

City of Norwich
Finance/Personnel Committee Meeting
May 5, 2009

Ald. Walter Schermerhorn presided at the meeting of the Finance/Personnel Committee held at 6:00 PM on May 5, 2009, in the Council Chambers.

Present:

Ald. Walter Schermerhorn
Ald. Robert Jeffrey

Absent:

Ald. Paul Laughlin

Also:

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

Call to Order

The meeting was held in the Council Chambers at One Court Plaza and called to order at 6:02 p.m. by Ald. Schermerhorn.

Approval of Minutes

Ald. Jeffrey **moved** to approve the minutes of the regular meeting of April 14, 2009. Seconded by Ald. Schermerhorn, approved ayes all.

Public Safety

Fire/EMS

Auction & Sale of Old Fire Alarm Boxes

Fire Chief Tracy Chawgo reminded the Committee that 50 old fire alarm boxes were declared surplus in 2008. They are stored at the Police Department. Originally it was planned to sell the boxes during the Auto Show, but the logistics were too complicated. He plans now to sell the boxes on an online auction site. In the past, such boxes have been sold for approximately \$150 each by other fire department organizations.

Sale of Obsolete Ambulance

The obsolete ambulance has had all Norwich Fire Department markings removed and will be listed on an online auction site. Ald. Jeffrey asked if the ambulance or the old Hahn fire engine would be worthwhile selling for scrap. Chief Chawgo said the Department is still using the old truck for parts. He also believes the truck has not yet been declared surplus. DPW Superintendent stated that he could prepare a bid for scrap on surplus City vehicles. Ald. Jeffrey **moved** to recommend the Common Council declare the fire engine surplus and be sold for scrap. Seconded by Ald. Schermerhorn, approved ayes all.

Community CPR & First-Aid Classes

Chief Chawgo announced that the Department plans to conduct CPR and first-aid classes for the community at a nominal fee.

FEMA Grants

Chief Chawgo reported that he is applying for grants from FEMA, but will not be applying for a grant to replace an ambulance in 2010 because FEMA representatives have informed him ambulances will not be a priority. Ald. Jeffrey asked that grant applications mention the mutual aid Norwich provides, and inquired into possible grants to replace the Department's brush truck. Chief Chawgo also stated that he is applying for grants to fund the upgrading of the communications system as required by the County.

Community Development

SEQRA Circulation Process on Brownfield Opportunity Areas Grant

Community Development Specialist Todd Dreyer stated that the City must commence the SEQRA process on the Brownfield Opportunity Areas project in order to be reimbursed.

Emergency Home Repair Application

T. Dreyer reported that a resident of Norwich on Westcott Street has applied for an emergency home repair grant. The project will involve roof repairs and hot-water tank replacement and will come to approximately \$5,000. The homeowner will be eligible for a full grant. Ald. Jeffrey **moved** to recommend Council approval of the emergency home repair application. Seconded by Ald. Schermerhorn, approved ayes all.

Promotional Marketing of City

Director of Finance William Roberts reported that the City has been investigating promotional materials in order to attract business, developers, residents, etc. An Oneonta company, GrafiQa, has prepared a proposal for a full-color brochure. Design and content preparation will be approximately \$7,500, with a further \$2,000 to \$3,000 for printing, to be done by Chenango Union Printing. Originally, a proposal for a full-scale marketing approach, including video and Internet exposure, was estimated to cost approximately \$30,000. Ald. Jeffrey asked whether any of the Norwich foundations specializing in promotion of the City, such as the Greater Norwich Foundation and the Follett Foundation, might be approached for funding of such a project. Mayor Maiurano commented that it is important to market the City, and the costs incurred will be an investment in the City's future. Ald. Jeffrey mentioned that the town of Windsor, NY, marketed itself as a good place to retire to, and the influx of retirees led to growth of businesses and services. T. Dreyer was instructed to investigate other sources of funding for the project.

Update on Sale of 49 Front Street

W. Roberts reminded the Committee that the Council tabled a resolution to approve sale of a portion of 49 Front Street to NYSEG because of questions regarding a right of way and utility easement. The City Attorney has revised the proposed sale agreement to remove the right-of-way provision. The easement is for access to a gas line. No structure could be built over the line, but lawn or a driveway could be laid there. Any repairs necessary to the property because of access to the pipeline will have to be made and paid for by NYSEG. Ald. Jeffrey **moved** to recommend Council remove from the table a resolution to approve sale of a portion of 49 Front Street to NYSEG for \$15,000. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Jeffrey asked if there had been feedback on the City's paint-rebate program. T. Dreyer replied that he has received a large number of inquiries about the program. Ald. Jeffrey asked about the City's sidewalk-replacement program. T. Dreyer responded that 43 residents have applied so far, and 10 have paid their deposits. Evidently some of the applicants have not yet paid their property taxes and those applications must be evaluated.

Public Works & Engineering

Bid – Tapping & Drilling Machine

Ald. Jeffrey **moved** to recommend Council acceptance of a bid from Vellano Bros. Inc. of Latham, NY, in the amount of \$36,625 for a new tapping and drilling machine. Seconded by Ald. Schermerhorn, approved ayes all.

Delaware Engineering Design and Agreement to Prepare Bid Specifications for Repair of City Hall

C. Ivarson reported that bid specifications for repair of the City Hall roof may be prepared by Delaware Engineering for \$21,000. He will instruct them to prepare the bid to allow for either replacement of copper flashing or the use of alternative flashing materials. Work will be done after 4:00 p.m. and on weekends so as not to interfere with City Hall workers and customers. Total cost of the repairs is estimated to be between \$175,000 and \$250,000. Ald. Jeffrey expressed concern at the estimate and inquired as to the urgency of repairing the roof. C. Ivarson replied that minor repairs were made in 2008 to stop severe leaks, but the extent of damage is unknown. W. Roberts reviewed the capital projects and capital reserves funds, which are sufficient to cover these costs. Ald. Jeffrey asked that C. Ivarson investigate the cost of having a roof condition assessment made.

Executive Session

Ald. Jeffrey **moved** to enter executive session at 6:39 p.m. to discuss the employment history of particular individuals. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:03 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Adjournment

Ald. Jeffrey **moved** to adjourn at 7:03 p.m. Seconded by Ald. Schermerhorn, duly approved ayes all.

Next Finance/Personnel Committee Meeting – June 2, 2009