

COMMON COUNCIL

December 16, 2025

Mayor Brian Doliver presided at a meeting of the Common Council held at 6:00 PM on December 16, 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
DPW Superintendent Tim Miller
Fire Chief Jan Papelino
Police Chief Scott Burlison
EMO William Edwards
Deputy City Clerk Agnes Eaton

Supervisor Robert M. Jeffrey

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.

Approval of Minutes

Ald. Warren **moved** to approve the minutes of the special meetings of October 7 and November 5 and 25 and the regular meetings of October 21 and November 18, 2025. Seconded by Ald. Allaire and duly approved ayes all.

USGS to Discuss Stream Gages – USGS presented options for the replacement of the current stream gages on the Chenango River (stage gage) and Canasawacta Creek (stage and rain gage) at Norwich and Canasawacta Creek (stage and rain gage) at South Plymouth. After reviewing data, they would suggest reducing the number of gages to 1 stage gage at Chenango River at Norwich, and 1 stage and 1 rain gage at Canasawacta Creek at the Norwich City line, eliminating the gages at South Plymouth. They explained that the gages record data every 15 minutes and transmit that data every 60 minutes and during a flood event the data transmits more often. These gages are continuously operated to monitor conditions. Cameras are also used to verify data. They explained another, cheaper option would be to have flood only gages that would remain dormant until water levels rise. There was discussion of other gages in the area, such as the Sherburne gage which is Federally funded and the Oxford gage which is paid for by the DEC. Other discussion included getting the County involved as the river and creek also affect other Towns along the waterways and the City is part of the County. USGS said that they purchase and maintain all the equipment – what the City would be paying for is the data.

Open Forum

Jen Westervelt, of Lyon Brook Rd. and property owner in the City, spoke about the advantages of participating in the Citizens' Police Academy and encouraged others, as well as Council members, to participate. The deadline for applications is December 31, 2025 with the program running for 6 weeks. It is valuable insight into the wide range of people and circumstances the Police face on a daily basis.

Jeanie Barnes, 17 Division St., brought to notice the unshoveled sidewalks and crosswalk issues, particularly in front of 29 and 31 S Broad St. She has had many in senior housing say they cannot get to the theatre due to unshoveled sidewalks. She states that about a third of the South Broad St. sidewalks are not shoveled. Bruchhausen Park is not plowed all the way through to Hale St. Division St. Also on Division St. are a number of vacant, non-resident owned apartment properties that are not being maintained. She feels a sidewalk initiative needs to be created.

Stefanie Pebler, 5 Eaton Ave., said Norwich is hollowed out and people have a destructive mentality. Instead, Norwich should become a "Silicon Valley". She said Morrisville College is dead and instead a tech institute could be created through grants.

Correspondence

Curb Cut at 28 Silver St. – Ald. Zieno **moved** to approve the curb cut request at 28 Silver St. Seconded by Ald. Warren, approved ayes all.

Department, Board and Commission Reports

- ◆ Police Department Report – October, November
- ◆ Fire Department Report – October, November
- ◆ Human Resources Report – October, November
- ◆ Finance Report – October, November
- ◆ Zoning Board of Appeals Minutes – February, March, May 2023
- ◆ Alert Hose Minutes – September, October, November
- ◆ Traffic Minutes – August, September
- ◆ Civil Service Minutes – October
- ◆ Water Commission Minutes – November
- ◆ Planning Minutes – September, October, November

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

Ward Reports

Ward 1

Ald. Warren reported a conversation with an individual who had a creative way to handle the crow problem and he will broach the subject at a later meeting; parking concerns on Locust St.; questions about the City Manager study; parking concerns surrounding the County Office Building construction project. In response to Ms. Pebler's statements in Open Forum, Ald. Warren listed a number of projects and initiatives that are happening in the City. He hoped people to an opportunity to understand what the Council's role is and what the City can and cannot do and what we can achieve at this level [of government].

Ward 2

Ald. Gee reported communications about the large amount of garbage at 26 and 28 Cortland St. which has now been taken care of.

Ward 3

Ald. Allaire reported communications about a small hole [in the road]. Allaire reported the City Manager Committee has met three times with the final meeting on Monday. She thanked Mayor Doliver for his leadership, saying he was her inspiration for running for office.

Ward 4

Ald. Loomis reported a vehicle on Beebe which he forwarded to the PD. He stated that he went through the Citizen's Police Academy under former Chief Angelino, saying it was a wonderful experience.

Ward 5

Ald. Zieno reported communications regarding the Fire Chief vacancy; a curb cut at 28 Silver St.; 2 sidewalks that were not shoveled. Zieno said that Mayor Doliver is the most responsive Mayor he has worked with and thanked him for all his hard work.

Ward 6

Ald. Caezza reported complaints about road conditions on N. Broad St. saying it is getting worse. Mayor Doliver said he also has received complaints, however the State says they will not be doing work on it next year. He suggested to continue to push for action.

Mayor Doliver expressed his thanks to the Council. He has worked with 17 different Alderpersons over his 12 years with Mayor-elect Jeffrey being part of that group. He felt it was important for a Mayor to first be an Alderperson so that [there is less of a learning curve] and can get busy right away.

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

Motions

Staff Parking Spots at the Police Department – Ald. Zieno **moved** to approve 12 staff-designated parking spaces at the Police Department. Seconded by Ald. Warren, approved ayes all.

Resolutions

RESOLUTION #122 - 2025 AUTHORIZING CITY/COUNTY TAX LEVY FOR 2026

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

WHEREAS, the taxes to be levied by Chenango County for collection by the City of Norwich during 2026 total \$2,883,048.64; and

WHEREAS, the budget of the City of Norwich for the year 2026 has been duly adopted and the amount to be raised by taxes is \$3,749,522.00 and the amount of special assessments and other items total \$77,915.86, for a total City levy of \$3,827,437.86, therefore be it

RESOLVED, that said taxes totaling \$6,710,486.50 are hereby levied against the real property of the City of Norwich. The Director of Finance is hereby directed to extend said tax against the property listed in the assessment roll of the City of Norwich. The Mayor is hereby authorized to execute and issue to the Director of Finance the tax warrant for the collection of the above-mentioned taxes.

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

Thanks were expressed to D. DuFour for the many long hours working developing the budget.

RESOLUTION #123 - 2025 APPOINT ASSISTANT SUPERINTENDENT OF DPW

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

WHEREAS, a vacancy exists in the position of Assistant Superintendent of DPW; and

WHEREAS, recommendations have been made for the appointment of David Coish of Richford, NY, to the position of Assistant Superintendent of DPW; now, therefore be it

RESOLVED, that David Coish of Richford, NY be and hereby is provisionally appointed to the position of Assistant Superintendent of DPW at the rate of \$88,608 effective December 29, 2025; and further be it

RESOLVED, that appointment shall be contingent upon any such action as may be necessary by the Civil Service Commission.

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

RESOLUTION #124 - 2025 AUTHORIZING TRANSFER OF FUNDS FOR PURCHASE OF PLOW TRUCK

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

WHEREAS, Truck #5 is 35 years old and has reached the end of its useful life and needs to be replaced; and

WHEREAS, a State bid with Onondaga County for a new 2027 International HV507 SFA 4x2 Chassis for \$126,834.00 has been received from Allegiance Trucks of Liverpool; and

WHEREAS, with the plow package price \$122,161 and a \$7,000 tariff cost the total purchase price will total \$255,995; and

WHEREAS, the Joint Committees have made certain recommendations; and

WHEREAS, a transfer of funds are therefore required in connection with the above purchase, now, therefore be it

RESOLVED, that the purchase of a new 2027 International HV507 SFA 4x2 Chassis Truck and Plow 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>
A909	General – Fund Balance	\$255,995
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A5142.2100	Snow & Ice Removal – Equipment	\$255,995

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

RESOLUTION #125 - 2025 **AUTHORIZING BUDGET TRANSFER TO COVER OVERTIME COSTS IN THE FIRE DEPARTMENT**

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

WHEREAS, the overtime costs in the Fire Department have exceeded the budgeted amount; and

WHEREAS, a transfer of \$20,000 is needed to cover those overtime costs; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2025 Budget to cover Fire overtime:

<u>From:</u>		
<u>Account No.</u>	<u>Name</u>	<u>Account</u>
A9950.1H93	General – Permanent Streets – Capital Projects	20,000
<u>To:</u>		
<u>Account No.</u>	<u>Name</u>	<u>Account</u>
A3410.1020	Personal Service - Overtime	\$20,000

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

RESOLUTION #126 - 2025 **AUTHORIZING BUDGET TRANSFER TO COVER OVERTIME COSTS IN THE POLICE DEPARTMENT**

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

WHEREAS, the overtime costs in the Police Department have exceeded the budgeted amount; and

WHEREAS, a transfer of \$14,000 is needed to cover those overtime costs; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfers in the 2025 Budget to cover Police overtime:

From:

<u>Account No.</u>	<u>Name</u>	<u>Account</u>
A9950.1H93	General – Permanent Streets – Capital Projects	14,000

To:

<u>Account No.</u>	<u>Name</u>	<u>Account</u>
A3120.1020	Personal Service - Overtime	\$14,000

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

RESOLUTION #127 -2025 **AUTHORIZING TRANSFER OF RESERVE FUNDS FOR POLICE DEPARTMENT LICENSE PLATE READER (LPR)**

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

WHEREAS, the Cloud Runner for the License Plate Reader (LPR) has expired and must be renewed; and

WHEREAS, the LPR would allow for the sharing of critical information with various law enforcement agencies; and

WHEREAS, the transfer of \$3,000 for the LPR Cloud Runner would come from Reserves; and

WHEREAS, the Joint Committee has concurred with the recommendation; now, therefore be it

RESOLVED, that the renewal of the LPR for the Police Department is hereby 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:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR21-9950.9	Capital Reserves – Police Equipment	\$ 3,000

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3120.2100	Police - Equipment	\$ 3,000

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

RESOLUTION #128 - 2025 **AUTHORIZING SHARED SERVICE AGREEMENT WITH NYSDOT**

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

WHEREAS, the City of Norwich and the New York State Department of Transportation wish to share services, exchange or lend materials or equipment which shall promote and assist in the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources; and

WHEREAS, pursuant to Section 55 of the New York State Highway Law, emergency aid for control of snow and ice in municipalities; and

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to execute a four-year agreement between the City and the New York State Department of Transportation for shared services.

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

RESOLUTION #129 - 2025 AWARDING BID FOR VENTRAC TRACTOR

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

WHEREAS, bids for the Tractor were opened on December 15, 2025; and

WHEREAS, the Department of Public Works Superintendent has made certain recommendations; now, therefore be it

RESOLVED, that the bid for the Tractor be awarded to the lowest qualified bidder meeting specifications, MTE Equipment Solutions of Rochester, NY, in the bid amount of \$72,327.00.

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>
HR28	Capital Reserves – Water Equipment	\$72,327.00
<u>To:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
F8340.2100	Water Distribution – Equipment	\$72,327.00

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

RESOLUTION #130 - 2025 AUTHORIZING MAYOR TO SIGN 2026 ANIMAL SHELTER AGREEMENT WITH CHENANGO COUNTY SPCA

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

WHEREAS, the Chenango County SPCA provides certain services to the City of Norwich; now, therefore be it

RESOLVED, that the Mayor be and hereby is authorized, under the direction of the City Attorney, to sign a contract with the Chenango County SPCA, to provide services per the 2026 Animal Shelter Agreement.

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

RESOLUTION #131 - 2025 AUTHORIZING TRANSFER OF FUNDS FOR PAVING OF CITY HALL PARKING LOT

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

WHEREAS, the paving of the parking lot at City Hall was not covered with CHIPS funds; and

WHEREAS, a transfer is required to cover the cost of paving; and

WHEREAS, the Public Safety/Public Works and Finance/Personnel Committees have made certain recommendations; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer of funds to cover the paving of the City Hall Parking Lot in the 2025 Budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR33 9950.9	Capital Reserves – Municipal Buildings & Facilities	\$22,024.99

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A1620.2200	Municipal Buildings – Capital Outlay+	\$22,024.99

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

Payment of Bills

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

	<u>Prepaid</u>	<u>12/16/2025</u>	<u>Grand Total</u>
General Fund	\$626,741.11	\$66,185.03	\$692,926.14
Water Fund	38,697.19	43,315.46	82,012.65
Sewer Fund	27,677.11	15,056.50	42,733.61
Trust	61,400.68	-	61,400.68
BID	8,852.68	-	8,852.68
Comm. Dev. - Special Grants	44,126.25	-	44,126.25
Capital Projects	132,132.23	-	132,132.23
TOTALS	\$939,627.25	\$124,556.99	\$1,064,184.24

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

Executive Session

Ald. Warren **moved** to enter executive session to discuss the employment history of a particular individual at 7:11 p.m.

Seconded by Ald. Allaire, approved ayes all.

Ald. Warren **moved** to exit executive session at 7:36 p.m. Seconded by Ald. Loomis, approved ayes all.

Adjournment

Ald. Gee **moved** to adjourn at 7:37 p.m. Seconded by Ald. Allaire, approved ayes all.