

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
August 2, 2011

Present:

Ald. Terry Bresina
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. Paul Laughlin

Absent:

Ald. Robert Carey
Ald. Robert Jeffrey

Also:

Director of Finance/City Clerk William Roberts
Human Resources Director Deborah DeForest
Police Chief Joseph Angelino
DPW Superintendent Carl Ivarson
Fire Chief Tracy Chawgo
Code Enforcement Officer/Fire Marshall Jason Lawrence
EMO A. Jones
Youth Bureau Director Robert Mason
Community Development Specialist Todd Dreyer
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 6:01 p.m. at the Council Chambers.

Approval of Minutes

Ald. Laughlin **moved** to approve the minutes of the Joint Committee meeting of July 5, 2011. Seconded by Ald. Deierlain, approved ayes all.

Correspondence

Waite Street Block Party Ald. Deierlein **moved** to recommend Council approve a request from Jeff Thornton to hold a block party on Waite Street with street closed from 5 p.m. Friday, August 26, to 5 p.m. Sunday, August 28. Seconded by Ald. Bresina, approved ayes all.

NHS Homecoming Parade Ald. Deierlein **moved** to recommend Council approve closing of East Main Street from Top's Plaza to Midland Drive from 6 p.m. Friday, September 30, for the NHS Homecoming Parade. Seconded by Ald. Laughlin, approved ayes all.

Halloween Parade Ald. Laughlin **moved** to recommend Council approve closing of South Broad Street to North Broad Street to Fair Street on Saturday, October 29, from 2 p.m., for the Halloween Parade. Seconded by Ald. Deierlein, approved ayes all.

Veterans Day Parade Ald. Bresina **moved** to recommend Council approve closing of Canal Street and East Main Street on Friday, November 11, from 10:30 a.m., for the Veterans Day Parade. Seconded by Ald. Deierlein, approved ayes all.

Christmas Parade Ald. Laughlin **moved** to recommend Council approve closing South Broad Street to North Broad Street to Fair Street on Saturday, November 26, from 6:30 p.m., for the Christmas Parade. Seconded by Ald. Deierlein, approved ayes all.

Discussion: Police Chief Joseph Angelino explained that the requests for street closings for parades are being processed before correspondence has been received because new NYS DOT regulations require that municipalities give 90 days' notice of any closures longer than 10 minutes on State highways and routes. There is as yet no fee for such permits, but the Police Department has purchased required DOT-approved detour signs at \$1,900. He hopes to process all such requests at the beginning of each year. He has contacted the organizers of these events and expects to receive correspondence from them soon.

Department Head Reports

Fire Department

Bequest for Ambulance Equipment Fire Chief Tracy Chawgo reported that a bequest of \$10,000 was received for purchase of ambulance equipment. The subject was raised at the July Committee meeting, but was postponed until

Chief Chawgo could be present to discuss. He had planned to use the funds to purchase three new stretchers to replace worn-out equipment, but the special price for three stretchers has now expired. He would now like to use the bequest to purchase two stretchers and budget for purchase of a third in 2012. The funds from the bequest were deposited in Ambulance - Capital Reserves. Ald. Bresina **moved** to recommend Council approve a transfer of \$8,000 from Ambulance - Capital Reserves to Ambulance - Supplies and Materials for purchase of two stretchers. Seconded by Ald. Schermerhorn, approved ayes all.

Engine 231 Chief Chawgo reported that he has attempted to find an inspector willing to inspect and assess Engine 231, but has been unsuccessful. He noted that while the body is good, the pump is in bad repair, the Department does not have the manpower to staff four engines, and the engine is not needed by the Department. Upkeep on Engine 231, if repaired, would also be prohibitive. The engine has 24,074 miles, but as a pumper is usually driven only short distances to a fire and then kept idling for many hours, the mileage can be deceptive in terms of actual engine use.

Surplus Equipment 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.

Fire Assistant Grant Chief Chawgo reported that information on a Fire Assistant grant will be released soon and he will submit an application once he learns the details.

Youth Bureau

2012 Town Recreation Contracts Youth Bureau Director Robert Mason reminded the Committees that they had requested an increase in the fees from towns for recreation services, and requested their advice for the 2012 contract year. He presented figures on the numbers of registrants from the City and towns. The Committees agreed that modest increases in line with last year's should be implemented. R. Mason also stated that he has prepared his Department's draft 2012 budget and it should be slightly lower than this year's. R. Mason then stated that pool use constitutes 40% of the Department's budget. He will not be using the pool this Sunday because recent usage does not support the cost, and the pool will close on August 12 for the season, because lifeguards are returning to school and the High School team will be using it for practice after that. He proposed that the unused funds of approximately \$20,000 from the pool budget be put towards the renovation of Kurt Beyer pool.

Grant for Skate Park Flooring R. Mason reported that a grant of \$3,500 was received from the R. C. Smith Foundation to replace carpeting in the Skate Park building. The carpeting will be replaced with industrial rubber matting with a 20+ year life and which should stand up well to ice skates. The total cost of the matting and installation is \$4,800; therefore a transfer of \$1,300 will be required from Buildings to the Youth Bureau. Ald. Deierlein **moved** to recommend Council approve a transfer of \$1,300 to augment grant funds to replace flooring in the Skate Park building. Seconded by Ald. Laughlin, approved ayes all.

Code Enforcement

Draft Ordinance - Garage and Yard Sales Code Enforcement Officer Jason Lawrence presented a draft ordinance regarding garage and yard sales. Current regulations for such sales are contained in the Zoning Ordinance, but should be handled separately. He suggested postponing discussion until the September meeting when all aldermen would be present, and requested feedback before then from the aldermen.

Update of Rental Registration J. Lawrence stated that, in line with a suggestion from the Planning Commission, he will begin reviewing the current ordinance regarding rental registration in order to revise it to require inspections of individual apartments.

Finance Director of Finance William Roberts informed the Committees that a transfer of \$10,733.86 is required to pay school taxes on unredeemed tax sale properties. The City should recover far more than this amount when the unredeemed properties are sold. Two of the properties had been entered in Bankruptcy Court, but their cases were thrown out and the City is proceeding with the necessary legal requirements. Ald. Bresina **moved** to recommend Council approve a transfer of \$10,733.86 from Contingency to Tax Property Payments for the purpose of paying school taxes on tax sale properties. Seconded by Ald. Deierlein, approved ayes all. W. Roberts noted that after this transfer, approximately \$42,000 will be left in the Contingency account.

DPW

Bid - Secondary Sludge Pumps DPW Superintendent Carl Ivarson reported that two bids were received for secondary sludge pumps. Ald. Bresina **moved** to recommend Council award the bid to the lowest qualified bidder, Koester Associates in the amount of \$52,692, with a transfer of funds from Capital Reserves to Sewer Equipment. Seconded by Ald. Deierlein, approved ayes all.

Bid - RBC Aeration Improvements C. Ivarson reported that two bids were received for the aeration improvements to the RBCs. Ald. Laughlin **moved** to recommend Council award the bid to the lowest qualified bidder, Wilcox Construction, the amount of \$183,630. Seconded by Ald. Bresina, approved ayes all.

Entrance Signs C. Ivarson reported that the entrance signs recommend by the Parks Commission have been ordered and will be installed in a few weeks.

RBC Update C. Ivarson reported that a new low-density RBC has been installed, which will reduce the weight on the wheel in the train. The aeration equipment will be installed after the bid is awarded. W. Roberts explained that the total cost of the project, because of the changes required, will be higher than the original engineering estimates and will probably exceed the projection of \$4.5 million. He will investigate with bond counsel and other agencies as to the effects of this. However, because of this slight increase, the project will now be eligible for the full \$2 million principal forgiveness offered by EFC, so the end result will be favorable.

Third Floor of Firehouse C. Ivarson presented figures for finishing the third floor of the firehouse with lighting, ceiling, and carpeting, as requested at the July Committee meeting. The cost would be \$55,800 - \$58,300, depending on the type of carpet installed. W. Roberts reminded the Committees that an extra \$16,000 was appropriated for change orders in order to make the third floor weatherproof, and that capital reserves for such projects contains approximately \$36,000. Ald. Laughlin stated that spending this money in the current economy, with the hopes that the space could be leased out to private companies for intermittent use, would be inappropriate. The Committees concurred.

Downtown Lighting C. Ivarson reported that the downtown lights have been cleaned and relamped and illumination seems sufficient.

Hospital Water Line C. Ivarson stated that the water line replacement at the hospital is complete at a cost of \$9,899 for paving and \$17,949 for materials. A transfer of funds from capital reserves to paving is required to cover this cost. Ald. Laughlin **moved** to recommend Council approve a transfer from capital reserves to paving. Seconded by Ald. Bresina, approved ayes all.

Community & Economic Development Community Development Special Todd Dreyer informed the Committees that he will apply for a grant of \$217,500 from the Environmental Protection Fund for the renovation of Kurt Beyer Pool. The total project cost, according to engineering estimates, will be approximately \$290,000. The City will have to match 25% of the total project cost through cash and in-kind services. Approximately \$10,000 in administrative costs will be considered as in-kind services. The fact that passive solar water heating will be installed and that the pool is used by other municipalities will improve the City's chances of receiving such grant. Ald. Deierlein **moved** to recommend Council approve application to the Environmental Protection Fund for a grant of \$217,500 for renovation of Kurt Beyer Pool. Seconded by Ald. Laughlin, approved ayes all. T. Dreyer then told the Committees that he will apply to Agro-Farma's Shepherd's Gift foundation for a grant to cover the City's part of the pool renovation project, as well as for resurfacing tennis courts in Weiler Park. The Committees approved and urged Mr. Dreyer to apply for grants to cover other necessary recreation needs.

Executive Session

Ald. Bresina **moved** to enter executive session at 7:05 p.m. to discuss the employment history of a particular individual and to discuss the sale of property where price may be affected. Seconded by Ald. Deierlein, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 7:51 p.m. Seconded by Ald. Bresina, approved ayes all.

Adjournment

Ald. :Laughlin **moved** to adjourn the meeting at 7:51 p.m. Seconded by Ald. Deierlein, approved ayes all.