

COMMON COUNCIL

Special Meeting
October 7, 2025

Mayor Brian Doliver presided at a special meeting of the Common Council held at 6:00 PM on October 7, 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

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Edward Pepe
Director of Parks & Recreation Anthony Testani
Fire Captain Jerry Perry
Police Chief Scott Burlison
EMO William Edwards
Community Development Director Erik Scrivener

Deputy City Clerk Agnes Eaton

Absent

Supervisor James McNeil

Call to Order

The meeting of the Common Council was called to order at 7:38 p.m. by Mayor Doliver.

Public Hearing - Proposed Local Law No. (G) of 2025 – Chapter 575, Moratorium on New Smoke Shops
Mayor Doliver opened the public hearing at 7:38 p.m. Hearing no comments the public hearing was closed at 7:39 p.m.

Correspondence

NHS Boosters Pep Rally – Ald. Loomis **moved** to approve the request from the NHS Boosters for Police and Fire Assistance at their pep rally. The event will be held in East Park on Thursday, October 9th from 6:30 p.m. to 9:00 p.m. The pep rally will begin at Grand Union parking lot where they will proceed on the sidewalk, cross the street with Police assistance, and end at East Park. Fire assistance is requested with the bonfire. Seconded by Ald. Gee, approved ayes all.

Norwich Festival – Ald. Zieno **moved** to approve a request for the Norwich Festival for special event status held on Saturday, October 25, 2025 from 9 a.m. to 4 p.m. Closure of East Park Place is also requested. Seconded by Ald. Allaire, approved ayes all.

Motions

Trick-or-Treat – Ald. Caezza **moved** to set Trick-or-Treat as Friday, October 31, 2025 from 5:30 p.m. to 8:00 p.m. As always, those who do not wish to participate can leave their porch lights off. Seconded by Ald. Allaire, approved ayes all.

Use of the Bob Mason Rec. Center by Board of Elections for 2026 Early Voting – Ald. Loomis **moved** to approve the use of the Bob Mason Rec. Center by Board of Elections for 2026 Early Voting for nine days from October 24, 2025 through November 1, 2025 from 9 a.m. to 5 p.m. on most days and until 8 p.m. for 2 of the days. Seconded by Ald. Warren, approved ayes all.

Resolutions

RESOLUTION #96 - 2025

ADOPTING PROPOSED LOCAL LAW NO (G) OF 2025 REGARDING ZONING – 12 MONTH MORATORIUM ON NEW SMOKE SHOPS IN THE BID

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

WHEREAS, the Common Council received proposed Local Law No. (G) of 2025 on September 19, 2025 to amend Chapter §575 Zoning to establish a 12 Month Moratorium on New Smoke Shops in the BID; and

WHEREAS, a public hearing was held on October 7, 2025, in connection with said proposed local law; now, therefore be it

RESOLVED, that Local Law No. (G) of 2025 to amend Chapter §575 Zoning, as presented to the Common Council on September 19, 2025, be and hereby is adopted, and is hereby designated as Local Law No. (6) of 2025.

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

LOCAL LAW NO. (6) OF 2025

A LOCAL LAW IMPOSING A TWELVE (12) MONTH MORATORIUM ON NEW SMOKE SHOPS WITHIN THE BUSINESS IMPROVEMENT DISTRICT (BID)

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 Zoning, 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 BID while the Common Council undertakes a comprehensive review of zoning, land use, and regulatory provisions applicable to such businesses. The moratorium is intended to preserve the status quo and protect the public health, safety, and welfare of residents while 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.

RESOLUTION #97 – 2025 APPOINTING ASSISTANT POLICE CHIEF

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

WHEREAS, a vacancy exists in the position of Assistant Police Chief in the Norwich Police Department, and;

WHEREAS, the Chief of Police has recommended the transfer of Matthew Roberts of Norwich, NY to such position; now, therefore be it

RESOLVED, that Matthew Roberts of Norwich, NY, be and hereby is granted provisional appointment as Assistant Police Chief in the Norwich Police Department, effective October 8, 2025 at the rate of \$97,718; and further be it

RESOLVED, the appointment is subject to any such action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION #98 – 2025 APPOINTING DETECTIVE SERGEANT

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

WHEREAS, a vacancy exists in the position of Detective Sergeant in the Norwich Police Department, and;

WHEREAS, the Chief of Police has recommended the transfer of Steven Rounds of Oxford, NY to such position; now, therefore be it

RESOLVED, that Steven Rounds of Oxford, NY, be and hereby is granted a permanent appointment as Detective Sergeant in the Norwich Police Department, effective October 8, 2025 at the rate of \$41.12; and further be it

RESOLVED, the appointment is subject to any such action as may be necessary by the Norwich Civil Service Commission.

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

RESOLUTION #99 - 2025**AUTHORIZING PURCHASE AND TRANSFER OF FUNDS FOR PUMPER-RESCUE TRUCK IN THE FIRE DEPARTMENT**

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

WHEREAS, the replacement of the 30 year old Rescue truck and E-One Engine has been recommended; and

WHEREAS, the purchase of a used 2009 Pierce Pumper-Rescue truck has been recommended to replace the older equipment; and

WHEREAS, authorization to spend up to \$300,000 for the truck and a corresponding transfer of funds is needed; and

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

RESOLVED, the purchase of a 2009 Pierce Pumper-Rescue truck up to \$300,000 is approved; and, further be it

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

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR32	Capital Reserves – Fire Equipment	\$300,000.00
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire Department – Equipment	\$300,000.00

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

Executive Session

Ald. Gee **moved** to enter executive session to discuss the employment history of a particular individual at 7:44 p.m.

Seconded by Ald. Warren, approved ayes all.

Ald. Warren **moved** to exit executive session at 8:20 p.m. Seconded by Ald. Loomis, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn at 8:21 p.m. Seconded by Ald. Warren, approved ayes all.