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

Present:	Also:
Mayor Christine Carnrike	Director of Finance/City Clerk Dee DuFour
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	City Attorney Steve Natoli
Ald. Robert D. Jeffrey	Deputy City Clerk Agnes Eaton
	Media Representative: Grady Thompson_________________

Supervisor Robert M. Jeffrey
Supervisor James McNeil

Absent

Ald. Caldwell called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 7:33 p.m. at the Council Chambers.

Approval of Minutes – Ald. Deierlein **moved** to approve the minutes of the November 7, 2018 meeting. Seconded by Ald. Kays-Biviano, approved ayes all.

Guest Speakers

Dog Park Update from Hannah Baker – Hannah Baker presented the Committee with her vision for a proposed dog park to be located inside Greenway Park. Discussion ensued regarding the proposed park. Members of the Committee were impressed by the work and effort Ms. Baker has put forth towards the project. Ms. Baker has held numerous fundraisers and garnered support from area businesses for matching funds and volunteers for construction of the park. Ms. Baker is asking for formal approval of the creation of the dog park at Greenway Park in order to continue to fundraise and for the City to accept funds as they relate to 501c3 non-profits. Ald. Zieno **moved** to forward this to the January Joint Committee meeting. Seconded by Ald. Jeffrey, approved ayes all.

Fat Bike Race Proposal from Jason Miller – Jason Miller explained his proposal for a 1 ½-2 mile Fat Bike Race in February beginning and ending in Weiler Park with the rest of the race being on the Greenway Trail. He felt this would be a welcome activity that would draw people to Norwich in the winter months and provide a healthy, family-friendly event. Discussion included whether this has been approved by the Parks Commission and the wear and tear on the Weiler Park fields if there is no snow or the ground is not frozen and whether this should be classified as a special event. Ald. Jeffrey asked if they could provide a copy of the race route by the next Common Council meeting. Ald. Kays-Biviano **moved** to recommend the Common Council approve the Fat Bike Race as a special event pending approval from the Parks Commission. Seconded by Ald. Doliver, approved ayes all.

Department Head Reports

Youth Bureau

Surplus Skating Facility Equipment – R. Mason stated there is an excess of various types of equipment such as hockey sticks, pads, helmets and pucks (not including skates) at the skating rink. He proposed that the equipment be declared surplus and that going forward the Youth Bureau only provide skates. He reasoned that the equipment is difficult to inspect after each use and could pose a liability. All skates are inspected after every use and does not cause additional liability. Ald. Deierlein **moved** to declare the equipment surplus. Seconded by Ald. Kays-Biviano, approved ayes all.

R. Mason also reported he is still looking for a skating rink attendant.

Human Resources

Working Foreman – D. DuFour presented the job description for the newly created position of Working Foreman stating that its approval by the Civil Service Commission. Ald. Doliver **moved** to approve filling the position of Working Foreman. Seconded by Ald. Jeffrey, approved ayes all.

Fire Department

Rescue 235 – Tree Lighting Ceremony – J. Papelino reported that Rescue 235 will be present at the tree lighting ceremony on Thursday.

Ehrlich Pest Control – J. Papelino reported he is working on a way to reduce the costs associated with having to decontaminate the ambulances after transportation of patients with bed bugs. He stated that each emergency call to decontaminate is $225 each, whereas if they don't treat it as an emergency call the cost is $125, however this does mean that the ambulance is out of service until it is taken care of.

County Fire Police Meeting – J. Papelino reported that the County Fire Police will be using the Firehouse for their meeting in December.

Meeting with County Safety & Rules Committee – J. Papelino reported that he, A Jones and Matt Beckwith attended the meeting a few weeks ago. He felt the meeting was productive. Mr. Beckwith will be putting together a committee that will be looking at this (ambulance service) County-wide. J. Papelino presented to the Safety and Rules Committee the number of calls around the County responded to by Norwich. He continued, saying that part of the problem is that different municipalities are using the same providers (personnel). He cited certain Supervisors from other municipalities who have asked to be on the Committee.

Fire Inspections Year-to-Date – J. Papelino reported that out of the 129 properties identified that need inspections, 106 have been completed generating $2,800 in revenue with another $1,200 to be billed. Seven properties have been turned over to Codes for repeated failures. He stated that generally most properties are inspected every 3 years except for certain property types which are required to be inspected every year.

Status of Youth Firefighter Program – J. Papelino reported they visited the school once with another this coming Friday. They handed out 8 applications and 4 have been returned. He felt that 4 would be a good size to begin the program with and hopes to get the parents involved as well.

Code Enforcement

RFP for 47 Front St. – J. Papelino reported that RFP's have been received and will be discussed in Executive Session.

12 Rowley Ave. Update – J. Papelino reported that repairs have been to the property including pulling the front walls back in, sheetrock, and permits for new boilers. Occupancy is expected sometime this month.

BOCES Students – 45 Silver St. – J. Papelino reported that BOCES students have been working on landscaping. The schedule is behind, but most purchases for the property have been made and should be ready to put on the market early 2019.

50 O'Hara Drive – J. Papelino and A. Donnison reported that a Flood Plain Development Permit and DEC reports have been received in reference to Chentronics' request to build a berm in an effort to keep any future flood waters from Canasawacta Creek entering their facility.

Ald. Zieno asked the status of the RFPs for City owned property at 9-11 Grove Ave. D. DuFour reminded the Committee that it was discussed in executive session, and that the Committee at the time wanted to wait and nothing has been done since. Ald. Caldwell **moved** to recommend the Common Council approve the preferred purchaser for 9-11 Grove Ave pending review of the RFP over the next two weeks. Seconded by Ald. Zieno, approved ayes all.

DPW

Water System Maintainer – This will be discussed when the DPW Superintendent can be present.

Leaf Pick-up – The leaf pick-up will be extended to December 31, 2018.

Police Department

School Crossing Guard – R. Marsh reported that the current School Crossing Guard has given notice and will be done January 1, 2019. He asked to refill the position stating that as long as the position exists and is unattended, it must be covered by a police officer. Ald. Deierlein **moved** to refill the School Crossing Guard position. Seconded by Ald. Doliver, approved ayes all.

Finance

Loan Report Status – D. DuFour distributed the loan report to the Committee showing that 2 loans are current, while another 4 are delinquent. She reported that she and the Mayor are meeting with the City Attorney tomorrow to discuss the delinquent loans. Ald. Caldwell asked if there is money available for new loans and D. DuFour stated that repayments do go back into the Community Development Fund, but there are different funds for different types of projects.

Tax Software – D. DuFour presented a proposal from Edmunds and Associates for the purchase of their tax module. The Finance Department has been trying to implement online payments for taxes for quite some time, however the current software provider, Allen Tunnel, has not been able to carry this out in a timely manner. In addition, the credit card company and Allen Tunnel have ceased to do business together and Allen Tunnel's new credit card payments will be processed using PayPal, which the City cannot use. Purchasing the tax module from Edmunds will solve both of those problems and also save time as the journal entries necessary due to using a different software program for taxes will be eliminated. The tax module is $8,600; first year costs are an additional $5,000 to transfer tax history and create a Master file. Yearly maintenance is $2,805. D. DuFour stated that yearly maintenance with Allen Tunnel is $4,000. Ald. Deierlein **moved** to recommend the Common Council approve the purchase of the tax module from Edmunds. Seconded by Ald. Zieno, approved ayes all.

Other Items

Park Survey – Mayor Carnrike reported that Chris Sprague of the Parks Commission had generated the report and it has been distributed to the Council for informational purposes.

Crosswalk on Midland Dr. – R. Jeffrey stated this was a referral from the Traffic Commission regarding the possibility of adding a crosswalk on Midland Dr. to assist CWS members.

R. Jeffrey also stated the Traffic Commission would like to revisit the winter overnight parking hours for 2019. He said there was discussion of odd and even parking on the streets similar to what is done in Syracuse and Binghamton. He reported that the DPW Superintendent had plowing concerns with this idea. Ald. Caldwell expressed his concern, saying that narrow streets could be an issue. R. Jeffrey will report back to the Traffic Commission.

2019 Budget – Ald. Caldwell began by saying that the recent MOA with the PBA was not to refill a vacant Police Officer position. He said there were different thoughts as to whether or not this would be necessary. He proposed that the position be filled and the money to pay for this would come from reducing the following budget lines: Fire Department Ambulance Equipment by reducing the number of new heart monitors from 4 to 2; reducing Street Maintenance Equipment by half to $15,000; reducing Snow & Ice Equipment by half to $10,000; and reducing

Human Resources Contracted Services by half to $25,000 for a total of $68,000. He said if there were shortfalls as the year progresses fund can be taken from Reserves. D. DuFour reported that Contracted Services cannot be taken from Reserves, but from Contingency or other line items.

Ald. Deierlein asked Fire Chief Papelino about the heart monitors. J. Papelino explained that the heart monitors are in use multiple times per day depending on the call. He said it was a matter of standard care, considering that the current monitors are 2005 models and do not transmit an EKG and are required per protocol of the EMS Council. Their software has limited ability to be upgraded, the service agreement is expired and they don't meet the standards necessary. The reduction to 2 heart monitors means there are 2 ambulances with inferior equipment. He stated that it was disheartening to him that he had not been made aware at any time before the meeting that this was being considered. Mayor Carnrike asked if there was always a need for 4 heart monitors or would 2 suffice and are they portable so they could be moved between ambulances? J. Papelino said there are 3 ambulances which are in rotation with the fourth sits in reserve but is used very frequently when another ambulance needs to be taken out of service for a variety of reasons. A Jones stated that every ambulance is required to have a heart monitor. J. Papelino reported Norwich is the only agency in the County that does ALS transport that does not meet protocol. Ald. Zieno stated that the heart monitor cost was for leasing and are there figures for a purchase of the monitors? The lease is $36,000 per year for 5 years; purchase figures had not been researched. Discussion of various ways to pay for the monitors continued. The consensus was that money could be found to cover the money necessary so that the vacant officer position could be filled and make up the money removed for the heart monitors.

Discussion of the Non-Unit Compensation schedule ensued with Ald. Caldwell reiterating that he does not like the current schedule and requests a new structure. He stated there are 21 full and permanent part time non-unit positions paid from the schedule, of which 9 are paid a stipend and 3 are paid via contracts, leaving 9 positions being paid from the schedule from 80 pay grades. He referenced the difficult position the City was in when hiring a new employee and ended up offering more because of the inflexibility of the schedule. A new schedule would allow them to pick individual positions to receive or not receive increases, provides the opportunity for merit based increases, provides the Council to offer competitive rates of pay and to accept an employment counter-offer if received in the future. He distributed copies of the Compensation he had come up with. Discussion ensued including their intentions, future Council's possible intentions, the fact there is no Employee Review system in place in order to justify merit increases for individuals. D. DuFour asked if there would be consideration for Agnes Eaton and herself being grandfathered in for the 5-year Step, as these two positions would be affected by the change. Ald. Caldwell said he would not be opposed to that. Ald. Deierlein would not be in favor of a new schedule this year due to the necessary work that should be involved, such as implementing evaluations. Discussion of budgeting concerns using the proposed schedule ensued, that there should be a range of salaries for positions and the possibilities of what future Councils could do with this type of schedule. Ald. Caldwell stated he will work on some changes and email them to the Council. Ald. Jeffrey asked why rush this at the last minute. A schedule that is thoughtfully created and that is structured to fits the needs of the employees, the Council and the City should not be rushed. Ald. Zieno stated that the method the City uses to determine raises is critical. A quantifiable way to come up with raises with an evaluation system is critical.

Executive Session Ald. Deierlein **moved** to enter executive session at 10:01 p.m. to discuss the employment history of a particular individual and the sale of property where price may be affected. Seconded by Ald. Kays-Biviano, approved ayes all.

Ald. Kays-Biviano **moved** to exit executive session at 10:14 p.m. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to recommend the Common Council accept the RFP received for 47 Front St. Seconded by Ald. Jeffrey, approved ayes all.

Discussion prior to the vote: Alds. Jeffrey, Doliver and Caldwell all concurred that the applicant has a great track record with his properties and are pleased he will be doing the same for the property at 47 Front St.

Adjournment
Ald. Kays-Biviano **moved** to adjourn the Joint Committee Meeting at 10:15 p.m. Seconded by Ald. Deierlein, approved ayes all