

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
November 1, 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 Dee DuFour
Police Chief Rodney Marsh
Fire Chief Tracy Chawgo
DPW Superintendent Carl Ivarson
Youth Bureau Director Robert Mason
Director of Human Resources Deborah DeForest

Absent

Ald. John Deierlein
Supervisor James McNeil
Supervisor Robert Jeffrey

Media Representative: Grady Thompson

Ald. Schermerhorn called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:06 p.m. at the Council Chambers.

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

Correspondence –

VFW Veteran's Day Parade – Ald. Caldwell **moved** to recommend the approval of the VFW Post 2782 request for police assistance with their annual Veteran's Day Parade on November 11. The parade would commence at 10:45 a.m. from the VFW on East Main St. to the East Main St. Park. The parade would end at 11:00 a.m. Ald. Seconded by Ald. Doliver, approved, ayes all.

Curb Cut Request – Ald. Caldwell **moved** to recommend the Common Council approve a request for a curb cut at 9 Elm St. C. Ivarson has looked at the area and finds no issue with the request. Seconded by Ald. Doliver.

DPW

GHD Engineers – C. Ivarson introduced John Putnam from GHD to discuss Amendment #7 for additional compensation. Mr. Putnam broke down the request for additional funds into two phases of the project. The first is for \$7,000 as a result of additional work and design when the presence of lead was discovered. Restructuring of the project was necessary for USDA eligibility funding. This created project efficiencies so that another General Contractor was not needed. The project is nearing \$3 million with \$40,000 left in contingency. He is expecting overruns on construction of approximately \$80,000 - \$90,000. The second phase results from the additional three months of construction due to the finding of the lead generating another \$18,000 in costs. The expected underruns could pay for the amendment and not change the bottom line of the project and would come from the grant money, not the city portion. Ald. Doliver **moved** to recommend to take this to the Common Council. Seconded by Ald. LoPiccolo, approved ayes all.

Water Projects - C. Ivarson reported that he received approval from Chenango County for the leach field at the filer plant. He expects to go out to bid at the beginning of December, bid returned in January with construction beginning about April.

Truck Purchase - C. Ivarson the Town of Norwich has a 554 plow/sander for \$20,000. This will be a line item from the 2016 water budget that does not need to go to Council, but does need approval from the Committee. Ald. Caldwell **moved** to approve the request. Seconded by Ald. Zieno, approved ayes all.

Blower RBC's - C. Ivarson explained to the Committee that a spare blower is needed in case of one breaking down. This is a line item for \$6,586.

Manpower - C. Ivarson reported he has lost another person.

Uniform Bid - C. Ivarson reported the amounts of the other bids in 2014 that Ald. Caldwell had asked about at the October Common Council meeting. The current price is \$5.11 per uniform, the other bids were \$7.84 and \$9.84 per uniform. This will be the last year the contract can be extended and will have to be put out to bid for 2018. Ald. Caldwell **moved** to recommend the Common Council approve the contract extension of the uniform bid. Seconded by Ald. Doliver, approved ayes all.

Phosphate Bid - C. Ivarson reported that the phosphate chemical bid for the Waste Water Treatment Plant also needs to be extended for one more year. This is also the last year that this contract can be extended. He went on to explain that all polymers are not equal and to experiment with finding the right one can be expensive as fines are very steep. Ald. Caldwell **moved** to recommend the Common Council approve the contract extension of the phosphate bid. Seconded by Ald. Doliver, approved ayes all.

Excavation Training - C. Ivarson reported that beginning next year there will be a new requirement for anyone excavating in the streets in NY will have to be trained. The class is \$25 per person and he is working with the County to hold a class. Ald. Caldwell asked if this were only for municipal workers and C. Ivarson responded no; it is for everyone.

NYS DOT Streets - C. Ivarson reported that NYS DOT sent out an inventory of streets and that they have removed four or five streets that they view as privately owned. He distributed a draft of a Resolution to correct this and take to the Common Council. One street not appearing in the Resolution is Mirabito Street off of Route 23. C. Ivarson will add this street to the Resolution or will have a separate Resolution depending on how the DOT responds. Ald. Zieno **moved** to take this to Common Council. Seconded by Ald. Caldwell, approved ayes all.

C. Ivarson mentioned that while he was at a meeting with USDA –RD, our representative from USDA-RD, Christine, asked if we still wanted to pursue Fire Equipment as they have excellent rates. Ald. Doliver thought the issue should wait till next year.

Finance

Transfer for City Attorney - D. DuFour stated this is a transfer for contracted services with the City Attorney. Ald. Caldwell **moved** to recommend the Common Council approve the transfer. Seconded by Ald. LoPiccolo, approved ayes all.

Human Resources

Transfer for Legal Fees - D. DeForest explained this for unexpected legal fees. \$17,000 would be transferred from Health Insurance to HR Contract Resources. Ald. Caldwell asked if there would likely be more of these expenses to which D. DeForest answered there would be. Ald. Caldwell suggested transferring more money now to avoid doing a second transfer in the near future. Ald. Caldwell **moved** to recommend the Common Council approve the transfer of \$25,000 for legal fees. Seconded by Ald. Zieno, approved ayes all.

Transfer for Employee Physicals - D. DeForest stated that the \$3,300 for five Police Officers was an unanticipated expense. Each physical is from \$800 - \$1,000 each. Ald. Caldwell **moved** to recommend the Common Council approve the transfer of \$3,300 for physicals. Seconded by Ald. Zieno, approved ayes all.

Transfer for Unemployment Insurance - D. DeForest stated there was one anticipated claim and one that was not anticipated for a total of \$13,000 to the end of the year. D. DuFour stated the funds would be transferred from contingency. Ald. Caldwell **moved** to recommend the Common Council approve the transfer of \$13,000 for unemployment insurance. Seconded by Ald. Zieno, approved ayes all.

Fire Department

Fire Inspections - Chief Chawgo reported that the Fire Department started Fire Inspections. He has notified the Norwich Merchants Association and has asked them to pass the information on to their members. There are 240

businesses and/or facilities within the City. He anticipates they will be finished by the third week of December. He, Jason Lawrence and Amy Donnison will be inspecting the vacant buildings and place the appropriate placard needed on the building. He explained that the inspection forms will be placed in his mailbox, he enters the information into the computer and the forms are sent to the Finance Department. He would like to see an invoice generated and mailed as the person present at the actual site may not be the owner or even the tenant of record. If the copy of the inspection form is not forwarded by that person, the owner/tenant may not know an inspection has been done and that payment is due. Ald. Doliver asked if a report of inspections can be generated. Both Chief Chawgo and D. DuFour responded there could be. The fees for inspections are \$30, \$50, and \$100 depending on the square footage of the building. Ald. Caldwell asked if they could be denied access to perform an inspection. T. Chawgo said it could happen and the response by the Fire Department would be to close the building for public safety until a Fire Inspection can be performed. Areas where people assemble, such as Howard Johnson's Ballroom, bars, and churches etc. need to be inspected every year, others every three years. Schools are inspected by the State.

2016 AFG Grant Status – After a review of the grant ambulances and turnout gear are not eligible as this time. The status of the entire ambulance fleet is not old enough as is the case with turnout gear which will not expire until December of 2017. They are apply for a direct vent system to expel the exhaust fumes from emergency vehicles that may be transmitted to the upper floors of the Firehouse. If City Hall were to move to the third floor it would make sense to have a proper vent system. The grant would be for just under \$99,000 and the City portion of \$5,000 that would come from Fire Equipment of the 2017 budget.

I Am Responding Program – T. Chawgo reported they are using the I Am Responding program for a 60 day trail period. It is used in conjunction with smart phones and does not replace the pagers that are still mandated. It is a tool that can be used to know who is responding to a call as well as detailed information about a particular property, when training licenses/certificates expire and much more. The County Fire Bureau and Greene use the program. The cost is only \$860 for the first year and \$810 per year after that. T. Chawgo will follow up and keep the Council informed.

Executive Session – Ald. Caldwell **moved** enter executive session at 7:09 p.m. to discuss contract negotiations and the personal history of individuals. Seconded by Ald. Doliver.

Ald. Caldwell **moved** to exit executive session at 9:19 p.m. Seconded by Ald. Zieno, approved ayes all.

Adjournment - Ald. Caldwell **moved** to adjourn at 9:19 p.m. Seconded by Ald. Zieno, approved ayes all.