

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 5, 2017

Present:

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

Also:

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

Absent:

Ald. Jennifer Morris
Supervisor Robert Jeffrey
Supervisor James McNeil

Ald. Doliver called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:00 p.m. at the Council Chambers.

Approval of Minutes – Ald. Schermerhorn **moved** to approve the minutes of the August 1, 2017 meeting. Seconded by Ald. Deierlein, approved ayes all.

Correspondence

Pumpkin Festival – Ald. Caldwell **moved** to recommend the Common Council approve the request for road closures and special event status for the 19th Annual Pumpkin Festival. Road closures include East and West Park Place from 8:00 a.m. on Friday, October 27th through Saturday, October 28th until the fireworks conclude at approximately 9:30 p.m. Seconded by Ald. Deierlein, approved ayes all.

Northeast Classic Car Museum – Ald. Schermerhorn **moved** to recommend the Common Council approve the request for Police assistance and partial street closures on Rexford St. starting at the corner of North Broad St. to the intersection of Silver St. and State St. from Rexford St. to the entrance of Cobbler's Square on Sunday, June 24, 2018 from 9:00 a.m. – 5:00 p.m. for a large event being held outdoors at the Museum Seconded by Ald. Deierlein, approved ayes all.

Discussion: Clarification of the details of the event was requested by the Committee before the Common Council meeting on September 19th.

Appointments by the Common Council

Ald. Caldwell **moved** to recommend Common Council approve the following appointment:

Assessment Board of Review

- ◆ *Jack Roque, 26 Prospect Street, appointment to fill the remainder of a five-year term expiring September 30, 2021*

Seconded by Ald. Deierlein, approved ayes all.

Department Head Reports

Youth Bureau

Recreation Coordinator Position - R. Mason distributed the proposed revision of the job description and qualifications for the Recreational Services Coordinator position that was left vacant when Jim Wysor retired on September 1, 2017. D. DeForest stated the revision would need to go to the civil service commission meeting on September 25, 2017. R. Mason said the Winter program planning starts before November so he would like to get this advertised as quickly as possible. D. DeForest stated she could start with advertising it on Indeed. Ald. Caldwell **moved** to refill the Recreation Coordinator position. Seconded by Ald. Zieno, approved ayes all.

Fire Department

Appointment of 2 Firefighters – T. Chawgo reported that the 2 positions have been offered and accepted by Tyler Zelsnack of Marathon and Dan Kerila of Endwell, both paramedics. Swearing in will be at the Common Council meeting on September 19. Discussion ensued regarding the eligible list and qualifications of the list. Ald. Schermerhorn **moved** to recommend the Common Council approve both appointments. Seconded by Ald. Deierlein, approved 4 – 1 with Ald. Caldwell voting nay.

Status of New Ambulances – T. Chawgo reported that 1 ambulance has been in service and the second ambulance will be here next week. Three ambulances, including the one at the impound lot, have been traded in as well. Once both ambulances are here a press release will be done

Police Department

Appointment of a Lateral Transfer Officer – R. Marsh distributed an organizational chart of the Police Department. There are currently 2 empty positions and a third in another week. He reminded the Committee that permission to refill the position has already been granted and he has a lateral transfer he would like approved. Ald. Caldwell has concerns related to the lateral transfer and would like to discuss it in Executive Session.

R. Marsh also requested permission to refill the other 2 positions. He stated that there is enough in the budget to refill both positions. He also mentioned that there is no fall Police Academy. D. DeForest stated that there is an MOA that requires refilling within 6 months. Ald. Caldwell **moved** to refill the other 2 positions. Seconded by Ald. Deierlein, approved ayes all.

DPW

Bids for Storm Water Drainage, Fluoride Improvements, Emergency Generator – C. Ivarson distributed the bids received to the Committee. There is a change to the bid from Wakeman's due to a mathematical error making their Fluoride bid \$126,509. He reminded the Committee that the project is a 100% grant. Delaware Engineering has recommended to award bids to all 3 low bidders. Transfers from Storm Sewer and Water Reserves. Ald. Deierlein **moved** to recommend the Common Council award the bids to the low bidders for the 3 projects. Seconded by Ald. Schermerhorn, approved ayes all.

Transfer of an Employee to a Water System Operator Trainee – C. Ivarson reported that Brian Maricle has an AA Degree in Environmental Science which makes him eligible to take the Grade 3 exam in a 1 ½ years instead of waiting 4 ½ years without a degree. He currently holds the MEO 1 position which would then need to be filled. Ald. Caldwell **moved** to recommend the Common Council approve the appointment of Brian Maricle to the Water System Operator – Unlicensed position and to refill the position left vacant by the appointment. Seconded by Ald. Doliver, approved ayes all. D. DeForest requested permission to begin advertising in-house and on Indeed.

Mechanic Position – C. Ivarson asked to fill the vacant Mechanic position. With winter coming the position will be especially necessary in order to keep the plows in working condition throughout the season. He stated at one time there were 3 mechanics but two of those positions had been eliminated and are no longer in the budget. Ald. Caldwell **moved** to refill the Mechanic position. Seconded by Ald. Deierlein, approved ayes all.

C. Ivarson also reported that there will be an additional 3 people are retiring at the end of the year – a Water System Operator, a Water System Maintainer, and an MEO 1 with the Cleaner at the WWTP leaving 3 months after that.

Curb Cuts for 42 Waite St., 32 Division St., and 90 Elm St. – C. Ivarson stated that he has no problem with the curb cut requests for 42 Waite St. and 90 Elm St. He reported that 32 Division St. would like to park cars on the front lawn of the property as they have been for the last 10-12 years and would now like a curb cut to

facilitate that. J. Lawrence stated that the law needs to be looked at and specifications set due to the fact that past experience with granting permission to park in the front yard of a property has become an issue. Reference to a property on Maydole St. was made. C. Ivarson stated that such requests since have been turned down. J. Lawrence stated there is no law for parking in the front of a property, but there is one for not driving over the water shut off. Discussion ensued as to the parking issues created by multi-family dwellings. Ald. Caldwell **moved** to recommend the Common Council approve curb cuts at 90 Elm St. and 42 Waite St., approved ayes all. Ald. Zieno **moved** to table the curb cut request for 32 Division St. Seconded by Ald. Caldwell, approved ayes all.

2018 Paving – C. Ivarson stated he has the 2018 work schedule from NYSEG. On this list was Plymouth St. which was done 12 years ago when they replaced the gas mains; now they will be upping the pressure with a larger gas main. This can be done through the right of way without going into the street. Plymouth St. will be paid 100% by CHIPS at a cost of \$95,384. NYSEG will also do Fair St., and Guernsey St. through CHIPS. NYSEG would also pave Henry St. and Court St. The total cost is \$298,254 with approximately \$27,000 back. He also said the cost of paving Ridgeland Dr., which was previously discussed, is \$70,183. He reported that in 2015, 2016 and 2017 there were funds received back of \$34,000, \$32,000 and \$32,000 respectively that were not placed back in the Infrastructure Reserve. Funds for Ridgeland Dr. could be taken from the Unappropriated Reserve account. The Committee agreed to add Ridgeland to the 2018 paving schedule.

Project Updates – Water Tank and Filter Plant- C. Ivarson reminded the Committee that he held back \$10,000 from the contractor until the second inspection of the defect that was found was done which will be on September 13, 2017. He will also be asking USDA-RD for \$2,000 to reimburse the cost of hiring a third party and additional reimbursement for the cost of additional engineering services required. He announced a change order for the filter plant to include a new aeration valve that broke about 2 months ago. The valve allows water to go from the upper Reservoir to the lower Reservoir which was installed 7' underground in 1881 with no shut off. Adding the insertion valve will be \$23,520 and added to the cost of the filter plant. Ald. Caldwell **moved** to recommend the Common Council approve the change order to the filter plant project. Seconded by Ald. Zieno, approved ayes all.

Ald. Caldwell asked that if Carl Ivarson is leaving at the end of the year, shouldn't the recruitment process to fill the position begin? D. DeForest reported that the Civil Service test for this position is on October 28, 2017 with an application deadline of September 26, 2017 so a decision regarding the position should be made quickly. Her recommendation would be to start advertising on Indeed and to also hire a head hunter due to the difficulty of filling the position. C. Ivarson mentioned the pay scale may also an issue.

Code Enforcement

Abandoned Vehicles - J. Lawrence distributed a draft of the proposed change in the Abandoned Vehicle Code to be better in-line with the State Code. This would need to go to the Common Council first, the City Attorney would look it over as well as the State, and a Public Hearing would be set. Ald. Caldwell **moved** to recommend the Common Council approve the changes to the Code and set a Public Hearing in October. Seconded by Ald. Deierlein, approved ayes all.

Solid Waste Recycling - J. Lawrence distributed the draft of the proposed ordinance change regarding items such as couches that are left at the curb and discussed the violation of the ordinance. Violators are typically contacted by phone or doorknocker, then sent a letter and if not resolved are then sent a certified letter. After 24 hours of the letter's receipt the City may remove the item and the charges and fine would be billed to the property owner. If the bill is not paid, the charges incurred can be added to their tax bill, but the fine is only recouped by going to court. J. Lawrence said this includes indoor furniture on open porches which is not allowed.

Other Items

Endorse Neighborhood Watch Program – Ald. Doliver stated he was contacted by someone wishing to start a neighborhood watch program. Ald. Caldwell mentioned that in the past the Police Department had a Citizen's Police Academy and perhaps could be started again once the Department was fully staffed. Discussion ensued and was decided that the City cannot endorse or advise a neighborhood watch program if one is formed. There is a TIPS line (336-8477) that can be called if someone observes suspicious activity.

Ambulance Contract Negotiations – Town of Plymouth – Ald. Doliver reported he and T. Chawgo had met with the Plymouth Supervisor, their Fire Chief and a Councilperson to see if they were interested in an ambulance contract. They had explained that it would be different than in the past and would not be \$1. He

stated they were interested in doing a contract. There was concern if there would be a dedicated ambulance for Plymouth and Ald. Doliver explained to them that the City would answer the call if not on another call and mutual aid may need to be used. Mayor Carnrike said that Mr. Patterson had called City Hall in a panic and was very nervous about this. Ald. Doliver said as a City Resident, not only would he have to pay for an ambulance call if he needed it, but he is also paying City taxes. The Town of Plymouth residents are also paying for an ambulance call but only an additional \$1 is paid for the entire Town. T. Chawgo stated that the Towns of Plymouth and Preston are the only contracts done for ambulance-only service and those are for \$1. Ald. Caldwell stated that the wear and tear on vehicles is significantly more outside the 2 square miles of the City Limits. Ald. Deierlein asked what the options were for the people in Plymouth if the City discontinued service. A Jones said that the CMT would be called first, if unavailable then the nearest service (in this case it would be the City of Norwich) would be called. CMT are available roughly 70% of the time. T. Chawgo stated that less than 50 calls for 2016 were made to the Town of Plymouth. Anyone living outside the Norwich zip code already gets billed an additional \$300 non-resident fee even if they are not transported. Mayor Carnrike and Ald. Deierlein agreed that the number of calls, what was billed and the recovery amount of those bills is needed before continuing with anything. A Jones also stated that CMT has no contracts with individual towns, only the County, because they don't want to be obligated to provide a service but to respond only if they are available. Ald. Caldwell stated that EMS calls should be answered by those with ALS/BLS credentials only and not by a firefighter. Discussion continued regarding mutual aid and what would happen if one town signed and the other didn't and opting out of mutual aid and being mandated to have some sort of mutual aid. The requirement, by law, for the City to send an ambulance was also discussed. Ald. Doliver stated that this will probably have to wait till next year for any changes as the Towns are working on their 2018 budgets right now.

Executive Session – Ald. Caldwell **moved** to enter executive session at 7:43 p.m. to discuss contract negotiations and the employment history of a particular individual. Seconded by Ald. Zieno, approved ayes all.

Ald. Zieno **moved** to exit executive session at 7:56 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Schermerhorn **moved** to recommend the Common Council approve the appointment of Steven Rounds as a lateral transfer to the Police Department effective September 20, 2017. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to re-enter executive session to discuss contract negotiations. Seconded by Ald. Doliver, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 8:53 p.m. Seconded by Ald. Doliver, approved ayes all.

Ald. Deierlein **moved** to recommend the Common Council retain the services of a professional negotiator for the Fire Contract. Seconded by Ald. Doliver, approved ayes all.

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 8:54 p.m. Seconded by Ald. Schermerhorn, approved ayes all