

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
September 4, 2012

Present:

Ald. Bryan McCracken
Ald. Terry Bresina
Ald. John Deierlein
Ald. Walter Schermerhorn
Ald. Thomas LoPiccolo

Absent:

Ald. Paul Laughlin

Also:

Director of Finance/City Clerk William Roberts
Mayor Joseph P. Maiurano
DPW Superintendent Carl Ivarson
Police Chief Joseph Angelino
Fire Chief Tracy Chawgo
Deputy City Clerk Brian Drake
Community Development Specialist Todd Dreyer
Youth Bureau Director Robert Mason
Code Enforcement Officer/Fire Marshall Jason Lawrence
Shawn Magrath, Media Representative

Ald. Terry Bresina called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:10 p.m. at the Council Chambers.

2011 Audit Report Stan Cwynar, CPA, presented to the Committee the 2011 Audit Report. He reviewed the Executive Summary, covering one qualification regarding lack of actuarial data for post-employment benefits (common among municipalities and not required by the State Comptrollers office) and several minor matters which might be improved, such as auditing of payroll. Director of Finance William Roberts explained that the payroll is in fact audited by him or his assistant when payroll checks are signed. Mayor Maiurano noted that the City is investigating the engagement of an outside firm to handle payroll. Ald. Deierlein asked about the GASB 45 requirement for actuarial data. Mr. Cwynar stated that more communities have adopted it because the price of the report has dropped and it can improve bond financing. The report of actuarial data is a GASB requirement, not a New York State requirement. The Committees thanked Mr. Cwynar for his work.

Approval of Minutes

Ald. Schermerhorn **moved** to approve the minutes of the Joint Committee meeting of August 7, 2012. Seconded by Ald. LoPiccolo, approved ayes all.

Correspondence

Fall Craft Festival Ald. Deierlein **moved** to recommend Council approve a request from Roz DeRensis of the B.I.D. to hold a Fall Craft Festival on South Broad from 9 a.m. to 4 p.m. on Saturday, October 13, with special event designation. Seconded by Ald. Schermerhorn, approved ayes all.

Pumpkin Festival Ald. Deierlein **moved** to recommend Council approve a request from Roz DeRensis of the B.I.D. to hold the annual Pumpkin Festival, with closure of East Park Place and West Park Place from 8 a.m. Friday, October 12, through completion of cleanup around 12 p.m. Sunday, October 14, and the closure of West Main Street from North Broad Street to Court Street from 8 a.m. Friday, October 12, through 9:30 p.m. Saturday, October 13, with special event designation. Seconded by Ald. Schermerhorn, approved ayes all.

Department Head Reports

Fire Department Fire Chief Tracy Chawgo reported that he will be speaking with an engineer and Sutphen (manufacturer of firetrucks) regarding repairs to the aerial ladder truck. The truck is back in service with ground ladders only. Chief Chawgo then explained that most local businesses had lockboxes installed so that emergency services can access their buildings by a master key without damage to doors or windows. The price of lockboxes has more than doubled and is now more than \$100, and several new and renovated businesses are asking for them. Chief Chawgo suggested that the City purchase such lockboxes and sell them to the businesses in order to ensure all boxes are designed for the Department's master key. He will present a plan for this at a future meeting.

Police Department Chief Angelino reported that the matter of the creation of a Matron position is still awaiting action because of a conflict in hiring requirements between the State Civil Service and the Justice system. He will provide frequent updates on its progress.

Youth Bureau Youth Bureau Director Robert Mason stated he distributed a report to the Council regarding pool usage during the summer. He thanked pool supervisor Noreen Wessels and head guard Zena Viele, and new Parks employee J.C. Canaday for their excellent work. The Mayor thanked Mr. Mason and his team for providing a safe and enjoyable summer program, and thanked the Council for working to accomplish the pool renovations for the summer.

Finance Director of Finance William Roberts reported that the Council adopted a resolution awarding a bid to Vacri Construction for the replacement of an emergency generator at the Borden Avenue facility. A Capital Reserves transfer is required to pay the awarded bid amount of \$36,500. Ald. Schermerhorn **moved** to recommend Council approve a Capital Reserves transfer of \$36,500 to cover costs of the Borden Avenue emergency generator replacement. Seconded by Ald. Deierlein, approved ayes all.

DPW

Total Nitrogen - Wastewater Plant DPW Superintendent Carl Ivarson reported that the wastewater plant slightly exceeded the State DEC limit for nitrogen discharges of 25 milligrams per liter. He is required to file a report explaining the reason the plant exceeded this limit, the short-term correction employed, and the long-term correction anticipated. C. Ivarson stated that the wastewater plant is not equipped to remove nitrogen from wastewater. He will be looking into possible modifications for the secondary clarifier to achieve the limit.

Pool Project C. Ivarson stated that the pool renovation project should come in \$20,000 to \$22,000 under budget.

Wheeler Avenue Storage Tank C. Ivarson reported that a survey must be performed of the Wheeler Avenue site. The cost will be approximately \$2,100, which will be charged as a budgetary line item.

Community & Economic Development Projects & Funds Community Development Specialist Todd Dreyer reported that an application has been received for an Emergency Home Repair Grant at 13 Burr Avenue for repair or replacement of a roof. No estimates have yet been received, but total grant cannot exceed \$7,500. Ald. Schermerhorn **moved** to recommend Council approve an Emergency Home Repair Grant for the owner of 13 Burr Avenue following receipt of estimates for the work to be performed. Seconded by Ald. Deierlein, approved ayes all. T. Dreyer stated that he and the Mayor are also meeting with the School Superintendent to discuss application for a Safe Routes to School grant. If this can be prepared in time, a resolution will be presented for Council approval.

Executive Session Ald. Deierlein **moved** to enter executive session at 7:09 p.m. to discuss the sale of real property where price may be affected. Seconded by Ald. Schermerhorn, approved ayes all.

Ald. Deierlein **moved** to exit executive session at 7:21 p.m. Seconded by Ald. Schermerhorn, approved ayes all.

Adjournment

Ald. Schermerhorn **moved** to adjourn the meeting at 7:21 p.m. Seconded by Ald. LoPiccolo, approved ayes all.