

MINUTES – ANNUAL ORGANIZATIONAL MEETING
VILLAGE OF NORWOOD BOARD OF TRUSTEES
APRIL 16, 2024 – 5:30 P.M.

A meeting was held with Aaron Jarvis from Tisdell Associates at 5 pm to provide an update on sewer/water issues in the Village of Norwood. Mr. Jarvis will provide a completed list of costs and a breakdown of items to be repaired at the next BOD meeting in May. A motion to adjourn the meeting with Tisdell Associates was made by Matt Tebo and seconded by Michael DiVincenzo.

The Annual Organizational Meeting was called to order at 5:30 pm by Mayor Mark Tebo

Present: Mayor Mark Tebo
Trustees: Mike DiVincenzo, Robin Fetter, Lisa Levison, and Matt Tebo
Attorney Andrea Marrota

Mayor Tebo appointed Robin Fetter to a 2-year appointment as Village Trustee.

A motion was made by Trustee Lisa Levison, and Seconded by Trustee Matt Tebo to enter into executive session to discuss particular personnel at 5:33 p.m.

A motion was made by Trustee Michael DiVincenzo and seconded by Trustee Matt Tebo to exit from executive session at 5:43 p.m.

A motion was made by Trustee Michael DiVincenzo and Seconded by Trustee Robin Fetter, to accept the annual appointments as outlined below:

2-year Trustee.....	Robin Fetter
Regular Meeting Night	3 rd Tuesday of every month @ 6pm
Official Newspaper.....	<u>NorthCountryNow</u>
Depository for Village Funds.....	Community Bank NA, Potsdam
Village Clerk ...1 yr.....	TBD
Deputy Clerk ...1 yr.....	TBD
Superintendent..1 yr.....	Dan McGregor
Village Attorney 1 yr.....	Andrea Marrota
Code Enforcement Officer 1 yrs.....	TBD
Aquatics Coordinator 1 yr.....	Michelle Garrow
Arena Operator ...1yr.....	Nick Orologio
Historian ...1 yr.....	Anthony Nocerino
Deputy Mayor.....	Lisa Levison

All were in favor (4) – None (0) Opposed – Motion Carried.

A motion was made by Trustee Lisa Levison, and Seconded by Trustee Matt Tebo to approve the Commissions as outlined below:

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Commissions:

Zoning	DiVincenzo/Fetter
Fire Dept.	DiVincenzo/Levison
Police	Levison/Tebo
Water & Sewers	Mayor/Board
Streets & Roads	DiVincenzo/Tebo
Policy & Procedure	Entire Board
Bldgs., Grounds, & Parks	Fetter/Tebo
Insurance	Mayor/Clerk
Youth & Adult Recreation	Fetter/Tebo
Audit/Finance Committee	Entire Board
Public Relations	Mayor/Levison
Safety & Training	DiVincenzo/Levison
Grants and Funding	Fetter

All were in favor (4) – None (0) Opposed – Motion Carried.

A motion was made by Trustee Matt Tebo, and Seconded by Trustee Michael DiVincenzo to approve the following resolution:

WHEREAS, the Board of Trustees passes a Resolution to fix the amounts of surety bonds for Village officials and Village personnel, as follows:

Village Clerk/Treasurer	\$100,000
Village Tax Collector	\$25,000
All other employees	\$10,000

NOW THEREFORE BE IT RESOLVED that the Village Board approves the fixed amounts of surety bonds for Village officials and Village personnel.

All were in favor (4) – None (0) Opposed – Motion Carried.

A motion was made by Trustee Lisa Levison, and Seconded by Trustee Matt Tebo to approve the following resolution:

Advance Payment of Claims:

WHEREAS, the Board of Trustees has determined to authorize payment in advance of audit of claims for public utility services, postage, freight and express charges and
WHEREAS all such claims must be presented at the next regular meeting for audit; and
WHEREAS the claimant and the officer incurring or approving the claim are jointly and severally liable for any amount the Board of Trustees disallows.

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NOW THEREFORE BE IT RESOLVED that the Board of Trustees authorizes payment in advance of audit of claims for public utility services, postage, freight and express charges. All such claims must be presented at the next regular meeting for audit and the claimant and the officer incurring or approving the claims are jointly and severally liable for any amount the Board disallows. This resolution shall be effective immediately.

All were in favor (4) – None (0) Opposed – Motion Carried.

A motion was made by Trustee Matt Tebo, and Seconded by Trustee Lisa Levison to approve the following resolution:

Mileage Allowance:

WHEREAS the Board of Trustees has determined to pay a fixed rate for mileage as reimbursed to Village Officers and employees who use their personal vehicles while performing official Village duties that do not have access to a Village vehicle;

NOW THEREFORE BE IT RESOLVED that the Board of Trustees will approve reimbursements to such officers and employees at the IRS reimbursement rate per mile. This resolution shall be effective immediately.

Attendance of Schools and Conferences:

WHEREAS such meetings and/or training sessions may be conducted throughout the year that would benefit Village officials and employees,

NOW THEREFORE BE IT RESOLVED that officers and employees may be authorized to attend such sessions at Village expense upon prior approval by the Board. This resolution shall be effective immediately.

All were in favor (4) – None (0) Opposed – Motion Carried.

Written Procurement Policy:

Robert's Rules of Order shall be followed at all Board Meetings

Next year's organizational meeting scheduled for April 15, 2025, at 5:00 p.m.

A motion was made by Trustee Matt Tebo, as Seconded by Trustee Robin Fetter to adjourn the meeting.

All were in favor (4) – None (0) Opposed – Motion Carried.

Meeting adjourned at 5:55 p.m.