

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
April 2, 2024

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. William Loomis
Ald. David Zieno
Ald. Robert D. Jeffrey

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil
Ald. Nancy Allaire

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Anthony Testani
Fire Chief Jan Papelino
Asst. Police Chief Scott Burlison
EMO Stephen Cady
Community Development Director Erik Scrivener
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Media Representative: none

Ald. Zieno called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:32 p.m. at the Council Chambers.

Approval of Minutes – Ald. Gee **moved** to approve the minutes of the March 5, 2024 meeting. Seconded by Ald. Jeffrey, approved ayes all.

Correspondence

Norwich-Oxford Little League Parade – Ald. Jeffrey **moved** to recommend the Common Council approve a request for Police assistance for the Norwich-Oxford Little League Parade held on May 4, 2024. The parade will begin at 9 a.m. from the back side of Grand Union moving down Griffin St. to Midland Dr. and end at the Little League field behind the Middle School. Seconded by Ald. Warren, approved ayes all.

Rolling Antiquers 57th Annual Car Show – Ald. Loomis **moved** to recommend the Common Council approve a request for Police and Fire/EMS assistance for the Rolling Antiquers 57th Annual car show held at the Fairgrounds on May 25 and 26, 2024 from 8 a.m. to 5 p.m. Seconded by Ald. Jeffrey, approved ayes all.

Norwich Pickleball Tournament – Ald. Loomis **moved** to recommend the Common Council approve a request from Commerce Chenango for closure of East Main Street from Broad Street to Silver/Birdsall Streets on Friday, May 31, 2024 at 6 p.m. until Saturday, June 1, 2024 at 8 p.m. in order to hold a pickleball tournament. Special Event status and closure of East Park Place is also requested. Seconded by Ald. Warren, approved ayes all. Discussion prior to voting: BID Director Tracy Chawgo explained that the event will be much like Gus Macker. They are expecting around 2,000 people, so a Mass Gathering permit will not be needed. Food trucks will be at the event with their location to be determined. It was noted this is the same weekend as the Pageant of Bands in Sherburne, but no conflicts were expected. Mayor Doliver noted that the DOT will be doing work on 31 manholes but should be done by that time. Sal Testani of Commerce Chenango stated that there are corporate sponsors of the event so that the proceeds of this tournament will go towards the building of pickleball courts at Weiler Park.

Department Head Reports

Fire Department

EMS mutual aid – J. Papelino reported 4 Mutual Aid calls with 1 billable.

Fund raiser dinner – J. Papelino gave a reminder for the Volunteer Fireman's spaghetti dinner fundraiser on April 13, 2024 from 5 p.m. to 7 p.m. with a free will donation.

BSI class completion – J. Papelino reported a Building Safety Inspection (BSI) class was held for career staff, meaning there are now 7 certified persons to do inspections. MTO Captain Parry reported that there were 505.5 hours of training in March for various topics.

Battery Powered Vent Fans – J. Papelino that the volunteers bought battery powered vent fans costing \$13,000.

Code Enforcement

Tax properties status – J. Papelino reported 20 Barns St. eviction papers have been filed. 30 Henry St. has been given notice that eviction process has started. The agreement with NYSEG for the purchase of One State St. has not been finalized yet.

Unregistered Vehicle Sweep – J. Papelino reported 36 unregistered vehicles have been identified during a sweep of the East side of the City.

Codes by the numbers – J. Papelino reported 326 ingoing and outgoing phone calls for the 3-person staff; 91 walk-ins; 70 letters, emails etc.; 16 permits issued; 59 complaints; 21 red tags issued; and 15 rental inspections. In addition, there were 2 Zoning hearings. 30 Henry St. has filled 1 30-yard dumpster so far during cleanup. Two court proceedings were attended regarding 20 Barnes St. There have been lots of calls regarding political signage; 55 Cortland eviction is completed; 42 Pleasant Street's drawings will be coming soon. When work is completed there work will move on to 33 Pleasant.

North Broad St Properties – J. Papelino reported that the court date for 37-39 N Broad is April 18th. Only one tenant remains and she refuses to move. Currently there is no water in the building. Papelino reported the owner of 41-45 N Broad is working on evictions. The property manager lives in the building. They were sent a letter with the items that need to be corrected in the building.

J. Papelino mentioned that an inspection was done about 1 ½ weeks ago at the Elks Club building and the owner was sent a letter of things that need to be addressed. The Elks Club would like to purchase the building, however the owner is asking a lot of money.

DPW

WWTP Upgrades Project Update – E. Pepe requested permission to issue an RFQ for engineering for the WWTP project. At least 3 proposals must be received. Ald. Zieno asked for a checklist including timelines, steps and financing etc. Ald. Jeffrey **moved** to approve the issuance of an Engineering RFQ for the WWTP Project. Seconded by Ald. Warren, approved ayes all.

Sludge Drying Bed Repair – E. Pepe reported that 10 sludge drying beds need new asphalt and requested permission to put the project out for bid. Ald. Jeffrey **moved** to put the project out for bid. Seconded by Ald. Warren, approved ayes all.

Town of Norwich Water/Sewer Capital improvements – E. Pepe reported that improvements are needed for the Town of Norwich Water and Sewer districts. He has discussed the improvements with the Town Supervisor who said the Town has a fund for Capital Improvements. Work identified so far are new roofs at CIT pump stations, new pump control panels at the Aldi's pump station, and new pump and generator at the B&D pump station. The Town owns all equipment in Water Districts 2 and 3, the City operates, maintains and makes repairs – anything new the Town must purchase.

Water Maintainer - E. Pepe expressed a need for a Senior Water Maintainer due to the 3rd position being cut from the budget. Of the 2 Water Maintainers, he would like to move one to a Senior Water Maintainer position. The Water Department has not had a Senior Water Maintainer in a long time and would that position opened up again. The position would be responsible for training any other Water Maintainers. He said that Contingency funds would cover the cost this year. L. Murray said a Senior Water Maintainer is not a Civil Service classification as it was removed previously. The position would have to be created with a job duties statement and a job description and decide if the position would be competitive or not. Ald. Jeffrey **moved** to have the Civil Service Commission investigate the creation of a Senior Water Maintainer position. Seconded by Ald. Loomis, approved ayes all.

Spring Cleanup – E. Pepe reported that Spring cleanup has begun and reminded that the City will only pickup paper or biodegradable bags. The public was informed of this during the Fall pickup.

Human Resources

Volunteer Firefighter Policy – L. Murray presented a Volunteer Firefighter policy for any volunteer in the City of Norwich employment that was requested by Mayor Doliver. Ald. Jeffrey **moved** to recommend the Common Council approve the policy. Seconded by Ald. Loomis, approved ayes all.

Finance

SRO Agreements – D. DuFour presented the 2 agreements for SRO with NCSD for the 2023-2024 and 2024-2025 school years. DuFour explained that the school will be approving the agreements at their April 20th Board meeting. Ald. Loomis **moved** to recommend the Common Council authorize the signing of the 2 agreements. Seconded by Ald. Jeffrey, approved ayes all.

Police Department

3rd Detective for Drug Task Force – Asst. Chief Burlison requested to fill a third Detective position in the Police Department which will participate in the Drug Task Force being formed. Ald. Loomis **moved** to approve the third detective position. Seconded by Ald. Warren, approved ayes all.

Active Shooter Drill at School – Ald. Zieno had asked Chief Roach to consider running another Active Shooter drill. The last one was about 5 years ago. Asst. Chief Burlison said scheduling will probably be in August just prior to the start of school. He reported that the school will be doing one on April 26th with the City Police and Sheriff's Office participating in that training.

Other Items

City of Norwich Flag – A. Eaton explained that the City Flag design which was emailed to the Committee received the majority of votes by the public and asked for the approval of the design by the Common Council. There were 88 designs submitted, narrowed to 10 finalists. A total of 714 votes were cast from 499 participants. Once approved at the April 16 Common Council meeting the design will be presented to the public on April 17 which is the City of Norwich Founders Day with the goal of having a printed flag ready by Flag Day on June 14th. Ald. Loomis **moved** to recommend the Common Council approve the presented flag design. Seconded by Ald. Warren, approved ayes all.

Traffic Commission Referral – Ald. Gee explained that the Traffic Commission had spoken with businesses regarding the request from Supreme Court staff for 3 Court Designated Parking Spots on West Park Place and did not refer it to the Common Council after receiving feedback from the businesses. However, after a request for the Traffic Commission to revisit the issue, the Commission agreed with designating 3 spaces and is now before the Committee. Discussion: some felt that spots should be designated in the County lot, the loss of parking during the construction of the new County Office Building, and that Security left just prior to the rest of staff leaving – perhaps the Court could make a change there. With the lack of any quantifiable evidence of issues, Ald. Jeffrey **moved to reject** the designation of 3 spaces. Seconded by Ald. Loomis, approved ayes all.

Term Limits for Elected Officials & City Manager Position – Ald. Zieno wanted to see what thoughts there were on limiting term limits for elected officials. One drawback being that you could lose experienced people. Ald. Loomis said he could see a City Manager position as the Mayor's term is only 2 years and having a City Manager would help with continuity. It was pointed out that a referendum would only be needed if the form of government would change. Ald. Loomis said the City of Oneida just had a referendum for adding a City Manager and suggested looking at them. Mayor Doliver felt that the term of 2 years is too short and should be lengthened to 4 years.

Adjournment

Ald. Jeffrey **moved** to adjourn the Joint Committee Meeting at 7:56 p.m. Seconded by Ald. Warren, approved ayes all