

COMMON COUNCIL

Special Meeting
March 25, 2026

Mayor Robert D. Jeffrey presided at a special meeting of the Common Council held at 5:00 PM on March 25, 2026, in the Common Council Chambers at One Court Plaza.

Present:

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

Also:

Director of Finance/City Clerk Dee DuFour
DPW Superintendent Tim Miller
Assistant DPW Superintendent Dave Coish
Account Clerk Lilit Danielyan**

Absent

Ald. William Loomis
Supervisor James McNeil
Supervisor Robert M. Jeffrey

Call to Order

The meeting of the Common Council was called to order at 5:02 by Mayor Jeffrey.

WWTP Screen Replacement Discussion – D. Coish reported that both the mechanical screens have failed at the WWTP. Parts are not available, making them beyond repair. These are crucial pieces of equipment and need to be replaced. Currently the job is being done manually which is unsustainable and potentially a violation. T. Miller said that the City needs to declare an emergency purchase for the screens and would include preparation of a mini-bid package, drawings for EFC purposes, have EFC review the documents and request approval based on specs received from Koester. Emergency funding options are being discussed with EFC and DEC. GHD Engineering will be requesting an amendment to their original contract. D. DuFour said that a quote came in at \$1,077,000 for the bar screens with the balance to account for shipping. Even under emergency status it will still take 30-60 days for EFC approval and then Koester's timeline of 4-5 months for shipping and installation – without the emergency, EFC approval would take 18 months. A request will be made to EFC to include this as pre-construction in the WWTP Upgrade Project. If EFC does not agree, the City will have to seek other options for short-term funding.

Resolutions

RESOLUTION #28 - 2026

AUTHORIZING EMERGENCY PURCHASE OF 2 MECHANICAL BAR SCREENS AT THE WWTP – WWTP UPGRADES PROJECT

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

WHEREAS, the City of Norwich (hereinafter the "City") owns and operates the City wastewater treatment plant (WWTP); and

WHEREAS, the WWTP is in the process of undergoing Phase 1 of a comprehensive rehabilitation and upgrade project (WWTP Upgrades Capital Project) funded through the Clean Water State Revolving Fund (CWSRF) loan program & Bipartisan Infrastructure Law (BIL) grant program, administered by the New York State Environmental Facilities Corporation (NYSEFC); and

WHEREAS, the upgrade includes the replacement of the two (2) mechanical bar screens due to age and long-term use; and

WHEREAS, the WWTP operators have recently determined that the two (2) mechanical bar screens are no longer operable; and

WHEREAS, if the bar screen replacement occurs as part of the upgrade project, replacement could take up to 18 months to complete; and

WHEREAS, the two (2) mechanical bar screens are a necessary pretreatment process; and

WHEREAS, since the bar screens stopped operating, attendants must remove solids manually with a hand rake; and

WHEREAS, the City has determined that the most prudent course of action is to replace the two (2) mechanical bar screens now, on an emergency basis; and

WHEREAS, costs for the repair/replacement may be reimbursable by the NYSEFC under the current project funding award; and

WHEREAS, the cost of the repair/replacement is estimated at \$1,200,000; now therefore be it,

RESOLVED, that

1. The City of Norwich Common Council has determined that the failure of the two (2) mechanical bar screens is an emergency and they need to be replaced on an emergency basis; and
2. The City will follow all EFC guidelines necessary to ensure that the bar screens replacement remains eligible for reimbursement under the existing project funding agreement with the NYSEFC; and
3. Because replacement will take place on an emergency basis, the City will use a sole source supplier allowing for a non-competitive procurement process.

Seconded by Ald. Allaire and duly adopted, 5 - 0, on a roll call vote.

Motion

- ♦ **Authorizing Opting Out of any Maintenance and Electric Cost by City of East Park** – Ald. Caezza **moved** to authorize the City to opt out of any maintenance of East Park. Any associated electric meters will be transferred to Chenango County to pay electric costs associated with East Park. Seconded by Ald. Warren, approved ayes all.

Hayes St. Parking Lot – Mayor Jeffrey, referencing an email he sent about the proposed “turn-around” [drop-off area] in the Hayes St. Parking lot by the Principle Hotel, asked if the Council would like Mike O’Reilly to come to discuss it. He stressed that the discussion will only be about the drop-off area at the front of the hotel which a portion would be on City property. The entire remainder of the parking lot will not be included. Ald. Allaire questioned how big the turn-about would be and how many parking spaces are being lost. Ald. Warren said it would be good for them to come for clarification and public awareness. Mayor Jeffrey said that the City needs to come up with a plan to develop the rest of the parking lot rather than a developer doing so. Discussion included that the turn-around would take away about 3 parking spaces and that with the removal of the medians 8 parking spaces have been added.

Adjournment

Ald. Warren **moved** to adjourn at 5:32 p.m. Seconded by Ald. Allaire, approved ayes all.

****Minutes Submitted by Deputy City Clerk Agnes Eaton.**