CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
November 7, 2018

Present:	Also:
Mayor Christine Carnrike	Director of Finance/City Clerk Dee DuFour
Ald. Matthew Caldwell	DPW Superintendent Edward Pepe
Ald. Brian Doliver	Youth Bureau Director Robert Mason arrived at 7:40
Ald. Linda Kays-Biviano	Fire Chief Jan Papelino
Ald. David Zieno	Police Chief Rodney Marsh
Ald. Robert D. Jeffrey	EMO A Jones
	Derrick Wilcox, Delaware Engineering
	Deputy Clerk Agnes Eaton
Supervisor Robert M. Jeffrey	Media Representative: Zachary Meseck

Absent
Ald. John Deierlein
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.

Approval of Minutes – Ald. Caldwell **moved** to approve the minutes of the regular meeting of October 2 and the special meeting of October 23, 2018 meeting. Seconded by Ald. Jeffrey, approved ayes all.

Correspondence

Chenango Blues Fest 2019 - Ald. Jeffrey **moved** to recommend the Common Council approve a request from the Chenango Blues Association for special event designation for the free Concert Series every Thursday in July and August 2019. Road closure of East Park Place from 3:00 p.m. to 10:00 p.m. during the event is also requested. Seconded by Ald. Zieno, approved ayes all.

Relay for Life – Ald. Caldwell **moved** to recommend the Common Council approve a request from Chenango County Relay for Life for special event designation for their event on Saturday, July 20, 2019 in East Park from 4 p.m. to 11 p.m. Road closure of East Park Place is also requested. Use of the Firehouse from 4 p.m. to 6 p.m. is also requested for the Survivor Dinner. Seconded by Ald. Jeffrey, approved ayes all.

Department Head Reports

DPW

Water Treatment Plant Update – Derrick Wilcox of Delaware Engineering reported on the status of the Water Treatment Plant Project stating that a punch list of items is being developed with Ed Pepe. They have also been working with the USDA to finalize items the City would like to obtain including the Chlorine gas chemical feed systems, new system pumps at Dunn Dr., Rexford St. and the CIT station as well as materials for capping off the old Water Treatment Plant. December 7, 2018 is the close of USDA's fiscal year after which funds are no longer available, so all costs should be finalized soon. He also reported the entrance and exit pipe at the reservoir has been located; divers will clean the screen and the flow will now be metered.

D. Wilcox also presented the General Construction change orders #9 and #10 for $4,641. Ald. Caldwell **moved** to approve these change orders. Seconded by Ald. Zieno, approved ayes all. D. Wilcox presented Electrical Change orders #5 - #8 for $49,796.80. Ald. Caldwell **moved** to approve these change orders. Seconded by Ald. Jeffrey, approved ayes all.

Before the vote on change orders, E. Pepe explained the “City Items” presented by D. Wilcox which totaled $689,078 which can be reimbursed through the project. The price quoted on some items are ‘worst case scenario’ figures, the largest for the Vac Truck at $412,022. E. Pepe stated that the truck is needed, but that the cost would be much less than what is listed. Mayor Carnrike asked if he had thought about purchasing a truck for access (in winter) to the Filter Plant, stating she would rather see funds go for that over the Vac Truck. Ald. Zieno stated the project is over by approximately $120,00 and asked where can cuts be made to keep the project under budget. E. Pepe thought the price of the Vac Truck would be around $200,000 mark and the Rexford St. booster pumps may be able to be done in-house. Ald. Caldwell asked if there was a hydrant for untreated water for the purpose of bulk water purchase as had been previously discussed. E. Pepe explained there is not as the water pressure is very low at that location. He stated Well 2 will be used for untreated bulk water purchases as this already has a meter. The procedure will remain the same: between the hours of 7 a.m. and 2:30 p.m. DPW personnel will unlock the gate for customers and record the amount of water taken.

Ald. Jeffrey **moved** to recommend the Common Council approve additional change orders to include the “City Items” list to stay within the $6,135,000 budget. Seconded by Ald. Kays-Biviano, approved ayes all.

Water System Operator – E. Pepe reported that Brian Maricle has obtained his Water Treatment Plant License and is capable of being promoted to Water System Operator from Water System Operator Trainee. He is currently at a Step 2 for Water System Operator Trainee. E. Pepe stated it should be entry level or Step 2 for Water System Operator, but his recommendation is Step 2. Ald. Caldwell thought he should be at the Step 5 since he has been with the City for 12 years. It was noted that this position is included in the MOA dated March 10, 2017 to open the union contract in order to raise the pay. Ald. Caldwell **moved** to recommend Brian Maricle be placed at the Step 5 of Water System Operator. Seconded by Ald. Kays-Biviano. Alds. Zieno and Jeffrey voting Nay with Ald. Jeffrey stating he is voting no because they don’t have the contract or numbers to go on. It was decided that E. Pepe would go get the MOA and return to the meeting for further discussion.

Working Foreman Position – E. Pepe is requesting that the General Foreman position be replaced with a Working Foreman. Discussion ensued including the fact that it is unknown if the Civil Service Commission did away with the Working Foreman position or if it is technically a vacant position as there is no job description for Working Foreman nor any reference to one after the creation of General Foreman. Ald. Jeffrey **moved** to recommend the position of Working Foreman be created after review of the job description at the Common Council meeting. Seconded by Ald. Doliver, approved ayes all.

MEO 2 Position – E. Pepe reported there are 2 MEO 1 positions vacant and would like to replace one of those with and an MEO 2, the difference being an MEO 1 does not need a CDL. He stated there are only a few vehicles that need a CDL and this would allow a larger pool of applicants to be looked at. Ald. Caldwell **moved** to recommend the Common Council approve the MEO 2 position to replace one of the MEO 1 positions. Seconded by Ald. Zieno, approved ayes all.

City Court Building – E. Pepe reported that the State would like to replace the security cameras at City Court and they just need notification from him that it is alright to proceed. Ald. Caldwell **moved** to approve the replacement of the cameras. Seconded by Ald. Jeffrey, approved ayes all.

Discussion ensued regarding the Street Sweeper being at the end of its life cycle and the need to start planning for the replacement of some very old vehicles at the DPW. (Ed Pepe left at this time and will return with the DPW MOA).

<u>Human Resources</u>

Water Maintainer Retiring – D. DuFour reported that the NYS Retirement System has given notification of the retirement of a Water Maintainer on November 30, 2018 and asked permission to refill the position. Mayor Carnrike stated that this should wait until Ed Pepe’s return.

<u>Police Department</u>

Declaring Dog Bite Suit Surplus - R. Marsh reported that since there is no longer a K9 program, the dog Bite Suit, which was purchased in 2007 should be declared as surplus before it loses value. Ald. Caldwell **moved** to recommend the Bite Suit be declared as surplus. Seconded by Ald. Jeffrey, approved ayes all.

Declaring 2009 Ford Crown Victoria Patrol Car Surplus - R. Marsh reported the car has 117,000 miles and the frame is rusted and can no longer be used. He would like this declared as surplus as well. Ald. Caldwell **moved** to recommend the Common Council declare the car surplus. Seconded by Ald. Kays-Biviano, approved ayes all.

Finance Department

2019 Budget Revenues – D. DuFour distributed a draft of the 2019 Revenues. She explained it does not include a tax increase at this time. There was brief discussion about various revenues decreasing such as Code Violations, Rental Registrations, and Dog Licenses. There was discussion of how to inform property owners of the Rental Registration and D. DuFour stated that there will be a notification included with the tax bills this year. It was noted that the Fire Contract revenue reflects the 2% increase for North Norwich that has been agreed to, but no increase for the Town of Norwich as that is still in negotiations. Ald. Caldwell asked if the City has a contract with Preston and D. DuFour stated we do not. Ald. Caldwell noted that Preston does have a contract with Oxford, and if the City of Norwich responds it's Oxford that gets paid.

Fire Department

Grant for Intubation Kits – J. Papelino reported they will be getting 4 intubation kits thanks to Senator Akshar using grant funds available through DCJS. Training will commence over the next few weeks.

Heart Monitors – J. Papelino reported that they are getting final pricing on the 2 models of heart monitors they have been looking at stating that the Zoll model has more volts than Image Trend.

BOCES Monthly Safety Team Meetings – J. Papelino reported he was asked to attend the monthly Safety Team meetings by Jason Lawrence.

Valley Ridge CIT Drills & Response Plans – J. Papelino reported that they participated in a drill at CIT. Two trucks were taken inside the complex and it was extremely tight. They will be doing major renovation to the roadway and the back side of CIT which will include widening the roadways.

Thank You to Kathy Greene and Guernsey Library – J. Papelino thanked Kathy Greene and Guernsey Library who had a presentation on the history of Firefighting, specifically in Norwich, where approximately 30 people were in attendance. He found it very interesting and informative.

There was discussion of the Fire Contract with the Town of Norwich and Fire Service in general and the Safety and Rules Committee. Ald. Caldwell suggested the Safety and Rules Committee be invited to attend a meeting at the City.

Code Enforcement

RFP for 47 Front St. – J. Papelino reported that the RFP for 47 Front St. will be going out soon.

12 Rowley Ave. – J. Papelino reported Codes is working with the engineer to repair the front wall of the home after it was damaged in a boiler explosion. He stated it could have been much worse, saying the pressure relief valve malfunctioned and the basement was filled with gas.

BOCES Students Working on 45 Silver Require Working Papers – J. Papelino reported that the students working on 45 Silver St. are now required to have working papers. The papers have been sent home for parents to sign and work will resume after Thanksgiving.

Zoning change for 19 Silver St. and 143 N. Broad St. – J. Papelino reported there is a proposal to purchase 19 Silver St. The owner of 143 N. Broad St. is requesting a variance to place an office in the building. They have not been to the Zoning Board yet.

UHS Generator and Pharmacy Upgrades – J. Papelino reported that UHS now has a generator to run the entire facility and the Pharmacy is being moved. They have been at UHS to review the sprinkler system and look at egress paths.

Ald. Caldwell asked if the owners renovating the East Main St. School have everything they need. J. Papelino said he received an email from the owners asking to meet with Amy Donnison. He stated that the sprinkler system is one of the items that has been discussed and he felt it was a matter of public safety and needs to have a sprinkler system in place. The west hydrant of that location flows at 1,800 – 2,000 gallons and the east hydrant flows at 1,800 – 2,000 gallons and is sufficient to support the sprinkler system.

The vests that were declared surplus have sold for $775.

DPW

Ed Pepe returned at approximately 8:00 p.m. and discussion continued.

Water System Operator – Brian Maricle (continued) – E. Pepe distributed the MOA listing the salaries from the 3 jobs which were affected by the MOA from March 10, 2017. After reviewing the MOA, Ald. Doliver said the new rate for Brian Maricle should be entry level. Ald. Zieno agreed, but thought that was not enough incentive. Ald. Kays-Biviano felt, at minimum, he should be at the 2-year step and others concurred. Ald. Kays-Biviano **moved** to place Brian Maricle at the Water System Operator 2-year step of $59,914 ($24.48/hr). Seconded by Ald. Doliver, approved ayes all.

Human Resources

Water Maintainer Retiring (continued) – Ald. Doliver moved to refill the Water Maintainer position. Seconded by Ald. Zieno with all Alds. voting aye except Ald. Jeffrey who asked for discussion before voting. Mayor Carnrike asked if 3 Water Maintainers are needed or can we get by with 2 and E. Pepe recommends having 3 Water Maintainers. This would be at entry level and is non-competitive. Discussion of new meters which could be read remotely that has been previously discussed could eliminate the need for this position. The costs of new meters were not readily available at this meeting. This would require all new meters city-wide which an outside firm would install. E. Pepe pointed out this position does more than meter reading. Discussion ensued and Ald. Caldwell **moved** to table this until the costs of the new meters was available. Seconded by Ald. Jeffrey, approved ayes all.

Finance Department

Transfer from Capital Reserves for Salt Shed – D. DuFour reported that $14,000 from Municipal Buildings – Capital Reserves needs to be transferred to pay for the repairs to the salt shed. Ald. Caldwell **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Zieno, approved ayes all.

Transfer for Sludge Grinder – D. DuFour reported that $17,000 from Sewer Equipment - Capital Reserves be transferred for the sludge grinder. Ald. Kays-Biviano **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Zieno, approved ayes all.

Other Items

Dog Park – Mayor Carnrike stated that Hannah Baker, who is raising funds for the proposed Dog Park, needs Council approval to continue raising funds. E. Pepe reported that Chris Sprague, Chair of the Parks Commission, had suggested the vacant lot on the left side of Prentice St. as an alternate location for the park. Ald. Zieno suggested the lot next to the Community Gardens. Ald. Jeffrey stated that there were concerns with that location as it is still being utilized for gardening. Greenway Park has been suggested, however Ald. Zieno has concerns about it being in a residential area. E. Pepe reported that the Parks Committee feels Greenway Park is too small and suggests a new park versus an existing one. Mayor Carnrike stated at this time Ms. Baker just needs to know the City is in favor of a dog park so she can continue to raise funds. Ald. Jeffrey **moved** to recommend the Common Council give approval for fundraising efforts only with the final location to come back to Council for approval. Seconded by Ald. Caldwell, approved ayes all.

Non-Unit Salaries – Ald. Caldwell asked what should be for 2019. Ald. Doliver stated there were no raises in 2016 and or in 2018 and we need to do something. Ald. Caldwell said he will not vote for the current non-unit schedule because there are employees whose positions do not fit within that structure because they have contracts, stipends and other things that make them not eligible for those grades. He felt is it impractical to recruit and hire based on a grade system whose intent is to provide equitable structure, but then restrict it to a 2 or 5 year Step structure. His suggestion is to take the 2018 salaries, list them, and then decide whether they get the same increase or treat them individually. Ald. Doliver agreed, but thought there needs to an evaluation system in place first.

Greenway Conservancy Trail – Mayor Carnrike stated that the agreement for Greenway Trail is expiring at the end of the year. The City Attorney has reviewed the renewal agreement and has not issue with it. The agreement provides for the Greenway Conservancy to do work on the portion of the trail on City property such trimming branches and clearing brush. Ald. Kays-Biviano **moved** to recommend the Common Council approve the renewal. Seconded by Ald. Zieno, approved ayes all.

Executive Session – Ald. Kays-Biviano **moved** to enter executive session at 8:35 p.m. to discuss contract negotiations. Seconded by Ald. Zieno, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 10:08 p.m. Seconded by Ald. Caldwell, approved ayes all.

Adjournment
Ald. Jeffrey **moved** to adjourn the Joint Committee Meeting at 10:10 p.m. Seconded by Ald. Caldwell, approved ayes all