

Town of Norfolk  
Norfolk Town Board  
January 13, 2014

The Norfolk Town Board held their annual organizational meeting on Monday, January 13, 2014 at 7:00 PM at the Norfolk Town Hall.

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

**PLEDGE**

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 December 27, 2013 Year End meeting were reviewed and approved as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

**SUPERVISOR'S UPDATE**

Supervisor Pernice noted that the pre-bid conference date for the Sewer Project has been set for January 23, 2014 at 10:00 AM and the bid opening has been set for January 30, 2014 at 01:30 PM at the Norfolk Town Hall. There was discussion on the project.

**PUBLIC COMMENTS**

Mr. Roger Conte asked the Board why two line items on the tax bills were deleted. Mr. Dashnaw explained that some of the line items were funded with sales tax revenue so there was no amount to be raised by taxes. He will look into the issue with the St. Lawrence County Real Property Office.

Mr. Roger Conte also asked the Board how the new water pumping system was designed to work differently and use more power. He felt that it should

run the same way as the old pumps. Supervisor Pernice explained how the new system is set up.

Mr. Roger Conte asked the Board if there was any way to get the water/sewer billing information posted on a website so he can review accounts to see who is paying what for bills. There was discussion on the billing and collection process. Town Clerk Kathy Emlaw stated that the software the Town is using for water/sewer billing and collection does not have the capability of putting the information on a website like the tax collection system.

### **ORGANIZATIONAL ITEMS**

\*Annual Appointments for 2014 / the re-appointment of Fred Baxter to the Zoning Board, Gary Bandy to the Planning Board, David Colbert to the Museum Board, and Ron Sanborn to the Library Board were all reviewed and approved with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

Supervisor Pernice noted that reimbursement for mileage has increased to .56 per mile.

\*2014 Schedule of Meeting Dates: This was reviewed and approved with a motion by Councilwoman Gang and Councilman Harvey. All in Favor – Carried

\*Resolution #1 of 2014: Delegating the power and duties of administration and supervision of Town or special district functions to be performed on behalf of the Town Board and authorize the supervisor to make payment in advance of audit of claims for utilities, postage, etc... to avoid late fees.

The Resolution was reviewed and adopted as submitted with a motion by Councilman Purvis and Councilman Harvey. All in Favor – Carried

\*Review Office Hours: Supervisor Pernice has requested that all departments submit a schedule of office hours for approval of the Board. The list was reviewed and approved with a motion by Councilwoman Gang and Councilman Harvey. All in Favor – Carried

Supervisor Pernice noted that Assessor Matthew Szeliga may change his from Tues, Wed. Thurs, to Mon. Tues. Thurs.

## REPORTS

\*Monthly Police Report: Due to knee surgery, Officer in Charge Karla Trimm did not submit a report this month.

\*Monthly and Annual Court Reports: The December 2013 monthly and 2013 Annual reports of the Norfolk Justice Court were reviewed and approved as submitted with a motion by Councilwoman Gang and Councilman Purvis. All in Favor – Carried

\*Dog Control Reports: The December 2013 monthly report of Back up Dog Control Officer Jim Mckonky and the 2013 Annual report of Dog Control Officer Matthew Kroeger were reviewed and approved as submitted with a motion by Councilman Purvis and Councilman Harvey. All in Favor – Carried

\*Monthly Code Enforcement Report: The December 2013 monthly report of CEO Leonard Halpern was reviewed and approved as submitted with a motion by Councilwoman Gang and Deputy Supervisor Enslow. All in Favor – Carried

Councilwoman Gang asked CEO Halpern if the Health Center was re-opened yet. He stated that it was all cleaned up and re-opened.

Councilwoman Gang also asked CEO Halpern if he knew when the house on South Main Street will be cleaned up. CEO Halpern stated it has been deemed an electrical fire and the owners will have one year to deal with it. It was noted that Brookfield Power is looking at buying it.

\*Monthly and Annual Town Clerk Reports: The December 2013 monthly and 2013 Annual reports of Town Clerk Kathy Emlaw were reviewed and approved as submitted with a motion by Deputy Supervisor Enslow and Councilman Harvey. All in Favor – Carried

\*Annual Museum Report: The 2013 Annual Report of the Norfolk Museum submitted by Curator Leon Burnap was reviewed and approved as submitted with a motion by Councilman Purvis and Councilwoman Gang. All in Favor – Carried

\*Highway Verbal Report: Highway Superintendent Larry Villnave asked the Board to look into charging back to departments other than Highway for the use of Highway Equipment. He presented the Board with the costs of

service to repair a break on the Grantville road recently. The Board reviewed the costs and there was discussion. Councilman Harvey asked where the homeowner is responsible. Mr. Villnave noted that the Town is responsible from the main line to the shut off. He also noted that there is nothing built into the budgets for the use of Highway Equipment. There was more discussion on how to resolve the issue for the future. Mr. Villnave will keep a log of all work done for other departments. Mr. Dashnaw explained how it should work using State rates. He will look at the issues for some future changes.

## **COMMUNICATIONS**

There were none at this time.

## **EXECUTIVE SESSION**

An Executive Session was not required at this time.

## **ACTION ITEMS**

\*Resolution #2 of 2014: Annual Contract with Life Flight in the amount of \$400.00. The resolution was reviewed and adopted as presented with a motion by Councilman Purvis and Councilman Harvey. All in Favor – Carried

\*Annual Rescue Squad Contract: The Annual Contract with the Norfolk Volunteer Rescue Squad was reviewed and approved with a motion by Councilwoman Gang and Deputy Supervisor Enslow. All in Favor – Carried

\*Annual Contracts for Services with the Norfolk Norwood Minor Hockey Association and the Norfolk Norwood Basketball Association in the amount of \$650.00 to each were reviewed and approved with a motion by Councilman Harvey and Deputy Supervisor Enslow. All in Favor – Carried

\*Resignation of Terry Clark: The resignation of Terry Clark as the second Deputy Town Clerk was reviewed and approved as submitted with a motion by Deputy Supervisor Enslow and Councilman Harvey. All in Favor – Carried

\*Resolution #3 of 2014: Budget Amendment to incorporate grant funds for a Police Car Grant obtained by the Local Police Department into the 2014 Budget in the amount of \$5,000.00. This will be put into account #3010.2

The Grant was received on January 08, 2014. The resolution was reviewed and adopted as presented with a motion by Councilwoman Gang and Councilman Harvey. All in Favor – Carried

### **COUNCIL COMMENTS**

Councilman Harvey asked the Board when they think a revaluation of assessments should be done. Supervisor Pernice stated that it has got to be done at some point. There was discussion. Supervisor Pernice will do some research on it.

### **APPROVE PAYMENT OF BILLS**

Bills #1-11 in the amount of \$19,197.33 for the Highway Abstract and bills #1-50 in the amount of \$28,292.62 for the Regular Abstract were reviewed and approved for payment as submitted with a motion by Councilman Harvey and Deputy Supervisor Enslow. All in Favor – Carried

### **ADJOURNMENT**

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

Supervisor – Charles Pernice

Deputy Supervisor – Kevin Enslow

Councilman – Donald Purvis

Councilwoman – Jean Gang

Councilman – Robert Harvey

Dated: January 13, 2014

Kathy M. Emlaw – Norfolk Town Clerk

