# City of Norwich, Department of Finance

One City Plaza
Norwich, New York 13815
(607) 334-1230

**Minutes**
**<u>Finance/Personnel Committee Meeting of December 5, 2007</u>**

Ald. Walter Schermerhorn presided at the meeting of the Finance/Personnel Committee held at 6:00 PM on December 5, 2007, in the Common Council Chambers at One Court Plaza.

<u>Present:</u>
Ald. Walter Schermerhorn
Ald. Robert Jeffrey
Ald. Paul Laughlin

<u>Absent:</u>
None

<u>Also Present:</u>
Director of Finance William Roberts
Human Resources Director Deborah DeForest
DPW Superintendent Carl Ivarson
Police/Fire Chief Joseph Angelino
Ald. Terry Bresina
Ald. Suzanne Williams
Deputy City Clerk Brian Drake
Anthony Caezza, Water Board
Sharon Pelosi, Water Board
Ken Winans, Water Board
Julian Drelich, Jr., Water Board
Ald. Elect Robert Carey
Community Dev. Specialist Todd Dreyer

## Call to Order
The meeting was held in the Council Chambers at One Court Plaza and called to order at 6:07 p.m. by Ald. Schermerhorn.

## Approval of Minutes
Ald. Laughlin **moved** to approve the minutes from the meeting of November 7, 2007. Seconded by Ald. Jeffrey and duly approved ayes all.

## Youth Bureau
None.

## Visitors
None.

## Public Safety Items

### Police
Chief Joseph Angelino reported that labor negotiations had approved a redefinition of police force shifts to lessen overtime, leading to the need to promote a patrolman to sergeant. Ald. Jeffrey stressed the need to have officers who reside within the City, and Human Resources Director Deborah DeForest explained the various requirements and contract obligations involved. Ald. Jeffrey **moved** to recommend the Council resolve to promote Patrick Blenis to sergeant. Seconded by Ald. Laughlin, duly approved ayes all.

### Fire

#### Ambulances
Chief Angelino reported that the Department has three ambulances, one of which has just under 100,000 miles and will need to be replaced within the next year. Funds have been accumulated in the Capital Reserves Fund for this purchase. The third ambulance is frequently in need of repair. Ald. Schermerhorn asked if equipment from the ambulance to be replaced could be transferred to a new ambulance. Chief Angelino affirmed that would be done. He stressed that there would probably be a year's wait once an ambulance is ordered. Ald. Jeffrey asked about the balance due for the ambulance purchased in 2006. Director of Finance William Roberts

reported that the finance lease balance at the end of 2007 would be $92,000, the ambulance would be paid for in full in February of 2011, and the interest rate was 5.5%. He also stated that they had held discussions with Jim Williams regarding a potential low-interest loan for the purchase of emergency equipment, but that such a loan, with a 2.5% interest rate, could only be used once and would be better deployed for more expensive equipment, such as a new fire truck, to yield higher savings. Chief Angelino mentioned a possible USDA loan of 4.5% for the purchase of an ambulance. W. Roberts continued that the application for the 2.5% loan would be submitted sometime in February, well before the due date in April, as such loans are treated on a first-come, first-served basis. Ald. Jeffrey then asked whether Cooperstown Medical Transport's presence in the County had improved the Department's situation. Chief Angelino responded that it had.

**EMO**
None.

**Codes**
None.

**Community & Economic Development Projects & Funds**
W. Roberts presented to the Committee a chart detailing available cash balances by special grant category groupings, emphasizing that all amounts were grant funds and had no bearing on the General Fund or property taxes. The funds were broken down into two broad groups, HUD-based funds, required to be used to benefit low- to moderate-income, elderly, or disabled sectors of the community, or to eliminate slums and blight; and non-HUD-based funds, which could be used for the same purposes but also could be used for broader economic and public service activities. Ald. Jeffrey questioned the amount of funds available for neighborhood revitalization; W. Roberts noted that funds marked for future housing rehabilitation projects may be available for such purposes as well, but that would require some research to confirm. Ald. Jeffrey then asked into what funds penalties on delinquent economic development loans were paid; W. Roberts stated that all such monies were paid to the Economic Development Loan fund.

**Public Works & Engineering Items**

**Dump Body Bid**
Superintendent of Public Works Carl Ivarson reported that one bid had been received for a replacement dump body in the amount of $10,950. He noted that while this was less than the budgeted amount of $12,500, some alterations will likely be necessary to fit the dump body to the truck, at a cost of $60/hour for labor, and therefore requested that the full budgeted amount be approved. Ald. Jeffrey **moved** to recommend Council approval of the bid award to Chenango Truck LLC for $10,950. Seconded by Ald. Laughlin and duly approved, ayes all.

**Street Sweeper Bid**
C. Ivarson reported that two bids had been received for a new street sweeper, one at $152,500 and one at $139,375; and one bid had been received for a demo street sweeper at $137,500. He recommended that, rather than enter into a lease-purchase agreement, that the demo street sweeper with extended warranty be purchased outright, thereby saving interest payments. W. Roberts added that a lease-purchase plan had originally been contemplated in the proposed 2008 budget, but he did not recommend revising the proposed budget as other needs may manifest. Capital Reserve funds are available for the recommended purchase and grant funds may be available to recover the costs. Ald. Jeffrey **moved** to recommend Council approval of the bid award to J&J Equipment of Brewerton, NY, for a demo street sweeper at $137,500.00 and extended warranty at $2,500.00. Seconded by Ald. Laughlin, duly approved, ayes all. Ald. Jeffrey then **moved** to recommend to the Council the transfer of funds from Highway – Reserves to Hwy – Equipment to cover this purchase. Seconded by Ald. Laughlin, duly approved, ayes all.

**Sidewalk Program for 2008**
C. Ivarson informed the Committee that there were 55 homes currently approved for the 2008 sidewalk program, and that letters would be sent out to the designated property owners to learn if they wished to be included. Ald. Jeffrey asked if more participants could be included; C. Ivarson responded that this was not possible, but suggested that some designated participants may chose not to participate. He recommended that a close-off date of March 1, 2008, be set for response from the property owners.

**Additional Capital Reserves Transfer – Canasawacta Water Main Crossing**

W. Roberts reported that while project costs had been paid for work done on the Canasawacta Water Main Crossing, further funds were necessary to cover engineering fees. C. Ivarson noted that this expenditure would be reimbursed in full by FEMA. Ald. Jeffrey **moved** that $15,000 from HR31 Water Repairs and $16,000 from HR29 Water Mains be transferred to cover such expenditure. Seconded by Ald. Laughlin, duly approved, ayes all.

## Old Business

### Chenango Lake Lawsuit

W. Roberts prefaced comments with instructions on what could properly be discussed in open session regarding the Chenango Lake lawsuit, and what must be reserved for discussion in executive session. Ald. Schermerhorn noted that additional projected attorney fees of approximately $45,000 are needed to complete the case through trial on January 22, 2008. C. Ivarson recommended that the attorneys be requested to attend a joint Water Board/Common Council meeting to discuss the case. W. Roberts suggested that, due to the trial date, the appropriate meeting for them to attend would be the Common Council Work Session on January 8. Sharon Pelosi, of the Water Board, remarked that the attorneys had been given clear instructions on May 15, 2007, after the court date had been set, and suggested that the attorneys be requested to detail expenditures incurred since then. W. Roberts explained the budget sources to cover these projected expenses. Ald. Jeffrey **moved** to recommend Council approval for transfers to cover the projected expenditures. Seconded by Ald. Laughlin, duly approved, ayes all.

## New Business

None.

## Executive Session

Ald. Jeffrey **moved** to enter executive session at 7:02 p.m. to discuss the credit history of particular individuals/businesses. Seconded by Ald. Laughlin, duly approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:26 p.m. Seconded by Ald. Laughlin, duly approved ayes all.

## Executive Session

Ald. Jeffrey **moved** to enter executive session at 7:26 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Laughlin, duly approved ayes all.

Ald. Jeffrey **moved** to exit executive session at 7:58 p.m. Seconded by Ald. Laughlin, duly approved ayes all.

Ald. Jeffrey **moved** to recommend the Common Council increase from 20 to 30 hours per week the minimum hours required to be worked by non-unit City employees in order to be eligible for health insurance. Seconded by Ald. Laughlin, duly adopted ayes all.

## Adjournment

Ald. Jeffrey **moved** to adjourn at 7:59 p.m. Seconded by Ald. Schermerhorn, duly approved ayes all.

***Next Finance/Personnel Committee Meeting – January 8, 2008***