

**CITY OF NORWICH**  
**JOINT MEETING of the**  
**PUBLIC SAFETY / PUBLIC WORKS and**  
**FINANCE/PERSONNEL COMMITTEES**  
February 2, 2016

Present:

Mayor Christine Carnrike  
Ald. Matthew Caldwell  
Ald. Brian Doliver  
Ald. Walter Schermerhorn  
Ald. David Zieno  
Ald. Thomas LoPiccolo

Also:

City Chamberlain/City Clerk John Zielinski  
Director of Human Resources Deborah DeForest  
Code Enforcement Officer/Fire Marshall Jason Lawrence  
Deputy City Chamberlain Dee DuFour  
Police Chief Rodney Marsh  
Youth Bureau Director Robert Mason  
DPW Superintendent Carl Ivarson  
Fire Chief Tracy Chawgo

Absent:

Ald. John Deierlein

Ald. Schermerhorn called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:01 p.m. at the Council Chambers.

**Minutes** Ald. LoPiccolo **moved** to approve the minutes of the January 4, 2016 Joint Committees meeting. Seconded by Ald. Doliver, approved ayes all.

**Correspondence**

**Little League Parade** – The Norwich/Oxford Little League requested permission to hold their annual parade Saturday May 7<sup>th</sup>, 2016. The parade will form in the TOPS parking lot on East Main St. at 9:30 a.m. The parade will commence at 10:00 a.m., proceeding east on East Main St., then south on Midland Dr. and ending at the ball fields at the High School. Monitoring by the City of Norwich Police Department is requested. Ald. Zieno asked if this would cause overtime and R. Marsh replied it would not. No decision was made.

**Department Head Reports**

**Human Resources**

**Non-unit health insurance buyback**-Director of Human Resources Deborah DeForest explained that the buyback is available to those that are eligible to choose health insurance from the city but have chosen insurance elsewhere. The buyout amounts are \$1,500 for family coverage and \$500 for single coverage. The cost to the city for family coverage is about \$26,000.

**Performance Evaluations**- D. DeForest presented the committee with an updated packet regarding performance evaluations. This included guidelines on doing reviews, goal setting worksheets and job descriptions. The Council will also come up with goals and objectives for the city as a whole as well as by department. Ald. Doliver suggested this be done through work sessions. He thought this was a good idea and would help with communication. Ald. LoPiccolo stated that this is a starting point and can be modified over time as necessary. D. DeForest stated that goals could be reviewed in October to see if goals had been met. Goals and objectives for 2017 could begin with the 2017 budget process. Discussion continued on the broadness of job descriptions and how to measure goals so that evaluations remain objective.

**Code Enforcement**

**Trash Haulers Ordinance** -J. Lawrence presented a statement clarifying who would be subject to the Trash Haulers Ordinance §474-1.

**RFP FOR 18 Conkey Ave.** - J. Lawrence reported that he has shown the property four times and a possible offer may be coming.

**RFP for 45 Silver St.** - J. Lawrence presented an updated RFP for 45 Silver St. The previous RFP restricted the use to a single family residence. There had been parties interested in the property as a two family. The updated RFP states it may be a single or two family.

**Code Enforcement Yearly Report** – J. Lawrence presented the committee with the 2015 yearly Code Enforcement Report. He also reported that they are currently taking their mandated training. In July there will be new code books with many changes. This will require the City codes to be looked at to make sure the codes are compliant. City codes can be stricter than State codes, but not weaker. One example given was of unlicensed or unregistered vehicles on a property. The State has changed the code to NO such vehicles allowed; the City previously allowed one such vehicle.

#### **DPW**

**Training Schedule**-C. Ivarson handed out the yearly training schedule to keep employees up to date on safety and other issues.

**Dunne Drive BPs Pumps & Electric**- C. Ivarson reported that on the RFP he put out he received only two back. One from Bagnall and one from Taggat Electric, the later stating they were too busy to do any more work.

There are also two pumps out for bid. One pump is horizontal, one vertical. There are two manufacturers with a price difference of \$150. Choosing will be based on the voltage; 208 volt motors are specified on the schematics.

**Fluoride Grant** – C. Ivarson stated the grant is for wells 3 and 4 as well as the new filter plant. The grant is going in this month for \$301,000. It is a 100 % grant that includes engineering. We should know in March if the grant was granted.

**2015 Dump Truck**-The notice of bid award letter was not returned and upon contacting them they stated that they could not supply the truck within the contracted 90-120 days. Another bid will need to be done.

**Mini Cam**-C. Ivarson explained that the mini cam is used to check sewer lines and storm drains. The mini cam is used to more accurately detect where a leak/break is to avoid digging up the street. It also helps to determine if the problem is on the homeowner side or the city side. C. Ivarson presented two options, one for \$5,745, and the other over \$10,000. The city has been borrowing a mini cam from the school weekly, but it is not available weekends or holidays. Ald. Schermerhorn asked why the big difference in price and C. Ivarson responded that the cheaper mini cam does a better job. C. Ivarson stated this is a line item and would be taken from the sewer equipment reserve.

Ald. Caldwell **moved** to recommend the Common Council approve the purchase of the mini cam. Seconded by Ald. LoPiccolo, approved all ayes.

Discussion: C. Ivarson also reported that paperwork for the Filter Project was submitted and should go out to bid in March.

#### **Fire Department**

**Assistant to Firefighters Grant Status**- Fire Chief Tracy Chawgo reported that the grants to replace the air packs and an ambulance were submitted to Homeland Security. Letters asking for support were sent to Congressmen and Senators requesting them to submit their own letters of support. The Safer Grant will be coming up shortly but an exact date is not known at this time but should be between March and September.

**New Brush Truck**- T. Chawgo stated that the chassis is at the Firehouse and will be completed in stages. He reminded the Council that the brush truck was purchased with Foster funds and donations from the Volunteer Fireman's Association, not from budgeted dollars.

**MCI Drill**- T. Chawgo reported that the NYS Dept. of Health advises we should have an MCI drill. He doesn't expect a full evacuation drill unless it coincides with the hospital's required drill. NYS Dept. of Health would like this done and documented prior to major events in the city, Gus Macker being the first of those events.

**2016 Calls to Date**- T. Chawgo reported there were 209 calls in January, of those there were 175 EMS calls.

**2016 Overtime to Date** –T. Chawgo reported the overtime for January was 87.27 hours. Ald. Caldwell asked for a breakdown of the overtime in terms of dollars. T. Chawgo responded with 66.77 EMS hours-\$2,487; 9 Fire hours-\$363.85; 11.5 Fire Training hours-\$455.49

Ald. Doliver asked if an escrow account for districts and towns is being worked on. T. Chawgo replied he contacted Bill Shipman to speak with the Common Council as he has experience working with different communities. T. Chawgo also remarked that Fire Contract negotiations are coming up soon and has already had contact with Dave Law from the Town of Norwich regarding this. Ald. Zieno asked if T. Chawgo had a breakdown of calls he could use during negotiations. T. Chawgo answered yes and that Wes Jones would be the best person to compile that information as he can give a thorough breakdown of what town and type of call, etc. Multi Med will also give a breakdown of what has been billed, what has been collected and what is outstanding.

Ald. Caldwell asked about the progress of the auction site to dispose of the junk vehicles in the impound lot. T. Chawgo responded that S. Burlison of the Police Department was working on this.

### **Finance Department**

**Purchasing with credit cards**—City Chamberlain J. Zielinski relayed the information for obtaining a City of Norwich credit card from M&T Bank. Each department would have a separate card and one for the Mayor as well. No card will have an individual's name on the card. The policy will remain the same as in the past. The cards will remain in the Finance Department. When a card is needed, the card will be given to the authorized person, the purchase is made, and the card and receipt are returned to the Finance Department.

**Cash Receipting – use of credit and debit cards**—J. Zielinski distributed a handout about the company Satellite Biz regarding the use of credit and debit cards at the Finance Office counter and over the phone. The city would get the money immediately (no waiting period). D. DuFour explained the city would incur no fees from the use of credit or debit cards, but that the user of the card would pay a 3% fee or a minimum of \$2 per transaction. Satellite Biz provides all software needed. The city attorney is reviewing the contract. Ald. Doliver **moved** to recommend to the Common Council, with approval of the City Attorney, signing the contract. Seconded by Ald. Zieno, approved all ayes.

**Annual Budget Transfer – December 31, 2015**—J. Zielinski presented to the committee the figures for the end of year transfer of funds. Ald. Doliver **moved** to recommend to the Common Council the approval of the transfer of funds. Seconded by Ald. Zieno, approved all ayes.

**Vendor Policy (City Code §383-6, subsection D)**—J. Zielinski distributed a copy of the City Code regarding peddler's licenses in the city. Mayor Carnrike, at the request of B.I.D. member Roger Shackleton, asked for a review of the Code. Much discussion ensued as to whether the four annual licenses on the two downtown parks should continue be allowed to use their license and their assigned spot during special events. Mayor Carnrike asked Mr. Shackleton to explain his view. Mr. Shackleton stated that to "level the playing field" the four annual license holders should have to pay a fee to the special event organization to participate. Ald. Schermerhorn asked if the city collected any fees for special events. D. DuFour responded that an organization pays for a \$25 special event license plus \$5 per vendor. The organization charges their own fee for participation in their event. J. Zielinski stated that an annual peddler's license is \$200. Ald. Zieno asked what the proposal is and Mayor Carnrike responded that there should be a change in the language so the peddler's permits may NOT be used during special events. Mayor Carnrike remarked that, by having the peddler's there, they were going against the event. She cited the example of Colorscape with juried artists. Ald. Schermerhorn asked Mr. Shackleton what his thoughts were and Mr. Shackleton responded with the idea of a lottery for those spots to get other vendors to come to town, such as a taco truck. He further stated that he is not there to tell the Council what to charge or what to do, but to represent the merchants. Mayor Carnrike went on to say that if we have events in town, we are trying to bring traffic in to the city and we can't have certain spaces excluded from that event because someone else has paid \$200 whether they show up or not during an event. Ald. Schermerhorn stated that the \$200 is paid to the city, whereas a special event participation fee is paid to the organization. Ald. Schermerhorn stated he had no fear of the special events running away due to 4 vendor spots. Mayor Carnrike did not share that thought. More discussion ensued including changing the fees charged. Ald. Doliver **moved** to recommend taking the Vendor Policy to the Common Council. Seconded by Ald. LoPiccolo, approved all ayes.

**GIGP Grant – Parking Lot**—J. Zielinski presented the Committee with a letter from Joseph Roman, Economic Development Specialist of the Southern Tier Division of Empire State Development, offering the \$120,000 grant as part of the financing of the Heritage Block parking lot. A resolution is needed to accept the grant. Ald. Doliver **moved** to recommend the Common Council accept the grant. Seconded by Ald. LoPiccolo, approved ayes all.

Discussion: J. Zielinski went on to say that there are many parts to this project. The funding, location, maintenance and the fact that all parties have not signed easements that are necessary to continue. Ald. Caldwell asked why we are doing this project. Ald. Schermerhorn responded that it is part of the grant. C. Ivarson stated that it is too late to think about not continuing the project. His major concern is the maintenance agreement and feels it is totally inadequate

and went so far as to say it is pathetic. It needs to be rewritten so that it protects the city from getting involved with doing the maintenance that the city does not have the manpower to do. Ald. Caldwell asked how many green parking lots are in New York. C. Iverson responded green parking lots are a big thing now. Green parking lots are a good thing, preventing pollutants from running off into creeks and streams and ultimately into drinking water. Storm water has fallen into the Clean Water Act and within 5 years treatment of storm water before it enters creeks and streams will be necessary. C. Iverson went on to say that the lot is maintained privately now and there is no reason it should not continue that way. If maintenance were put out to bid, it would triple the cost because the prevailing wage would have to be paid.

**Transfer for Animal Control-** J. Zielinski requested the transfer of \$500 from Miscellaneous Other Government Support to Dog Control Other to cover the costs of stray animals needing medical care. Ald. LoPiccolo **moved** to recommend the approval of the transfer of funds to Dog Control Other. Seconded by Ald. Doliver, approved ayes all.

**2015 Overtime-** J. Zielinski presented the Committee with the final 2015 overtime report resulting in an actual figure of \$55,893 over budget.

**Unredeemed Properties-** J. Zielinski reported that there were 8 properties that were not redeemed by the 2014 Tax Sale deadline of January 28, 2016. Of the 8 properties, 2 are in bankruptcy with the City having a priority claim.

### **Police Department**

**Overtime Charges-** Police Chief Rodney Marsh spoke regarding overtime being charged for police services such as special events. He pointed out that in discussion about peddler's licenses earlier in the evening there were concerns about attracting special events and if charging overtime would hinder that as well. He has received over 50 emails from other departments across the state and most charge for overtime, only a couple do not. Some charge just the overtime rate, others charge overtime and benefits, and others put a cap on what is charged. There are 3 events that do pay for services at a rate of \$25 per hour per officer: the Fair, the Car Show and the Fireman's Association. The true cost to the city is about \$60 per hour. He thought that this would be too high when organizations are not used to paying anything. Last year the fair paid \$3,600, the car show \$1,500 and the Fireman's Association \$500. Ald. Doliver asked how many events there are that cause overtime. Chief Marsh responded there are 13 events that cause overtime and only 3 pay for overtime. D. DeForest added that the \$60 cost does not include health insurance benefits, only those benefits that are actually incurred when working such as social security and retirement. Chief Marsh also stated that in order to close streets for events the City assumes any liability. Mayor Carnrike says this needs to change so that the organization requesting the closure is liable and must show proof of coverage when a request is made. Ald. Zieno **moved** to recommend to the Common Council to approve the overtime rate of \$30 per hour per officer. Seconded by Ald. Caldwell, approved ayes all.

### **Other Items**

**Common Council Regular Meeting time change-** J. Zielinski stated that in order to change the time of the Common Council meeting a change to the Rules and Procedures must be made. A recommended time change to 6:00 was made and Ald. Zieno asked if a compromise of 6:30 was possible. Ald. LoPiccolo moved to recommend to the Common Council a change in the meeting time of the Common Council. Seconded by Ald. Doliver, approved ayes all.

**Executive Session -** Ald. LoPiccolo **moved** to enter executive session to discuss pending litigation and the personal history of a particular individual at 7:55 p.m., Seconded by Ald. Doliver, approved ayes all.

Ald. Caldwell **moved** to exit executive session at 10:13 p.m. Seconded by Ald. Zieno, approved ayes all.

### **Adjournment**

Ald. Caldwell **moved** to adjourn the meeting at 10:14 p.m. Seconded by Ald. Doliver, approved ayes all.