City of Norwich
Finance/Personnel Committee Meeting
May 4, 2010

Ald. Walter Schermerhorn presided at the meeting of the Finance/Personnel Committee held at 6:00 PM on April 6, 2010, in the Council Chambers.

Present:
Ald. Walter Schermerhorn
Ald. Paul Laughlin
Ald. Robert Jeffrey (arr. 6:45)

Absent
None

Also:
Clerk/Director of Finance William Roberts
Director of Human Resources Deborah DeForest
Fire Chief Tracy Chawgo
Police Chief Joseph Angelino
DPW Superintendent Carl Ivarson
Community Planning Specialist Todd Dreyer
Deputy City Clerk Brian Drake
EMO A. Jones
Code Enforcement Officer Jason Lawrence
Mayor Joseph Maiurano
Ald. Terry Bresina
Ald. Robert Carey
Ald. John Deierlein

Call to Order
The meeting was held in the Council Chambers at One Court Plaza and called to order at 6:35 p.m. by Ald. Schermerhorn.

Approval of Minutes
Ald. Laughlin **moved** to approve the minutes of the meeting of April 6, 2010. Seconded by Ald. Schermerhorn, approved ayes all.

Public Safety

Police Police Chief Joseph Angelino asked that an impounded 1996 Chevrolet Cavalier be declared surplus so that it may be transferred to shared miscellaneous use with the County Sheriff's Department. Ald. Laughlin **moved** to recommend Council declare the impounded 1996 Chevrolet Cavalier surplus for that purpose. Seconded by Ald. Schermerhorn, approved ayes all (2-0, Ald. Jeffrey arriving after the vote).

Fire/EMS

FEMA Grant Award
Fire Chief Tracy Chawgo reported that a grant in the amount of $85,159, with the City to provide matching funds of $4,482, was awarded by FEMA to provide for replacing outdated radio communications equipment. Ald. Laughlin **moved** to recommend Council acceptance of the FEMA grant award. Seconded by Ald. Schermerhorn, approved ayes all (2-0, Ald. Jeffrey arriving after the vote).

Replacement of Chief's Vehicle
Chief Chawgo reported the Chief's vehicle, a 1999 Blazer with 119,000, is in disrepair and will need to be replaced. He will investigate pricing of used vehicles and report back to the Committee.

Refill Firefighter Position Due to Retirement
Director of Human Resources Deborah DeForest reported that Jim Wallen is retiring as firefighter at the end of June. Under the union contract, if the position is not refilled within 90 days of retirement a fire assistant position would be eliminated. The fire assistant position is of approximately 1,000 hours per year and if not refilled may occasion additional overtime from other firefighters. The Committee requested a cost analysis before making a decision.

Community & Economic Development

City Band Funding
Director of Finance William Roberts reported that the City over the past several years has reduced funding of the City Band from almost $5,000 to $1,500. A very small Arts Council grant was awarded the City Band in the amount of $565. The City Band has requested an additional $2,705 to fund its 2010 season of performances, which are scheduled to begin July 9. There is a chance the Greater Norwich Foundation may provide some funding. The Committee decided to wait to see if the Greater Norwich Foundation provides the necessary funding.

Ald. Jeffrey asked about the status of the house built by the City on Waite Street. Community Development Specialist Todd Dreyer replied that a punch list has been given the contractor and an open house is being scheduled for sometime in May. Ald. Jeffrey stated his opinion that it is critical the house be sold promptly.

Ald. Jeffrey then asked about the status of the old Rite-Aid building. T. Dreyer replied that he has spoken to two interested parties, one of which will not pursue purchase because the site does not provide adequate parking. The second party has visited the premises.

Ald. Jeffrey then asked the status of the Brown Avenue project. T. Dreyer reminded him that this project is handled by the Norwich Housing Authority, and he is not aware of its status.

Ald. Jeffrey asked about upkeep of City parks. T. Dreyer stated that the renovation of East and West Parks, under Friends of the Park, is currently on hold because of a question of prevailing wages. Mayor Maiurano said a walk-through of City parks is scheduled for Monday, May 10, at 6 p.m. Ald. Jeffrey spoke of the poor condition of Weiler Park restrooms. C. Ivarson noted that the fixtures in the Weiler Park restrooms are of prison quality because of frequent vandalism, and remind the Aldermen that they have in the past discussed moving the restrooms to a location with better visibility.

Public Works & Engineering

Paving Bid
DPW Superintendent Carl Ivarson reported that two bids were received and recommended acceptance of the low bid from Suit-Kote, in the amount of $192,812.05. Ald. Bresina asked if this is covered in the budget. C. Ivarson replied that the paving will be paid for with CHIPS funds except for the Hayes Street Parking Lot, which will be covered with funds from the Infrastructure Capital Reserve Fund. He reminded the Committee that an additional $18,000 will be used from the materials budget line to provide a slurry seal on Sunset Drive. Ald. Laughlin **moved** to recommend Council acceptance of the low bid of $192,812.05 from Suit-Kote and transfer of parking lot funds from Capital Reserve. Seconded by Ald. Jeffrey, approved ayes all.

Rubber-Tired Wheel Loader Bid
C. Ivarson reported that three bids were received for the Rubber-Tired Wheel Loader and recommended acceptance of the low bid from Tracey Road Equipment for a new 2008 Hyundai HL740-7A vehicle, including three-year bumper-to-bumper warranty, in the amount of $81,538 with a corresponding transfer from the Highway Capital Reserves Fund (which has been provided for in the 2010 Budget). Ald. Jeffrey **moved** to recommend Council acceptance of the low bid from Tracey Road Equipment in the amount of $81,538. Seconded by Ald. Laughlin, approved ayes all.

RBCs Project Change Order - Wet-Well Stairs
C. Ivarson informed the Committee that Jett Industries has presented a proposal to replace the deteriorated concrete wet-well stairs with aluminum steps, to be performed as a change order to the RBCs project. He displayed a photograph showing the steps in a dangerous condition. Ald. Jeffrey **moved** to recommend Council approval of a change order to the RBCs Project for replacement of the wet-well steps. Seconded by Ald. Laughlin, approved ayes all.

Proposed Water System Emergency Repairs Loan Program
C. Ivarson noted that in the past there have been situations where businesses have been unable to pay for necessary repairs to water and sewer lines, and in the current economic climate this problem has been raised again. He proposed establishing an Emergency Repairs Loan Program for small Businesses under the Water System whereby the City would make available low-interest loans to small businesses in need of assistance, with an initial funding of $25,000. Ald. Jeffrey **moved** to proceed with developing a Water System Emergency Repairs Loan Program for businesses, to be discussed at a later meeting. Seconded by Ald. Laughlin, approved ayes all.

Miscellaneous Items

NYSERDA Energy Conservation Grants

W. Roberts reminded the Committee that two grants were awarded the City by NYSERDA to effect energy-efficient lighting upgrades in City facilities. Ald. Jeffrey **moved** to recommend Council accept the NYSERDA energy conservation grants. Seconded by Ald. Laughlin, approved ayes all.

Utilities Audit Agreement - Computel Consultants

W. Roberts reported that in the past the City has hired Computel Consultants to perform audits of utility billing to recoup billing errors. Under the agreement, any funds recouped are split 50/50 with Computel. In the past the consultants have recouped several thousand dollars for the City. He recommended re-engaging Computel Consultants under the same terms. Ald. Jeffrey **moved** to recommend Council approve engaging Computel Consultants for utility-billing audits. Seconded by Ald. Laughlin, approved ayes all.

Executive Session

Ald. Jeffrey **moved** to enter executive session at 6:59 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Laughlin, approved ayes all.

Ald. Schermerhorn **moved** to exit executive session at 7:11 p.m. Seconded by Ald. Laughlin, approved ayes all.

Adjournment

Ald. Laughlin **moved** to adjourn at 7:13 p.m. Seconded by Ald. Jeffrey, approved ayes all.