

Town of Norfolk  
Norfolk Town Board

April 13, 2016

The Norfolk Town Board held a monthly meeting on Wednesday, April 13, 2016 at 07:00 PM at the Norfolk Town Hall.

Present were Supervisor Charles Pernice, Deputy Supervisor Robert Harvey, Councilman Donald Purvis, Councilwoman Jean Gang, and Councilman Paul Paige.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was said by all present.

**CALL MEETING TO ORDER**

Supervisor Pernice called the meeting to order.

**APPROVAL OF MINUTES**

The minutes of the March 10, 2016 Town Board Meeting were reviewed. A correction was made to Resolution #5 of 2016 pertaining to the Full Time Court Clerk Position. The Resolution will be amended to approve a full time court clerk position for Lindsay Cota. The minutes were approved as corrected with a motion by Councilman Purvis and Councilman Paige. All in Favor – Carried

**BUDGET REVIEW**

Budget Officer William Dashnaw reviewed required the monthly financial reports with the Board. Details of the operating statement, journal entries and revenues were reviewed. Supervisor Pernice noted that the Department Heads are now all coding their own vouchers. Many changes have been implemented and improvements made.

Mr. Dashnaw updated the Board with the latest report on CHIPS funding. This year a new program called PAVE NY has been implemented and Norfolk will receive \$30,829.45 in additional funding from it. There was discussion. There may be restrictions on how it is to be spent.

\*Resolution #8 of 2016: A Budget Amendment to increase DB Highway Fund by \$30,829.45 from excess revenue from PAVE NY funds. The resolution was adopted with a motion by Deputy Supervisor Robert Harvey and Councilwoman Jean Gang. All in Favor – Carried

\*Audit Report: Mr. Dashnaw and the Board reviewed an audit report comprised from review of 2015 records from the Bookkeeper, Town Clerk and Court Clerk. A list of recommendations to improve accountability was reviewed and approved with a motion by Councilman Purvis and Deputy Supervisor Harvey. All in Favor – Carried

Councilman Purvis and Deputy Supervisor Harvey will work on the next audit as well.

## **SUPERVISOR'S UPDATE**

Supervisor Pernice had no updates at this time.

## **REPORTS**

\*Monthly Police Report: The monthly report of the Norfolk Police Department was reviewed and approved as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

Officer in Charge Karla Trimm noted that the Department will be losing two more Officers (Nick Belile and Travis Labar) and introduced Jonathan Walker and Chris Radel as new hires. Both are completely certified and have clean background checks. They will be ready to work with some minor on the job training. A motion was made by Deputy Supervisor Harvey and Councilwoman Gang to approve the hiring of Jonathan Walker and Chris Radel as part time police officers. All in Favor – Carried

Neighborhood Watch Program: Officer Trimm also noted that she is working on establishing a Neighborhood Watch Program and has thirty residents already signed up. She will hold an informational meeting. Deputy Supervisor Harvey asked if she will look into a phone app for the program.

\*Monthly Dog Control Report: The monthly report of Dog Control Officer Matthew Kroeger was reviewed and approved as submitted with a motion by Councilman Gang and Deputy Supervisor Harvey. All in Favor – Carried

\*Monthly Code Enforcement Report: The monthly report of CEO Halpern was reviewed and approved as submitted with a motion by Deputy Supervisor Harvey and Councilman Purvis. All in Favor – Carried

\*Monthly Town Clerk Report: The monthly report of Town Clerk Kathy Emlaw was reviewed and approved as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

\*Verbal Highway Report: Highway Superintendent Larry Villnave stated that a 2001 International single axel truck has developed a cracked frame. The estimate for repairs is approximately \$3,500.00. A new truck completely outfitted will cost \$209,000.00. There was discussion on liability issues.

A motion was made by Supervisor Pernice and Deputy Supervisor Harvey that the old truck will be taken out of service and will be put up for bid as is. All in Favor – Carried

Budget Officer Bill Dashnaw will look into funding for the new truck.

Mr. Villnave noted that he has hired another new employee, Josh LaDue at \$12.00 per hour. Supervisor Pernice noted that another employee's retirement is pending and that Highway Superintendent Villnave is getting the new employees trained.

## **PUBLIC COMMENTS**

Mr. Frank Allen of State Highway 56 asked the Board if they will look into forming a water district in the Yaleville area. Supervisor Pernice stated that if a petition of 60% of the property owners in the area is submitted the Board will look into it. The area in concern is from the Norwood Village line to the High School. There was discussion. Supervisor Pernice noted that all expenses will be paid for by the users. A resident who lives across from the High School noted he has three wells and issues with the blasting at Barretts.

## **ACTION ITEMS**

\*Bank Parking: Supervisor Pernice has been working with NBT Bank looking into designating three parking spaces on the side and installing signs. There was discussion. A motion was made to approve this by Supervisor Pernice and Councilman Purvis. Deputy Supervisor Harvey abstained from voting. All others voted in Favor – Carried

\*Housing Grant: DANC has proposed the submission of a housing grant at a cost of \$5,500.00. There was discussion. Councilwoman Gang suggested using the County Planning Office. A decision was tabled for more research to be done.

\*Grievance Day: Supervisor Pernice noted that there is a scheduling conflict for Assessor Mike Ward for the usual Grievance Day due to a requirement for daytime and nighttime hours. Mr. Ward is the full-time Assessor for Massena. An alternate date will be chosen. A Public Hearing will be held on May 11<sup>th</sup> at 06:45 PM. This was approved with a motion by Councilwoman Gang and Supervisor Pernice. All in Favor – Carried

\*Resignation: The resignation of Police Officer Nicholas Belile was reviewed and accepted with a motion by Councilman Purvis and Councilman Harvey. All in Favor – Carried

\*Engineering Agreement for Cook Street Water Project: The proposed Engineering Agreement was reviewed. Supervisor Pernice stated that Town Attorney Eric Gustafson has some issue with the language but the numbers are good. A motion was made by Councilwoman Gang and Deputy Supervisor Harvey to approve the Agreement pending some minor language changes. All in Favor – Carried

## **EXECUTIVE SESSION**

A motion was made by Deputy Supervisor Harvey and Councilman Purvis to go into an Executive Session to discuss matters leading to appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person. All in Favor – Carried

The meeting reconvened and no action was taken.

## **COURT CLERK POSITION**

A motion was made by Supervisor Pernice and Councilman Purvis to hold off on filling the part time Court Clerk position previously approved at the March 10, 2016 Town Board meeting until proper policies for hiring are in place. All in Favor – Carried

## **HIGHWAY CONTRACT**

The new Highway Contract was reviewed and approved by signature of all Town Board members.

## **COUNCIL COMMENTS**

\*Councilwoman Gang noted she has attended two of the Hearts of Hope meetings. The group would like to see the Town develop a Neighborhood Watch, a Drug Free Coalition, Host a community meeting on drugs, and install containers for disposal of needles. The group will be at the Firemen's Auxiliary Vender Show scheduled for April 30<sup>th</sup>.

\*Supervisor Pernice noted that the Museum roof has some leaks. There was discussion on repairs.

## **APPROVAL OF BILLS**

The April Abstract of Vouchers in the amount of \$71,350.07 were reviewed and approved for payment with a motion by Deputy Supervisor Harvey and Councilwoman Gang. All in Favor – Carried

## **ADJOURNMENT**

The meeting was adjourned with a motion by Councilman Purvis and Deputy Supervisor Harvey. All in Favor – Carried

Supervisor – Charles Pernice

Deputy Supervisor – Robert Harvey

Councilman – Donald Purvis

Councilwoman – Jean Gang

Councilman – Paul Paige

Dated: April 13, 2016

Kathy M. Emlaw – Norfolk Town Clerk