

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 6, 2011

Present:

Ald. Robert Carey
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. Paul Laughlin
Ald. Robert Jeffrey

Absent:

Ald. Terry Bresina

Also:

Director of Finance/City Clerk William Roberts
Human Resources Director Deborah DeForest
Police Chief Joseph Angelino
DPW Superintendent Carl Ivarson
Code Enforcement Officer/Fire Marshall Jason Lawrence
EMO A. Jones
Youth Bureau Director Robert Mason
Community Development Specialist Todd Dreyer
Mayor Joseph Maiurano
Deputy City Clerk Brian Drake

Ald. Walter Schermerhorn called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:12 p.m. at the Council Chambers.

Approval of Minutes

Ald. Laughlin **moved** to approve the minutes of the Joint Committee meeting of August 2, 2011. Seconded by Ald. Jeffrey, approved ayes all.

2010 Audit Report Stan Cwynar, CPA, presented to the Committee the 2010 Audit Report. He reviewed the Executive Summary, covering one qualification regarding lack of actuarial data for post-employment benefits (common among municipalities because this is a recent requirement) and several minor matters that could be improved, including upgrading of financial software. Ald. Carey asked about the GASB 45 requirement for actuarial data. Mr. Cwynar stated that more communities have adopted it because the price of the report has dropped. The report of actuarial data is a GASB requirement, not New York State law. The Committees thanked Mr. Cwynar for his work.

Correspondence

Curb Cut Request - 17 Midland Drive DPW Superintendent Carl Ivarson stated that a curb cut request from Norman J. Davies, Architect, for work being performed by CWS at 17 Midland Drive, required further clarification and reviewed the procedure for curb cut requests. The work being performed has been reviewed and approved by the Codes Office and the Zoning Board. Ald. Carey **moved** to forward a curb cut request at 17 Midland Drive to the Common Council without recommendation pending further clarification by the owner. Seconded by Ald. Laughlin, approved ayes all.

Pumpkin Festival Ald. Carey **moved** to recommend Council approve a request from Pegi LoPresti to hold the 13th Annual Pumpkin Festival, with closure of East Park Place and West Park Place from 8 a.m. Friday, October 28, through completion of cleanup around 12 p.m. Sunday, October 30, and the closure of West Main Street from North Broad Street to Court Street from 8 a.m. Friday, October 28, through 9:30 p.m. Saturday, October 29. Seconded by Ald. Jeffrey, approved ayes all.

Department Head Reports

Fire Department Ald. Jeffrey asked about ambulance recovery. Director of Finance William Roberts replied that through the end of July recovery has totaled \$647,000 annualized, far higher than the anticipated amount. Ald. Jeffrey asked about the disposition of old materials declared surplus. Deputy Clerk Brian Drake cited the report of Fire Chief Tracy Chawgo from the minutes of the Committee meeting of August 2, 2011: "Chief Chawgo noted that a number of items, including coils of copper wire, were declared surplus by the Council in April, but he has not had time to dispose of most of the items. A set of emergency lights and four of the outmoded radios were traded to South New Berlin for a new set of turnout gear."

Youth Bureau

2012 Town Recreation Contracts Youth Bureau Director Robert Mason informed the Committees that the 2012 recreation contracts are being reviewed by the City Attorney and include increases as recommended by the

Committees at the August meeting. Ald. Carey **moved** to recommend Council approve a resolution to authorize the Mayor to enter into recreation contracts with the various towns. Seconded by Ald. Deierlein, approved ayes all.

Police Department Police Chief Joseph Angelino noted that the current laptop computers used in police vehicles are out of warranty and outdated and that he would like to replace them with laptops obtained through New York State contract. This cost has been budgeted, but is slightly more than \$10,000 and thus requires the approval of the Committees to proceed. Ald. Jeffrey **moved** to approve an expenditure of \$10,526 for seven laptop computers. Seconded by Ald. Deierlein, approved ayes all.

EMO Ald. Jeffrey asked about reimbursements for damages during recent storms. EMO A. Jones stated that there was little damage from the April storm but that overtime and some other expenses are being calculated for FEMA reimbursement. The August storm caused no monetary damage, but fire crews were sent to Schoharie County and that county may cover some of those expenses. Mayor Maiurano expressed gratitude to all the departments and volunteers that supplied aid during the recent storms.

Finance

Permission Request for Historical Publication W. Roberts reported that former City Historian Pat Scott has requested a release of certain copyrighted materials she wrote during her tenure for publication in book form. Ald. Jeffrey **moved** to grant permission to Pat Scott to republish materials written by her during her employment by the City so long as the City is acknowledged in the publication and copies are made available to the City of Norwich free of charge. Seconded by Ald. Laughlin, approved ayes all.

Utility Sourcing Update W. Roberts reminded the Committees that further information had been requested regarding the bid sourcing for gas and electric supplies. The City currently uses MEGA, a nonprofit organization, to source such bids. A presentation was made at the March 2011 Committees meeting by U-Source to provide such services. U-Source appears to be more technologically advanced, more responsive, and more proactive than MEGA, and W. Roberts recommended the City use their services, especially as natural gas and electric rates are at a five-year low and more favorable prices could be obtained than the City now enjoys. The nature of utility prices and bidding procedures will require that the Mayor be authorized in advance to award such a bid on short notice. The Committees requested that bids be set for the day of Council meetings so that the Council could award the bid. Ald. Jeffrey **moved** to recommend Council approve using U-Source for utility bid sourcing. Seconded by Ald. Laughlin, approved ayes all.

Ald. Jeffrey commented on a recent newspaper article regarding anticipated increases to State pension contributions. He suggested that towns for which the City provides fire protection must participate in these costs. Ald. Deierlein concurred.

DPW

Bid - Fuel Card System Ald. Jeffrey **moved** to recommend Council award the bid for the Fuel Card System to the sole bidder, Mirabito Fuel Group of Sidney, NY. Seconded by Ald. Carey, approved ayes all.

Bid - Uniform Supply & Laundry Ald. Jeffrey **moved** to recommend Council award the bid for Uniform Supply & Laundry to the lowest qualified bidder, Tristate Industrial Laundries of Utica, NY. Seconded by Ald. Carey, approved ayes all.

RBC Update C. Ivarson reported that weather has delayed installation of the screw pump, but that the air system is being installed and new RBCs will be delivered September 29, so that work should be completed by the end of October.

Lights on Liberatore and Biviano Lanes C. Ivarson reported that NYSEG has decorative lighting which can be installed on Liberatore and Biviano Lanes, but that power outages caused by recent storms has delayed installation. The lights will probably be 250 Watts. Ald. Jeffrey approved.

Street Paving 2012 C. Ivarson stated he has received no response yet from NYSEG regarding his proposed schedule of street paving for next year, probably due to the recent power outages NYSEG has been dealing with. He proposed a new schedule including a portion of Mitchell Street, Hickok and South Hickok, Francis Avenue, and Sharman Drive. This would leave a \$10,000 shortfall after CHIPS funds. Ald. Jeffrey **moved** to approve the revised schedule for street paving for 2012. Seconded by Ald. Laughlin, approved ayes all.

Community & Economic Development Community Development Special Todd Dreyer stated that a request for emergency repair of the roof of a mobile home at 22 River Street was forwarded by OFC, as that agency can no longer perform roof repairs as part of its winterization program. The owner is not eligible under USDA rules because she does not own the lot on which the mobile home sits. The City has found a contractor who will donate labor for the roof replacement, and the City could contribute \$500 for materials. Ald. Carey **moved** to recommend Council approve a request for an emergency grant for roof repair at 22 River Street in the amount of \$500. Seconded by Ald. Deierlein, approved ayes all.

Ald. Jeffrey noted that the stoplight at Birdsall and Front Streets was vandalized and asked if a claim could be filed for insurance purposes.

Executive Session

Ald. Jeffrey **moved** to enter executive session at 7:41 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Deierlein, approved ayes all.

Ald. Carey **moved** to exit executive session at 8:01 p.m. Seconded by Ald. Deierlein, approved ayes all.

Motion

Ald. Carey **moved** that the proposed permanent appointment of the current incumbent with a temporary assignment in the Clerk's position in the Finance Department be referred to the Common Council, with a provision that fifty percent of the total cost of salary and benefits be charged to the Wastewater Fund and the balance to the General Fund. Seconded by Ald. Laughlin, duly adopted, ayes all.

Adjournment

Ald. Carey **moved** to adjourn the meeting at 8:03 p.m. Seconded by Ald. Laughlin, approved ayes all.