

COMMON COUNCIL
AGENDA

Held at
One Court Plaza
March 18, 2026
6:00 PM

You are encouraged to view the meeting via the City's Facebook page at <https://www.facebook.com/NorwichNewYork/>

Call To Order

Pledge of Allegiance

Invocation

Approval of minutes of the regular meeting of February 17, 2026.

Public Hearing – Adoption of the Park and Recreation Master Plan

Open Forum

Correspondence

- ◆ YMCA Requests- Gus Macker, YMCA Annual Support Campaign, Halloween Parade, Turkey Trot
- ◆ Achieve Halloween Hustle 5K

Department, Board and Commission Reports

- ◆ Alert Hose Minutes – February
- ◆ Ontario Hose Minutes – February
- ◆ Maydole Hose Minutes – February
- ◆ Youth Board Minutes – March
- ◆ Civil Service Minutes – January, February
- ◆ Traffic Minutes – February
- ◆ HR Report – January, February
- ◆ Police Report – February
- ◆ Fire Department Report - February

Ward Reports

Motions

- ◆ Approval of Revised FMLA Policy
- ◆ Fuel Card Agreement
- ◆ Authorizing Agreement with LaBella for Parking Lot Signage
- ◆ Set Public Hearing for Change to the Zoning Ordinance Map for the Flanagan Field area to an R-2 Zone

Resolutions

- ◆ Adopting City of Norwich 2025 Parks and Recreation Master Plan
- ◆ Authorizing Transfer from Park Reserves for Application to the NY Plays Grant Funding for Weiler Park
- ◆ Appointment of Police Officer
- ◆ Authorizing Additional Water System Operator Position in the Water Department
- ◆ Appointment Of Water System Operator - Unlicensed
- ◆ Declaring DPW Vehicles as Surplus and Authorizing Disposal
- ◆ Declaring Fire Vehicles as Surplus and Authorizing Disposal
- ◆ Authorizing Transfer of Fire Capital Reserve Funds for Fire Department Equipment
- ◆ Adopting Proposed Ordinance No. (C) Of 2025 Regarding Chapter 575 Zoning Use Table – Removing Two-Family Dwelling from the R-1 Zone
- ◆ Authorizing Agreement for Downtown Design Standard Development and Transfer of Funds
- ◆ SEQR Determination of Non-Significance Concerning Construction of 20 Dwelling Units at Flanagan Field on Plymouth Street

- ◆ Urging Immediate Review of Electric Delivery Charges, Demanding Improved Cost Controls and Transparency, and Authorizing Formal Complaints to the New York State Public Service Commission Regarding the Escalating Cost of Electricity

Payment of Bills

Executive Session (if necessary)

Adjournment

Correspondence

YMCA Requests- Gus Macker, YMCA Annual Support Campaign, Halloween Parade, Turkey Trot – Ald. _____ **moved** to approve the requests from the YMCA for 2026 events of Gus Macker, Annual Support Campaign, Halloween Parade and Turkey Trot. Seconded by Ald. _____, approved ayes all.

Achieve Halloween Hustle 5K – Ald. _____ **moved** to recommend the Common Council approve a request from Achieve for their annual Halloween Hustle 5K on Sunday, October 25, 2026. The .5K route will begin at 9:30 a.m. at 27 Griffin St., to Birdsall, onto East Main, then West Midland where it will conclude at 27 Griffin. The 3.1 mile route at 10 a.m. and ending by 11:15 a.m. will be begin at 27 Griffin to Birdsall, turning onto Brown Ave to S. Broad and continuing up Route 12 to Borden Ave., then Silver and ending at Griffin St. Seconded by Ald. _____, approved ayes all.

Motions

- ◆ **Approval of Revised FMLA Policy** – Ald. _____ **moved** to approved the revised FMLA policy as presented to the Joint Committee on March 3, 2026. Seconded by Ald. _____, approved ayes all.
- ◆ **Fuel Card Agreement** – Ald. _____ **moved** to agree to the terms for fuel purchases as presented by Mirabito's Energy Products as no bids were received for the Fuel Card System bid. The terms are the same as the bid specs and with a savings of between .10-.15 cents per gallon from the pump price. Seconded by Ald. _____, approved ayes all.
- ◆ **Authorizing Agreement with LaBella for Parking Lot Signage** – Ald. _____ **moved** to authorize entering into an agreement with LaBella for \$4,500 for the design, layout and development of signage for the downtown area parking lots consistent with the downtown design standards. Seconded by Ald. _____, approved ayes all.
- ◆ **Set Public Hearing for Change to the Zoning Ordinance Map for the Flanagan Field Property to an R-2 Zone** – Ald. _____ **moved** to set a Public Hearing on April 21, 2026 at 6:00 p.m. to hear comment relative to a Zoning Ordinance Map change to reclassify the property for the proposed housing development known as Flanagan Field on Plymouth St. from an R-1 zone to an R-2 zone to allow for multifamily housing. Seconded by Ald. _____, approved ayes all.

Resolutions

RESOLUTION # - 2026

ADOPTING CITY OF NORWICH 2025 PARKS AND RECREATION MASTER PLAN

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

WHEREAS, the City has completed a Parks and Recreation Master Plan to guide decision-making in the investment of parks, open spaces and recreation of the City of Norwich; and

WHEREAS, the Parks and Recreation Plan shall become part of the City's Comprehensive Plan and as such, items of the plan are not requirements, but recommendations designed to provide focus and direction. It will be based upon the local community on how to proceed and what they wish to see accomplished; and

WHEREAS, the adoption of a Parks and Recreation Master Plan is considered a Type 1 action of the State Environmental Quality Review Act; and

WHEREAS, the Common Council, on January 20, 2026, issued a Negative Declaration based on its determination that the adoption of the plan will not have a significant impact on the environment; now, therefore be it

RESOLVED, that the Common Council hereby adopts the City of Norwich Parks and Recreation Master Plan; and, further be it

RESOLVED, that the Common Council shall arrange for periodic review of the plan at least every five years to assess the need for amending or updating the plan to address emerging issues as appropriate.

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026**AUTHORIZING TRANSFER FROM PARK RESERVES FOR APPLICATION
TO THE NY PLAYS GRANT FUNDING WEILER PARK**

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

WHEREAS, application to the NY Plays grant is desired for potential work at Weiler Park; and

WHEREAS, the application fee of \$7,500 for the grant will necessitate a transfer of funds from Parks Capital Reserves; and

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

RESOLVED, that application to the NY Plays grant is hereby authorized; and further be it

RESOLVED, a transfer of \$7,500 for the application to the NY Plays grant for potential work in Weiler Park 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 2026 Budget:

From:

Account Number

HR23

Name

Capital Reserves - Parks & Maintenance Development

Amount

\$7,500

To:

Account Number

A7110.4020

Name

Park – Contracted Services

Amount

\$7,500

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026**APPOINTMENT OF POLICE OFFICER**

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

WHEREAS, vacancies exist in the Norwich Police Department, and;

WHEREAS, the Police Chief has made a recommendation to appoint Eric Conant of Norwich, New York to the position of Police Officer who is a current employee transferring from the DPW; now therefore be it

RESOLVED, that Eric Conant of Norwich, NY, be and hereby is granted a permanent appointment as Police Officer in the City of Norwich Police Department effective March 20, 2026 at the rate of \$28.89; and further be it

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

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026**AUTHORIZING ADDITIONAL WATER SYSTEM OPERATOR POSITION IN
THE WATER DEPARTMENT**

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

WHEREAS, the need for an additional Water System Operator position in the Water Department has been realized; and

WHEREAS, the Joint Committees agreed with said recommendations; now, therefore be it

RESOLVED, that a third Water System Operator position in the Water Department is hereby authorized subject to any action necessary from the Norwich Civil Service Commission.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026

APPOINTMENT OF WATER SYSTEM OPERATOR - UNLICENSED

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

WHEREAS, a third Water System Operator - Unlicensed position has been created and a vacancy exists in the position, and;

WHEREAS, it is recommended that Phillip Fransisco move from the Temporary Water System Operator-Unlicensed to Water System Operator - Unlicensed which is part of NYS HELP; now therefore be it

RESOLVED, that Phillip Fransisco of Bainbridge, NY, be and hereby is granted a permanent appointment as Water System Operator – Unlicensed effective March 19, 2026 at his current rate of pay; and further be it

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

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026

DECLARING DPW VEHICLES AS SURPLUS AND AUTHORIZING DISPOSAL

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

WHEREAS, 2 vehicles in the DPW have outlived their usefulness and would require costly repairs; and

WHEREAS, the vehicles no longer are needed by the DPW; and

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

RESOLVED, that the following items, as presented to the Joint Committee, be and hereby are declared surplus:

2015 F250 Ford Pickup Truck VIN #1FTBF2B64FEB24806

2004 Chevy Silverado with Plow VIN #1GCHK34G75E277633

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026

DECLARING FIRE VEHICLES AS SURPLUS AND AUTHORIZING DISPOSAL

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

WHEREAS, two (2) fire vehicles have outlived their usefulness and would require costly repairs; and

WHEREAS, the vehicles no longer are needed by the Fire Department; and

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

RESOLVED, that the following vehicles, as presented to the Joint Committee, be and hereby are declared surplus:

1994 E-One Pump Truck VIN #4ENGAAA87R1004091

1993 Salisbury Fire Rescue Truck VIN #1FV6JLCB7PL435665

and, further be it

RESOLVED, that the Director of Finance be and hereby is authorized to dispose of such equipment as is provided for by law.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026 AUTHORIZING TRANSFER OF FIRE CAPITAL RESERVE FUNDS FOR FIRE DEPARTMENT EQUIPMENT

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

WHEREAS, radio installation for the new engine is required and gas metering devices are needed for Fire Department equipment; and

WHEREAS, \$1,625 needs to be transferred from Reserves for the purchases; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following supplemental appropriation in the 2026 budget:

From:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
HR32	Fire Equipment – Reserves	\$ 1,625

To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A3410.2100	Fire Department – Equipment	\$ 1,625

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026 ADOPTING PROPOSED ORDINANCE NO. (C) OF 2025 REGARDING CHAPTER 575 ZONING USE TABLE – REMOVING TWO-FAMILY DWELLING FROM THE R-1 ZONE

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

WHEREAS, the Common Council received proposed Ordinance No. (C) of 2025 on May 20, 2025, to amend Chapter §575 Zoning Attachment 1 which removes the 2-Family Dwelling by special permit from the R-1 Single Family Residence zone of the table; and

WHEREAS, a public hearing was held on June 17, 2025, in connection with said proposed ordinance now, therefore be it

RESOLVED, that Ordinance No. (C) of 2025 to amend Chapter §575 Zoning Use Table, presented to the Common Council on May 20, 2025, be and hereby is adopted.

Seconded by Ald. _____ and duly adopted, _____, on a roll call vote.

Proposed Ordinance No. (1) of 2026
AMENDING CHAPTER 575 ZONING USE TABLE OF
THE CODE OF THE CITY OF NORWICH

BE IT ORDAINED by the Common Council of the City of Norwich, New York, as follows:

Chapter 575 Zoning; Attachment 1, Zoning Use Table of the Code of the City of Norwich shall be amended to reflect removal of the 2-Family Dwelling by special permit from the R-1 Single Family Residence zone of the table.

	R-1	R-1A	R-2	R-3	B-1	B-2	R R	IN	MD
Description of Use	Single-Family Residence	R-1 Use to R-2 Density	Single-Family to Multiple Residence	R-2 with Limited Businesses	General Businesses	Highway Business	Railroad District	Industrial	Museum District Overlay
Two-family dwelling	X*	X*	X	X					

Struck through is being removed.

- ◆ **Authorizing Agreement with EDR for the development of Downtown Design Standard** – Ald. ____ moved to authorize an agreement with EDR for \$35,000 for the development of a Downtown Design Standard for the downtown area. Seconded by Ald. _____, approved ayes all.

RESOLUTION # - 2026 AUTHORIZING AGREEMENT FOR DOWNTOWN DESIGN STANDARD DEVELOPMENT AND TRANSFER OF FUNDS

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

WHEREAS, certain recommendations have been made by the Planning Commission, B.I.D. and other stakeholders for the creation of downtown standards to be implemented; and

WHEREAS, these standards would include but are not limited to building façade work, windows, awnings, signage, logos etc.; and

WHEREAS, an agreement with EDR for \$35,000 is being recommended to create a Downtown Design Standards Proposal; and

WHEREAS, the \$35,000 will be coming from Community Development HUD Program Income; and

WHEREAS, the Joint Committee has made certain recommendations; now, therefore be it

RESOLVED, that entering into an agreement with EDR for \$35,000 to create a Downtown Design Standards Proposal is hereby authorized; and further be it

RESOLVED, that the Director of Finance be and hereby is authorized to make the following transfer in the 2026 budget:

<u>From:</u>		
<u>Account Number</u>	<u>Name</u>	<u>Amount</u>

CD57	Special Grants- Contracted Services	\$ 35,000
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To:

<u>Account Number</u>	<u>Name</u>	<u>Amount</u>
A8020.4020	Planning – Contracted Services	\$ 35,000

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

RESOLUTION # - 2026

**SEQR DETERMINATION OF NON-SIGNIFICANCE CONCERNING
CONSTRUCTION OF 20 DWELLING UNITS AT FLANAGAN FIELD ON
PLYMOUTH STREET**

RESOLUTION # - 2026

(Copy Pending)
**URGING IMMEDIATE REVIEW OF ELECTRIC DELIVERY CHARGES,
DEMANDING IMPROVED COST CONTROLS AND TRANSPARENCY,
AND AUTHORIZING FORMAL COMPLAINTS TO THE NEW YORK
STATE PUBLIC SERVICE COMMISSION REGARDING THE
ESCALATING COST OF ELECTRICITY**

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

WHEREAS, residents, seniors, and small businesses in the City of Norwich are experiencing unsustainable, repeated, and compounding increases in electric bills that are placing a growing financial strain on households and the local economy; and

WHEREAS, a substantial portion of these increases is attributable not to increased energy consumption, but to escalating delivery charges, fees, and approved rate adjustments imposed by NYSEG ; and

WHEREAS, electric delivery charges and rate structures are regulated and approved by the New York State Public Service Commission, which is statutorily charged with ensuring that utility rates are just, reasonable, and affordable for ratepayers; and

WHEREAS, the Common Council has received numerous complaints from residents who are struggling to afford basic electric service and who have expressed serious concern regarding the frequency, magnitude, and lack of transparency surrounding recent and ongoing rate increases; and

WHEREAS, rural and low-density communities such as the City of Norwich are disproportionately impacted by delivery charge increases and cost-recovery mechanisms that fail to adequately account for affordability, equity, and the cumulative burden placed on ratepayers; and

WHEREAS, the Common Council finds that continued approval of rate increases without stronger cost controls, greater transparency, and meaningful affordability protections is unacceptable and contrary to the public interest; now, therefore be it

RESOLVED, that the Common Council of the City of Norwich formally and strongly urges the New York State Public Service Commission to conduct a thorough and immediate review of electric delivery charges, rate increases, and cost-recovery practices applicable to NYSEG customers; and further be it

RESOLVED, that the Common Council calls upon the Public Service Commission to prioritize ratepayer affordability, demand greater transparency from NYSEG, and require demonstrable cost-containment and operational efficiency measures before approving any future rate increases; and further be it

RESOLVED, that the Common Council expressly opposes continued or automatic rate increases that shift rising operational, infrastructure, and administrative costs onto ratepayers without clear justification or adequate protection for rural communities; and be it further

RESOLVED, that the Mayor is hereby authorized and directed to submit formal complaints, written comments, and supporting documentation to the New York State Public Service Commission on behalf of the City and its residents, objecting to excessive electric costs and requesting regulatory intervention; and further be it

RESOLVED, that the City of Norwich will transmit copies of this resolution to the New York State Public Service Commission, NYSEG, the Governor of the State of New York, members of the New York State Legislature, and neighboring municipalities served by NYSEG, and to encourage coordinated action among affected towns ; and further be it

RESOLVED, that this resolution shall take effect immediately upon adoption.

Seconded by Ald. _____, and duly adopted, _____, on a roll call vote.

Payment of Bills

Ald. _____ **moved** to pay the March bills after proper audit and certification.

	<u>Prepaid</u>	<u>3/18/2026</u>	<u>Grand Total</u>
General Fund	\$785,562.70	\$42,152.71	\$827,715.41
Water Fund	47,620.21	7,475.68	55,095.89
Sewer Fund	43,677.49	7,143.48	50,820.97
Trust	46,947.08	-	46,947.08
BID	420.30	-	420.30
Comm. Dev. - Special Grants	2,477.81	-	2,477.81
Capital Projects	8,404.00	-	8,404.00
TOTALS	\$935,109.59	\$56,771.87	\$991,881.46

Seconded by Ald. _____ and duly adopted _____.