

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
November 1, 2021

Present:

Mayor Shawn Sastri
Ald. Matthew Caldwell
Ald. Brian Doliver
Ald. Nancy Allaire
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
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

Media Representative: Sarah Genter, The Evening Sun _____

Absent

Supervisor James McNeil

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:40 p.m. at the Council Chambers.

Human Resources

Nepotism Policy – L. Murray presented the Nepotism Policy that was left out of the Employee Handbook and asked the Committee to approve its inclusion. Ald. Caldwell **moved** to recommend the Common Council approve the addition of the Nepotism Policy to the Employee Handbook. Seconded by Ald. Allaire, approved ayes all.

Promotion to Fire Captain – L. Murray reported that after receiving Civil Service test results and conducting interviews there will be an appointment of Gerald Parry to Fire Captain at the Common Council meeting.

Ald. Caldwell asked about the status of the insurance buyout for non-unit employees. He would like to see reference of the Tax Code included. D. DuFour stated the current wording is directly from the Admin contract. Ald. Caldwell **moved** to recommend the Common Council approve the insurance buyout as drafted for non-unit employees. Seconded by Ald. Doliver, approved ayes all.

Fire Department

Captain Gray – J. Papelino reported that Jason Gray's last day was October 25, 2021. He reported that Gray will be a traveling nurse and therefore will most likely not be interested in becoming a Fire Assistant but does plan on staying as a volunteer.

Ambulance's status – J. Papelino reported that ambulance #2392 has been repaired and all other ambulances are in service.

Recruits Graduation – J. Papelino reported that two have graduated from the Fire Academy and have begun their orientation consisting of four 12-hour shifts.

Lengths of new hose – J. Papelino reported that 50 lengths of new hose have been purchased thanks to the Greater Norwich Foundation.

Outside CON Mutual Aid – J. Papelino reported that since October 19th they have responded to a total of 14 calls outside the CON including 7 to Oxford and 3 to New Berlin. He said that Oxford is having some issues with staffing. The County has hired James Dean as a full-time EMS coordinator to move forward and execute their EMS plan.

Code Enforcement

City tax properties update – J. Papelino reported that 21 Henry St. has been served with an eviction notice. 61 Canasawacta St. and 46 Cortland St. eviction notices are pending.

Ordinance court status – J. Papelino reported that 55 Cortland St. has been cleaned up. None of those living there showed up for Court and a bench warrant has been issued. Papers have been served for 18 Griffin St. and the hearing will be next week. Cleaning up the property is an on-going process. When asked, J. Papelino explained that both the property owner and tenants are served. Ald. Zieno questioned whether a change in Ordinance could streamline the process and if fees could be increased as an incentive to keep properties clean for repeat offenders.

Dumpsters in the downtown area – J. Papelino reported that typically dumpsters placed on the street is a Police matter. Previous discussions of having a permit for dumpsters didn't move forward after the specific problem had been resolved. He felt that B.I.D. should be involved in anything we may do as it may affect any downtown business doing renovations. Having dumpsters for an extended period downtown are taking up parking spaces as well as being unsightly. Placement of dumpsters near crosswalks can be a safety concern with traffic and pedestrians. As a member of B.I.D., Ald. Caldwell will bring it up at the next meeting.

DPW

Kurt Beyer Pool Pumps – E. Pepe reported that the two pool pumps were very noisy this year. As the pumps are beyond repair he is recommending replacement. Additional work may be needed as the pumps are no longer manufactured. He will be exploring options which may be a future Capital project. The estimated cost of the pumps is \$15,000. Ald. Doliver said that grants to replace the liner of the pool should be explored again.

Fall Pickup – E. Pepe reported that the Fall pickup of yard waste has begun and will continue until December 1st.

Police Department

Replacing Bulletproof Vests – R. Marsh reported that 7 bulletproof vests need to be replaced by the end of the year. The \$6,000 will be transferred from Equipment Reserves to clothing with \$2,800 of that being reimbursed by the Federal Government. Ald. Caldwell **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Kays-Biviano, approved ayes all.

PD Overtime for remainder of the year – R. Marsh has calculated the possible overtime to the end of the year. He requested that \$14,750 be transferred from Personal Services to Overtime. Ald. Kays-Biviano **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Allaire, approved ayes all. R. Marsh reported that there are no vacant positions, however one is out on Workers Compensation and 2 are out with Covid.

Finance Department

Paint Rebate Program Transfer – D. DuFour reported that \$7,129.61 be transferred from CD56 for the Paint Rebate Program. She stated that usually the amount is \$2,500 - \$3,000 each year. Ald. Jeffrey **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Caldwell, approved ayes all.

Standard Workday Resolution – D. DuFour stated that a NYSLRS Standard Workday Resolution is needed for the Community Development Director, Secretary II and Assistant DPW Superintendent positions. She stated that even if the positions are vacant, the workday needs to be established for all positions listed under the City. Ald. Caldwell **moved** to recommend the Common Council approve the Standard Workday Resolution. Seconded by Ald. Zieno, approved ayes all.

Fire Department Transfer for Overtime – D. DuFour reported that she and Chief Papelino have estimated \$25,000 in overtime to the end of the year and will need a transfer from Personal Services. Ald. Kays-Biviano moved to recommend the Common Council approve the transfer. Seconded by Ald. Doliver, approved ayes all. J. Papelino said that he has had the equivalent of one person out for the entire year.

When asked, DuFour reported that the tax increase for the 2022 Tentative Budget stands at .9% currently. Ald. Doliver said the projected Fund Balance at \$4.3 million is excellent and gives the ability to plan ahead.

Other Items

Correcting Minutes – A. Eaton reported there was a typographical error in the approved minutes of September 21, 2021. In Resolution #55-2021 appointing Samuel Stratton to Police Officer the appointment date should have been September 25, 2021 and not September 22, 2021. Ald. Jeffrey moved to recommend the Common Council amend the minutes. Seconded by Ald. Kays-Biviano, approved ayes all.

B.I.D. Office – Mayor Sastri reported that Tracey Chawgo would like to move the B.I.D. office back to City Hall. D. DuFour stated that when the office was at City Hall previously they were not charged rent and paid their own phone bill. Ald. Zieno **moved** to recommend the Common Council approve B.I.D. moving back to City Hall. Seconded by Ald. Caldwell, approved ayes all. Ald. Caldwell asked if there would be negotiations for rent. DuFour stated that would be up to the Council.

Adjournment

Ald. Caldwell **moved** to adjourn the Joint Committee Meeting at 7:30 p.m. Seconded by Ald. Doliver, approved ayes all