

## COMMON COUNCIL

Special Meeting  
December 23, 2025

Mayor Brian Doliver presided at a special meeting of the Common Council held at 4:00 PM on December 23, 2025, at City Hall, One City 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  
Director of Human Resources Lynn Murray  
Fire Chief Jan Papelino  
EMO William Edwards  
Deputy City Clerk Agnes Eaton

### Absent

Supervisor Robert M. Jeffrey  
Supervisor James McNeil

### Call to Order

The meeting of the Common Council was called to order at 4:00 p.m. by Mayor Doliver.

### Motions

**Refill Account Clerk Position** – Ald. Loomis **moved** to refill the vacant position of Account Clerk in the Finance Office. Seconded by Ald. Warren, approved ayes all. There was discussion involving the way Civil Service testing is being done.

**Set Public Hearing for January 20, 2026** – Ald. Loomis **moved** to set a public hearing for January 20, 2026 at 6:00 p.m. to hear comment relative to the CDBG Community Planning Project for the Water/Sewer Capital Improvement Plan. Seconded by Ald. Allaire, approved ayes all.

**Amend Resolution #123-2025** – Ald. Loomis **moved** to authorize a change in Resolution #123-2025 passed on December 16, 2025 appointing David Coish to the Assistant Superintendent of DPW to amend the salary to \$93,413. Seconded by Ald. Allaire and an executive session was called before the vote.

Before the vote, Ald. Zieno **moved** to enter executive session to discuss the employment history of a particular individual at 4:05 p.m. Seconded by Ald. Gee, approved 5 – 1 with Ald. Loomis voting nay.

Ald. Loomis **moved** to exit executive session at 4:15 p.m. Seconded by Ald. Gee, approved ayes all.

Amending Resolution #123-2025 was approved, ayes all.

### Resolutions

#### **RESOLUTION #132 - 2025      AWARDING BID FOR PLOW TRUCK**

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

WHEREAS, bids for an F600 Plow Truck were opened on December 19, 2025; and

WHEREAS, the lowest bid of \$117,767.00 came from Chenango Sales of Greene, NY; and

WHEREAS, additional equipment will be necessary for outfitting the truck at a cost of \$1,627.00; now, therefore be it

RESOLVED, that the bid for an F600 Plow Truck be awarded to the lowest qualified bidder meeting specifications, Chenango Sales of Greene, NY, in the bid amount of \$117,767.00; and further be it

RESOLVED, the \$1,627.00 in additional equipment for outfitting the F600 Plow Truck 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 2025 General Fund budget:

|                       |                                      |               |
|-----------------------|--------------------------------------|---------------|
| <u>From:</u>          |                                      |               |
| <u>Account Number</u> | <u>Name</u>                          | <u>Amount</u> |
| HR26                  | Capital Reserves - Highway Equipment | \$119,394     |
| <u>To:</u>            |                                      |               |
| <u>Account Number</u> | <u>Name</u>                          | <u>Amount</u> |
| A5142.2100            | Snow & Ice Removal - Equipment       | \$119,394     |

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

Ald. Zieno **moved** to enter executive session to discuss the employment history of a particular individual at 4:21 p.m.  
Seconded by Ald. Gee, approved ayes all.

Ald. Loomis **moved** to exit executive session at 4:50 p.m. Seconded by Ald. Warren, approved ayes all.

#### **RESOLUTION #132 - 2025      CREATION OF TEMPORARY POSITION OF FIRE CHIEF**

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

WHEREAS, there will be a vacancy in the position of Fire Chief; and

WHEREAS, the City Council desires to create this temporary new position to provide training to a new employee filling the position of Fire Chief; now, therefore be it

RESOLVED, that the job duties, job description, requirements and qualifications are hereby approved; and further be it

RESOLVED, that this temporary position of Fire Chief shall be paid at the rate of \$97,490 per year; and further be it

RESOLVED, that creation of the position is subject to any action necessary by the Civil Service Commission.

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

#### **RESOLUTION #133 - 2025      APPOINTMENT OF TEMPORARY FIRE CHIEF**

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

WHEREAS, there exists a vacancy in the position of Fire Chief; and

WHEREAS, interviews have been held to fill said position; now, therefore be it

RESOLVED, that Gerald Parry Jr. of Sherburne, New York, be and hereby is provisionally appointed to the full-time position of Temporary Fire Chief effective January 5, 2026, at \$97,490 per year; and further be it

RESOLVED, that appointment is contingent upon Gerald Parry Jr. moving to within two (2) miles of the City of Norwich city limits within one year of his appointment; and further be it

RESOLVED, that after the training period ends as of January 31, 2026, Gerald Parry Jr. shall move from the temporary to the provisional appointment of Fire Chief.

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

**Adjournment**

Ald. Loomis **moved** to adjourn at 4:53 p.m. Seconded by Ald. Warren, approved ayes all.