

Minutes of the Organizational Meeting and the Regular Monthly Meeting of the Norwich Town Board held on Monday January 09, 2017 at the Town Hall.

Supervisor David Law called the meeting to order at 7:00PM. Invocation and The Pledge of Allegiance was led by Council Member William Evans.

Members attending were:

Supervisor: David C. Law

Council Members: Charles Brooks, Stanley Foulds, William Evans

Absent: Milton Shepler

Others attending were:

Attorney: Steven Natoli

Town Clerk: Martha Vidler

Highway Superintendent: Barry Christophersen

Town residents and guests: Refer to sign-in sheet.

A presentation was given by BOCES in regards to Cooperative Purchasing. The town's interest is in purchasing fuel. A motion was made to sign a Cooperative Purchasing Service Agreement for fuel with BOCES by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Curtis Engelman from Tri-County Communications, Inc. updated the Board on the FCC regulations upgrades for highway radios and the new chips that need to be installed with. Mr. Engelman will be contacted in a couple of weeks.

The Organizational Meeting resolutions, appointments and committees for 2017 proceeded as follows:

COMMITTEES AND APPOINTMENTS: A listing and motion approving the Committees and Appointments for 2017 follows on a separate page. (See page 4)

A motion was made to make the following Committee and Appointment changes by Council Member William Evans; 2nd by Council Member Stanley Foulds.

See page 4 for changes.

Supervisor Law- Aye
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member William Evans-Aye
Council Member Milton Shepler –Absent

RESOLUTION 01-01-17: IRS MILEAGE RATE: Be it resolved that the employees using their personal vehicle for Town business be reimbursed at a rate of .53.5 cents per mile was made by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds.

Supervisor Law- Aye
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member William Evans-Aye
Council Member Milton Shepler –Absent

RESOLUTION 02-01-17: TOWN CLERK OFFICE HOURS: Be it resolved that the Town Clerk office hours be Monday –Friday 10:00-2:00PM. A motion to approve the Town Clerk hours was made by Council Member Charles Brooks; 2nd by Council Member William Evans.

Supervisor Law- Aye
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member William Evans-Aye
Council Member Milton Shepler –Absent

RESOLUTION 03-01-2017: MONTHLY TOWN BOARD MEETINGS: Be it resolved the Town of Norwich Town Board will hold their monthly town board meetings on the second Monday of every month. A motion to approve to hold the Town Board monthly meetings on the second Monday of the month was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks.

Supervisor Law- Aye
Council Member Stanley Foulds -Aye
Council Member Charles Brooks-Aye
Council Member William Evans-Aye
Council Member Milton Shepler –Absent

A motion was made to accept the Appointments and Committees by Council Member Brooks; 2nd by Council Member Foulds.

Supervisor Law- Aye
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member William Evans-Aye
Council Member Milton Shepler –Absent

The minutes from the year end meeting held on December 28, 2016 were accepted as written on a motion by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds.

Supervisor Law- Aye
Council Member Stanley Foulds -Aye
Council Member Charles Brooks-Aye
Council Member William Evans- Aye
Council Member Milton Shepler –Absent

PUBLIC COMMENTS: None

CORRESPONDENCE: Foil request from Reclaim New York. Email from Unison regarding assessment. Attorney Natoli has been in contact with Assessor Reynolds.

ATTORNEYS REPORT: Attorney Natoli reported that he had spoken to Isaiah Sutton at the county and all new and repaired septic's need to be inspected. He also reported that he had spoken to Attorney Gordon on the trailer park water issue. One option would be to file a civil judgement on the trailer park owner. Attorney Natoli will check with Isaiah on water shut off for trailer park. It was asked if any of the County Departments could send a notice to residents in the park that water will be shut off.

HIGHWAY REPORT: 394 Ton of salt has been used so far. Cutting edge on plow of one of the trucks is wearing down. Highway Superintendent is looking at Chemung for a better quality plow.

OTHER ITEMS DISCUSSED:

- ▶ Dog Warden not keeping up with delinquent renewals.
- ▶ Fire Alarm quote from Red Hawk
- ▶ Discussion on Planning Board member need
- ▶ Discussion was had on water billing procedure. Changes will be made to the mailing of bills and final notice will be sent Certified mail. Payments will be accepted by postmark date. A motion to accept these changes was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.
- ▶ Discussion continued on Septic Inspector.

A motion to go into Executive Session at 8:30pm to discuss the employment history of a particular person was made by Council Member William Evans; 2nd by Council Member Charles Brooks. All were in favor.

Motion to adjourn Executive Session at 8:45 was made Council Member Stanley Foulds; 2nd by Council Member William Evans. All were in favor.

No action was taken.

A recommendation was made to contact health insurance and ask for an acceptance to the rule to allow coverage for Highway Superintendent and make exempt the 90 day probation. Supervisor Law will contact the Insurance coverage and ask what the wording on letter should be.

TOWN CLERKS REPORT: The Town Clerk's December, 2016 report was presented before the Board. The total collected for the month was \$427.00 and a check for \$341.00 was given to the Supervisor. A motion to accept the Town Clerk's December 2016 report to the Supervisor was made by Council Member Charles Brooks and 2nd by Council Member Stanley Foulds. All were in favor.

Vouchers: General Vouchers were read and the totals of \$628.82 claim # 1-6 were approved on a motion by Council Member Stanley Foulds and 2nd by Council Member Charles Brooks. All were in favor.

Highway Vouchers were read and the total of \$19,498.07 claim #1-13, were approved on a motion by Council Member Stanley Foulds; 2nd by Council Member Brooks. All were in favor. A motion to adjourn was made by Council Member Foulds; 2nd by Council Member William Evans. All were in favor. Meeting adjourned at 8:57pm. Minutes were taken by Martha L. Vidler, Town Clerk.

The Minutes of the Regular Monthly Meeting of the Norwich Town Board held on Tuesday February 14, 2017 at the Town Hall. Meeting cancelled Monday February 13, due to snow storm.

Supervisor David Law called the meeting to order at 12:03pm. Invocation and The Pledge of Allegiance was led by Supervisor Law.

Members attending were:

Supervisor David Law

Council Members: Charles Brooks, , Stanley Foulds,

Absent: Council Members, Milton Shepler, William Evans

Others attending were:

Town Clerk: Martha Vidler

Attorney: Steven Natoli

Highway Superintendent Elect: Barry Christophersen

Town guests and residents: Refer to sign-in sheet.

A motion to approve the Organizational Meeting and Regular Monthly Meeting Minutes of January 7, 2017 was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Judge Fox reported that the JCAP grant was approved and the items that are to be purchased with it include a Camera monitor, label maker, and heater. Approval to order label maker and camera monitor came from Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor. A motion was made to purchase a computer for the Highway Department at the same time for \$611.73 out of the highway contractual line by Council Member Stanley Foulds, 2nd by Council Member Charles Brooks. All were in favor.

Public Comments- none

Correspondence- ► A notice from the South New Berlin Fire District and Oath of Elective Office for Patricia Beadle as the new Fire Commissioner.

- An email from DCMO BOCES, Deb Bestwick on resolution for participation in the fuel bid.
- A letter from Ag. & Markets on state fees.

Attorney Report- Attorney Natoli reported that the fire contract primarily is the same other than the figures changing some and , it's a one(1) year contract as opposed to a (3) three year. The signing of the contract was tabled on a motion from Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

► Follow up on water shut off at trailer park with Isaiah from Environmental Health. It is suggested that a one month shut off detailed letter be sent to each resident explaining the delinquent bill due by the landlord. Attorney Natoli will draft a letter with Town Bookkeeper.

Highway Report- ► Highway Superintendent elect Barry Christophersen gave a report of road work. Weather has kept them very busy.

- Supervisor Law noted that several people have complimented on care of roads.
- New hire Cody Franklin is working out well.

OTHER ITEMS DISCUSSED:

► Census 2020 has been received and will be worked on.
► JPJ Electronic Communications, Inc. presented radio coverage for the Town Highway. Council Member Foulds gave a recommendation to use this company. There are five (5) options to choose from. This will make the Town in compliance with law and give the coverage that is needed. The Town is going with option #4. Council Member Foulds will contact JPJ.

► A motion to go into executive session to discuss the employment history of a particular person, was made at 12:45, by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

A motion to come out of Executive Session at 1:07pm was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

► A motion to accept the resignation letter of George Petry with regrets was made by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor. Mr. Petry's last day worked will be February 24th, 2017.

► Supervisor Law advised the Highway Superintendent to pursue another employee. Highway Committee is scheduled to meet Thursday February 16th at noon to meet an applicant.

► Town Clerk advised the board that starting in March the clerk's office will be closed Tuesday's for approximately 12 weeks.

► **Resolution** 01-02-17 Be is resolved that the Supervisor be and is hereby authorized to make the following budgetary transfer from general savings account ending in #4822 in the amount of \$5000.00 into general account ending #7055. Motion made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

TOWN CLERK'S REPORT: The Town Clerk's January 2017 report was presented before the Board. The total collected for the month was \$501.00 and a check for \$435.00, the Town's portion, was given to the Deputy Supervisor. A motion to accept the Town Clerk's January 2017 report to the Deputy Supervisor was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

VOUCHERS: General vouchers were read and the total of \$3,003.97 claim #7-#17, was approved on a motion by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Highway vouchers were read and the total of \$28,703.41 claim #14-#44, by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

A motion to adjourn regular meeting was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor. Meeting adjourned at 1:37 PM.

NEXT MEETING WILL BE HELD ON March 13th AT 7:00P.M.

Minutes were taken by Martha L. Vidler, Town Clerk

The Minutes of the Regular Monthly Meeting of the Norwich Town Board held on Monday March 13, 2017 at the Town Hall. .

Supervisor David Law called the meeting to order at 7:00pm. Invocation and The Pledge of Allegiance was led by Supervisor Law.

Members attending were:

Supervisor David Law

Council Members: Charles Brooks, Stanley Foulds, William Evans

Absent: Council Members, Milton Shepler

Others attending were:

Town Clerk: Martha Vidler

Attorney: Steven Natoli

Highway Superintendent Elect: Barry Christophersen

Town guests and residents: Refer to sign-in sheet.

A motion to approve the Regular Monthly Meeting Minutes of February 14, 2017 was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Public Comments- Marco Knuth from Matrix Car Wash came in inquiring about city water and sewer for the Car Wash on 32. Mr. Knuth was told it would be checked into further by the board.

▶ A motion was made by Council Member Charles Brooks; 2nd by Council Member Evans to appoint Jim Everard as a member of the Town of Norwich Planning Board. Oath of Office was given to James Everard by Attorney Natoli for the Town of Norwich appointment for Planning Board Member.

▶ Planning Board Chairman Ted Guinn introduced to the Board plans for a Solar Plant on Rte. 23 East.

Correspondence- ▶ Letter from NYSEG regarding Lower Ravine Road elevated natural gas. Supervisor Law will contact NYSEG.

▶ Letter from Association of Towns in regards to NYS property taxes.

▶ Letter from Mike Giovinzo stating the Annual Financial Report has been remitted to the State Comptroller's Office. A motion to accept the filing of the Annual Financial Report was made by Council Member William Evans; 2nd by Council Member Charles Brooks. All were in favor. A Public Notice stating the Annual Report was filed was sent to the Evening Sun.

Attorney Report- ▶ Executive Session

Highway Report- ▶ Highway Superintendent elect Barry Christophersen gave a report.

▶ Mr. Christophersen had a letter of Thank You to send to Lauren Johnson for presenting an American Flag to the Highway Dept. that had been flown during "Operation Iraqi Freedom" while his son served. It was suggested the flag and Certificate be displayed at the Town Hall. A motion was made by Council Member Foulds; 2nd by Council Member Evans to accept and display the American Flag donated to the town.

▶ Superintendent questioned board if they were interested in doing the Shared Services from the County. There was not an interest at this time.

▶ Highway Superintendent brought to the attention that Brad Penn, the highway departments oil distributor, has sold his business and the price of oil jumped to approximately \$8.00/gal . He contacted the county and it is \$5.21 through a company in Elmira.

▶ Drag box was presented for purchase in the future. \$21, 00.00 purchased new, Yacono's has used one for \$5,000.00. Council Member Foulds stated it would be well worth the purchase.

▶ Highway Superintendent brought in a part from a truck that has been replaced. Trucks are not holding up.

▶ 2012 Truck is leaking oil and needs to go in for repair. Possible warranty on some parts still active.

Budget Officer Report- Council Member Evans reported that he would like to start keeping some regular hours, mainly on Mondays. He will also give a monthly budget report. He plans to meet with Ardean at the county.

OTHER ITEMS DISCUSSED:

▶ Fire contract- Discussion was had . Supervisor will contact the Mayor.

► Discussion was had on the Verizon highway phone. Highway Superintendent Christophersen will take the phone to Verizon and see if they can update it.

► Discussion was had on the Court Officer substitute when Officer Smith is not available. A motion was made by Council Member Brooks; 2nd by Council Member Evans to hire Todd Monk with the New York State Court System, subject to a line item for payment, as a substitute Court Officer at \$25.00/hour. All were in favor.

► Discussion was had on highway radio update for JPJ radio. The update radios will be programmed to be in contact with Police, Fire, 911 etc. A total of \$9,991.80 for 4 radios was quoted. Council Member Foulds questioned if the Deputy Highway Superintendent should have a radio. A 5th radio will be purchased bringing the total to \$10,250.80. A quote was also gotten from Tri County Communication as well. A motion was made to award the contract to JPJ Electronic Communications, Inc. by Council Member Stanley Foulds, 2nd by Council Member Charles Brooks. All were in favor.

► RESOLUTION 1-3-17 be it resolved that the Budget Officer be and is hereby authorized to make the following budgetary transfer from the Capital Improvement account ending #1819 to the Highway Equipment account ending #1820. A motion was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

TOWN CLERK'S REPORT: The Town Clerk's February 2017 report was presented before the Board. The total collected for the month was \$695.00 and a check for \$645.00, the Town's portion, was given to the Deputy Supervisor. A motion to accept the Town Clerk's February 2017 report to the Supervisor was made by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

VOUCHERS: General vouchers were read and the total of \$3,309.18 claim #18-#27, was approved on a motion by Council Member Stanley Foulds; 2nd by Council Member William Evans. All were in favor.

Highway vouchers were read and the total of \$9,241.77 claim #45-#58, by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

► A motion to go into executive session to discuss a pending litigation and the employment history of a particular person, was made at 8:21pm, by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

A motion to come out of Executive Session at 8:37pm was made by Council Member William Evans; 2nd by Council Member Stanley Foulds. All were in favor.

A motion to adjourn regular meeting was made by Council Member Charles Brooks; 2nd by Council Member William Evans. All were in favor. Meeting adjourned at 8:37 PM.

NEXT MEETING WILL BE HELD ON April 10th AT 7:00P.M.

Minutes were taken by Martha L. Vidler, Town Clerk