

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

Present:

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

Also:

Finance Director/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
Fire Chief Tracy Chawgo
Police Chief Rodney Marsh
Asst. Police Chief Scott Burlison
Code Enforcement Officer/Fire Marshall Jason Lawrence
DPW Superintendent Carl Ivarson
Youth Bureau Director Robert Mason
Community Development Specialist Todd Dreyer
EMO A Jones
City Attorney Patrick Flanagan

Absent

Supervisor Robert Jeffrey
Supervisor James McNeil

Media Representatives: Shawn McGrath
Grady Thompson

Ald. Doliver 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.

Executive Session – Ald. Caldwell **moved** to enter executive session at 6:01 p.m. to discuss current litigation. Seconded by Ald. Deierlein, approved ayes all.

Ald. Caldwell **moved** to exit executive session at 6:40 p.m. Seconded by Ald. Deierlein, approved ayes all.

Minutes Ald. Deierlein **moved** to approve the minutes of the July 5, 2016 Joint Committees meeting. Seconded by Ald. Schermerhorn, approved ayes all.

DPW

Storage Tank – C. Ivarson reported that an additional \$35,000 would be needed for engineering and additional excavation. The tank and lines are finished and he hopes to start filling the tank on Wednesday and will take 5 days to fill. After filling it will be checked to make sure there are no problems, water will be used up from the other tank and then will be demolished. Completion is expected at the end of September.

Filter Plant Project – C. Ivarson reported that NYS DEC wanted to use a different procedure, but C. Ivarson responded he was not paying for any more studies as the DEC already has the information they requested. He is waiting to hear back from them. There will be limits on DO (dissolved oxygen) coming out of the plant before it goes into the creek.

Dump Truck Bid – C. Ivarson distributed 2 bids received for the dump truck and it is the Water Commission's recommendation to award the bid to Chenango Sales. The other bidder was the same bidder that won the bid last year and then was not able to make delivery on the truck. The same truck now costs \$1,000 more than it would have last year. Also, Chenango Sales has a 90 day delivery, the other has a 154 day delivery. Ald. Doliver **moved** to recommend the Common Council award the \$61,824 bid to Chenango Sales of Greene, NY. Seconded by Ald. Schermerhorn, approved ayes all.

EPA Inspection – C. Ivarson reported that the EPA will be coming September 29th, 2016 to do an inspection of the infrastructure looking for low flows and back-ups. They will be here for 3 days. They have never been here to do this type of inspection before, but he does not expect any problems.

Fluoride Grant – C. Ivarson distributed information on the grant for \$301,400 to upgrade both the fluoride treatment station at the Rexford St. pump station and the Borden Ave. well-house. It still must go through the Comptroller's office for approval and will have a determination in 30-60 days. This is a 100% grant and will cover all of the fluoride updating in the City.

RBC Blower – C. Ivarson reported that in 2013 he purchased a spare blower for the RBC's for \$5,600 and now needs to be replaced. A replacement would be \$5,800-\$5,900 and would require a transfer from Equipment Reserves-Sewer. Ald. Doliver **moved** to recommend the Common Council approve the transfer of funds for the blower. Seconded by Ald. Schermerhorn, approved ayes all.

Screw Pump – C. Ivarson reported that after years of battling with the company, the screw pump is now out for repairs and will be done at the company's cost.

Well House – Old Transportation Building - C. Ivarson reported that the owners of the three buildings near that location would like the well house that is owned by the City removed. This would be at a cost of \$5,000-\$6,000. He does not see a need to spend that kind of money on demolition, but is planning on painting it and making it look more presentable. Demolition would also require moving the electric that feeds the sewer lift pump station.

Finance

Fiscal Advisors – D. DuFour reported that the Wheeler Ave Storage Tank Project is going to be completed by the end of September 2016 and upon completion the City will be converting from temporary financing to permanent financing through USDA-RD. She explained that when the original BAN that was taken out for this project was up for renewal the previous Director of Finance choose to pay off the BAN rather than renew the BAN. When the BAN for the Water Filtration Project was up for renewal in March 2016 the previous Director of Finance added monies for the Wheeler Ave Storage Tank Project to that BAN combining the financing into one BAN with a renewal date of March 2017. She expressed concerns with the advice from the current fiscal advisors for decisions that were made during these transactions. In addition, the City was under contract for the two projects with Municipal Solutions at the time the City switched fiscal advisors and the contract was for the same exact amount for the projects. Ald. Deierlein stated that an RFP was put out for the projects and was told by the previous Director of Finance that Municipal Solutions was substantially higher. D. DuFour responded that that was not accurate, both quotes for the projects were exactly the same and the City had been with Municipal Solutions for 20+ years. Ald. Zieno asked if there will be an issue with permanent financing. D. DuFour said that under the City's agreement with USDA-RD they are required to go to permanent financing at the completion of the project but by working with USDA-RD hopefully a solution can be found. Ald. Schermerhorn **moved** to recommend the Common Council terminate the contract with Fiscal Advisors and enter into a contract with Municipal Solutions as the City's financial advisors. Seconded by Ald. Caldwell, ayes all.

Update on RBC Project – D. DuFour reported that the remaining \$40,791.48 for the project that had not been reconciled has now been done. There are no disbursements left for the project and EFC has agreed to let the City take the remaining money to put towards the next debt service payment, thereby reducing debt service by \$40,791.48.

Youth Bureau

2017 Contracts for Recreational Services with Townships - R. Mason distributed to the Committee the proposed 2017 Youth Bureau contracts with the townships. These contracts are for the enrollment programs such as tennis, soccer, dance, swim team, bus trips, bowling, etc. Discussion ensued as to whether or not to raise the contracted amount for the townships. R. Mason reported that the last increase was 2 years ago and was a 2% increase. Ald. Caldwell felt that the towns will be facing the same tax cap the City will be and if the programs could be run without an increase they should be. Ald. Deierlein said he would like to see an increase more in line with the tax levy increase which was 5.4%. More discussion ensued, some favoring a small increase, others with no increase. R. Mason said he would approach the townships regarding a possible increase. Ald. Doliver moved to recommend the Common Council approve authorizing the Mayor to sign the agreements with the townships for recreational services. Seconded by Ald. Schermerhorn, approved ayes all.

Vendor Placement at Weiler Park - R. Mason requested that the designated vendor spot at Weiler Park be moved. Currently the ordinance places the seasonal vendor spot at "the old Borden Ave. road across from Weiler Park". At that time the skate park, ice rink and fencing was not there. For safety reasons the ordinance for the seasonal vendor spot should be changed in order to move the spot from the old Borden Ave. road into Weiler Park. Ald. Caldwell **moved** to recommend the Common Council change the ordinance for the seasonal vendor spot from the old Borden Ave. road across from Weiler Park into Weiler Park. Seconded by Ald. Deierlein, approved ayes all.

Fire Department

Authorization to Fill Fire Fighter Vacancy Due to Retirement - T. Chawgo reported that Firefighter Powell would be retiring August 28, 2016 and is looking for approval to replace him. This position is not eligible for the SAFER grant due to the timing of the grant and the retirement date. This was anticipated and is in the budget.

Other

Police Department 2017 Budget - R. Marsh presented the preliminary 2017 Police Department Budget. Discussion ensued with most questions relating to personal services, officers leaving and new hires coming aboard. Ald. Caldwell asked many of the questions, including specific questions relating to the Chief and Assistant Chief compensations as well as others.

Human Resource 2017 Budget - D. DeForest presented the preliminary 2017 Human Resources Budget. She stated that significant costs will be coming up. Projections are based on the most recent litigation of grievances and arbitrations filed. The contracted services line for legal fees is almost out of money and additional funds will have to be taken from contingency. Discussion ensued with focus being on personal services. D. DeForest stated that \$37,000-\$38,000 in civil service reimbursement comes from the school. How the budget is presented was also discussed. It was felt by many that a line budget should be done with all expenses/revenues of a department easily seen and accessible. Questions regarding ADP payroll services were also discussed. D. DeForest reported she has been looking at other payroll services, but the main reason for going to ADP was its ability to track civil service. Ald. Caldwell stated that tracking civil service takes an astronomical amount of time.

Retirement of Community Development Specialist - T. Dreyer presented the Committee with a Community Development Succession Plan as he is retiring at the end of September 2016. It included a list of programs and responsibilities he is involved with and recommendations on who might be the best person or agency to handle them. With regard to the CDBG loan and grant to the Label Gallery, the NYS Office of Community Renewal previously required the City to adopt an Americans with Disabilities Grievance Policy. In addition to this they also would like the City to have a Program Income Plan and a Revolving Loan Fund Plan. Funds of \$34,000 are coming back to the City even though they originated with the State and the City is under an obligation to use those funds responsibly. Ald. Caldwell **moved** to recommend the Common Council approve the Program Income Plan. Seconded by Ald. Deierlein, approved ayes all. Ald. Caldwell **moved** to recommend the Common Council approve the Revolving Loan Fund Plan. Seconded by Ald. Deierlein, approved ayes all.

Discussion: Ald. Caldwell stated that he and Ald. Doliver are looking at old policies, procedures and documentation. One of those is the Department Head handbook and how some of the benefits outlined need to be explored to see if changes need to be made. He invited other Council members as well as Department Heads to join them.

Ald. Caldwell stated he was intrigued by the Police Contract and would like further discussion. D. DeForest responded that this needs to be discussed in executive session.

Executive Session – Ald. Caldwell **moved** to enter executive session at 8:35 p.m. to discuss contract negotiations. Seconded by Ald. Doliver, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 8:55 p.m. Seconded by Ald. Doliver, approved ayes all.

Adjournment - Ald. Deierlein **moved** to adjourn the meeting at 8:55 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

