

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
May 20, 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 minutes of the special meeting of April 1 and the regular meeting of April 15, 2025.

Public Hearing

Open Forum

Correspondence

- ◆ Curb Cut at 48 Hayes St
- ◆ Achieve .5K
- ◆ YMCA Gus Macker, Halloween Parade, Turkey Trot
- ◆ Park Place Special Liquor Permit for Summer Concert Series

Proclamation

Department, Board and Commission Reports

- ◆ Parks Commission Minutes – March, April
- ◆ Civil Service Minutes – April
- ◆ Youth Board Minutes – May
- ◆ Police Report - April

Mayoral Appointments

Zoning Board of Appeals

- ◆ *Jeanne Barnes, 17 Division Street, appointed to fill the remainder of a three-year term expiring December 31, 2027.*
- ◆ *Jason Yantz, 21 Grove Avenue, appointed as an alternate to a three-year term expiring December 31, 2028.*

Council Appointments

Assessment Board of Review

- ◆ *Agnes Eaton, 79 Plymouth Street, appointed to fill the remainder of a three-year term expiring September 30, 2026.*

Ward Reports

Motions

- ◆ Set Public Hearing for Proposed Ordinance No (B) of 2025 Chapter 486 Streets and Sidewalks
- ◆ Set Public Hearing for Proposed Ordinance No. (C) of 2025 regarding Removing Two-Family Special Permit in R-1 Zone
- ◆ Set Public Hearing for Proposed Local Law (E) regarding Chapter 109 Salaries and Compensation

Resolutions

- ◆ Awarding Bid - 2025 Grinding & Paving Program
- ◆ Declaring DPW Vehicle and Equipment as Surplus and Authorizing Disposal
- ◆ Authorizing Appropriation of Grant Funds from R.C. Smith Foundation for City Band Summer Concert Series
- ◆ Authorizing \$25,000 of In-Kind Services for the Proposed Redesign of the Hayes Street Parking Lot
- ◆ Rescinding Designated Parking Spaces in Hayes Street Municipal Parking Lot
- ◆ Authorizing Appointment of Water System Operator - Unlicensed

Other

Payment of Bills

Executive Session (if necessary)

Adjournment

Correspondence

Curb Cut at 48 Hayes St. – Ald. ____ moved to approve a curb cut request at 48 Hayes St. Seconded by Ald. ____, approved ayes all.

Achieve .5K – Ald. ____ moved to approve a request from Achieve for Police assistance for their walk/run on October 25, 2025. The .5K beginning at 9:30 a.m. starting at 27 Griffin St., heading to Birdsall, East Main to Midland and back to Griffin. The 5K begins at 10:00 a.m. at 27 Griffin St., heading to Birdsall to Brown Ave., continuing North on S. Broad St. to Borden Ave. and continuing on Silver, Birdsall and ending at Griffin. Seconded by Ald. ____, approved ayes all.

YMCA Gus Macker, Halloween Parade, Turkey Trot – Ald. ____ moved to approve requests from the YMCA for their three annual events, including Police Assistance, Fire Assistance and necessary road closures as has been done in previous years: Gus Macker, Friday, July 12 to Sunday July 14; Halloween Parade, October 25 beginning at 11:00 a.m.; Turkey Trot 5K, Sunday, November 23 beginning at 12:30 p.m. Seconded by Ald. ____, approved ayes all.

Park Place Special Liquor License for Summer Concert Series – Ald. ____ moved to approve the special liquor license for Park Place Restaurant to serve alcohol in a roped-off area in front of their restaurant during the Summer Concert series on Thursday's in July and August. Seconded by Ald. ____, approved ayes all.

Motions

- ♦ **Set Public Hearing for Proposed Ordinance No (B) of 2025 Chapter 486 Streets and Sidewalks** – Ald. ____ moved to set a Public Hearing for June 17, 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.~~ Duty of property owner and occupant

~~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 under their control within 12 hours from the substantial completion of such storm.~~

It shall be the duty of the owner and occupant, jointly, of every parcel of real estate adjoining a public sidewalk, whether the parcel of real estate is occupied by a structure or not, to keep such sidewalks adjoining such property free from snow and ice for the full paved width of such sidewalk.

Snow and ice shall be removed within 24 hours after the substantial completion of snowfall, in addition, sidewalks in front of commercial establishments and commercial parking lots shall be kept safe and passable between the hours of 9:00 a.m. and 5:00 p.m.

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.

§ 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 on the Municipal Fee Schedule as established by the Common Council shall be assessed to the expense bill.* ~~with a fifty percent administrative surcharge added thereto,~~ *The total cost* 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~~ 30 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.

- ◆ **Remove Two-Family Special Permit in R-1 Zone** – Ald. ____ **moved** to set a public hearing for June 17, 2025 to hear comment relative to the removal of the 2-Family Dwelling by special permit from the R-1 Single Family Residence zone of the table.

Proposed Ordinance No. (C) of 2025

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

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

Chapter 575 Zoning; Attachment 1, Zoning Use Table of the Code of the City of Norwich shall be amended to reflect removal of the 2-Family Dwelling by special permit from the R-1 Single Family Residence zone of the table.

- ◆ **Set Public Hearing – Chapter 109 Salaries and Compensation** – Ald. ____ **moved** to set a Public Hearing for July 17, 2025 at 6:30 p.m. to hear public comment regarding proposed Local Law No. (E) of 2025 Chapter 109 Salaries and Compensation. Seconded by Ald. ____, approved ayes all.

PROPOSED LOCAL LAW NO. (E)
OF 2025

A LOCAL LAW TO AMEND CHAPTER 109
OF THE CITY OF NORWICH

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

A local law adopted pursuant to Chapter 109 in the City of Norwich.

Article I

Mayor and Aldermen

[Adopted 1-7-1985 by L.L. No. 1-1985]

§ 109-1 **Annual salaries.**

The annual salaries of the following City officers are hereby established as follows:

- A. Mayor ~~\$16,210~~ ~~\$20,000~~
- B. Members of the Common Council (Aldermen): ~~\$4,000~~ ~~\$5,000~~. [Amended 12-2-1987 by L.L. No. 3-1987; 12-26-1989 by L.L. No. 1-1990]

§ 109-2 **Effective date; permissive referendum.**

This article shall take effect ~~December 9, 2022~~ [date will be 45 Days from Adoption by Council], or upon after final adoption, whichever shall occur later, and shall be subject to a permissive referendum.

Old material is crossed out; New material is *italic* and underlined

Resolutions

RESOLUTION # -2025

AWARDING BID - 2025 GRINDING & PAVING PROGRAM

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

WHEREAS, bids for the 2025 Street Rehabilitation Program were opened on April 11, 2025; and

WHEREAS, the Delaware Engineering has made certain recommendations; now, therefore be it

RESOLVED, that the bid for the 2025 Grinding & Paving Program be awarded to the lowest qualified bidder meeting specifications, James Bray Paving LLC of Sauquoit, NY, in the total bid amount of \$744,040.44.

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

RESOLUTION # - 2025

**DECLARING DPW VEHICLE AND EQUIPMENT AS SURPLUS AND
AUTHORIZING DISPOSAL**

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

WHEREAS, a vehicle and various pieces of equipment have been deemed to have little to no value; and

WHEREAS, the vehicle and pieces of equipment no longer are needed by the DPW; 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:

W7 - 2012 Chevy Impala - VIN #2G1WG5E34C1101470
Nine (9) Snow Plows
(1) Hiniker V-Plow -(3) Straight Blade Pick-up Truck Plows
(5) 550/Dump Truck Straight Blade Plows
Fiberglass Salter
Stainless Steel Salter
Four foot Blacktop Roller
#67 Ingersoll Rand DX-70 Roller
Two Merry Go Rounds
Toro Four foot PTO driven Snowblower
Jacobse Aerator
Six (6) Push Mowers (variety brands/parted out)
Four (4) Stihl Trimmers (parted out)
Two (2) Walk Behind Blowers

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

RESOLUTION # - 2025

**AUTHORIZING APPROPRIATION OF GRANT FUNDS FROM R.C. SMITH
FOUNDATION FOR CITY BAND SUMMER CONCERT SERIES**

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

WHEREAS, a grant in the amount of \$3,525 has been received from the R.C. Smith Foundation for supporting the Norwich City Band 2025 summer concert series; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that \$3,525 from the RC Smith Grant be and hereby are appropriated for the Norwich City Band 2025 summer concert series; and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental appropriation in the 2025 General Fund budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A910	General Fund – Appropriated Fund Balance	\$ 3,525
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A7270.4020	Band Concerts - Contracted Services	\$ 3,525

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

**RESOLUTION # - 2025 AUTHORIZING \$25,000 OF IN-KIND SERVICES FOR THE PROPOSED
REDESIGN OF THE HAYES STREET PARKING LOT**

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

WHEREAS, a proposed hotel project is anticipated at 14-16 South Broad Street; and

WHEREAS, a redesign of the Hayes St. parking lot has been proposed by the developers of the hotel project; and

WHEREAS, the hotel developers will be paying for the redesign of the City-owned lot and are asking for \$25,000 of in-kind labor from the DPW which was initially agreed upon at the February 20, 2018 Common Council meeting; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that the City may provide up to \$25,000 of in-kind labor by the Department of Public Works for the reconfiguration of the existing Hayes Street Municipal Parking Lot.

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

**RESOLUTION # - 2025 RESCINDING DESIGNATED PARKING SPACES IN HAYES STREET
MUNICIPAL PARKING LOT**

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

WHEREAS, pursuant to Section 525-52 of Chapter 525 of the 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, on February 20, 2018 the Common Council approved 71 spaces designated in the Hayes Street Municipal Parking lot redesign for a proposed hotel project at 14-16 South Broad St.; and

WHEREAS, the NYS Comptroller's Office has deemed the designation of the parking spots as illegal; and

WHEREAS, the Joint Committee has made the recommendation to rescind the 71 parking space designation; now, therefore be it

RESOLVED, that the 71 parking spaces designated on February 20, 2018 for hotel parking in the Hayes Street Municipal Parking Lot is hereby rescinded; and further be it

RESOLVED, that the following paragraph to Section 525-52, City Parking Lots, of Chapter 525 of the Code of the City of Norwich be changed:

HAYES STREET CITY PARKING LOT, handicapped parking; fifteen minute parking; three hour parking; permit parking; loading zone; ~~71 spaces in the area of 14-16 South Broad Street for hotel parking.~~

Material deleted has been struck-through.

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

RESOLUTION # –2025 **AUTHORIZING APPOINTMENT OF WATER SYSTEM OPERATOR - UNLICENSED**

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

WHEREAS, a vacancy exist in the Water System Operator position in the City of Norwich Department of Public Works, and;

WHEREAS, Phillip Francisco has been recommended to transfer from the Pool and Grounds Technician to Water System Operator - Unlicensed; and

WHEREAS, certain recommendations of his appointment to Water System Operator – Unlicensed have been made; now, therefore be it

RESOLVED, that Phillip Franscisco of Bainbridge, NY, be and hereby is granted a temporary appointment to the position of Water System Operator – Unlicensed at the rate of \$26.89 effective June 1, 2025 subject to such action as may be necessary by the Norwich Civil Service Commission; and further be it

RESOLVED, that Phillip Francisco shall obtain all necessary permits within 18 months of the date of appointment to Water System Operator - Unlicensed.

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

Payment of Bills

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

	<u>Prepaid</u>	<u>5/20/2025</u>	<u>Grand Total</u>
General Fund	\$790,898.75	\$67,882.31	\$858,781.06
Water Fund	46,734.57	14,131.24	60,865.81
Sewer Fund	21,933.27	9,456.08	31,389.35
Trust	45,298.68	-	45,298.68
BID	2,000.00	98.00	2,098.00
Capital Projects	17,817.50	-	17,817.50
TOTALS	\$924,682.77	\$91,567.63	\$1,016,250.40

Seconded by Ald. _____ and duly adopted _____.