

**VILLAGE OF NORWOOD BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
MAY 21, 2024**

**PLEDGE OF ALLEGIANCE**

THE MAYOR POINTED OUT THE LOCATION OF THE EXITS ON THE EAST AND WEST WALLS OF THE MEETING ROOM. ADVISE THAT THE ROOM HAS CAPACITY FOR 220 PEOPLE.

Attendees: Mayor Mark Tebo  
Trustee Michael diVincenzo  
Trustee Robin Fetter (arrived at 6:25pm during Engineering Report)  
Trustee Lisa Levison  
Trustee Matthew Tebo  
Jessica Nezezon  
Jill Molnar  
DPW Superintendent Dan McGregor  
Code Enforcement Jeff Murray  
Waste Water Treatment Plant Michael Smith  
Fire Chief Jeremy French  
Police Chief Shawn Wells  
Attorney Andrea Marotta  
Village Engineer Aaron Jarvis  
Arena Nick Orologio

Guests: Jess & Matt Grant, Sharon & Dick Bastille, Andy French, Jeff Gerrish, David Butterfield, Nate Durand, Jeremy French, Harold Loomis, and Kris Nezezon

Excused: Aquatics Director Michelle Garrow

**1. VILLAGE CLERK**

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the 1-year appointment of Jessica Nezezon as the Village Clerk, Registrar, and Tax Collector.

Ayes 3 Nays 0

**2. DEPUTY CLERK**

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to approve the 1-year appointment of Jill Molnar as the Deputy Clerk.

Ayes 3 Nays 0

**3. TEMPORARY REGISTRAR**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the temporary appointment of Lisa Levison as Registrar while Jessica Nezezon's paperwork is being processed.

Ayes 2 Nays 0 Abstain 1 (Levison)

#### **4. CODE ENFORCEMENT**

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the 1-year appointment of Jeff Murray as the Code Enforcement Officer.

Ayes 3 Nays 0

#### **5. ACCEPTANCE OF MINUTES**

A motion was made by Trustee Tebo and Seconded by Trustee Levison to accept the minutes from the April 16, 2024 Organizational Meeting.

Ayes 3 Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to accept the minutes from the April 16, 2024 Organizational Meeting Executive Session.

Ayes 3 Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Levison to accept the minutes from the April 16, 2024 Regular Board Meeting.

Ayes 3 Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to accept the minutes from the April 16, 2024 Regular Meeting Executive Session.

Ayes 3 Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to accept the minutes from the April 23, 2024 Public Hearing Minutes.

Ayes 3 Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to accept the minutes from the April 23, 2024 Special Board Meeting.

Ayes 3 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to accept the minutes from the April 23, 2024 Special Board Meeting Executive Session.

Ayes 3 Nays 0

#### **6. MONTHLY EXPENDITURES**

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the expenditures for the month of April 2024 in the amount of \$149,237.85 chargeable to the following funds:

General Fund	\$ 31,702.81
Water Fund	\$ 36,482.59
Sewer Fund	\$ 80,635.48
Trust & Agency	<u>\$ 416.97</u>
TOTAL	\$149,237.85

Ayes 3 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the expenditures for the month of May 2024 in the amount of \$48,795.42 chargeable to the following funds:

General Fund	\$ 15,745.42
Water Fund	\$ 19,859.35
Sewer Fund	\$ 12,771.54
Trust & Agency	<u>\$ 419.11</u>
TOTAL	\$ 48,795.42

Ayes 3 Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the two Bond payments made on May 3, 2024.

Bond payment made on May 3, 2024, charged to the Water Fund in the amount of \$75,000 + \$3,565.85 interest. This a 30-year bond taken out in 2022 and we are on year 2 of paying that. Another interest payment will be due in November.

Bond payment made on May 3, 2024, charged to the Sewer Fund in the amount of \$90,000. This was our last scheduled payment and we received a refund of \$19,662.46.

Ayes 3 Nays 0

## 7. RESOLUTION FOR 2024 TAX RELEVY

A motion was made by Trustee diVincenzo and Seconded by Trustee Levison to accept the below Resolution for the 2024 Tax Relevy.

WHEREAS, the Village of Norwood approves the proposes tax relevy to be added to the 2024 Village Tax bill;

WHEREAS, the total relevy for the Norwood/Norfolk Tax Roll is \$4,785.84 (FOUR THOUSAND SEVEN HUNDRED EIGHTY-FIVE DOLLARS AND 84/100) and the levy for the Norwood/Potsdam Tax Roll is \$90,351.36 (NINETY THOUSAND THREE HUNDRED FIFTY-ONE DOLLARS AND 36/100).

NOW THEREFORE BE IT RESOLVED, that upon the majority vote of the Board of the Village of Norwood, the Board hereby authorized the submitted Tax relevy to be added to the Village of Norwood Tax bill for the 2024 tax period.

Ayes 3 Nays 0

## **8. ARPA RESOLUTION**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve a resolution to use ARPA funds for the purchase and installation of a generator at the Municipal Building in the amount of \$73,450.00 and the remaining \$1224.47 on prestamped envelopes.

Ayes 3 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve annual ARPA filing. (Exhibit A)

Ayes 3 Nays 0

## **9. ENGINEERING REPORT**

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to approve a resolution to approve the preliminary engineering report for the Waste Water Treatment System and Collections System Improvements dated May 20, 2024 as presented by Village Engineer Aaron Jarvis. (Exhibit B)

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the proposal for surveying services by Wilhelm Chatelle & Town for the Topographical Surveying Services of the Knowlton Property in the amount of \$5,000.00

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the proposal for surveying services by Wilhelm Chatelle & Town for the Boundary Surveying Services of the Knowlton Property in the amount of \$1,900.00

Ayes 4 Nays 0

## **10. PUBLIC COMMENTS:**

None

## **11. DPW REPORT:**

Reviewed written report (Exhibit C). Noted work on arena should be complete next week. New truck needs equipment added by Viking. Summer help hired.

## **12. CODE ENFORCEMENT REPORT:**

Reviewed written report (Exhibit D). Parade route maps needed to submit to State. Noted parade insurance governed by Village code.

## **13. WASTE WATER REPORT:**

Reviewed written report (Exhibit E). Noted lagoon patching estimates coming next month.

## **14. FIRE DEPARTMENT REPORT:**

Fire Chief Jeremy French reviewed the fire insurance policy. He reported in past years they purchased 3 sets of gear; this year only needed 1 set. Will purchase parade uniforms with the unused gear funds.

**15. POLICE DEPARTMENT REPORT:**

Reviewed written report (Exhibit F). Noted that the psychological evaluation is delayed for Dalton Moorehouse, potential Village of Norwood Police Department Member.

**16. YOUTH REPORT:**

None

**17. ARENA REPORT:**

Nick Orologio gave a brief report.

**18. ATTORNEY REPORT:**

Attorney Andrea Marotta provide the Promissory Note (Exhibit G) for the Knowlton land acquisition and recommended the addition of an amortization schedule. Noted an abstract is needed from Knowlton's representation.

**19. MAYORS COMMENTS:**

- May 27<sup>th</sup> Memorial Day Parade
- July 4<sup>th</sup> Parade
- July 20<sup>th</sup> ATV Ride/Jamboree
- Contract for accounting assistance for month end report and Annual Financial Reports (AUDs)
- Quarterly payroll moved to monthly starting in June
- CD update
- Former Village Trustee, Kris Nezezon, reviewed bonds and agreed to meet with Mayor and Trustees to review.
- Hall Rental Amount - Discussed increase in hall rental fee.
- Service Line Inventory/Lead Letter and Village Board Update Letter review
- Chamber of Commerce Request received
- Autumn Festival - Looking for volunteers to organize; Trustee Tebo will ask Kiwanis if interested.

**20. TRUSTEE COMMENTS:**

None

**21. ACTION ITEMS:**

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the Norwood Fire Department Insurance at the cost of \$19,369.10 with additional endorsements in the amount of \$180.58 as presented.

Ayes 4 Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to approve the Memorial Day Parade on May 27, 2024 as presented.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the Independence Day Parade on July 4, 2024 as presented.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the ATV Ride/Jamboree Parade on July 20, 2024 as presented.

Ayes 4 Nays 0

A motion was made by Trustee Fetter and Seconded by Trustee diVincenzo to approve the increases in Hall rental fee to \$50.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to enter into executive session to discuss particular personnel at 7:23 p.m.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Fetter to exit from executive session at 8:41 p.m.

## **22. EXECUTIVE SESSION ACTION ITEMS**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve Eric Swartz as the attorney of record in the Knowlton Property transfer paperwork.

Ayes 4 Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to accept Harold Loomis as a Village of Norwood Fire Department Member contingent on required drug and alcohol testing at the discretion of the Chief/Mayor at his own cost. Refusal/non-compliance is basis for termination. This is in addition to complying with the list compiled with the Fire Department.

Ayes 4 Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to accept Dalton Moorehouse as a Village of Norwood Police Department Member contingent on psychological evaluation and reference check.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to adjourn the meeting at 8:43 p.m.

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