

Town of Norfolk
Norfolk Town Board
March 10, 2016

The Norfolk Town Board held a monthly meeting on Thursday, March 10, 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 February 11, 2016 Town Board Meeting were reviewed and approved as submitted with a motion by Deputy Supervisor Harvey and Councilman Paige. All in Favor – Carried

SUPERVISOR'S UPDATE

*Supervisor Pernice noted that the Development Authority of the North Country is putting together a Housing Grant.

*Supervisor Pernice noted that the Small Claims Court case with Ernie McGregor has been resolved.

BUDGET OFFICER

Mr. Bill Dashnaw asked the Board if they had any questions on the monthly financial reports. He noted that the Journal Listing was missing which shows current revenues. The Operating Statement was reviewed and Fund Balances were reviewed.

PART TIME COURT POSITION

Supervisor Pernice stated he has received a letter of recommendation from both Judge Lustyik and Judge Grubee to hire Ashley Castleman for the Part-time Court Clerk position. Deputy Supervisor Harvey asked about a background check. There was discussion. Ms. Castleman will be fingerprinted and go through the background check process.

A motion was made by Councilman Paige and Councilman Purvis to approve hiring Ashley Castleman as the Part-time Court Clerk on a six month probationary period once the background check is complete. All in Favor – Carried

REPORTS

*Monthly Police Report: The monthly Police Report was reviewed and approved as submitted with a motion by Deputy Supervisor Harvey and Councilman Purvis. All in Favor – Carried

*Monthly Dog Control Report: The monthly reports of Dog Control Officer Matthew Kroeger and Jim McConkey were reviewed and approved as submitted with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

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

Deputy Supervisor Harvey asked CEO Halpern if there was any progress on the pumpkin patch on West Main Street. There was discussion. Supervisor Pernice noted he has the Assessor checking on if a new deed has yet been filed as the Condemnation process will continue.

CEO Halpern noted that all large projects will now require a survey on asbestos prior to demolition. There was discussion.

Councilwoman Gang asked CEO Halpern what retail shop was going in at 65 West Main Street. CEO Halpern noted that it is owned by the Pircsuk's and they will be putting in a gift shop.

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

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

*Highway Verbal Report: Highway Superintendent Larry Villnave was not present.

EXECUTIVE SESSION

An Executive Session was not required at this time.

COMMUNICATIONS

There were no Communications at this time.

ACTION ITEMS

*Resolution #5 of 2016: A budget transfer to offset the expense of the Full-time Court Clerk. Funds will be transferred in the amount of \$6,200.00 from General Fund A – Justice Clerk CE (1111.1) to Medical Insurance 9060.8 (\$4,550.00) and HSA Employee Benefit (\$1,650.00). Resolution #5 was reviewed and adopted as submitted with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

*Resolution #6 of 2016: A Resolution to submit funding application to USDA Rural Development for the Cook Street Water District. Resolution # 6 was reviewed and adopted as submitted with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

*Resolution #7 of 2016: A Bond Resolution for the Cook Street Water District Project in the amount of \$1,194,000.00. Resolution #7 was reviewed and adopted as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

*Meeting Day: There was discussion on whether or not to change the meeting day for the Town Board meetings. A motion was made by Deputy Supervisor Harvey and Councilman Purvis to change the day to the second Wednesday at 07:00 PM. All in Favor – Carried

*Water / Sewer Refund: Mr. Carl LaShomb has submitted a request for a refund of Water / Sewer charges in the amount of \$551.00. Mr. LaShomb had purchased the property at 3 Elm Circle. The water had been turned off by the Town in the spring due to a leak and the Town Clerk had not been

notified. The unpaid billing had been relieved to the taxes. The refund was approved with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

*Resignation: The resignation from Jim McConkey as back-up Dog Control Officer was reviewed and accepted with a motion by Deputy Supervisor Harvey and Councilman Purvis. All in Favor – Carried

*Appointments: The Board reviewed a list of appointments as follows:

Marlene Grant to the Board of Review / Natalie Todd from member to alternate on the Zoning Board / Brendan Smith from alternate to member on the Planning Board, and Kate Chepeleff from alternate to member on the Planning Board. The appointments were approved with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

*Second Notice Fee: A motion was made by Councilwoman Gang and Deputy Supervisor Harvey to approve \$2.00 as the second notice fee for the Town & County taxes. All in Favor – Carried

*Code Book Change: A proposal submitted by the Planning Board requesting to include Small Residential Business under the Special Uses Permitted section of the Code Book to avoid Use Variances that are being requested in the R-H zone. The proposal was reviewed and approved with a motion by Councilman Paige and Councilwoman Gang. All in Favor – Carried

COUNCIL COMMENTS

There were no Council comments at this time.

PUBLIC COMMENTS

There were no Public comments at this time.

APPROVAL OF BILLS

The March Abstract of Vouchers in the amount of \$70,081.15 were reviewed and approved for payment with a motion by Deputy Supervisor Harvey and Supervisor Pernice. All in Favor – Carried

ADJOURNMENT

The meeting was adjourned with a motion by Councilman Paige and Supervisor Pernice. All in Favor – Carried

Supervisor – Charles Pernice

Deputy Supervisor – Robert Harvey

Councilman – Donald Purvis

Councilwoman – Jean Gang

Councilman – Paul Paige

Dated: March 10, 2016

Kathy M. Emlaw – Norfolk Town Clerk