

**CITY OF NORWICH**  
**JOINT MEETING of the**  
**PUBLIC SAFETY / PUBLIC WORKS and**  
**FINANCE/PERSONNEL COMMITTEES**  
May 2, 2017

Present:

Mayor Christine Carnrike  
Ald. Matthew Caldwell  
Ald. Brian Doliver  
Ald. Walter Schermerhorn  
Ald. David Zieno  
Jennifer Morris

Also:

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

Supervisor Robert Jeffrey

Absent:

Ald. John Deierlein  
Supervisor James McNeil

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Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 7:05 p.m. at the Council Chambers.

**Approval of Minutes** – Ald. Caldwell **moved** to approve the minutes of the April 4, 2017 meeting. Seconded by Ald. Zieno, approved ayes all.

**Correspondence**

Ald. Doliver **moved** to recommend the Common Council approve the following: Memorial Day Activities for Police Assistance; Gus Macker 2017 for Special Event designation and Police Assistance; July 4<sup>th</sup> Community Event for Police Assistance; Chobani Community Celebration for Police Assistance; Colorscape Chenango for Special Event designation. Seconded by Ald. Schermerhorn, approved ayes all.

Discussion: EMO A Jones noted that meetings have taken place with the YMCA and Emergency Services in regards to the Gus Macker event. Due to the size of the event a Mass Gathering Permit has been obtained from NYS. NYS has increased their requirements for this permit in regards to the preparedness of any type of mass emergency situation that could arise. A Jones reported that during this event response times have decreased significantly. Action plans are being worked on in order to better prepare for any large-scale emergency event.

**Department Head Reports**

**DPW**

**Repair to #4 Well** – C. Ivarson reported the repair has been completed.

**Bio-Solids Truck** – C. Ivarson distributed information on a Bio-Solids Truck that is on State Contract through Onondaga County so a bid will not be necessary. Ald. Doliver moved to recommend the Common Council approve the purchase of the truck. Seconded by Ald. Zieno, approved ayes all.

**Employee Retirement** – C. Ivarson reported he had another employee, currently the MEO 1 second shift position, that will be retiring December 31, 2017.

**Filter Plant** – C. Ivarson reported he has not been able to get to the Chemical House at the reservoir due to the number of trees down during the storm. The insurance company has been contacted.

**Storage Tank** - C. Ivarson reported that there are some additional charges due to having to go through rock to install the fence posts, but costs are still within the contract.

**Pool & Grounds Position** - C. Ivarson reported that he and Deb DeForest interviewed Callahan Tyler from Sidney for the Pool and Grounds position. D. DeForest stated that she can offer him this position immediately, contingent on approval at the next Common Council meeting. C. Ivarson added that he must have his permit before starting. Ald. Schermerhorn **moved** to take this to Common Council. Seconded by Ald. Doliver, approved ayes all.

**NYS DOH** - C. Ivarson reported that NYS DOH has new rules and regulations regarding analytical testing. Every 5-6 years the EPA comes out with about 30 contaminants that populations under 10,000 previously did not have to test for, however NYS DOH says that all those delivering water must do the testing. This will add about \$10,000 to test for the additional contaminants. In addition, by June 1 a security and emergency response study to include all SCADA will have to be submitted to the Local and State Health Dept. by January 1.

**Storm Damage** - Damage from the storm includes approximately 100 trees down at the reservoir, the fencing along Route 23, the rip-wrap, as well as the chemical house. Damage to the dam will need to be assessed by an engineer. The insurance company has been contacted.

**Title VI** - Ald. Caldwell asked C. Ivarson if Federal Funding is received for projects, to which C. Ivarson said yes. Ald. Caldwell asked if Title VI was an issue Superintendents are talking about in regards to training and discrimination of contractors and such and asked if the City has a policy. Ald. Caldwell stated that DOT will be enforcing such and will be inquiring when training will be taking place. D. DeForest stated that she will be looking at the new training program to see if they have the programs that may meet the requirements.

**Garage Lifts** - C. Ivarson stated that the small lift at the garage cannot be repaired and must be replaced at a line-item cost of \$5,300. The large lift also needed \$3,500 in repairs.

**Engineering Study** - C. Ivarson reported that a required engineering study of the dams must be done by a professional engineering firm that is certified and has liability insurance for doing dams. GHD has given a quote of \$4,800 for the 2-year study which would be a line item. He mentioned there is also a 10-year study which would be at a cost of \$35,000.

**River Bank Erosion** - Ald. Caldwell reported that a constituent has concerns over the erosion of the Canasawacta Creek river banks. C. Ivarson stated that the DEC has control over the river and river banks. The DEC in Cortland must be contacted by the constituent for any proposed work in order to gain permission before proceeding. He will email Ald. Caldwell contact information for the DEC in Cortland.

## **Police Department**

**Refilling Police Officer Positions** – R. Marsh stated there are currently 2 empty positions with another 3 pending retirements later this year. There are 32 candidates on the civil service list and on Thursday he and Deb DeForest will have interviews with 9 of the candidates. He does not have a definite date for the retirements but possible timelines are 1 at the end of May/June, and 2 around September. The difference of the budgeted and actual amount will be a savings of \$158,000 and he is asking to put that towards hiring 4 new officers. Four officers would roughly be \$97,000 and expected overtime of \$61,000 this year. Ald. Caldwell stated these are not newly created positions and asked how appointments can be made to positions that do not exist. D. DeForest replied that it can be done temporarily. The current officers will be leaving; it's not a question of if they leave, but when they will leave. R. Marsh replied that in the past the Council has not filled positions till after they are open. It was his hope that since the money would be in the budget this would allow getting the officers hired and sent to the academy sooner, thereby getting the department back up to full staff earlier (excluding the narcotics officer). D. DeForest stated that if they are not hired now, then the positions will be "empty" from March until September while they are at the Police Academy and affecting the overtime for 2018. Discussion ensued including the high cost of health insurance as a deterrent, the need for lateral transfers and better recruitment or incentives to attract transfers, NYS's call for consolidation, a possible neighborhood watch program, and possible part-time police officers and civilian dispatchers. There was also

discussion of filling less than the 4 positions requested. Ald. Caldwell asked what would happen if the retirements don't happen. R. Marsh stated that they would be laid off. Discussion ensued whether or not to hire 2 officers versus 4 officers. Ald. Doliver **moved** to recommend the Common Council fill 4 Police Officer positions. Seconded by Ald. Schermerhorn, approved 3-2 with Ald. Caldwell and Ald. Zieno voting nay.

R. March also reported that feedback on the Body Cams have been very good. In addition, the grant applied for to update the computers in the patrol cars was not awarded to them.

### **Finance**

**Copier** - D. DuFour distributed information on copiers for the Finance and Police Departments. The copier for the Finance Office is \$8,627.09 paid for by the Sewer Fund Capital Reserves and the current copier would be moved to the WWTP for their use. The copier for the Police Department is \$4,500.00 from the Police Capital Reserves. The total purchase of 2 copiers is \$13,127.09 which is 15% below state contract. Ald. Zieno **moved** to recommend the Common Council approve the purchases of both copiers. Seconded by Ald. Doliver, approved ayes all.

**Other Items** - The Traffic Commission is requesting replacement of two lights with LEDs near Mechanic St. and North Broad St.: one with a new head as a test to see what the difference in illumination will be. This should be completed in three weeks with the LEDs being a line-item. C. Ivarson stated that to replace just the bulbs in the 14' lights costs \$12,500.

**Executive Session** – Ald. Schermerhorn **moved** to enter executive session at 8:10 p.m. to discuss employment history of a particular individual and sale of property where price may be affected. Seconded by Ald. Doliver, approved ayes all.

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

### **Adjournment**

Ald. Doliver **moved** to adjourn the Joint Committee Meeting at 8:55 p.m. Seconded by Ald. Morris, approved ayes all