CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
October 7, 2014

Present:	Also:
Ald. Bryan McCracken	Director of Finance/City Clerk William Roberts
Ald. Brian Doliver (arr. 6:30)	Director of Human Resources Deborah DeForest
Ald. John Deierlein	Police Chief Joseph Angelino
Ald. Walter Schermerhorn	DPW Superintendent Carl Ivarson
Ald. Paul Laughlin	Youth Bureau Director Robert Mason
Ald. Thomas LoPiccolo	Code Enforcement Officer/Fire Marshall Jason Lawrence
	Fire Chief Tracy Chawgo
Absent:	Deputy City Clerk Brian Drake
None	Mayor Joseph Maiurano
	Media Representative Shawn Magrath

Ald. Walter Schermerhorn called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:02 p.m. at the Council Chambers.

Approval of Minutes
Ald. Laughlin **moved** to approve the minutes of the Joint Committee meeting of September 2, 2014. Seconded by Ald. LoPiccolo, approved ayes all.

2013 Audit Report Stan Cwynar, CPA, presented to the Committee the 2013 Audit Report. He reviewed the Executive Summary, covering qualifications that the City has not yet adopted GASB 43 and 45 regarding actuarial data for post-employment benefits. Responding to a question about the costs of complying, Mr. Cwynar stated that he knows of a firm which charges approximately $7,000 for an initial actuarial study, with much lower costs for annual updates. He stated that the City's Infrastructure Asset accounting records will probably be updated in 2015. He noted that the use of ADP for payroll has been a significant improvement. He also noted that the City's accounting software is out of date in that reports still require to be printed, and the fact that the software is developed and supported by a single individual poses a continuity risk. He recommended updating the software. Mr. Cwynar said the City is well managed, with policies and procedures that are handled efficiently and allow reports to be produced in a timely manner. The Committees thanked Mr. Cwynar for his work.

Executive Session Ald. Laughlin **moved** to enter executive session at 6:29 p.m. to discuss labor contract negotiations. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 7:31 p.m. Seconded by Ald. McCracken, approved ayes all.

Correspondence

Curb Cut Request – 6 Terrace Street Ald. Laughlin **moved** to recommend Council approval of a curb cut request from Ald. Walter Schermerhorn at 6 Terrace Street. Seconded by Ald. LoPiccolo, approved ayes all.

NHS Homecoming Parade A request was received from students of Norwich High School to hold a homecoming parade Friday, October 10. Police Chief Joseph Angelino stated that the high school students often do not submit a request for approval of homecoming parades in a timely manner. Ald. LoPiccolo explained that student leaders had initially decided not to have a homecoming parade, but other students desired a parade, and so the request was received later than usual. Ald. LoPiccolo **moved** to approve a request from Bethany Stratton, Pep Club Advisor, to hold the NHS Homecoming Parade on Friday, October 10, 2014, from 5:30 p.m. to approximately 6:45 p.m., from East Main Street to Midland Drive and Marconi Avenue. Seconded by Ald. Deierlein, approved ayes all.

Parade of Lights A request having been received from Joe Esposito to use biodegradable confetti at the Parade of Lights, Code Enforcement Office Jason Lawrence stated that the confetti would only be used with the NBT float, that it is absolutely safe, biodegrades quickly, and will not pose any problems for the downtown area. Ald. LoPiccolo **moved** to recommend Council approval of the use of biodegradable confetti for the Parade of Lights. Seconded by Ald. Laughlin, approved ayes all.

<u>Department Head Reports</u>

<u>Youth Bureau</u> Youth Bureau Director Robert Mason asked for a recommendation that the Council approve authorizing the Mayor to sign Youth Services contracts with the various townships. Normally he includes a nominal 2% increase in fees, which for 2015 would amount to only $56 from the towns, excluding the Town of Norwich. The Town of Norwich has already approved its 2015 budget and has not included such an increase. The Committees stated that if a town wishes to use the City's youth services, it should pay the required amount. Mayor Joseph Maiurano said that the increases are so nominal that it probably is not worth making ultimatums at this time. Ald. Schermerhorn asked if the Youth Bureau can provide the services if the Town of Norwich doesn't pay the proposed increase. R. Mason said that he can adjust his budget accordingly. The Committees directed him to include the increase and submit the contracts to the towns as usual. Ald. LoPiccolo **moved** to recommend Council approve a resolution authorizing the Mayor to sign contracts to provide youth services to the towns. Seconded by Ald. Deierlein, approved ayes all.

<u>Codes</u> J. Lawrence presented revised language to Sections 465-6 and 575-5 of the City Code relating to garage and yard sales. The Committees suggested a further minor change. Ald. McCracken **moved** to recommend Council receive the revised ordinances as amended and set a public hearing. Seconded by Ald. Deierlein, approved ayes all.

<u>DPW</u>

<u>Fuel Card Bid</u> DPW Superintendent Carl Ivarson reported that one bid was received for fuel card services, from our current supplier. Ald. Deierlein **moved** to recommend Council award the bid for fuel card services to the low bidder, Mirabito Energy Products, of Binghamton, NY. Seconded by Ald. McCracken, approved ayes all.

<u>Laundry/Uniform Bid</u> Ald. Deierlein **moved** to recommend Council award the bid for Laundry/Uniform services to the lowest qualified bidder, Cintas Corporation, of Liverpool, NY. Seconded by Ald. Doliver, approved ayes all.

<u>Filter Plant</u> C. Ivarson reported that the high manganese levels from the pilot filter testing have dropped from 4.3 to .8. The high levels were probably the result of temperature inversions in the lake causing disturbances in silt. He is waiting for a final report and the project should then be able to proceed.

<u>Surplus Pallets</u> C. Ivarson reported that he has approximately 150 pallets that must be disposed of. He is trying to find places to recycle or sell them. Ald. Deierlein **moved** to recommend Council declare used pallets surplus. Seconded by Ald. LoPiccolo, approved ayes all.

<u>Supernate Line Digester</u> C. Ivarson explained that a supernate line drains excess biosolids from the digesters. This is a 6" line currently tied to a 4" line with drains, which backs up into the digester and creates a hazardous condition. This line needs to be replaced. Because the plant is surrounded by a web of methane, natural gas, and power lines, normal excavators cannot be used. A special excavating tool using air and water will need to be used. One company doing such excavating has submitted a proposal of $28,000 to do the work. He will try to locate another source for a second proposal.

<u>Primary Scum Pump Replacement</u> C. Ivarson reported that there are two scum pumps, installed when the plant was new, for which parts are no longer available. He will build a new pump himself to replace these.

<u>Engineering for Computer Modeling of Water Distribution System</u> C. Ivarson reported that the Council will need to authorize the Mayor to sign a contract with Delaware Engineering to provide computer modeling of the water distribution system to ensure proper water pressure in Ward 3 and throughout the City. Ald. LoPiccolo **moved** to recommend Council approve a resolution authorizing the Mayor to sign a contract with Delaware Engineering to provide computer modeling of the water distribution system. Seconded by Ald. Doliver, approved ayes all.

<u>Playground Equipment</u> C. Ivarson reported that the City's insurance company has recommended replacement or removal of certain outdated playground equipment to meet current standards. Some items can be replaced this year as line item expenses, but the merry-go-round in Kiwanis Park will have to wait to be replaced until 2015.

<u>Large Lift</u> C. Ivarson reported that the large lift at the highway garage will pass inspection next year, but will need to be replaced later.

<u>Surplus Pickup Truck</u> C. Ivarson reported that Mary Weidman of the County Fair Committee has expressed an interest in acquiring the pickup truck declared surplus by the Council. The City is allowed to donate equipment to other municipalities, and he asked if that applies to nonprofit groups as well. He estimated the value of the truck at a few hundred dollars. Director of Finance William Roberts stated that if the County Fair Committee offers to pay the fair value of the truck, they can have it.

Spare Blower C. Ivarson reported that there are three new blowers in the digesters; he has been running the spare blower more often to supplement the air flow to prevent weight buildup. Because of this he will need to purchase a new spare blower, but he will have enough money left over to purchase that.

Mayor Maiurano noted that Sen. Libous offered the City a $100,000 grant; documentation to receive that award had to be received within two weeks of the offer. City officials decided that completion of the third floor of the firehouse would be a worthy project, and Carl Ivarson managed to provide the necessary supporting documentation within 12 days. A ceremony will be scheduled for Sen. Libous to present the check to the City. Ald. Deierlein asked if any matching funds were required. C. Ivarson thought that the City may have to provide $10,000, or an equal value in in-kind services. The Mayor will clarify that.

Finance

Contract Renewal for Audit Services W. Roberts stated that the audit report presented by Stan Cwynar marks the end of the current contract with his firm. They have proposed a new contract for 2014-2018 audit services with a modest 3% increase per year. W. Roberts noted that their fees are much lower than other firms', which would probably be 50% - 60% higher, especially as State and GASB requirements have significantly increased the auditing work. Ald. Deierlein asked if an RFP is required. W. Roberts replied that professional services do not require RFPs. He will document the decision to use Cwynar and Company according to our procurement policy. Ald. Deierlein **moved** to recommend Council approve a contract renewal with Cwynar and Company for audit services. Seconded by Ald. McCracken, approved ayes all.

Supplemental Appropriation of Insurance Proceeds W. Roberts reported that damage to an ambulance resulted in an insurance payout of $14,758, with a $250 deductible. These funds constituting unbudgeted income will need to be appropriated to cover the cost of repairs. Ald. LoPiccolo **moved** to recommend Council approve a supplemental appropriation of insurance proceeds. Seconded by Ald. McCracken, approved ayes all. Ald. Schermerhorn asked if this insurance claim would affect the City's rates. W. Roberts replied that it would not.

Supplemental Appropriation and Budget Transfer – CHIP Funding W. Roberts reported that the City budgeted CHIP funding of $126,271, based on past funding. The adopted State budget actually will provide $155,763, plus $1,200 to be carried over from last year, with an additional $14,000 provided under the State's $40 million Severe Winter Recovery appropriation. Therefore a supplemental appropriation of approximately $44,000 will be required. Ald. Deierlein **moved** to recommend the Council approve a supplemental appropriation of CHIP funding. Seconded by Ald. Doliver, approved ayes all.

2015 SPCA Contract Deputy Clerk Brian Drake reported that the 2015 SPCA contract has been received. Its language and fees are identical to the current contract. Ald. Deierlein **moved** to recommend Council authorize the Mayor to sign the 2015 SPCA contract. Seconded by Ald. Laughlin, approved ayes all.

Executive Session Ald. McCracken **moved** to enter executive session at 8:09 p.m. to discuss the employment history of particular individuals. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 9:31 p.m. Seconded by Ald. Doliver, approved ayes all.

Adjournment

Ald. Deierlein **moved** to adjourn the meeting at 9:31 p.m. Seconded by Ald. LoPiccolo, approved ayes all.