

**ADJOURNED COUNCIL MEETING
CITY OF WATERTOWN
May 20, 2003
1:00 P.M.**

MAYOR JOSEPH M. BUTLER PRESIDING

PRESENT: COUNCILWOMAN ROXANNE M. BURNS
COUNCILMAN PETER L. CLOUGH
COUNCILMAN PAUL A. SIMMONS
COUNCILMAN JEFFREY M. SMITH
MAYOR BUTLER

ALSO PRESENT: CITY MANAGER MARY M. CORRIVEAU
CITY ATTORNEY ROBERT J. SLYE

MANAGEMENT PERSONNEL: GENE HAYES
DAVE COMPO
GARY PILON
CHIEF GAUMONT
CHIEF PICHE
CAPTAIN REFF
BRIAN GAFFNEY
JAMES MILLS

Mayor Butler called the adjourned meeting to order.

EXECUTIVE SESSION

**MOTION WAS MADE BY COUNCILMAN CLOUGH TO MOVE INTO
EXECUTIVE SESSION TO DISCUSS COLLECTIVE BARGAINING
NEGOTIATIONS. MOTION WAS SECONDED BY COUNCILMAN SIMMONS
AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.**

Council moved into Executive Session.

Council reconvened at 1:20 p.m.

Page 25 - Assistant City Manager

Mrs. Corriveau explained that she was concerned about adjusting the salary, as she doesn't know how well the City will do at recruiting. If the salary is cut down too far it will be limiting the pool.

Councilman Smith commented that while he understands what she is saying, he couldn't justify the \$65,000 figure.

Councilwoman Burns responded that she also couldn't see keeping the salary the way it is for someone just starting out since that figure was for Mrs. Corriveau, who is an 18-year veteran and a valuable employee to the City. The next person that fills this position may not be doing all of the duties that Mrs. Corriveau was doing.

Councilman Simmons remarked that if you put this position in at \$35,000 - \$40,000 you wouldn't get a good mix. However, if you put it in at \$45,000- \$60,000 you would. While you wouldn't start the person at \$60,000, if it's not available and the right person comes along and that's the salary they should have, then it should be in the budget.

Councilman Smith commented that the position doesn't appear to be too demanding and said the City could hire someone just out of college who has experience as an intern for an elected official. He stated that he feels it is really just a research assistant who goes to meetings.

Councilman Simmons asked Mrs. Corriveau if she had prepared a job description as to what she anticipates the person in the position would do.

Mrs. Corriveau responded that the person in the position would do whatever she asked them to do, just as she did for any manager she worked for. If the person has specific capabilities that outshine others, that will become their focus. The individual will perform duties and assume responsibilities as Mrs. Corriveau assigns.

Mayor Butler questioned the assistant position being in on negotiations and suggested that only the Manager should be involved.

Mrs. Corriveau responded that while she was not going to get into a debate about what the best negotiating team might be, when you are sitting across the table from five other people, it is difficult to do it on your own. In addition, there is an advantage to have someone else there to bounce ideas off of and someone else who heard what was said.

Councilman Clough commented that if they are going to be changing the Charter so that this position is "in charge" in absence of the City Manager, that individual is going to have to know all aspects of City government. He remarked that he felt a realistic figure would be \$55,000, on the high side.

Council cut the salary of the Assistant City Manager to \$50,000.

Page 25 – Stenographic Secretary

Councilman Smith asked about this position being reduced to half time.

Mrs. Corriveau explained that this position will be reduced to half time after April of next year and is reflected in the budget figure.

1-75 Vehicle –Chev. Pickup Truck w/Utility Body

Councilman Clough remarked that since Mr. Compo is the one that would be checking out these vehicles in the garage, he would be more aware of what needs to be done to them. He also remarked that some of these vehicles have been sitting down there for years and that should not be the case. They shouldn't be there more than a few months, if that.

Councilman Clough remarked that he would like to hear from Mr. Compo about the condition of these vehicles and his concerns dealing with the safety issue.

Councilman Simmons asked if these vehicles were not fixed up what the City would use to transport equipment and personnel to do the sidewalks program, since any new vehicles couldn't be purchased until October.

Mr. Hayes said that he couldn't tell him that as the program was set up and he was asked to identify the needs. He stated that they had been investigating the possibility of renting vans from Ryder. However, that was stopped when they were instructed to resurrect the vehicles on the list.

Mr. Compo explained that his main concern with these vehicles is that they are in the auction yard for a reason. Most of them have engine and/or transmission problems. The four listed are vehicles that may be able to be brought back. However, the estimate was based strictly on a walk-around for New York State inspection. Once they get into these vehicles, the price will escalate. Mr. Compo outlined for Council what could be expected to have to be replaced and repaired. He mentioned that the 1-75 utility body is in extremely poor condition and is the top truck of all listed. It has been in the yard for the shortest period of time.

Councilman Smith asked about 7-1A, the Engineering van.

Mr. Compo responded that it is the only vehicle out of the entire group that he could make the statement that it could be brought back to service and be reasonably reliable. However, he believes that it will be a short-term vehicle and not something that can be run for five or six years.

Mrs. Corriveau remarked that if the program were going to continue past this season, we would need vehicles.

Discussion was held relative to front-line vehicles and those that were front-line vehicles in the past. (Tape is not clear during this discussion).

Councilman Clough asked about these vehicles being auctioned if they could not be repaired.

Mrs. Corriveau indicated that Mr. Cleaver notified department heads that the County called and they are having their vehicle auction. Any vehicles that we have can go into the County's auction and be done at the same time.

Councilman Smith questioned if personnel could be transported in the old police cars since the equipment could be transported in the van.

Mr. Compo explained that the old patrol cars are beat. He explained that most of these cars came out of the police fleet and went to other departments.

Mr. Hayes outlined the various equipment that would be put in the van that would be needed on site.

Councilman Simmons stated that he would like to make a point that they asked last evening that these vehicles on the list be looked at.

Mr. Hayes stated that this is being done today.

Mayor Butler commented that he didn't know why the dump truck and the crew he saw this morning working on a handicapped curb cut couldn't be part of the two five-men crew for the sidewalk program, at least for this season.

Mr. Hayes responded that they were only asking for one truck to be used by two crews, predicated on how this program is anticipated to go forward. He remarked that when the numbers were done, he believes that it came in as 1-¼ dump trucks. He stated that Council's observations are based on pre-construction since there is a lot of equipment at DPW that is not being used at this particular time. However once the construction season is here, the equipment will be utilized and that is when the sidewalks will be installed.

Mayor Butler asked also why they couldn't use the existing crew, at least for this season.

Mr. Hayes responded that at the beginning of this program, he was told by Council that the sidewalk program would not impact upon existing crews.

Mayor Butler remarked that he would think productivity would increase with the crew that was doing the handicap portion of the street also doing the rest of the blocks on the street.

Mrs. Corriveau remarked that one of the things they had talked about previously is that the two five-men crews will be staffed with six experienced people from DPW.

Mayor Butler responded that there are already three or four out there doing handicap walks.

Mrs. Corriveau stated that the City couldn't keep up with the handicap cuts right now.

Mayor Butler responded that he understands this, but this would only be a temporary for this year.

Mrs. Corriveau commented that her concern is that we are asking our citizens of this community to spend their dollars to repair sidewalks in a City that says that for this year, while we are out repairing their sidewalks, we aren't going to repair the City's sidewalks.

Mayor Butler responded that the crews would still be doing some handicap approaches.

Councilwoman Burns asked what the dump truck would be used for besides the handicap approaches and what else the crews would be doing.

Mr. Hayes explained that it would be used for a number of things as it has a very dynamic type of schedule. He also explained that doing the handicap approaches is just one of many things this crew will be doing throughout the summer.

Page 41- Engineering Department

Mrs. Corriveau explained that they have advertised for an Engineer and resumes were due in on April 15th. Mr. Hayes, Mr. Pilon and Mrs. Corriveau reviewed the resumes, along with Civil Service. Of the eight that were received, only three were eligible for appointment. Therefore, they are readvertising and hope to have additional resumes to look at soon.

Councilman Simmons asked about the salary range and if it was in line.

Mrs. Corriveau explained that Plattsburgh just completed a search for a City Engineer and they are paying considerably more than the City of Watertown. She explained that no salary was listed in the second advertisement, but rather dependent on qualifications and experience.

Councilwoman Burns referred to the goals and objectives as outlined in #4 whereby they plan to work together with the Information Technology Manager and other City Departments on implementation of GIS. She asked if there were any merits with the City doing anything jointly with the County.

Mrs. Corriveau explained that the City and the County had a meeting yesterday regarding GIS to talk about where both organizations are and what we would be able to do together. There are some limitations as to what the County can do for the City. The County is putting together a map that has all the tax parcels on it and it will be out on their web site. She stated that the City is looking at filling in Watertown on that map.

Copiers

Councilman Clough asked if one company bid all the copiers.

Mrs. Corriveau explained that she couldn't tell him, as it would depend on where they were purchased. She stated that she would have to check with Mr. Cleaver to see if just one company provided the copier service.

Page 43 – Elections

Council asked if this needed to be adjusted due to changes in polling places.

Mrs. Corriveau explained that Mrs. Dutton waited to submit this particular budget after the Co. Board of Elections made the determination on the number.

Page 52- Buildings and Grounds Maintenance

Mayor Butler asked if we were budgeting too low for 2003-04.

Mrs. Corriveau explained that this is a combined budget. She also explained that there is a balancing between the A5010 account and the A5142 account, which is snow and A5110 also.

Discussion was held relative to the redistribution of personnel across the board.

Mrs. Corriveau stated that the number of crew chiefs has not been increased. She referred to page 100 for Parks & Recreation and explained that the numbers are all over the board due to personnel as compared to other years. The combined budget referred to above also affected Parks & Rec.

Page 64 - Refuse and Recycling

Councilman Simmons asked about the engine replacement for 1-1.

Mr. Hayes explained that it would be about 9 or 10 years old. He also explained that they are using packers that they had 16 years ago.

Councilman Clough asked how many totes were out.

Mr. Hayes responded that there are about 110 out of the 250 initially purchased.

Discussion was held relative to revenues from the totes and stickers.

Councilman Smith asked if the outside haulers were operating their vehicles to the standards that the City has to comply with. He also asked about Mr. McWayne doing the inspections of those vehicles.

Mrs. Corriveau will check with Mr. McWayne.

Page 86 – Hydro

Mrs. Corriveau answered questions posed by Councilman Smith concerning when the water level is high. She explained that they have been doing everything they can to keep production up.

Page 129 – Water

Mrs. Corriveau pointed out that if they were unsuccessful in holding back increases in expenses, they would be looking at an increase in 2005-06 for the Water Fund. The fund has not seen an increase since 1991. More and more of the fund balance has been used. The concern is that the fund balance cannot be relied on forever.

Mrs. Corriveau answered questions concerning DANC. She stated that while it is more revenue it doesn't offset the entire expense. DANC's billing is somewhere in the 20% range. The other 80% is borne by the other users of the water system.

Discussion was held on outside users. (Tape inaudible)

Mrs. Corriveau advised Council that Mr. Pilon and she have a meeting with Mr. Bartlett to discuss the contract that expires at the end of June.

Page 77 – Fire Department

Council asked about the decrease in the overtime figure as compared to last year.

Chief Gaumont explained that some personnel have been eliminated that were on 207 because they retired. Positions are being filled as they become open. However, there will be six more vacant positions by the end of June.

Discussion was held relative to Civil Service testing for firefighters.

Mrs. Corriveau explained that she had spoken with Ms. Eastham, Executive Secretary for Civil Service and indicated to her that once the Chief gets through doing his upcoming hiring the City will be at the point where they will need to call for that exam again. Mrs. Corriveau explained that it will take time to do the background checks and as far as Civil Service is concerned, there has to be a vacancy before the position can be filled, unless the City Council wants to say they will authorize another position.

Councilwoman Burns suggested that Council authorize the Chief to start the process in anticipation of the vacancy.

Council concurred.

Discussion centered on preference for appointment being given to someone living in the City.

Councilman Smith asked about the wellness and fitness equipment.

Chief Gaumont stated that they purchased a stair-stepper for \$3,500, which allows for in-house training. He commented that by purchasing this equipment, the department saved about \$10,000 in costs that would have been spent in sending people to Montour Falls for training.

Councilman Clough asked about the rescue vehicle responding to all calls and the fact that they responded to a dead cat incident.

Chief Gaumont explained that when they were dispatched, they were dispatched to a reported pedestrian motor vehicle accident. When they arrived, they discovered it involved an animal. He also explained that they have altered their response calls and he will supply a list to the Council of the calls they still respond to. He explained that they have cut down a lot on the types of calls they respond to such as suicides and continue to respond to the ones that they feel are life-threatening.

Mayor Butler asked about the secretary position and the fact that it is still full time. He suggested that it could be ½ time and the other ½ time used in the City Manager's Office after the April retirement of the person in that position.

Mrs. Corriveau responded that this individual is a union officer and she didn't think it would be appropriate for this individual to be working in the Manager's office. She also explained that the individual works in other departments and has been a great help in Parks & Recreation in helping them to get the filing system up to speed.

Councilman Smith questioned the number of captains.

Chief Gaumont explained why the number is needed and the fact that the MMA study supports it.

Page 73 - Police Department

Chief Piche distributed copies of the report, which Councilman Smith had requested.

Mayor Butler began the discussion of the drug task force.

Chief Piche stated that there is a need for additional officers on the task force. He stated that his only concern is that this would be the third officer from the department that has been put into the task force and it would mean a cut in patrol or some other area of the department.

Discussion was held relative to transferring such officers as one of the three K-9 handlers or the DARE officer to the task force. Chief Piche will prepare a report for next week's budget session.

Mayor Butler commented that the County has just one officer assigned to the task force at this time.

Mrs. Corriveau indicated that the Sheriff's Department has been understaffed and they have seen the brunt of the lack of staffing. The City recognized that and absorbed more responsibility at the airport. The County is running with two cars on the road to cover the entire County. Whether or not the legislature is going to approve additional personnel probably would not happen until January.

Chief Piche advised that the County has indicated it will assign a second officer to the task force by next month.

Councilman Smith asked if the Army had been approached about participating on the task force.

Chief Piche explained that years ago the National Guard was involved. However, they are not at this time.

Mrs. Corriveau commented that the National Guard is stretched so thin right now that they just can't help with this.

Mayor Butler remarked that adding to the task force could be under program goals and objectives.

Mrs. Corriveau responded that she feels that if it is a program goal for the 2003-04 budget, there has to be funding to support it.

Councilman Clough remarked that he would have a hard time approving an additional officer, if the County matches that police officer, when last year two positions were eliminated.

Councilman Smith discussed the possibility of cross-training officers so that more could be on the street if they weren't busy with their regular assigned duties, i.e. identification unit.

Chief Piche advised that there has never been a time when either one of the i.d. techs have been available to do other duties because of their workload. Chief Piche also explained the workload of the other officers as outlined in the report.

Councilman Simmons left the meeting.

Councilwoman Burns asked what the Sergeant who is the training officer does when there isn't an academy being held and he is not training.

Chief Piche explained that he is working on lesson plans and curriculum for the next academy. He explained that they have supervisor courses and specialty courses. He stated that it is a full-time position.

Councilwoman Burns commented that we all are increasingly aware of the drug problem in the City and the County. She commented that the concept of the Metro Drug Task Force is a good one. However, the City has always kept their commitment. The County hasn't done the same and it started long before Sheriff Burns took over. She stated that while the task force has become a priority for the majority of the Council, she would be reluctant to authorize hiring another officer. She would suggest that previous priorities might have to be shifted to address the task force priority at this time. Councilwoman Burns remarked that she agrees with Mayor Butler in that the City needs to send a message that this isn't just a City problem, but a regional problem and needs to be addressed regionally.

Capt. Reff commented that Chief Piche and he have discussed this issue several times about redeploying the personnel to have one individual increase the task force. However, there is nobody to pull without harming services in other areas.

Chief Piche remarked that while he understands what Councilwoman Burns is saying, there is just no way to do this as the day to day calls continue and the regular workload continues.

Mayor Butler asked if Officer Morse was in City Court all day.

Mrs. Corriveau stated that he was.

Chief Piche continued to outline the various duties of the officer.

Councilwoman Burns asked if Mr. Crowner could scan in the tickets.

Mrs. Corriveau explained that Mr. Crowner is a CSEA employee and his real position is parking meter repairman. When he retires, the job description will be rewritten.

Councilwoman Burns remarked that in a perfect world, the officer maintaining comp time records and parking ticket records could be doing police work such as the task force and let the clerical staff do the paperwork.

Chief Piche stated that while he doesn't disagree, if this were to happen an additional clerical worker would have to be hired.

Councilman Smith commented that it would seem to be more economical to hire clerical staff if that was the case or divide the duties up among the current clerical staff.

Mrs. Corriveau stated that they have discussed with the union how to move some of this administrative type work to administrative personnel as opposed to police officers.

However, it requires negotiation with the union and requires funding of an administrative position. She commented that if the Council is willing to fund an administrative position, she would be willing to take on the challenge of negotiating it with the union.

Mayor Butler discussed the MMA study whereby it stated that three K-9 units were not needed.

Chief Piche remarked that if he reduced the units by one and put that officer on the task force, he would reduce his patrol because the K-9 officers are on regular patrol duty.

Councilwoman Burns asked if there was a possibility of having only one i.d. officer and freeing up the other one to either do the task force or patrol work.

Chief Piche said that this is something that they can look at.

Capt. Reff remarked that he doesn't believe that one i.d. officer would be enough as the department's accreditation depends on strong control over the evidence.

Mrs. Corriveau remarked that she believes staff hears the Council's message and if there is some way they can sit down and talk with the union, they may have some ideas they can share with us.

Discussion was held on community policing officers. Chief Piche answered questions posed by Councilman Smith concerning their hours.

Councilman Clough asked about extra patrols in the area of Cooper Street during boxing matches on Friday nights.

Discussion was held relative to overtime expenses.

Mrs. Corriveau explained that there are three different areas where reimbursement is coming in for overtime.

Page 94- Bus

Mrs. Corriveau advised Council that the spare bus that the City will be housing for the State arrived. This will be rotated in the fleet.

Mayor Butler referred to the line item for repairs and maintenance and commented that he thought it was high.

Mrs. Corriveau explained that they had reviewed the repairs and maintenance and the fuel and went over the amounts two or three times. She stated that it is an estimate at this point in time. She will find out what the warranty is on the buses.

Page 91-Airport

Councilwoman Burns questioned why the security lighting for the FBO building would be the City's responsibility.

Mrs. Corriveau explained that it is a City building that is leased to the FBO. She will check with Mr. Hayes to see if this is new or replacement lighting.

Mr. Hayes answered questions posed by Council concerning bus warranty, the security lighting and the mower.

Council removed the batwing mower from the airport budget in the amount of \$12,000. Council members indicated that they didn't want to purchase new equipment for the airport before discussions with Jefferson County begin to decide the airport's future ownership.

Page 99- Economic Development

Discussion was held relative to the position of Downtown Development Coordinator coming in-house and the fact that staff is still compiling the information on the EDZ Coordinator.

Parks & Recreation

Mrs. Corriveau advised of one personnel change. John Van Brocklin has taken over the buildings & grounds maintenance crew and is now performing the same duties as a street & sewer maintenance supervisor with the same level of responsibility. His salary range has increased in this year's budget to reflect that.

Management Salaries

Mayor Butler asked Council to consider increasing the proposed salary increases for management employees from 2 to 3 percent. He commented that some union employees are receiving raises ranging from 3 to 4 percent and that management should be equal. A year ago, the Council cut proposed management salary increases from 2 to 1 percent.

Council agreed to allow Mrs. Corriveau to prepare information about what different salary increases would cost and present it at the budget session on May 28th.

AT THE CALL OF THE CHAIR MEETING WAS DULY ADJOURNED AT UNTIL 5:00 P.M. ON WEDNESDAY, MAY 28th BY MOTION OF COUNCILWOMAN BURNS, SECONDED BY COUNCILMAN SMITH AND CARRIED WITH ALL VOTING IN FAVOR THEREOF.

Donna M. Dutton

City Clerk