

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
July 3, 2018

Present:

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

Also:

Director of Finance/City Clerk Dee DuFour
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino
Police Chief Rodney Marsh
Larry Monahan
Pete Andrews
Derrick Wilcox, Delaware Engineering

Supervisor Robert M. Jeffrey

Media Representative: None

Absent

Ald. Brian Doliver
Supervisor James McNeil

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:36 p.m. at the Council Chambers.

Approval of Minutes – Ald. Zieno **moved** to approve the minutes of the June 5, 2018 meeting. Seconded by Ald. Deierlein, approved ayes all.

Department Head Reports

DPW

Septage Issue – Pete Andrews and Larry Monahan stated the reason for discontinuing to accept discharge from Septage Haulers in February was due to the tremendous amount of solid material (about 70% and includes tin cans, sneakers, clothing etc.) derived from the loads that block the influent stream. 90 tons have been sent to the landfill with another 30 tons stockpiled and all 3 drying beds full. They are investigating leasing a belt press to speed up the drying process in the drying beds in order to catch up. Purchasing a used one would cost around \$250,000. To offset the loss of the septage revenue, a new source for Phosphorus will be a savings of \$55,000 annually. Haulers come from Binghamton, Oneonta and Madison. There was discussion of why haulers would travel so far to dump septage and it was stated that usually it is price driven. Another issue is that there are only 2 full time operators and a maintenance man and each time a hauler arrives, personnel must stop the job they are working on to attend to the customer. P. Andrews said that, ultimately, the goal is to ensure that what is discharged into the river is compliant; perhaps not in the cheapest way, but in the safest and most efficient way. They further stated the anaerobic digester has not operated efficiently since 2012. Revenue lost is approximately \$60,000 and discussion of raising the rate was discussed if septage is accepted in the future. Also discussed was the increase in lab costs due to not having a lab technician in-house any longer, therefore they have rescinded the DOH lab certification.

Emergency Grant for Chenango Lake – Derrick Wilcox of Delaware Engineering reported that back when Carl Ivarson was here the inflow in from Chenango Lake to the reservoir was beginning to clog with the pipe being half full and should be replaced. They have been working with USDA to try to find additional money since this cannot be included in the Water Treatment Plant Project. It was determined that funds could possibly be obtained through an Emergency Grant which would cover 100% of the replacement cost, but research to prove that this is needed must be done. The fiscal year for the grant will close in September. To replace the line would be approximately \$500,000. D. Wilcox would look to see if an additional grant could be found to cover the costs of the advanced work which could be up to \$15,000. Ald. Jeffrey **moved** to recommend the Common Council approve up to \$15,000 for the advance work necessary to apply for the grant. Seconded by Ald. Deierlein, approved ayes all.

Update on Filter Plant – Delaware Engineering – D. Wilcox reported that good progress is being made with the addition of more crew members, however the project completion date has been pushed to October 5, 2018. He reported that there will be no need for isolation valves to decommission the old water treatment plant as was previously thought. Quotes for chemical feed systems that are obsolete are being obtained. The location of the existing screen and line at the reservoir is unknown and exploration of this can be covered under the project. The purchase of the Vac-Truck was removed from the final bid to meet project budgets. This can be purchased at the end of the project if contingency funds remain and Delaware Engineering will assist in obtaining quotes if desired. It would be an asset to the City and would otherwise cost \$200,000 - \$250,000. The Water Treatment Plant project is estimated at 60-65% completion.

General Construction Change Order #7 for Eastman Associates was presented for approval in the amount of \$35,512.00 for winter labor caused by the delayed start of the project. Much discussion whether this should be paid and the possibility of reducing the amount paid took place. Mayor Carnrike felt as though the contractor “has us over a barrel”. Ald. Zieno suggested payment be contingent on the completion date of October 5th. Ald. Caldwell **moved** to recommend the Common Council approve the \$35,512.00 contingent on completion of the project by October 5, 2018. Seconded by Ald. Deierlein, approved ayes all. This will be sent to the City attorney for review.

D. Wilcox reported they are tracking expenses of Change Order #8 for time and materials due to modification necessary inside the building which were not included on the drawings or specs. Mayor Carnrike questioned whether the City would be responsible for something that should have been included.

D. Wilcox also presented Electrical Construction Change Order #5 for \$2,188.00 to A. Treffeisen & Sons to install a fire alarm for the bathroom which was added per DOH requirements. Ald. Jeffrey **moved** to recommend the Common Council approve the Change Order. Seconded by Ald. Kays-Biviano, approved ayes all.

D. Wilcox presented a Contract Amendment #2 for Delaware Engineering in the amount of \$87,696.93 which is attributed to the delayed start of the project as well as the extended completion date to October 5, 2018 which adds 4 months of Construction Administration and Inspection services. Ald. Caldwell moved to recommend the Common Council approve the Contract Amendment contingent of the October 5th completion of the project. Seconded by Ald. Deierlein, approved ayes all.

Fire Department

NYS DMV Titles for Apparatus #232, #233, #236 – J. Papelino reported he has been working on getting missing titles for apparatus. The titles are necessary so they may be sold in the future, which is the problem with some of the trucks sitting in the impound lot.

Surplus Vehicle Listing on Auctions International - #2351 – 1990 GMC Pickup – J. Papelino reported this vehicle has been cleaned up and will be put up for sale on Auctions International.

Aladtec Software for Career Staff – J. Papelino reported that he, Capt. Barnes, and the Director of Finance have been looking at scheduling software from Aladtec at the annual cost of \$2,499. This is a powerful customized program which in addition to scheduling, has features similar to email to contact all staff with the ability to add trucks and equipment as well.

Greater Norwich Foundation Funds – J. Papelino thanked Asst. Chief Pat Ford for helping to secure \$7,800 through the Greater Norwich Foundation for a 14’ trailer for traffic cones, signage and other items that the Fire Department uses at the scene of an emergency.

Multi-Med Meeting – J. Papelino met with Multi-Med and looked at their operation and met the staff and reported it is an impressive operation. Discussion items included additional training for PCR’s, as accuracy is critical and an increase in the Recovery Fees. The suggestion was to raise the fees \$200 - \$300 per call. A proposal will be submitted at Common Council for approval. Ald. Jeffrey moved to recommend to take this to the Common Council. Seconded by Ald. Kays-Biviano, approved ayes all.

Replacing Heart Monitors Through a Lease and AutoPlus System Addition – J. Papelino reported that currently Norwich is the only agency in the County that runs a strip on the heart machine that must take a picture of it with their cell phone, call the ER to find someone with a cell phone, then text message the photo of the strip in order to get it to a doctor to review. The raise in the Ambulance Recovery Fee would help to offset the cost of leasing heart monitors at a total cost of \$3,500 a month for 4 heart monitors in order to place one in

each ambulance. At the end of the 5-year lease the City would own the monitors. Capt. Gray has been working on the details.

EMS Coverage – J. Papelino reported he has had many conversations with Matt Beckwith in regards that the City EMS is covering many areas in the County that are getting a paid professional service for free. We don't want to get into drawing a hard line saying the City will not provide service any longer for those municipalities that don't share the cost burden, but at some point that may be necessary. Ald. Deierlein agreed that the City of Norwich taxpayer should not have to bear the cost of those calls to other municipalities. It was noted that New Berlin has been thinking of doing away with paid service and Sherburne is manned from 5 a.m. – 7 p.m. and not every day.

Code Enforcement

ISO Rating Improvement – J. Papelino thanked Code Enforcement Officer Amy Donnison who is responsible for the ISO Rating going from 5.5 down to a 4.1, 1 being the best to 10 being the worst.

Chenango Memorial Renovations - J. Papelino reported that Chenango Memorial is looking to begin Phase I renovations in early August. They have been working on moving people out to the areas to be worked on. Phase II will be moving the Emergency Room.

45 Silver St. – J. Papelino reported that there is approximately 2 months of work left which will continue in the Fall when school resumes. Landscaping will be done by the BOCES Conservation group. He remarked that it looks good and has radiant floor heating.

Rental Inspection Increase to \$200 for Repeat Offenders – J. Papelino stated that A. Donnison has recommended a rental inspection rate increase for occupied rental units to \$200. This would apply to any unit that has not been inspected prior to a new tenancy. Currently the rate is \$25. Ald. Jeffrey **moved** to recommend the Common Council approve the rate increase. Seconded by Ald. Kays-Biviano, approved ayes all.

RFP's for 9-11 Grove Ave and 37 Guernsey St. – J. Papelino announced that RFP's would be going out for 9-11 Grove Ave. and 37 Guernsey St. He went through the homes and they seem to be sound, that's not to say they won't need a lot of work.

Fireworks Permit - J. Papelino reported that one Fireworks Permit has been issued. He stated the law had been changed by the governor for Counties to opt out of not permitting the sale of fireworks, therefore by Chenango County not opting out, made the sale of ground-based fireworks legal in Chenango County applicable only for one week around the 4th of July and one week around New Year's Eve.

Ald. Caldwell asked what the status of Fire Inspections is. J. Papelino reported many inspections, naming several larger buildings and businesses, as well as the WWTP have been done and are continuing. Ald. Caldwell asked when the last time a fire drill had been conducted at City buildings. D. DuFour reported that only 1 fire drill had been conducted at City Hall since moving into the building in 1997. J. Papelino said a drill should be conducted at least annually if not more often. He added that every business should also conduct an active attacker training. As first responders, EMS and Police should be involved in those drills. Ald. Deierlein asked how much is spent on physicals and the response was \$1,800 this year and \$2,200 in 2017. There was also discussion of volunteer staffing levels and training.

Police Department

2005 Chevy Impala Declared as Surplus – R. Marsh requested a 2005 Chevy Impala be declared as surplus as it is beyond repair. Ald. Kays-Biviano **moved** to recommend the Common Council declare the vehicle surplus. Seconded by Ald. Deierlein, approved ayes all.

R. Marsh also updated the Committee on the item of camping on City property which was broached at the last Department Head meeting. He has checked with Code Enforcement and the City Attorney and there is nothing prohibiting it. In regards to the Greenway Conservancy Trail, "No Trespassing" signs would not be enough. Suggestions were made to include "Closes at Dusk" as the all City Parks do or the use of tree tags which the Conservancy already utilizes.

Ald. Caldwell mentioned that the next Police Civil Service Exam is September 15, 2018 and should be announced by Monday.

Human Resources

Wastewater Technician Status – Ald. Caldwell reported that the appointment of the Temporary Wastewater Technician expired at the end of June and can be renewed using the exception 64.3 of the Civil Service Law for up to 18 months from the March appointment. Scott Folts feels as though he needs more Lead Operator training with Larry Monahan as he is currently being assigned to work outside the plant. It was discussed that Lead Operator training should be focused on. Ald. Caldwell stated the extension of Larry Monahan's position should be referred to the Civil Service Commission for action, but we could pass a Resolution pending the action of the Civil Service Commission. A monthly update from the WWTP will be requested. Ald. Caldwell moved to recommend the Common Council approve the appointment of Larry Monahan using exception 64.3 for no longer than 18 months from March 21st, 2018. Seconded by Ald. Deierlein, approved ayes all.

Refill HR Vacancies – Ald. Caldwell stated that the Human Resources Director should be refilled. He felt that if the City were not doing Civil Service for the school, library and Housing Authority he may feel differently. His reasoning was checks and balances for audit purposes, having them report to the Mayor and Common Council and the dispersion of highly technical knowledge within employees of the City. Ald. Caldwell **moved** to recommend refilling the HR Director position at Grade 29. There was no second. Ald. Kays-Biviano asked if the person previously interviewed was interested. Ald. Caldwell said she hasn't been made an offer and that is was more of an inquiry as well as a review of her findings. Ald. Jeffrey asked if the County could do the Civil Service. Ald. Caldwell replied yes, but with the sacrifice of the \$40,000 in administration fees the City now collects for that service. D. DuFour stated that previously Ald. Caldwell had indicated the County couldn't do the Civil Service. Ald. Caldwell clarified that the County wouldn't do Civil Service unless required to by law but there would be "a fight on our hands". There was discussion of the revenue loss versus the hiring of the HR Director position. D. DuFour reported the revenue was more in the neighborhood of the low \$30,000's. She also felt that this would be the opposite of checks and balances as it creates the exact same problem situation, a Department of one, that was so separated it was able to operate completely on its own. Discussion previously had been to not hire a Director, but someone that could do HR functions and report to someone in order to create those checks and balances. Ald. Zieno suggested the Finance Department could do an annual audit of the HR Department, but Ald. Caldwell reported that the State does that. Ald. Zieno pointed out that did not help the City with the problems in the past and it doesn't hurt to add another layer of review. Ald. Caldwell **moved** to refill the HR Director as it stands. D. DuFour pointed out that Civil Service is only half of the job and that much of this function was done by a Civil Service Secretary, not the Director. She questioned why the City would pay someone \$80,000 to do this. Mayor Carnrike reported the compensation at \$60,294. Ald. Deierlein stated he is convinced we don't need an HR Director. Ald. Caldwell stated that a good HR person would allow us to not rely on the Labor Attorney as much for negotiations. D. DuFour stated that outside Counsel would still be needed for Police and Fire negotiations. Included in further discussion was the fact that it would take six months to correct HR issues. Ald. Zieno seconded Ald. Caldwell's previous motion. Mayor Carnrike felt the key is to get the right person for the position. She recommends hiring at the entry level and needs to "show us what they're made of". This position has a 52-week probationary period and is non-competitive policy influencing which means "at will". Motion is approved, ayes all.

Other Items

Curb Cut - Ald. Zieno asked for clarification on the curb cut process. D. DuFour stated that it must go to DPW first in order for them to look at area for potential issues and then it is forward to the Joint Committee and Common Council for approval. Ald. Zieno reported that he had a request (he thought the address was 24 Grove Ave.) and DPW has looked at it and sees no problems. Ald. Zieno **moved** to recommend the Common Council approve the curb cut. Seconded by Ald. Caldwell, approved ayes all.

Traffic Commission Recommendations:

1. **Chenango Ave. NO PARKING south side** – Ald. Caldwell moved to recommend the Common Council approve the recommendation. Seconded by Ald. Zieno, approved ayes all.
2. **West Main/Canasawacta Crosswalk removal** – There was discussion that it is very dangerous location for a crosswalk. There must be an access point or the CHIPS Grant may be compromised. The proposal is not to create a new crosswalk further down the street, but to just remove the crosswalk. Ald. Caldwell **moved** to recommend the Common Council approve the removal of the crosswalk. Seconded by Ald. Jeffrey, approved ayes all.

3. **Court/Fair St. 4-way STOP** - Ald. Deierlein **moved** to recommend the Common Council approve the placement of a 4-way STOP. Seconded by Ald. Kays-Biviano, approved ayes all.
4. **South Mitchell St. NO PARKING both sides** – Ald. Caldwell **moved** to recommend the Common Council approve the NO PARKING signs on both sides of South Mitchell St. Seconded by Ald. Zieno, approved ayes all.
5. **Locust St. Temporary Removal of NO PARKING Signs east side** – Ald. Caldwell **moved** to recommend the temporary removal of NO PARKING signs on the east side of the center third of the street. Discussion of various ways to slow traffic down included the use of speed bumps and a 3-Way STOP sign. Seconded by Ald. Kays-Biviano, approved ayes all.

2019 Non-Unit Compensation Schedule – Ald. Caldwell stated for the record that he will not approve the three-tier, three-step compensation schedule as it is. Work should begin now on how to change the schedule which he considers to be “a disaster”. Ald. Zieno stated last year he said it was the last time he would vote for it as well, but also thought it needed to come with a replacement, along with a review process which needs to be fair and consistent.

2019 Preliminary Budget Discussion – Ald. Caldwell stated he will not approve any budget that does not have the number of positions with a corresponding salary. He also would like to eventually see a standard format for budgets between departments.

Status of Finance Software – D. DuFour reported that many of the issues with the software have been solved, with 2017 now closed out. The issues remaining are more internal control issues and solutions are being worked on with the software company. Everything is in place for the use of credit cards and training with the software will be scheduled.

Loan Report – Ald. Caldwell asked about one loan with a notation from seven years ago stating “Pursuing legal action”. D. DuFour reported nothing has happened with that since 2008 and does not know the status of legal action. In 2008 when the company refinanced the City gave up their first mortgage to NBT. This will be referred to the City Attorney to research. Two other loans were addressed: one is being reviewed by the City Attorney, the other will be referred to the City Attorney. Money not being repaid means there is no longer any money to extend for Emergency Loans to our taxpayers. D. DuFour clarified that this was not money from Grants, but from Community Development. It was deemed that the past due loans should be referred to the City Attorney.

2018 Finance Reports – 2018 Property Tax Collection Status – D. DuFour presented the Committee with Trial Balance Report showing tax collection at 92.5% with a balance of \$442,996.55 uncollected.

Water Agreement - Burrell's Excavating – Ald. Caldwell stated he has spoken with Dave Burrell of Burrell's Excavating who wants to buy water the City. Since 2016, the City has had an agreement with another business for water and they would like a similar agreement which is currently at the residential water rate. The business is given a meter, they attach the meter when water is drawn, the business takes a picture of the meter showing the usage and the Finance office then generates a bill. D. DuFour stated that previously the DPW Superintendent would tell the Finance Department when there is a new customer and provides the billing address and rate. The bulk water rate per load is \$70 for up to 5,000 gallons and \$100 over 5,000 gallons. Bulk water is pre-paid in the Finance office who then calls DPW to let them know a customer is on their way, and the customer must show them their receipt. Sunrise Farms is a year-round frequent customer, which is why the procedure of using the meter and billing them monthly was created. Much discussion ensued regarding having different rates, whether customers outside the City should be paying the same rate as residents, whether water should be limited to City and Town residents and whether a limit in the number of gallons should apply. Ald. Caldwell stated there is no cost to the City to provide the service. J. Papelino stated that for Ambulance service there is a higher rate for non-residents, suggesting the same could be done for water. Ald. Deierlein agreed as non-residents don't pay into infrastructure as residents do. When speaking with Carl Ivarson in the past, Ald. Zieno remembers him saying that the system is designed for much higher usage than is currently being utilized with 30 million gallons available in the two reservoirs and the maximum used at one time was 6 million gallons. Ald. Caldwell **moved** to establish a rate table for bulk water usage using an application form, and any commercial or other organization may then apply. Ald. Caldwell made a separate **motion** to have the Common

Council approve a water agreement, effective immediately, with Burrell's Excavating under the current rates. Ald. Deierlein seconded both motions. Ald. Zieno said that at a later date they can then limit it to certain areas. Ald. Jeffrey clarified that this will still need to go to Common Council for approval. Approved 4-1 with Ald. Jeffrey voting nay.

Coaching & Leadership Training Proposals – Mayor Carnrike distributed for review proposals she acquired from B2, a company providing professional and coaching services located in Bainbridge, NY. Her concept is to have leadership training for herself, the Council, Department Heads, and first level Supervisors as well as Board and Commission Chairs.

Ald. Jeffrey addressed the information the Council received from DOT regarding the pedestrian signage at crosswalks which would include rapid-flash beacon signs. He feels this is something that the City should pursue as an extra precaution measure. Ald. Jeffrey **moved** to send this to the Common Council. Seconded by Ald. Caldwell, approved ayes all.

Ald. Jeffrey also asked what the status was of the LED light conversion. Mayor Carnrike said she would follow up to see if the letter requesting the conversion had been sent.

Ald. Jeffrey asked if we have received applications for the Grants Coordinator position and if so could they be reviewed? D. DuFour reported there have been applications received, although there are few viable candidates. There was discussion of whether or not to advertise in the Evening Sun or only on Indeed. Part of the position will be Secretary II/Planning Commission, the other would be working on Grants.

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 9:50 p.m. Seconded by Ald. Kays-Biviano, approved ayes all.