

City of Norwich
Finance/Personnel Committee Meeting
October 1, 2009

Ald. Walter Schermerhorn presided at the meeting of the Finance/Personnel Committee held at 6:00 PM on October 1, 2009, in the Council Chambers.

Present:

Ald. Walter Schermerhorn
Ald. Paul Laughlin
Ald. Robert Jeffrey

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
Deputy City Clerk Brian Drake
Community Development Specialist Todd Dreyer
Mayor Joseph Maiurano
Ald. John Deierlein
Code Enforcement Officer Jason Lawrence
Media Representative Mike McGuire

Absent
None

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. Laughlin **moved** to approve the minutes of the regular meeting of September 1, 2009. Seconded by Ald. Jeffrey, approved ayes all.

Public Safety

Codes Ald. Jeffrey inquired into the regulations governing yard sales. Code Enforcement Officer Jason Lawrence said that people are allowed to hold sales for up to three consecutive days, up to ten days per year. Ald. Jeffrey asked how such sales are monitored. J. Lawrence and Police Chief Joseph Angelino replied that complaints from neighbors alert the Department to sales, which are then documented. J. Lawrence said that if a sale is causing problems for neighbors, they should call the Codes office to register the complaint.

Police

Federal Grant – Canvass for Best Candidate Chief Angelino reminded the Committee that the Common Council approved acceptance of a federal grant to promote an officer to a detective position and backfill the officer position. Human Resources will begin canvassing for qualified candidates for the open position.

Recognition Ceremony Chief Angelino reported that he will hold a ceremony at the October Common Council meeting to recognize Sgt. Scott Burlison. Ald. Jeffrey praised the Department's work in a recent drug-related arrests.

Fire Ald. Jeffrey urged necessary maintenance be performed on old Engine 234, noting that the truck has many years of service left if maintained properly. Fire Chief Tracy Chawgo replied that he has solicited estimates from several local shops. The estimates will indicate whether the work must go to bid. Superintendent of Public Works Carl Ivarson suggested that this matter be referred to the Public Safety/Public Works Committee.

Community & Economic Development Projects & Funds

Emergency Home Repair Program Application Community Development Specialist Todd Dreyer reported that an application has been received from Mildred Mercurio of West Midland Drive. Ald. Jeffrey **moved** to recommend Council approval of an application for an Emergency Home Repair Loan to Mildred Mercurio. Seconded by Ald. Laughlin, approved ayes all.

Selling Price Recommendations for Three Restore NY Houses W. Roberts recommended an approach to set the selling prices for the three houses being constructed under the Restore NY program which will both make them affordable to first-time home purchasers and enable to the City to break even on the project. The Committee concurred.

Proposed RFP Process for Restore NY 24 East Main Street T. Dreyer informed the Committee that a request for proposals will be the best way to find a purchaser for the property at 24 East Main Street un the Restore NY program. Ald. Jeffrey asked about plans for the configuration of the building and whether it would include residential. J. Lawrence stated that he will research the zoning requirements for the property.

Transfer of Loan Payoff Funds W. Roberts reported that an economic development loan of more than \$25,000 was paid off, and requested the Committee to recommend a transfer of \$20,000 into the Emergency Home Repairs fund to replenish its depleted funds. Ald. Jeffrey **moved** to recommend Council approve a transfer of \$20,000 from CD63 – Economic Development Loans to CD67 – Emergency Home Repairs. Seconded by Ald. Laughlin, approved ayes all. Ald. Jeffrey asked how often applications may be made for grant funds to replenish the Emergency Home Repairs fund. T. Dreyer stated that the grant may be applied for annually.

Public Works & Engineering

Filter Plant Study

C. Ivarson reported that a previous proposal for a filter plant study to be performed by Stearns & Wheeler has been replaced by a new proposal involving a skid-mounted filter plant. This new proposal will cost approximately \$10,000 less than the original study, already approved by the Council. W. Roberts noted that the agreement for the study should reference the prior proposal.

2009 Tree Removal Bid

DPW Superintendent C. Ivarson reported that three bids were received for the 2009 Tree Removal program. Ald. Jeffrey **moved** to recommend Council award the bid to the lowest qualified bidder, Quinlan Tree Service of Waverly, NY, in the total bid amount of \$12,325.00. Seconded by Ald. Laughlin, approved ayes all.

2010 Sidewalks Program

C. Ivarson requested the aldermen to begin canvassing residents of their wards for participation in the 2010 Sidewalks Program. He hopes to enroll approximately 40 participants, but if more request participation, the program can be split over two years.

Screw Pumps Replacement – WWTP

C. Ivarson reported that a grant, limited to only \$12,000, from NYSERDA to help cover costs for the necessary screw pump replacement at the WWTP would be impractical, as the project will cost approximately \$500,000, including engineering costs of \$85,000-\$100,000. This project might possibly qualify for combination with the RBCs Replacement/Repair project.

Miscellaneous Items

Date of November Committee Meeting

W. Roberts noted that the scheduled date for the Finance/Personnel Committee meeting in November falls on Election Day. The Committee decided to hold the November meeting on Wednesday, November 4, at 6:00 p.m.

Adjournment

Ald. Jeffrey **moved** to adjourn at 6:30 p.m. Seconded by Ald. Laughlin, approved ayes all.