

COMMON COUNCIL

January 21, 2025

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:00 PM on January 21, 2025, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. William Loomis
Ald. David Zieno
Ald. Matthew Caezza

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Director of Parks & Recreation Anthony Testani
Fire Chief Jan Papelino
Police Chief Reuben Roach
Community Development Director Erik Scrivener
City Attorney Stephanie Hanrahan
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

Absent

Ald. Nancy Allaire
Supervisor James McNeil

Call to Order

The meeting of the Common Council was called to order by Mayor Doliver at 6:03 p.m.

Approval of Minutes

Ald. Gee **moved** to approve the minutes of the regular meeting of December 17 and the special meeting of December 23, 2024. Seconded by Ald. Warren and duly approved ayes all.

Fire Department Presentations – J. Papelino presented Firefighters Daniel Kerila, Aaron Winsor, Kyle Pierce and Fire Captain Robert Barnes with Certificates of Recognition and stork pins for their assistance in the delivery of a baby in the ambulance on December 27, 2024. Mother and baby are doing well.

Open Forum

No one spoke.

Department, Board and Commission Reports

- ◆ Youth Board Minutes – January
- ◆ Maydole Hose Minutes – December
- ◆ Water Commission Minutes - December
- ◆ Human Resources Report – December
- ◆ Youth Bureau 2024 Annual Report
- ◆ Police Department Report – December
- ◆ Fire Department Report - December

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

Ward Reports

Ward 1

Ald. Warren reported a couple of communications in support of the City Manager position.

Ward 2

Ald. Gee reported some complaints of sidewalks not being cleared.

Ward 4

Ald. Loomis reported receiving several communications regarding Chenango Lake; snow removal from sidewalks in the Parks and downtown area. He was contacted by a local Fire Department engage in potential studies that would benefit their district for additional fire coverage.

Ward 5

Ald. Zieno reported communications about the cold weather and its impact on the homeless.

Ward 6

Ald. Caezza reported communications regarding sidewalks not being cleared, specifically Brown Ave. and Biviano Lane.

Mayor Doliver reported that E. Scrivener and Codes are attempting to develop a plan of action for sidewalks and a look at what we are currently doing.

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

Motions

- ◆ **2025 Paving – Adding City Hall Parking Lot** – Ald. Loomis **moved** to add the paving of the City Hall parking lot to the bid specifications for the 2025 paving bid with the funds coming from HR33-9950.9. Seconded by Ald. Warren, approved ayes all.
- ◆ **HelixIntel Asset Management Software** – Ald. Warren **moved** to authorize the use of HelixIntel Asset Management software which is free from NYMIR with the understanding that if the program works well for tracking vehicle maintenance the annual subscription to Fleetio will be discontinued. Seconded by Ald. Zieno , approved ayes all.
- ◆ **Parking Lot Lease Agreement with Norwich Place LLC** – Ald. Loomis **moved** to authorize the Mayor, under direction of the City Attorney, to sign an agreement with Norwich Place LLC for the use of the parking lot portion of 27 North Broad St. for the purpose of providing additional public parking in the downtown area in exchange for maintenance and repair of the lot for a term of two years with an option to extend for another two years. Seconded by Ald. Warren, approved ayes all.

Resolutions

RESOLUTION #1 - 2025

APPOINTMENT OF FIREFIGHTER IN THE NORWICH FIRE DEPARTMENT

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

WHEREAS, Anthony Gallerani was appointed to the temporary position of firefighter in the Norwich Fire Department effective August 12, 2024; and

WHEREAS, the appointment of Anthony Gallerani shall become a permanent appointment; now, therefore be it

RESOLVED, that Anthony Gallerani of New Woodstock, NY, be and hereby is granted a permanent appointment as Firefighter in the Norwich Fire Department at the rate of \$25.64 with the effective date of October 3, 2024.

Seconded by Ald. Gee, and duly adopted, 5 - 0, on a roll call vote

RESOLUTION #2 - 2025

APPOINTMENT OF MEO I IN THE DPW

Ald. Gee 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 Charles Stein Jr. of Sherburne, 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 \$21.28 per hour effective January 27, 2025; and further be it

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

Seconded by Ald. Warren and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #3 - 2025 APPOINTMENT OF WATER SYSTEM MAINTAINER - UNLICENSED

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

WHEREAS, a vacancy exists in the position of Water System Maintainer – Unlicensed in the Department of Public Works; and

WHEREAS, certain recommendations have been made to fill the position; now, therefore be it

RESOLVED, that Alex Anderson of Norwich, NY, be and hereby is provisionally appointed to a full-time position as Water System Maintainer – Unlicensed effective February 3, 2025 at the rate of \$18.84; and further be it

RESOLVED, such appointment is contingent upon successfully passing any required medical examination, background check and any such action as may be necessary by the Norwich Civil Service Commission.

Seconded by Ald. Loomis and duly adopted, 5
- 0, on a roll call vote.

RESOLUTION #4 -2025 AWARDDING BID – SANITARY SEWER REHABILITATION PROJECT

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

WHEREAS, bids for the Sanitary Sewer Rehabilitation Project (I&I) were opened on December 19, 2024; and

WHEREAS, the Department of Public Works and Delaware Engineering have recommended the award go to Kenyon Pipeline Inspection, Inc. of Queensbury, NY; now, therefore be it

RESOLVED, that the bid for the Sanitary Sewer Rehabilitation Project be awarded to the lowest qualified bidder meeting specifications to Kenyon Pipeline Inspection, Inc. of Queensbury, NY, in the total base bid amount of \$1,655,350.00 and the unit price item amounts specified in their bid under the bid alternate pricing.

Seconded by Ald. Warren, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #5 - 2025 AUTHORIZING PURCHASE OF A SALTER IN THE DPW

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

WHEREAS, current salters are around 30 years old and the need for an additional salter has been realized; and

WHEREAS, the cost of \$11,040 for the salter would come from the 2024 Budget; and

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have made certain recommendations; now, therefore be it

RESOLVED, that the purchase of a salter in the DPW for \$11,040 from the 2024 budget is hereby approved.

Seconded by Ald. Loomis, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #6 - 2025 AUTHORIZING PURCHASE AND TRANSFER FOR SEWAGE PUMPS

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

WHEREAS, one of the sewage pumps have failed and the other is 30 years old; and

WHEREAS, the two pumps need replacing at a cost of \$27,515.60; and

WHEREAS, the pumps are located near M&T Bank in the Town of Norwich and the Town will be reimbursing the City for the cost of the new pumps; now therefore, be it

RESOLVED, that the purchase of the two sewage pumps for \$27,515.60 by the City and to be reimbursed by the Town of Norwich is hereby approved; and further be it

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

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR34-9950.9	Reserve – Sewer Mains	\$ 27,515.60
 <u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
G8120.2100	Sanitary Sewers - Equipment	\$ 27,515.60

Seconded by Ald. Warren, and duly adopted, 5 - 0, on a roll call vote.

**RESOLUTION #7 - 2025 AUTHORIZING AMENDED AGREEMENT WITH GHD
ENGINEERING FOR PROFESSIONAL SERVICES FOR WWTP
UPGRADES PROJECT**

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

WHEREAS, an agreement with GHD Engineering as authorized by the Common Council on July 16, 2024 for repairs and upgrades for work associated with the Waste Water Treatment Plant Upgrades Project; and

WHEREAS, the EFC has reviewed the engineering contract and recommended adding their Terms and Conditions language as well as correcting a \$200 discrepancy; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to execute the amended agreement with GHD Engineering for professional services on the Waste Water Treatment Plant Upgrades Project.

Seconded by Ald. Loomis and duly adopted, 5 – 0, on a roll call vote.

RESOLUTION #8 -2025 AMENDING CHAPTER 525 ARTICLE III, VEHICLE & TRAFFIC

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, certain vehicle and traffic updates that have been in practice for a number of years and need to be added to the Vehicle & Traffic Ordinance; now, therefore be it

RESOLVED, that Section 525-54 F. No Parking, of the City Code of the City of Norwich be and hereby is amended as follows:

SHARON DRIVE, north side.

And further be it

RESOLVED, that Section 525-60. Streets Designated, of the City Code of the City of Norwich be and hereby is amended as follows:

BIVIANO LANE is hereby designated as a STOP STREET at the intersection of Brown Avenue.

MAIN STREET WEST is hereby designated as a ~~THROUGH STREET and Court Street and Canasawacta Street which intersect from the north are hereby designated as STOP STREETS. Locust Street and Mill Street which intersect from the south are hereby designated as STOP STREETS.~~ STOP STREET at the intersection of Guernsey Street.

MAIN STREET WEST is hereby designated as a STOP STREET at the intersection of Elm Street.

GUERNSEY STREET is hereby designated as a STOP STREET as the intersection of West Main Street.

ELM STREET is hereby designated as a STOP STREET at the intersection of West Main Street.

ELM STREET is hereby designated as a STOP STREET at the intersection of Conkey Avenue.

ELM STREET is hereby designated as a STOP STREET at the intersection of Francis Avenue.

ELM STREET is hereby designated as a STOP STREET at the intersection of Eaton Avenue.

BIRDSALL STREET is hereby designated as a STOP STREET at the intersection of Front Street.

BIRDSALL STREET is hereby designated as a STOP STREET at the intersection of Clinton Street.

FRONT STREET is hereby designated as a STOP STREET at the intersection of Birdsall Street.

CLINTON STREET is hereby designated as a STOP STREET at the intersection of Birdsall Street.

[Underlined material is new.]

Seconded by Ald. Warren and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #9 - 2025

**AUTHORIZING PAYMENT AND TRANSFER OF FUNDS FOR
LATERAL TRANSFER IN THE POLICE DEPARTMENT COMING
FROM ONONDAGA COUNTY**

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

WHEREAS, a the City of Norwich accepted a lateral transfer from the Onondaga County Sheriff's Office; and

WHEREAS, per GML 72C, reimbursement for training and salary is due to Onondaga County in the amount of \$43,553.70; now, therefore be it

RESOLVED, payment of \$43,553.70 to Onondaga County for the training and salary of a lateral transfer in the Police Department per GML 72C is hereby authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds totaling \$23,553.70:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A9060.8	Employee Benefits – Hospital & Medical Insurance	\$ 15,000.00
A8560.1010	Street Tree Management – Personal Services	4,800.61
A1990.4	Contingency	<u>3,753.09</u>
		\$ 23,553.70

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1430.4020	Human Resource – Contracted Services	\$ 23,553.70

Seconded by Ald. Gee, and duly adopted, 5 - 0, on a roll call vote.

RESOLUTION #10 - 2025 NEGATIVE DECLARATION UNDER SEQR FOR THE CHENANGO VALLEY HOME MEMORY CARE AND ASSISTED LIVING PROJECT

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

WHEREAS, Chenango Valley Homes (Applicant) proposes an expansion of the building to serve additional residents requiring memory care and assisted living services. The proposed one-story addition includes a +/- 22,000 square foot (sf), two story addition to the south of the existing building. Also proposed are two smaller additions, a +/- 470 sf porch on the west side of the building, a +/- 1,080 sf in the central portion of the building, and a new parking area with 11 spaces (five handicap spaces) and new stairs and ramps into the existing building and the proposed addition; and

WHEREAS, in accordance with the New York State Environmental Quality Review regulations (SEQR), the City of Norwich Common Council conducted an environmental review of the proposed Chenango Valley Home Memory Care and Assisted Living Project; and

WHEREAS, the City of Norwich Common Council has determined that the proposed action is an Unlisted Action as defined under SEQR; and

WHEREAS, the City of Norwich Common Council now desires to make its determination of significance in accordance with the SEQRA regulations at 6 NYCRR §617.7; now therefore be it

RESOLVED, that The City of Norwich Common Council declares that, based on the Environmental Record which has been prepared, the Chenango Valley Home Memory Care and Assisted Living Project will not result in any large and important impacts, and therefore, will not have a significant adverse impact on the environment; and further be it

RESOLVED, that a Negative Declaration under SEQR is therefore issued for this project and the Common Council is resolved to issue the Negative Declaration pursuant to the SEQR Environmental Review.

Seconded by Ald. Zieno, and duly adopted, 5 - 0, on a roll call vote.

Payment of Bills

Ald. Warren **moved** to pay the December 2024 and January 2025 bills after proper audit and certification.

	Prepaid 12/31/24	Prepaid Jan 2025	Bill List 1/21/25	<u>Grand Total</u>
General Fund	\$123,333.09	\$175,160.41	\$96,140.59	\$394,634.09
Water Fund	7,933.55	13,170.59	15,015.19	36,119.33
Sewer Fund	2,658.23	16,905.77	23,122.30	42,686.30
Trust	10,470.56	45,419.91	-	55,890.47
Comm. Dev. - Special Grants	3,000.00	-	-	3,000.00
Capital Projects	3,850.00	-	-	3,850.00
TOTALS	\$151,245.43	\$250,656.68	\$134,278.08	\$536,180.19

Seconded by Ald. Loomis and duly adopted 5 - 0.

Executive Session

Ald. Gee **moved** to enter executive session to discuss the employment history of a particular individual at 6:25 p.m.

Seconded by Ald. Loomis, approved ayes all.

Ald. Loomis **moved** to exit executive session at 6:58 p.m. Seconded by Ald. Gee, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn at 6:59 p.m. Seconded by Ald. Zieno, approved ayes all.