

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
May 7, 2019

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
City Attorney Steve Natoli
Deputy City Clerk Agnes Eaton

Media Representative: none

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:35p.m. at the Council Chambers.

Approval of Minutes – Ald. Caldwell **moved** to approve the minutes of the April 2, 2019 meeting. Seconded by Ald. Kays-Biviano, approved ayes all.

Address to the Committee

Chief Court Clerk Pam Wylubski addressed the Committee regarding procedures of parking tickets. She stated that parking tickets should not be handled at City Court as they do not have jurisdiction, but by the City's Traffic Violations Bureau, and that after some research found that no other City Court handles parking tickets which are very time-consuming. She stated that the City of Oneonta has the capability of suspending vehicle registrations for unpaid parking tickets and suggested the City do their own research on how other cities handle parking tickets. Another suggestion is to change laws to perhaps institute a Tow Law and to purchase software made for tracking parking tickets. The City Attorney will look into this and give his recommendation.

Correspondence

Greater Chenango Aquatic Team (GCAT) Bottle Drive – Ald. Caldwell **moved** to recommend the Common Council approve the request from the Greater Chenango Aquatic team for the use of the Firehouse for a bottle drive on Saturday, June 1, 2019 from 9 a.m. to 1 p.m. Seconded by Ald. Deierlein, approved ayes all.

American Legion Memorial Day Parade – Ald. Caldwell **moved** to recommend the Common Council approve the request from the American Legion for Police assistance at the Memorial Day Parade on Monday, May 27, 2019. The parade will begin at 11:00 at the VFW and proceed to West Main St. where a ceremony will take place in West Park. Crowd dispersal is expected around 12:00 p.m. Police and Fire are invited to participate in the parade. Seconded by Ald. Zieno, approved ayes all.

YMCA Gus Macker – Ald. Deierlein **moved** to recommend the Common Council approve the request from the YMCA for Special Event status for the Gus Macker Tournament on Friday, Saturday and Sunday, July 12, 13 and 14, 2019. The request includes the closure of East Main St. 8 a.m. on Friday until 9 p.m. on Sunday as well as the use of bleachers, picnic tables, the Fire hydrant on the Northeast corner of East Main St., and Police assistance. Seconded by Ald. Zieno, approved ayes all.

Department Head Reports

Fire Department

Town Fire Contracts Moving Forward – J. Papelino reported the Fire contracts will be reviewed the Town of Norwich and North Norwich at their meetings on May 15th and May 13th.

Dialysis Center- Site Manager/RN Trained All Shifts – J. Papelino reported that the site manager of the Dialysis Center is training all 3 shifts of the Firehouse on how to handle those patients who are dialysis patients. They anticipate 1 transport a week from the facility. There are currently 19 people signed up for treatment with the capacity being 20 patients per day with the center being open from 5 a.m. – 5 p.m. 6 days a week.

Received our Controlled Substance License Renewal – J. Papelino reported they have received the renewal of their controlled substance license.

Census 2020 Training — J. Papelino report that he has received the finalized dates for use of the Firehouse for the Census training that had been approved previously. Training will occur on July 27, 29, 31, Aug 8-10 and 15-17.

Code Enforcement

RFPs out on 23 Cortland and 52 Sheldon – J. Papelino reported that RFP's for 23 Cortland and 52 Sheldon are ready.

45 Silver St Open House – J. Papelino reported that an Open House is planned for the week of May 27th with one during a weeknight and one on Saturday. It is hoped that the contractors, including BOCES students, could be present.

17 “Unregistered Vehicle” Violations – J. Papelino reported that Code Enforcement has issued 17 unregistered vehicle violations and is expecting that number to increase dramatically.

DPW

Bulk Water Policy – E. Pepe reported that the policy is being worked on and will be presented to the Water Commission at their next meeting.

Capital Plan – Highway – E. Pepe distributed a prioritized Highway vehicle replacement plan over a 10-year period. The list began in 2019 with the purchase of a Ford F650 long-arm salt spreader truck which would replace 2 salt spreader trucks. Other items over the 10 years include other trucks for plowing and salt spreading, a mini excavator, salt loader, bucket truck, a tractor for plowing sidewalks and the skate rink and a water facility vehicle, all of which will be replacing older vehicles. It was suggested that Capital Plans from all Departments should be received so that Reserve Funds can be looked at and allocated accordingly.

Greenway Park Playground – E. Pepe reported that the Parks Commission would like to replace the playground equipment being lost due to the Dog Park installation at a cost of \$35,000. A grant application from the R.C. Smith Foundation has been denied and are waiting on the decision of the grant application from the Follett Foundation. They are look at other funding options but may need to request City funding which would then go to bid or purchase on State contract. Chris Sprague of the Parks Commission stated they are close to being ready to begin construction. Hannah Baker received 2 fencing bids that have come in higher than what was anticipated. Matt Burrell has agreed to volunteer labor as well as remove and move equipment and topsoil. The park is smaller than planned in order to not conflict with DEC setbacks with a surveyor donating services, but the total area is still over a ½ acre in size.

Curb Cut at 16 Gold St. – Ald. Zieno **moved** to recommend the Common Council approve the curb cut request at 16 Gold St. Seconded by Ald. Jeffrey, approved ayes all.

Curb Cut at 24 Locust St. – Ald. Doliver **moved** to recommend the Common Council approve the curb cut request at 24 Locust St. Seconded by Ald. Deierlein, approved ayes all with Ald. Caldwell abstaining.

Finance

Final 2018 Finances – D. DuFour distributed Fund Equity Analysis as of 12/31/18 for the Water, Waste Water and General Funds. Included were summaries of each fund along with her recommendations on moving money into Reserves.

Other Items

NYSEG Sewer Relief – The Committee discussed a request from NYSEG for sewer relief of \$4,377.80 for property they own at 40 Front St. NYSEG states the property was purchased several years ago because of the proximity to the remedial site and has been vacant. Vandals had broken in and left a window open causing the pipes to burst. Police were not called in response to the vandalism, therefore there is no Police report. Unusually high usage was noticed by a City employee and the water was shut off; NYSEG also shut off the gas and electric at that time. Discussion ensued, and deeming the high usage due to the burst pipe to be negligence of the property on the part of the property owner. There was also discussion of the Relief Policy which had previously been discussed but never finalized. Ald. Doliver pointed out that in 1996 the Council did away with the Policy and felt we are getting to that point and there should be a moratorium on any relief until this has been worked out. Ald. Caldwell **moved** that the request for sewer relief from NYSEG for 40 Front St. be denied. Seconded by Ald. Kays-Biviano, denial was approved ayes all and was not forwarded to the Common Council.

2019 Sidewalk Program – Mayor Carnrike stated that there is a desire to begin a sidewalk program saying there is approximately \$21,000 available to do so. The previous program ended in 2016. Depending on the interest in the program, more money could be moved into the program at a later date. The number of properties being done in a year would depend on the number of applications and enough time and manpower available to complete before winter. E. Pepe will get a current price per linear foot (was \$22 per foot in 2016). Information gathered will be brought to the May Common Council meeting. Ald. Caldwell **moved** to authorize advertising the program as soon as all information is ready. Seconded by Ald. Deierlein, approved ayes all.

Proposed Ordinance Changes Affecting the Dog Park – There was discussion regarding the proposed Ordinance change in the Park closing hours. Ald. Caldwell thought they were enforceable and made sense. Chris Sprague noted the changes were in response to the Parks survey that was done last year and the installation of the Dog Park.

Stipend – Ald. Caldwell discussed the stipend granted to the Director of Finance for additional duties related to the absence of a Director of Human Resources. As a new Director of Human Resources has been hired, he felt the stipend should be decreased from \$225/week to \$100/week. The reduction to \$100 would be effective June 23, 2019 until further action by the Common Council. Ald. Caldwell **moved** to take the modified stipend of the Director of Finance to the June Common Council meeting. Seconded by Ald. Jeffrey, approved ayes all.

Executive Session – Ald. Deierlein **moved** to enter executive session at 8:01 p.m. to discuss the sale of property where price may be affected and pending litigation Seconded by Ald. Caldwell, approved ayes all

Ald. Jeffrey **moved** to adjourn the Joint Committee Meeting at 8:20 p.m. Seconded by Ald. Ald. Caldwell, approved ayes all

Adjournment

Ald. Deierlein **moved** to adjourn the Joint Committee Meeting at 8:20p.m. Seconded by Ald. Kays-Biviano, approved ayes all