

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
February 4, 2025

Present:

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

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
Asst. DPW Superintendent Scott Folts
Youth Bureau Director Anthony Testani
Fire Chief Jan Papelino
Police Chief Reuben Roach
EMO William Edwards
Community Development Director Erik Scrivener
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Absent

Supervisor James McNeil
Ald. William Loomis

Ald. Zieno called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:02 p.m. at the Council Chambers.

Correspondence

Rolling Antiquers 58th Annual Car Show - Ald. Warren **moved** to recommend the Common Council approve a request from the Rolling Antiquers Car Club for Police and Fire assistance during their annual car show at the Fairgrounds on May 24 and 25, 2025. Seconded by Ald. Allaire, approved ayes all.

Department Head Reports

Fire Department

Outside CON EMS calls – J. Papelino reported only 1 call outside the CON to Oxford.

Staffing – J. Papelino reported that 2 Firefighters are leaving for employment in Dewitt and another is out on medical leave. Interviews are being conducted with one accepting an offer. If no lateral transfers are available then 2 will be going to the academy.

Transfer for 10 Portable Radios and Air Bottles – J. Papelino requested the transfer of \$40,000 for radios and another \$16,000 for 15 air bottles. He said the previous air bottles were purchased using a FEMA grant. Replacing them in smaller quantities will alleviate the need for replacing all 80 bottles at the same time. Ald. Warren **moved** to recommend the Common Council approve the transfers for the radios and air bottles. Seconded by Ald. Gee, approved ayes all.

Code Enforcement

39 Guernsey St. – J. Papelino reported on the ongoing garbage issue at 39 Guernsey St., saying the City has spent \$1,250 for garbage removal so far. The City owns the vacant lot next door where garbage gets dumped. The electric heaters in the garage have been removed and the cords cut as they are a fire hazard.

Matthew's Ford – J. Papelino reported that Matthew's Ford will be adding an addition for another set of garage bays and the currently empty lot will become parking.

Code numbers – J. Papelino reported 231 phone calls; 71 walk-ins; 211 correspondence; 7 permits; 7 complaints; 36 red tags; 16 rent inspections. There was discussion of uncleared sidewalks.

Discussion of the clearing of sidewalks and Planning working on a change for the B.I.D. district in regards to sidewalks.

DPW

Upcoming Bid Openings – S. Folts reported that bid openings will be on February 13 for the flusher and February 20 for the Lead Service Line project.

Purchase Bucket Truck – NYS Contract – S. Folts confirmed that the purchase of the bucket truck in on NYS contract that was authorized in December.

DPW Update – S. Folts reported that when he started 7 years ago there were 7 employees in the Water and Wastewater department. With the new hire that started yesterday they now have a staff of 4 who are on call 365 days a year. The DPW has done a good job plowing and salting. He reported that salt is currently hard to get and orders are coming in late. Currently there are 4 orders on their way and another 4 on order. When the supplier was questioned about the delays, he received no explanation. Westcott electric addressed the City Court lights, and the lights on Hillview Court and Cole Drive. Potholes on N. Broad were filled yesterday. The Mayor reported that per NYS, N. Broad St. will not be paved this year. Folts spoke with Derrick at Delaware Engineering regarding Wales and Dunne Dr. The I&I project is waiting on some materials.

Human Resources

Refill Superintendent of DPW Position – Ald. Warren **moved** to refill the Superintendent of DPW position. Seconded by Ald. Allaire, approved ayes all.

Refill Temporary Water System Operator – Unlicensed – L. Murray reported there are 3 positions allocated in the 2025 budget for the Wastewater Treatment Plant. The Lead Operator position can't be refilled at this time due to litigation. She proposed filling the temporary Water System Operator-Unlicensed for 3 months to start and then extending it up to 6 months. One of the Water System operators would move up to the Lead Operator and then the temporary position would then become permanent after the 6 months and the employee would then have to become licensed within 18 months of appointment. Ald. Allaire **moved** to approve to refill the Temporary Water System Operator-Unlicensed position. Seconded by Ald. Gee, approved ayes all.

Police Department

Final estimate for Camera's and the LE Tech Grant – R. Roach reported that 2 estimates for cameras were received, one from FES Installations for \$64,000 which would cover just the PD and another from Chimera for \$45,000 which would be for 15 cameras at the PD, 2 at City Hall, 1 at Mavis Tire and 1 at Byrne Dairy. Grant funds must be used by March.

Youth Police Academy this summer in Vestal, NY - R. Roach reported that Vestal has a Youth Police Academy for middle school age to young adults. There are about 20 seats available to use for students in 9th-12th grades at no cost. This allows for the exploration of Police, Fire and EMS careers and exposed to such apparatus as helicopters, bomb and search dogs, bomb diffusing equipment etc. The program runs 5-6 hours per day for 3 weeks with a lunch provided and Norwich schools providing the transportation. Ald. Warren **moved** in the support of this program. Seconded by Ald. Gee, approved ayes all.

Ald. Zieno discussed the possible creation of a scholarship fund for law enforcement in conjunction with a local foundation.

Bike Patrol/Foot Patrol – R. Roach reported that there are currently 3 foot patrols per day in the downtown area, Night patrol is checking doors and two Officers will be going to Bike school in addition to the two who are already certified.

Fully staffed – R. Roach reported that one person is out on Worker's Comp, but otherwise the department is fully staffed.

Finance

Chenango Housing Improvement – D. DuFour reported that the Chenango Housing Improvement requests making 10 monthly payments on their PILOT program for the property at 27 West Main St. as has been done in the past. There have been no issues with this arrangement in past years. Ald. Gee **moved** to recommend the Common Council approve the 10 monthly payment for the PILOT. Seconded by Ald. Warren, approved ayes all.

Refill Senior Account Clerk Position – D. DuFour asked to refill the vacant Senior Account Clerk position in the Finance office. Ald. Warren **moved** to approve the refill. Seconded by Ald. Allaire, approved ayes all.

Authorize Transfer for 2024 NYS Retirement payments – D. DuFour requested authorization to transfer funds for the required 2024 NYS Retirement payments. Ald. Warren **moved** to recommend the Common Council approve the transfers. Seconded by Ald. Allaire, approved ayes all.

Transfer for Replacement Computers – D. DuFour requested a transfer of \$25,000 to replace 18 outdated computers and laptops for Fire, EMO, DPW, Police and Water departments according to the maintenance schedule as well as remote site upgrades. Ald. Gee **moved** to recommend the Common Council approve the transfer of funds. Seconded by Ald. Warren, approved ayes all.

Purchase and Transfer for Police Department Copier – D. DuFour reported that the copier at the Police Department is no longer functioning and must be replaced at a cost of \$2,016.50. Ald. Warren **moved** to recommend the Common Council approve the purchase of the copier and the corresponding transfer of funds. Seconded by Ald. Allaire, approved ayes all.

Community Development

BID appointments – E. Scrivener recommend the following one-year appointments to the BID board made by the City: Mayor's appointment – Dana Wall; Finance Director's appointment – Scott Burlison; Council's appointment – Adrienne Zornow. Ald. Gee **moved** to approve the appointments. Seconded by Ald. Warren, approved ayes all.

National Register – E. Scrivener discussed extension of the historic districts on the National Register and a new residential district for South Broad St. which has been presented to both the Planning Commission and the BID. This came about through the DRI Small Project Grant Fund. Within an approved district, commercial properties can receive up to a 50% tax incentive for eligible work and residential can be up to a 25 % incentive. The process would require an inventory and working with National Parks to designate the district. A. Eaton said that this has been attempted in the past and the study revealed that there were not enough qualifying properties (in the southern part of the City) that would justify adding a district. Ald. Zieno suggested a public outreach effort.

DRI Update – E. Scrivener gave an update on the DRI projects saying that the brewery project is set to go, however they are looking for financing and are waiting for interest rates to drop. Chenango Arts Council are in the Environmental Assessment stage and are waiting on SHPO determination and then can start. The Parks project is waiting for a letter from the State. The hotel project has received financing, had a PILOT hearing last week and voted on this month and will take ownership of the building. There was a call with the State on Friday regarding the Unguentine building project and Adam Spence and his partner are actively working on that. The Small Project Grant Fund completed work the work at Park Place, waiting for Spring for some other projects to finish up, the Manely House needs some work done and Cwynar's building has been painted but some other work still needs to be finished. Other projects are in various stages and will see work continue in the Spring. March will see another round of the Small Project Grant fund open. The American Ave. project is waiting to see what happens with other projects in the downtown area before proceeding.

Other Items

Street Dedication – Wales and Dunne Dr. – Mayor Doliver said the need to dedicate the street first is necessary in order to use CHIPS money to create the road. The area already has water and sewer. Once the blueprints are looked at they will talk to Delaware Engineering to get a cost estimate. He said due to the hill, California curbing may be needed due to water runoff. Discussion ensued as to whether the curved portion of street should be named Dunne Drive and the consensus was that the entire road should be called Wales Dr. Hopefully 2026 CHIPS money can be used for the street.

Term Limits – Discussion of term limits for Alderpersons and Mayor took place. The proposed limit is 12 years for Alderpersons and 10 years for Mayor. Ald. Gee **moved** to request the Common Council set a public hearing regarding Term Limits for the March meeting. Seconded by Ald. Caezza, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn the Joint Committee Meeting at 7:21 p.m. Seconded by Ald. Gee, approved ayes all