

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

Present:

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

Also:

Director of Finance/City Clerk Dee DuFour
DPW Superintendent Edward Pepe
Fire Chief Jan Papelino
Police Chief Rodney Marsh
Deputy City Clerk Agnes Eaton
Derrick Wilcox, Delaware Engineering

Absent

Ald. Brian Doliver
Ald. John Deierlein
Supervisor Robert M. Jeffrey
Supervisor James McNeil

Media Representative: Grady Thompson

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:33 p.m. at the Council Chambers.

Approval of Minutes – Ald. Jeffrey **moved** to approve the minutes of the July 3, 2018 meeting. Seconded by Ald. Kays-Biviano, approved ayes all.

Non-Profit Fund Raising in the City – Katha Root, WIC Director from Opportunities For Chenango addressed the Committee with a request to investigate a possible change in the City Code, Chapter 383, Peddling and Soliciting to allow non-profit organizations to have vendors on an irregular basis a few times a year for the purpose of fundraising for their organization. She and Sharon Vesely of The Place, who could not attend tonight referenced Doug's Fish Fry as a vendor who donates a portion of the proceeds back to the organization She explained that not only would this give the non-profit extra funds, but would allow the organization to promote their services within the community.

Department Head Reports

DPW

Ald. Caldwell introduced Ed Pepe as the new Superintendent of Public Works whose first day was today. Mr. Pepe stated it was a great first day and looks forward to tomorrow.

Filter Plant Update – Derrick Wilcox updated the Committee on the progress of the project stating that 95% of piping has been completed, SCADA programming has begun, quotes for the obsolete chemical feed systems are being sought as this can be covered under the project and quotes for a Vac-Truck are also being gathered. They are working with the NYSDOH for approval to perform the decommissioning of the existing Water Treatment Plant and installing connections at the new Water Treatment Plant. He also went over the breakdown of the additional Technical Services Costs of \$87,696.93 that have previously been discussed. Ald. Caldwell asked how he felt about the October 5, 2018 deadline and the inspections. Mr. Wilcox stated he felt good about meeting the deadline based on the progress currently being made. He stated that if the project did go past the October 5th deadline and the Technical Services of \$87,696.93 were not paid due to the contingency of meeting the deadline, there is a possibility that management would decide to pull the on-site inspectors and place them on other jobsites where they would be paid which would further delay the operation of the new Water Treatment Plant. He also asked for clarification of the payment contingency, whether it refers to substantial completion or 100% complete and Mayor Carnrike said it means 100% complete by October 5th. Mr. Wilcox invited the Committee members to attend the site meeting the following morning.

Fire Department

1990 GMC Pick-up – J. Papelino reported that this vehicle has been sold for \$4,550.

Gus Macker – J. Papelino reported there were no major issues during Gus Macker. They distributed to participants and spectators approximately 1 1/3 pallets (out of 2 pallets) of chilled bottled water that had been obtained from the Department of Homeland Security. He credits this with fewer incidents, as the weather was extremely hot during the event and would like to continue the practice in subsequent years.

Auctions International- Impound Yard – J. Papelino reported that the three pieces of equipment in the impound yard placed on Auctions International have current bids totaling \$4,150 with a deadline of August 9th.

Aladtec- Career Scheduling – J. Papelino reported the requisition for the software has been done. Once received, training on the system will begin. This will replace the scheduling currently done with Word and Excel programs.

Traffic Control Trailer, Cone and Signage – J. Papelino reported that the traffic control trailer will be in by the end of the week and loaded with the traffic cones and signage. He stated the Greater Norwich Foundation provided all funds except \$1,000 which came from Chenango County Fire.

Ambulance Fee Schedule - J. Papelino reported that the revised ambulance fee schedule went into effect last week.

Controlled Substance/Narcotics Training – J. Papelino reported that Narcotics training has been completed by ALS personnel as it will be required to carry four new life saving drugs on the ambulances. He went on to say that EMS coverage is becoming a stretch for some towns and referenced an article in the Evening Sun reporting that the Village of New Berlin is currently discussing their EMS options. Depending on what the Village of New Berlin does and how they do it, this could stretch our own resources. Discussions with the County Coordinator and the Safety and Rules Committee have been taking place regarding this issue.

Jerome Fire Equipment- 232, 233, 234 & 237 – J. Papelino reported that Jerome Fire has serviced the four vehicles, 3 of which will be paid from the Volunteer Fire Departments. Invoices range from \$500 up to \$1,100, with Apparatus 234 being paid by the City.

Code Enforcement

Tire Disposal on North Broad Street – J. Papelino reported that Codes has been working with a business on North Broad St. which had over 300 tires outside their establishment which have since been removed. The business now has a trailer which will be used to deposit the tires in.

Rental Inspection Fee – J. Papelino reported that verbal notification to landlords of the \$200 fee has begun until a resolution can be passed.

RFP Properties Status- 9-11 Grove Ave & 37 Guernsey St. – J. Papelino reported that RFP's for the two properties are due back on August 17th. To date there have been no RFP's received.

Phase 2 Plans for CMH Renovations – J. Papelino reported that the SEQR (environmental study) has been received from Chenango Memorial for Phase II 17,000 sq. ft. addition and designates The City of Norwich as Lead Agency. Ald. Zieno **moved** to recommend the Common Council approve the designation of the City as the Lead Agency. Seconded by Ald. Kays-Biviano, approved ayes all.

Notifying Property Owners of Vehicle, Tree Debris & Sidewalk Ordinances – J. Papelino reported that Code Enforcement has sent letters to property owners for a variety of Code violations. Ald. Zieno wondered if there was a way to inform the public of what constitutes a violation; perhaps the Evening Sun could run a story.

Ald. Caldwell asked how Fire Inspection were going. J. Papelino stated although he wasn't sure of the exact number, quite a few inspections have been done. They are important for the safety of the employees as well as the customers and visitor of an organization.

Code Enforcement Part-Time Help – Ald. Caldwell asked J. Papelino if he has thought about including in his 2019 Budget funds for additional Code Enforcement help. He stated that now that Amy Donnison is the sole

Code Enforcement officer and previous to that appointment spent much of the time in the office, he wondered if “there is a way to utilize some critical resources” so that she can focus on Code Enforcement rather than paperwork. When asked if Codes had summer help, Amy Donnison said that they did have summer help in previous years that would do a variety of tasks. Ald. Caldwell wondered if a “blanket” position would be able to cover clerical operations for multiple departments such as Codes, Fire, and DPW.

Police Department

Update Regarding Camping on City Property – R. Marsh reported there has been correspondence with the City Attorney regarding to updating or create a City Ordinance to prohibit camping on City property. There is also City owned property located outside the City limits which could be covered under No Trespassing. Currently, City Ordinance states City Parks are only open from dusk to dawn, however this would not cover City property outside the City. Ald. Jeffrey **moved** to take this issue to Common Council. Seconded by Ald. Kays-Biviano, approved ayes all. Before the vote Ald. Kays-Biviano reported that if someone had no place to live they were told by a certain agency to get a tent and camp. R. Marsh stated that the reservoirs are already marked with no trespassing. It was decided to leave the wording up to the City Attorney to avoid any loopholes of other City properties which may be affected.

Ald. Jeffrey asked if the vacant position of Narcotics Detective is needed. R. Marsh stated that the position is needed, however the department is still one position down. If they are able to get a lateral transfer and were fully staffed promotion from within would be possible.

Finance Department

Transfer for Safety Equipment and Transfer for Separator Tank – D. DuFour stated that Pete Andrews and Larry Monahan were going to explain the need for the equipment requiring the transfers but are not here tonight. She reported that the transfer for Safety Equipment is \$9,362.65 and the Separator Tank is \$4,200, both coming from HR 42 - Sewer Equipment Reserves. She reported there is not enough money in the 2018 Budget to pay for these items, which is why it must come from Reserves. Ald. Caldwell asked why there is no money in the Budget to which D. DuFour replied that they have been spending too much money. Mayor Carnrike suggested waiting until L. Monahan and P. Andrews could explain the need for the items.

Ald. Caldwell asked how the new software is working. D. DuFour stated that on a daily basis it is working well and there are a few reporting issues that are being worked on.

Human Resources

Refilling MEO Positions – D. DuFour reported there are still 3 MEO positions vacant; several applications have been received and asked if the Committee would like interviews to be scheduled. Ald. Caldwell asked if the Civil Service Application had been filled out by all applicants and not just a submitted resume. D. DuFour stated this has not been a requirement in order to set up interviews. Ald. Caldwell demanded that no applicant be considered without a Civil Service application and not just a resume.

Waste Water Plant Attendant Retirement – D. DuFour reported that NYS retirement notified the City that the Waste Water Plant Attendant will be retiring on October 15, 2018. Ald. Caldwell thought the position should be advertised immediately. Ald. Jeffrey **moved** to refill the Waste Water Plant Attendant position. Seconded by Ald. Kays-Biviano, approved ayes all.

Other Items

Update on Street Paving – D. DuFour reported that Ridgeland and Plymouth have been completed and that milling and paving will commence with the rest of the streets. Completion of all work will be by August 31, 2018 as stated in the Bid.

Curb Cut – This was approved at the last Joint Committee and will be going to the August Common Council meeting.

Approve Extension of DPW Summer Help – Ald. Jeffrey asked that the employment of one DPW Summer help, Cody Barnes, be extended since we are short-staffed. Ald. Jeffrey has spoken with Scott Grover who reported he is a good worker and does a superb job. He does not have a CDL so would not qualify for the MEO position. He

would recommend extending employment to no later than October 15, 2018. Ald. Jeffrey **moved** to extend the employment of Cody Barnes to no later than October 15, 2018. Seconded by Ald. Zieno, approved ayes all.

Declare Steel I-Beam Surplus – Ald. Caldwell stated that there is a steel I-beam at the WWTP which has been there a long time and should be declared surplus. Ald. Caldwell **moved** to declare the I-beam surplus. Seconded by Ald. Kays-Biviano. Ald. Zieno thought the new Superintendent should take a look at this, therefore the motion is pending the Superintendent's recommendation. Ald. Caldwell moved to declare the I-beam surplus pending the DPW Superintendent's approval. Seconded by Ald. Kays-Biviano, approved ayes all.

Creation/Refill of City Historian Position – Ald. Jeffrey stated that a NYS law from 1917 requires municipalities to have a City Historian and that it is also in the City Charter. Ald. Caldwell stated that we would have to agree to refill and then set the salary for the position. D. DuFour reported that many times the Records Management person is also the City Historian and suggested Agnes Eaton, who is the Records Management person, could be appointed as City Historian. The salary would not have to be increased at this time. The City Historian position does not come with a great amount of work. Mayor Carnrike disagreed stating that the Deputy City Clerk has enough on her plate right now. Pat Scott, previous City Historian/Records Management employee who was present in the gallery, stated that she was paid \$15,000 per year in 2006. Ald. Zieno asked if the City Attorney has reviewed the State Law and Ald. Jeffrey said he had not, but that it is still in the City Charter. Ald. Zieno suggested the City Attorney look at the Law and Charter to determine if there would be a better way to handle this. He went on to say he could see some overlap of functions between Records Management and City Historian. Ald. Zieno **moved** to refer this to the City Attorney to determine the State Law. Seconded by Ald. Kays-Biviano. Mayor Carnrike stated that she doesn't want to add to the duties of the Deputy City Clerk as minutes are not published until a month later and the state of Records Management is disgraceful and we need to do something. Ald. Caldwell **moved** to approve refilling the City Historian position pending the City Attorney's review. Seconded by Ald. Jeffrey, approved 3-1 with Ald. Zieno voting nay. It was clarified that this is only authorizing the refilling of the position, funding the position will come later as that would need four votes to pass.

HR Functions and Backlog/Stipend for Finance Director – D. DuFour distributed an update on the status of Human Resources functions that have been absorbed by others since April. Ald. Caldwell asked if the Committee had a recommendation on whether or not to continue the stipend for the Director of Finance. Ald. Kays-Biviano asked if we are closer to finding a Human Resource Director and D. DuFour stated that there are about 15 applications, many from out-of-state. Ald. Kays-Biviano stated that D. DuFour and the others who have taken on this extra responsibility have done a wonderful job and would recommended to continue the stipend. Ald. Zieno stated that we could revisit this monthly.

Proposed 2019 Non-Unit Compensation Schedule Format – Ald. Caldwell distributed a copy of Chenango County's Non-Unit Compensation Schedule format and suggested a similar format for the City to use. Advantages of this type of schedule is we would know exactly where Department Heads stand. Also, if a position is vacated then "the Common Council can determine the salary of the new appointee, which could really be anything". We should be having budget discussions soon.

Creation of a Dog Park in South Broad Street Park – Mayor Carnrike explained that Hannah Baker of Norwich suggested the creation of a Dog Park within the South Broad Street Park. The Parks Commission, along with Mayor Carnrike, met with Ms. Baker at the Park for a preliminary discussion and tour of the Park. The Park Commission agreed to send the proposal of a Dog Park to the Common Council for preliminary approval so that Ms. Baker could begin the fundraising. Patricia Scott, a member of the gallery, stated that South Broad Street Park was leased to the City around 1926 for 99 years by the Cemetery Association who owns the land and may be used as a Park as long as the City maintains it. She also stated that the residents on Chenango Ave. do not approve of a Dog Park. Mayor Carnrike replied that she has served on the Cemetery Association and is well informed of who owns and controls South Broad Street Park and reported that Ms. Baker has other options in mind as well. She felt this is a quality of life issue for the City. Ald. Caldwell stated more information is needed and "homework" needs to be done.

EMS Services – Referral to County – J. Papelino stated that discussions with the Safety and Rules Commission are taking place regarding EMS Services. Ald. Caldwell thought we should "formalize getting their attention by saying we're here; we can be helpful but we can't carry the whole load" and to ask them to look at EMS Services. Ald. Jeffrey **moved** to refer EMS Services to the Safety and Rules Commission. Seconded by Ald. Zieno, approved ayes all. Ald. Jeffrey stated that he is not opposed to responding (outside the City), however the City taxpayers should not be the ones funding those calls without just compensation.

Chenango County Fair Sewer Relief – Ald. Caldwell summarized the letter from Mary Weidman, President of the Chenango County Fair who was asking for sewer relief from an undetectable water leak in March of 2012. Her

understanding is that the City Council reinstituted a sewer relief policy, has granted relief to two other organizations and is asking for similar and equitable relief in the amount of \$3,287.40. Discussion ensued, Ald. Jeffery stated he would not vote since this occurred before his appointment. D. DuFour stated that the previous policy was that no one received relief for any reason. The reinstituted “policy” was not for past issues, but for those moving forward. The Water Commission’s recommendation was that any claims needed to be made within the billing period, therefore no action was taken.

Discuss Policy for Purchasing Bulk Water – D. DuFour distributed information for the current water and sewer rates for residential, bulk water, and The Town of Norwich customers. Ald. Kays-Biviano asked if hydrant meters were not to be used. D. DuFour reminded the Committee that the City only has 2 meters, therefore, if moving ahead with that option additional meters would need to be purchased. Issues arising include: Does the City purchase the meters and if so who is liable if they are damaged, or do the contractor’s purchase the meters? Ald. Zieno suggested that E. Pepe have a chance to look at this and see what type of equipment is available and make a recommendation. Ald. Caldwell felt we have commercial businesses not being treated the same. He felt that we should find a solution tonight. He also asked if a rate could be set tonight. Ald. Jeffrey would like the opinion of the Water Commission on the Bulk Water Purchasing policy before he voted on anything. Mayor Carnrike pointed out a “flagrant problem” with the Bulk Water Purchasing policy in that purchasing can only be done between 9 a.m. and 2:30 p.m. M-F. Contractors start at 7 a.m. and that is a problem. She also stated for the record “that the meter provided to a local business was read, the picture was taken, two loads of water were obtained at 2500 gallons each, and a picture was taken after the second load which should be 5,000 gallons of water. The meter registered 14.2 cubic feet which is equivalent to 106 gallons. Obviously, the meters do not work and I would recommend that this Council ask that the Water Department and Mr. Pepe look into the meter that Sunrise Farms has so that we can ensure that whatever water is going through these meters we are charging appropriately for.” Ald. Jeffrey **moved** to send the Bulk Water Purchasing policy to the Water Commission for a recommendation before moving forward any further. Seconded by Ald. Kays-Biviano, approved ayes all.

Adjournment

Ald. Jeffrey **moved** to adjourn the Joint Committee Meeting at 8:23 p.m. Seconded by Ald. Zieno, approved ayes all