

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
October 1, 2013

Present:

Ald. Bryan McCracken
Ald. Terry Bresina
Ald. Walter Schermerhorn
Ald. Paul Laughlin
Ald. Daniel Palmer

Absent:

Ald. John Deierlein

Also:

Director of Finance/City Clerk William Roberts
Police Chief Joseph Angelino
Fire Chief Tracy Chawgo
DPW Superintendent Carl Ivarson
Mayor Joseph Maiurano
Deputy City Clerk Brian Drake
EMO A. Jones
Youth Bureau Director Robert Mason
Community Development Specialist Todd Dreyer
Code Enforcement Officer/Fire Marshall Jason Lawrence
Director of Human Resources Deborah DeForest
Media Representative Shawn Magrath

Ald. Terry Bresina called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:24 p.m. at the Council Chambers.

Approval of Minutes

Ald. Laughlin **moved** to approve the minutes of the Joint Committee meeting of September 6, 2013. Seconded by Ald. Schermerhorn, approved ayes all.

Correspondence

Halloween Parade Ald. Schermerhorn **moved** to recommend the Common Council receive and approve a request from Thomas Revoir of the Norwich Family YMCA to hold the annual Halloween Parade at 6 p.m. on October 26, 2013, with police escort and closure of South and North Broad Streets from Beebe Avenue to Howard Johnson's until the end of the parade. Seconded by Ald. McCracken and duly approved ayes all.

Turkey Trot Road Race Ald. Laughlin **moved** to recommend the Common Council receive and approve a request from Shannon Gawronski of the Norwich Family YMCA to close North Broad Street in front of the YMCA for the annual Turkey Trot road race, with a race course and traffic cones on Division Street, Birdsall Street, Silver Street, Borden Avenue, and North Broad Street from 12:30 p.m. to the end of the race on Sunday, November 24, 2013, with police escort, ambulance, and barricades; and the Kids Fun Run at noon on a course from Mechanic Street to Merrill Street. Seconded by Ald. Schermerhorn and duly approved ayes all.

Department Head Reports

Youth Bureau

Skating Facility Proposal Youth Bureau Director Robert Mason reported that the City has received an offer from the Follett Foundation to fund putting a roof over the skating rink. Roofing the facility would allow the City to expand programs, make it a year-round facility, and ease some maintenance duties. A steel roof structure would cost approximately \$250,000. R. Mason noted that while the proposal to roof the facility should mean little or no cost to the City, expanding programs and maintaining the structure would. The skating facility was originally built without providing for costs of staff maintaining the facility on weekend. R. Mason has performed maintenance duties in the past, but is no longer able to, having had a part-time seasonal position cut and assumed those duties without additional hours; he cannot perform additional duties at his current 19 hours per week. If additional programs are added, the City might be able to charge some fees or rent out the facility to help offset costs. Ald. McCracken noted that the Parks Commission has discussed the proposal and that the Village of Skaneateles is replacing its 40-year-old skating facility and the roof structure from their rink, which is approximately the same size as the City's, could be purchased, transported, and rebuilt here. Ald. Schermerhorn asked that more detailed information on potential costs and benefits be gathered so that the Committees can consider the proposal. Mayor Maiurano stated they would put together a plan including maintenance and staffing. R. Mason asked for community input.

2014 Recreation Contracts R. Mason requested direction as to proceeding with the recreation contracts with the various towns. Ald. McCracken **moved** to recommend the Common Council approve a resolution authorizing the Mayor to sign recreation contracts with the towns, with a 2% increase in fees. Seconded by Ald. Schermerhorn, approved ayes all.

Police Department Police Chief Joseph Angelino reported that the Department has been awarded a grant in the amount of \$125,000 to offset the salary for one officer over three years, with matching funds from the City of \$80,000. Only three municipalities in the State were awarded such a grant. The award was based on the Department's budget and the City's crime rate, and is to prevent reducing the force. Mayor Maiurano thanked Chief Angelino, Senators Schumer and Gillibrand, and Congressman Hanna for their efforts in securing this grant for the City.

EMO EMO A. Jones reported that every five years a Hazard Mitigation Plan drafted by the County and municipalities must be approved by FEMA in order for the municipalities and County to be eligible for FEMA disaster mitigation funds. The plan includes potential mitigation projects. The County has hired a consultant to update the current plan. This will be done at no cost to the City. When completed, a resolution will be brought before the Council to authorize the Mayor to sign a letter of intent regarding the plan.

Human Resources Director of Human Resources Deborah DeForest reported that interviews have been conducted to fill an MEOI position with the DPW and recommended Joe Famolaro for the position. Ald. Schermerhorn **moved** to recommend the Common Council appoint the recommended candidate. Seconded by Ald. McCracken, approved ayes all.

DPW

Surplus Equipment DPW Superintendent Carl Ivarson presented a list of equipment from the DPW, Police, Fire, and Code Enforcement Departments to be declared surplus. Ald. Palmer **moved** to recommend the Common Council declare the listed equipment surplus. Seconded by Ald. Schermerhorn, approved ayes all. Ald. McCracken asked about recycling some of the items. C. Ivarson explained the procedures that must be followed for disposing of surplus equipment.

RBCs Blower C. Ivarson reported that one of the blowers on the RBCs seized when wiring burned. He is checking on the warranty for the blower and whether it can be rebuilt, but a new blower will have to be purchased so that the facility has a spare. Cost will be approximately \$5,000 plus shipping.

DPW Vehicle C. Ivarson reported that the DPW vehicle was damaged in an automobile accident. He noted that the Codes Enforcement vehicle has over 100,000 miles and requires constant costly repairs, and proposed repairing the DPW vehicle, giving it to the Codes Department, and putting out a proposal for a replacement used DPW vehicle, to be paid for from the Wastewater Fund. Cost should be under \$20,000.

Pilot Program C. Ivarson reported that he will be visiting a portable filter facility being used in Sackets Harbor, which is building a new filter plant, to investigate how the portable facility operates under the pilot requirements.

New Filter Plant C. Ivarson asked that the City move forward with bonding for the new filter plant.

Finance Director of Finance William Roberts reported that a letter was received from the County Real Property Tax Services noting that the City has not updated its Senior Citizen and Disability Income Levels in many years. The County prepared a list of municipalities with their levels of senior citizen partial tax exemptions, and the City has one of the lowest levels. To update the exemption, an ordinance must be adopted before the end of the year; the new levels would affect taxes collected in 2015.

Other Items

Date of November Joint Committees Meeting As the November meeting of the Joint Committees would normally fall on election day, the Committees decided to schedule the meeting for 6 p.m. on Tuesday, November 12, 2013.

Designate Records Management Officer W. Roberts explained that the position of Records Management Officer has been vacant for some years. This is a State-mandated position and covers records retention and disposal of records past the required retention dates. In years past the position was combined with that of City Historian. W. Roberts proposed Deputy City Clerk Brian Drake be appointed Records Management Officer. Ald. Palmer **moved** that the Common Council appoint Deputy City Clerk Brian Drake as Records Management Officer. Seconded by Ald. Schermerhorn, approved ayes all.

Bus Stop B. Drake reported that the Traffic Commission has recommended that the bus stop currently located on East Park Place be moved to West Main Street west of Court Street. To change the parking regulations in that area will require an ordinance revising Chapter 525 of the City Code, and a proposed ordinance will be presented for the Common Council to receive at its October meeting, with a public hearing to be set for the November regular Common Council meeting. Ald. Schermerhorn reported that he has received comments from a member of the Guernsey Library Board regarding this issue and directed her to the Chair of the Traffic Commission. B. Drake replied that he has spoken to that individual and explained the process of adopting an ordinance to revise the Code, and that she is aware a public hearing will be held for public comment.

Executive Session Ald. McCracken **moved** to enter executive session at 7:13 p.m. to discuss the sale of real property where price may be affected; and to discuss labor contract negotiations. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Schermerhorn **moved** to exit executive session at 7:40 p.m. Seconded by Ald. Laughlin, approved ayes all.

Motions

Ald. McCracken **moved** to recommend the Common Council authorize the Mayor to sign a memorandum of understanding between the City and the Norwich Police Benevolent Association. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. McCracken **moved** to recommend the Common Council designate as preferred purchasers of 60 West Main Street James and Stacy Russell. Seconded by Ald. Schermerhorn, approved ayes all.

Adjournment

Ald. Schermerhorn **moved** to adjourn the meeting at 7:42 p.m. Seconded by Ald. McCracken, approved ayes all.