

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES

Special Meeting
October 23, 2018

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. John Deierlein
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Deputy City Clerk Agnes Eaton
EMO A Jones
Police Chief Rodney Marsh
Youth Bureau Director Robert Mason

Absent

Ald. Brian Doliver
Ald. Linda Kays-Biviano
Supervisor James McNeil
Supervisor Robert M. Jeffrey

Ald. Caldwell called the special joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:34 p.m. at the Council Chambers.

2019 Budget Presentations by D. DuFour

Finance Department – D. DuFour presented the Finance Budget to the Committee. Changes included a slight increase in Personal Services. Contracted services includes the Actuary Study which was originally budgeted in 2018 but will now be done in 2019. It was decided the Contracted Services will be reduced and expenses for the Actuary Study would be done using a purchase order, resulting in an overall decrease in 2019 from the 2018 budgeted amount. Ald. Caldwell questioned the \$575 increase from 2017 in the Travel, Training & Meetings stating he felt it is not needed and should be reduced. D. DuFour stated that training is important and does not want to reduce this line.

Clerk – D. DuFour presented the Clerk's Budget to the Committee. A total increase over the 2018 budget of \$220 was mostly due to the one-time purchase of PDF converter software. Ald. Zieno questioned whether the software is still viable, remarking that NBT is moving away from that software. D. DuFour said that we will check with our IT company before making a purchase. Ald. Caldwell asked what the \$25 under Other is used for and D. DuFour did not know at this time.

Assessor – D. DuFour presented the Assessment Budget to the Committee. Discussion took place regarding the stipend that has been paid since January 2017 for the previous Assessor who is working on the Revaluation Project. It was asked if the current Assessor could undertake the project since he is now certified. D. DuFour will check on the status of the Revaluation and report back.

Common Council, Mayor, Attorney – D. DuFour presented the three budgets to the Committee. There was a total increase of \$135 between the 3 budgets. Ald. Caldwell thought the Common Council – Other budget line of \$400 could be cut as he couldn't see what it would be used for. D. DuFour said it is used for plaques, business cards, new name plates, and any training such as NYCOM seminars the Council members attend.

Planning – D. DuFour presented the Planning Budget to the Committee. Changes in the Personal Services line include the addition of the Grant Coordinator position and the removal of the Secretary II salary which was previously charged to that line. Other expenses were estimated since the Grant Coordinator is a new position. Total changes result in a decrease of \$9,150 for 2019.

Human Resources – D. DuFour presented the Human Resources Budget to the Committee. A decrease of \$107,542 was due to the department being reduced to one person and the currently vacant Director's salary reduced to entry level as well as other cuts in all other lines. Ald. Caldwell questioned the reduction of the Travel, Training & Meetings budget suggesting it is too low because City-wide Policy training would also come from this line. D. DuFour stated that PERMA offers free training. Mayor Carnrike asked if the training for management and leaders also comes from this line and D. DuFour stated that it does. Mayor Carnrike also said we need to further look at that number. Ald. Caldwell felt the City would not be spending \$50,000 in Contracted Services. He felt that actual costs would come in at \$15,000, but recommended the line be set at \$35K. D. DuFour thought that was too low considering the last several years actuals were \$44K, \$63K and \$55K to-date for 2018.

Miscellaneous Departments – D. DuFour presented Miscellaneous Budgets to the Committee. Changes include an increase of \$550 for the one-time purchase of a cart and step stool for **Records Management**. D. DuFour reported that currently a metal folding chair is being used and is not safe. Ald. Caldwell said the City must own something that could be moved to Records Management, adding that there are probably many things collecting dust and not being used. **Management Info Systems** increase reflects the upgrade from Windows 7, which is no longer being supported, to Windows 10. Six computers will be updated this year, the rest will come from the 2019 budget. Also contributing to this is the Fire Department now being on the same network as City Hall along with the corresponding network support. D. DuFour reported that under **Other-Refunds & Taxes-City Properties**, the amount was increased to cover the costs associated with paying taxes to the School and County for tax sale properties. In the past, there has not been enough in the line to pay those taxes. Mayor Carnrike stated that so far the City has had enough in the budget to transfer from somewhere else.

Ald. Deierlein asked what the **Celebrations** budget covers. D. DuFour stated this is for items such as the sound system in the Park as well as wreaths for Memorial Day and Veteran's Day. The \$1,500 in the **Adult Recreation** Budget is for the City contribution to the Chenango County Area Agency on Aging. Aids. Zieno and Deierlein asked why the City is paying for a County program and it was agreed this should be looked at further. Discussion took place regarding the **Employee Benefits** – Hospital & Medical Insurance line which includes the Health Care Reimbursement. D. DuFour explained that this number was derived from potential claims, stating that there have been no claims from the Fire Department so far. The deadline is December 31, 2018 to submit claims from August of 2016 to July of 2017. She also has received notification that 2019 Medicare rates will be going down by 10%.

Ald. Caldwell asked about the 2018 estimated Finance-Overtime line and D. DuFour explained that no Finance funds were used for overtime, but funds from the Human Resource's budget was transferred in to cover HR duties which necessitated overtime. Ald. Zieno mentioned that the 2018 Human Resource budget will come in way below budget and could be a source to offset the budget increases for 2019. Mayor Carnrike said that with the year-end transfers done in February of this year there was \$292,401.48 transferred; we have to review the budget carefully to see where that [money] is. A Jones also reminded the Committee that there will be \$60K in revenue coming from FEMA. Discussion of revenue from the School District for Civil Service took place. D. DuFour explained the reimbursement formula uses a calculation which includes HR salaries. It is expected that revenue will be lower than the usual \$30K-\$35K because of the vacant HR positions.

There was discussion on the delinquent Community Development loans and what should be done with them - whether they should be turned over to the City Attorney or written off. The non-payment of the loans has prohibited any new loans from being issued.

Ald. Caldwell and Mayor Carnrike asked if D. DuFour would have the Revenues to go over by the next Joint Committee meeting which has been changed to Wednesday, November 7th. Ald. Zieno asked if the entire draft budget would be available by then. D. DuFour stated she cannot complete the budget until she receives figures from DPW.

Ald. Caldwell mentioned he has given D. DuFour a copy of the proposed non-unit salaries schedule to review so that it can be discussed at the next meeting.

Executive Session

Ald. Caldwell **moved** to enter executive session at 7:47 to discuss labor negotiations. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 8:50 p.m. Seconded by Ald. Jeffrey, approved ayes all

Adjournment

Ald. Deierlein **moved** to adjourn the special Joint Committee Meeting at 8:50 p.m. Seconded by Ald. Jeffrey, approved
ayes all