

COMMON COUNCIL

June 17, 2025

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:00 PM on June 17, 2025, in the Common Council Chambers at One Court Plaza.

Present:

Mayor Brian Doliver
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
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 Tim Miller
Asst. Police Chief Scott Burlison
EMO William Edwards
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil

Call to Order

The meeting of the Common Council was called to order by Mayor Doliver at 6:01 p.m.

Approval of Minutes

Ald. Loomis **moved** to approve the minutes of the regular meeting of May 20, 2025. Seconded by Ald. Warren and duly approved ayes all.

Public Hearings:

Proposed Local Law No. (E) of 2025 – Chapter 109 Salaries & Compensation (Mayor & Alderpersons) –
Mayor Doliver opened the public hearing at 6:03 p.m.

Christine Carnrike, 29 Jones Ave., said the timing couldn't be worse during an election year with four offices up for election. Perhaps it could be brought forward during an off year when city offices are not on the ballot. Public service is about service, not salary. She expects it would be difficult for them to vote for a pay increase for themselves.

Ald. Zieno understood the changes in the salaries, particular in the Mayor's. He feels that a pay raise for the Mayor is warranted, but would hesitate to vote for a raise for himself. He would like to see the Alderperson's pay raise and the Mayoral pay raise in separate legislation so he could vote on them separately.

Hearing no further comments, the public hearing was closed at 6:07 p.m.

Proposed Ordinance No. (C) of 2025 – Removal of Two-Family by Special Permit in R-1 Zone – Mayor Doliver opened the public hearing at 6:07 p.m.

Robert M. Jeffrey, 17 York St., said he is in favor of this ordinance. Looking at the zoning map most of the east side is R2 and B2. Ward 2 being mostly R2 or R3, Ward 1 has some R2, Ward 3 is predominately R1. There is an abundance of R2, R3 with not a lot of R1. If we're going to attract and retain people to the City, [if looking at purchasing] they have the potential to have an R2 next to them.

Christine Carnrike, 29 Jones Ave., this ordinance is necessary to prevent property owners from thinking they can take a property in an R1 zone and converting it into a two-family. She referenced a comment by a Zoning Board member, saying it was uncalled for. Two-Family and multi-family homes are not what Norwich needs to make it a place to live and raise a family. She referenced driving down the "side streets to see decaying houses, unkempt lawns – if there is a lawn – and cars parked everywhere."

Hearing no further comments, the public hearing was closed at 6:10 p.m.

REVISED Proposed Ordinance No (B) of 2025 – Snow and Ice Removal – Mayor Doliver opened the public hearing at 6:10 p.m.

Jeanie Barnes, 17 Division St., said she still has issue with inclusion of spreading ash saying it allows for a loophole instead of clearing the sidewalk.

Hearing no further comments, the public hearing was closed at 6:11 p.m.

Proclamation – The following proclamation was read:

P R O C L A M A T I O N

In Honor of McNeil Jewelers
79 Years of Business

WHEREAS, McNeil Jewelers was established in 1946 by Robert McNeil; and

WHEREAS, Robert McNeil's sons, Jim and Patrick McNeil, took over the business and continued to run it for the last 50 years; and

WHEREAS, McNeil Jewelers have been at their current location at 25 South Broad Street since 1974 and are the last remaining jewelers in Norwich; and

WHEREAS, McNeil Jewelers and its proprietors have been an integral part of the entire community and played a critical role in downtown Norwich, they will be missed by all; now

THEREFORE, we would like to express our deepest appreciation to Jim McNeil and Patrick McNeil for all their years of hard work, perseverance and dedication and wish them the very best in their retirement.

Open Forum

Pat Rutan, owner of 61 Canasawacta St., said they are lifetime residents and have raised four children here, three of whom have left Norwich and therein lies the problem. Norwich is becoming a city of elderly people. Three years ago they purchased 61 Canasawacta St. from the City through via the RFP (tax sale) process with every intention of renovating it. However, due to health issues that arose and several surgeries and recoveries that are still ongoing. They were approached by a young person who had interest in buying the property. This young man grew up on Canasawacta St., graduated from Norwich High School, has lived on the West coast for the last 25 years, has ties to the area and has rehabbed houses before. He is exactly who we want to attract to our community. They were surprised by the City's decision to retake the property rather than allow them to sell it to this person and urge them to reconsider that decision. She feels rather than setting a precedent, a decision can be made on a case-by-case basis.

Jeanie Barnes, 17 Division St., said she wants to address the concessions being made by the Council and other City groups regarding the business district, specifically referencing the Heritage Building project. She understands how important it is to have proper documentation as these buildings are very old and not up to current code and ADA standards. Having proper engineering plans is [very important]. First, this "situation" is again attempting to bypass the standards that many have complained are not being met in Norwich. Second, operating outside the standards puts the public going into the business, the [residential] renters, as well as the attached surrounding buildings at risk. It is the Council's job to uphold City ordinances, "not ignore them or to use taxpayer or Federal funds for personal projects." The engineer's plans for the Heritage Building were reviewed by a third party and reported the plans "do not meet any professional State or County standards". "If the engineers cannot hold themselves to the standards expected, it is not this Council's job to lower the standards."

Christine Carnrike, 29 Jones Ave., said that those upset by the resolution on tonight's agenda that the City pay for Code review for 42-46 N. Broad St. should be upset that this is even an issue. If we can use the County, we should use them and save taxpayer money and deal directly with the County for code enforcement. She's heard the term "institutional knowledge" and argues that certification for Code Enforcement Officer is not unattainable and does not require "institutional knowledge".

Marissa Phelps, 47 Hayes St., stated that at the last meeting the Code Enforcement Officer job had been posted and no one applied. When looking on the City website and Indeed, no posting is listed.

Correspondence

Colorscape 2025 - Ald. Loomis **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. Allaire, approved ayes all.

Race to the Face – Ald. Warren **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. Zieno, approved ayes all.

Summer Market – Ald. Warren **moved** to approve a request from Saturday in the Park with Chobani for a Summer Market from 3 p.m. to 8 p.m. in West Park on Thursday's during July and August an additional day on Friday, August 15, 2025. This will need Special Event designation as it is outside of their Farmer's Market bylaws. Seconded by Ald. Caezza, approved ayes all.

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

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

Mayoral Appointment – Mayor Doliver announced the following appointment:

Norwich Housing Authority

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

Ward Reports

Ward 1

Ald. Warren reported code complaints that were forwarded to Codes; conversations regarding local projects; support for the City Manager position; and thanks to the Police Department for the recent drug arrests. He is in favor of a raise for the Mayor and also feels that the raises for Mayor and Alderpersons be in separate resolutions.

Ward 2

Ald. Gee reported many meetings and conversations regarding the Canasawacta Valley Home expansion. There were questions regarding 35 Pleasant St. The mortgage holding company's auction started at \$66,000 but there was no interest. Gee said there may be some interest by a neighboring owner to tear down both homes and build one.

Ward 3

Ald. Allaire reported a compliment on the microphones for the meeting, but suggested adding 2 additional microphones.

Ward 4

Ald. Loomis reported many codes, DPW and Police Department issues which were forwarded to the proper departments which all but one have been resolved; numerous conversations around the DRI projects and how to proceed. He felt that returning \$10 million to the State because we couldn't effectively manage projects would be foolish and said that if it takes a third party to become involved for code review he sees no issue with it.

Ward 5

Ald. Zieno reported receiving a complaint; continues to receive questions about the S. Broad St. park, specifically why there will be no playground equipment, which he refers to Friends of the Park.

Ward 6

Ald. Caezza reported received numerous grass and garbage complaints which were referred to Codes.

Mayor Doliver said he had no problem separating the salaries for the Mayor and Alderpersons. He urged the Council to consider raising the Alderperson rates since there hasn't been one since 1989. He spoke to officials at the Canasawacta Valley Home saying there are a lot of great things they will be doing and even though there have been concerns in the neighborhood, it will be very nice when finished. Regarding Code Enforcement, we've done the proper thing and if the Council feels things should be done differently, they have the power to change it.

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

Motions

Authorizing Agreement for Legal Services – Ald. Loomis **moved** to authorize the Mayor to enter into an agreement with Mary Alyce Sporing of Clippinger Law Offices for legal services. Seconded by Ald. Warren, approved ayes all.

Leachate - Chenango County Landfill – Pharsalia - Ald. Caezza **moved** to authorize an increase in billing fees for Pharsalia Leachate to .04 cents per gallon effective July 1, 2025. Seconded by Ald. Allaire, approved ayes all.

Authorize the Mayor to Approve Workshops and Trainings – Ald. Zieno **moved** to authorize the Mayor as the designated official to approve workshops and trainings in compliance with the NYS law. Seconded by Ald. Gee, approved ayes all.

Executive Session

Ald. Loomis **moved** to enter executive session to discuss the financial history of a particular corporation and contract negotiations at 6:43 p.m. p.m. Seconded by Ald. Warren, approved ayes all.

Ald. Warren **moved** to exit executive session at 7:25 p.m. Seconded by Ald. Loomis, approved ayes all.

Resolutions

RESOLUTION #51 -2025

AWARDING BID – HYDROSTATIC TRACK STUMP GRINDER

Ald. Gee 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. Loomis, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #52 - 2025

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

Ald. Loomis 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; and

WHEREAS, funds from HUD can be used for “code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area”; 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 Common Council authorizes a transfer from HUD funds to cover the \$4,600 to Chenango County for code enforcement services by the County; 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:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
CD57	Special Grants – Contracted Services	\$ 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. Allaire, and duly adopted, 5 - 1, on a roll call vote with Ald. Caezza voting nay.

**RESOLUTION #53 - 2025 AUTHORIZING APPROPRIATION OF GRANT FUNDS FROM THE
GREATER NORWICH FOUNDATION FOR CITY BAND SUMMER
CONCERT SERIES**

Ald. Gee 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. Warren, and duly adopted, 6 – 0, on a roll call vote.

Thanks were expressed to The Greater Norwich Foundation for their continued support.

RESOLUTION #54 - 2025 AUTHORIZING TRANSFER FOR TEMPORARY SUMMER HELP

Ald. Caezza 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:

<u>From:</u>		
<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. Warren, and duly adopted, 6 - 0, on a roll call vote.

**RESOLUTION #55 - 2025 AUTHORIZING TRANSFER OF FIRE CAPITAL RESERVE FUNDS FOR
FIRE DEPARTMENT EQUIPMENT**

Ald. Loomis 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:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR32	Fire Equipment – Reserves	\$ 2,878.71
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire Department – Equipment	\$ 2,878.71

Seconded by Ald. Warren, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #56 - 2025 AUTHORIZING TRANSFER FOR INSURANCE COSTS

Ald. Zieno 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>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1990.4	General - Contingency	\$ 10,000.00
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1910.4	General - Insurance	\$ 10,000.00

Seconded by Ald. Allaire and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #57 - 2025**AUTHORIZING TRANSFER FOR LAB EXPENSES**

Ald. Warren 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. Allaire and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #58 - 2025 **AMENDING MUNICIPAL CODE ENFORCEMENT FEE SCHEDULE**

Ald. Loomis 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

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

RESOLVED, that the Code Enforcement Municipal Fees Schedule of the City of Norwich is be and hereby is updated effective as of June 17, 2025:

Mowing, Garbage/Trash, Snow, Ice and Nuisance removal:

Shall be the cost of removal PLUS: (A separate offense per each **Ordinance**)

First occurrence within a calendar year	Warning
Second occurrence within a calendar year	\$100.00
Third occurrence within a calendar year	\$200.00 <u>300.00</u>
Every other occurrence within a calendar year	\$300.00 <u>500.00</u>

Seconded by Ald. Zieno, and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #59 - 2025**AMENDING MUNICIPAL FEES AND FINES SCHEDULE**

Ald. Warren 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 Septage Waste fee is currently .11 cents per gallon and a raise to .13 cents per gallon has been recommended; and

WHEREAS, the Joint Committees have agreed with the recommendation; now, therefore be it

RESOLVED, that the following portions of the Municipal Fees & Fines Schedule be and hereby is updated effective as of July 1, 2025:

Septage Waste Fees ~~+.11~~ **.13** a gallon

Seconded by Ald. Allaire and duly adopted, 6 - 0, on a roll call vote.

RESOLUTION #60 - 2025 AUTHORIZING MAYOR TO SIGN 2025 ANIMAL SHELTER AGREEMENT WITH CHENANGO COUNTY SPCA

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

WHEREAS, the Chenango County SPCA provides certain services to the City of Norwich; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to sign a contract with the Chenango County SPCA, to provide services per the 2025 Animal Shelter Agreement.

Seconded by Ald. Warren and duly adopted, 6 - 0, on a roll call vote.

Payment of Bills

Ald. Zieno **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
TOTALS	\$2,413,295.82	\$105,160.24	\$2,518,456.06

Seconded by Ald. Gee and duly adopted 6 - 0.

Adjournment

Ald. Allaire **moved** to adjourn at 7:38 p.m. Seconded by Ald. Loomis, approved ayes all.