amendment to Greater Opportunities for Broome and Chenango Agreement** – Ald. ____ **moved** to approve an amendment in the agreement authorized on May 16, 2023 with Greater Opportunities for Broome and Chenango for the housing rehabilitation funding limit to be increased from \$25,000 per unit to \$50,000 per unit. Seconded by Ald. ____ , approved ayes all.
- ◆ **Set Public Hearing relative to Proposed Local Law (D) of 2024** – Ald. ____ **moved** to set a Public Hearing at a special Common Council meeting on Monday, December 23, 2024 at 3:00 p.m. in the City Hall Conference Room, One City Plaza, to hear comment relative to Proposed Local Law (D) of 2024 to amend Assessment and Taxation of the City of Norwich. The Mayor of the City of Norwich has certified that it is necessary this legislation be passed immediately and has dispensed with the aging requirement in accordance to Municipal Home Rule § 20(4). Seconded by Ald. ____ , approved ayes all.

Proposed Local Law (4) of 2024

Chapter C. Charter

Title XII. Assessment and Taxation

211. Notice of receiving taxes.

After the date of the tax warrant, the Receiver of Taxes shall publish a notice in the official newspaper once a week for two consecutive weeks and shall post such notice in three (3) public places, stating:

1. That he has received the warrant for collection of state, county and city taxes; and
2. When the taxes are due and payable; and
3. The penalties for failure to pay the same on time.

During the fiscal year for which they have been levied, taxes may be paid either in full, or in two equal installments, according to the following schedule:

Total Tax: May be paid in full from January 1st through March 31st. (If no payments are made prior to April 1st, total tax is past due and payable in full.)

First Installment: May be paid from January 1st through March 31st. (If not paid prior to April 1st, total tax is past due and payable in full.)

Second Installment: May be paid after payment of First Installment, through July 31st. (If not paid prior to August 1st, second installment is past due.)

Fees Charged: On all tax amounts paid within the month of:

Fee Due:

January	0.0%	
February	<u>1.5%</u>	2.0%
March	<u>2.0%</u>	3.0%
April	<u>2.5%</u>	4.0%
May	<u>3.0%</u>	5.0%

~~June June—September 11.0% The monthly interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.—~~

~~July 12.0%~~

~~August 15.0%~~

~~September 16.0%~~

From October 1st through day prior to Tax Sale: 17.5% ~~The interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.—~~

From date of tax sale through date of Redemption: 17.5% per annum ~~The per annum interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.—~~

The fees and interest provided in this section shall be the property of the city in all cases, including but not limited to those where tax sales are not bid in by the city but are purchased by any other party.

New Material is Italic and underlined. Old is red and crossed out.

Resolutions

RESOLUTION # - 2024

AUTHORIZING CITY/COUNTY TAX LEVY FOR 2025

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

WHEREAS, the taxes to be levied by Chenango County for collection by the City of Norwich during 2025 total \$2,947,058.53; and

WHEREAS, the budget of the City of Norwich for the year 2025 has been duly adopted and the amount to be raised by taxes is \$3,692,999 and the amount of special assessments and other items total \$87,687.49, for a total City levy of \$3,780,686.49, therefore be it

RESOLVED, that said taxes totaling \$6,727,745.02 are hereby levied against the real property of the City of Norwich. The Director of Finance is hereby directed to extend said tax against the property listed in the assessment roll of the City of Norwich. The Mayor is hereby authorized to execute and issue to the Director of Finance the tax warrant for the collection of the above-mentioned taxes.

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

RESOLUTION # -2024

AMENDING CHAPTER 525 ARTICLE III, VEHICLE & TRAFFIC, TO PROVIDE FOR AN ADDITIONAL HANDICAP PARKING SPACE ON WEST MAIN STREET

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

WHEREAS, pursuant to Chapter 525, Section 14 of the City Code of the City of Norwich, the Common Council has been granted the authority to make, promulgate and enforce reasonable rules and regulations governing and designating parking, parking spaces, safety and loading zones, one-way streets and streets for through traffic; and

WHEREAS, the Traffic Commission has made certain recommendations concerning the addition of a parking space and creating an additional handicap space on the Northwest section of West Main Street between Court Street and Broad Street; now, therefore be it

RESOLVED, that Section 525-31, Handicapped Parking – City Streets, of the City Code of the City of Norwich be and hereby is amended as follows:

West Main Street – northwest side between Court Street and Broad Street - one (1) space

[Underlined material is new.]

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

RESOLUTION # - 2024

**AUTHORIZING SUPPLEMENTAL TRANSFERS TO CAPITAL RESERVES
FROM FUND BALANCE**

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

WHEREAS, transfers provided in the 2024 budgets, are required in capital reserves to meet future needs for Departments; and

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

RESOLVED, that the Director of Finance be and hereby is authorized to make supplemental transfers, in addition to transfers provided in the 2024 budgets, up to the following amounts and in compliance with all applicable laws and regulations.

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A909	General Fund Balance	\$1,000,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR24	Capital Reserves – Office Equipment	\$ 53,500
HR21	Capital Reserves – Police Equipment	\$ 111,500
HR22	Capital Reserves – Ambulance Equipment	\$ 163,000
HR32	Capital Reserves – Fire Equipment	\$ 458,000
HR26	Capital Reserves – Highway Equipment	\$ 175,000
HR33	Capital Reserves – Municipal Buildings	<u>\$ 39,000</u>
		\$1,000,000

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
F909	Water Fund Balance	\$ 465,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR28	Capital Reserves – Water Equipment	\$ 100,000
HR29	Capital Reserves – Water Repair	\$ 100,000
HR30	Capital Reserves – Water Improvements	\$ 100,000
HR31	Capital Reserves – Water Main Replacement	<u>\$ 165,000</u>
		\$ 465,000

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
------------------------	--------------	----------------

G909 Sewer Fund Balance \$ 450,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR34	Capital Reserves – Sewer Mains	\$ 300,000
HR42	Capital Reserves – Sewer Equipment	\$ 150,000
		\$ 450,000

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

RESOLUTION # - 2024

**DECLARING FIRE DEPARTMENT EQUIPMENT AS SURPLUS AND
AUTHORIZING DISPOSAL**

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

WHEREAS, various Fire Department equipment has been deemed to be surplus by the Fire Department; and

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

RESOLVED, that the following items, as presented to the Joint Committee, be and hereby are declared surplus:

Dell Multi-function Color Printer 1
Arris Frontier Wi-Fi Router 1
Power Patrol Batteries (Old Exit Signs – SLA0905) 29
MSA Fire FI II Pass Alarm 1
PPE Globe Coat Name Tags 12
Dell Computer Monitor 1
HP ProCurve Switch (Server) 1
Black Plate? 1
MSA Ultra Elite APR/CBRN Respirator 1
CPU2 P Mounts 08/26/2004 2
Emergency Lights (Old Emergency Signs) 5
Phones 15
PPE – Pants 11
PPE – Coats 10
PPE – Hoods 39
PPE – Gloves 66
PPE – Boots 14
PPE – Helmets 33
PPE – Goggles 24
MSA SCBA G1 Mask 1
Uniform Pants 9
Uniform Shirts 10
Uniform Jackets 2
Rain Pants 1
Rain Jacket 1
Tyvek F Suits 2

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

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

RESOLUTION # - 2024**AUTHORIZING PURCHASE AND TRANSFER OF FUNDS FOR A BUCKET TRUCK IN THE DPW**

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

WHEREAS, the current F550 bucket truck is 16 years old and has reached the end of its useful life; and

WHEREAS, a quote for a new bucket truck with five-year warranties will be \$177,980 purchased on State contract; and

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

RESOLVED, that the purchase on State contract of a new F550 bucket truck with five-year warranties from Altec Industries at \$177,980 is 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>
HR26-9950.9	Capital Reserves – Highway Equipment	\$177,980
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A5110.2100	Street Maintenance – Equipment	\$177,980

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

RESOLUTION # - 2024**AUTHORIZING TRANSFER OF RESERVE FUNDS FOR OUTFITTING OF LPR CAR**

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

WHEREAS, a new 2024 car was purchased and the License Plate Reader was installed in the car; and

WHEREAS, the new car needs to be outfitted at a cost of \$16,134. and

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

RESOLVED, that the transfer of \$16,134 for the outfitting the new 2024 License Plate Reader (LPR) car is 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	\$ 16,134
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$ 16,134

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

RESOLUTION # - 2024

AUTHORIZING AGREEMENT WITH EASTERN ENERGY SOLUTIONS FOR LED LIGHTING UPGRADES AT THE WWTP

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

WHEREAS, a recommendation from Eastern Energy Solutions to upgrade the LED lighting at the WWTP at a cost of \$13,517.17 with NYSEG incentives; and

WHEREAS, the upgrade will save \$5,232 annually with a 28-month payback; and

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

RESOLVED, that the transfer of \$13,517.17 for LED upgrades by Eastern Energy Solutions at the WWTP are hereby authorized; 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>
HR42-9950.9	Capital Reserves – Sewer Equipment	\$ 13,517.17
 <u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
G8130.2100	Treatment & Disposal – Equipment	\$ 13,517.17

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

RESOLUTION # - 2024

APPOINTMENT OF MEO I IN THE DPW

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

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

WHEREAS, the Superintendent of DPW has recommended certain appointments to fill such vacancies; now, therefore be it

RESOLVED, that Travis Dewey of Unadilla, NY, be and hereby is granted a permanent appointment as a full time MEO I to the Norwich DPW Department with a starting salary of \$20.66 per hour effective December 30, 2024; and further be it

RESOLVED, that the appointment is contingent upon successfully passing the required medical examination, background check and any action necessary from the Norwich Civil Service Commission.

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

RESOLUTION # - 2024**UPDATING MUNICIPAL FEES AND FINES SCHEDULE**

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

WHEREAS, the Common Council adopted Resolution #71-2010 on October 19, 2010, establishing a consolidated Municipal Fees & Fines Schedule of various fees and certain fines into a single document; and

WHEREAS, a Police Event Coverage fee and an EMS Event Coverage fee have been established; and

WHEREAS, those fees have not been previously added to the Municipal Fines and Fees list; ; now, therefore be it

RESOLVED, that the following portions of the Municipal Fees & Fines Schedule be and hereby is updated with the Event Coverage fees for Police and EMS:

POLICE FEES

Event Coverage \$60 per hour

EMS

Event Coverage \$150 per hour

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

RESOLUTION # - 2024**APPOINTING ALDERMAN OF WARD SIX**

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

WHEREAS, Alderman Robert D. Jeffrey has resigned from the office of Alderman for Ward Six of the City of Norwich effective December 20, 2024; and

WHEREAS, the Common Council wishes to fill the vacancy pursuant to section 23 of Title II of the City Charter; and

WHEREAS, Matthew Caezza, residing at 13 Brown Avenue, has been nominated to fill the vacancy, and to hold office until the first day of January succeeding the next general election held in the City; now, therefore be it

RESOLVED, that effective on December 21, 2024, Matthew Caezza, residing at 13 Brown Avenue, is hereby appointed to fill the vacancy in the office of Ward Six Alderman until the first day of January succeeding the next general election held in the City.

Seconded by Ald. _____, and duly (adopted / defeated), _____, on a roll call vote.

Payment of Bills

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

		<u>Prepaid</u>	<u>12/17/2024</u>	<u>Grand Total</u>
General Fund		\$177,195.08	\$67,197.78	\$244,392.86
Water Fund		33,684.92	19,716.20	53,401.12
Sewer Fund		90,880.46	1,847.52	92,727.98
Trust		43,715.55	-	43,715.55
Comm. Dev. - Special Grants		3,841.95	-	3,841.95

Capital Projects				-	
TOTALS		\$349,317.96		\$88,761.50	\$438,079.46

Seconded by Ald. _____ and duly adopted _____.