

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
January 3, 2017

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

City Chamberlain/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
DPW Superintendent Carl Ivarson
Code Enforcement Officer/Fire Marshall Jason Lawrence
Police Chief Rodney Marsh
EMO A Jones
Attorney Patrick Flanagan

Absent

Supervisor James McNeil
Supervisor Robert Jeffrey

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:10 p.m. at the Council Chambers.

Minutes Ald. Doliver **moved** to approve the minutes of the December 6, 2016 Joint Committees meeting. Seconded by Ald. Deierlein, approved ayes all.

Department Head Reports

DPW

Bids for Chlorine and Sodium Hypochlorite – C. Ivarson reported there were three bids received from Amrex, Slack, and Jones. Jones' price for the Sodium Hypochlorite was 150lb cylinder at \$74 (up from \$65); Amrex received the bid for liquid Chlorine bulk bid in 55 gallon drums. Slack was higher than all. Ald. Schermerhorn **moved** to take the bid awards to Common Council. Seconded by Ald. Deierlein, approved ayes all.

Year End Transfers – Water and Waste Water – C. Ivarson reported that back in October additional transfers into reserves for water and waste water were done to lower the unappropriated, unreserved fund balance account which is well over \$700,000 in each account. He would like to transfer \$150,000 into Water Mains, \$50,000 into Water Equipment and \$200,000 into Debt Services to keep our reserves up. On the waste water side transfers would be \$100,000 to Sewer Mains, \$100,000 to Sewer Equipment and \$100,00 to Storm Sewer. He explained the unappropriated, unreserved fund balance should be 10% of the budget. Ald. LoPiccolo **moved** to take the transfers to Common Council. Seconded by Ald. Schermerhorn, approved ayes all.

Water Projects – C. Ivarson stated that the Filter Plant is in final review by the state.

Tank Change Orders – C. Ivarson reported that he has two change orders. The first is for \$21,000 for fencing to go around the storm drainage area to decrease liability. The second is to oil and stone the driveway leading to the tank. The total of both change orders would be \$58,970. Currently there is over \$100,000 coming back to the City for over/under's. The project is still under budget by \$36,000. No action needs to be taken at this time since he needs to get additional bids for the fencing. No bids are necessary for the asphalt because it is State contract.

2017 Paving – C. Ivarson presented the Committee with a NYSEG schedule for paving. He mentioned this is the second year of a five year project. Included are streets that are covered under CHIPS, streets that NYSEG will pay 100% for as well as paying for 25% of the streets done under CHIPS. . The payback of the 25% would be used to finish Hickory St., Gold St. and South Delaware Square at a cost of about \$45,000. C. Ivarson reported to Ald. Deierlein that he addressed his concerns with the Mayor and that Newton Ave. would cost \$55,000 and Ridgeland \$69,000 and could be put on the 2018 agenda. Ald. Deierlein stated that Ridgeland takes a beating due to the school bus traffic. Ald. Zieno asked if Plymouth St was on NYSEG's schedule. C. Ivarson reported that NYSEG had previously done Plymouth St. and was due to be paved the following year but he was ordered to do other streets and has not been able to do Plymouth St. since. He stated that there is \$24,000 in General Fund Infrastructure Capital Reserve, and if the \$36,000 from Pave NY is received, then Plymouth St. could be done in 2018.

Manpower – C. Ivarson reported there will be another person leaving in March and another in September leaving the City with no operators. Concentration on the union aspect of how employees are paid needs to be looked at. The City is far below the going rate, making hiring anyone unlikely. There is a possibility of another person leaving and that would leave zero people at the Waste Water Treatment Plant. The position of Pool and Grounds Technician was previously approved. He would like the ability to inform Human Resources to start applications in-house first and then advertise to the general public. C. Ivarson reported that the City did not receive the pool grant. He is fairly certain that he can still get the pool open next year. Ald. Caldwell asked how many technicians work at the WWTP. C. Ivarson responded there is one other person besides himself. There are three positions open at the WWTP. There should be three grade three operators with a cleaner, excluding the Superintendent. He went on to say a few years ago The New England Water Works Assoc. came up with staffing requirements for New England that NYS DEC is looking at. Those requirements are to have seven people at the WWTP. Openings at the WWTP are Lead Operator, Water System Operator and Lab Tech. The Lead Operator position has been open for ten years. C. Ivarson stated that the union contracts should be opened and negotiated. D. DeForest responded that the contract can be opened up in June. Ald. Doliver **moved** to open the contract for Lead Operator and the other Operators. Seconded by Ald. Zieno, approved ayes all. C. Ivarson relayed the desire of the Water Commission to meet jointly with the Common Council. He did not know the nature of the meeting but will attempt to find out.

Adjournment - Ald. Deierlein **moved** to adjourn at 8:50 p.m. Seconded by Ald. LoPiccolo, approved ayes all.