

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
March 4, 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
Youth Bureau Director Anthony Testani
Fire Chief Jan Papelino
Asst. Police Chief Scott Burlison
EMO William Edwards
Deputy City Clerk Agnes Eaton
Derrick Wilcox, Delaware Engineering

Absent

Supervisor James McNeil

Ald. Zieno called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:01 p.m. at the Council Chambers.

Approval of Minutes – Ald. Warren **moved** to approve the minutes of the February 4, 2025 meeting. Seconded by Ald. Loomis, approved ayes all.

Department Head Reports

Fire Department

Outside CON EMS Calls – J. Papelino reported only one call outside the CON and it was billable.

Staffing – J. Papelino reported that there will be two new individuals that will start at the academy this month and there is one Firefighter out on medical leave and is expected to be out through March.

ePCR Image Trend – J. Papelino reported that MultiMed has informed him that The City of Norwich has not been billed for any pre-hospital reports (PCR) since 2019. Payment of \$2 per report will begin with an expected cost of \$5,000 - \$6,000 per year. There will not be any retroactive charges.

Stream Gauges – J. Papelino reported that the company for the stream gauges, AEM, will be here from March 17 – 21. There are still issues as the gauges only work periodically. Final payment has not been made yet.

Transfers for Fire Equipment – J. Papelino requested the following transfers from Capital Reserves for the following equipment: Narcotic safe, \$3,562.79. Ald. Loomis **moved** to recommend the transfer. Seconded by Ald. Allaire, approved ayes all; Turnout Gear, \$4,057.20. Ald. Loomis **moved** to recommend the transfer. Seconded by Ald. Allaire, approved ayes all; Remote speaker mics, \$992.79. Ald. Warren **moved** to recommend the transfer. Seconded by Ald. Gee, approved ayes all; 24' extension ladder, \$1,619.59. Ald. Allaire **moved** to recommend the transfer. Seconded by Ald. Loomis, approved ayes all.

Code Enforcement

Plymouth St- Flanagan Field – J. Papelino reported that Code Enforcement received a call from a party looking to buy Flanagan Field from the Norwich City School District for the construction of low-income housing.

Tax Properties – J. Papelino reported that only 2 properties were taken this year for non-payment of taxes – 32 Hickok Ave. and 14 Jones Ave. 32 Hickok is occupied by an elderly woman and is being assisted by the Office of Aging to see where she can go.

Code numbers – J. Papelino reported 255 calls; 58 walk-ins; 99 correspondence; 8 permits; 188 complaints; 192 red tags; 12 rent inspections.

DPW

Bucket Truck - D. DuFour reported that the bucket truck will be delivered mid-March.

Flusher truck – D. DuFour reported that the recommendation for the Sewer Cleaner Truck bid award is to Cyncon Equipment of Rush, NY for \$280,921.71 which will require a transfer from Sewer Main Capital Reserves. Ald. Loomis **moved** to recommend the Common Council accept the bid and authorize the transfer. Seconded by Ald. Warren, approved ayes all.

Lead Service Line Replacement Bids – D. DuFour reported that the lowest qualified bidder for the Lead Service Line Replacement Project was Hurd Development of Endwell, NY with a bid of \$162,900. Ald. Loomis **moved** to recommend the Common Council accept the bid. Seconded by Ald. Warren, approved ayes all. The first part of the project was completed in 2021 and this will use the remainder of the grant funds.

Salt Issues – Mayor Doliver reported that the supply of salt is still very low, that is a statewide delivery issue.

I & I project – Derrick Wilcox of Delaware Engineering gave an update on the Sanitary Sewer Line Rehabilitation Project (also called I&I). The Notice to Proceed will be issued once EFC has approved the Utilization Plan and waiver for MWBE. Kenyon Pipeline is preparing to start the closed circuit TV video (CCTV) to inspect the lines on the provided street listing. Once completed, liners will be ordered to length. Notices to residences affected will be issued. Kenyon will provide a project schedule which may require a no-cost extension at the end of the project. NYSDOT has requested some modifications to the details regarding asphalt mix and trench details.

NYSEG Gas Line Project – Mayor Doliver reported that NYSEG will be replacing gas lines at the north end of Mitchell St. and the west end of Park St. in the sidewalk area. The sidewalks will be replaced by a contractor hired by NYSEG. Work should begin in May and continue into August.

Ald. Zieno asked if there was any concern about ice dams. Mayor Doliver reported that he spoke with EMO and the possibility of ice dams is currently very low. Ald. Zieno stated that the walking track at Weiler is bad in spots and wondered if DPW could patch some areas or perhaps seal the blacktop to prevent further deterioration. Discussion about the State reimbursement of \$60,000 for North Broad Street maintenance could be increased.

Police Department

CIT grant – S. Burlison reported that at the February Common Council meeting a resolution to purchase cameras was for \$45,000, but that was only for the Police Department cameras. The total cost of all 19 cameras will be \$61,930 and requested permission for the entire purchase. Ald. Loomis moved to recommend the Common Council approve the entire purchase of \$61,930. Seconded by Ald. Warren, approved ayes all.

Instructor Training for Officers – S. Burlison reported that Chenango County Mental health approached them to partner on a grant available through the State. This will be used for the creation of a crisis team approach including law enforcement, a mental health professional and someone from a community-based group to assist. The State will pay for the training of personnel to become trainers themselves. They will be sending 2 Officers to the training.

Staffing – S. Burlison reported that the Police Department is currently at full staff.

Finance

Renovations at Finance Window & Transfer – D. DuFour reported that the windows and security gates at the [customer counter] finance office have not been updated since 1997 and are in need of safety updates. They propose a full, solid safety glass window with a 24" opening and a speak hole and a power roll gate. A quote was received for \$21,258 with a transfer of funds from Municipal Building-Reserves. Ald. Caezza **moved** to recommend the approval of the transfer of funds from Reserves. Seconded by Ald. Loomis, approved ayes all.

Community Development

Warming Center Definition Update to Operate Year-Round – Ald. Zieno reported on behalf of E. Scrivener that Catholic Charities has received funding to operate the warming center year-round and requests a change in the definition to remove the specified dates and add “year-round”. Ald. Gee **moved** recommend the Common Council set a public hearing to hear comment about the change for April 13, 2025 at 6:00 p.m. Seconded by Ald. Allaire, approved ayes all.

Revise Chapter 486 Streets and Sidewalks – Ald. Zieno reported that the Planning Commission have discussed options for changing Chapter 486 in regards to the clearing snow and ice on sidewalks and recommend a more realistic time from for enforcement and an increase in the fees. Ald. Loomis **moved** to recommend the Common Council set a public hearing for April 13, 2025 at 6:00 p.m. Seconded by Ald. Gee, approved ayes all.

Application for Preserve NY Grant – Ald. Zieno, on behalf of E. Scrivener, asked for authorization a \$27,000 contract with Clinton Brown Company Architecture (CBCA) for the purpose of conducting a buildings and structures survey to identify eligible listings on the National Register of Historic Places in order to expand the Historic Districts, primarily to the south of the City. Grant funding will be sought to cover 80% of the project with the remaining balance coming from Program income funds. Ald. Allaire **moved** recommend the Common Council authorize the agreement. Seconded by Ald. Gee, approved ayes all.

Executive Session – Ald. Loomis moved to enter executive session at 7:08 p.m. to discuss the employment history of a particular individual. Seconded by Ald. Allaire, approved ayes all.

Ald. Gee moved to exit executive session at 9:05 p.m. Seconded by Ald. Loomis, approved ayes all.

Motion

Ald. Gee **moved** to recommend the Common Council authorize the Mayor to enter into a General Engineering Services agreement with Delaware Engineering, DPC. Seconded By Ald. Loomis, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn the Joint Committee Meeting at 9:07 p.m. Seconded by Ald. Allaire, approved ayes all