

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
September 16, 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

Catholic Charities – Warming Center

Public Hearings – Proposed Ordinance No. (E) Of 2025 § 575-22. Off-street parking and loading and Zoning 575 Attachment 3

Open Forum

Correspondence

- ◆ Tree Removal at 20 Gold St.

Department, Board and Commission Reports

- ◆ Zoning Board of Appeals Minutes – March, July 2019; January, September 2020; March, May, June, August 2021; April, August, October, December 2022; March, June, August, December 2024.
- ◆ Ontario Hose Minutes – August
- ◆ Police Report – August
- ◆ Fire Report - August

Ward Reports

Motions

- ◆ Authorize Agreement with the Town of Norwich for Partnership on the TextMyGov Citizen Notification Program
- ◆ Set Public Hearing – Chapter 575 Zoning Use Table for Warming Center
- ◆ Set Public Hearing – Chapter 575 Zoning – Draft of Moratorium on New Smoke Shops

Resolutions

- ◆ Authorizing Appointment of Police Chief in the Norwich Police Department
- ◆ Authorizing Transfer of Fire Capital Reserve Funds for Fire Department Equipment
- ◆ Authorizing Transfer from Capital Reserves for Ladder Truck Repairs
- ◆ Adopting Local Law No. (E) of 2025 to Establish Compensation for Mayor
- ◆ Adopting Local Law No. (F) of 2025 to Establish Compensation for Aldermen
- ◆ Adopting Proposed Ordinance No. (D) Of 2025 – Amending Chapter 575 Zoning to Eliminate Parking Requirements Within the Business Improvement District
- ◆ Authorizing Transfer From Water Reserves for Upgrades and New Booster Pumps for Well 3 And Well 4
- ◆ Authorizing Agreement with Norwich City School District for a School Resource Officer (SRO)

Payment of Bills

Executive Session – To discuss the employment history of a particular individual and the sale of property where price may be affected.

Adjournment

Correspondence

- ◆ Tree Removal – Ald. _____ **moved** to approve the street tree removal at 20 Gold St. Seconded by Ald. _____ , approved ayes all.

Motions

- ◆ **Authorize Agreement with the Town of Norwich for Partnership on the TextMyGov Citizen Notification Program** – Ald. _____ **moved** to authorize the Mayor, under the direction of the City Attorney, to sign an agreement with the Town of Norwich to split the costs of the TextMyGov citizen notification program. Seconded by Ald. _____ , approved ayes all.
- ◆ **Set Public Hearing – Chapter 575 Zoning Use Table** – Ald. _____ **moved** to set a Public Hearing for October 21, 2025 at 6:00 p.m. to hear public comment regarding proposed Ordinance No. (E) of 2025 Chapter 575 Zoning Use Table. Seconded by Ald. _____ , approved ayes all.

Proposed Ordinance No. (E) 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 inclusion of Warming Center in the Industrial Zone by special permit of the table.

	R-1	R-1A	R-2	R-3	B-1	B-2	RR	IN	MD
Description of Use	Single-Family Residence	R-1 Use to R-2 Density	Single-Family to Multiple Residence	R-2 with Limited Business	General Business	Highway Business	Railroad District	Industrial	Museum District Overlay
Warming Center					X*			<u>X*</u>	

X* = Permitted by special permit.

New material is italic and underlined

- ◆ **Set Public Hearing – Chapter 575 Zoning – Draft of Moratorium on New Smoke Shops** – Ald. _____ **moved** to set a Public Hearing for October 21, 2025 at 6:00 p.m. to hear public comment regarding a draft of a moratorium on new smoke shops in the City of Norwich. Seconded by Ald. _____ , approved ayes all. (SEE DRAFT BELOW).

Resolutions

RESOLUTION # -2025

APPOINTMENT OF POLICE CHIEF IN THE NORWICH POLICE DEPARTMENT

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

WHEREAS, the Norwich City Police Chief has notified the City of his intention to retire from service effective September 30, 2025; and

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

RESOLVED, that Scott Burlison of Sherburne, NY be and hereby is granted promotion to a provisional appointment to the position of Police Chief in the City of Norwich Police Department effective October 1, 2025 at the rate of \$111,758 per year.

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, a pair of structural boots and four (4) face pieces are needed for Fire Department equipment; and

WHEREAS, \$2,183.56 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 budget:

From:

Account Number
HR32

Name
Fire Equipment – Reserves

Amount
\$ 2,183.56

To:

Account Number
A3410.2100

Name
Fire Department – Equipment

Amount
\$ 2,183.56

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

RESOLUTION # - 2025**AUTHORIZING TRANSFER FROM CAPITAL RESERVES FOR LADDER TRUCK REPAIRS**

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

WHEREAS, the ladder truck is 20 years old; and

WHEREAS, \$5,691.73 for repair of the hydraulic cylinder frame and \$14,946.88 for the rebuilding of both hydraulics are needed; and

WHEREAS, a transfer of \$20,638.61 from Capital Reserves is needed; now, therefore be it

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

From:

Account Number
HR32

Name
Fire Equipment – Capital Reserves

Amount
\$20,638.61

To:

Account Number
A3410.4041

Name
Fire Department – Fire Truck Maintenance

Amount
\$20,638.61

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

RESOLUTION # - 2025**ADOPTING LOCAL LAW NO. (E) OF 2025 TO ESTABLISH COMPENSATION FOR MAYOR**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, Local Law No. (E) of 2025, which provides for establishing compensation for Mayor was introduced on July 15, 2025 before the Common Council; and

WHEREAS, a public hearing was held on such local law on August 19, 2025; now, therefore be it

RESOLVED, that Local Law No. (E) of 2025 which provides for establishing compensation for Mayor be and hereby is adopted.

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

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~~

§ 109-2 Effective date; permissive referendum.

This article shall take effect ~~December 9, 2022~~ ~~January 1, 2026~~ or 45 Days from Adoption by Council, 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

RESOLUTION # - 2025

**ADOPTING LOCAL LAW NO. (F) OF 2025 TO ESTABLISH COMPENSATION
FOR ALDERMEN**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, Local Law No. (F) of 2025, which provides for establishing compensation for Aldermen was introduced on July 15, 2025 before the Common Council; and

WHEREAS, a public hearing was held on such local law on August 19, 2025; now, therefore be it

RESOLVED, that Local Law No. (F) of 2025 which provides for establishing compensation for Aldermen be and hereby is adopted.

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

PROPOSED LOCAL LAW NO. (F)
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:

- 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~~ *January 1, 2026* or 45 Days from Adoption by Council, 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

RESOLUTION # -2025

**ADOPTING PROPOSED ORDINANCE NO. (D) OF 2025 – AMENDING
CHAPTER 575 ZONING TO ELIMINATE PARKING REQUIREMENTS WITHIN
THE BUSINESS IMPROVEMENT DISTRICT**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, the Common Council received proposed Ordinance No. (D) of 2025 on August 19, 2025, to amend the Zoning Ordinance to eliminate parking requirements within the Business Improvement District (BID); and

WHEREAS, a public hearing was held on September 16, 2025, in connection with said proposed ordinance now, therefore be it

RESOLVED, that Ordinance No. (D) of 2025 to amend the Zoning Ordinance, as presented to the Common Council on August 19, 2025, be and hereby is adopted, and is hereby designated as Ordinance No. 4 of 2025.

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

ORDINANCE NO. (4)
OF 2025

AN ORDINANCE TO AMEND CHAPTER 575 ZONING
OF THE CITY OF NORWICH

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

An Ordinance adopted pursuant to Chapter 575 Zoning in the City of Norwich.

§ 575-22. Off-street parking and loading.

A. General requirements.

(1) Applicability. Whenever a building is erected or enlarged, adequate off-street parking shall be provided in conformance with the standards set forth in this section.

(2) Access and design. All off-street automobile parking shall be designed with appropriate means of vehicular access to a street or alley as well as maneuvering areas.

(3) Location of facilities. Off-street parking facilities, to the extent required in this section, may be provided either on the same lot or premises with the parking generator or on any lot or premises a substantial portion of which is located within 400 feet of such parking generator. If parking requirements are not met on site, a special permit will be required.

(4) Uses not enumerated in schedule. For any and all uses or structures not specifically provided for in the schedule included in this section, such parking requirements shall be determined by the Zoning Board of Appeals, considering all the parking generating factors involved.

(5) All off-street parking shall have a paved surface of either blacktop, concrete, or equivalent as specified by the City Engineer.

B. Schedule of off-street parking requirements: attached.1

C. Special regulations.

(1) Facilities with more than six spaces:

(a) Landscaping. For parking with more than six spaces at least 8% of the area of the lot usable for off-street parking shall be devoted to landscaping with lawn, trees, shrubs, etc., and all such landscaped areas shall be properly maintained thereafter in a sightly and well-kept condition.

(b) Parking area abutting a residential area or facing a public street. Whenever a facility with more than six spaces abuts a residential area or faces a public street, a six-foot screen, such as a masonry wall, wooden fence, chain link fence, or compact evergreen hedge shall be established and maintained along the area boundary lines, which screens parked vehicles. When establishing an evergreen hedge, the hedge must be at least three feet in height at the time of planting.

(2) Public parking credit. By special permit from the Zoning Board of Appeals, public parking, within 400 feet of the parking generator, may be credited for up to 1/2 the total required.

(3) Urban renewal areas. Public parking will be credited for 100% of the total required in urban renewal areas, provided the demand for parking by the generator does not exceed the capacity of the public parking facility assigned to that generator. 1. Editor's Note: The Parking Requirements Table is included at the end of this chapter. City of Norwich, NY Downloaded from <https://ecode360.com/NO0235 on 2025-08-14>

(4) Mixed uses. In the case of mixed uses, the parking facilities required shall be the sum of the requirements for the various individual uses, computed separately in accordance with this section; parking facilities for one shall not be considered as providing the required parking facilities for any other use.

(5) Business Improvement District. There shall be no minimum parking requirements within the Business Improvement District in the City of Norwich.

D. Off-street loading. Each building devoted to retail trade, warehousing, wholesaling, manufacturing, hotels, hospitals, schools, day-care centers or other buildings where large amounts of goods are received or shipped shall be provided on-premises loading and unloading space adequate to serve the complete needs of the building without utilizing any public street for loading or unloading purposes unless otherwise approved by Common Council.

AND Zoning 575 Attachment 3 (see full attachment at the end)

In a B-1 District parking requirements may be modified by special permit.

Within the BID ~~no establishment shall be allowed more than 15 parking spaces without a special permit~~ *there shall be no minimum parking requirements.* All parking must be located at the rear of the building and, if visible to the street, screened by a solid form of fencing, hedging or wall (4 feet to 6 feet high) and made safe by night lighting. Where there is space for parking in the middle of the block, behind the buildings, property owners shall be encouraged to allow passage through their lots so that adjacent lots become areas of public parking. Under no circumstances may a parking facility face Broad Street or Main Street within the BID.

Drive throughs (at banks, pharmacies, etc.) must be located so as to receive traffic from a main street and dispense it to a side street or vice versa. There must be enough windows to handle peak traffic without lines stacking in nearby streets.

RESOLUTION # - 2025

**AUTHORIZING TRANSFER FROM WATER RESERVES FOR UPGRADES AND
NEW BOOSTER PUMPS FOR WELL 3 AND WELL 4**

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

WHEREAS, upgrades to the chlorine gas disinfection system are needed; and

WHEREAS, new booster pumps are needed for Well 3 and Well 4; and

WHEREAS, a transfer from Water Reserves of 19,512.00 will be needed for upgrades; now, therefore be it

RESOLVED, that the upgrades to the chlorine gas disinfection system and pumps for Well 3 and Well 4 are 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:

Account Number
HR28

Name

Water Equipment – Capital Reserves

Amount

\$19,512.00

To:

Account Number
F8330.2100

Name

Water System Treatment - Equipment

Amount

\$19,512.00

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

RESOLUTION # - 2025

**AUTHORIZING AGREEMENT WITH NORWICH CITY SCHOOL DISTRICT
FOR A SCHOOL RESOURCE OFFICER (SRO)**

Ald. _____ introduced the following and moved its adoption:

WHEREAS, Article 5-G of the New York State's General Municipal Law ("GML"), provides the authority for "municipal corporations" to enter into agreements for the performance between themselves, or one for the other, of their respective functions, powers and duties on a cooperative contract basis; and

WHEREAS, the School District and City are both "municipal corporations" as that term is defined by GML §119-n (a); and

WHEREAS, the School District and City have determined that it is in their mutual best interests to enter into this Agreement to provide for the assignment of officers to serve as School Resource Officer(s) and School Security Officer(s) in the Norwich City School District;

WHEREAS, an agreement was authorized in Resolution #2 – 2022 and Resolution #19 – 2024, and both parties would like to enter into an additional agreement; now, therefore be it

RESOLVED, that the Mayor and Police Chief are hereby authorized to enter into an agreement, under the direction of the City Attorney, with the Norwich City School District for the services of the Norwich Police Department to provide for the assignment of officers to serve as School Resource Officer in the Norwich City School District for the 2025-2026 school year.

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

Payment of Bills

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

	<u>Prepaid</u>	<u>9/16/2025</u>	<u>Grand Total</u>
General Fund	\$187,141.34	\$57,207.91	\$244,349.25
Water Fund	20,868.68	6,333.58	27,202.26
Sewer Fund	21,777.97	27,812.46	49,590.43
Trust	51,123.74	-	51,123.74
BID	304.62	-	304.62
Community Devel-Special Grants	12,130.50		12,130.50
Capital Projects	18,145.00	-	18,145.00
TOTALS	\$311,491.85	\$91,353.95	\$402,845.80

Seconded by Ald. _____ and duly adopted _____.

**A LOCAL LAW IMPOSING A TWELVE (12) MONTH MORATORIUM ON NEW SMOKE SHOPS
WITHIN THE CITY OF NORWICH**

BE IT ENACTED by the Common Council of the City of Norwich, Chenango County, State of New York, that a new Article VII of Chapter 575 of the City of Norwich Code entitled “Moratorium on New Smoke Shops” is adopted as follows:

Chapter 575, Article VII—Moratorium on New Smoke Shops

§575-37 PURPOSE

The Common Council is concerned with the proliferation of smoke shops in the City and its effect on the health, safety, and welfare of the City’s residents, in particular young residents. The proposed moratorium temporarily prohibits the opening, siting, approval, or establishment of any new smoke shops, tobacco retailers, vape shops, or similar establishments within the City of Norwich while the Common Council undertakes a comprehensive review of zoning, land use, and regulatory provisions applicable to such businesses, and reviews a proposed ordinance Regulating Tobacco Product Sales, and Requiring the Licensure of Tobacco Retailers. The moratorium is intended to preserve the status quo and protect the public health, safety, and welfare of residents while the City until new regulations, rules, laws, and/or controls are adopted by the Common Council.

§575-38 AUTHORITY

This moratorium is enacted by the Common Council of the City of Norwich pursuant to its authority to adopt local laws under the New York State Constitution Article IX and Municipal Home Rule Law §10.

§575-39 DEFINITIONS

Smoke Shop

Any retail establishment primarily engaged in the sale, display, or marketing of tobacco products, electronic cigarettes, vaping products, nicotine delivery devices, pipes, rolling papers, or related smoking accessories.

§575-40 TERM

The moratorium imposed by this Local Law shall be in effect for a period of twelve (12) months from the effective date of this Local Law. This moratorium may be extended for an additional period of not more than twelve (12) months by resolution of the Common Council.

§575-41 ENFORCEMENT

This Local Law shall be enforced by the City of Norwich Code Enforcement Office. The Common Council reserves the right to direct a Code Enforcement Officer to revoke or rescind any building permit, certificate of occupancy, or any other permits or certificates issued in violation of this Local Law.

§575-42 APPEALS

Any person desiring an exemption from the temporary moratorium imposed by this Local Law shall present a waiver request to the Common Council of the City of Norwich. The Common Council shall have the discretion to grant such a waiver if the Common Council finds that the waiver will not adversely affect the purpose of this Local Law or the health, safety, or welfare of the residents of the City.

§575-43 SEVERABILITY

If any part of this Local Law is deemed by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder of this Local Law.

§575-44 EFFECTIVE DATE

This Local Law shall take effect immediately upon filing with the Secretary of State.