

Town of Norfolk
Norfolk Town Board
December 10, 2020

The Norfolk Town Board held a monthly meeting, on Thursday, December 10, 2020 at 06:00 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 at 6:00pm.

RESERVES

Budget Officer William Dashnaw distributed copies of the final 2021 Town Budget and a handout explaining the Tax Cap. He also went over the details of how Reserve Funds are handled. It's a 2 step process after the Town Board decides to set up reserve.

Step 1:

- The Town Board must pass a resolution declaring the name of the reserve fund, what it is to be used for, how much (not to exceed amount) \$ will be allocated to it. Additionally, it must have it's own account at the bank.
- In the annual report it will be included as fund balance but it is considered separate by the NYS Comptroller's office.

Step 2:

- The Town Board must pass a resolution to fund the reserve.

After discussion the following motions were made:

New Town Hall: A motion was made by Supervisor Pernice and Councilman Purvis to set up a reserve to move forward with a project to prepare the site at 7 W. Main Street for a future New Town Hall. Scope of work is to tear down the existing house and prepare the site for future construction of the new building. Details to be done at the 12/30/2020 Year End Town Board Meeting. All in Favor – Carried

New Truck: A motion was made by Supervisor Pernice and Councilwoman Gang to set up a reserve for a new truck for the highway department. Details to be done at the 12/30/2020 Year End Town Board Meeting. AIF – Carried.

APPROVAL OF MINUTES

*The minutes of the 11/12/2020 Public Hearing on the 2021 Town Budget were reviewed and approved as submitted with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

*The minutes of the 11/12/2020 Town Board monthly meeting were reviewed and approved as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

SUPERVISOR'S UPDATE

- Surveillance cameras have been installed and training completed.
- North Side Energy Center (solar farm project) will be holding a virtual Open House on Wednesday 12/16/2020.
- Supervisor Charles Pernice and Highway Superintendent Peter Darabon will be meeting with Aaron Jarvis (Engineer with Tisdell Associates) to discuss:
 - sidewalk repair
 - water infrastructure
 - sewer plant issues

TOWN COURT CLERK STAFFING

Town Justice George Grubee provided the following updates:

- Revenue from vehicle traffic fines is ok
- Revenue from criminal cases is on hold (due to COVID-19 restrictions)
- In the process of getting bank account on-line access updated to accurately reflect current staffing.

- Progress made so far on filling the court clerk vacancies. Requested that the Town Board provide clarification on what they were willing to authorize for funding to fill the current court clerk vacancy(s). There have been 27 applicants so far and interviews underway but no offers made yet. There was discussion.
 - Action Item #1 – Supervisor Pernice will find out if an offer can be made with a waiver for health insurance.
 - Action Item #2 – Supervisor Pernice will find out if a waiver can be obtained, how long can it stay in effect.
 - A motion was made by Supervisor Pernice and Deputy Supervisor Harvey to authorize funding for 1 part time court clerk position (29 hrs/wk) @ \$14.33/hr as well as a raise for Lindsay Cota to \$16.58/hr. Town Justice Grubee stated that that this was enough. (hours or pay) Vote was taken on the motion. 3 ayes, 2 nays.

MONTHLY REPORTS

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

*Monthly Town Clerk Report: The monthly report of Town Clerk Jill Molnar was reviewed and approved as submitted with a motion by Councilman Paige and Deputy Supervisor Harvey. All in Favor – Carried

*Monthly Dog Control Report: none

Hire Pete McConkey: A motion was made by Deputy Supervisor Harvey and Councilwoman Gang to hire Pete McConkey as Dog Control Officer to fill in for James McConkey (who he's been training with) while he's temporarily unavailable due to medical reasons. AIF – Carried.

*Monthly Court Report: The monthly reports (October & November) of the Court were reviewed and approved with a motion by Councilwoman Gang and Councilman Paige. All in Favor – Carried

*Verbal Highway Report: Highway Superintendent Peter Darabon was not available due to a death in the family. There was discussion regarding pay for the highway crew, clerks and arena staff.

Pay Increases: A motion was made by Deputy Supervisor Harvey and Councilwoman Gang to give a 2% increase to the highway crew, arena staff and clerks. Also noted that these pay increases will NOT change the amounts approved in the 2021 Town Budget. AIF – Carried

Water Shut Off / Turn On Fees: A motion was made by Councilwoman Gang and Deputy Supervisor Harvey to leave the decision as to whether or not to charge a fee for this service on a case by case basis at the discretion of the Highway Superintendent depending on how much time/manpower is involved. AIF – Carried

EXECUTIVE SESSION

An Executive Session was not required at this time.

COMMUNICATIONS

There were no communications to share at this time.

ACTION ITEMS

none

COUNCIL COMMENTS

none

APPROVAL TO PAY BILLS

The December Abstract of Vouchers in the amount of \$75,203.90 was reviewed and approved for payment with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

PUBLIC COMMENTS

There were no public comments at this time.

ADJOURNMENT

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

Supervisor – Charles Pernice
Deputy Supervisor – Robert Harvey
Councilman – Donald Purvis
Councilwoman – Jean Gang
Councilman – Paul Paige

Dated: 12/11/2020

Jill M. Molnar – Town Clerk