

Town of Norfolk
Norfolk Town Board Organizational Meeting
January 14, 2021

The Norfolk Town Board held its Annual Organizational Meeting on Thursday, January 14, 2021 at 06:00 PM at the Norfolk Town Hall.

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

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 12/30/2020 Year End Town Board Meeting were reviewed and approved as submitted with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

SUPERVISOR'S UPDATE

COVID 19 Discussion

NYS mandates that 14 days paid leave be granted for employees with Covid. This has already been granted to all members of the town highway crew. We currently have a least 1 active Covid at this time.

Supervisor Pernice proposed a change in policy pertaining to town employees. There was agreement resulting in the following being approved with a motion by Supervisor Pernice and Deputy Supervisor Harvey. AIF – Carried

“Any Town of Norfolk employee who has come in contact with a person or persons with a positive Covid 19 test result or who has been ordered to quarantine by any health official must immediately notify his or her immediate supervisor.

Any employee who reports to work and who has been exposed to a Covid 19 situation without prior notification of his or her supervisor will be subject to discipline up to and including discharge. Any employee who reports to work after being told to quarantine by any Health Official and does not notify his or her supervisor, will be subject to discipline up to and including discharge. In no way does the Town wish to discourage reporting a Covid 19 exposure but we also will not tolerate not reporting a Covid 19 exposure.”

ORGANIZATIONAL ITEMS

*Appointments: The list of Annual Appointments was reviewed and approved with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

*Meeting Dates: The schedule of Town Board Meeting dates was reviewed and approved with a motion by Councilman Purvis and Councilman Paige. All in Favor – Carried

*Resolution #1 of 2021: A Resolution delegating the power and duties of administration and supervision to the Supervisor. The Resolution was reviewed and adopted with a motion by Councilman Purvis and Deputy Supervisor Harvey. All in Favor – Carried

REPORTS

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

➤ Code Enforcement Related Discussions

1. Class B Mobile Homes. Town Code states that Class B Mobile homes are allowed in District R-A but shall not be more than 20 years old. Building Permit # 1-2021 was issued in error and written

notice has been sent to the applicant letting them know of the revocation and that they have the option to pursue obtaining a use variance if they choose. CEO Leonard Halpern has not heard from them as of this date. This is the third time in the past couple of years that a building permit was issued in error. Supervisor Pernice posed the question as to what could be done differently to prevent this from happening in the future. There was discussion.

Supervisor Pernice proposed a change in procedure such that no building permit will be issued until a site visit is made (if required), set backs are checked and all the pertinent research and documentation is done. There was agreement resulting in the following being approved with a motion by Councilman Paige and Councilwoman Gang. AIF – Carried

“No building permit will be issued for at least 72 hours after the initial contact with the land owner or permittee. This will be considered the normal aging process of a Building Permit Application.”

2. NYS Court of Appeals Ruling No. 90 In the Matter of Town of Irondequoit et al., Appellants, v. County of Monroe, et al., Respondents: Treat Property Maintenance Liens and Taxes

Given this ruling and in consultation with Town Attorney Eric Gustafson, the process for addressing the Debien house in Raymondville will be restarted. CEO Leonard Halpern will initiate the required notices.

*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 Councilman Purvis. All in Favor – Carried

*Monthly Dog Control Report: The monthly (Nov & Dec) report of Dog Control Officer James McConkey was reviewed and approved with a motion by Councilwoman Gang and Councilman Paige. 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 Councilman Paige and Councilman Purvis. All in Favor – Carried

*Annual Library Report: The annual library report was reviewed and approved as submitted with a motion by Councilwoman Gang and Councilman Paige. All in Favor - Carried

*Verbal Highway Report: Highway Superintendent Peter Darabon was not in attendance. Supervisor Pernice let all know that Pete had participated in a zoom call that addressed some of the issues facing municipal highway crews related to COVID. Highway crews are considered essential employees and may report to work if under 10 day quarantine due to potential contact with a Covid positive person as long as specific procedures are followed to limit the exposure at work to other crew members. Any person who tests positive (essential employee or otherwise) may NOT report to work for the mandatory quarantine period.

COMMUNICATIONS

none

EXECUTIVE SESSION

none

ACTION ITEMS

*Rescue Squad Contract 2021: The annual contract with the Norfolk Volunteer Rescue Squad was reviewed and approved with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

*Jolly Agers Contract 2021: The annual contract with the Jolly Agers in the amount of \$2,500.00 was reviewed and approved with a motion by Deputy Supervisor Harvey and Councilman Paige. All in Favor – Carried

*Resolution #2 of 2021: A Resolution for an annual contract with North Country Life Flight for \$400.00. The resolution was reviewed and adopted with a motion by Councilwoman Gang and Councilman Purvis. All in Favor – Carried

*Norwood-Norfolk Minor Hockey Contract for \$650.00 was reviewed and approved with a motion by Councilman Purvis and Deputy Supervisor Harvey. All in Favor - Carried

*Randall Freiman: A motion was made by Councilman Paige and Deputy Supervisor to approve the reappointment of Randall Freiman to the Board of

Review for another 5 year term (10/1/2020 – 9/30/2025). All in Favor – Carried

*Rickie Zappia: A motion was made by Councilman Paige and Deputy Supervisor Harvey to approve the reappointment of Rickie Zappia to the Norfolk Housing Board for another 5 year term (10/1/2020 – 9/30/2024) . Councilman Purvis abstained, the rest in favor - Carried

COUNCIL COMMENTS

None

TOWN JUSTICES / COURT CLERK DISCUSSION

Town Justices Grubee and Wilcox provided an update regarding the search for a new court clerk(s). Justice Grubee reported that none of the candidates really wanted to work just 29 hrs/wk but they did find two (2) candidates and submitted them to the board for approval. A motion to go into executive session to discuss the request was submitted and approved with a motion by Councilman Paige and Councilwoman Gang. All In Favor – Carried
No action was taken.

A motion to hire (pending successful completion of background checks) the 2 candidates submitted by Town Justices Grubee and Wilcox was approved with a motion from Supervisor Pernice and Councilman Paige. All In Favor - Carried

POLICE OFFICE WATER DAMAGE

A mold issue has developed in the police office. Quotes reviewed to replace the existing carpet with laminate flooring. Approval to spend \$2,682.72 and 3 days to do the work was approved with a motion by Supervisor Pernice and Deputy Supervisor Harvey. All In Favor - Carried

APPROVAL OF BILLS

The January Abstract of Vouchers in the amount of \$68,967.43 was reviewed and approved for payment with a motion by Councilwoman Gang and Deputy Supervisor Harvey. All in Favor – Carried

PUBLIC COMMENTS

none

ADJOURNMENT

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

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

Dated: January 15, 2020

Jill M. Molnar – Norfolk Town Clerk