

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
August 30, 2022

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. David Zieno
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey

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
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Absent

Supervisor James McNeil

Media Representative: Sarah Genter, The Evening Sun

Ald. Jeffrey called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:29 p.m. at the Council Chambers.

Approval of Minutes – Ald. Loomis **moved** to approve the minutes of the August 2, 2022 meeting. Seconded by Ald. Gee, approved ayes all.

Department Head Reports

Youth Bureau

2023 Budget – A. Testani presented the 2023 Youth Bureau Budget. Changes included a 10% increase with over half of that going to an increase in pool staff wage increases with the rest attributed to the minimum wage increase. In 2023 the Recreation Coordinator position, currently vacant, will be a seasonal position and be filled with a college intern at the rate of \$16.75.

Community Development

Climate Smart Task Force Resolution Request – E. Scrivener reported a DEC Climate Task Force needs to be formed by Resolution and will consist of the Planning Commission with Ald. Gee as Council Representative. Ald. Gee **moved** to recommend the Common Council approve the formation of the task force. Seconded by Ald. Allaire, approved ayes all.

Community Foundation Application Approval – E. Scrivener requested approval for application to the Chobani Community Foundation for up to \$25,000 for educational materials. Ald. Zieno **moved** to recommend the Common Council approve application to the Chobani Community Fund. Seconded by Ald. Loomis, approved ayes all.

2023 Budget – E. Scrivener presented the 2023 Planning Budget. Changes over 2022 included Personal Services up by 3%, adding an advertising budget of \$2,500 and increasing Dues/Subscriptions by \$300. There are projected revenues of \$90,000 in HUD money for emergency housing rehab and the paint rebate program. Grants that will pay for administration costs are currently pending as well.

Human Resources

2023 Budget – L. Murray presented the 2023 Human Resources budget. Changes included increases in Personal Services, Advertising and Physicals. Contracted Services will also increase due to 207A Benefits and P.D. lateral transfers.

Fire Department

Outside CON EMS Mutual Aid – J. Papelino reported CON calls were down significantly due to two ambulances being out of service, therefore being off Mutual Aid. There were still 3 calls to Oxford and 1 to Mt. Upton.

Engine 234 Update & Transfer – J. Papelino reported that a transfer will be needed from HR 32-878 to A5110.4040 in the amount of \$22,196.74 - DPW Vehicle Maintenance for the engine rebuild of Engine 234. Ald. Allaire moved to approve the transfer. Seconded by Ald. Loomis, approved ayes all.

Acquired Structure Training – J. Papelino thanked Joyce Westervelt who allowed the Fire Department to use property at 701 Lyon Brook Rd. for valuable structure training before the property was torn down.

Replacement engine – J. Papelino reported that the replacement of 234 had been pushed back for the purchase of the ladder truck. He would like to request authorization to go to bid with specs to purchase a new 234. Manufacturers are quoting a time frame of 26 to 28 months. There is currently \$466,000 with another 2 years to add money. Estimated cost is currently upwards of \$700,000 with prices still rising. Ald. Loomis **moved** to approve going to bid for a new 234 Engine. Seconded by Ald. Allaire, approved ayes all.

Code Enforcement

61 Canasawacta St. – J. Papelino reported that the RFP for 61 Canasawacta is out and the open house will be September 20th from 10 a.m. to 2 p.m. and are due back by September 29th.

Rental properties- Water Shut-offs – J. Papelino reported that there were 51 shut-offs at rental properties with Codes making calls to those landlords who have 72 hours to rectify the situation or the occupants finding other living arrangements.

Dog license mailings – J. Papelino reported that the new Ordinance Inspector sent out 252 Dog License mailings and they are slowly coming back in.

Arrow Laundry Permit – J. Papelino reported that plans and documents that were requested have been supplied and the Stop Work Order has been rescinded. A deli is planned for 2/3 of the building with retail being in the rest.

In response to Ald. Jeffrey's inquiry, J. Papelino reported that 18 Griffin St. is privately owned and there is an individual who continues to trespass and create an eyesore. It has been posted as a health hazard. Discussion included what can and cannot be done regarding the property. The City Attorney is researching alternatives. Papelino said that Binghamton has a plan based on a point system [for repeat violations].

DPW

Loader for WWTP – E. Pepe reported that an existing 1988 Ford tractor that is used every day and is an important piece of equipment and needs to be replaced. After research, a loader on State contract will work better for them and requires a transfer from HR42 Sewer Equipment of \$84,755.96. Ald. Allaire moved to recommend the Common Council approve the purchase and transfer for the loader. Seconded by Ald. Gee, approved ayes all.

Sweeper – E. Pepe reported that he researched new Street Sweepers with a price tag of \$265,000 - \$360,000. A demo model could be had for about \$200,000. He is also looking at renting on a 10 month per year basis. Renting could be a problem with availability, but he is getting more information on that option. He stated that over the last 5 years the sweeper has had over and estimated \$50,000 in repairs. There is \$350,000 which was budgeted for a new sweeper. Ald. Loomis **moved** to approve going to bid for a Street Sweeper. Seconded by Ald. Jeffrey, approved ayes all.

Refill MEO1 – Ald. Zieno **moved** to approve to refill the vacant MEO1 position. Seconded by Ald. Allaire, approved ayes all.

Refill Mechanic – Ald. Allaire **moved** to refill the Mechanic position which will be vacant due to retirement as of September 30, 2022. Seconded by Ald. Loomis, approved ayes all.

In response to Ald. Zieno's question, E. Pepe stated that an outside contractor will be used for tree removal and trimming which should be completed by the end of the year. NYSEG will be doing trees and limbs around the power lines.

E. Pepe reported that the creek has been dredged with the permit being good for 5 years. The Town of Norwich has not cleaned up trees falling into the creek from their side.

E. Pepe will be reviewing the completed paving job. Ald. Jeffrey pointed out a drainage issue on Biviano Lane. Ald. Zieno had a concern over the ADA corner at Grove and Maydole St. The Sidewalk Program was discussed. Ald. Jeffrey said that in the 2023 Budget perhaps, if possible, sidewalk replacement of one panel where the sidewalk has been heaved by trees should be included. E. Pepe will look at the tree removal budget and may increase that budget line.

Police Department

2023 Budget – R. Marsh presented the 2023 Police Budget. Changes included an increase in Personal Services. He noted that three Officers will receive pay grade increases and one Officers retirement is budgeted through March. It does not include the SRO reimbursement from the school since there is no contract for next year yet, which would offset \$65,000 in wages. A new hire will replace the retiring Sergeant. He also mentioned that there is a possibility of losing several Officers next year which will have a ripple effect on the budget. Although the Overtime line can be increased and will be offset by Personal Services, Officer burnout will be a challenge. He reported that the patrol vehicle to be purchased will incur a 15% increase in cost which is happening with all manufacturers. Other phone/internet providers are being investigated by the Finance Director to help with the outrageous phone bill due to Discovery mandates by the State.

Marsh reported that issues with the Records Management Service that went live on November 1, 2021 have continued. The company has actively been working to rectify the issues and final payment nor the yearly maintenance has been made yet.

EMO

2023 Budget – S. Cady reported he does not have a draft budget yet due to outstanding quotes for the stream gauges. High Sierra was purchased by AEM, a larger national company, and only the price quote but no site notes by the previous salesperson could be found. The installer was here last Friday and could not install due to 2 smaller computer boards that were not put in original price quote. The original price quote by the previous salesperson also did not include the web-based software necessary. Therefore, he is waiting for the software quote and the yearly maintenance amount. There are no changes over the 2022 budget other than these pending items. Installation of the stream gauges should be done by Fall. Because this is a very significant cost, he recommends that funds should be included over the next 15 years for future replacements.

Finance Department

2023 Budget – D. DuFour presented the 2023 Finance Budget which included an increase in Personal Services with the other lines reflecting no or slight changes. The 2023 City Clerk and Assessment Budgets shows an increase in Personal Services with all other lines remaining the same. The Mayor, Common Council and Records Management Budgets remain the same while there were increases in Management Information Systems and Health Insurance will increase. State Retirement there was a slight decrease and Medicare has been budgeted as a 10% increase.

Executive Session – Ald. Zieno **moved** to enter executive session at 8:00 to discuss the sale of property where price may be affected, contract negotiations and the employment history of a particular individual. Seconded by Ald. Loomis, approved ayes all.

Ald. Loomis **moved** to exit executive session at 8:58 p.m. Seconded by Ald. Allaire, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn the Joint Committee Meeting at 8:59 p.m. Seconded by Ald. Loomis, approved ayes all