

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
February 6, 2018

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. John Deierlein
Ald. Linda Kays-Biviano
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Deborah DeForest
DPW Assistant Superintendent George Carnrike
Youth Bureau Director Robert Mason
Fire Chief Tracy Chawgo
Police Chief Rodney Marsh
EMO A Jones
Derrick Wilcox, Delaware Engineering

Supervisor Robert M. Jeffrey

Media Representative: Grady Thompson

Absent

Supervisor James McNeil

Ald. Doliver called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:04 p.m. at the Council Chambers.

Approval of Minutes – Ald. Caldwell **moved** to approve the minutes of the January 2, 2018 meeting. Seconded by Ald. Deierlein, approved ayes all.

Guest Speakers

Pat McNeil and Dan O'Reilly addressed the Common Council regarding the proposed new hotel to be located at the former Morrisville College location on South Broad St. They distributed a proposed layout of the Hayes Street Municipal parking lot to the Council. Mr. McNeil stated that he has had previous conversations with some members regarding a possible P.I.L.O.T. program, however another avenue is being explored. He explained that what they are seeking is support for a 60 - 70 room hotel by designating 71 parking spaces which is required in order to receive their hotel flag. They have received CFA funding of \$500,000 for the hotel. In addition, they are planning on applying for façade grants in order to re-do the back of all the buildings as the main entrance to the hotel will be on the parking lot side of the building. The re-designed parking lot removes the existing brick, planters and parking islands and increases parking from 56 spaces to 71 spaces. Assistance from the City is being requested in manpower and equipment by having City DPW employees dig up a 70' x 20' area. They are working with the County for help with tipping fees as well as other areas. The benefit to the City would be additional revenue. Based on 40 rooms (2/3 occupancy) x \$1.5 (1.5 cents/dollar spent on a \$100 hotel room) for 365 days/year would be \$21,900 additional revenue. Mr. McNeil continued stating that hotel studies estimate guests spend \$100 per day within the municipality they stay in which would boost the \$21,900 to \$43,800. The City may need to discuss implementing a 4% hotel tax, which could bring in around \$58,000 per year based on 40 rooms. He stressed once again that the 71 spaces designated for the hotel are essential and that the \$4.3 million project is "dead" without it. Mr. O'Reilly stated that if this goes through there is a strong possibility that in the spring of 2019 they could be booking rooms. Ald. Caldwell asked if they were looking to purchase the parking spaces. Mr. McNeil stated that back in the '90's there was parking that was designated for Morrisville (although there is no documentation supporting this) and they are simply looking for similar designation. Alds. Deierlein and Zieno agreed that parking in that area is already difficult with 123 general parking spots which 71 would now be designated as hotel parking. Mr. McNeil also stated that 3 additional spots would be requested on South Broad St. in front of the hotel to be marked as "15-minute parking". Ald. Doliver will take the 15-minute parking request to the Traffic Commission. Mayor Carnrike asked Assistant DPW Superintendent George Carnrike his thoughts as he is familiar with the building as well as the parking lot and DPW manpower availability. He stated that currently there is all night parking for the Senior Center and many apartments located in surrounding buildings and parking for other businesses and organizations which makes it difficult to maintain the lot and suggested the hotel could help with that in some way. He also mentioned that the area to be dug also has issues with storm drainage that currently run through some of the buildings as well as the

natural gas lines, electrical poles, and possible other [environmental] issues due to the property use prior to becoming a parking lot. DPW is currently shorthanded and could not take on additional work without overtime. An estimation of 2 employees for 2 weeks in addition to the equipment usage was made and the costs associated with that would be brought to the next Common Council meeting. Ald. Caldwell **moved** to recommend the Common Council designate 71 parking spaces and resources up to no more than \$25,000. Seconded by Ald. Jeffrey, approved ayes all.

Ald. Caldwell **moved** to send the 3 15-minute parking spot designation on South Broad St. to the Traffic Commission. Seconded by Ald. Deierlein, approved ayes all.

Correspondence

Spring Into Action – Ald. Caldwell **moved** to recommend the Common Council approve Antonio Loscavio's request of Police Assistance for a new 5K event to help raise awareness for the International children's relief organization, Save the Children Foundation. The race is May 13, 2018 with a start time of 9:00 a.m. in East Park to West Main St., Canasawacta St., Cortland St., Mitchell St., Grove Ave., East Main St. and into the Fairgrounds and back onto East Main St. with the finish at East Park. Seconded by Ald. Deierlein, approved ayes all.

Chenango County Dairy Day – Ald. Caldwell **moved** to recommend the Common Council approve the request from the Chenango County Dairy Day Committee for Police assistance and road closures during their 18th annual parade and celebration with 5K race on Saturday, June 16, 2018. The 5K Milk Run beginning at 9:00 a.m. will proceed from the Fairgrounds to County Route 32 South, onto Hale St. to Route 12, South Broad, East Main St., finishing at the Fairgrounds with runners on the right-hand side of the roads. The closure of East Main St. from the Fairgrounds infield gate to County Route 32 at 8:55 a.m. to 9:10 a.m. for the race and from the East Main St. railroad tracks to the Fairground entrance for the parade beginning in the Tops parking lot at 10:30 a.m. Seconded by Ald. Deierlein, approved ayes all.

A Christmas to Remember/Parade of Lights – Ald. Deierlein **moved** to recommend the Common Council approve the request for Police/Fire Police assistance and road closures for the Parade of Lights on Saturday, November 24, 2018 on Route 12 with parade lineups beginning at 5:30 p.m. on Division St., Francis Ave., Conkey Ave., Hickok Ave., Brown Ave., and Eaton Ave. ending behind Howard Johnson's Hotel. Seconded by Ald. Caldwell, approved ayes all.

Johnny B's Liquor License – Ald. Jeffrey **moved** to recommend the Common Council receive and file the notice of Liquor License Application by Johnny B's restaurant. Seconded by Ald. Zieno, approved ayes all.

Rolling Antiquers 53rd Annual Car Show – Ald. Deierlein **moved** to recommend the Common Council approve the request from the Rolling Antiquers Old Car Club for Police Assistance for the car show at the Fairgrounds on May 26 -27, 2018. Seconded by Ald. Caldwell, approved ayes all.

Gus Macker 2018 – Ald. Caldwell **moved** to recommend the Common Council approve the request for Police assistance, road closures, and the use of bleachers and picnic tables for Gus Macker held on July 13, 14 and 15. The closure of East Main is requested at 8 a.m. Friday, July 13th to 8 p.m. on Sunday, July 15th. Also requested is a water attachment to the fire hydrant on the northeast corner of East Park Place. Seconded by Ald. Zieno, approved ayes all.

Department Head Reports

EMO

New Computer and Server – A Jones reported that their server is "on its last legs" and under the joint agreement with the County a new server and computer has been purchased with grant money.

EMO Smartphone App Update – A Jones reported that the software App update is also joint with the County with the City and County splitting the cost of maintenance. The cost is increasing to approximately \$650 and the County will be taking the increase from a Preparedness Grant. This will allow information from Emergency Management to be accessible in one place rather than having to look at several sources. Ald. Caldwell asked why only the County and City pay for this and couldn't other municipalities also share in the cost. A Jones responded that the County and the City have their own Preparedness offices.

Citizen Preparedness Program – A Jones reported that a 1 ½ hour Citizens Preparedness Program was offered 3 years ago by the State which 150 people attended the Norwich High School. They have requested a Preparedness Program for this year which tentatively will be April 14th.

Drone Training – Approximately 2 years ago a drone was purchased for use by Emergency Management, Fire and Police but use of the drone was delayed due to issues with liability among other things. At the Preparedness Center in Oriskany the State is putting together 3 classes of drone training to obtain licensing; awareness, basic and advanced levels. The Awareness Class is February 21 at no cost and he, Assistant Fire Chief Mike Ford and Assistant Police Chief Scott Burlison will be attending. He stated that the drone will be very useful and cited the recent situation where they were trying to locate the ice dam on the creek.

Federal Disaster Declaration Update – Last year in March there was a Federal Disaster Declaration due to the snow storm. FEMA has been busy with many other major storms that have occurred since then which has caused the delay. Jones stated he met with them last week and finalization is nearing with 90% of the paperwork completed. Dollars that can be expected are still unknown.

DPW

Gas Leak - G. Carnrike reported that while installing a pole, NYSEG hit a gas line causing Pleasant Street to be closed for a period of time.

Snow Plows – G. Carnrike reported that during the snow storm 2 plows sustained significant damage. Money will need to be spent on plows that was not budgeted for.

Street Sweeper – G. Carnrike reported that the rear engine needs repair at a cost of \$15,000 – \$20,000 with a final quote pending. The budget line in the General Fund for the entire year is \$10,000.

Filter Plant Update – G. Carnrike reported that the first week in March is when the filter rack is scheduled to be delivered. The steel has been set and masonry wall has been placed.

Staffing – G. Carnrike stated that 2 positions are vacant, due to retirements. D. DeForest stated permission from the Committee would be needed to refill the MEO1 and Water System Operator positions. Ald. Deierlein suggested that instead of having a motion as this time to refill the positions that is should be discussed later tonight when discussing the organization of DPW that will be taking place.

Extending Chlorine Bid – G. Carnrike stated that the bid will be extended for an additional year. Next year it must go to bid again.

Delaware Engineering – Derrick Wilcox of Delaware Engineering reported that due to some delays a change order for the Water Treatment Plant Project is requested to extend the substantial completion date to August 3, 2018 in the General, Electrical, HVAC, and Plumbing contracts. D. DuFour stated that the BAN will be up in March; temporary financing will be needed to cover March through August at which time it will go to permanent financing. The additional interest incurred has been included in the budget under Debt Service. G. Carnrike also stated that 2 chlorine analyzers, one each at well 3 and well 4 need work. The cost of new analyzers is \$8,000 - \$10,000 and at least one of them should be included under this project. Ald. Caldwell **moved** to take the change order to Common Council. Seconded by Ald. Deierlein, approved ayes all. Mr. Wilcox informed the Committee that additional change orders are pending. A potential big-ticket change order item is the inlet from the Chenango Lake to the Reservoir with a possible cost of \$500,000.

Fire Department

Surplus Items – T. Chawgo distributed a list of obsolete computer equipment that are deemed surplus. The hard drives will be removed and our tech people (The Garam Group) will destroy the hard drives and provide certificates of destruction. Ald. Jeffrey **moved** to take the surplus items to Council. Seconded by Ald. Zieno, approved ayes all.

Volunteer Staffing and Firefighter/EMT New Vision Program – T. Chawgo reported there is a lack of Volunteer Firefighters as the last few fires there have been only 3 or 4 volunteers that show up. There used to be an Explorer Program for kids 14-16 years old. They are currently looking to establish a Junior Firefighter Program for 16-17 year-olds who could then join as regular Firemen at age 18. He also reported that in addition to the Junior Firefighter Program he has also spoken with BOCES in the hopes that a Fire/EMS New Vision Program could be added to the other New Vision Programs already offered. With the New Visions Program

certification in CPR, AED and First Aid may be possible. These are efforts to get into the schools and peak the interest of the younger generation into this career field.

Status of the Installation of the Direct Vent Exhaust System – T. Chawgo reported that delivery of equipment has been pushed to March 27th. The performance period for the grant ends May 24th and he has reached out to FEMA who did not see a problem with the delay.

2017 AFG Grant – T. Chawgo reported that a grant application was made for around \$137,000 to purchase 4 new EKG monitor/defibrillators as the ones currently in use are 10 years old. If successful, the City share of the grant would be 5% or \$6,559 coming from EMS Reserves.

Ice Falling from the Fire Station Roof – T. Chawgo reported that caution should be used on the side of the Firehouse as large chunks of ice fall from the roof. The area is marked with signs and cones, but additional care should be taken.

Request for Use of Firehouse Training Room by the American Red Cross – T. Chawgo reported that he has had a request from the Red Cross for use of the second floor training room at the Firehouse for a blood drive on Monday, June 4, 2018 from 1 p.m. – 6 p.m. They have provided insurance information Ald. Deierlein moved to recommend the Common Council approve the request. Seconded by Ald. Jeffrey, approved ayes all.

Mandatory Training – T. Chawgo reported that on February 21, 2018 the career staff will attend mandatory training of Fire Inspection Certifications done at Morrisville College by Chief Knickerbocker, the Codes Chief in Cortland.

Finance

End of Year Transfers – D. DuFour distributed copies of the year-end budget transfers that are needed. Ald. Caldwell **moved** to recommend the Common Council approve the transfers. Seconded by Ald. Deierlein, approved ayes all. Discussion of

Jamba Farms Lease Extension – D. DuFour explained this is the second and last extension of the one-year lease of the property to Mike Place of Oxford for the purpose of farming the land. This will be the last extension and next year it will go out for bid. Ald. Deierlein **moved** to recommend the Common Council approve the extension. Seconded by Ald. Zieno, approved ayes all.

There was discussion of the tax exemption of property outside the City limits. D. DuFour stated it will be coming up again in 2019 and the school will need to be contacted to make sure the City receives the exemption. There are some City-owned properties that do not receive an exemption. Ald. Zieno asked about the new Water Treatment Plant property. D. DuFour stated that it currently has an exemption, but once it is built upon we will need to make sure it will remain exempt. D. DuFour will compile a list of properties outside the City limits and distribute to the Council.

Other Items -

Traffic Commission request for NO PARKING on the North Side of Sharon Dr. – Ald. Doliver reported that the residents of Sharon Dr. have been contacted by the Traffic Commission and all are in favor of the NO PARKING on the North Side of Sharon Dr. Ald. Zieno **moved** to recommend the Common Council approve the request. Seconded by Ald. Caldwell, approved ayes all.

Proposal from Public Sector HR Consultants, LLC – Workplace Violence Prevention – Ald. Caldwell stated this has been previously discussed and needs to be forwarded to the Common Council so that training is done appropriately to help address any issues that may come up in the future. Ald. Deierlein **moved** to recommend the Common Council approve signing an agreement with Public Sector HR Consultants, LLC for a Workplace Violence Prevention training and education program. Seconded by Ald. Caldwell, approved ayes all.

Code Enforcement – There was much discussion regarding the current title of Amy Donnison as to whether it was Secretary II or Planning and Community Development Administrative Assistant, whether she has been working out of title, the status of the Codes Office currently, and whether Amy has expressed interest in the current vacancy. D. DeForest stated that the vacancy is a non-union Civil Service position and the Civil Service exam for Code Enforcement Officer must be taken. Mayor Carnrike said the discrepancy of titles needs to be fixed in the next two weeks.

Executive Session – Ald. Deierlein **moved** to enter executive session at 8:04 p.m. to discuss the employment history of particular individuals. Seconded by Ald. Caldwell, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 9:40 p.m. Seconded by Ald. Kays-Biviano, approved ayes all.

Common Council recommended that the Human Resources Director recruit for filling one MEO1 position.

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 9:41 p.m. Seconded by Ald. Doliver, approved ayes all