

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 3, 2019

Present:

Mayor Christine Carnrike
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. Bryan McCracken
Ald. Linda Kays-Biviano
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino arrived 6:52
Police Chief Rodney Marsh
Deputy City Clerk Agnes Eaton

Media Representative: none

Absent

Supervisor Robert M. Jeffrey
Supervisor James McNeil

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:36 p.m. at the Council Chambers.

Approval of Minutes – Ald. Caldwell **moved** to approve the minutes of the August 7, 2019 meeting. Seconded by Ald. Doliver, approved ayes all.

Correspondence

- ◆ **Purple Pumpkins in the Park** - Ald. Caldwell **moved** to recommend the Common Council approve a request from the Liberty Resource's Help Restore Hope Center for special event designation for a new event, Purple Pumpkins in the Park, in order to raise awareness of domestic violence and sexual assault in the community. Proceeds from the event will be used to assist victims with leaving domestic violence situations. The event will be held in East and West Parks on October 26, 2019 from 10:00 a.m. to 9:00 p.m. with the closure of East Park Place to traffic. Seconded by Ald. Kays-Biviano, approved ayes all.

Department Head Reports

Youth Bureau

Annual Recreation Contracts With Townships – R. Mason requested authorization for contracts with the Towns for Recreation services. The contract represents an overall increase of \$287. He voiced concern that some Towns like Pharsalia had no registrations for recreation programs this year. Ald. Caldwell **moved** to recommend the Common Council authorize the Mayor to sign the Town Contracts for Recreation Services. Seconded by Ald. Kays-Biviano, approved ayes all. When asked how many participants there were, R. Mason reported that approximately 1,000 children participated in programs, with around 8,000 utilizing the pool. Over the 24 years he has been the Youth Bureau Director, there have been nearly 250,000 swimmers with no incidents, which says a lot about the lifeguards. He also complemented Callahan Tyler on the maintenance of the pool. Ald. Doliver stated that grants should be sought for any repairs to the pool that may be necessary in the Spring.

Human Resources

Recruitment Bonus Policy – L. Murray reported she had spoken about the Recruitment Bonus Policy with the Labor Attorney and his suggestions were for resolution for the City to negotiate an MOA with the Police Union. Ald. Caldwell **moved** to recommend the Common Council authorize the negotiation of an MOA with the Police Union for the Recruitment Policy. Seconded by Ald. Zieno, approved ayes all.

DPW

New Samplers for WWTP – E. Pepe reported that the WWTP needs new sampling equipment to comply with DEC requirements that samples be refrigerated which currently cannot be done. Multiple quotes have been received and the lowest quotes are the preferred models. The influent sampler with a heater is \$7,975, and the F1 sampler is \$7,304 for a total of \$15,279. Pepe stated that funds are already in the budget. Ald. Jeffrey **moved** to recommend the Common Council approve the purchase of two samplers. Seconded by Ald. Zieno, approved ayes all.

Police Department

Refill Police Officer Position – R. Marsh requested to refill the position of Police Officer left vacant by Officer Wightman in August. Ald. Jeffrey **moved** to approve refilling the vacant Police Officer position. Seconded by Ald. McCracken, approved ayes all.

Finance

Authorize Transfer for Ambulance Repair – A. Eaton explained that this was for the purchase of a new long block for ambulance #2393 that has been discussed previously. It was recommended that instead of repairing the engine, the purchase of a new long block would come with a 3-year warranty. A transfer would be necessary from Capital Reserves. Ald. Caldwell **moved** to recommend the Common Council approve the purchase and authorize the transfer. Seconded by Ald. Kays-Biviano, approved ayes all.

Stipend for Director of Finance – Ald. Doliver explained to Ald. McCracken due to his just joining the City as of August the reason for the stipend and why it is being discontinued. Ald. Kays-Biviano **moved** to discontinue the stipend for the Director of Finance for additional duties performed effective August 30, 2019. Seconded by Ald. Caldwell, approved ayes all. Ald. Jeffrey thanked Dee DuFour, Agnes Eaton and members of the Finance Department for stepping up and playing a huge part in keeping Human Resources afloat.

Fire Department

Town/City of Norwich fire contract- signatures – J. Papelino reported most contract will be put forth at the Company meetings this week with one being held the following week with signatures to follow. Mayor Carnrike took a moment to mention all the previous meetings of the Joint Committee where the Committee was updated on the progress of the Town Fire Protection contracts, dispelling their concern that they were not previously informed and were taken by surprise at the August 20, 2019 Common Council meeting.

Firefighter/Paramedic provisional appointment – J. Papelino reported that he would be requesting the provisional appointment of Dennis Smith of Norwich to the vacant Firefighter position at the next Common Council meeting. Mr. Smith has already passed the Civil Service Exam and meets the residency requirements and his appointment will help control the overtime within the Department. Papelino stated that Smith, who has been an Assistant Firefighter for about 2 years, still needs to finish his 229 Certification with about 4 classes left and must pass the CPAP test.

Truck 237 passed ladder certification – J. Papelino reported that Truck 237 passed certification.

Fire Prevention Week- October 6-12, 2019 – J. Papelino reported that Fire Prevention Week will be October 6th to the 12th. Once school has been back in session for about 1 ½ weeks, they will visit the schools. An Firehouse Open House is scheduled for Thursday, October 10, 2019 from 6 -8 p.m.

Ald. Jeffrey reported he had received a communication in regards to the roof of the bell/flower planter which is in poor condition. J. Papelino stated he would discuss this with E. Pepe and come up with a plan.

DOH Rabies Clinic at Firehouse – J. Papelino reported that Chenango County DOH would like to use the Firehouse for a rabies clinic on December 7, 2019 from 9:30 – 11 a.m. Ald. Caldwell moved to approve use of the Firehouse. Seconded by Ald. Kays-Biviano, approved ayes all.

Code Enforcement

45 Silver St. Update – J. Papelino reported that the cleaning of the tile floors has been completed, however he is not happy with results. A. Donnison will be contacting Rent-A-Center for furniture used to stage the home. The target date for the Open House is a day during the week of 9/16/19.

RFP- for 65 Silver – J. Papelino reported there one RFP has been received with only another week left before it expires. There is an RFP out for 33 Pleasant St., however nothing has been received on that property. He stated that I.N.N. had looked at 33 Pleasant St., however at this time they had been advised to start out with a smaller project.

Family Enrichment Center – J. Papelino reported receiving preliminary plans for the creation of a day care and classroom (teaching) facility at 21 South Broad St.

COO issued for 125 East Main St. – J. Papelino reported the Certificate of Occupancy has been issued for all ten units at 125 East Main St.

Other Items

Appointment of Assessor – L. Murray reported she spoke with Assessor 2 weeks ago and he informed her the City should be advertising for a new Assessor. Mayor Carnrike spoke with the current Assessor regarding re-appointment and he feels that he would be ineffective as the City Assessor based on the discussion that took place in an open meeting where his qualifications, character and workability were called into question. She stated that the comments at the meeting were contrary to the members of the Board of Assessment Review and 2,498 other parcel owners in the City. Ald. Jeffrey moved to have Human Resources advertise the position of Assessor. Seconded by Ald. Zieno, approved ayes all. Ald. McCracken asked if shared services for an Assessor has ever been discussed with the County. While it is required that the City have an Assessor, it was unknown if the County could provide those services. Mayor Carnrike would check with the City Attorney.

Executive Session

Ald. Caldwell **moved** to enter executive session at 7:25 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Zieno, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:25 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Caldwell, approved ayes all.

Ald. Caldwell **moved** to recommend the Common Council change the Director of Human Resources title from Non-Unit to Department Head classification effective September 18, 2019. Seconded by Ald. Zieno, approved ayes all.

Adjournment

Ald. Doliver **moved** to adjourn the Joint Committee Meeting at 7:27 p.m. Seconded by Ald. Kays-Biviano, approved ayes all