

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
March 18, 2025
6:00 PM

You are encouraged to view the meeting via the City's Facebook page at
<https://www.facebook.com/NorwichNewYork/>

Call To Order

Pledge of Allegiance

Invocation

Approval of the minutes of the special meeting of February 4 and the regular meeting of February 18, 2025.

Open Forum

Proclamation for Child Abuse Prevention Month

Correspondence

- ◆ Memorial Day Parade

Department, Board and Commission Reports

- ◆ Parks Commission Minutes – February
- ◆ Ontario Hose Minutes – February
- ◆ Youth Board Minutes – March
- ◆ Police Department Report – February
- ◆ Fire Department Report - February

Ward Reports

Motions

- ◆ Set Public Hearing for Proposed Local Law (D) of 2025 Chapter C Title II regarding Term Limits
- ◆ Set Public Hearing regarding Proposed Ordinance No. (A) of 2025 Warming Center Definition
- ◆ Set Public Hearing for Proposed Ordinance No (B) of 2025 Chapter 486 Streets and Sidewalks
- ◆ Set Public Hearing for Proposed Local Law (E) of 2025 Chapter C Title V regarding Section regarding sidewalks
- ◆ Authorize Agreement and Application to Preserve NY Grant
- ◆ Authorize the Mayor to Sign Agreement with Delaware Engineering

Resolutions

- ◆ Authorize Purchase and Transfer of Reserve Funds for Fire and Ambulance Equipment
- ◆ Awarding Bid and Authorizing Transfer of Funds – Sewer Cleaner Truck
- ◆ Authorize Purchase and Transfer of Funds for Finance Office Security Windows
- ◆ Awarding Bid – Lead Service Line Replacement Project

Payment of Bills

Executive Session – To discuss the employment history of a particular individual

Adjournment

Correspondence

- ◆ Memorial Day Parade – Ald. ____ **moved** to approve a request from the American Legion for the annual Memorial Day parade on Monday, May 26, 2025 starting at the VFW at 11:00 a.m. continuing to West Park with ceremonies in the park beginning approximately 11:15 a.m. Seconded by Ald. ____ , approved ayes all.

Motions

- ◆ **Set Public Hearing for Proposed Local Law (D) of 2025 Chapter C Title II regarding Term Limits** – Ald. ____ **moved** to re-set a Public Hearing for April 15, 2025 at 6:00 p.m. to hear comment relative to a proposed change in Term Limits for Alderpersons and the Mayor. Seconded by Ald. ____ , approved ayes all.

Proposed Local Law (D) of 2025

Chapter C

Title II Officers and Elections

Section 17 Elective City Officers Enumerated

~~The term of office of the Mayor shall be two (2) years and shall be elected at the general election in each odd numbered year; City Judge, two (2) years, and shall be elected in each odd numbered year. The aldermen representing Wards Two, Four and Six are to be elected at the general election to be held in the year 1977, for two (2) years, and at the general election to be held in the year 1979, for two (2) years and at the general election to be held in the year 1981, for four (4) years, and for a four year term every succeeding four years thereafter. The Aldermen representing Wards One, Three and Five are to be elected at the general election to be held in the year 1979 for four (4) years, and for a four year term every succeeding four years thereafter. The Supervisors representing Wards One through Six in the City of Norwich are to be elected at the general election to be held in the year 1979, for two (2) years, and in odd numbered years thereafter to represent the newly constituted Wards, numbered One, Two, Three, Four, Five and Six.~~

The terms of office:

Mayor - *The term of office for Mayor shall be two (2) consecutive years, subject to their re-election to the Office every two-years and shall be elected at the general election in each odd- numbered year. The term of office for Mayor shall be limited to five (5) consecutive terms. This does not restrict a former Mayor from running for the same position again once their term has ended and they have not held the position as Mayor for at least two (2) years.*

Should a Mayor's time in office end early due to resignation or other reasons other than the natural expiration of the current term, the term of the Alderperson's who is appointed to finish the previous Mayor's term shall not count toward the term limit.

Common Council Members – *The term of office of Common Council Members shall be four consecutive years, subject to their re-election to the office every four years. The alderpersons representing Wards Two, Four and Six are to be elected at the general election to be held in the year 1977, for two (2) years, and at the general election to be held in the year 1979, for two (2) years and at the general election to be held in the year 1981, for four (4) years, and for a four-year term every succeeding four years thereafter. The Alderperson representing Wards One, Three and Five are to be elected at the general election to be held in the year 1979 for four (4) years, and for a four-year term every succeeding four years thereafter. The term of office for Alderperson shall be limited to three (3) consecutive terms. This does not restrict a former Alderperson from running for the same position again once their term has ended and they have not held the position as Alderperson for at least four (4) years.*

Should an Alderperson's term in office end early due to resignation or other than the natural expiration of the term, the term of the Alderperson who is appointed to finish the previous Alderperson's term shall not count toward the term limit.

City Supervisors – *The Supervisors representing Wards One through Six in the City of Norwich are to be elected at the general election to be held in the year 1979, for two (2) years, and in odd-numbered years thereafter to represent*

the newly constituted Wards, numbered One, Two, Three, Four, Five and Six.

City Judge – *The City Judge term, as determined by State statute, shall be elected in each odd-numbered year.*

(Section 17 re-written in entirety)

- ◆ **Set Public Hearing Regarding Proposed Ordinance No. (A) of 2025 Warming Center Definition** – Ald. ____ **moved** to set a Public Hearing for April 15, 2025 at 6:00 p.m. to hear comment relative to a change in the Warming Center definition. Seconded by Ald. ____ , approved ayes all.

PROPOSED ORDINANCE NO. (A) OF 2025

AMENDING CHAPTER 575 ZONING OF THE CODE OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

Section 1. Article II Terminology, section 5, Definitions; word usage of Chapter 575 of the Code of the City of Norwich shall be amended as follows:

WARMING CENTER

A structure or part thereof used for short term non continuous (non 24/7) operation between ~~October 1 and April 30~~ year-round. Hours of supervised operation are restricted to between 5 p.m. to 9 a.m. Primary purpose is the prevention of death or injury from exposure to the elements. No meals shall be prepared on site. A special permit must be obtained from the Zoning Board of Appeals which may attach specific conditions to the special permit such as but not limited to number of beds, security, and exterior lighting.

[New Material is underlined; old material is struck through]

- ◆ **Set Public Hearing for Proposed Ordinance No (B) of 2025 Chapter 486 Streets and Sidewalks** – Ald. ____ **moved** to set a Public Hearing for April 15, 2025 at 6:00 p.m. to hear comment relative to a proposed change to Chapter 486 Streets and Sidewalks. Seconded by Ald. ____ , approved ayes all.

Proposed Ordinance No. (B) of 2025

ARTICLE IV

Snow and Ice Removal

§ 486-27. Removal required.

It shall be the responsibility of all persons, firms, corporations or copartnerships owning or occupying property, including all sidewalks adjacent thereto in the City of Norwich, New York, including the owners of unoccupied property therein, to remove all accumulations of ice and snow from all walkways and sidewalks ~~on properties~~ adjoining such property under their control free from snow and ice for the full paved width of such sidewalk ~~under their control. within 12 hours from the substantial completion of such storm.~~

- A. In case snow and ice on any sidewalk shall be frozen so hard that it cannot be removed without injury to the sidewalk, it shall, within 24 hours after the end of a snowfall addition, be strewn and kept strewn with ashes, sand, or other suitable material, to be no longer dangerous to life and limb. As soon as practical thereafter, the sidewalk shall be completely cleared of snow, ice and other materials strewn thereon, as provided in this section.
- B. Business Improvement District (BID) – Within the BID, snow and ice shall be removed within 24 hours after the substantial completion of a snowfall. In addition, sidewalks in front of commercial establishments and commercial parking lots shall be always kept free of snow and ice between the hours of 9:00 a.m. and 5:00 p.m.
- C. The City of Norwich assumes no liability for personal injury or property damage claims arising as a result of defects in, or disrepair of, privately owned sidewalks. Liability for personal injury, and/or personal property claims, settlements, verdicts, awards or judgements shall lie exclusively with the owner(s) of the premises abutting said sidewalk and/or any occupants as tenants or otherwise if applicable.

§ 486-28. Removal of nuisance by City; collection of costs and surcharge from owner.

Failure to remove such materials shall constitute maintaining a public nuisance and shall be subject to having such nuisance removed by the City or its designee, and after it shall have been removed a bill for the expenses incurred by the City, with the applicable penalty as listed in the Municipal Fee Schedule added thereto, shall be presented to the owner personally or by leaving the same at his residence, or if he is a nonresident, by mailing the same to him at his last known place of residence, or if the name of such owner or his place of residence cannot be ascertained after due diligence, by posting the same in a conspicuous place on the premises, and if he shall fail to pay the same within 10 days thereafter, the Department shall file each year immediately preceding the time for making the annual assessment roll, a certificate of the actual cost of the work, together with a statement as to the property in front of which the cleaning or clearing was done, with the Director of Finance, who shall, in the preparation of the next assessment roll for general City taxes, assess such amount upon such property, and the same shall be levied, corrected, enforced and collected in the same manner, by the same proceedings, at the time, under the same penalties and having same lien, upon the property assessed, as the general City tax and as a part thereof.

New material is underlined italics, old material is struck through.

- ◆ **Set Public Hearing for Proposed Local Law (E) of 2025 Chapter C Title V regarding Section regarding sidewalks** - Ald. ____ moved to set a Public Hearing for April 15, 2025 at 6:00 p.m. to hear comment relative to a proposed Local Law (E) of 2025 Chapter C Title V regarding Section regarding sidewalks. Seconded by Ald. ____ , approved ayes all.

Proposed Local Law (E) of 2025

Chapter C

Title V Department of Public Works

Section 97. Repair of sidewalks, removal of snow and ice.

In addition to any other duties set forth in this Act, the Department of Public Works shall have full power and authority, and it shall be its duty, to require the owner of property abutting upon a street to repair any sidewalk in front thereof, or bring the same to true grade and to remove all the snow and ice therefrom. Where the owner of such property shall fail or neglect to repair any sidewalk or bring the same to true grade ~~for five (5) days after~~ written notice so to do has been served upon him, either personally or by delivering the same at his residence, or if he be a nonresident, by mailing the same to him at this last known place of residence, ascertained after due diligence, by posting the same in a conspicuous place upon the premises, ~~or where the owner of any such premises shall fail or neglect to remove snow and ice from any such sidewalk after the same has remained thereon for more than twelve (12) hours,~~ it shall be the duty of the Department to repair such sidewalk, bring the same to true grade or remove such snow and ice, and after it shall have been done so, a bill for the expenses incurred thereby shall be presented to the owner personally or by leaving the same at his residence, or if he is a nonresident, by mailing the same to him at his last known place of residence, or, if the

name of such owner or his place of residence cannot be ascertained after due diligence, by posting the same in a conspicuous place on the premises, and if he shall fail to pay the same within ten (10) days thereafter, the Department shall file each year immediately preceding the time for making the annual assessment roll, a certificate of the actual cost of the work, together with a statement as to the property in front of which the grading or cleaning was done, with the Director of Finance, who shall, in the preparation of the next assessment roll for general city taxes, assess such amount upon such property, and the same shall be levied, corrected, enforced and collected in the same manner, by the same proceedings, at the same time, under the same penalties and having the same lien, upon the property assessed, as the general city tax and as a part thereof. The City of Norwich assumes no liability for personal injury or property damage claims arising as a result of defects in, or disrepair of, privately owned sidewalks. Liability for personal injury, and/or personal property claims, settlements, verdicts, awards or judgements shall lie exclusively with the owner(s) of the premises abutting said sidewalk and/or any occupants as tenants or otherwise if applicable.

This shall become effective immediately.

- ◆ **Authorize Agreement and Application to Preserve NY Grant** – Ald. ____ **moved** to authorize an agreement with Clinton Brown Company Architecture for \$27,000 to conduct a survey of buildings and structures in order to attempt to expand the Historic District designations, and further authorize the application to the Preserve NY Grant to cover 80% of the cost. Ald. ____ **moved** to approve the agreement and the application for grant funding. Seconded by Ald. ____, approved ayes all.
- ◆ **Authorize the Mayor to Sign Agreement with Delaware Engineering** – Ald. ____ **moved** to authorize the Mayor to enter into a General Engineering Services agreement with Delaware Engineering, DPC. Seconded by Ald. ____, approved ayes all.

Resolutions

RESOLUTION # -2025

AUTHORIZING PURCHASE AND TRANSFER OF RESERVE FUNDS FOR FIRE AND AMBULANCE EQUIPMENT

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

WHEREAS, the purchase and/or replacement of certain equipment is necessary and includes a 24 foot extension ladder, 8 portable radio mics, turnout gear and tubular webbing as well as an ambulance narcotic safe; and

WHEREAS, the total of purchases is \$10,609.57 and requires a transfer from Reserves; and

WHEREAS, the Joint Committee has concurred with the recommendation; and

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2025 Budget:

From:

Account Number
HR22-9950.9

Name

Capital Reserves – Ambulance Equipment

Amount

\$ 3,562.79

To:

Account Number
A3410.2101

Name

Ambulance Equipment

Amount

\$ 3,562.79

AND

From:

Account Number
HR32-9950.9

Name

Capital Reserves – Fire Equipment

Amount

\$ 7,046.78

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire - Equipment	\$ 7,046.78

Seconded by _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025 AWARDING BID AND AUTHORIZING TRANSFER OF FUNDS – SEWER CLEANER TRUCK

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

WHEREAS, bids have been received for a sewer cleaner truck; and

WHEREAS, capital reserve funds will be required to provide a portion of the cost; and

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

RESOLVED, that the bid for a sewer cleaner truck be awarded to the lowest qualified bidder meeting specifications, Cyncon Equipment of Rush, NY, in the amount of \$280,921.71; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds in the 2025 General Fund Budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR34-9950.9	Capital Reserves – Sewer Mains	\$280,921.71

<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
G8120.2100	Sanitary Sewers - Equipment	\$280,921.71

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2025 AUTHORIZE PURCHASE AND TRANSFER OF FUNDS FOR FINANCE OFFICE SECURITY WINDOWS

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

WHEREAS, the security windows in the Finance office have been in place since 1997 and are in need of replacement; and

WHEREAS, replacement will include full solid safety glass and power roll gates; and

WHEREAS, the quote of \$21,258 will need a capital reserve transfer to cover the cost; and

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

RESOLVED, that the purchase of the safety glass windows and power roll gates for the Finance office 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 in the 2025 General Fund Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR33-9950.9	Capital Reserves – Municipal Buildings & Facilities	\$21,258.00

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1620.2100	Municipal Buildings - Equipment	\$21,258.00

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION – 2025

AWARDING BID – 2025 LEAD SERVICE LINE REPLACEMENT PROJECT

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

WHEREAS, grant funds have been awarded to the City of Norwich for the replacement of lead service lines when the project began in 2021; and

WHEREAS, the EPA has certain requirements for the identification and replacement of the remaining water service lines; and

WHEREAS, grant funds must be used by May of this year; and

WHEREAS, bids for the 2025 Lead Service Line Replacement Project were opened on February 27, 2025; and

WHEREAS, the bid by the lowest qualified bidder meeting specifications was \$162,900; and

WHEREAS, the Department of Public Works, and the Joint Committees have made certain recommendations; now, therefore be it

RESOLVED, that the bid for the 2025 Lead Service Line Replacement Project be awarded to the lowest qualified bidder meeting specifications, Hurd Development of Endwell, NY, in the amount of \$162,900.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

Payment of Bills

Ald. _____ **moved** to pay the March bills after proper audit and certification.

	<u>Prepaid</u>	<u>3/18/2025</u>	<u>Grand Total</u>
General Fund	\$214,205.49	\$116,734.60	\$330,940.09
Water Fund	21,367.36	13,016.74	34,384.10
Sewer Fund	26,549.07	28,974.54	55,523.61
Trust	42,015.77	-	42,015.77
Comm. Dev. - Special Grants	-	-	-
Capital Projects	30,280.50	-	30,280.50
TOTALS	\$334,418.19	\$158,725.88	\$493,144.07

Seconded by Ald. _____ and duly adopted _____.