

COMMON COUNCIL  
AGENDA

Held at  
One Court Plaza  
June 17, 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 regular meeting of May 20, 2025

Public Hearings:

Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor & Alderpersons)

Proposed Ordinance No. (C) of 2025 – Removal of Two-Family by Special Permit in R-1 Zone

REVISED Proposed Ordinance No (B) of 2025 – Snow and Ice Removal

Open Forum

Correspondence

- ◆ Colorscape 2025
- ◆ Race to the Face

Department, Board and Commission Reports

- ◆ Ontario Hose Minutes – April, May
- ◆ Planning Commission Minutes – March, April, May worksession,
- ◆ Maydole Hose Minutes – January, April, May 2025; February, October, November 2024; March, June 2022
- ◆ Park Minutes – May
- ◆ Youth Board Minutes – May
- ◆ Traffic Minutes - May
- ◆ Human Resources Reports – March, April, May
- ◆ Finance Reports – March, April, May
- ◆ Police Report – May
- ◆ Fire Report - May

Mayoral Appointment

*Norwich Housing Authority*

- ◆ *Ryan Zieno, 20 Adelaide Street, re-appointed to a five-year term expiring June 25, 2030.*

Ward Reports

Motions

- ◆ Authorizing Agreement for Legal Services
- ◆ Leachate - Chenango County Landfill
- ◆ Authorize the Mayor to Approve Workshops and Trainings

Resolutions

- ◆ Awarding Bid – Hydrostatic Track Stump Grinder
- ◆ Authorizing the Mayor to Enter into an Intermunicipal Memorandum of Understanding with The County of Chenango for Code Enforcement Services
- ◆ Authorizing Appropriation of Grant Funds from The Greater Norwich Foundation for City Band Summer Concert Series
- ◆ Authorizing Transfer for Temporary Summer Help
- ◆ Authorizing Transfer of Fire Capital Reserve Funds for Fire Department Equipment

- ◆ Authorizing Transfer for Insurance Costs
- ◆ Authorizing Transfer for Lab Expenses
- ◆ Amending Municipal Code Enforcement Fee Schedule
- ◆ Amending Municipal Fee Schedule
- ◆ Authorizing Mayor to Sign 2025 Animal Shelter Agreement with Chenango County SPCA

Payment of Bills

Executive Session (if necessary)

Adjournment

## Correspondence

**Colorscape 2025** - Ald. \_\_\_\_\_ **moved** to approve a request from Colorscape Chenango Arts Festival for restricted parking and road closures on September 5, 6 and 7, 2024. Road closures include East and West Park Place; West Main St. from Court St. to Elm St.; Court St. from south of the library drive to West Main St.; NO PARKING on North Broad St. between East and West Parks; and the first six parking spaces on the west side of South Broad St. as an extension of the Culinary Court. Special Event designation is also requested. Seconded by Ald. \_\_\_\_\_, approved ayes all.

**Race to the Face** – Ald. \_\_\_\_\_ **moved** to approve a request from the Chenango Greenway Conservancy for Police and EMS assistance and road closures at West Main St. for their Race to the Face 5K event on Saturday, September 27, 2025 with the race beginning at noon. Seconded by Ald. \_\_\_\_\_, approved ayes all.

## Motions

- ◆ **Authorizing Agreement for Legal Services** – Ald. \_\_\_\_\_ **moved** to authorize the Mayor to enter into an agreement with Mary Alyce Sporing of Clippinger Law Offices for legal services. Seconded by Ald. \_\_\_\_\_, approved ayes all.
- ◆ **Leachate - Chenango County Landfill** - Ald. \_\_\_\_\_ **moved** to authorize an increase in billing fees to .04 cents per gallon effective June 17, 2025. Seconded by Ald. \_\_\_\_\_, approved ayes all.
- ◆ **Authorize the Mayor to Approve Workshops and Trainings** – Ald. \_\_\_\_\_ **moved** to authorize the Mayor as the designated official to approve workshops and trainings in compliance with the NYS law. Seconded by Ald. \_\_\_\_\_, approved ayes all.

## Resolutions

### **RESOLUTION # -2025**

### **AWARDING BID – HYDROSTATIC TRACK STUMP GRINDER**

Ald. \_\_\_\_\_ introduced the following and **moved** its adoption:

WHEREAS, bids for the Hydrostatic Track Stump Grinder were opened on June 2, 2025; and

WHEREAS, the Superintendent of Public Works have made certain recommendations to award the bid to Vermeer All Roads with the low bid of \$66,260.00; now, therefore be it

RESOLVED, that the bid for the Hydrostatic Track Stump Grinder be awarded to the lowest qualified bidder meeting specifications, Vermeer All Roads with the low bid of \$66,260; 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:

#### From:

| <u>Account Number</u> | <u>Name</u>                          | <u>Amount</u>   |
|-----------------------|--------------------------------------|-----------------|
| HR26-9950.9           | Highway Equipment - Capital Reserves | \$ 39,756.00    |
| HR28-9950.9           | Water Equipment – Capital Reserves   | 19,878.00       |
| HR42-9950.9           | Sewer Equipment – Capital Reserves   | <u>6,626.00</u> |
|                       |                                      | \$ 66,260.00    |

#### To:

| <u>Account Number</u> | <u>Name</u>                            | <u>Amount</u>   |
|-----------------------|----------------------------------------|-----------------|
| A5110.2100            | General Street Maintenance – Equipment | \$ 39,756.00    |
| F8320.2110            | Water Source of Supply Equipment       | 19,878.00       |
| G8130.2100            | Sewer Treatment & Disposal – Equipment | <u>6,626.00</u> |
|                       |                                        | \$ 66,260.00    |

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

**RESOLUTION # - 2025****AUTHORIZING THE MAYOR TO ENTER INTO AN INTERMUNICIPAL  
MEMORANDUM OF UNDERSTANDING WITH THE COUNTY OF CHENANGO  
FOR CODE ENFORCEMENT SERVICES**

Ald. \_\_\_\_\_ introduced the following and **moved** its adoption:

WHEREAS, Principle Design Engineering PLLC has requested a third-party for code enforcement in dealing with their engineering project at 42-46 North Broad St. which is part of the Downtown Revitalization Initiative (DRI); and

WHEREAS, Chenango County has the ability, staff and authority to provide limited code enforcement services for the project; and

WHEREAS, a transfer of \$4,600 to cover the costs for code enforcement services provided by the County that are associated with the project at 42-46 North Broad St. and Principle Design Engineering; now, therefore be it

RESOLVED, that the Mayor is hereby authorized, after review of the Memorandum of Understanding and under the direction of the City Attorney, to enter into an intermunicipal agreement with the County of Chenango for code enforcement assistance for the project at 42-46 North Broad St. at a cost of \$4,600; and further be it

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

|                       |                                        |               |
|-----------------------|----------------------------------------|---------------|
| <u>From:</u>          |                                        |               |
| <u>Account Number</u> | <u>Name</u>                            | <u>Amount</u> |
| A1990.4               | Contingency                            | \$ 4,600      |
| <u>To:</u>            |                                        |               |
| <u>Account Number</u> | <u>Name</u>                            | <u>Amount</u> |
| A3620.4020            | Code Enforcement - Contracted Services | \$ 4,600      |

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

**RESOLUTION # - 2025****AUTHORIZING APPROPRIATION OF GRANT FUNDS FROM THE GREATER  
NORWICH 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 Greater Norwich 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 Greater Norwich Foundation 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 TRANSFER FOR TEMPORARY SUMMER HELP**

Ald. \_\_\_\_\_ introduced the following and **moved** its adoption:

WHEREAS, the Joint Committee approved a request to fill three additional temporary summer employee positions in the DPW; and

WHEREAS, funds of \$15,000 will need to be transferred to cover two of those positions; now, therefore be it

RESOLVED, that the transfer of \$15,000 for two additional temporary summer employees in the DPW is hereby authorized; and, further be it

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

From:

| <u>Account Number</u> | <u>Name</u>       | <u>Amount</u> |
|-----------------------|-------------------|---------------|
| F1990.4               | Water Contingency | \$ 15,000     |

To:

| <u>Account Number</u> | <u>Name</u>                              | <u>Amount</u> |
|-----------------------|------------------------------------------|---------------|
| F8340.1010            | Water – Distribution – Personal Services | \$ 15,000     |

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

**RESOLUTION # - 2025****AUTHORIZING TRANSFER OF FIRE CAPITAL RESERVE FUNDS FOR FIRE DEPARTMENT EQUIPMENT**

Ald. \_\_\_\_\_ introduced the following and **moved** its adoption:

WHEREAS, forestry gear, an electric hoist, an electronic door latch, wheels and blades are needed for Fire Department equipment; and

WHEREAS, \$2,878.71 needs to be transferred for the purchases; and

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

From:

| <u>Account Number</u> | <u>Name</u>               | <u>Amount</u> |
|-----------------------|---------------------------|---------------|
| HR32                  | Fire Equipment – Reserves | \$ 2,878.71   |

To:

| <u>Account Number</u> | <u>Name</u>                 | <u>Amount</u> |
|-----------------------|-----------------------------|---------------|
| A3410.2100            | Fire Department – Equipment | \$ 2,878.71   |

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

**RESOLUTION # - 2025****AUTHORIZING TRANSFER FOR INSURANCE COSTS**

Ald. \_\_\_\_\_ introduced the following and moved its adoption:

WHEREAS, higher than anticipated insurance costs requires additional funds to cover those costs; and

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

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

| <u>From:</u>          | <u>Name</u>           | <u>Amount</u> |
|-----------------------|-----------------------|---------------|
| <u>Account Number</u> |                       |               |
| A1990.4               | General - Contingency | \$ 10,000.00  |

| <u>To:</u>            | <u>Name</u>         | <u>Amount</u> |
|-----------------------|---------------------|---------------|
| <u>Account Number</u> |                     |               |
| A1910.4               | General - Insurance | \$ 10,000.00  |

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

**RESOLUTION # - 2025****AUTHORIZING TRANSFER FOR LAB EXPENSES**

Ald. \_\_\_\_\_ introduced the following and moved its adoption:

WHEREAS, higher than anticipated laboratory expenses will need \$15,000 in additional funds to cover those costs; and

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

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

| <u>From:</u>          | <u>Name</u>         | <u>Amount</u> |
|-----------------------|---------------------|---------------|
| <u>Account Number</u> |                     |               |
| G1990.4               | Sewer - Contingency | \$ 15,000.00  |

| <u>To:</u>            | <u>Name</u>                               | <u>Amount</u> |
|-----------------------|-------------------------------------------|---------------|
| <u>Account Number</u> |                                           |               |
| G8130.4026            | Sewer Treatment & Disposal – Lab Expenses | \$15,000.00   |

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

**RESOLUTION # - 2025****AMENDING MUNICIPAL CODE ENFORCEMENT FEE SCHEDULE**

Ald. \_\_\_\_\_ 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, the Common Council seeks to raise the fines for nuisance removal; and

WHEREAS, those changes require a change to the Code Enforcement Municipal Fee Schedule; and



**Payment of Bills**

Ald. \_\_\_\_\_ moved to pay the June bills after proper audit and certification.

|                             | <u>Prepaid</u>        | <u>6/17/2025</u>    | <u>Grand Total</u>    |
|-----------------------------|-----------------------|---------------------|-----------------------|
| General Fund                | \$1,720,142.98        | \$71,709.97         | \$1,791,852.95        |
| Water Fund                  | 49,671.73             | 12,324.89           | 61,996.62             |
| Sewer Fund                  | 54,042.62             | 20,768.78           | 74,811.40             |
| Trust                       | 43,150.30             | -                   | 43,150.30             |
| BID                         | 4,691.61              | 356.60              | 5,048.21              |
| Comm. Dev. - Special Grants | 7,722.75              | -                   | 7,722.75              |
| Capital Projects            | 533,873.83            | -                   | 533,873.83            |
| <b>TOTALS</b>               | <b>\$2,413,295.82</b> | <b>\$105,160.24</b> | <b>\$2,518,456.06</b> |

Seconded by Ald. \_\_\_\_\_ and duly adopted \_\_\_\_\_.