

Minutes of the Organizational Meeting and the Regular Monthly Meeting of the Norwich Town Board held on Monday January 08, 2018 at the Town Hall.

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

Members attending were:

Council Members: Charles Brooks, Stanley Foulds, Debra Cubbedge

Absent: Supervisor: David Evans, Council Member 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.

The Organizational Meeting resolutions, appointments and committees for 2018 proceeded as follows:

COMMITTEES AND APPOINTMENTS: A listing and motion TEMPORARILY approving the Committees and Appointments for 2018, UNTIL FURTHER NOTICE, follows on a separate page. (See page 3)

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

See page 4 for changes.

Supervisor Evans- Absent
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member Debra Cubbedge-Aye
Council Member Milton Shepler –Absent

RESOLUTION 01-01-18: IRS MILEAGE RATE: Be it resolved that the employees using their personal vehicle for Town business be reimbursed at a rate of .54.5 cents per mile was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge.

Supervisor Evans- Absent
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member Debra Cubbedge-Aye
Council Member Milton Shepler –Absent

RESOLUTION 02-01-18: 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 Stanley Foulds; 2nd by Council Member Debra Cubbedge.

Supervisor Evans- Absent
Council Member Charles Brooks -Aye
Council Member Stanley Foulds-Aye
Council Member Debra Cubbedge-Aye
Council Member Milton Shepler –Absent

RESOLUTION 03-01-18: 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 at 7:00pm. 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 Debra Cubbedge.

Supervisor Evans- Absent
Council Member Stanley Foulds -Aye
Council Member Charles Brooks-Aye
Council Member Debra Cubbedge-Aye
Council Member Milton Shepler –Absent

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

Supervisor Evans- Absent
Council Member Charles Brooks -Aye

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Council Member Stanley Foulds-Aye
Council Member Debra Cubbedge-Aye
Council Member Milton Shepler –Absent

A motion to close the Organizational Meeting at 7:12pm was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

The minutes from the year end meeting held on December 27, 2017 were accepted as written on a motion by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

PUBLIC COMMENTS: Kenneth Fogarty introduced himself as a Town of Guilford newly elected councilman. He is interested in seeing how other towns conduct business, and interested in solar grants.

CORRESPONDENCE: Phone Call from Margaret Daraugh asking to tie into the water **sewer** line near the Jail. Mr. Brooks will contact the city and homeowner. South New Berlin Fire District Worksheet for 2018 budget was received and shared with the board.

ATTORNEYS REPORT: Attorney Natoli reported that he has been appointed to represent the City as their Attorney, which will result in his resignation. He will be staying with the Town in transitional capacity until February. Attorney Natoli has a draft contract a for the Water/Sewer clerk. The Chobani case is progressing they are in the discovery phase. The Collective bargaining is still continuing. Attorney Natoli will reach out to other Attorney's for their interest as Town Attorney, and will report back to the board.

HIGHWAY REPORT: Board members were given a monthly report. The new loader will be here this Wednesday. Sand pile has very large clumps in it. Burrell's have been notified, highway Superintendent will look into other places for sand. Discussion was had as to what to do with the 1985 truck.

OTHER ITEMS DISCUSSED:

A motion to authorize Council Member Brooks to sign a check to pay Water/Sewer Clerk Guinn for time thus far working on the Water/Sewer billing was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

► Dog Warden- Tabled

► A motion to authorize Council Member Foulds as a signatory was made by Council Member Debra Cubbedge; 2nd by Council Member Charles Brooks. All were in favor.

TOWN CLERKS REPORT: The Town Clerk's December, 2017 report was presented before the Board. The total collected for the month was \$374.00 and a check for \$319.50 was given to the Supervisor. A motion to accept the Town Clerk's December 2017 report to the Supervisor was made by Council Member Stanley Foulds and 2nd by Council Member Debra Cubbedge. All were in favor.

Vouchers: General Vouchers were read and a total of \$2,221.65 claim # 1-7 were approved on a motion by Council Member Stanley Foulds and 2nd by Council Member Debra Cubbedge. All were in favor.

Highway Vouchers were read and the total of \$6,687.58 claim #1-5, were approved on a motion by Council Member Debra Cubbedge; 2nd by Council Member Stanley Foulds. All were in favor.

A motion to adjourn was made by Council Member Foulds; 2nd by Council Member Debra Cubbedge. All were in favor. Meeting adjourned at 7:55pm.

Minutes were taken by Martha L. Vidler, Town Clerk.

TOWN HALL ADDRESS: 157 County Road 32A FAX -337-2301 DIAL #8 for OUTSIDE LINE
-336-6367

SUPERVISOR: **David C. Evans** -337-2302
5037 St Hwy 23E (H): 334-5356

DEPUTY SUPERVISOR: **Charles W. Brooks** (H) 334-2979 -
518 Dan Main Hill Rd

COUNCIL MEMBERS:

Charles W. Brooks	(H) 334-2979
Milton Shepler	(H) 336-7094
5151 State Hwy 12	
Stanley Foulds	(H)-226-6961
300 Wells Road	
Debra Cubbedge	(H) 373-3374
5037 State Hwy 23	

Budget Officer **William Evans** (H)-334-5752
5050 State Hwy 23

ATTORNEY: **Steven Natoli**
Natoli & Natoli LLP 336-8200 FAX 336-8203
27 West Main St. Suite 302

JUSTICE: **James A. Fox** OFFICE: 337-2305
Hale Road Fax 336-4814

COURT OFFICER: Vacant

TOWN CLERK: **Martha Vidler** OFFICE: 337-2301
419 Wells Road (H) 336-1093

CODE ENF OFFICER: Steve Fox
& SANITATION/JUNK CARS Office #337-1796

BOOKKEEPER: **AJF Accounting** 336-3532

HIGHWAY SUPT: **Barry Christophersen** **337-2306** C-607-373-1188

DEPUTY Hwy: **Stanley Foulds**

TOWN BARN ADDRESS: **5589 County Rd 32** -337-2306

ASSESSORS: **Keith Reynolds** (H) 316-3103
107 Edgewood Dr.

File Clerk **Mark Doliver** (H) 336-3745 OFFICE: 337-2304
4813 St Hwy 23

TAX, LAND COLLECTOR: **Theodore Guinn** OFFICE: 337-2307
Water/Sewer 120 Old Stone Road (H) 334-8568

DOG WARDEN: **Matt Bates** 244-8363

PLANNING BOARD: **Theodore Guinn, Chairman** (H) 334-8568
120 Old Stone Rd

Doris Brooks	2017
Tom Grady	2020
Dennis Lynk	2023
Joyce Westervelt	2022
Bob Wightman	2018

HISTORIAN: **David Graham** -335-5202 (days)
209 Gibbon Road -334-8611 (evenings)

The Minutes of the Regular Monthly Meeting of the Norwich Town Board held on Monday February 12, 2018 at the Town Hall.

Deputy Supervisor Charles Brooks called the meeting to order at 7:03pm. Invocation and The Pledge of Allegiance was led by Martha Vidler.

Members attending were:

Council Members: Charles Brooks, Stanley Foulds, Debra Cubbedge

Others attending were:

Town Clerk: Martha Vidler

Attorney: Steven Natoli

Highway Superintendent: Barry Christophersen

Absent: Supervisor David Evans

Council Member Milton Shepler

Budget Officer William Evans

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

A motion to approve the Regular Monthly Meeting Minutes and Organizational Meeting, as written, was made by Council Member; Stanley Foulds, 2nd by Council Member Debra Cubbedge. All were in favor.

Public Comments- No comments were made from the floor.

Correspondence-

- ▶ Thank you note from David Law
- ▶ Emails from Deb Bestwick in regards to fuel bid updates
- ▶ Email from NYSEG
- ▶ Spectrum Enterprise
- ▶ Association of Town letter for membership dues
- ▶ Mang Insurance letter of amended policy increase of premium for new loader.

Attorney Report- Attorney Natoli gave a recommendation for a replacement Attorney that the Town Board may want to reach out to. Attorney Natoli's plan is to have this his last meeting.

- ▶ Collective bargaining still has one outstanding issue.

Highway Report- Highway Superintendent Christophersen submitted his monthly report. Reported it has been a busy month. Road ordinance was put into Executive session. Suggestion made for White Store bridge restoration.

Other Items Discussed:

Council Member Cubbedge would like to suggest Bob Freedman from the committee on open government to come and speak to the board. She will contact Mr. Freedman for dates.

Council Member Cubbedge asked for further explanation on bank accounts and which account is used for what? It will be referred to budget officer Evans when he returns.

March 8th Council Member Cubbedge asked to have a Narcan presentation in the board room. Discussion was had. Attorney Natoli confirmed that the Town would not be held liable and that these presentations are happening all over the country. Council Member Brooks made a motion to allow the Town to support this presentation and it was 2nd by Council Member Foulds. All were in favor.

Advanced Fire will not recharge 2 of our fire extinguishers as they have been recalled. Council Member Brooks will contact and look further into replacing extinguishers with Advanced Fire.

Court room roof leak

Town clerk adjusted hours

Old Business- ▶ Vet Bills- tabled

- ▶ Dog warden- tabled
- ▶ Petty cash reimbursement- Council Member Brooks will check into

Executive Session- A motion to go into Executive Session at 7:37 to discuss a proposed litigation and collective bargaining was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

A motion to come out of Executive Session 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 \$4,267.44 claim #8-#22, was approved on a motion by Council Member Debra Cubbedge; 2nd by Council Member Stanley Foulds. All were in favor.

Highway vouchers were read and the total of \$32,253.08 claim #6-#32, by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

TOWN CLERK'S REPORT: The Town Clerk's January report was presented before the Board. The total collected for the month was \$766.00 and a check for \$679.50, the Town's portion, was given to the Deputy Supervisor Brooks. A motion to accept the Town Clerk's January 2018 report to the Deputy Supervisor was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

A motion to adjourn was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Meeting adjourned 8:02pm

Minutes taken by Martha L. Vidler, Town Clerk

The Minutes of the Regular Monthly Meeting of the Norwich Town Board held on Monday March 12, 2018 at the Town Hall.

Deputy Supervisor Charles Brooks called the meeting to order at 7:05pm. Invocation and The Pledge of Allegiance was led by William Evans.

Members attending were:

Council Members: Charles Brooks, Stanley Foulds, Debra Cubbedge

Others attending were:

Town Clerk: Martha Vidler

Attorney: Vacant

Highway Superintendent: Barry Christophersen

Absent: Supervisor David Evans

Council Member Milton Shepler

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

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

Public Comments- No comments were made from the floor.

Correspondence-

- ▶ Cooperative Highway Equipment Shared Agreement
- ▶ Email from Deb Cubbedge verifying date for Robert Freeman, Monday April 23, 2018 at 6:30pm.
- ▶ Letter from Compassionate Care asking for payment of delinquent vet bills
- ▶ Ag & Markets Dog Control inspection report submitted by Debra Toth Animal Health Inspector
- ▶ Municipal Report RP-7114 of Special Franchise Activity for the 2017 calendar year, to be referred to the assessor.
- ▶ Letter from Association of Towns in regards to New York Municipal Energy Program
- ▶ New York Dept. of Environmental conservation Division of Water –Watershed screening update and meeting invitation.
- ▶ Letter from SCADATEK Inc. informing town that the upgrades to Upper and Lower Booster stations have been done.

Attorney Report- none

Highway Report- Highway, Superintendent Christophersen, submitted his monthly report. Reported several breakdowns on trucks and single axel 2009 International truck needs to be replaced.

- ▶ Road ordinance is tabled until a new Town Attorney is on board.
- ▶ A suggestion was to put the FEMA check into the highway fund to be used for repairs, sand and tools so that personal tools are not used. Council Member Foulds suggested that a prioritized wish list be made with the Highway Committee and to come back to make recommendation to the Board.
- ▶ Sand has been an issue with all the “chunks” in it. Other options will be looked into. Highway Superintendent Christophersen is looking into making a screen to remove the chunks.

Budget Officer Report: Report from Mike Giovnazzo, CPA on the 2017 annual financial report was submitted to the Town Board. All funds ended in the black. There is \$1917.00 of unidentifiable funds in the trust and agency account. A motion was made by Council Member Stanley Foulds to authorize transfer half of \$1917.00, \$958.50, into the general and the other half \$958.50 into the highway fund, 2nd by Council Member Debra Cubbedge.

A handout was given to Board Members showing current accounts and balances.

Four dormant checking accounts are to be closed, accounts ending in 9680, 1551, 9742, and 4174. A motion was made by Council Member Brooks; 2nd by Council Member Cubbedge to appropriate \$284.00 from the Revenue Account A2192, Cemetery Services, to the A1640.4 central garage fund to be specifically spent on lawn mower for cemeteries.

Other Items Discussed:

Possible Attorney has been found. He will meet with the Board on Thursday, March 15, at 10:30.

Old Business- ▶ Compassionate Pet Care- A motion to pay overdue outstanding vet bills in the amount of \$1540.50 was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

- ▶ Dog warden- Budget Officer Evans will follow up.

► Petty cash reimbursement- Council Member Debra Cubbedge and Budget Officer Evans will count money, on Tuesday, in book keeper's desk to put into town clerks postage money.

Executive Session- A motion to go into Executive Session at 7:59 to discuss collective bargaining was made by Council Member Debra Cubbedge; 2nd by Council Member Charles Brooks. All were in favor.

A motion to come out of Executive Session at 8:07 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 \$28,434.86 claim #23-#36, was approved on a motion by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor. Highway vouchers were read and the total of \$19,005.06 claim #33-#51, by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

TOWN CLERK'S REPORT: The Town Clerk's February report was presented before the Board. The total collected for the month was \$550.00 and a check for \$479.50, the Town's portion, was given to the Deputy Supervisor Brooks. A motion to accept the Town Clerk's February 2018 report to the Deputy Supervisor was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

A motion to adjourn was made by Council Member Stanley Foulds; 2nd by Council Member Charles Brooks. All were in favor.

Meeting adjourned 8:17pm

Minutes taken by Martha L. Vidler, Town Clerk

The Minutes of the Regular Monthly Meeting of the Norwich Town Board held on Monday April 9, 2018 at the Town Hall.

Deputy Supervisor Charles Brooks called the meeting to order at 7:05pm. Invocation and The Pledge of Allegiance was led by William Evans.

Members attending were:

Supervisor David Evans via Face-Time

Council Members: Charles Brooks, Stanley Foulds, Debra Cubbedge

Others attending were:

Town Clerk: Martha Vidler

Attorney: David Sonn

Highway Superintendent: Barry Christophersen

Absent:

Council Member Milton Shepler

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

A motion to approve the Regular Monthly Meeting Minutes of March 12 , as written, was made by Council Member; Stanley Foulds, 2nd by Council Member Debra Cubbedge. All were in favor.

Public Comments- Perry Owen presented to the Board a petition to the Town of Norwich for the ownership of Hoag Road extension. A motion to accept the petition and to move forward as written, pending Attorney Sonn's review of such petition was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor. Costs to make road operable will be shared. Approximate total cost \$7600.00. Mr. Owen, also, submitted a newsletter from the Town of Fenton as an example if the Town is ever interested in doing publicizing one.

Correspondence-

- ▶ F&S Flat Roofing fax
- ▶ DPW letter with enclosed Haulers renewal agreement. Expires 5-30-18
- ▶ Board of Elections request for use of Town Hall for 2018 Election dates.
- ▶ Charter Communication upcoming changes
- ▶ NYSEG annual inspection of natural gas on Lower Ravine Road
- ▶ Government Survey- Turned over to Attorney for review

Attorney Report- Attorney Sonn submitted his contractual information. A motion to retain Attorney Sonn as the Town Attorney was made Council Member Charles Brooks; 2nd by Council Member Debra Cubbedge. All were in favor.

Highway Report- Highway, Superintendent Christophersen, submitted his monthly report.

- ▶ A wish list was given to Board
- ▶ Truck #4 is a 2010 with 27,000 miles and has major repair issues. The highway committee will go over quotes that Superintendent Christophersen got for a new truck.
- ▶ Town Hall parking lot needs resealing and striping. Bids will be gotten and then a recommendation will be made to the board.
- ▶ A lengthy discussion was held on the adoption of a road ordinance for parked cars on the road. Example of ordinance was deferred to the Town Attorney for review.
- ▶ A suggestion was made to have Town permits for road use of logging, mining, etc. so that if there is road damage a portion of cost of repair would be paid by whoever is doing the work. It was suggested that the Highway Committee look into it.
- ▶ Highway Superintendent asked if Court could give community service to defendants to help mow lawn, weed, wash windows, etc. Concern was liability. Mang Insurance will be contacted to see what and if it can be done.

Budget Officer Report: Monthly financial report given to board members. Line item transfers. A motion was made by Council Member Cubbedge; 2nd by Council Member Foulds to transfer \$1015.50 from A1990.4 contingency to line item A3510.4 Dog Control CE and \$343.00 from A1990.4 contingency to A3620.4 Safety Inspection. All were in favor. Budget Officer Evans and Highway Superintendent met with NYMIR to update equipment coverage.

Other Items Discussed: Tara Donadio rescheduled to May

Old Business- ▶

- ▶ Dog warden- still looking
- ▶ Highway Shared Services- Highway Superintendent & Board are not interested in using.

Executive Session- A motion to go into Executive Session at 8:02 to discuss collective bargaining was made by Council Member Charles Brooks; 2nd by Council Member Debra Cubbedge. All were in favor.

A motion to come out of Executive Session at 8:12 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 \$3,174.42 claim #38-#48, 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 \$19,737.39 claim #56-#73, by Council Member Charles Brooks; 2nd by Council Member Stanley Foulds. All were in favor.

TOWN CLERK'S REPORT: The Town Clerk's March report was presented before the Board. The total collected for the month was \$578.00 and a check for \$524.00, the Town's portion, was given to the Deputy Supervisor Brooks. A motion to accept the Town Clerk's March 2018 report to the Deputy Supervisor was made by Council Member Stanley Foulds; 2nd by Council Member Debra Cubbedge. All were in favor.

A motion to adjourn was made by Council Member Stanley Foulds; 2nd by Supervisor David Evans. All were in favor.

Meeting adjourned 8:12pm

Minutes taken by Martha L. Vidler, Town Clerk