

## COMMON COUNCIL

May 20, 2025

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:00 PM on May 20, 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  
Fire Chief Jan Papelino  
Police Chief Reuben Roach  
Asst. Police Chief Scott Burlison  
Det. Sgt. Matt Roberts  
EMO William Edwards  
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

### Absent

Supervisor James McNeil

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### Call to Order

The meeting of the Common Council was called to order by Mayor Doliver at 6:03 p.m.

### Approval of Minutes

Ald. Gee **moved** to approve the minutes of the special meeting of April 1 and the regular meeting of April 15, 2025.

Seconded by Ald. Allaire and duly approved ayes all.

### Open Forum

Jeanie Barnes, 17 Division St., said she has attended many meetings and she noticed that when the City looks at other communities to model after, you are looking at Oneonta, Cortland and Ithaca and feels that is the strategy. She feels that a community such as Cooperstown would be more beneficial. Most people stay in a job for 7 years, and when you have businesses that open here [the work force will be leaving in those 7 years] leading to a transient population. Going towards artisans and craftsmen looking to build a moderate business looking to put roots down would serve the community better. She continued saying that no one wants to see houses split into apartments, but there is a shortage of housing. Referencing the Park Place liquor license, items should not be done/approved without a request and let them suffer the consequences. Regarding the City Manager position, she felt we are decades from being a community needing a City Manager. Why do we need that position when we have Chiefs, Directors and Department Heads. Why do we need someone to micromanage them. Instead, setting annual goals may be a better way to go.

Missy Hayes, 6 E. Main St., announced they sold their business, Norwich Copies Plus, to a local couple who will do a fabulous job. Her concern is that Norwich is not planning for the future with a lack of a plan or vision. She views the Common Council and Mayor as putting out fires rather than planning for success in the future. The City is a business and should be run like a business. Having a City Manager would allow the Council and Mayor to work on planning. A City Manager would bring continuity and build relationships with departments past the terms of elected officials.

Rich Barnes, 17 Division St., informed the Council that over the last two weeks he came across two serious electrical issues outside the City [indicating the importance of having licensed electricians]. He also had concerns about houses being torn down and the number of non-profit properties being taken off the tax rolls. He proposed that any building taken down within the City, the lot should retain that same market value prior to demolition unless it is rebuilt to equal or greater value within a two-year period. Non-profits should also be paying their fair share.

## **Correspondence**

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

**Achieve .5K** – Ald. Zieno **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. Allaire, approved ayes all.

**YMCA Gus Macker, Halloween Parade, Turkey Trot** – Ald. Caezza **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. Allaire, approved ayes all.

**Park Place Special Liquor License for Summer Concert Series** – Ald. Loomis **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. Warren, approved ayes all.

## **Department, Board and Commission Reports**

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

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

## **Mayoral Appointments** – Mayor Doliver announced the following 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.*

### ***Parks Commission***

- ◆ *Marianne Kirsch, 6 Hale St., appointed to fill the remainder of a three-year term expiring December 31, 2025.*

## **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.*

Ald. Zieno **moved** to approve the appointment. Seconded by Ald. Warren, approved ayes all.

## **Ward Reports**

### **Ward 1**

Ald. Warren reported communications regarding the Hayes St. curb cut and a Code violation on Elm St., both forwarded to the proper party. He had discussions regarding the Zoning Board meeting and several questions on how Board & Commission openings are handled.

**Ward 2**

Ald. Gee reported several communications regarding trees which were forwarded to DPW; a call regarding a sink hole in a yard; a call from a constituent who's wife was suicidal; a septic issue which was also forwarded to DPW; an engineering request from a resident on West Main St. who was told the City uses Delaware Engineering; garbage pile behind 46 Cortland St. was forwarded to Codes as well.

**Ward 3**

Ald. Allaire reported a communication regarding a high water bill.

**Ward 4**

Ald. Loomis reported fencing that was installed in the '70's that could be a potential code violation at the corner of Silver and Mitchell; trash behind Family Planning; a vehicle and trailer behind the Bluebird building that had been there for months; homeless belongings near the Frontier wire lot; proposed zoning changes; a request for drawing or plans for the S. Broad St. Park renovation.

**Ward 5**

Ald. Zieno reported communications regarding illegal parking on Silver/Gold St.; questions about the S. Broad St. Park and the lack of playground equipment in the plan; a conversation with a representative of the Governor's office regarding the number of tax properties coming off the tax rolls.

**Ward 6**

Ald. Caezza reported a request for the removal of 2 trees; five properties with high grass; a car on the lawn of Birdsall St.; a complaint about sewer/water covers.

**Mayor Doliver** suggested having Traffic Commission look at the issue of fences, bushes, etc. regarding visibility and perhaps creating an ordinance.

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

EMO Bill Edwards – B. Edwards announced that the stream gauges have all successfully been repaired. They discovered that there was a conversion factor on the Canasawacta gauges that was incorrect. Tomorrow that will be corrected. Is willing to take ownership of the gauges and will be getting a quote to him. USGS maintains gauges all across the country and does their own work – they do not outsource.

**Motions**

**Set Public Hearing for Proposed Ordinance No (B) of 2025 Chapter 486 Streets and Sidewalks** – Ald. Loomis **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. Warren, 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 ~~40~~ 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. Warren **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. Seconded by Ald. Allaire, approved ayes all.

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. Loomis **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. Warren, 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 #44 -2025**

**AWARDING BID - 2025 GRINDING & PAVING PROGRAM**

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

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

WHEREAS, 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 \$744,031.44.

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

**RESOLUTION #45 - 2025**

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

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

**RESOLUTION #46 - 2025                      AUTHORIZING APPROPRIATION OF GRANT FUNDS FROM R.C. SMITH  
FOUNDATION FOR CITY BAND SUMMER CONCERT SERIES**

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

**RESOLUTION #47 - 2025                      AUTHORIZING \$25,000 OF IN-KIND SERVICES FOR THE PROPOSED  
REDESIGN OF THE HAYES STREET PARKING LOT**

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

**RESOLUTION #48 - 2025**

**RESCINDING DESIGNATED PARKING SPACES IN HAYES STREET  
MUNICIPAL PARKING LOT**

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

**\*\* RESOLUTION #49 - 2025**

**AUTHORIZING APPOINTMENT OF TEMPORARY WATER SYSTEM  
OPERATOR - UNLICENSED**

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

WHEREAS, a ~~vacancy exist in the~~ Temporary Water System Operator position in the City of Norwich Department of Public Works has been created, and;

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

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

RESOLVED, that Phillip Francisco of Bainbridge, NY, be and hereby is granted ~~a temporary~~ appointment to the position of Temporary 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. Allaire and duly adopted, 6 - 0, on a roll call vote.

**\*\*Resolution amended at the 8/19/25 Common Council Meeting.**

**RESOLUTION #50 - 2025                      AUTHORIZING TRANSFER OF RESERVE FUNDS FOR FIRE  
DEPARTMENT EQUIPMENT**

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

WHEREAS, 2 cases of flares, masks, a digital camera and a chain saw chain are needed for the Fire Department equipment; and

WHEREAS, heart monitor batteries and a pile driver are needed for Ambulance equipment are needed; and

WHEREAS, funds need 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 | \$ 1,473.30   |

| <u>To:</u>            |                             |               |
|-----------------------|-----------------------------|---------------|
| <u>Account Number</u> | <u>Name</u>                 | <u>Amount</u> |
| A3410.2100            | Fire Department – Equipment | \$ 1,473.30   |

AND

| <u>From:</u>          |                                |               |
|-----------------------|--------------------------------|---------------|
| <u>Account Number</u> | <u>Name</u>                    | <u>Amount</u> |
| HR32                  | Ambulance Equipment – Reserves | \$ 4,454.00   |

| <u>To:</u>            |                       |               |
|-----------------------|-----------------------|---------------|
| <u>Account Number</u> | <u>Name</u>           | <u>Amount</u> |
| A3410.2101            | Ambulance – Equipment | \$ 4,454.00   |

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

**Payment of Bills**

Ald. Zieno **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          |



|               |  |                     |  |                    |  |                       |
|---------------|--|---------------------|--|--------------------|--|-----------------------|
| <b>TOTALS</b> |  | <b>\$924,682.77</b> |  | <b>\$91,567.63</b> |  | <b>\$1,016,250.40</b> |
|---------------|--|---------------------|--|--------------------|--|-----------------------|

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

#### **Executive Session**

Ald. Loomis **moved** to enter executive session to discuss the employment history of a particular individual, sale of property where price may be affected, and litigation at 6:46 p.m. Seconded by Ald. Warren, approved ayes all.

Ald. Warren **moved** to exit executive session at 7:30 p.m. Seconded by Ald. Gee, approved ayes all.

#### **Adjournment**

Ald. Warren **moved** to adjourn at 7:32 p.m. Seconded by Ald. Loomis, approved ayes all.

Agnes Eaton, Deputy Clerk, 8/19/25.