

COMMON COUNCIL

December 17, 2024

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:30 PM on December 17, 2024, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. David Zieno
Ald. Robert D. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Youth Bureau Director Anthony Testani
Fire Chief Jan Papelino
Police Chief Reuben Roach
EMO William Edwards
Community Development Director Erik Scrivener
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil

Mayor Doliver presented Ald. Robert D. Jeffrey with a plaque thanking him for his seven years of service to the City of Norwich and wished him well.

Call to Order

The meeting of the Common Council was called to order by Mayor Doliver at 6:31 p.m.

Approval of Minutes

Ald. Jeffrey **moved** to approve the minutes of the regular meeting of the special meeting of November 6 and the regular meeting of November 19, 2024., 2024. Seconded by Ald. Allaire and duly approved ayes all.

Open Forum

Jeanne Barnes, 17 Division St., expressed concerns of the safety in Norwich. At the theatre they frequently have people who are altered, saying this weekend they had two that staff had to deal with. We have had to change our policies to restrict access to the theatre, for instance keeping the doors locked in between shows and who can come into the theatre. Most businesses downtown can't do that, but have had to change how they operate. She suggests all other budgetary concerns in the City needs to be put aside until the Police Department is fully staffed. The bike patrol should be active from April 1 to December 1 from 8 a.m. to 10 p.m. on the main streets. She also said there needs to be affordable housing in the City and referenced European programs and a program in Texas that have been successful as occupancy is tied to abstinence which would also address some of the drug issues. We should not be providing funds to "rich" investors of the community to be used by private businesses for selective use by their partners. She mentioned the number of vacant buildings that nothing is being done with such as McLaughlin's, the Unguentine building and the former South Broad Ward school building.

Matthew Caldwell, Locust St., commended the Common Council, the Mayor and Department Heads for a good budget for 2025 and knows how hard it is. He congratulated Ald. Jeffrey saying he has stepped up as a leader and should be looked up to for that. He sees many things in the community that Ald. Jeffrey's involvement has impacted.

Department, Board and Commission Reports

- ◆ Ontario Hose Minutes – November
- ◆ Water Commission Minutes – October, November
- ◆ Finance Report - November
- ◆ Police Report – November

◆ Fire Report - November

Ald. Gee **moved** to receive and file the department, board, and commission reports. Seconded by Ald. Warren, approved ayes all.

Mayoral Appointment with Council Approval

Parks Commission

- ◆ *Shaddoe Lambert, 72 Birdsall Street, to fill the remainder of a three-year term expiring December 31, 2026.*

Ward Reports

Ward 1

Ald. Warren reported receiving in inquiry about Codes. He also reminded everyone that all contact information for each of the Alderpersons for each Ward is on the City website.

Ward 2

Ald. Gee reported process for Traffic Commission petition regarding Sharon Drive parking. He also received an inquiry on the expansion of the Curb Appeal program which he referred to Eric Larsen. He also welcomed Robert D. Jeffrey to Ward 2.

Ward 3

Ald. Allaire reported receiving concerns about transportation [discontinuation of bus service] no longer being available and referred them to Chenango County.

Ward 4

Ald. Loomis reported that a car is again parked on Silver/Gold Street that obstructs the view. He asked about the debris still in the River by Greenway Park. E. Pepe said that in the initial contact with the DEC they were not concerned about the debris being a concern. Pepe would reach back out to the DEC.

Ward 5

Ald. Zieno reported receiving communications about the discontinuation of public transportation; a code violation from someone who was a “frequent flyer”, saying they have been given notice.

Ward 6

Ald. Jeffrey thanked the Department Heads and employees, both current and previous, saying the City would not run without their dedication and hard work. He thanked the Mayor and Council members, both current and former, that he has worked with saying he learned something from all of them. Regarding former Mayors, speaking with the provides a prospective of how the City is today. He also thanked the businesses owners throughout the City and invest here that make the community a great place to live. He thanked his parents, siblings and wife without whose support he couldn't have done the job. He thanked all residents of Ward 6 for their faith in electing a 21-year-old to represent them, saying he would miss being their representative.

The Alderpersons and Mayor all individually thanked Robert D. Jeffrey in their reports for his dedication to the City and his leadership, particularly the assistance he gave to each of the new alderpersons when beginning their term.

Ald. Warren **moved** to receive and file the ward reports. Seconded by Ald. Loomis, approved ayes all.

Motions

- ◆ **Appointment of City Clerk/Director of Finance** Ald. Zieno **moved** to re-appoint Dee DuFour of Sidney, NY, as City Clerk/Director of Finance, to a two-year term expiring December 31, 2026. Seconded by Ald. Allaire, approved ayes all.
- ◆ **Appointment of Director of Parks and Recreation** Ald. Loomis **moved** to re-appoint Anthony Testani of Norwich, NY, as Director of Parks and Recreation, to a two-year term expiring December 31, 2026. Seconded by Ald. Warren, approved ayes all.

- ◆ **Change Meeting Times** – Ald. Warren **moved** to approve moving the meeting times of the Joint Committee and Common Council meetings to 6:00 p.m. beginning with the January 2025 Organizational meeting. Seconded by Ald. Loomis, approved 5 – 1 with Ald. Zieno voting nay.
- ◆ **Authorizing Agreement for Fleet Maintenance Program** – Ald. Looms **moved** to authorize the Superintendent of the DPW to sign a 12-month subscription agreement with Fleetio for a fleet maintenance tracking program. Seconded by Ald. Jeffrey, approved ayes all.
- ◆ **Authorize Amendment to Greater Opportunities for Broome and Chenango Agreement** – Ald. Jeffrey **moved** to approve an amendment in the agreement authorized on May 16, 2023 with Greater Opportunities for Broome and Chenango for the housing rehabilitation funding limit to be increased from \$25,000 per unit to \$50,000 per unit. Seconded by Ald. Allaire, approved ayes all.
- ◆ **Set Public Hearing relative to Proposed Local Law (D) of 2024** – Ald. Zieno **moved** to set a Public Hearing at a special Common Council meeting on Monday, December 23, 2024 at 3:00 p.m. in the City Hall Conference Room, One City Plaza, to hear comment relative to Proposed Local Law (D) of 2024 to amend Assessment and Taxation of the City of Norwich. The Mayor of the City of Norwich has certified that it is necessary this legislation be passed immediately and has dispensed with the aging requirement in accordance with Municipal Home Rule § 20(4). Seconded by Ald. Warren, approved ayes all.

Proposed Local Law (D) of 2024

Chapter C. Charter

Title XII. Assessment and Taxation

211. Notice of receiving taxes.

After the date of the tax warrant, the Receiver of Taxes shall publish a notice in the official newspaper once a week for two consecutive weeks and shall post such notice in three (3) public places, stating:

1. That he has received the warrant for collection of state, county and city taxes; and
2. When the taxes are due and payable; and
3. The penalties for failure to pay the same on time.

During the fiscal year for which they have been levied, taxes may be paid either in full, or in two equal installments, according to the following schedule:

Total Tax: May be paid in full from January 1st through March 31st. (If no payments are made prior to April 1st, total tax is past due and payable in full.)

First Installment: May be paid from January 1st through March 31st. (If not paid prior to April 1st, total tax is past due and payable in full.)

Second Installment: May be paid after payment of First Installment, through July 31st. (If not paid prior to August 1st, second installment is past due.)

Fees Charged: On all tax amounts paid within the month of:
Fee Due:

January	0.0%	
February	<u>1.5%</u>	2.0%
March	<u>2.0%</u>	3.0%
April	<u>2.5%</u>	4.0%
May	<u>3.0%</u>	5.0%

~~June June—September 11.0% The monthly interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.—~~

<u>July</u>	<u>12.0%</u>
<u>August</u>	<u>15.0%</u>
<u>September</u>	<u>16.0%</u>

From October 1st through day prior to Tax Sale: 17.5% ~~The interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.—~~

From date of tax sale through date of Redemption: 17.5% per annum ~~The per annum interest rate will be equal to the prime rate, as determined by the commissioner. The initial determination of the effective prime rate will be based on the 1/1/2025 rate. Subsequent determinations shall be made every five years thereafter.~~

The fees and interest provided in this section shall be the property of the city in all cases, including but not limited to those where tax sales are not bid in by the city but are purchased by any other party.

Effective Date

This local law shall take effect immediately.

New Material is Italic and underlined. Old is red and crossed out.

Resolutions

RESOLUTION #93 - 2024 AUTHORIZING CITY/COUNTY TAX LEVY FOR 2025

Ald. Warren introduced the following and **moved** its adoption:

WHEREAS, the taxes to be levied by Chenango County for collection by the City of Norwich during 2025 total \$2,947,058.53; and

WHEREAS, the budget of the City of Norwich for the year 2025 has been duly adopted and the amount to be raised by taxes is \$3,692,999 and the amount of special assessments and other items total \$87,687.49, for a total City levy of \$3,780,686.49, therefore be it

RESOLVED, that said taxes totaling \$6,727,745.02 are hereby levied against the real property of the City of Norwich. The Director of Finance is hereby directed to extend said tax against the property listed in the assessment roll of the City of Norwich. The Mayor is hereby authorized to execute and issue to the Director of Finance the tax warrant for the collection of the above-mentioned taxes.

Seconded by Ald. Gee and duly adopted, 6 - 0, on a roll call vote.

**RESOLUTION #94 -2024 AMENDING CHAPTER 525 ARTICLE III, VEHICLE & TRAFFIC, TO
PROVIDE FOR AN ADDITIONAL HANDICAP PARKING SPACE ON WEST
MAIN STREET**

Ald. Loomis introduced the following and **moved** its adoption:

WHEREAS, pursuant to Chapter 525, Section 14 of the City Code of the City of Norwich, the Common Council has been granted the authority to make, promulgate and enforce reasonable rules and regulations governing and designating parking, parking spaces, safety and loading zones, one-way streets and streets for through traffic; and

WHEREAS, the Traffic Commission has made certain recommendations concerning the addition of a parking space and creating an additional handicap space on the Northwest section of West Main Street between Court Street and Broad Street; now, therefore be it

RESOLVED, that Section 525-31, Handicapped Parking – City Streets, of the City Code of the City of Norwich be and hereby is amended as follows:

West Main Street – northwest side between Court Street and Broad Street - one (1) space

[Underlined material is new.]

Seconded by Ald. Jeffrey and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #95 - 2024**AUTHORIZING SUPPLEMENTAL TRANSFERS TO CAPITAL RESERVES
FROM FUND BALANCE**

Ald. Jeffrey introduced the following and **moved** its adoption:

WHEREAS, transfers provided in the 2024 budgets, are required in capital reserves to meet future needs for Departments; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make supplemental transfers, in addition to transfers provided in the 2024 budgets, up to the following amounts and in compliance with all applicable laws and regulations.

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
A909	General Fund Balance	\$1,000,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR24	Capital Reserves – Office Equipment	\$ 53,500
HR21	Capital Reserves – Police Equipment	\$ 111,500
HR22	Capital Reserves – Ambulance Equipment	\$ 163,000
HR32	Capital Reserves – Fire Equipment	\$ 458,000
HR26	Capital Reserves – Highway Equipment	\$ 175,000
HR33	Capital Reserves – Municipal Buildings	<u>\$ 39,000</u>
		\$1,000,000

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
F909	Water Fund Balance	\$ 465,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR28	Capital Reserves – Water Equipment	\$ 100,000
HR29	Capital Reserves – Water Repair	\$ 100,000
HR30	Capital Reserves – Water Improvements	\$ 100,000
HR31	Capital Reserves – Water Main Replacement	<u>\$ 165,000</u>
		\$ 465,000

From:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
G909	Sewer Fund Balance	\$ 450,000

To:

<u>Account Number:</u>	<u>Name:</u>	<u>Amount:</u>
HR34	Capital Reserves – Sewer Mains	\$ 300,000
HR42	Capital Reserves – Sewer Equipment	\$ 150,000
		<u>\$ 450,000</u>

Seconded by Ald. Loomis and duly adopted, 6 – 0, on a roll call vote.

RESOLUTION #96 - 2024

**DECLARING FIRE DEPARTMENT EQUIPMENT AS SURPLUS AND
AUTHORIZING DISPOSAL**

Ald. Loomis introduced the following and **moved** its adoption:

WHEREAS, various Fire Department equipment has been deemed to be surplus by the Fire Department; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the following items, as presented to the Joint Committee, be and hereby are declared surplus:

Dell Multi-function Color Printer 1
Arris Frontier Wi-Fi Router 1
Power Patrol Batteries (Old Exit Signs – SLA0905) 29
MSA Fire FI II Pass Alarm 1
PPE Globe Coat Name Tags 12
Dell Computer Monitor 1
HP ProCurve Switch (Server) 1
Black Plate? 1
MSA Ultra Elite APR/CBRN Respirator 1
CPU2 P Mounts 08/26/2004 2
Emergency Lights (Old Emergency Signs) 5
Phones 15
PPE – Pants 11
PPE – Coats 10
PPE – Hoods 39
PPE – Gloves 66
PPE – Boots 14
PPE – Helmets 33
PPE – Goggles 24
MSA SCBA G1 Mask 1
Uniform Pants 9
Uniform Shirts 10
Uniform Jackets 2
Rain Pants 1
Rain Jacket 1
Tyvek F Suits 2

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. Allaire, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #97 - 2024

**AUTHORIZING PURCHASE AND TRANSFER OF FUNDS FOR A BUCKET
TRUCK IN THE DPW**

Ald. Allaire introduced the following and **moved** its adoption:

WHEREAS, the current F550 bucket truck is 16 years old and has reached the end of its useful life; and

WHEREAS, a quote for a new bucket truck with five-year warranties will be \$177,980 purchased on State contract; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the purchase on State contract of a new F550 bucket truck with five-year warranties from Altec Industries at \$177,980 is approved; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2024 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR26-9950.9	Capital Reserves – Highway Equipment	\$177,980
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A5110.2100	Street Maintenance – Equipment	\$177,980

Seconded by Ald. Jeffrey, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #98 - 2024 **AUTHORIZING TRANSFER OF RESERVE FUNDS FOR OUTFITTING OF LPR CAR**

Ald. Gee introduced the following and **moved** its adoption:

WHEREAS, a new 2024 car was purchased and the License Plate Reader was installed in the car; and

WHEREAS, the new car needs to be outfitted at a cost of \$16, 134. and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the transfer of \$16,134 for the outfitting the new 2024 License Plate Reader (LPR) car is approved; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2024 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Capital Reserves – Police Equipment	\$ 16,134
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police – Equipment	\$ 16,134

Seconded by Ald. Allaire, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #99 - 2024 **AUTHORIZING AGREEMENT WITH EASTERN ENERGY SOLUTIONS FOR LED LIGHTING UPGRADES AT THE WWTP**

Ald. Warren introduced the following and **moved** its adoption:

WHEREAS, a recommendation from Eastern Energy Solutions to upgrade the LED lighting at the WWTP at a cost of \$13,517.17 with NYSEG incentives; and

WHEREAS, the upgrade will save \$5,232 annually with a 28-month payback; and

WHEREAS, the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the transfer of \$13,517.17 for LED upgrades by Eastern Energy Solutions at the WWTP are hereby authorized; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2024 Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR42-9950.9	Capital Reserves – Sewer Equipment	\$ 13,517.17
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
G8130.2100	Treatment & Disposal – Equipment	\$ 13,517.17

Seconded by Ald. Gee, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #100 - 2024

APPOINTMENT OF MEO I IN THE DPW

Ald. Jeffrey introduced the following and **moved** its adoption:

WHEREAS, vacancies exist in the Norwich DPW Department, and;

WHEREAS, the Superintendent of DPW has recommended certain appointments to fill such vacancies; now, therefore be it

RESOLVED, that Travis Dewey of Unadilla, NY, be and hereby is granted a permanent appointment as a full time MEO I to the Norwich DPW Department with a starting salary of \$20.66 per hour effective December 30, 2024; and further be it

RESOLVED, that the appointment is contingent upon successfully passing the required medical examination, background check and any action necessary from the Norwich Civil Service Commission.

Seconded by Ald. Warren and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #101 - 2024

UPDATING MUNICIPAL FEES AND FINES SCHEDULE

Ald. Warren introduced the following and **moved** its adoption:

WHEREAS, the Common Council adopted Resolution #71-2010 on October 19, 2010, establishing a consolidated Municipal Fees & Fines Schedule of various fees and certain fines into a single document; and

WHEREAS, a Police Event Coverage fee and an EMS Event Coverage fee have been established; and

WHEREAS, those fees have not been previously added to the Municipal Fines and Fees list; ; now, therefore be it

RESOLVED, that the following portions of the Municipal Fees & Fines Schedule be and hereby is updated with the Event Coverage fees for Police and EMS:

POLICE FEES

Event Coverage \$60 per hour

EMS

Event Coverage \$150 per hour

Seconded by Ald. Jeffrey and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #102 - 2024 APPOINTING ALDERMAN OF WARD SIX

Ald. Loomis introduced the following and **moved** its adoption:

WHEREAS, Alderman Robert D. Jeffrey has resigned from the office of Alderman for Ward Six of the City of Norwich effective December 20, 2024; and

WHEREAS, the Common Council wishes to fill the vacancy pursuant to section 23 of Title II of the City Charter; and

WHEREAS, Matthew Caezza, residing at 13 Brown Avenue, has been nominated to fill the vacancy, and to hold office until the first day of January succeeding the next general election held in the City; now, therefore be it

RESOLVED, that effective on December 21, 2024, Matthew Caezza, residing at 13 Brown Avenue, is hereby appointed to fill the vacancy in the office of Ward Six Alderman until the first day of January succeeding the next general election held in the City.

Seconded by Ald. Allaire, and duly adopted, 5 - 1, on a roll call vote with Ald. Zieno voting nay.

Payment of Bills

Ald. Warren **moved** to pay the December bills after proper audit and certification.

	<u>Prepaid</u>	<u>12/17/2024</u>	<u>Grand Total</u>
General Fund	\$177,195.08	\$67,197.78	\$244,392.86
Water Fund	33,684.92	19,716.20	53,401.12
Sewer Fund	90,880.46	1,847.52	92,727.98
Trust	43,715.55	-	43,715.55
Comm. Dev. - Special Grants	3,841.95	-	3,841.95
Capital Projects		-	
TOTALS	\$349,317.96	\$88,761.50	\$438,079.46

Seconded by Ald. Jeffrey and duly adopted 6 - 0.

Executive Session

Ald. Loomis **moved** to enter executive session to discuss the employment history of a particular individual at 7:05 p.m.
Seconded by Ald. Allaire, approved ayes all.

Ald. Loomis **moved** to exit executive session at 7:45 p.m. Seconded by Ald. Warren, approved ayes all.

Adjournment

Ald. Jeffrey **moved** to adjourn at 7:46 p.m. Seconded by Ald. Loomis, approved ayes all.