

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES

June 8, 2017

Present:

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

Also:

City Chamberlain/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
Youth Bureau Director Robert Mason
DPW Superintendent Carl Ivarson (approx. 7:15 p.m.)
Police Chief Rodney Marsh
Fire Chief Tracy Chawgo
Code Enforcement Officer/Fire Marshall Jason Lawrence

Supervisor Robert Jeffrey

Absent:

Supervisor James McNeil

Media Representative: Ashley Babbitt

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:05 p.m. at the Council Chambers.

Approval of Minutes – Ald. Schermerhorn **moved** to approve the minutes of the regular meeting of May 2, 2017 and the special meetings of May 9 and May 16, 2017. Seconded by Ald. Deierlein, approved ayes all.

Correspondence

Law Enforcement Torch Run – Ald. Doliver **moved** to recommend the Common Council approve a request from the New York State Police Troop C for police assistance during the Law Enforcement Torch Run fundraiser to benefit Special Olympics held on Saturday, June 10, 2017 at 2:00 p.m. Seconded by Ald. Doliver, approved ayes all.

July 4th Community Event – Ald. Doliver **moved** to recommend the Common Council approve the request for the July 4th Community Event from the original date of Saturday, July 1, 2017 to Tuesday, July 4, 2017. Seconded by Ald. Morris, approved ayes all.

Park Place Restaurant – Serving of Alcohol during “Summer Jam” – Ald. Zieno **moved** to recommend the Common Council approve a request from David Cirello of Park Place Restaurant to temporarily lift the applicable open container law of the Norwich City Code, thereby granting permission for the Restaurant to provide beer and wine from 6 p.m. – 11 p.m. during the Chenango County Blues Association’s “Summer Jam” concert series on Thursdays throughout July and August 2017. Seconded by Ald. Deierlein, approved ayes all.

Plymouth Street Block Party – Ald. Doliver **moved** to recommend the Common Council approve the request from Pat Phillips of 38 Plymouth St. for the road closure of Plymouth St. from Cortland St. to Pleasant St. on July 9, 2017 beginning at 5:00 p.m. Seconded by Ald. Morris, approved ayes all.

Department Head Reports

Human Resources

Appointment of Police Officer (s) - R. Marsh reported that he received a letter from Detective Purdy stating his intention to retire effective July 30, 2017. This does open another position within the department and is requesting permission to fill the second vacancy. Discussion of the Department's current staffing and upcoming retirements continued. Ald. Deierlein **moved** to recommend the Common Council fill the second vacancy and

send the officer to the Police Academy starting June 19, 2017. Seconded by Ald. Morris, approved ayes all.

DPW

Storm Damage at the Reservoir - D. DuFour reported that the insurance company will pay for storm damage at the reservoir in the amount of \$25,500 for tree removal and \$31,440 for the damaged fence for a total of \$56,940. The repairs will be made and paid for, then recouped on a reimbursement basis. Damage to the dam and stone wall are not covered, as those are not considered sudden or accidental based on ground deterioration. D. DuFour stated that C. Iverson will relay information on those necessary repairs that will be done with funds from the Water Fund. D. Zieno recalled C. Iverson mentioned repair costs of the dam and stone wall at \$5,000 and \$3,400. Ald. Doliver **moved** to take this to Common Council. Seconded by Ald. Deierlein, approved ayes all.

Chenango Lake Signage - D. DuFour reported that C. Iverson and attorney Pat Flanagan are in discussion with the Chenango Lake Homeowner's Association regarding DEC signage placed on City property at Chenango Lake.

Fire Department

2016 AFG Grant Award Acceptance - T. Chawgo reported that the application for the 2016 AFG Grant (Assistant Firefighter Grant) was approved to be used for a direct vent exhaust system to vent exhaust fumes from the bays out of the building. The total grant is \$94,000 with the Federal share of \$89,524 and a City share of \$4,476 coming from Fire and/or EMS Equipment Reserve (HR 22) accounts. He has contact with vendors who have stated that \$94,000 will be more than enough to complete the project and will have a firm amount soon. Work needs to be completed in one year to satisfy the grant requirement. Ald. Deierlein **moved** to recommend the Common Council accept the AFG Grant award with total costs not to exceed \$94,000. Seconded by Ald. Zieno, approved ayes all.

Open Firefighter Position - T. Chawgo requested permission to fill the firefighter position that has been vacant since August 2016 that was previously approved to refill. The position was not refilled due to having no qualified candidates. Currently there is a list of individuals who have passed the Firefighter exam. He also requested to fill the two positions that became vacant as of January and March of 2017. Ald. Caldwell would like to wait and explore other options such as using volunteers, possible mutual aid and running a 3-man shift. T. Chawgo stated that the language in the firefighters contract may need to be looked. The participation of other towns and the possibility of going "bare bones" and covering just the City fire district was also discussed. The consensus was to refill the one position left vacant in August that has already been approved and hold off on the other two for now.

SAM Grant - Mayor Carnrike reported that Senator Akshar was able to secure a grant of \$286,200 for the purchase of 2 ambulances which will be administered through DASNY. Ald. Deierlein moved to recommend the Common Council accept the grant and purchase two ambulances. Seconded by Ald. Morris, approved ayes all.

Finance

Sewer Collection System Bond Counsel Agreement - D. DuFour reported that the Bond Counsel Agreement is a required part of the I&I Study Grant application. She explained that the bond counsel would handle the BAN or permanent financing for the project. The 3 million dollar project would not continue if the grant is not received. Ald. Deierlein **moved** to take the Bond Counsel Agreement to the Common Council for discussion. Seconded by Ald. Doliver, approved ayes all.

School Taxes on RFP Properties - D. DuFour reported that there is \$8,854.68 in School taxes due on the City owned properties taken for taxes and need to be paid to avoid additional interest. A transfer from Planning - Contracted Services would be made to A1950.4. Ald. Zieno **moved** to recommend the Common Council make

the transfer and pay the School taxes. Seconded by Ald. Deierlein, approved ayes all.

Account Clerk/Clerk Positions - D. DuFour stated that previously it was decided by the Council to fill the Clerk position and not the Account Clerk. She asked the Committee to consider filling the Account Clerk as that would give more flexibility due to Civil Service job descriptions. Ald. Deierlein asked who currently does Account Payable. D. DuFour responded that the job has been divided within the Finance Office. Ald. Caldwell stated that in the Finance Office previously there was only 1 Senior Account Clerk, now there are 2 and the argument could be made that with the higher level of responsibility comes a consolidation of duties. D. DuFour stated that the 2 Senior Account Clerk positions that were approved by the Common Council had full job descriptions. The Account Clerk was approved and filled briefly before going to the Deputy City Clerk position. In addition, new software will need to be learned by the entire office as well as learning their new position. D. DuFour asked to fill both positions as both position are in the budget. Discussion ensued including whether a temporary person could be hired, but that would be limited to 6 months at the most due to Civil Service constraints. Ald. Deierlein **moved** to fill the Account Clerk at the entry level position as well as the Clerk position. Seconded by Ald. Schermerhorn, approved ayes all.

Code Enforcement

City Owned Property on Conkey Ave. - D. DuFour stated that the 4 parcels on Conkey Ave. that the City is taking possession of should be merged before going to RFP. There would be no charge to do so. Ald. Deierlein **moved** to merge the 4 parcels into one. Seconded by Ald. Zieno, approved ayes all.

Sewer Collection System Bond Counsel Agreement - C. Ivarson clarified some of the questions the Committee had earlier in the meeting as to why the bond counsel agreement needs to be done. He stated that with an inter-municipal agreement for sewer the maximum grant amount can go up to 40%. The City does have a contract with the Town of Norwich for sewer work. There needs to be clarification that if no work is performed in the Town at the time, can the 40% still be applied for. In the 80's plants were designed to handle all the I&I which may not be the case any longer. Ald. Deierlein **moved** to recommend the Common Council approve the Bond Counsel Agreement. Seconded by Ald. Schermerhorn, approved ayes all.

Other Items –

Non-Unit Health Insurance - Ald. Caldwell stated that as the City has settled with the CSEA-Admin, CSEA-DPW, and the Firefighter's Unions that, in the interest of consistency and fairness, the City move forward with a plan similar to that of the CSEA-Admin for Department Heads and Non-Unit employees retroactive to August 1, 2016. Ald. Caldwell stated that the PBA had filed a grievance but it was dismissed. Ald. Doliver **moved** to recommend the Common Council approve a plan for Department Heads that is similar to the CSEA-Admin TPA retroactive to August 1, 2016. Seconded by Ald. Schermerhorn, approved ayes all.

Department Head Handbook – Ald. Doliver reminded the Committee that there had been previous talk in 2016 about updating the handbook. Suggestions from C. Ivarson had been received but no changes have been made yet. It was suggested that a committee be formed in order for progress to continue. The committee will bring a draft of suggested changes to the August Joint Committee meeting.

Union Negotiations – Mayor Carnrike stated she had received 2 letters from CSEA Labor Relations Specialist Christopher Rhode requesting information on units 6404 Blue (Public Works) and 6404-1 White (Admin) such as a current list of employees including name, job title, date of hire, 2017 base salary, health insurance and audit reports. D. DeForest stated that the Council will need to decide who will represent the City-side of the negotiations. Mayor Carnrike asked how many meetings do negotiations typically take. D. DeForest said by the third meeting all proposals are presented; after that it could be 3 meetings or 10 meetings as every negotiation varies.

Setting July's Joint Committee Meeting Date – July's Joint Committee meeting has been changed to Tuesday, July 11, 2017 at 6:00 p.m.

Grant Award for the Norwich City Band – Ald. Deierlein **moved** to recommend the Common Council accept the grant award of \$1,725 from the R.C. Smith Foundation and \$1,725 from the Greater Norwich Foundation in support of the Norwich City Band. Seconded by Ald. Zieno, approved ayes all.

Executive Session – To discuss the employment history of particular individuals and sale of property where price may be affected – This was moved to the end of the Special Common Council meeting following this Joint Committee Meeting.

Adjournment

Ald. Doliver **moved** to adjourn the Joint Committee Meeting at 7:59 p.m. Seconded by Ald. Deierlein, approved ayes all