COMMON COUNCIL

Special Meeting
February 4, 2025

Mayor Brian Doliver presided at a special meeting of the Common Council held at 6:00 PM on February 4, 2025, in the Common Council Chambers at One Court Plaza.

Present:
Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
Ald. David Zieno
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey

Also:
Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
Asst. DPW Superintendent Scott Folts
Director of Parks & Recreation Anthony Testani
Fire Chief Jan Papelino
Police Chief Reuben Roach
EMO William Edwards
Community Development Director Erik Scrivener
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Absent
Ald. William Loomis
Supervisor James McNeil

Call to Order
The meeting of the Common Council was called to order at 7:21 p.m.

Resolutions

RESOLUTION #11 - 2025 **AUTHORIZING BUDGET TRANSFERS FOR RETIREMENT EXPENSES**

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

WHEREAS, funds need to be reallocated among line items to cover the 2024 NYS Retirement invoice; now, therefore be it

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

From:

Account No.	Name	Account
A3120.1010	General - Police – Personal Services	$37,000.00
A9030.8	General – Social Security	18,000.00
A3120.4041	General – Police – Vehicle Towing	3,800.00
A340.1010	General – Fire – Ambulance Billing Services	4,500.00
A3120.4070	General – Police – Clothing	1,356.47
A3120.4060	General – Police – Materials & Supplies	282.28
		$64,938.75

To:

Account No.	Name	Account
A9015.8	General - Police & Fire Retirement	$64,938.75

From:

Account No.	Name	Account
A3410.4031	General – Fire – Travel & Training EMS	$10,000.00
A3120.4100	General – Police – Other	1,200.00

A3120.4060	General – Police – Materials & Supplies	400.00
A1210.4100	General – Mayor – Other	237.05
		$11,837.05

To:

Account No.	Name	Account
A9010.8	General – Retirement	$11,837.05

From:

Account No.	Name	Account
F9030.8	Water – Social Security	$ 2,367.81

To:

Account No.	Name	Account
F9010.8	Water – Retirement	$ 2,367.81

From:

Account No.	Name	Account
G9030.8	Sewer – Social Security	$ 2,705.64

To:

Account No.	Name	Account
G9010.8	Sewer – Retirement	$ 2,705.64

Seconded by Ald. Zieno, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #12 - 2025 APPOINT ACTING SUPERINTENDENT OF DPW

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

WHEREAS, a vacancy exists in the position of Superintendent of DPW; and

WHEREAS, the Joint Committee has recommended the appointment of the existing Assistant DPW Superintendent, Scott Folts of Edmeston, NY, as the acting Superintendent of DPW; now, therefore be it

RESOLVED, that Scott Folts of Edmeston, NY, be and hereby is appointed as the acting Superintendent of DPW**effective January 29, 2025; and further be it

RESOLVED, that while acting as Superintendent of DPW Scott Folts shall be placed in Grade 32, entry level of the non-unit compensation schedule.

**Seconded by Ald. Warren, and duly adopted, 5 – 0, on a roll call vote.

**Ald. Gee moved to amend the resolution appointing acting Superindentent of DPW to include the effective date of January 29, 2025. Seconded by Ald. Warren, approved 5 – 0, ayes all.

<u>RESOLUTION #13 - 2025</u> PROMOTION OF SENIOR ACCOUNT CLERK IN THE FINANCE OFFICE

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

WHEREAS, a vacancy exists in the position of Senior Account Clerk in the Finance Office; and

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

RESOLVED, that Lilit Danielyan of Norwich, NY be and hereby shall receive a permanent promotion to the full-time position of Senior Account Clerk at the hourly rate of $21.90 per the union contract between the CSEA-Administrative Support Unit and the City of Norwich, and further be it

RESOLVED, that the effective date of the permanent promotion shall be January 30, 2025.

Seconded by Ald. Allaire, and duly adopted, 5 – 0, on a roll call vote.

RESOLUTION #14 -2025 **AUTHORIZING PURCHASE OF AN OFFICE COPIER FOR POLICE DEPARTMENT AND TRANSFER OF FUNDS**

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

WHEREAS, the Police Department copier is no longer functioning and needs to be replaced; and

WHEREAS, the cost of a new copier from Richo will be $2,016.50; and

WHEREAS, the Joint Committee has made its recommendation; now, therefore be it

RESOLVED, that the purchase of a Ricoh Model IM460F copier at a price of $2,016.50 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 2025 General Fund Budget:

From:

Account Number	Name	Amount
HR24-9950.9	Office Equipment – Capital Reserves	$2,016.50

To:

Account Number	Name	Amount
A3120.2100	Police – Equipment	$2,016.50

Seconded by Ald. Gee, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #15 - 2025 **APPOINTING ACCOUNT CLERK - FINANCE DEPARTMENT**

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

WHEREAS, a vacancy exists in the position of Account Clerk in the Finance Department; and

WHEREAS, the Director of Finance and Director of Human Resources has made certain recommendations; now, therefore be it

RESOLVED, that Valerie Agresta-Franck of Norwich, NY, be and hereby is provisionally appointed to a full-time position as Account Clerk at the rate of $17.86 effective February 18, 2025; and, further be it

RESOLVED, that such appointment is contingent upon a successful background check and this resolution shall be subject to such action as may be necessary by the Norwich Civil Service Commission.

Seconded by Ald. Allaire, and duly adopted, 5 - 0, on a roll call vote.

Executive Session

Ald. Gee **moved** to enter executive session to discuss the employment history of a particular individual at 7:27 p.m. Seconded by Ald. Warren, approved ayes all.

Ald. Warren **moved** to exit executive session at 7:45 p.m. Seconded by Ald. Caezza, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn at 7:46 p.m. Seconded by Ald. Zieno, approved ayes all.