

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
November 6, 2019

Present:

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

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Robert Mason
Fire Chief Jan Papelino
Police Chief Rodney Marsh
EMO A Jones
Deputy City Clerk Agnes Eaton

Absent

Ald. Brian Doliver
Supervisor Robert M. Jeffrey
Supervisor James McNeil

Media Representative: None

Ald. Caldwell 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. Jeffrey **moved** to approve the minutes of the October 1, 2019 meeting. Seconded by Ald. Kays-Biviano, approved ayes all.

Guest Speaker - John Killeen, President of Chentronics, addressed the Committee with his concerns regarding the continued flooding of their business. He reported that during the recent flooding water was running swiftly at knee-high level coming from South Broad St. Park and down the street. The resulting water against their building was about a foot high with water inside measuring a few inches. He questioned if there has been any attempt to do something about the flooding in the area, stating that since purchasing the building this is the third time flooding has occurred. Mr. Killeen further offered any assistance he could give. Chentronics had done an engineering study and will proceed with the recommendations but thought that working with the City would be beneficial to all. Discussion continued regarding permits and discussions with the DEC and the Army Corp of Engineers. E. Pepe said the City currently has a permit to skim the top layer of the creek bed 6" above the water level, however removing 200 cubic yards will not fix the flooding concern. A Jones thought that some obstruction, such as a beaver dam, was a contributing factor to the rapid rise of the water. In his experience over the last 24 years, the creek has not flooded unless the river has also flooded, so something was different this time. Everyone was in agreement that flooding effects all towns bordering the creek and river and the best approach would be to a multi-agency solution. The Fire Department was thanked for their diligent, round-the-clock assistance that they gave during this event.

Correspondence

Greenway Conservancy Pedestrian Bridge – Sharon Pelosi, Chairperson to the Greenway Conservancy, explained that Greenway Trail use is growing. She explained that one of the challenges to the trail is what is known as Black Bridge. As there is no pedestrian bridge, users must go from the end of Hosbach Trail to Route 12 to cross the river and back down to Jamba Flats in order to continue the trail on the opposite bank of the river. Some users attempt to cross Black Bridge, which is unsafe and not recommended. Ms. Pelosi would like the support of the City in the Conservancy pursuing planning and funding options for a pedestrian bridge. As the properties in question are owned by the City, the bridge would also be owned by the City. The City would serve as the lead and controlling agency and the Conservancy would bring the Council a well-developed project proposal for its consideration. Ald. Zieno **moved** to recommend the Common Council agree to the pursuit of the planning and funding for the building of a pedestrian bridge in the Black Bridge area. Seconded by Ald. Jeffrey, approved ayes all.

Chenango Blues Association Summer Concerts – Ald. McCracken **moved** to recommend the Common Council approve the request from the Chenango Blues Association for special event status and the closing of

East Park Place for their 2020 Free Thursdays in the park concert series in July and August beginning at 4 p.m. Seconded by Ald. Jeffrey, approved ayes all.

YMCA 5K Turkey Trot – Ald. Jeffrey **moved** to recommend the Common Council approve the request from the YMCA for road closures and Police assistance at the Annual 5K Turkey Trot held on November 24, 2019. The Kids Fun Run will begin at noon with the adult 5K race beginning at 12:30 p.m. Seconded by Ald. Zieno, approved ayes all.

Department Head Reports

Fire Department

Sound the Alarm Campaign with Red Cross – J. Papelino reported that they installed 68 smoke detectors supplied by the Red Cross. The Red Cross will be returning to do the Town of Norwich in the Spring.

Replace Firefighter J. Zelsnack and Pending Retirement – J. Papelino asked to refill and hire for the vacancy left by J. Zelsnack. That person would be hired in mid January in order to go to the Fire Academy in February. There will be another vacancy due to a pending retirement early in 2020. J. Papelino felt it important to do succession planning for the Department. Ald. Jeffrey **moved** to refill and hire for the vacant Firefighter position. Seconded by Ald. Zieno, approved ayes all.

Firefighter Smith Enrolled in Fire Academy – J. Papelino reported that Firefighter Smith is now enrolled in the Fire Academy.

Kerry Bio-Science Exercise – J. Papelino reported that Kerry Bio-Science held a Corporate required table-top exercise drill. They inquired about the incident command system the fire service uses. He and Firefighter Boellmann went to Kerry and explained the systems and possibilities to them. J. Papelino also put together for GE different incident scenarios last week. Ald. Zieno asked if there were other business that should be doing this.

Code Enforcement

45 Silver St.- RFP & Open house – J. Papelino reported the RFP for 45 Silver St. will be ready at the end of the week with 2 Open Houses to be scheduled. There was the suggestion of putting this on Facebook and placing a sign in front of the house.

Current RFPs – J. Papelino reported 2 RFP's for 21 Plymouth St. were received. The RFP for 10 Columbia St. will go out next week. J. Papelino asked the status of 52 Sheldon St. in regards to occupied properties. This also affects 23 Cortland St. Ald. Zieno suggested contacting the City Attorney.

Women's Health Center – J. Papelino reported that CMH is moving the Women's Health Center to the Eaton Center while construction is continuing at the hospital. This is part of their second phase of their project.

DPW

Uniform and Fuel Card Bids - E. Pepe requested that the low bidders be awarded the bids with the Uniform bid going to Cintas and the Fuel Card bid going to Mirabito's. Ald. Jeffrey **moved** to recommend the Common Council award the bids to the lower bidders. Seconded by Ald. Kays-Biviano, approved ayes all.

Ald. Jeffrey asked for an update on the Water Treatment Plant. E. Pepe reported that things are running well. The programmers are working out some bugs in the programming. He said it will be fully running by Christmas.

Police Department

Refill Police Officer Position – R. Marsh requested to refill the position left vacant by Officer Hagen. Ald. Kays-Biviano moved to approve the refill. Seconded by Ald. Jeffrey, approved ayes all.

PD Headquarters Telephone Upgrade – R. Marsh is gathering quotes to replace the 20-year old phone system that will be needed due to new State law requirements.

Staffing Update – R. Marsh reported the Department is down 6 positions with another Officer out on Worker's Compensation. Officer Rifanburg graduated the Academy on Friday.

Live Scan Fingerprinting – R. Marsh reported that Broome County is updating their system, which will require an upgrade to the City's system which is 9 years old and was obtained using Grant funds. A Grant is available specifically for this upgrade and he has forwarded the information to L. Keckeisen.

New Vehicle – R. Marsh reported that the production of the new vehicle will begin November 26, 2019 with delivery expected after the first of the year. In regards to the School color purple being incorporated in the new Police cars, he does not have a definite answer as to how it will be incorporated in the lettering, but he distributed a sticker that will be on the Patrol cars which included a Purple Tornado.

Computer Upgrades for Patrol Cars – R. Marsh reported there will be a computer installed for a 90-day trail. He reminded the Committee that funds for the computers are from a \$5,000 donation from the William Raymond Motts family, and \$14,000 in drug seizure money. Each computer is \$6,600, so he has enough to outfit 3 cars.

Fire Police – R. Marsh reported that there seems to be a shortage of Fire Police. This creates a problem for them during events. For this year's Halloween Parade, he requested 11 Fire Police, was told they might get 6 and ended up with only 4, which was "a nightmare". He said there are 2 more events this year – the YMCA Turkey Trot and the Parade of Lights – and is not sure what will happen for those events, especially with his Department's current staffing levels. A suggestion was made to possibly work with the Sheriff's Office. R. Marsh has informed the Police Department staff this will affect requests for vacation time during these events.

Sheriff's Office Correspondence – R. Marsh received a letter from the Sheriff's Department requesting reimbursement for training for Officer Leigh who was a lateral transfer from there. According to the Labor Attorney, the City is responsible for reimbursement. Discussion continued on the General Municipal Law requirements, what is in the union contracts and the reimbursements due the City for Officers who have left.

Finance Department

Transfer for Water Treatment Plant – D. DuFour explained that due to the length of the BAN a Material Event Notice was filed and requires a \$500 transfer for the project from Miscellaneous Costs to Fiscal Coordination. Ald. Jeffrey moved to recommend the Common Council approve the transfer. Seconded by Ald. Kays-Biviano, approved ayes all.

Purchase of Wide Format Printer – D. DuFour distributed information for a wide format printer/scanner for Code Enforcement. Three proposals were received with the best price being \$8,944 with an annual maintenance fee of about \$200. Funds would require a transfer from Planning – Personal Services to Codes – Equipment. Ald. Jeffrey **moved** to recommend the purchase and transfer. Seconded by Ald. Caldwell, approved ayes all.

Human Resources

Employee Handbook – L. Murray asked how the Committee would like to proceed in reviewing the Employee Handbook she has updated, saying the previous version had not been updated since 1986. It was decided that sections will be reviewed over the next several meetings. Sections 100-300 were then reviewed.

Other Items

2020 SPCA Contract – A. Eaton explained the contract is the same as last year's which allows the Police Department to bring stray dogs to the SPCA. Ald. Jeffrey moved to authorize the Mayor to sign a contract with the SPCA. Seconded by Ald. Zieno, approved ayes all.

3-Way Stops on Locust St. – Discussion to place regarding the possible placement of 3-way Stop signs on Locust St. The speeding on Locust St. has been a recurring problem. The Traffic Commission has looked at several options and 3-Way Stops are their suggestion. It was questioned whether signs were needed at both Stops, or would a sign at one intersection be enough if the goal was to slow the traffic down? Residents of Locust St. were not consulted with the 3-Way Stop Sign solution. Ald. Caldwell he stated he was fine if this was passed or if it was not and then Ald. Caldwell **moved** the recommendation to the Common Council the placement of 3-Way Stop Signs at presented by the Traffic Commission. Seconded by Ald. Zieno. Additional discussion took place. Ald. McCracken asked if a comprehensive traffic study has ever been done. The motion was approved to go to Common Council 3 – 2, with Aids. Jeffrey and Kays-Biviano voting nay. Ald. McCracken asked if the other options that the Traffic Commission considered could be summarized before the Common Council meeting.

DPW Consultant – Mayor Carnrike recommended that a consultant would be hired as an independent contractor on a temporary basis for no more than 3 hours per day to review and oversee the DPW Department scheduling to ensure we are on track with daily, weekly, monthly, quarterly and annually goals. The consultant’s fee would be a rate of \$50 per hour and estimated this overview could be completed between December 2 and December 31, 2019. Funds would come from Water and Waste Water Contracted Services. Ald. Jeffrey moved to recommend the Common Council proceed with hiring the independent contractor. Seconded by Ald. McCracken, approved ayes all.

Parking Tickets – D. DuFour reminded the Council that City Court no longer will be processing the overdue Parking Tickets. The City Attorney has not yet responded to inquiries with any suggestions on how to proceed. She asked for permission to explore some alternatives in the mean time. Ald. McCracken **moved** to recommend the Common Council approve the research and resolution related to the handling of Parking Tickets by the Finance Department. Seconded by Ald. Jeffrey, approved ayes all.

Executive Session – Ald. Zieno **moved** to enter executive session to discuss contract negotiations and the sale of property where value may be affected at 8:17 p.m. Seconded by Ald. Jeffrey, approved ayes all. Included in executive session was Shawn Sastri and Jill Kraft, one of which will be Mayor-elect.

Leaving executive session at 8:45 p.m. were Director of Human Resources, Fire Chief and Ald. Jeffrey.

Ald. McCracken **moved** to adjourn executive session at 9:18 p.m. Seconded by Ald. Kays-Biviano, approved ayes all

Adjournment

Ald. McCracken **moved** to adjourn the Joint Committee Meeting at 9:18 p.m. Seconded by Ald. Kays-Biviano, approved ayes all