CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 4, 2018

Present:	Also:
Mayor Christine Carnrike	DPW Superintendent Edward Pepe
Ald. Matthew Caldwell	Youth Bureau Director Robert Mason
Ald. Brian Doliver	Fire Chief Jan Papelino
Ald. John Deierlein	Police Chief Rodney Marsh
Ald. Linda Kays-Biviano	EMO A Jones
Ald. David Zieno	Derrick Wilcox, Delaware Engineering
Ald. Robert D. Jeffrey	Dave Ohman, Delaware Engineering
	Paul Sweeney Left at 7:40
	Deputy City Clerk Agnes Eaton
	Media Representative: Grady Thompson

Supervisor Robert M. Jeffrey- Left at 6:50

Absent
Supervisor James McNeil

Ald. Doliver called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:30 p.m. at the Council Chambers.

Executive Session – Ald. Deierlein **moved** to enter executive session at 6:30 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Caldwell, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:40. Seconded by Ald. Deierlein, approved ayes all.

Approval of Minutes – Ald. Caldwell **moved** to approve the minutes of the August 6, 2018 meeting. Seconded by Ald. Jeffrey, approved ayes all.

Correspondence

Pumpkin Fest – Ald. Jeffrey **moved** to recommend the Common Council approve a request to designate special event status to the 20th Annual Fall Pumpkin Festival taking place on Friday, October 26 and Saturday October 27 with cleanup being completed on Sunday, October 28, with the closure of East and West Park Places beginning at 8 a.m. on Friday until approximately noon on Sunday. The closure of West Main St. from North Broad to Court St. is also requested till Saturday at approximately 9:30 p.m. Seconded by Ald. Caldwell, approved ayes all.

Hayes St. Block Party – Ald. Caldwell **moved** to recommend the Common Council approve a request to change the previously approved date of the Hayes St. Block Party from September 15, 2018 to September 29, 2018. Seconded by Ald. Jeffrey, approved ayes all.

Department Head Reports

Youth Bureau

2019 Youth Bureau Budget - R. Mason presented his 2019 Budget. He reported that there is an increase of $1,370 or 1.54% which is mostly due to the .70 minimum wage increase. He stated this is $2,090 below what the Youth Bureau budget was in 1998. He further stated that most employees are part time “kids” with the Pool

Director and Wrestling Coaches being the only adults. R. Mason said that the $20,295 of revenue, which is 22.57% of the combined budgets, as well as money received from Town Contracts, goes into the General Fund and not back to the Youth Bureau Budgets. Ald. Zieno questioned the Recreation Personal Services line and R. Mason explained the difference was due to the small error in the 2018 Budget. Ald. Caldwell thanked Mr. Mason for breaking out the positions of employees and the number of employees in each. Mayor Carnrike asked if there was anything that we should be doing that we are not and how is it possible to keep the budget at below 1998 levels? R. Mason explained that prior to 1998 the City would pay for bus trips, concerts in the park, there were no volunteers and State money received was twice as much. Over the years, the Youth Bureau Budget was drastically cut and minimum wage has more than doubled; therefore no more concerts in the park, volunteers have stepped in, Grant money has been applied for and received for the bus trips. Ald. Caldwell asked if R. Mason was the person applying for the Grants and Mr. Mason replied he was because there is no one else to do so.

2019 Town Contracts – R. Mason presented the 2019 Recreation contracts for the Towns. His recommendation is to raise the contracted amounts from 2018 by 1.54%, or a total increase of about $214. Ald. Caldwell moved to recommend the Common Council authorize the Mayor to sign the contracts with the Towns. Seconded by Ald. Jeffrey, approved ayes all.

EMO

2019 Budget – A Jones presented the 2019 EMO budget. Telephone expenses may be slightly lower as there are new plans for Public Safety which will be coming out that may save up to $15 per month and $200 has been removed from the Miscellaneous line. The equipment line will include the transfer of equipment from the old EMO vehicle which has been red tagged during inspection to the vehicle he will now be driving which is being transferred from the Police Department. The purchase of a large TV screen to replace the 12 year old SmartBoard is also planned.

DPW

Water Treatment Plant Update with Delaware Engineering – D. Wilcox updated the Committee on the Water Treatment Plant. Piping - 98% complete; wiring – 99% complete; SCADA programming – 95% complete; cutting and capping of existing plant to be completed in the next couple of weeks. Quotes for replacing the Chlorine Gas feed system and the Vac-Truck have been received. Grant Money for the influent line from Chenango Lake is still available and once the flow study is complete a determination will be reported to the Council. Change orders were presented: General Construction No. 8 $39,373.80; HVAC No. 2 $2,440.30; Technical Services Amendment No. 2 $106,874. D. Ohman explained there are 3 sources of funding for the project: USDA loan of $4,022,000; City Funds $1,113,000; USDA Grant $1,000,000; funds must be used and depleted in that respective order. Items totaling $600,000 that the City would eventually need to purchase can be covered with the Grant money instead of coming from the Water Fund. Discussion ensued regarding the Technical Services Amendment which is for Delaware Engineering services. Ald. Caldwell **moved** to recommend the Common Council approve the three change orders contingent on the October 5, 2018 due date. Seconded by Ald. Deierlein, approved ayes all.

Authorizing Payment and Transfer for Gear Reducer – E. Pepe explained this had been purchased at a cost of $21,847 in February and is a critical piece of equipment which is not easily replaced if there is a failure of the existing reducer.

Authorizing Payment and Transfer for DBI Safety Equipment – E. Pepe explained that the equipment, which has already been purchased at a cost of $9,847.50, is needed in order to access the tank safely as the current access is unsafe. Ald. Caldwell asked if this was replacement equipment and E. Pepe stated there is currently no safety equipment used when accessing the tank.

Transfers from Sewer Equipment Reserves to Waste Water Fund – Equipment will be needed. Ald. Caldwell moved to recommend the Common Council approve the transfer and payment for the gear reducer. Seconded by Ald. Kays-Biviano, approved ayes all. Ald. Caldwell moved to recommend the Common Council approve the transfer and payment for DBI safety equipment. Seconded by Ald. Jeffrey, approved ayes all.

Ald. Caldwell asked about the steel I-beam which had been previously discussed as surplus on Mr. Pepe's first day. E. Pepe stated he has identified the beam, however it is a low priority at this time.

Ald. Doliver asked if E. Pepe could get prices for a higher lumen replacement for the decorative lights used in the downtown area. These could be replaced while waiting for NYSEG's replacement of the Cobra Head Lights.

E. Pepe reported that applications have been reviewed by the Foreman. He will go through them to get candidates for interviews.

Fire Department

Declare Nylon Vests Surplus – J. Papelino reported there are 50 nylon vests that are not even close to what is required to wear. He ascertained they have been there 4-5 years and does not know any purpose for which they would have been used. He is requesting they be declared surplus and dispose of on Auctions International. Ald. Jeffrey **moved** to recommend the Council approve the request. Seconded by Ald. Caldwell, approved ayes all.

Change PCR Software to ImageTrend – J. Papelino stated they are looking to changing Pre-Hospital Care Report (PCR) software which will save approximately 20% or $2 per report vs. the current $2.50.

Scheduling Software – J. Papelino reported that they started using the scheduling software on September 1st and will run a parallel path for a couple of months.

Rabies Clinic – J. Papelino reported that the Firehouse will be used for a rabies clinic as has been done in the past.

Junior Firefighter Program – J. Papelino asked for approval from the Council for the Junior Firefighter Program which was discussed at the last Common Council meeting. Ald. Caldwell **moved** to recommend the Council approve the Program. Seconded by Ald. Jeffrey, approved ayes all.

Code Enforcement

Temporary Codes Position – J. Papelino reported he has received 1 application for the temporary Codes position. Ald. Caldwell doesn't remember authorization to refill. There was discussion on whether it was necessary for that to occur as the money is already in the budget and it is essentially the same as hiring any temporary summer employee. Ald. Caldwell disputed this by saying this was a Civil Service position. It was decided to refill this temporary position until November. Ald. Caldwell **moved** to refill the Temporary Codes position for 3 months. Seconded by Ald. Jeffrey, approved ayes all. Ald. Jeffrey felt that there should be a permanent Codes position. He stated that with A. Donnison on vacation this week, there is no one else in the Codes office dealing with the issues of high grass, trash and other things going without attention. Ald. Doliver thought this would just be a seasonal issue.

Rental Inspection Fee Notices – J. Papelino reported that the cost of letters sent to property owners regarding the new rental inspection fee would be $1,000. It was deemed as an unnecessary expense, as it was already placed in the paper and could also be placed on the website. Notification will be sent to all taxpayers with the tax bills at the end of the year which will not incur any extra expense.

RFP Status of 9-11 Grove, 37 Guernsey, 20 Maple and 47 Front – J. Papelino reported that no RFP's have been received for 9-11 Grove Ave. or 37 Guernsey St. These properties may be options for rehabilitation by the City similar to 45 Silver St. 20 Maple St. and 47 Front St. will go out for RFP's again. Ald. Zieno asked if CERG has been notified of the properties. The Mayor said she could follow up to find out if CERG was notified.

Dialysis Center – Tops Plaza – J. Papelino reported that a new Dialysis Center will be located in the Tops Plaza and have started work on remodeling. This will be a great advantage to those who must travel to receive dialysis. It is not associated with UHS.

Permit Revenue for 2018 – J. Papelino reported that permit revenue has already realized the budgeted amount for 2018.

45 Silver St. Update – J. Papelino reported that BOCES students will be back on site in late September. Another $15,000 is needed to finish the project. This is due to the BOCES Advisor not allowing students to do the tiling on the bathroom walls and the spackling of walls. In addition, kitchen materials such as the granite counter tops and kitchen cabinets are running higher. He stated this home is completely handicap accessible and with the radiant floor heating could bring in a $60,000 profit. Using that money for “seed” money for the next project was discussed. Ald. Caldwell asked if this property was overbuilt for the area, indicating that perhaps the higher end finishes are not necessary. Discussion of the neighborhood being revitalized and the property not being in the flood zone were assets. Ald. Caldwell asked where the $15,000 would come from, but that was not known at this time. Ald. Caldwell **moved** to recommend the Council approve the additional $15,000. Seconded by Ald. Jeffrey, approved ayes all.

Planning Commission – Museum District & Community Informational Meeting – J. Papelino reported this is just for information at this time. A neighborhood informational meeting is being planned for the community to ask questions and gain more information about changing the Museum District and how it may affect them. Ald. Zieno would like to know what the legal implications are to taxed properties. Mayor Carnrike stated there are districts which overlap each other and that will also need to be addressed.

Mayor Carnrike reported that there will be 2 new members appointed to the Planning Commission at the next Common Council meeting which will allow them to have a full roster.

Letter to Safety and Rules Committee – J. Papelino distributed the letter being sent to the Safety and Rules Committee on behalf of the Council regarding EMS coverage and the need for a county-wide plan. He has spoken to Matt Beckwith at the County and informed him of the pending letter.

Ald. Jeffrey **moved** to advertise for a full time Code Enforcement position. He felt there was a need for the position. Ald. Caldwell said a referral should be sent to the Civil Service Commission. Ald. Jeffrey **moved** to refer the full time Code Enforcement to the Civil Service Commission to classify the position first. Ald. Jeffrey moved to send the referral to the Civil Service Commission. Seconded by Ald. Caldwell, approved ayes all.

<u>Other Items</u>

Actuary Study – Ald. Deierlein asked if other firms would be researched. Mayor Carnrike said that D. DuFour indicated she would look for others.

Proposed 2019 Non-Unit Compensation Schedule – Ald. Caldwell had prepared some information but had learned the figures are not correct. He will “re-group” and send out an email.

Agreement with Chenango Memorial Hospital – Pharmacy – Mayor Carnrike read a letter from the Business Manager of the UHS Pharmacy stating Chenango Memorial has been participating in a Federal Program which allows them to purchase pharmaceuticals at reduced prices for qualifying patients. The savings are used to provide care to indigent, uninsured and under-insured patients. The program requires an agreement with a government entity and would like the City of Norwich to be that entity. Mayor Carnrike has checked with the City Attorney and he sees no issue with the agreement. Ald. Deierlein moved to authorize the Mayor to sign the agreement with Chenango Memorial. Seconded by Ald. Jeffrey, approved ayes all.

Proposed Dog Park – A proposal from Hannah Baker regarding the proposed creation of a dog park was distributed. The proposal indicated a new location of the park to Greenway Park located on River St. which would also allow for a larger dog park. The Parks Commission approved the fundraising process and so far approximately $185 has been raised, as well as a commitment from NBT to financially support the project and possibly help with a volunteer crew for installation. She would also like help from the City by acting as Lead Agency with applying for grants since she is not a 501c3 non-profit and organizations such as the RC Smith Foundation are not allowed to donate funds to non-profits that are not 501c3. Ald. Zieno thought the area near the Community Gardens would be an appropriate spot for a dog park as it doesn’t border residential properties. It was discussed that many people like the idea of a dog park as long as it’s “not in my neighborhood”.

Special meetings, all starting at 6:30 p.m. for 2019 Budget discussions were set as follows:
Wednesday, September 12 – Police
Tuesday, September 18 – Fire Department
Tuesday, September 25 – DPW and Finance

Ald. Jeffrey reminded the Committee about a sidewalk issue at 71 Birdsall St. which the City had replaced under the 2015 Sidewalk Program. It was previously agreed that if there was extra concrete available we could replace them, however the homeowner was notified that the sidewalk will not be replaced. Discussion included the warranty being expired, if the City did a bad job we should replace the sidewalk, reasons for concrete failure, complete payment of the sidewalk had not been received and replacement would not be considered until it had, does DPW have the manpower to do the work. Ald. Jeffrey moved to recommend the Common Council re-do the sidewalk at 71 Birdsall St. Seconded by Ald. Deierlein, approved ayes all.

Adjournment

Ald. Caldwell **moved** to adjourn the Joint Committee Meeting at 9:35 p.m. Seconded by Ald. Deierlein, approved ayes all