

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
October 2, 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
DPW Superintendent Edward Pepe
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino
Police Chief Rodney Marsh
EMO A Jones
Deputy City Clerk Agnes Eaton
Derrick Wilcox, Delaware Engineering

Supervisor Robert M. Jeffrey

Media Representative: Grady Thompson

Absent

Supervisor James McNeil

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:37 p.m. at the Council Chambers.

Approval of Minutes – Ald. Deierlein **moved** to approve the regular minutes of the September 4 and the special meetings of September 12 and September 18, 2018. Seconded by Ald. Jeffrey, approved ayes all.

Correspondence

YMCA Halloween Parade – Ald. Deierlein **moved** to recommend the Common Council approve a request from the Norwich YMCA for a Police escort and road closures for the Annual Halloween Parade on October 27, 2018 at 11:00 a.m. Road Closures are requested beginning at South Broad St. and Beebe Ave. to North Broad St. at Howard Johnson's where the parade will conclude. Seconded by Ald. Kays-Biviano, approved ayes all.

NHS Bottle Drive - Ald. Jeffrey **moved** to recommend the Common Council approve a request from Norwich Dollars for Scholars to use the Firehouse for a bottle drive fundraiser on Sunday, November 4, 2018 from 9 a.m. to noon. Seconded by Ald. Kays-Biviano, approved ayes all.

NHS Marching Band - Ald. Jeffrey **moved** to recommend the Common Council approve a request from the NHS Marching Band Committee for road closures and Police assistance on Saturday, October 20, 2018 from 1 p.m. to 8:30 p.m. at the High School. Road closures include Midland Dr. from Hale St. to the front of the school and Marconi Ave. closed from 4 p.m. to 8:30 p.m. Seconded by Ald. Deierlein, approved ayes all.

Claudia Tenney Representatives - Ald. Doliver **moved** to approve a request from representatives of Claudia Tenney's mobile office to use the Firehouse on Wednesday, October 3, 2018 from 1 p.m. to 3 p.m. Seconded by Ald. Deierlein, approved ayes all.

YMCA Turkey Trot – Ald. Zieno **moved** to recommend the Common Council approve a request from the Norwich YMCA for police assistance and road closures for the annual Turkey Trot 5K on November 18, 2018. Road closures would include the route for the Kids Fun Run from Mechanic St., onto Silver St., to Mitchell St., to Merrill St. and finishing on Mechanic St. with the entire race lasting 15 minutes. A brief closure of North Broad St. is requested for the start of the adult race. Police assistance is requested at three of the more dangerous intersections of the race as well as an escort at the beginning of the race. Seconded by Ald. Jeffrey, approved ayes all. Seconded by Ald. Jeffrey, approved ayes all.

Department Head Reports

Fire Department

Preparing for Fire Prevention Week Oct 7-13 – J. Papelino informed the Committee about activities for Fire Prevention Week which would include going to Gibson, Perry Browne, Valley Heights Christian Academy and Holy Family schools. He congratulated Firefighter Kristin Smith for doing a great job organizing things.

Fire Prevention Open House – J. Papelino reported that the Fire Prevention Open House is Thursday October 11th from 6 p.m. – 8 p.m. featuring a burn demonstration.

Generous donations in support of Open house – J. Papelino thanked the various donors of items for the Open House; Curtis Lumber - lumber for Burn Houses; Wightman's Signs for the banner; Cottage Bakery for cookies. Ald. Caldwell remembered children drawing an exit strategy for their home and then practicing the exit strategy and asked if this is still done. J. Papelino stated that plans are to promote having a map of your home and practicing a fire drill.

2019 Budget – Discussion of the 2019 Fire Department Budget ensued. It was noted that additional funds were included for turnout gear for volunteers that may be joining the Fire Department and for the possible addition of others depending on how the Junior Firefighter program is accepted. Ald. Zieno stated that a healthy allocation of funds goes to the Volunteer Departments which they need to be accountable for. J. Papelino reported that each company gives approximately \$17,000 per year and pay for maintenance of pumps on the truck and repairs to the Ladder Truck as well as the purchase of other equipment. It was also noted that vehicle maintenance comes from the DPW Budget. Ambulance recovery is up from \$26,000 year-to-date. Discussion of the unknown effect of New Berlin's not having an Ambulance Service was discussed as J. Papelino reported that they have been to New Berlin 3 times today. There was discussion of having 2 ambulances versus 4 ambulances. Also discussed were the Town Fire contracts, the letter that was sent by certified mail to the Safety and Rules Committee regarding Ambulance Recovery and overtime. The Fire Department budget alone would be a 5% tax increase and the Committee asked the Fire Chief to cut the budget between 3% and 5%.

Code Enforcement

Interested Party in 9-11 Grove Ave. – J. Papelino reported there is a party that is interested in purchasing 9-11 Grove Ave. He will update the Committee after the party has viewed the interior and hopefully an RFP will be forthcoming.

Grants for Additional Properties – J. Papelino reported that Amy Donnison will be checking for grants to be used on additional projects similar to the one received for 45 Silver St.

Renovations on East Main St. School – J. Papelino reported that work is proceeding with the East Main St. School building with demolition having been started, walls are studded, the roof has been replaced, and electrical is being run with the target date of occupation as December 2018.

Legal Action - 15 Birdsall St. – J. Papelino reported legal action against 15 Birdsall St. is pending. They have been cited for a violation of the City weed Ordinance. The issue is the Japanese Knotweed which is pushing on the neighboring fence and destroying it.

Interior Renovations – J. Papelino reported that UHS, NBT and the Dialysis Center are all doing extensive renovations to their buildings, all of which require permits and inspections.

Police

Refilling Sergeant Position Status – R. Marsh requested permission to refill the Sergeant position. Ald. Jeffrey moved to refill. Seconded by Ald. Deierlein, approved ayes all. There is still 1 Narcotics position that remains open.

Record Management System – R. Marsh reported that there was a Record Management System that was put in the 2018 Budget but was not purchased for various reasons but will eventually be needed.

License Plate Reader – R. Marsh reported there is an additional License Plate Reader that had not been working for some time and would like to repair that at a cost of \$2500 with an annual maintenance contract of \$995. He stated a new Reader would be \$12,500. There was discussion of whether or not the revenue would offset the purchase. R. Marsh will add this to his 2019 Budget.

DPW

Water Treatment Plant Update – Derrick Wilcox of Delaware Engineering reported on the progress of the Water Treatment Plant. He stated performance tests were done last week, disinfections have taken place and the first water samples were taken today, the seconded will be tomorrow. If the samples are fine the Certificate of Completion will be submitted to DOH for approval. The majority of the equipment has been started. The final cleanup will take place tomorrow and Chenango County Health will do their walk-through on Thursday. The final purchases and change orders are being compiled and a final walk-through done by the end of the week with training occurring the following week.

New Hire Status – WWTP Attendant & MEO1 – E. Pepe reported that Brenton Rideout has been hired as a WWTP Attendant on a Temporary status in order to be able to work and train with Dave Brown before his retirement. He stated the person is smart and was a volunteer at the Sidney WWTP and hopes he will be here for the long term. E. Pepe reported there are still 3 MEO1 positions vacant and he will continue to review applications.

Chlorinator System – E. Pepe reported that 2 of the Chlorine pumps which are 20 years old will need to be replaced. He reported that 1 of the pumps has not functioned for the past 15 years. There were problems over the weekend and were working on the issue until 7:00 p.m. Monday. The replacement at the Borden Ave. Well, Well #2 on Rexford St. and the system at the Reservoir can all be replaced under the Filter Plant project for \$50,375 as a direct expense to the project.

2019 DPW Budget - Discussion of next year's DPW budget included a 4% increase in Personal Services which would depend on the outcome of negotiations. Ald. Caldwell asked this be placed in escrow and noted that retroactive pay is always negotiable. He would also like to see a listing of all positions with the corresponding salaries. E. Pepe will distribute that to the Committee via email. Discussion took place whether or not the Assistant Superintendent position will be refilled or to create a Working Foreman position. Street Lighting may be less than listed and the conversion to LED's was discussed. NYSEG has not finalized the LED replacement program yet and a date for replacement is not known at this time. Discussion of the B.I.D. lights was also discussed – who is responsible for replacing the burned-out lights and should they also be replaced with LED's when they do burn out. The Sidewalk and Curbs portion of the budget included how it would affect the budget if a Sidewalk Program was reinstituted in 2019. It was noted that this would be contracted out and if a contractor would commit to it. The City would "front" the money to pay the contractor and property owners pay the City back over a 3-year period. Discussion ensued regarding an additional \$180,000 for the Highway Capital Reserves-Equipment. E. Pepe explained this was for the purchase of new vehicles. There are several vehicles which are 10-15 years old and one that is not functioning at all. It was decided that the line would be reduced back to \$20,000. E. Pepe reported he added what he felt was a conservative estimate of \$150,000 to the Water budget to cover expenses for the new Water Treatment Plant. It is difficult to say how the new Plant will affect the budget. It was noted that the 2019 Water Expenses are higher than the Revenues.

Ald. Doliver asked if water and sewer lines could be replaced when NYSEG is digging up the streets and before paving commences. He is very concerned that much of the infrastructure is very old, being installed in 1906. E. Pepe reported that leaks are addressed when they occur. He went on to say the material used in the 1900's is better than what can be installed today. Ald. Zieno seemed to remember Carl Ivarson mentioning a Federal Grant Program for infrastructure that might be coming. Mayor Carnrike said she and E. Pepe attended a Critical Taskforce forum at SUNY Broome Community College and some topics were roads and infrastructure. E. Pepe explained that Revenues budgeted for Waste Water are lower since the City is not taking Septage because the level of solids was too high. He reported that the digesters are doing their job resulting in lower level of solids and finally producing methane gas. It may be possible to accept Septage in the future.

Other Items

Designating Trick or Treat Hours – Ald. Jeffrey **moved** to have the Common Council set the hours for Trick or Treat as Wednesday, October 31, 2017 from 5:30 p.m. to 8:00 p.m. Seconded by Ald. Doliver, approved ayes all.

Hometown Heroes – Banners – Ald. Doliver reported he has been working with the County's new Veteran's Administrator to begin a recognition of local Veteran's. The proposal is to have a banner for each veteran composed of their picture and years of service. They are looking to the American Legion and the VFW for some funding, as well as the interested families of veterans. The cost of each banner is \$200; there would be no cost to the City, but may ask for assistance from the DPW on the installation of the banners. Karol Kucinski, a resident in the audience, mentioned that very recently he drove through a community with similar banners and said it was very beautiful. It was noted that many communities have more recognition of veteran's than Norwich does.

Purple Heart Designation Plaque – Ald. Doliver would like to see Chenango County be designated as a Purple Heart County to add to the many surrounding Counties that have been named so. He explained this relates to the number of Purple Heart recipients in the County. He explained that because Norwich is the County seat, the Veteran's Administrator felt the plaque should be located in Norwich's West Park.

2019 SPCA Agreement – Ald. Doliver **moved** to recommend the Common Council authorize the Mayor to sign the Annual Animal Shelter Agreement with the SPCA. Seconded by Ald. Deierlein, approved ayes all.

33-39 Court St. – Ald. Zieno **moved** to forward this to Common Council to be discussed when the City Attorney can be present. Seconded by Ald. Doliver, approved ayes all.

Ald. Jeffrey asked the status of loan's made by the City. D. DuFour reported that those which routinely pay have done so and those that don't, haven't. The loans with over-due payments will be referred to the City Attorney.

Ald. Caldwell mentioned that he and Ald. Jeffrey collected 23 shopping carts on one Sunday. It was discussed how this issue of shopping carts can be remedied. Mayor Carnrike said she has been in contact with various businesses regarding their carts. The consensus of those contacts was that if the business has a sign that says carts may not be removed from the property, then the Police Department can stop any individual with a shopping cart that is off the business' property. It was discussed on how to get the word out that this will be enforced.

Ald. Jeffrey reported that he and Ald. Kays-Biviano attended the presentation of the proposed Museum District at the Car Museum. His opinion was that it is going to be a very extensive project and will be a excellent for the entire neighborhood. Grant applications are planned in 2019 which will be done in 4 stages.

Ald. Caldwell and D. DuFour reported that the State Fiscal stress scores have been released and the City has a Fiscal Stress level of zero. Mayor Carnrike added that according to the NYS Comptroller's Report, the City of Norwich is among the top 5 least financially stressed cities in the State.

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 9:10 p.m. Seconded by Ald. Doliver, approved ayes all.