

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
August 5, 2025

Present:

Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. David Zieno
Ald. Matthew Caezza

Supervisor Robert M. Jeffrey

Absent

Supervisor James McNeil
Mayor Brian Doliver
Ald. Eric Warren

Also:

Director of Finance/City Clerk Dee DuFour
DPW Superintendent Tim Miller
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

Ald. Loomis called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:00 p.m. at the Council Chambers.

Correspondence

- ♦ **Colorscape – Alcohol Vendor** – A. Eaton reported receiving an inquiry from the Executive Director of Colorscape, Michele Ericksen, for a vendor to serve alcohol. It was explained to Ms. Ericksen that the consumption of alcohol would need to be contained in a roped-off area similar to what Park Place does. Ald. Zieno **moved** to recommend the Common Council approve the sale of alcohol by a single vendor in a roped-off area, pending receiving a copy of the vendors alcohol permit issued by the State by the Common Council meeting. Seconded by Ald. Allaire, approved ayes all.

Department Head Reports

DPW

Surplus Equipment – T. Miller requested to declare a 1972 Stump Grinder and a broken flatbed trailer as surplus. Ald. Caezza **moved** to recommend the Common Council declare the items surplus. Seconded by Ald. Gee, approved ayes all.

Reservoir Update – T. Miller reported that the summer help has been working at the reservoir to trim, mow, and remove brush and that several dead trees have been removed and it's looking good.

B&D Pump Station Repairs – T. Miller reported that the pumps at the B&D pump station are almost 30 years old and need replacing at a cost of \$57,299 which will be reimbursed by the Town of Norwich. Ald. Zieno **moved** to recommend the Common Council approve the replacement pumps with reimbursement by the Town of Norwich and a transfer of funds. Seconded by Ald. Gee, approved ayes all.

Purchase Snow Removal Equipment – T. Miller requested approval for the purchase of a 12' Protech Snow Pusher which is custom for parking lots for \$8,852 and a plow for \$6,798. Ald. Gee **moved** to recommend the Common Council approve the total purchase of \$15,650 and a corresponding transfer of funds. Seconded by Ald. Allaire, approved ayes all.

Hale Street Traffic Study – T. Miller reported that the traffic study for the Hale St. light has been completed. The Manual Uniform Traffic control guidelines say that with over 6,000 per day per street a traffic light is recommended. Traffic numbers from the study are 3,137 cars on Hale St., 2,326 on Prentice St. and 1,372 on Midland Dr. Even though school is not in session, the major events held within the city and with the construction on County Rd. 32 likely increased the numbers of cars. Ald. Loomis said that the heaviest traffic during school would be the half-hour in the morning and half-hour in the afternoon during student drop-off. Miller reported that \$150,000 is likely the replacement cost which doesn't include labor. Ald. Loomis said that we could proceed with the 4-way STOP for now and always do a traffic light down the road if it is needed.

There was discussion of other 4-way STOPS at busy intersections such as Rexford/Silver and Woods Corners. Ald. Zieno strongly urged the replacement of the light. Ald. Loomis **moved** to recommend the Common Council proceed with the 4-way STOP. Seconded by Ald. Allaire, approved 5 – 1 with Ald. Zieno voting nay.

Ald. Zieno asked for an update on Kurt Beyer Pool. T. Miller said that general maintenance, such as cleaning and painting, has been done while the Parks Comprehensive study is ongoing. Ald. Zieno stated that the roofs on the buildings are bad and should be replaced. A. Testani remarked that it doesn't make sense to put a new roof on if the study says a whole new bathhouse should be built. Ald. Zieno requested a cost estimate of the bathhouse and pool chemical storage house.

Ald. Zieno asked if there was an update on a quote for the Weiler Park walking path and Miller said he has received nothing back yet.

Community Development

BID Minimum Parking Standards – E. Scrivener reported that a dual recommendation from the Planning Commission and the B.I.D. that the minimum parking requirements in the B.I.D. district be dispensed with. EDR is working on the downtown placement initiative and this is the best practice that they recommend in the downtowns they work in. He reported upwards of 750 parking spaces in the B.I.D., not including 220 spaces at the County, so they feel there is ample parking downtown. They feel it is an unnecessary hardship for businesses to provide parking. Projects underway right now, including Commerce Chenango, 13-15 South Broad St., the hotel, the Unguentine building and the Community Bank building are unlikely to meet the requirements without a variance. The thought is to eliminate the need rather than do a variance for each project. Ald. Gee **moved** to recommend the Common Council set a Public Hearing for September 16, 2025 at 6:00 p.m. to change Chapter 575-22 Off-Street Parking and Loading as well as the Zoning 575 Attachment 3 to reflect no minimum parking requirements within the B.I.D. District. Seconded by Ald. Loomis, approved ayes all.

DRI – E. Scrivener gave an update on the DRI projects – The Manley House has been painted; the hotel project has gone out to bid and they've reached out to Chenango County for its review; the Unguentine project has received the 90% plans, have spoken to ESD and will be looking for a commitment of funding from CPC; for the Chenango Arts Council project is waiting on a letter from the Planning Departmental Corporation and then will issue a notice to proceed. A few of the smaller fund projects are getting underway. They are also in discussion with the State to change the Parks project from BID to the City of Norwich to be able to switch from the Department of State to the Empire State Development. The American Heritage building project is revising some drawings and will be underway.

Construction Staging Plan – E. Scrivener reported that a fenced staging area for the hotel construction is being requested in the Hayes St. parking lot alongside the hotel building and along the brick patio. This will eliminate approximately 20 parking spaces but will result in no hinderance to the rear entrances of the businesses. Construction fencing is also planned on South Broad St. in front of the hotel and the Community Bank building. There was discussion on when the parking lot is normally in full use and the potential "pinch points" that inevitably will happen. Ald. Gee **moved** to recommend the Common Council approve the temporary construction staging and fencing plan. Seconded by Ald. Allaire, approved ayes all.

Flanagan Field – E. Scrivener reported that there was at least one respondent to the school's RFP for the sale of Flanagan Field. Ald Zieno asked if this was still slated for affordable housing to which Scrivener said it is for housing, but it depends on the purchaser on what that would be. We don't know what the plan is yet. Ald. Loomis asked if it was true the County applied for the grant without the City's knowledge. Scrivener said that it came about quickly at a DCC meeting with only a few days to submit an application. They submitted the application on this project because it was the only feasible site in the County moving forward.

EMO

River/Stream Gage and the USGS Proposal – W. Edwards reported that USGS came back with quotes if we switched to them for stream and rain gauges at a cost of \$18,000 per year. Normally they have installation costs but are willing to waive that. USGS assumes all liability for the equipment and has a repair person in nearby for any needed repairs. USGS is willing to come to a meeting and make a presentation.

Fire Department

Outside CON EMS Calls – J. Papelino reported that there were 11 calls outside the CON, 7 of which were billable.

Equipment Transfers from Reserves – J. Papelino requested a transfer of funds for coolers, a hand wheel, 10 carbon particulate hoods, two sets of turnout gear for the new Firefighters as well as boots at a total cost of \$11,297.82. Ald. Allaire **moved** to recommend the Common Council approve the transfers for the equipment. Seconded by Ald. Caezza, approved ayes all.

Firefighters Completed Orientation – J. Papelino reported that the two new Firefighters have completed orientation with one on a regular shift and the other is a floater filling in for any vacations, sick time or holidays. At this time, they are fully staffed.

Code Enforcement

Property visits – J. Papelino reported visits to 51 W. Main St. almost every day. The property manager company was there and was overwhelmed and not sure if they will fix up the property. They will mow the lawn and will do snow removal. He will contact the mortgage company to see what their plans are for the property. At 35 Pleasant St. they have been contacted by a company in Syracuse to clean as they are concerned about meth contamination. Papelino reported the tenants keep trying to enter the building by various methods.

Tax Properties - The RFP for 32 Hickok is out with an open house scheduled. The City Attorney is working on the eviction for 14 Jones Ave.

Police Department

Transfers for Outfitting Car 27 and Mobile Data Terminal for Car 27 – R. Roach requested a transfer of \$5,611.11 for the equipment and \$4,984.51 for the Mobile Data Terminal for Car 27. Ald. Caezza **moved** to recommend the Common Council approve the transfers. Seconded by Ald. Allaire, approved ayes all.

Property Checks and Arrests – R. Roach reported that patrols by the Mayor, Fire Chief, Codes and the Police Department continue to do property checks resulting in 8 arrests.

Homelessness – R. Roach reported a big increase in homelessness. He also reported that the Warming Center, which has 10 beds, is full every night and must turn away people. There are more unknown persons and more from other townships inside the County coming here and sleeping in parks, benches, gazebos etc. There has also been an increase in drug overdose calls. The issue of minibikes continues to be addressed and they now see an issue with portable speakers being played loudly at 1:00 or 2:00 in the morning up and down the streets. Those individuals will be arrested for disorderly conduct with the speaker being seized as evidence. Ald. Loomis asked if Roach could confirm that Broome and Onondaga Counties are sending the [homeless] here and Roach responded that he did not have an answer. He did say they have encountered persons at the hotel north of town from Broome County that Broome DSS is housing there. He added that Broome County currently no housing in Broome.

In response to Ald. Allaire's question about gas powered bikes, Roach said that they are supposed to follow the rules of the road and will be issued tickets if they do not.

Graduation – R. Roach reported that three students have graduated from the Youth Police Academy in Vestal and thanked the Norwich school district for providing transportation.

Bike patrol – R. Roach reported that Nick Mooney will be starting bike patrol tomorrow.

R. Roach also reported that they have had a summer intern from SUNY Delhi helping with IT. He also reported they have had ride-alongs almost every week.

Finance

Declare Mitel Phones as Surplus – D. DuFour requested to declare surplus the old Mitel telephones that are no longer needed after the switch to Highbridge. Ald. Gee **moved** to recommend the Common Council declare the phones as surplus. Seconded by Ald. Caezza, approved ayes all.

GHD Dam Study & Transfer – D. DuFour reported that a Dam Study and Emergency Action Plan that the DEC requires for reservoirs 1 and 2 will require a transfer of \$19,800. The study will be done by GHD. Ald. Caezza **moved** to recommend the Common Council approve the transfer of funds for the study and emergency plan. Seconded by Ald. Gee, approved ayes all.

Transfer Westcott Electric – D. DuFour reported that the cost of fixing the City Court lighting done by Westcott Electric came to \$8,237.86 and will require a transfer from reserves. Ald. Gee **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Allaire, approved ayes all.

Budget Transfers – D. DuFour distributed a list of recommended transfers in the Sewer, Water and General Funds. Ald. Allaire **moved** to recommend the Common Council approve the transfers. Seconded by Ald. Gee, approved ayes all.

Change Date of September Joint Committee Meeting – The September Joint Committee will be changed to August 26, 2025. Budget presentations will begin at that meeting.

Executive Session – Ald. Zieno **moved** to enter executive session at 7:13 p.m. to discuss contract negotiations and the sale of property where price may be affected, pending litigation.

Ald. Allaire **moved** to exit executive session at 8:40 p.m. Seconded by Ald. Gee, approved ayes all.

Adjournment

Ald. Caezza **moved** to adjourn the Joint Committee meeting at 8:40 p.m. Seconded by Ald. Gee, approved ayes all