

COMMON COUNCIL
Special meeting Agenda

Held at
One Court Plaza
April 1, 2025
6:00 PM

You are encouraged to view the meeting via the City's Facebook page at <https://www.facebook.com/NorwichNewYork/>

Call To Order

Correspondence

- ◆ Norwich-Oxford Little League Parade

Resolutions

- ◆ Authorizing Amendment to the Non-Unit Compensation Schedule
- ◆ Appointment of the Department of Public Works Superintendent
- ◆ Authorizing Phase I of Feasibility Study for the Creation of a City Manager Position

Executive Session (if necessary)

Adjournment

Correspondence

- ♦ **Norwich-Oxford Little League Parade** – Ald. ____ **moved** to approve a request from the Norwich-Oxford Little League for Police assistance for their parade on May 3, 2025 beginning at 9 a.m. The preferred route would be from Grand Union down East Main St., onto Midland Dr. and ending at the Little League field behind the Middle School. If that route cannot be accomplished due to PERM 33 issues, they request an alternate route exiting behind Grand Union onto Birdsall St., proceeding down Griffin St. to Midland Dr. and to the field. Seconded by Ald. ____ , approved ayes all.

Resolutions

RESOLUTION # - 2025

AUTHORIZING AMENDMENT TO THE NON-UNIT COMPENSATION SCHEDULE

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

WHEREAS, the 2025 compensation schedule for non-unit employees was adopted by the Common Council on December 3, 2024 as a component part of the 2025 budgets; and

WHEREAS, the compensation schedule needs to be updated; now therefore be it

RESOLVED, that the 2025 compensation schedule be amended as follows effective April 1, 2025.

CITY OF NORWICH 2025 Non-Unit Employee Compensation Schedule

<u>Compensation Levels Based on 2,080-Hour Work Year:</u>						
<u>Grade</u>	<u>Entry Level</u>		<u>After 5 Years</u>		<u>After 10 Years</u>	
	<u>Yearly</u>	<u>Hourly</u>	<u>Yearly</u>	<u>Hourly</u>	<u>Yearly</u>	<u>Hourly</u>
35	119,038	57.23	128,561	61.81	138,085	66.39
34	113,880	54.75	122,990	59.13	132,101	63.51
33	108,742	52.28	117,442	56.46	126,141	60.64
32	103,480	49.75	111,758	53.73	120,037	57.71
31	97,490	46.87	105,289	50.62	113,088	54.37
30	93,413	44.91	100,886	48.50	108,359	52.10
29	90,480	43.50	97,718	46.98	104,957	50.46
28	88,608	42.60	95,697	46.01	102,785	49.42
27	82,992	39.90	89,631	43.09	96,271	46.28
26	77,834	37.42	84,060	40.41	90,287	43.41
25	67,538	32.47	72,941	35.07	78,344	37.67
24	64,085	30.81	69,212	33.27	74,338	35.74
23	60,653	29.16	65,505	31.49	70,357	33.83
22	57,242	27.52	61,821	29.72	66,400	31.92
21	53,810	25.87	58,114	27.94	62,419	30.01
20	50,939	24.49	55,014	26.45	59,089	28.41
19	48,651	23.39	52,543	25.26	56,435	27.13
18	46,925	22.56	50,679	24.36	54,433	26.17

Grade 32 – ~~DPW Superintendent~~ & Police Chief – 5 Year Step

Grade 31 – Director of Finance & Fire Chief – 5 Year Step

Grade 30 - Community Development Director - 5 Year Step
 Grade 29 - Assistant Police Chief - 10 Year Step/**DPW Superintendent - 5 Year Step**
 Grade 28 - Assistant DPW Superintendent - 5 Year Step
 Grade 27 - Human Resources Director - 5 Year Step
 Grade 20 - Deputy City Clerk - 5 Year Step

<u>Part-Time Non-Unit Positions</u>	Hourly	
	<u>Rate</u>	<u>Annual</u>
Assessor (8 hrs. wk/416 Annually)	\$ 61.18	\$ 25,452
Coordinator of Disaster Preparedness (10 hrs wk/520 hrs Annually)	\$ 19.30	\$ 10,035
Director of Parks & Recreation (22 hrs. wk/1144 hrs Annually)	\$ 19.79	\$ 22,638
Youth Bureau Director (19 hrs wk/988 hrs Annually)	\$ 19.79	\$ 19,548
Recreation Coordinator (364 hrs Annually)	\$ 17.72	\$ 6,468

Seasonal Employees

Lifeguards	\$15.91 - \$17.51
Laborers	\$15.50
All other Seasonal & Temporary Employees	\$15.50 - \$1916

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

RESOLUTION # - 2025

**APPOINTMENT OF THE DEPARTMENT OF PUBLIC WORKS
SUPERINTENDENT**

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

WHEREAS, a vacancy exists in the position of the Department of Public Works Superintendent; and

WHEREAS, the Joint Committees have recommended the provisional appointment of Timothy Miller of Norwich NY to such position; now, therefore be it

RESOLVED, that Timothy Miller of Norwich, NY, be and hereby is granted a provisional appointment as the Department of Public Works Superintendent effective April 14, 2025, subject to any and all action as may be necessary by the Norwich Civil Service Commission; and, further be it

RESOLVED, that Timothy Miller's starting annual salary will be \$97,718 on the 2025 non-unit employee compensation schedule.

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

RESOLUTION # - 2025

**AUTHORIZING PHASE I OF FEASIBILITY STUDY FOR THE CREATION OF A
CITY MANAGER POSITION**

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

WHEREAS, the Common Council requested a review of the current structure of city government and other options including a council-manager model; and

WHEREAS, the City of Norwich Department of Community Development released a Request for Qualifications for qualified contractors; and

WHEREAS, the Planning Commission ranked proposals and recommends Laberge Group as the contractor for Phase I of the City Manager Study with a proposal price of \$36,500 to be funded by HUD Program Income funds; now therefore be it RESOLVED that the City of Norwich will enter into an agreement with Laberge Group for \$36,500 to complete Phase I of a feasibility study on the creation of a City Manager position is hereby authorized.

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