

CITY OF NORWICH
JOINT MEETING of the
PUBLIC SAFETY / PUBLIC WORKS and
FINANCE/PERSONNEL COMMITTEES
February 3, 2026

Present:

Mayor Robert D. Jeffrey
Ald. Eric Warren
Ald. Fred Gee
Ald. Nancy Allaire
Ald. David Zieno
Ald. Matthew Caezza

Supervisor Robert M. Jeffrey
Supervisor James McNeil

Absent

Ald. William Loomis

Also:

Director of Finance/City Clerk Dee DuFour
Director of Human Resources Lynn Murray
DPW Superintendent Tim Miller
Youth Bureau Director Anthony Testani
Fire Chief Gerald Parry
Police Chief Scott Burlison
EMO William Edwards
Community Development Director Erik Scrivener
Deputy City Clerk Agnes Eaton

Ald. Zieno called the joint meeting of the Public Works/Public Safety and Finance/Personnel Committees to order at 6:01 p.m. at the Council Chambers.

Approval of Minutes – Ald. Gee **moved** to approve the minutes of the January 6, 2026 meeting. Seconded by Ald. Warren, approved ayes all.

Correspondence

- ♦ **Rolling Antiquers Annual Memorial Day Car Show** – Ald. Warren **moved** to recommend the Common Council approve a request from the Rolling Antiquers Car Show for Police and Fire assistance at their annual car show on May 23 and 24, 2016 from 8 a.m. to 5 p.m. Seconded by Ald. Gee, approved ayes all.

Ward Supervisors Report

Supervisor of Wards 4,5,6 Robert M. Jeffrey, who sits on the County Planning and Economic Development Committee and Public Works gave an overview of what's happening at the County level. He reported that the County was awarded a \$1 million grant to help with the development of Flanagan Field. Greater Opportunities of Chenango purchased the property from the school district and will be using \$8 million in grant funding, if it is awarded to them, to construct 20 homes. On the County's board meeting on Monday: Resolution #4-The Chenango County IDA is looking to the County for a short-term \$1 million loan to improve daycare availability; Resolution #22-Creation of a Chenango County Land Bank Corporation. The Chenango County IDA was awarded \$50,000 from NYS for a feasibility study to extend the City's water and sewer to Woods Corner, the airport and other locations. Application will also be made for an additional \$1 million for the extension. The Chenango County Historian's office, in collaboration with the Chenango County Historical Society, applied to NYS for a grant of \$15,000-\$18,000 which will be used for the 'Turtle Island' festival this summer. Chenango County public transportation will be returning with 4-5 buses.

Supervisor of Wards 1,2,3 Jim McNeil, began by saying that the reason he misses these meetings is because, although he has hearing aids, he cannot hear at the meetings. He pointed out that City Court has a system compatible with hearing aids and suggested the City use it. He also felt that both Supervisors don't need to be here at the same time and suggested they alternate meetings. McNeil sits on the Health & Human Services and Finance committees. Homelessness is still present, but work is being done with Catholic Charities, Behavior Health Services, as well as any other groups and organizations that will help to reduce homelessness. When accessing the Warming Center people are given information to help with their situation. The County Office building project is still in discussion, but he feels it will happen. If so, the City should be prepared for parking issues during construction and should consider the availability of the City-owned parking lot behind the Red Roof Inn for some County employee parking – perhaps leasing the space. Mayor Jeffrey reported that in conversation with Chairman Blanchard, Court St. will be where construction occurs, a portion of the lot in that space will be for public parking via Academy St. to access the existing County Office Building. If construction proceeds, this will be about for about 12 – 18 months. Off-site employee parking was briefly discussed and a suggestion of County Offices being moved out of the building to alternate locations during construction to

alleviate parking issues. McNeil reported the State is proposing at a 100% Veterans property tax exemption for those Veterans who are 100% disabled, however it will be up to each municipality to opt-in.

Department Head Reports

Youth Bureau

Adopting the Parks Master Plan – A. Testani asked to set a public hearing for the adoption of the Parks Master Plan. Ald. Caezza asked if the intent was to accomplish 100% of the plan to which Testani responded that is the intention. Ald. Zieno pointed out that each of the projects in the Plan would need to come before the Council individually. There was discussion of the property in the plan that is currently in use by the DPW and the challenges of finding alternate DPW use. Ald. Gee stated that the document can be amended and it is not set in stone. Ald. Allaire **moved** to set a Public Hearing for March 17, 2026 to hear comment relative to the adoption of the Parks and Recreation Master Plan. Seconded by Ald. Warren, approved ayes all.

Bruchhausen Park – A. Testani distributed a design for Bruchhausen Park using grant funds being applied for. The estimate of the design comes in at \$900,000 but will depend on the grant funding that is awarded. Minimal lighting will be added to the park and synthetic turf is proposed for certain parts. The existing playground equipment for 10-12 year-old will be replaced but repurposed in another location.

DPW

Fuel Card Bid – T. Miller requested to go out to bid for the Fuel Card bid which expired December 31, 2025. Ald. Warren approved going out to bid. Seconded by Ald. Gee, approved ayes all.

Borden Wells Update – T. Miller reported that Well 3's natural gas engine needs repairs at a cost of \$10,000 per the Kraft company that is the only company available for certification. He had another company give an estimate to replace the gas engine with a more efficient electric one for \$100,700 and a backup generator that could power both wells instead of one for \$226,000. The upgrade would also require an upgrade to the SKADA system for \$16,000. As this is a top priority, he hoped funding from congressional representatives would be in the range of \$350,000. He reminded the Committee that Well 4 recently needed repairs also. Mayor Jeffrey has spoken to Senator Schumer's office and as soon as congressional funds come out they will notify us.

2026 Street Projects Request for Bid – T. Miller requested to go out to bid for 11 streets for CHIPS reimbursement in the 2026 Street Paving and Rehabilitation. Streets are (since 2015, some are partials) Pleasant, Mechanic, Elm, Hayward, Taylor, Maydole, Adelaide, Diamond, Grove, Clinton, and _____. In addition, this is a good time to bid out for water and sewer line replacements, curbing and storm drains on some of those streets. The DPW Garage parking lot will also be done this year. Ald. Allaire inquired about plans for Wales Dr. E. Scrivener said that in order to get funds to pay for finishing the remaining portion of Wales Dr., we first must identify the infrastructure there. There is lots of work still to be done so it will not get done in 2026. Mayor Jeffrey has also discussed with Schumer's office the potential for development in that area and what would be available at the Federal level to make it feasible. Ald. Warren **moved** to approve going out to bid. Seconded by Ald. Allaire, approved ayes all.

Snow Removal Update – T. Miller reported that during the storm on January 25-26, the DPW crews worked together, the new Ventrac came in just in time and did an amazing job, no major breakdowns occurred, the overnight shifts cleared the snow piles then tackled the [downtown] sidewalk [piles]. He said that with this storm, the area behind Borden Ave. is half to three-quarters full of snow. He would not know where to put the snow without use of that area. The DPW provides a lot of service and the area is used for more than snow and leaves. Taking things to the dump would require more staff time and gas and the dump will not take anything more than 3" in diameter for tree limbs/brush. Mayor Jeffrey suggested if the County flattens their garage facility we could contact them for use of that area. Miller said the salt shed has been restocked and is 95% full. There was discussion of applying for a grant for the new salt shed.

Community Development

Adoption of Local Flood Analysis – E. Scrivener reported that the Local Flood Analysis was presented in September by Barton & Loguidice and the Flood Mitigation Committee has made the recommendation for its adoption. Ald. Zieno asked if County's Flood Mitigation survey will coordinate with this. Scrivener said that the County's contractor has a copy and there is a meeting tomorrow afternoon to discuss this. W. Edwards said they have asked for information about the dam survey which has not been completed yet, but will be provided as soon as it is. Ald. Gee **moved** to recommend the Common Council adopt the Local Flood Analysis. Seconded by Ald. Warren, approved ayes all.

RFQ Flood Mitigation – E. Scrivener reported that the Flood Commission would like to put out a Request for Qualifications to find an engineer in order to layout the next projects. In the Local Flood Analysis there are no designs or actual engineering work for specific projects so finding an engineer to assist is the next step in order to apply for funding. The Town of Norwich is supportive and hopefully North Norwich, along with other Chenango County water communities will be as the City itself can do very little within the City limits to mitigate flooding on its own. Ald. Warren **moved** to approve sending out the RFQ. Seconded by Ald. Gee, approved ayes all.

BID Annual Meeting – E. Scrivener reported that after the winter storm he heard many positive comments regarding the new Ventrac tractor and complimented the DPW. Scrivener reported that invitations to BID property owners and businesses resulted in 30-40 attendees at the Annual BID meeting. Presented were 2025 accomplishments and 2026 goals with the biggest piece being the Streetscape Master Plan.

DRI Updates – E. Scrivener reported on DRI projects. For the American Avenue project, they reached out the DOT to see what will be needed for permitting along there and South Broad St. The hotel project had floor trusses for the addition delivered last week and roof trusses will be in within the next few weeks. The Chenango Arts Council has finished the environmental review which is now with the State. Building permits have been issued for the Heritage Building project and interior walls are being constructed. Small Project Grant Funds have a few projects left to be completed. The East and West Parks projects are still at the State level and are awaiting the contract. The Unguentine building is still under review, but SHPO approval has been received. Construction documents and plans will be needed to proceed.

Fire Department

Outside CON EMS Calls – G. Parry reported that 263 calls were responded to in January. There were 14 calls outside the CON with 9 being billable. There was some discussion of the CON and the County fly-cars.

New Hose Delivered – G. Parry reported that new hose has been received which is due to the Volunteer Fireman's Association seeking of local funding and grants.

Recent Mutual Aid Fires – G. Parry reported that mutual aid calls have been very active in January. During one of these calls there was damage to an air pack, a couple of face pieces, cylinders and a couple of sets of turnout gear. An insurance claim for those damages will be filed.

Fire Hydrants – Snow Removal – G. Parry thanked the DPW for their pre-storm preparations. Both departments worked together very well with all pulling together. In addition, several individuals from the community over time have asked what they could do to assist. The Facebook post asking for those having a fire hydrant in front or near their homes to clear around them yielded about 45%-50% of the hydrants being cleared which was a great help.

Roof Ice at the Firehouse – G. Parry had concerns over the size of the ice hanging from the Firehouse roof. This poses a great hazard to vehicles, staff and the public, particularly as they fall and create a projectile as they hit the ground, and urged that some form of ice mitigation be investigated.

Code Enforcement

Condemnation letter – G. Parry reported that a permit has been pulled by Burrell's for the demolition of 119 South Broad Street.

Tax property number- The City will be taking 6 properties for non-payment of taxes, one of which is vacant.

Posted Property – G. Parry reported that 26 ½ Cortland Street has been posted as unsafe and hazardous and a letter has been sent to the owner and manager. Public Health has been notified as to the condition of the building, items inside and the number of persons living there and they will be doing a visit to the property.

Municipality Back on Track - G. Parry reported that Code Enforcement has been working on Municipality with phase I of a six phase project being completed.

ID Card for City Employees – G. Parry reported that Code Enforcement has been working on ID cards for Fire and Police employees.

It was reported that 40 red tags were issued for sidewalks not being cleared of snow; the items at 15 Eric St. has been cleaned up by a City contractor.

Human Resources

Approval for New Position of Deputy Fire Chief – L. Murray reported that the Civil Service Commission has approved the job duties of a Deputy Fire Chief and are working on the job description. She requested the creation of a Deputy Fire Chief position be brought before the Council. Ald. Warren **moved** to send the position to Common Council. Seconded by Ald. Allaire, approved ayes all.

Police Department

K9 program – S. Burlison reported that there working on a couple of different solutions and creating a starting program, including handler and vehicle selection and working with a K9 trainer from Binghamton.

Supervisor Training – S. Burlison reported that Sgt. Wengert has completed the 3 weeks of mandatory training from the Broome County Law Enforcement Academy for supervisors.

New Hire – S. Burlison reported that out of the 9 that took the Civil Service exam and were invited to take the physical agility test, only 3 showed up (all passed). The recruitment and retention of Officers is a serious thing. Eventually, the City will have 6 Officers that will be in the retirement group at the same time. L. Murray said that there is now continually recruitment and tests given in the spring and fall.

Ald. Zieno asked Chief Burlison to get a quote on cameras.

Finance

Transfer for NYS Retirement payment – D. DuFour requested a transfer to pay the City's retirement payment which 75% goes towards 2025 and 25% for 2026. The 2026 invoice for Police and Fire Retirement is \$1,024,966 (transfer amount requested \$122,000) and Employee Retirement is \$296.835 (transfer amount \$22,000). Ald. Caezza **moved** to recommend the Common Council approve the transfers. Seconded by Ald. Warren, approved ayes all.

Chenango Housing Improvement – D. DuFour reported that the Chenango Housing Improvement requests making 10 monthly payments on their PILOT program for the property at 27 West Main St. as has been done in the past. There have been no issues with this arrangement in past years. Ald. Warren **moved** to recommend the Common Council approve the 10 monthly payment for the PILOT. Seconded by Ald. Gee, approved ayes all.

Delaware Engineering General Services Contract – D. DuFour reported that the agreement with Delaware Engineering for general services has expired and recommends its renewal. Ald. Caezza **moved** to recommend the Common Council authorize the Mayor to enter into a General Engineering Services agreement for 2026 with Delaware Engineering, DPC. Seconded by Ald. Warren, approved ayes all.

Greenway Conservancy Renewal – D. DuFour explained that the agreement with the Chenango Greenway Conservancy for trails on City property that they maintain has expired. She stated the only difference in the agreement is that it will now be ongoing unless the City revokes it. Ald. Gee **moved** to recommend the Common Council approve the renewal of the agreement. Seconded by Ald. Allaire, approved ayes all.

Finance Office Update – D. DuFour reported that even with year-end, taxes being collected in January and being 2 people down, the Finance Office has done a fantastic job getting everything done and with minimal overtime.

Adjournment

Ald. Allaire **moved** to adjourn the Joint Committee Meeting at 7:57 p.m. Seconded by Ald. Gee, approved ayes all