

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
June 7, 2016

Present:

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

Also:

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

Supervisor Robert Jeffrey

Absent

Supervisor James McNeil

Media Representative Shawn McGrath

Ald. Doliver called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:00 p.m. at the Council Chambers.

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

Correspondence

Colorscape Dash 5K - The Colorscape Color Dash 5k committee is planning its 3rd Annual run/walk that will take place on Saturday, September 10, 2016 at 9 a.m. The route begins at Gate 3 of the Chenango County Fairgrounds; then east on East Main St to County Rt. 32 continuing south on Rt. 32 turning right onto Hale St. Extension and continuing west until a right hand turn onto Midland Dr. to Burr Ave., then Marconi Ave; left onto Grove Ave; left onto Maydole St.; right onto Midland Dr.; left onto East Main St. and continuing to the finish line at Gate 3 of the fairgrounds. As in the past two years they are requesting Police Assistance with this event. Ald. LoPiccolo **moved** to recommend the Common Council approve the request. Seconded by Ald. Caldwell, approved ayes all.

Saturday in the Park - The BID is requesting special event status for a new event entitled "Saturday in the Park" being held on July 16, July 30, August 13 and August 27, 2016 from 2-6 in the East Park. The event will include vendors, informational instructors, interactive demonstrations, and independent consultants as well as entertainment. Ald. Caldwell **moved** to recommend the Common Council approve the request. Seconded by Ald. LoPiccolo, approved ayes all.

Discussion: D. DuFour stated that this is the first time there has been more than one event in a request and the Council needs to decide if this will be treated as one event or as four separate events. The Council discussed this and, as things (such as vendors) could change with each of the different event dates, decided that these should be considered as four separate events with four separate applications.

Gus Macker - The YMCA is planning the Gus Macker Tournament for July 8, 9 and 10, 2016. They are requesting East Main St. be closed down by 8 a.m. on Friday, July 8th and not re-open until 8 p.m. Sunday, July 10th. As in the past, they are requesting the bleachers, picnic table and a water attachment to the fire hydrant on the Northeast corner of East Park Place. In addition, police coverage for the event is very important. Special event status will also be necessary. Ald. Deierlein **moved** to recommend the Common Council approve the request. Seconded by Ald. Caldwell, approved ayes all.

Discussion: R. Marsh stated that this event does cause Police overtime. Mayor Carnrike has spoken with Jamie Mullen of the YMCA and they have done the Perm 33B and are aware of the Police overtime charges. Ald. Doliver asked Fire

Chief Chawgo if this event caused overtime for the Fire Department as well. T. Chawgo replied it does cause a little overtime, but that the costs are offset by transports they do.

Fireman's Parade - The Chenango County Fair will be celebrating their 169th Annual Fair August 9-14, 2016 and are requesting assistance with their opening day parade held on Tuesday, August 9, 2016. They are requesting Police assistance with road closures. The parade will begin approximately at 6:50 and will follow the usual route from Midland Dr. onto the fairgrounds through Gate 2 to the Grandstand. Ald. Zieno **moved** to recommend the Common Council approve the request. Seconded by Ald. Deierlein, approved ayes all.

Department Head Reports

Human Resources

Transfer of Funds - D. DeForest requested a transfer of \$15,000 from contingency to contracted services for legal fees. Ald. Zieno **moved** to recommend the Common Council approve the request. Seconded by Ald. Caldwell, approved ayes all.

Discussion: Ald. Caldwell asked if this will bring this up to date so that all invoices are now covered and D. DeForest answered affirmatively. Ald. Zieno asked how much would be left in contingency; J. Zielinski reported there would be \$25,000 left.

Youth Bureau

Kurt Beyer Pool - R. Mason reminded the Committee that he is two months behind in things that need to be done if the pool is going to open. Normally, the pool would be opening in 17 days. He listed some things that still must get done: contact the lifeguards to see if they found other jobs or are still available; registration with Red Cross is needed; purchase supplies, etc. Concern over who would be running the pool was also addressed. Mayor Carnrike did state that if the Council did decide to fund the pool, the position would be posted and if no one was interested there are three people not currently employed by the City that would be willing to step in. D. DeForest informed the Committee that because the position must be offered to current Civil Service employees first, the position must be posted for 7 days before it can be offered to others. Ald. Zieno asked what the contracted cost would be if the position were filled with a person not currently working for the City. Mayor Carnrike stated it would be less than the \$7,321 C. Ivarson planned and would be about \$3,500. Ald. Caldwell asked what the hours were for the pool operator. C. Ivarson responded it takes two of the summer help as well as the person to operate the filters Monday-Friday for approximately 3 1/2 hours per day and one person on the weekend for about 2 hours per day. The pool operator is also on standby every day until 8 p.m. Ald. Caldwell asked if one of the current employees took the position, who would do the work they previously had done. C. Ivarson stated he does not have any employees to put there, someone must be hired. He also reminded the Council that during the last budget the salary for the pool operator was removed- money will have to be found from another source to pay this salary. Mayor Carnrike went on to say that during her conversation with Todd Shady of 21st Century Pools regarding the pool repairs it was discussed that just the minimal repairs could be made this year that would be much less expensive than the more extensive repairs totaling \$14,808. Mr. Shady also suggested power washing the pool instead of doing the acid wash which is adding to the delamination of the pool. He also commented to her on how nice the pool was for its age.

****T.** Dreyer explained an application could be made to the Office of Parks and Recreation through the Environmental Protection Fund grant program for the liner for the Kurt Beyer Pool. This may not help for this year but, if successful, would help with costs for 2017. C. Ivarson stated the cost of the pool liner is \$150,000. He gave the council examples of other municipalities that have done pool repairs; Oneonta's total pool rehab cost \$750,000; Walton's pool was flooded and the new pool is over \$1 million; Edmeston is putting a brand new pool and received a \$650,000 grant from Parks and Recreation. An engineering firm for Edmeston wrote up all their grant applications. They have offered to do the same for the City of Norwich at no charge. The liner is \$150,000, another \$12,000 for the bath house roof, plus engineering costs for a total cost of approximately \$225,000. The liner has a life of 10 years and if taken care of could be stretched to 20 years. C. Ivarson also reminded the Committee that the Department of Health must give approval and must meet with the person operating the pool. Ald. Caldwell **moved** to recommend that the Common Council approve opening Kurt Beyer Pool. Seconded by Ald. Deierlein, approved ayes all.

DPW

Internet Supplier for WWTP – C. Ivarson informed the Committee that at this time there is no contract with Frontier, the supplier for internet at the WWTP, as it expired 2 years ago. Joan Smith has worked to get a new contract at a reduction in price with a savings of over \$700 per year. The contract would be signed by the Mayor. Ald. Zieno **moved** to recommend the Common Council approve the contract for internet at the WWTP with Frontier. Seconded by Ald. Deierlein, approved ayes all.

Change in unofficial minutes to reflect current supplier in Resolution #35 – 2016 at the May 17, 2016 Common Council meeting – C. Ivarson pointed out that Resolution #35-2016 passed on May 17, 2016 by the Common Council stated that Frontier is the current supplier of internet at the DPW Garage and the Filter Plant when in fact it is Time Warner Cable and we will be switching to Frontier. J. Zielinski stated that since the minutes have not been approved, the Resolution will be corrected and included in the final minutes that the Common Council will approve at the next regular meeting.

Multivista Filter Plant – The City hired this video group to take pictures of all stages of construction. It has been an outstanding asset during the Water Tank Project. It allows us years later to put the pictures onto the drawing to see the piping and if there is anything wrong. This would be for the Filter Plant project and require a contract signed by the Mayor. This is a direct expense under the Construction line item. Ald. Caldwell **moved** to recommend the Common Council to approve a contract with Multivista for the Filter Plant. Seconded by Ald. Zieno, approved ayes all.

Tank Project update - C. Ivarson presented the Committee with a change order for \$7,534.90 due to having to remove a power line that went to the existing tank due to the size of the trucks removing the contaminated soil. NYSEG removed the pole and replaced it with a new one which increased the footage of electrical wire and conduit as well as trenching which will go against construction costs. The contingency fund started at \$58,000 and is now at approximately \$8,000. However there are about \$42,000 in line items that will not be spent. The project is more than 50% completed. Ald. Zieno **moved** to recommend the Common Council approve the change order signed by the Mayor. Seconded by Ald. Deierlein, approved ayes all.

Filter Plant update C. Ivarson reported that approval from the USDA-RD will come at the end of this month, the bid will go out in July for 3 weeks, it will be brought back to Council with approval in August. Construction will begin in late August-September with substantial completion in January 2017.

Emergency Street Cut on Rexford St. for R.J. Fahy Funeral Home - C. Ivarson explained that the storm drain is below grade which would mean that during periods of heavy rain would require the Funeral Home to pump out water. Rexford St. was paved 2 ½ years ago and that the moratorium on cutting into a freshly paved street is 3 years. Rexford St. is a busy street and the work would take 2 days. Ald. Deierlein pointed out that they are asking permission only 6 months early. Ald. Deierlein **moved** to approve the request for the emergency street cut. Seconded by Ald. Caldwell, approved ayes all.

I and I Contract – C. Ivarson informed the Committee that this is a \$100,000 grant. We have not received a contract from the State yet but about June 16, 2016 there will be a review of the contract. About a week after the 16th the contract will be sent to the Mayor, 2 weeks after that we should receive 50% (\$50,000) and the rest when the contract is finished.

Fluoridation Grant – C. Ivarson reported that there has not been an announcement of who has received the grants, but the second phase is now in progress. The Mayor did receive a request for MWBE information but we would not have that information unless we were going to do the contract. Emails have been sent for clarification.

Paving – C. Ivarson informed the Committee that NYSEG has eliminated 3 streets from the paving schedule: Sheldon, Natoli and Steers. They are not putting the gas mains in on those streets this year. There are 2 other streets, Burr and Maydole, that may be done. The other streets on the schedule are being worked on or have been completed.

Matt Caldwell added that he has viewed the Water Tank project and it looks good. C. Ivarson reported that both tanks will be online until he is satisfied there will be no problems. There are procedures to follow to ensure proper implementation of the new tank and the removal of the old tank.

Code Enforcement

Draft of Ordinance Amending Chapter 153 Entitled “Animals” of the City Code – J. Lawrence presented the Committee with a draft of an Ordinance allowing chickens within the City limits and reported on what he has found in other municipalities. There was much discussion and several Aldermen stated that after speaking with their constituents and did not find support for having chickens within the City limits they would not vote in favor of it. It was felt that people move into the City to afford themselves of the protections that City codes and ordinances provide.

Finance

Discuss approval of application to USDA-RD for up to \$150,000 in grant/loans under the CFP program to purchase street lights from NYSEG – J. Zielinski reported that there is currently an offer from NYSEG that he cannot disclose publically because it is held in confidence according to the terms of the offer that would allow the City to purchase all of the hardware of the street lighting system, including bulbs, fixtures, arms, disconnect devices, and the connection to the electrical system for less than \$150,000. The initial savings before any maintenance costs are extremely large. The rental of the hardware is \$84,000 per year before any electricity charges. The additional money spent on electricity makes up the difference of that \$145,000 budget. He is asking for authority to explore this option as he is not sure if the City will even qualify. Maintenance should be minimal and could be contracted with NYSEG or another municipal electric system. The bulbs last 5 years and there are 851 fixtures. There may be up to a 20% grant amount available making the loan amount \$120,000. Every fixture would need a disconnect switch installed at a cost of \$50-\$60 per light. C. Ivarson disagreed with the installation cost of the disconnect switch, stating that prevailing wage must be paid at a rate of \$75 per hour. J. Zielinski said that the \$50-\$60 was the quote given by Johnson Controls, but other quotes would be investigated. Ald. Deierlein inquired about last year’s discussion of replacing the lights with LED bulbs. J. Zielinski responded that a proposal from Johnson Controls for LED lights was discussed, but the total price of doing so is around \$900,000 with the savings between the high pressure sodium and LED bulbs not as great as the savings of not paying the \$84,000 in rent by buying the system. He also mentioned that T. Dreyer was authorized to make an application for a grant for the replacement of the high pressure sodium bulbs with the LED’s. J. Zielinski’s recommendation is to buy the fixtures and not replace the bulbs for the entire City. Mayor Carnrike asked what is the cost of replacing/maintaining a pole and J. Zielinski stated that the actual pole would still belong to NYSEG and would be their responsibility. The work that would need to be done is the installation of the disconnect switch. C. Ivarson clarified to the Committee that by doing this, the City would be responsible for all maintenance of the lights (excluding the actual pole) within the City. Ald. Caldwell asked why NYSEG would take less than \$150,000 for the purchase price when they are making \$84,000 per year in rent. J. Zielinski added that last year the Governor signed a law directing the Public Service Commission to create guidelines and a formula for all utilities to use to sell systems to municipalities which includes depreciation. C. Ivarson also mentioned that the wire that is underground is also part of the maintenance the City would be responsible for. Ald. Deierlein would like to see the Director of Finance work with Carl Ivarson to develop what potential costs might be. J. Zielinski will also speak with Municipal power departments in Sherburne and Greene regarding the typical costs of maintaining a municipal street lighting system. C. Ivarson also remarked that why would lights be purchased when there are no funds to purchase needed equipment.

Community Development & Planning

Authorization of advertising for three City-owned properties on Miller St. – T. Dreyer presented the Committee with tax maps for the three properties on Miller St. the City acquired through tax foreclosure 2 years ago. Two of the lots were developed and have a two unit duplex, leaving two more lots that could accommodate two more units each. The third parcel includes part of the driveway and open space. He expects to receive interest in the two developable lots. The owners of the current units may show an interest in securing the lot with the driveway and open space. Ald. Caldwell **moved** to recommend approval of the advertising for the 3 Miller St. lots. Seconded by Ald. Zieno, approved all ayes.

Authorization of procurement process for the purchase of playground apparatus at Bruchhausen Park – T. Dreyer reported the money has already been raised for the apparatus and is on State contract. Ald. Deierlein **moved** to recommend Common Council approval. Seconded by Ald. Caldwell, approved ayes all.

Discussion of proposed resolution of support for Norwich BIDMA funding application to the current round of CFA NY Main Street grant program – T. Dreyer explained to the Committee that for the last several years either the BID or the City has served as the applicant for the grant. These grants have been used to improve the facades in the downtown area, put apartments on upper floors, and various other building improvements. This is a resolution in support of the BID's application for the grant.

****Discussion of proposed application to the current round of the CFA Environmental Protection Fund grant program for improvements to the Kurt Beyer Pool** - T. Dreyer stated that the deadline for the Main Street application is June 26, 2016. C. Iverson suggested putting a proposal out for 3 or 4 engineering firms for engineering drawings needed and to supply our application. C. Iverson also reported there is an engineering firm that will do the application for free, but that we should still get proposals from other firms as well. C. Iverson will work on having a better proposal at the next meeting.

Paint Rebate Program – T. Dreyer informed the Committee that there are funds to do the paint rebate program this year and he will be advertising it in the Evening Sun. The rebate is \$10/gallon for up to 20 gallons of paint. Receipts and the dried paint can lids must be presented to receive the rebate.

Other

Taxi Cabs – Discussion ensued regarding whether the City should require Taxi Cabs be licensed through the City. There was concern regarding legal and insurance issues that may hold the City liable. Possible fees would be between \$50-\$100. Ald. Caldwell **moved** to table this issue for now. Seconded by Ald. Deierlein, approved ayes all.

Unguentine building – T. Dreyer reported that Larry Kelly invited him to do a walk-through of the building with a person who was interested in using the building as affordable housing. Affordable housing serves those with 60% or less of median income. This would be a tax credit financed program similar to Cobbler's Square. He informed T. Dreyer he did not want to start the project if it would not be well received by the elected officials. T. Dreyer estimated the project would create about 40 apartments based on other proposals that showed 40 apartments. Ald. Zieno asked who person was and Mayor Carnrike responded that the name did not need to be discussed at this time. Ald. Zieno stated that if he were to consider support, the reputation and reliability of the person would be an important factor. Ald. Schermerhorn questioned if affordable housing is the focus they wanted for the next 3 or 4 years. T. Dreyer reported that the building would be on the tax rolls similar to Cobbler's Square. They are re-assessed each year and are under a special section for the Property Tax Law 581A. Cobbler's Square pays approximately \$26,000/year in taxes. The Committee agreed that more details are needed and welcomed the developer to come in and discuss it. City Supervisor Robert Jeffrey stated that when you cluster people together you have more challenges. He went on to say this type of housing started in the 60's and has had many challenges. Ald. Zieno asked if there is a demand for this type of housing. T. Dreyer responded that, as was done for Cobbler's Square, a housing study will have to be done by a third party. Ald. Doliver pointed out the building has been vacant for a very long time and the project should at least be looked at. T. Dreyer reported that 60% of median income for a single person would be \$24,780, for a family of 4 it would be \$35,340. Current zoning requires commercial use on the first floor of the building. Ald. LoPiccolo asked R. Jeffrey how the County survey for hotels turned out. R. Jeffrey reported that because of the perception of the lack of safety and security of the area people stay in surrounding areas such as Oneonta. There was discussion regarding usage of the building as a hotel and as higher-end apartments verses affordable housing. T. Dreyer went on to say that the tax credit financing available for affordable housing projects is what makes the project viable.

Bohemian Moon Lease Agreement for 99-101 East Main St. – The lease agreement with Lori Crandall from Eicke's Restaurant was approved for the "parking lot". Since that time, Mi By Kim of the Bohemian Moon provided their insurance information and would also like a lease. The City Attorney drafted a lease and needs Council approval. Ald. Zeino asked if it was the same lease to which the Mayor responded that it was the lease with Lori Crandall that opened the lot, this was an additional lease with Mi By Kim. Several Committee members asked how the City can lease the same property to two different people. Mayor Carnrike said it was because of the different hours of operation. Ald. Zieno asked if the leases limited the hours of availability and Mayor Carnrike responded they did not. Discussion ensued as to whether both parties should sign the same lease or if the Bohemian Moon should sublease from Eicke's Restaurant. Mayor Carnrike will forward the concerns to Patrick Flanagan.

Executive Session – Ald. Deierlein **moved** to enter executive session at 8:10 p.m. to discuss the sale of real property where the value may be affected and to discuss personnel contract issues. Seconded by Ald. Zieno, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 9:08 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Adjournment - Ald. Caldwell **moved** to adjourn the meeting at 9:10 p.m. Seconded by Ald. LoPiccolo, approved ayes all.