

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
December 2, 2025

Present:

Mayor Brian Doliver
Ald. Fred Gee
Ald. Nancy Allaire
Ald. William Loomis
Ald. Matthew Caezza

Supervisor Robert M. Jeffrey

Also:

Director of Finance/City Clerk Dee DuFour
DPW Superintendent Tim Miller
Director of Parks & Recreation Anthony Testani
Fire Chief Jan Paelino (left 6:07 returned at 6:30)
Police Chief Scott Burlison
Community Development Director Erik Scrivener
Deputy City Clerk Agnes Eaton

Absent

Ald. Eric Warren
Ald. David Zieno
Supervisor James McNeil

Ald. Loomis called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:04 p.m. at the Council Chambers.

Approval of Minutes – Ald. Gee **moved** to approve the meetings of October 7 and November 5, 2025. Seconded by Ald. Allaire, approved ayes all.

Correspondence

Curb Cut at 28 Silver St. – Ald. Allaire moved to recommend the Common Council approve the curb cut request at 28 Silver St. Seconded by Ald. Caezza, approved ayes all.

Department Head Reports

DPW

Refill Assistant Superintendent of DPW – T. Miller requested permission to refill the vacant Assistant Superintendent of DPW. Ald. Caezza **moved** to approve the refill of the position. Seconded by Ald. Gee, approved ayes all.

Purchase of Highway Plow Truck on State Contract – T. Miller reported that he found a new highway plow truck that was approved last month and is on State contract for \$255,995 and “piggy-backing” off State bid with Onondaga County. The lead time for delivery is 6 – 18 months. He reported out of the purchase price \$7,000 is for tariffs. A deduction of \$5,000 may be made if the chassis is paid in full on delivery to the body upfitter. This is replacing truck #5 which is 35 years old.

Water and Wastewater Trucks– T. Miller requested to go out to bid for 2 new trucks – 1 for Water, the other for Wastewater – each would have a plow. Estimates are approximately \$60,000 each. These will replace 3 vehicles: W8 van, W27 Ford Explorer, and W3 - a 2005 Chevy that is in very bad shape. Ald. Allaire **moved** to approve going out for bid for the 2 trucks. Seconded by Ald. Gee, approved ayes all.

Ventrac Tractor - T. Miller requested to go out to bid for a 4520N Ventrac tractor with 7 different attachments. This will be used for mowing, snow blowing, sweeping etc. Ald. Caezza **moved** to approve going out for bid for the tractor. Seconded by Ald. Allaire, approved ayes all.

Transfer of funds for City Hall Parking Lot – T. Miller requested a transfer of \$22,024.99 to cover costs for the City Hall Parking Lot paving not covered by CHIPS. CHIPS funding is covering \$11,491.20. Ald. Gee **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Caezza, approved ayes all.

Renewal of Shared Services Agreement Between NYSDOT and City of Norwich – T. Miller requested authorization for the renewal of the Shared Services Agreement between the City and the NYSDOT. The four-year agreement is up to \$25,000 in services, materials, equipment etc. It was clarified that this agreement is separate from the Route 12 Arterial Maintenance Agreement which is for \$58,000. Ald. Caezza **moved** to recommend the Common Council authorize the agreement. Seconded by Ald. Gee, approved ayes all.

Community Development

Downtown design standards – E. Scrivener asked for permission to issue an RFQ in early 2026 for downtown design standards as a way to preserve the architectural character and have some control over what the exterior of a building looks like. The RFQ will not commit us to anything, but will allow to select a contractor and negotiate after that. Ald. Caezza moved to approve the issuance of an RFQ for the purpose of downtown design standards. Seconded by Ald. Gee, approved ayes all.

2026 work plan – E. Scrivener submitted a Department of Community Development 2026 Strategic Work Plan that included the key initiatives of housing priorities, the Brownfield Opportunity Area, the Comprehensive Plan, and Infrastructure.

Police Department

Drone Operator Certified – S. Burlison reported that Officer Nick Mooney has obtained a drone pilot license and is now one of three license holders in the Police Department.

Renewing Cloud Runner LPR on South Broad St. – S. Burlison reported he has renewed the cloud runner on the license plate reader (LPR) on South Broad St. The LPR is used daily, for investigations and information is shared with the Southern Tier Crime Lab. The \$3,000 renewal will need a transfer of funds from Reserves. Ald. Allaire **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Gee, approved ayes all.

Citizen Police Academy – S. Burlison reported that the next Citizen Police Academy will begin January 7, 2026 and last for 6 weeks. Applications are at the Police Department front desk and there is limited seating. He will be putting it on the Police Facebook page.

Fire Department

Fire Department Overtime Transfer – D. DuFour stated that the Fire Overtime will need a transfer of \$20,000 to cover overtime to the end of the year. Ald. Caezza **moved** to recommend the Common Council approve the transfer. Seconded by Ald. Allaire, approved ayes all.

Code Enforcement

Property Visits – S. Burlison reported that Codes, the Police Department and Fire Department have been working together and have done a number of visits during the last 6 – 7 months to those having constant nuisance properties and conducted arrests on scene.

Other Items

Traffic Commission Recommendation – 12 Staff Parking Spots at the PD – Ald. Gee **moved** to recommend the Common Council approve 12 staff parking spaces at the Police Department. Seconded by Ald. Allaire, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn the Joint Committee Meeting at 6:24 p.m. Seconded by Ald. Allaire, approved ayes all