

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
January 7, 2025

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. David Zieno
Ald. Matthew Caezza

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Anthony Testani arrived 6:09
Fire Chief Jan Papelino
Det. Sgt. Matt Roberts
EMO William Edwards
Community Development Director Erik Scrivener
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Absent

Supervisor James McNeil

Ald. Zieno called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:13 p.m. at the Council Chambers.

Approval of Minutes – Ald. Warren **moved** to approve the minutes of the December 3, 2024 meeting. Seconded by Ald. Gee, approved ayes all.

DPW

Refill Water Maintainer – E. Pepe requested to refill the Water Maintainer position. Ald. Loomis **moved** to refill. Seconded by Ald. Warren, approved ayes all.

2025 Street Paving – E. Pepe asked for permission to go out to bid for the 2025 paving and to add the City Hall parking lot to bid specifications. Ald. Warren **moved** to recommend the Common Council approve adding the parking lot and going out to bid. Seconded by Ald. Loomis, approved ayes all.

There was discussion of adding Wales Drive extension to the paving. E. Pepe reported that the portion of Wales in question has not been designated as part of the street. In order to receive CHIPs money, that would need to be done. Ed will get quotes for the design process to “created” the rest of the road. Pepe also mentioned that the upper portion was supposed to be called Dunne Drive.

Sewage Pumps Replacement at M&T – E. Pepe reported that 1 of the pumps located near M&T bank has failed and the other is 30 years old. The replacement cost of both pumps is \$27,515.60 with the Town of Norwich reimbursing the City for the pumps. Ald. Loomis **moved** to recommend the Common Council approve the purchase of the pumps. Seconded by Ald. Warren, approved ayes all.

Water Meter Customer Portal – E. Pepe reported that information for the customer portal tool used with the new water meters will be distributed and will also appear on the website. This will allow customers to monitor their usage, set up alerts and compare their usage.

Salter – E. Pepe reported a couple of salters are over 15 years old and requested permission to purchase an additional one for \$11,040 using funds in the 2024 budget. Ald. Loomis **moved** to recommend the Common Council approve the purchase of a salter. Seconded by Ald. Gee, approved ayes all.

I&I Project – E. Pepe reported that bids for the Sanitary Sewer Rehabilitation (I&I) Project have been opened and the recommendation is to award the project to Kenyon Pipeline with the lowest bid of \$1,655,350. Ald. Loomis **moved** to recommend the Common Council award the bid to Kenyon Pipeline. Seconded by Ald. Warren, approved ayes all.

HelixIntel Asset Management Software – E. Pepe reported that there is a free asset management platform available for members of NYMIR. He would like to see how this would work for the tracking of vehicle maintenance and asked for approval to accept the terms and conditions – there is no contract or cost. While not designed specifically for vehicle maintenance, if it works he would discontinue the subscription to Fleetio. Ald. Loomis **moved** to approve the use of HelixIntel Asset Management Software. Seconded by Ald. Gee, approved ayes all.

Community Development

Homes and Community Renewal (HCR) Contract for Water/Sewer Study – E. Scrivener reported receiving the contract for the HCR from NYS for the Water/Sewer Capital Improvement Plan study which will hopefully begin in February or March. March 26th is the deadline for completion.

City Manager Study – E. Scrivener reminded the Council he emailed 3 proposals received for a City Manager study. He asked how the Council wanted to proceed. Ald. Loomis said when he first brought up the proposed position, he didn't envision spending \$70,000-\$80,000 on a study. Mayor Doliver said that before taking the next step, we need to identify why we need to do this. If there are inefficiencies or major concerns, then we should specifically identify those before taking this big step. We shouldn't take this big step without knowing why we are taking it. Ald. Loomis felt it is more of a consistency in government. Scrivener said funds for the study would come from leftover money from an old HUD grant that was originally used for community and business development, housing rehabilitation, economic development program etc. Further discussion ensued. The consensus was that more questions need to be asked before spending that much money and making a major change in the City government.

SEQRA Chenango Valley Home – E. Scrivener reported that in conjunction with the Chenango Valley Home expansion project, a SEQRA negative declaration will be needed. The expansion will add 22,000 square feet for creating assisted living facilities along with 15 rooms for memory care. Ald. Loomis **moved** to recommend the Common Council issue the SEQRA negative declaration. Seconded by Ald. Allaire, approved ayes all.

BOA Award – E. Scrivener reported receiving notice that the City was awarded \$180,000 for a Brownfield study for the North and East part of the City that will be starting soon.

Norwich BIDMA, Inc. – The Norwich BIDMA 2025 budget was passed. The bylaws state that a board member is appointed by each of the Mayor, Director of Finance and the Common Council.

Fire Department

Outside CON EMS calls – J. Papelino reported 7 calls outside the CON since December 17th with 6 of those calls billable.

Staffing – J. Papelino reported there will be 2 Firefighters leaving to go to DeWitt and asked for permission to refill both positions. Ald. Gee **moved** to approve refilling both positions. Seconded by Ald. Loomis, approved ayes all.

Health Insurance- Direct Pay – J. Papelino reported that Blue Cross Blue Shield will now send payment checks directory to the service provider for emergency services.

O2 Vendor change – J. Papelino reported they have switched to HAAN Welding which will save \$3 and \$8 per cylinder based on their respective size. Rentals and delivery are also cheaper. He estimates a savings of \$600-\$700 per year.

Code Enforcement

29 Division St. – J. Papelino reported that 29 Division St. is in the process of being renovated. Codes has no drawings and are waiting for a complete set. This property was sold at tax sale several years ago and has had a few owners since then.

License renewals – J. Papelino reported that Plumbing and Electrical Licenses for 2025 are coming in and are not seeing the trades growing. Ald. Zieno suggested revisiting the lower license for electrical which was recommended by the Electrical Board before it stalled.

Code numbers – J. Papelino reported 242 phone calls; 48 walk-ins; 320 correspondence; 4 permits; 21 complaints; 14 red tags; 9 rental inspections. He also reported that larger projects in the works include Matthew's Ford expanding their service center; CMH continues on their renovations; Chenango Valley Home is merging property lots in preparation for their expansion. He also reported a possible sale of 37-39 N. Broad and a rumor of sale of 33 N. Broad. Any new owners would have to bring the buildings up to code.

J. Papelino also reported that they have talked to the owner of 39 Guernsey regarding the ongoing garbage issues. Codes has had to clean up the site for the third time, increasing the fine to \$300 plus the bill from the vendor. Charges will most likely be added to their taxes.

Police Department

PD Staffing – M. Roberts reported that they are currently one person down

Continued Downtown Foot Patrol – M. Roberts that downtown foot patrols are continuing. They do get busier later in the day so may not make all the rounds, but he feels the foot patrols have had a positive impact.

Bike Patrol in the Spring – M. Roberts reported that there are currently three Officers certified for bike patrol.

Finance

Adam Spence Parking Lot Lease – D. DuFour reported asked for authorization to have the Mayor sign an agreement with Adam Spence for the use of the parking lot, formerly McLaughlin's for public parking. The City will maintain the lot in exchange for the use as a public parking lot. Ald. Gee **moved** to recommend the Common Council authorize the Mayor to sign the agreement. Seconded by Ald. Warren, approved ayes all.

Jamba Farms go to Bid – D. DuFour requested to go out to bid for agricultural use of Jamba Farms. Ald. Loomis **moved** to go to bid. Seconded by Ald. Warren, approved ayes all.

Human Resources

Onondaga GML 72C Lateral Transfer – L. Murray requested authorization to the payout for training and salary to Onondaga County for a lateral transfer pursuant to General Municipal Law 72C. Ald. Warren **moved** to recommend the Common Council authorize the payment of \$43,553.70 and the accompanying transfer using 2024 funds. Seconded by Ald. Loomis, approved ayes all.

Other

Update of Vehicle and Traffic Ordinance – A. Eaton distributed items needing updating in the Vehicle and Traffic Ordinance. All items have been in practice for several years and need to be incorporated into the Vehicle and Traffic Ordinance. Ald. Loomis **moved** to recommend the Common Council approve updating the Vehicle and Traffic Ordinance to include the items. Seconded by Ald. Warren, approved ayes all.

Ald. Zieno suggested the wording for the proposed term limits be finalized and a public hearing be set for March. The limits previously discussed were 3 terms for Alderpersons and 5 for Mayor.

Executive Session – Ald. Warren **moved** to enter executive session at 7:38 p.m. to discuss pending litigation, the employment history of a particular individual. Seconded by Ald. Loomis, approved ayes all.

Ald. Warren **moved** to exit executive session at 8:20 p.m. Seconded by Ald. Loomis, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn the Joint Committee Meeting at 8:22 p.m. Seconded by Ald. Warren, approved ayes all