

CITY OF NORWICH
PUBLIC SAFETY / PUBLIC WORKS COMMITTEE

October 23, 2008

Present:

Ald. Bresina, Chairman
Ald. Carey
Ald. Deierlein

Also:

City Clerk/Director of Finance William Roberts
Deputy City Clerk Brian Drake
DPW Superintendent Carl Ivarson
Fire Chief Tracy Chawgo
Mayor Joseph Maiurano
EMO A Jones
Code Enforcement Officer/Fire Marshall Jason Lawrence

Absent:

None

Ald. Bresina called the August meeting of the Public Works/Public Safety Committee to order at 7:03 AM on October 23, 2008, at the Wastewater Treatment Plant.

Approval of Minutes

Ald. Deierlein **moved** to approve the minutes of the September 25, 2008, Committee meeting. Seconded by Ald. Carey, duly approved ayes all.

Correspondence

Christmas To Remember Parade of Lights

Ald. Deierlein **moved** to recommend Council acceptance and approval of a request from Linda M. Green, Parade Coordinator, to hold the annual "A Christmas To Remember Parade of Lights" beginning at 6:30 p.m. on November 29, 2008, with street closings on North and South Broad Streets from Fair to Division Streets and Police and Fire Department assistance. Seconded by Ald. Carey, duly approved ayes all.

Department Head Reports

Fire Department Fire Chief Tracy Chawgo informed the Committee that preliminary conversations have been held to possibly restructure the Department to more efficiently integrate the volunteer companies. He noted the difficulty many volunteers are now having, in the current economy, of not being allowed to leave work to respond to a call, and their desire to ensure the City is protected. He further noted that the Department has been very busy recently.

Code Enforcement Code Enforcement Officer/Fire Marshal Jason Lawrence reported that a records management representative visited City Hall and advised that NYS Archives has approved a grant for the purchase of a large-format scanner/printer unit, to be paid for primarily through grant funds. He is waiting for a confirmation letter of this approval to order the scanner/printer. Ald. Deierlein asked about ongoing costs for the unit. J. Lawrence responded that ongoing costs would include toner and maintenance.

Ald. Carey reminded the Clerk that the Finance/Personnel Committee will revisit proposed fire-inspection fees at their November meeting.

DPW

Bids – Fuel Contracts

DPW Superintendent Carl Ivarson reported that one bid was received for fuel contracts. He explained the pricing structure and pointed out that the City does not pay sales tax. Prices involve a "rack-price," which is a floating wholesale market base price to the oil company, plus a fixed margin

price the company adds to arrive at the customer retail price. Ald. Carey asked if it would be possible to contract for a combined total locked-in price, as opposed to the usual fluctuating prices. Director of Finance William Roberts suggested dual specifications be drafted to allow for fluctuating and locked rate bids. C. Ivarson stated he would request an extension of the current contract and, if that is allowed, look to rebid. He pointed out that fueling must be available 24 hours.

Bids – Uniforms/Laundrying

C. Ivarson reported that two bids were received for uniforms and laundrying services. Ald. Deierlein **moved** to recommend the bid from AmeriPride to the Finance/Personnel Committee. Seconded by Ald. Carey, duly approved ayes all.

RBCs Update

C. Ivarson reported that he is waiting for a response from the DEC to move forward with the project.

Manpower

C. Ivarson reminded the Committee that the Highway DPW employee offered a position at the Wastewater Treatment Facility rejected the offer.

Canasawacta Creek

This item was referred to the Committee by Ald. Jeffrey. C. Ivarson explained that the memorandum of understanding entered into with the NYS DEC does not give the City power to enter the creek for work. Canasawacta Creek is a protected stream. Further permissions would be required, and no cleaning in the stream would be done before March.

Utility Company Excavations in City Streets

Ald. Jeffrey had requested that the Committee investigate digging done by NYSEG on Birdsall Street. C. Ivarson explained that the City coordinates planned utility digging with repaving of streets, but under the rules the City for such work, any entity doing emergency digging (including the City itself) is required to resurface curb to curb and repave that area to City standards. On Birdsall Street NYSEG dug two areas 90' apart from one another and properly repaved the two areas dug; it was not required that NYSEG repave the large area between these two areas. Ald. Deierlein **moved** to retain the current regulations regarding digging and repaving. Seconded by Ald. Bresina, duly approved ayes all.

The Committee further discussed other streets in the City that have experienced such digging. C. Ivarson commented that Plymouth, South Plymouth, Eric, and Sunset Streets, and Willard Court, will be repaved in 2009. He suggested amending the current regulations to allow no non-emergency utility cuts following new paving for a period for four or five years. The Committee requested clarification of how a request from a resident for new service would then be handled. C. Ivarson explained that the utility company, when repaving is scheduled in the City, generally canvasses all residents of the proposed streets to be repaved to learn of any interest they have for new utility connections, and then coordinates such cuts with the repaving. The Committee requested C. Ivarson draft such a proposed amendment of the regulations to be reviewed at the November Committee meeting.

Filters

C. Ivarson requested permission to go to bid for materials (sand, anthracite) to rebuild existing filters at the Wastewater Treatment Plant. The Committee agreed. C. Ivarson stated that, following successful bids, the filters would be rebuilt in January and February of 2009.

Tapping Machine

C. Ivarson reported that the City's tapping machine was broken last week during a tapping procedure. The machine is 53 years old and will need to be replaced. He will investigate pricing, but estimates a replacement would cost more than \$10,000 and would need to be bid.

Committee Meeting Dates

Because the regular dates for the Committee's meetings in November and December fall on holidays, the Committee set those meetings for Tuesday, November 25, 7 a.m., and Tuesday, December 23, 7 a.m.

Emergency Snow Removal

The Committee discussed the necessity of establishing emergency snow routes within the City and of replacing outdated snow-removal equipment to increase the efficiency and cost-effectiveness of plowing. The Committee will review possible plans and will then meet with the Traffic Commission for their consideration. W. Roberts noted that the DPW will have \$115,000 in capital reserves at this year-end, of which \$18,000 will pay for new salt spreaders. Funds will be then replenished so that by the end of 2009 capital reserves will have \$129,000 available for new equipment.

Police Department EMO A. Jones relayed a message from Police Chief Joseph Angelino that New York State is mandating that police departments move from paper fingerprinting to electronic fingerprinting by 2010. Electronic fingerprinting allows for more rapid response from law enforcement agencies. Cost of such a system will be approximately \$28,000. Chief Angelino is currently investigating grant funding to cover this mandated expense. W. Roberts noted that Police Department Capital Reserves are currently \$63,000 and will be \$73,000 by the end of 2009, if no other withdrawals are made.

Adjournment

Ald. Deierlein **moved** to adjourn the meeting at 8:14 a.m. Seconded by Ald. Carey, duly approved ayes all.