COMMON COUNCIL
November 18, 2025

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:00 PM on November 18, 2025, in the Common Council Chambers at One Court Plaza.

Present:	Also:
Mayor Brian Doliver	Director of Finance/City Clerk Dee DuFour
Ald. Eric Warren	Director of Human Resources Lynn Murray
Ald. Fred Gee	DPW Superintendent Tim Miller
Ald. Nancy Allaire	
Ald. William Loomis	Fire Chief Jan Papelino
Ald. David Zieno	Police Chief Scott Burlison
Ald. Matthew Caezza	EMO William Edwards
Supervisor Robert M. Jeffrey	Deputy City Clerk Agnes Eaton

Absent

Supervisor James McNeil

Call to Order
The meeting of the Common Council was called to order by Mayor Doliver at 6:00 p.m.

Open Forum
No one spoke.

Correspondence
- **Parade of Lights** – Ald. Allaire **moved** to approve requests for the Parade of Lights held on Saturday, November 29, 2025 with the parade beginning at 6 p.m. The parade route will be the same as previous years proceeding down South and North Broad St. to Cortland St. and ending behind the Red Roof Inn. Side streets along the route will be closed for parade lineups. Police and Fire Police assistance is requested as well as special event status. Seconded by Ald. Warren, approved ayes all.

Department, Board and Commission Reports
- Human Resources Report – September
- Park Commission Minutes – October
- Maydole Hose Minutes – September
- Ontario Hose Minutes – September, October
- Water Commission Minutes – October
- Youth Board Minutes - November

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

Mayoral Appointment with Council Approval
Parks Commission
- *Deb Phelps, 47 Hayes Street, appointed to fill the remainder of a three-year term expiring December, 31, 2027.*

Ald. Allaire **moved** to approve the appointment of Deb Phelps to the Parks Commission. Seconded by Ald. Gee, approved ayes all.

Ward Reports

Ward 1
Ald. Warren reported receiving a complaint regarding an employee which was referred to the Mayor; a code issue on Main St.; questions about street parking and the winter hours.

Ward 2
Ald. Gee reported that the dangerous trees on the Kurt Beyer/Pleasant St. path have been taken down; a hedge on 39 Cortland St. that is encroaching on the sidewalk; water is pooling at the intersection of King and Cortland Sts. when it rains.

Ward 3
Ald. Allaire reported a streetlight that was out.

Ward 4
Ald. Loomis reported communications regarding a tree that was blown over.

Ward 5
Ald. Zieno reported receiving a curb cut request on Silver St.; communications that a couple of wells had dried up at Chenango Lake. T. Miller reported that the reservoir is full.

Ward 6
Ald. Caezza reported 2 code issues on Ross Ave. that received red tags.

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

Motions

Commerce Chenango Weiler Park Study – Ald. Loomis **moved** to approve Commerce Chenango performing a study to investigate the potential use of Weiler Park, such as a "Field of Dreams" etc. in order to make it a City/County hub. The City will have no obligations with or under the study and the study would become part of the City's overall Parks Plan currently in development. Seconded by Ald. Warren, approved ayes all.

Closure of City Hall on December 26, 2025 – Ald. Allaire **moved** to approve the closure of City Hall on December 26, 2025 with the understanding that employees will use their own time for this day. Seconded by Ald. Caezza, approved ayes all.

Site Plan Approval for Hotel Project at 14-16 South Broad St. – Ald. Loomis **moved** to concur with the Site Plan Review Committee's review on November 10, 2025 and its recommendation to the Council to approve the site plan for the hotel project at 14-16 South Broad St. Approval is for the building only and excludes any parking and/or parking lot plans. Seconded by Ald. Allaire, approved ayes all.

Resolutions

RESOLUTION #108 - 2025 **AUTHORIZING AGREEMENTS WITH TOWNS FOR YOUTH RECREATION SERVICES**

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

WHEREAS, the City has reached agreements with the Towns of North Norwich, Norwich, Plymouth, Preston and Pharsalia to provide youth recreation services to the residents of such towns for a lump sum per town, without individual charges being made to such participants; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to sign agreements with the Towns of North Norwich, Norwich, Plymouth, Preston and Pharsalia to provide youth recreation services to residents of such towns during the 2026 fiscal year.

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

<u>RESOLUTION #109 - 2025</u> **AUTHORIZING AGREEMENT WITH LABERGE GROUP FOR PROFESSIONAL SERVICES FOR THE WATER AND SEWER CAPITAL IMPROVEMENT PLAN**

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

WHEREAS, the City of Norwich requires professional engineering services to develop a Water and Sewer Capital Improvement Plan; and

WHEREAS, after review of the applicants it has been recommended that Laberge Group of Albany, NY with a quote of $75,000 has been recommended; and

WHEREAS, of the $75,000, $50,000 will be funded by the CDBG Public Community Planning grant and the remaining $25,000 shall be taken from Water and Sewer – Special Projects in the amount of $12,500 from each.; and

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

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to execute an agreement with Laberge Group for professional services of $75,000 related to developing a Water and Sewer Capital Improvement Plan.

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

<u>RESOLUTION #110 - 2025</u> **AUTHORIZE FUNDING FOR SUBMISSION TO THE STATE HISTORIC PRESERVATION OFFICE (SHPO) TO EXPAND THE HISTORIC DISTRICTS**

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

WHEREAS, the City of Norwich received $20,000 in grant funds from Preserve New York for a survey of historic and architectural resources in order to expand the Historic District in the City of Norwich; and

WHEREAS, the professional services of Clinton Browne Architecture has completed the survey; and

WHEREAS, New York State has approved moving forward with the application to expand the Historic Districts to include the Broad Street and Main Street areas; and

WHEREAS, the remaining local match of $7,000 is being requested to move forward with the application to SHPO; now, therefore be it

RESOLVED, that $7,000 for the application by Clinton Brown Architecture to The State Historic Preservation Office (SHPO) for the expansion of the Broad Street-Main Street areas into a Historic District is hereby authorized.

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

<u>RESOLUTION #111 - 2025</u> **AUTHORIZING AGREEMENT, PURCHASE AND TRANSFER OF FUNDS FOR TASERS**

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

WHEREAS, the contract for tasers in the Police Department have expired and need to be replaced; and

WHEREAS, a contract for five new tasers from Axon Enterprises will cost $93,494.82 over the five years which; and

WHEREAS, the annual payout for the tasers will be $19,000; and

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

RESOLVED, authorizing an agreement, under the direction of the City Attorney, between the City and Axon Enterprises, Inc. to purchase five new tasers is hereby authorized; 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:

From:

Account Number	Name	Amount
HR21-878	Police Equipment – Capital Reserves	$19,000.00

To:

Account Number	Name	Amount
A3120.2100	Police - Equipment	$19,000.00

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

RESOLUTION #112 - 2025 AUTHORIZING TRANSFER FOR YOUTH BUREAU PERSONAL SERVICES

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

WHEREAS, the Youth Bureau – Personal Services is overbudget; and

WHEREAS, funds of $15,788 are need to cover the deficiency; and

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

RESOLVED, that $15,788 is hereby authorized to cover Personal Services in the Youth Bureau 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:

From:

Account Number	Name	Amount
1990.4	Contingency	$15,788.00

To:

Account Number	Name	Amount
A7140.1010	Playgrounds & Recreation - Personal Services	$15,788.00

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

RESOLUTION #113 - 2025 **AUTHORIZING TRANSFER OF FUNDS FOR HEALTH INSURANCE**

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

WHEREAS, the December health insurance related invoices need to be paid; and

WHEREAS, a transfer of $115,000 is needed to cover the payments; and

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

RESOLVED, the $115,000 transfer needed to cover the December health insurance related invoices is hereby authorized; 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:

From:

Account Number	Name	Amount
A1H93.9950	Interfund Transfers-Permanent Streets	$115,000

To:

Account Number	Name	Amount
A9060.8	Employee Benefits – Hosp. & Med Insurance	$115,000

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

Payment of Bills

Ald. Zieno **moved** to pay the November bills after proper audit and certification.

	Prepaid	11/18/2025	Grand Total
General Fund	$518,145.29	$42,754.12	$560,899.41
Water Fund	16,830.46	11,617.23	28,447.69
Sewer Fund	14,434.77	19,855.85	34,290.62
Trust	49,610.31	-	49,610.31
Debt Service	53,800.00	-	53,800.00
BID	1,078.42	-	1,078.42
Capital Projects	33,394.60	-	33,394.60
TOTALS	**$692,990.65**	**$74,227.20**	**$767,217.85**

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

Executive Session

Ald. Gee **moved** to enter executive session to discuss the employment history of a particular individual and pending litigation at 6:14 p.m. Seconded by Ald. Loomis, approved ayes all.

Ald. Warren **moved** to exit executive session at 6:55 p.m. Seconded by Ald. Caezza, approved ayes all.

Adjournment

Ald. Warren **moved** to adjourn at 6:55 p.m. Seconded by Ald. Allaire, approved ayes all.