

Town of Norfolk  
Norfolk Town Board Meeting  
March 13, 2025

The Norfolk Town Board held its Regular Monthly Meeting on Thursday, March 13, 2025 at 06:00 PM at the Norfolk Town Hall.

Present: Supervisor Charles Pernice, Councilwoman Jean Gang, Councilman Travis Villnave, Councilman Martin Blair Sr. and Deputy Supervisor Eric Molnar.

**PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was said by all present.

**CALL MEETING TO ORDER**

Supervisor Pernice called the meeting to order @ 6:00 PM.

**APPROVAL OF MINUTES**

The minutes of the 2/13/2025 Public Hearings for Local Laws 1,2,3 & 4 were reviewed and approved as submitted with a motion by Deputy Supervisor Molnar and Councilman Blair. All in Favor – Carried

The minutes of the 2/13/2025 Town Board Meeting were reviewed and approved as submitted with a motion by Councilwoman Gang and Councilman Villnave. All in Favor – Carried

**SUPERVISOR'S UPDATE**

- Town Hall Project – Supervisor Pernice brought up the topic and shared the following:

New Town office building.

As everyone is aware we are out of room in our current building to operate government as we should be. The Court has space shortfalls that limit them from operating as they should. They have no attorney/client meeting rooms, and they have no designated mediation space. They use the landing outside the back door or go outside to talk to their clients and use the Assessor's office to have mediation sessions. The security of the court clerks' space is nowhere as secure as it should be with business being conducted with no barrier of any sort between the clerks and the clients.

As for the other offices in the Town Hall, we all must deal with our elderly customers having to navigate an intense set of stairs in the front to get in to do their business. While we have a handicap lift available it is as primitive as one could be and is not very convenient or user friendly.

The goal I have had is for a new ground level building on the lot the Darabon family donated to the Town for that very purpose. In that potential new building, it would have office space for the Town Clerk, Town Supervisor, Code Enforcement and the Assessor. Moving these offices to a new building would free up that space for the Court to use to meet their space requirements.

Over the last few years, I have given this a lot of thought to what the current Town Hall would look like if the offices mentioned moved to a new building. The Court office would move to the current Town Clerks office and where the current entry door in that space is located would be reconfigured into a secure service window only. The entry door into the meeting space would be replaced with a more secure door and during normal office hours that door would be locked. Court customers would only have access to the foyer to do any business they may have. The entry door into that office would be relocated into the hall portion of the building thereby controlling access to the Court office.

The current Court office could become an office for the 2 judges and would be operational office during court sessions.

The current Assessor's office could become a mediation meeting space or a place to sequester jurors in the event of a trial.

The Supervisors office could become an attorney/client meeting space or between the Assessor's office and the Supervisors office it could be divided up into possibly a mediation space and at least 2 Attorney/client meeting spaces quite easily.

The potential new building would be a ground floor handicap assessable building and as I mentioned earlier would house the Town Clerk, the Supervisor's office, the Assessor, the Code Enforcement office and a small conference room. One of the unknowns if we move ahead on this is do we include a public meeting space in the new building or do we continue to use the current Town Hall for Board meetings. I would assume any remodeling of the current building would have to be part of the entire project but some of the cost potentially could be part of a JCAP court grant.

There are bound to be more questions than I have answers for but at this point we need to decide if this is something we want to pursue or not. If it is something we want to pursue we will work through those questions in the process.

One suggestion by a couple of people has been to abandon the current building completely, abandon the Darabon lot, and to build a brand-new complete Town Hall somewhere else. The current Town Hall is a historic building with good bones and no matter what we do, if

we double the footprint of a new building there's no doubt you will be doubling the cost to the taxpayers. Not to even mention what you would do about shuttering a building.

Like I mentioned earlier, at this point we need to decide if we want to explore this or not and if so, how do we want to proceed.

Charlie

There was discussion.

- Decision to get the 7 W Main St property surveyed as a first step was approved with a motion by Supervisor Pernice and Councilman Villnave. All in Favor – Carried.
- Janitorial Position – Supervisor Pernice noted that there has been a strong response to the advertisement for the position. Councilwoman Gang and Deputy Supervisor Molnar volunteered to interview candidates.
- Condition of the Raymondville and HWY 420 Community Halls. Tim Wunder gave an update on the issues at 420 with the roof and floor as well as the floor at Raymondville. There was discussion. Tim Wunder agreed to get quotes together for roof & floor work at 420 and floor work at Raymondville.

## **REPORTS**

\*Monthly Police Report: The monthly report of OIC Jose Colon was reviewed and approved as submitted with a motion by Councilwoman Gang and Deputy Supervisor Molnar. All in Favor – Carried

\*Monthly Code Enforcement Report: The monthly report of CEO Tim Wunder was reviewed and approved as submitted with a motion by Deputy Supervisor Molnar and Councilman Villnave. 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 Councilwoman Gang and Councilman Blair. All in Favor – Carried

\*Monthly Dog Control Report: The monthly report of Dog Control Officer Maurice LaRock was reviewed and approved with a motion by Deputy Supervisor Molnar and Councilman Blair. All in Favor – Carried

## **REPORTS** *(continued)*

\*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 Villnave. All in Favor – Carried

\*Verbal Highway Report: Highway Superintendent Peter Darabon.

- Thanked the Norfolk Fire Department for shoveling out the fire hydrants after the February snow storm.
- Clarifier 1 is down at the sewer plant. Waiting for a new gear collar.
- Had to pump down Clarifier 2 after the recent thaw.
- Pumping Station on SH 56
  - 3/12/25 Pump #1 failed, had to be pulled and replaced with the spare pump.
  - Pump #1 was so damaged by debris that it is not repairable.
  - 3/13/25 Pulled the spare pump out – badly leaking oil so now there's only 1 pump running.
  - Spare pump that had to be pulled on 3/13/2025 is in the shop but it's not yet known whether it will be able to be repaired.
  - Pump #2 has been running without issue throughout this whole situation.
  - Thanked Steve Daily from the Village of Massena Water Department for coming here with his vacuum truck to empty out the pumping station. (three loads)
  - Supervisor Pernice noted that the pumping station electrical system also needs to be reworked (repaired/upgraded). There was discussion. He will reach out to Town Engineer Aaron Jarvis (Tisdell Associates) to get quotes for this work.
  - Thanked Jeff Woods (Allen Falls Water, LLC) for the very good job he's doing as water/sewer plant operator.
  - Supervisor Pernice noted that the whole electrical system for this pumping station needs to be reworked. Charlie will contact Town Engineer Aaron Jarvis (Tisdell Associates) to move forward with getting quotes on this work.
- Met with Kevin Burke to measure the roads that will be paved this year.
  - Plan is to finish Grantville Rd, do Adams Road from the tracks to the O'Brian Rd, Crabb St, Hepburn St & Hutchins St (as long as the funding comes through)
- Pete also shared a comparison of expenses from last winter to this winter. Considerable increase in fuel and overtime costs over last year.

\*Town Clerk Jill Molnar shared that she had done some research into the possibility of switching suppliers from NGrid to New Wave Energy on one of the NGrid accounts that the town has for electrical service. Current cost per kWh with NGrid is \$.17 while New Wave Energy is \$.082. Rate would be variable and enrollment with them could be cancelled at anytime without penalty. Jill recommended that we try this on one account and monitor closely to see if the considerable savings pan out and after monitoring see if we should change the other accounts. Supervisor Pernice expressed concern and shared that he had tried this in the past and not only did it not produce any savings but ended up costing more. Requested that Planning Board Chair Kate Chepeleff look at it and come back after doing more research.

## **EXECUTIVE SESSION**

none

## **ACTION ITEMS**

\*Resolution #6-2025 Standard Workday was approved with a motion by Deputy Supervisor Molnar and Councilman Villnave. All in Favor – Carried

\*Resignation of Steve Whalen from the Board of Assessment Review was accepted with a motion by Councilman Villnave and Deputy Supervisor Molnar. All in Favor - Carried

\*Appointment of Kevin Deshane as member of the Board of Assessment Review (Term 3/13/2025 – 9/30/2026) was approved with a motion by Supervisor Pernice and Councilwoman Gang. All in Favor - Carried

\*2<sup>nd</sup> Notice Fee of \$2.00 per parcel for 2025 Town & County Tax Collection was approved with a motion by Councilwoman Gang and Councilman Blair. All in Favor – Carried

\*Resolution #7-2025 Budget Transfers as follows:

General Fund B

From	Police Grant Funds	3089	\$ 35,400.00
To	Police Grant Funds EQ	30102.2	\$ 35,400.00

*(This transfer is necessary because the PD returned a piece of equipment and the money was refunded. This transfer puts that money back into the PD's budget)*

was approved with a motion by Deputy Supervisor Molnar and Councilman Blair. All in Favor – Carried

## **COUNCIL COMMENTS**

Councilman Travis Villnave – none

Councilwoman Jean Gang – none

Councilman Martin Blair Sr. – none

Councilman Eric Molnar – none

## **APPROVAL OF BILLS**

The March Abstract of Vouchers in the amount of \$92,252.94 along with the following vouchers:

\$ 46.13 Haun Welding  
\$ 68.00 Northern Sharpening  
\$ 6.92 Gall's  
\$ 591.54 WB Mason  
\$ 206.57 AT Central New York  
\$ 31.50 Maurice Larock  
\$1,268.68 MX Fuels

were reviewed and approved for payment with a motion by Councilman Blair and Deputy Supervisor Molnar. All in Favor – Carried

## **PUBLIC COMMENTS**

Butch Lavigne recognized and thanked all the volunteers who made this year's season at the Raymondville Thunderdome (the outdoor ice-skating rink and warming/snack building) a great success. Travis & Jennie Villnave, Pete Darabon & the Town of Norfolk Highway Crew, Nathan Thrana, AJ Favreau & Tim Wunder.

Kate Chepeleff (Norfolk Planning Board Chair) noted the following:

- The Planning Board has finished their local code work. Waiting for final formal feedback from the county Planning Office. Supervisor Pernice said he would take the lead on getting it to General Code for their feedback and to get it finalized.
- Inquired about where things stood with the Town Board reviewing the information she had sent regarding the snowmobile / trail information. Kate will re-send to the board for consideration.
- She asked if anyone had heard what the status was of the Barretts' CR 47. There was no new information. She noted that their original permit

did not specify hours of operation for the SH 56 quarry but that the renewal was supposed to state Mon – Sat 6am to 6pm. If they are operating outside of those hours let Kate know, she'll keep track and notify DEC if noise becomes an issue.

Martin Bregg (Norfolk Historical Association President) noted that the efforts to Save the Raymondville Bridge are underway. A contest for the creation of a logo design was getting underway as well as beginning to gather and document oral histories from people around the area. Additionally, he provided the following:

Save Our Parabolic Bridge  
Raymondville Historical Parabolic Bridge  
Five Year Plan

Year 1	Not for Profit 501C3, Fund Raisers, Insurance, Research
Year 2	Not for Profit 501C3, Fund Raisers, Bridge Assessment, Grants, Draft Conceptual Site Plan, Fund Raiser Media, Solicit State, Federal and Corporate Support
Year 3	Fund Raisers, Grants, Media, Finalize Conceptual Plan
Year 4	Fund Raisers, Grants, Media, Restoration Bids
Year 5	Begin Bridge Restoration

## **ADJOURNMENT**

The meeting was adjourned @ 7:25pm with a motion by Deputy Supervisor Molnar and Councilwoman Gang. All in Favor – Carried

Supervisor – Charles Pernice  
Deputy Supervisor – Eric Molnar  
Councilman – Travis Villnave  
Councilwoman – Jean Gang  
Councilman – Martin Blair Sr.

Dated: March 21, 2025

Jill M. Molnar – Norfolk Town Clerk