

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
April 1, 2025

Present:

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

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
Asst. DPW Superintendent Scott Folts
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

Absent

Supervisor James McNeil
Ald. Matthew Caezza

Ald. Loomis called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:01 p.m. at the Council Chambers.

Approval of Minutes – Ald. Zieno **moved** to approve the minutes of the March 4th, 2025 meeting. Seconded by Ald. Gee, approved ayes all.

Correspondence

Matthew's Walk-a-Thon - Matthew's Walk-a-Thon – Ald. Allaire **moved** to recommend the Common Council approve a request from Achieve to hold their annual walk/run on Saturday, October 25, 2025 beginning at 9:30 a.m. The .5K route will begin at 27 Griffin St., to Birdsall, onto East Main, then West Midland where it will conclude at 27 Griffin. The 3.1 mile route will begin at 27 Griffin to Birdsall, turning onto Brown Ave to S. Broad and continuing up Route 12 to Borden Ave., then Silver and ending at Griffin St. Seconded by Ald. Gee, approved ayes all.

Norwich-Oxford Little League Parade - Ald. Warren **moved** to recommend the Common Council approve a request from the Norwich-Oxford Little League for Police assistance for their parade on May 3, 2025 beginning at 9 a.m. The preferred route would be from Grand Union down East Main St., onto Midland Dr. and ending at the Little League field behind the Middle School. If that route cannot be accomplished due to PERM 33 issues, they request an alternate route exiting behind Grand Union onto Birdsall St., proceeding down Griffin St. to Midland Dr. and to the field. Seconded by Ald. Gee, approved ayes all.

Curb Cut at 5 King St. - Ald. Warren **moved** to recommend the Common Council approve the curb cut request at 5 King St. Seconded by Ald. Allaire, approved ayes all.

Department Head Reports

Youth Bureau

Surplus Equipment – A. Testani asked to declare as surplus five pieces of equipment that are no longer used. Ald. Warren **moved** to declare the items as surplus. Seconded by Ald. Allaire, approved ayes all.

DPW

Declare Old Bucket Truck as Surplus – S. Folts asked to declare the old bucket truck as surplus, which will be disposed of through an auction site. Ald. Gee **moved** to recommend the Common Council declare the bucket truck as surplus. Seconded by Ald. Warren, approved ayes all.

Declare Old Water Meters Surplus Equipment – S. Folts requested to declare the old Sensus water meters as surplus. There is a party that is interested in purchasing them. Ald. Zieno **moved** to recommend the Common Council declare them as surplus. Seconded by Ald. Warren, approved ayes all.

Spring Cleanup – S. Folts reported that the Spring cleanup will begin April 8th and run until May 14th.

Curb Cut – 15-19 Ross Ave. - S. Folts reported he received a curb cut request for 15-19 Ross Ave. and has no issue with it proceeding. Ald. Warren **moved** to recommend the Common Council approve the curb cut. Seconded by Ald. Gee, approved ayes all.

Bell Sleeves – S. Folts reported that when there is a water issue involving bells, the repair can run six to eight hours or more. Sleeves allow for a repair to be done in three to four hours. He would like to purchase bell sleeves in various sizes to have on hand which would require a transfer from Reserves for \$4,350.31. Ald. Warren **moved** to recommend the Common Council approve the purchase and transfer. Seconded by Ald. Gee, approved ayes all.

RBC Repair – S. Folts reported that there is an RBC that has been down at the WWTP that needs to be repaired at a cost of \$77,887.25 that will need to be transferred from Sewer Equipment Reserves. Ald. Allaire **moved** to recommend the Common Council approve the repair and transfer. Seconded by Ald. Warren, approved ayes all.

B & D Pumps - S. Folts reported that one of the pumps at the wastewater pump station near B&D Pools is in bad condition and needs to be replaced for around \$59,000 which will be reimbursed by the Town of Norwich.

Community Development

City Manager Study – E. Scrivener reported that the Planning Commission is recommending that LaBerge be selected to conduct the City Manager study. Ald. Gee **moved** to recommend the Common Council approve the recommendation and authorize the study. Seconded by Ald. Warren, approved ayes all.

Tobacco Retail Outlet Proposed Law – E. Scrivener reported that the Planning Commission is working on tobacco retailer restrictions and will bring a proposed law in the future if the Council is in favor of continuing. Ald. Zieno questioned the sample law that they were sent, wondering if they were going to get into some of the details such as packaging. Scrivener could not say at the juncture if they wouldn't.

Downtown Design Standards – E. Scrivener reported that B.I.D. and the Planning Commission are looking at creating a zoning overlay district in the commercial downtown (B.I.D. district) is to preserve property values, for example types of awnings, windows, signage etc., especially if the historic district is expanded. The district itself would have further restrictions beyond the B-1 which it currently is in. Ald. Zieno mentioned compliance with State and City Codes such as the City Sign Ordinance.

Plymouth Fire District Study - E. Scrivener reported that the Plymouth Fire District is looking at a proposal for a government efficiency study grant in order to determine whether they should dissolve their current district, hire for contracted services or establish on a volunteer basis. They would like to include the City in the study at no cost to the City. Ald. Loomis **moved** to recommend the Common Council authorize the City's participation with the Town of Plymouth Fire District in the study for which there will be no cost to the City. Seconded by Ald. Gee, approved ayes all. There was a brief discussion on the impact to the City Fire Department.

Fire Department

Outside CON EMS Calls – J. Papelino reported 7 calls outside the CON, all of them billable.

Recruits Academy – J. Papelino reported there are 2 recruits in their third week at the Utica Academy and everything seems to be going well with both.

Grants/Equipment Donations – J. Papelino reported receiving approval for a Wildland grant from NYS DEC for \$2,500 with a City match of the same. This will be for 17 sets of wildland gear which is better to fight wild fires in. He also reported that Norwich Power Outdoor Equipment and Tractor Supply donated sets of helmets with hearing and eye protection for chainsaw operation. Harbor Freight donated \$200 towards a hoist lift that will be mounted in the station. He said they are working with Curtis Lumber and Lowe's on lumber to create a maze for firefighters to do interior training. The Council thanked the businesses for their assistance.

Stream Gauges – EMO W. Edwards reported on the ongoing issues with the stream gauges. He said that the flood gauges (except Rexford St.) are still not working properly and the company came [for \$9,000] to service them. They told him they would have to come back since they don't keep parts on hand. He asked for a report of everything that has occurred and a quote to get everything up and running again which came in at another \$9,500. He sent the company a lengthy letter to refute the quote, which resulted in the company agreeing to come back and do everything for free, excluding the original \$9,000 service call. Edwards will be talking to the Weather Service to see if there are other companies for service. The final payment for the original purchase of the gauges has not been made due to the ongoing issues.

Code Enforcement

UHS/CMH Women's Health – J. Papelino reported that the C of C was issued for Women's Health and they have begun moving in. The next phase in their project will be the unit for specialty care located on the second floor where the former nursing home was.

Properties – J. Papelino reported that garbage was removed from 14 Grove Ave.; they addressed the garbage issues at 7 Maydole and 67 Plymouth; the new owner of 134 S Broad St. is working on rehabilitation of the property. New windows are ordered and when they come in the plywood boards will come down. No permit has been requested yet as this was just clean-out.

Code Numbers – J. Papelino reported 232 calls; 55 walk-ins; 117 correspondences; 8 permits; 3 complaints; 13 red tags; 15 rental inspections.

Human Resources

Grant Award – L. Murray reported she applied and received a grant from PERMA which was used to purchase a 55" TV and laptop to assist with training.

Police Department

Extradition of Sex Offender from Kentucky – R. Roach reported that the level 3 sex offender that absconded from the area last year and two weeks ago the U.S. Marshalls executed a search warrant and he is now here in jail facing multiple felonies here as well as Federal felonies in Kentucky. Roach had to send two officers to Kentucky to retrieve the individual and will be submitting \$500 - \$800 to the District Attorney's office for reimbursement.

Upcoming Bike Patrol Season – R. Roach reported that the bikes [were taken out of storage]. They are 20 years old and need service, but once the service is completed they will be out on patrol as long as there is a fully staffed shift.

Installation of LPR Downtown – R. Roach reported that the DPW assisted in the installation of the plate reader on the east side of the South Broad St. pole by NBT. The plate reader will read every license plate, run it and will be sent to crime analysis center in Binghamton. The LPR is also on car 21 leading to several arrests.

Start of Work on Camera Installation – R. Roach reported that Chimera is here for on-site review and camera installation will occur soon. When the new grant opens in the fall, application will be made for additional cameras. Chimera was recommended by Garam.

Finance

Transfer for Lead Service Line Replacement Project – D. DuFour requested a \$162,900 transfer of funds from reserves to cover the cost of the Lead Service Line Replacement Project. Of that, \$143,400 will be submitted to the grant after project completion for reimbursement, leaving a cost to the City of \$19,500. Ald. Gee **moved** to recommend the Common Council approve the transfer of funds from reserves. Seconded by Ald. Warren, approved ayes all.

Other Items

Traffic Commission Referral – City Hall Parking – Mayor Doliver explained that in the last few months there has been a lack of parking at City Hall for staff and customers. The Traffic Commission has made the recommendation that there be designated customer and staff parking during business hours at City Hall. Ald. Warren **moved** to recommend the Common Council approve designating parking at City Hall recommended by the Traffic Commission. Seconded by Ald. Allaire, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn the Joint Committee Meeting at 6:53 p.m. Seconded by Ald. Allaire, approved ayes all