

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
May 3, 2022

Present:

Mayor Brian Doliver
Ald. Matthew Caldwell (left at 8:00 p.m.)
Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey (arrived 6:36 p.m.)

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Anthony Testani
Fire Chief Jan Papelino
Police Chief Rodney Marsh
EMO Stephen Cady
Community Development Director Erik Scrivener
Deputy City Clerk Agnes Eaton

Media Representative: Sarah Genter, The Evening Sun

Absent

Supervisor James McNeil
Ald. David Zieno

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:32 p.m. at the Council Chambers.

Approval of Minutes – Ald. Gee **moved** to approve the minutes of the April 5, 2022 meeting. Seconded by Ald. Loomis, approved ayes all.

Correspondence

Achieve Half K – Ald. Caldwell **moved** to recommend the Common Council approve a request from Achieve for Police assistance for their Half K race on Saturday, October 22, 2022. The race will begin around 10 a.m. at East Park and ending at the Northeast Classic Car Museum. Seconded by Ald. Loomis, approved ayes all.

B.I.D. Cruise-In – Ald. Loomis **moved** to recommend the Common Council approve a request from B.I.D. for the closure of East Park Place on Friday, May 27th from 4 p.m. to 8 p.m. for a Cruise-In. Seconded by Ald. Allaire, approved ayes all.

Gus Macker – Ald. Caldwell **moved** to recommend the Common Council approve a request from the YMCA for the street closure of Midland Dr. from the High School down to the Golden Artist parking lot from 8 a.m. on Friday, July 8 through 8 p.m. on Sunday, July 10th for their Annual Gus Macker Tournament. Special Event designation is requested along with bleachers, picnic tables and a water attachment to a fire hydrant near the Middle School Circle. Seconded by Ald. Allaire, approved ayes all. It was noted that parking for this is planned in the Golden Artist lot, the church on Hale St. and the Fairgrounds.

Department Head Reports

Fire Department

Outside CON EMS Mutual Aid – J. Papelino reported 21 outside CON calls since April 19, 14 which were billable: Oxford – 8; Sherburne – 4; Pharsalia – 2; S. New Berlin – 2 were among them. He stated that the County is conducting interviews for their program with materials and equipment they need being impacted by supply chain issues.

Stream/River Gage Update – J. Papelino stated that the stream gauge installation is on track for June or July.

Flood Study Grant Update – J. Papelino reported that D. DuFour has submitted the application for the Flood Study Grant to the Department of Homeland Security for review. The application can be adjusted prior to the June 1 deadline if needed.

Air compressor – J. Papelino reported that E. Pepe and a service technician has looked at the air compressor from 1962 and has determined that it needs to be replaced at a cost of \$5,000.

Code Enforcement

Municipity Upgrade – J. Papelino reported that Municipity and Garam have worked out the IP issues and the upgrade is proceeding.

Unregistered Car Sweep – J. Papelino reported next week Codes will be sweeping the City for unregistered vehicles as they have done in the past. There was some discussion whether golf carts would fall under those guidelines and that they are not to be driven on City streets.

Community Development

NYSERDA Clean Heating/Cooling and Energy Efficiency Campaign – E. Scrivener distributed information and reported that the next item for the City's goal of being designated a Clean Energy Community is to reach the next 3,000 points. This will include Energy Code Enforcement training, Climate Smart Communities Certification, Benchmarking, and a community campaign which will give the City 3,500 points and qualify for a \$10,000 grant with up to an additional \$5,000. He requested a resolution to start the Clean Heating/Cooling and Energy Efficiency Campaign. Ald. Caldwell **moved** to recommend the Common Council approve the implementation of the campaign. Seconded by Ald. Gee, approved ayes all.

Climate Smart Communities (CSC) Designation (Crosswalk) – E. Scrivener stated the Climate Mart Communities runs parallel to the Clean Energy Communities which will open up further grant funding opportunities and benefits. Some of the projects have already been completed.

Comprehensive Plan update – E. Scrivener stated that the Planning Commission has been working on an updated plan. This month they are developing a project schedule and update census information. They will be working on surveys and incorporating some of these climate actions into the plan.

Assessments—housing and sidewalks – E. Scrivener reported that he is currently working on a City-wide housing survey, looking at the exterior housing conditions. The survey can be used as a baseline for a housing plan or funding etc. The Housing Authority is interested in partnering in a survey.

DRI – E. Scrivener said the Planning Commission has also discussed the DRI and is interested in some of the plans submitted/discussed and is waiting to hear public input.

DPW

Refill MEO I – E. Pepe requested to refill the vacant MEO I position. Ald. Gee moved to refill the position. Seconded by Ald. Allaire, approved ayes all.

Lead Service Line Replacement Project – E. Pepe reported the Lead Service Line Replacement Project has started. Excavation at the curb valve will help determine if lines are lead and whether further excavation and/or replacement are necessary. There are 49 properties on the list and they are half way at this point and will continue throughout the summer.

Flushing – E. Pepe stated that Spring flushing will take place May 16 to May 27.

There was discussion about crosswalk signs and replacement by DOT and a cobra-head streetlight taken down by a tree. The paving bid opening is May 16th. The storm debris is disposed of at Borden Ave. and Black Bridge. Five positions for Summer DPW help is needed. The Place was mentioned as a source of Summer help, however they must be 18 or over. E. Pepe reported that sidewalk replacement is double what it was last year and that any other sidewalk inquiries would be for 2023.

Finance Department

Norwich Buffet Lease – D. DuFour said the lease of the parking spaces for the Norwich Buffet dumpster will expire and needs to be renewed. She suggested that instead of being renewed on a yearly basis it be a multi-year agreement or options to renew and the Council concurred. Ald. Caldwell **moved** to recommend the Common Council approve a new term-length as well as the renewal from Norwich Buffet. Seconded by Ald. Loomis, approved ayes all. Before the vote discussion included past problems, however those have been resolved and there have not been any current issues. The restaurant is required to have a dumpster and with no room other than the parking lot, this has been the only solution.

Fund Equity – Water, Sewer, General – D. DuFour distributed final figures for 2021 after filing the AUD with the NYS Comptroller. 2021 General fund revenues were in excess of expenditures by \$867,758 with a net gain to Capital Reserves of \$302,560. Balances from 2015 to 2021 were Appropriated Fund Balance \$326,737 increased to \$4,009,644 and Capital Reserves from \$148,459 increased to \$1,430,036. 2021 Water expenses exceeded revenues by (\$330,990) deficit and a Capital Reserve gain of \$590,190; and 2021 Sewer expenses exceeded revenues by (\$344,725) deficit and a net Capital Reserve gain of \$325,105. It is likely that the Water and Sewer rates will need to be increased or expenses decreased in the 2023 Budget to address the deficits. Ald. Caldwell appreciated the detail of the report and the fiscal responsibility of the Finance office. Goals have been met while not exceeding the tax cap. He said it is not easy and praised DuFour for a great job. Mayor Doliver stated that since 2015 we have had a balanced budget and have not had to use Fund Balance in order to reduce the tax burden.

Other Items

Traffic Commission – Request from Golden Age Apartments for signage and crosswalk markings – Ald. Gee **moved** to recommend that the Common Council approve the crosswalk and signage request from Golden Age Apartments which was referred from the Traffic Commission. Seconded by Ald. Caldwell, approved ayes all.

Executive Session – Ald. Loomis moved to enter executive session at 7:18 p.m. to discuss contract negotiations, the sale of property where price may be affected and the employment history of a particular individual. Seconded by Ald. Caldwell, approved ayes all.

Ald. Caldwell left at 8:00 p.m.

Ald. Loomis moved to exit executive session at 8:52 p.m. Seconded by Ald. Allaire, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn the Joint Committee Meeting at 8:54 p.m. Seconded by Ald. Loomis, approved ayes all