



**NORWICH BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS
Tuesday, April 1, 2025 - 8:00 AM – Meeting Minutes
Chenango Council of the Arts / Zoom Meeting**

The monthly meeting of the Norwich BIDMA Board of Directors was called to Order by Tyler Oliver at 08:02 with the following members in attendance:

- **In person:** Tyler Oliver, Rife Revoir, Erik Scrivener, Missy Hayes, Robert Jeffrey, Dana Wall, Tom Curnalia, Tracy Chawgo
- **Virtually:** Todd Dryer, Mindy Chawgo, Adrienne Zornow, Pegi Lopresti
- **Excused:** Scott Burlison
- **Guests:** Tim Miller

Public Comment: None

Approval/Adoption: The March meeting minutes were shared via email prior to the meeting. No questions or concerns. Motion to approve and file by Erik, second by Tom.

Welcome Guests: Erik introduced Tim Miller, newly appointed Superintendent of Public Works for City of Norwich starting April 14. Tim gave some background about himself and shared that he is looking forward to working with the city and BID. Part of his focus is the “curb appeal” of Norwich, to attract more visitors, businesses, etc. Tim looks forward to making DPW a beneficial partner in everything from parks to streets and projects.

Finance Committee Report:

- Tyler said at the last finance meeting the committee did an audit of 2024. Finances are in good shape. Still working through details with the process of the City of Norwich handling BID finances. It is improving. The committee is still working on the financial policy that hopefully will be done for the May meeting. Rife shared that the bank account balance hasn’t changed much. Tyler commented that there are not many transactions at the moment due to getting the finances in order.
- Operating account is \$17,482.01, Pumpkinfest is \$7639.74, Chobani is -\$14.46, Main Street is \$45,032.72 which is where the lighting project funds are with another check coming from Mirabito for \$20,000.

Marketing Committee Report:

- Marketing Committee: Met for the first time about a week ago. Dana explained the discussion was mostly website focused, content, edits, and orienting the site more towards visitors of Norwich. A Shop and Dine page will be added to facilitate patronizing of retail stores and restaurants. There was discussion to market the new website to all BID members and using it as the important tool that it has become. Dana is meeting with the website developer so they can make the bulk of the edits and also make a template for Dana to make changes and upload content. Lastly, it was discussed to get a BID meeting on the calendar for all BID members and businesses to refamiliarize everyone with BID’s mission and programs. Also discussed, the idea to promote available commercial spaces in the district, using Instagram videos and other social media. It was mentioned to put the BID Signage program and any other resources on the website and social media.

Old Business:

- Erik shared that the lighting project is moving forward starting in April or May, weather dependent. Thirty-one light poles are being refurbished. New heads are ordered. Mike Bagnall from Bagnall Electric is the contractor and Erik mentioned needing some assistance from DPW when the project gets underway.
- Erik mentioned getting a new and improved BID district map and providing that to DPW to pinpoint the lights to be refurbished.
- Tyler also invited Tim on a BID district walk to help identify needs.

New Business:

- New policies were developed at the last work session, Code of Conduct, Anti-Nepotism, Whistleblower policies, required by New York State. They are ready to be adopted today.
- A motion was made by Erik to accept the Code of Conduct policy, seconded by Robert, all in favor, passed.
- A motion was made by Tom to accept the Anti-Nepotism policy, seconded by Missy, all in favor, passed.
- A motion was made by Rife to accept the Whistleblower policy, seconded by Erik, all in favor, passed.
- Main Street Sweep was brought back last year and will continue this year to clean up the BID district. Volunteers are needed and some church groups from last year are checking in to see if help is needed again. The date is Saturday May 17 at 9am, meet in East Park.
- Mission & Vision Development: Tyler stated he wants to do this at a work session with good attendance. Several board members said they weren't available to attend the April work session so it will be postponed until the May work session.
- Tobacco Retail Outlets & Design Standards: The city is interested in this idea to limit the number of tobacco retail outlets within the city and BID district specifically. The Tobacco Coalition of Chenango County works with public health attorneys on specific language for this type of ordinance. It has been done in New York State and Tyler said he would be meeting with them to keep the momentum going.
- Erik said there is a Norwich Joint Committee meeting tonight and both the Tobacco ordinance and Design Standards concepts will be shared. The Planning commission is beginning work sessions and will be working on both these concepts. For design standards, they are working on a BID overlay district with stricter regulations for enforcement specifically on visual standards of the buildings and using a contractor to assist with the development of the standards.
- Also, the expansion of the historical district application is nearly complete.
- Also, at the joint committee meeting there is a resolution request for a study concerning a City Manager form of government and the planning commission has recommended working with the Berge group.
- Tracy received the first invoice for the website and will take that to the city for payment. Also, grant applications for the lighting project will be submitted to NBT today.
- Rife asked if Tracy had the recent bank statement and Tracy said he would get Rife added to the bank account so he can receive them.
- Rife also spoke with the owner of Red Rhino Glass and the owner of that building wanted to take down the broken awning but the business owner wants to replace it and asked about the \$500 BID program.
- Erik mentioned the city will be reopening the small project grant fund through the DRI and there is a 50% match if approved.
- Dana talked about the importance of reviving the BID newsletter for communication and questioned when it can be started up again. A template can be designed and geared towards email delivery.
- Erik said the warming center has been approved for year-round use from 5pm to 9am at its current location. And there are additional technology grants becoming available from the state for the NPD for things such as cameras.

Motion to adjourn by Erik, second by Dana - Meeting adjourned at 08:53

Minutes respectfully submitted by: Missy Hayes
05/03/2025