

**VILLAGE OF NORWOOD BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
JUNE 18, 2024 – 6:00 P.M.**

PLEDGE OF ALLEGIANCE

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

Attendees: Mayor Mark Tebo  
Trustee Michael diVincenzo  
Trustee Robin Fetter  
Trustee Lisa Levison  
Trustee Matthew Tebo  
Village Clerk Jessica Nezezon  
DPW Superintendent Dan McGregor  
Code Enforcement Jeff Murray - Absent  
Waste Water Treatment Plant Michael Smith - Absent  
Police Chief Shawn Wells (arrived at 6:28pm during Code Enforcement Report)  
Fire Chief Jeremy French  
Aquatics Director Michelle Garrow  
Arena Nick Orologio - Absent  
Attorney Andrea Marotta - Excused

Guests: Dick and Sharon Bastille, Patrick Jay, Jacob Levison, Matt Grant, Dan Grant, Nate Durand, Will Gray

**1. ACCEPTANCE OF MINUTES**

A motion was made by Trustee Tebo and Seconded by Trustee Levison to accept the minutes from the May 21, 2024 Regular Board Meeting (Exhibit A).

Ayes 4            Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to accept the minutes from the May 21, 2024 Executive Session (Exhibit B).

Ayes 4            Nays 0

**2. MONTHLY EXPENDITURES**

A motion was made by Trustee diVincenzo and Seconded by Trustee Levison to approve the additional expenditures for the month of May 2024 in the amount of \$311,096.65 chargeable to the following funds:

General Fund	\$ 115,307.91
Water Fund	\$ 86,100.24
Sewer Fund	\$ 109,048.20
Trust & Agency	<u>\$ 640.00</u>
TOTAL	\$ 311,096.65

Ayes 4          Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the expenditures for the month of June 2024 in the amount \$57,484.58 chargeable to the following funds:

General Fund	\$44,828.72
Water Fund	\$ 2,559.57
Sewer Fund	\$ 9,706.84
Trust & Agency	\$ <u>389.45</u>
TOTAL	\$57,484.58

Ayes 4          Nays 0

### **3. RESOLUTION FOR BUDGET TRANSERS**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the budget transfer from Federal Aid/ARPA Account in amount of \$73,450 to A1620.4 Buildings - Hall Contractual for Generator (Exhibit C).

Ayes 4          Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve budget transfer from Federal Aid/ARPA Account in amount of \$1224.06 to A1325.4 Clerk Treasurer Contractual for pre-stamped envelopes (Exhibit D).

Ayes 4          Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve budget transfer from A3410.2 Fire Department Equipment in the amount of \$1818.68 to A3410.4 Fire Department Contractual for Fire Department Insurance (Exhibit E).

Ayes 4          Nays 0

### **4. RESOLUTION TO CORRECT VILLAGE TAX ROLL**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the resolution to correct Village tax roll to move unpaid Water charges of \$1060.80 and unpaid Sewer charges of \$1653.42 from tax map ID # 42-073-6-6 to #42-073-6-8.1 (Exhibit F).

Ayes 4          Nays 0

### **5. PUBLIC COMMENTS**

- Autumn Festival - Sharon Bastille noted that the festival committee met once to discuss plans for the event which will be themed: Celebrating the Work of Our Hands.
- Railroad Crossing - Patrick Jay expressed his concerns regarding CSX trains blocking access to streets for long periods of time, which could prevent entry from emergency and rescue vehicles. Mayor Tebo responded that letters to CSX

have been sent and the likely solution will be to utilize the dry bridge route to allow access to blocked streets. Adjustments will need to be made to the dry bridge to ensure the height will allow emergency vehicles to pass through which will require funding. Mayor Tebo noted part the super structure of dry bridge is owned by CSX and the rest is owned by the Town of Potsdam. Matt Grant stated that there are signs posted at the crossings with a phone number to call in the event of emergency to prompt CSX to move the railroad cars immediately.

- Golf Carts - Community members expressed unhappiness with regulations prohibiting the use of golf carts on Village streets and requested the Norwood PD not enforce the law and leave ticketing up to State Troopers. Mayor Tebo stated that the regulations follow New York State Law and Norwood PD cannot be asked to not enforce the law.

## **6. DPW REPORT**

Reviewed written report (Exhibit G).

## **7. CODE ENFORCEMENT REPORT**

Reviewed written report (Exhibit H). It was noted that a discussion will occur in the near future regarding decisions on abandoned properties in the Village and how to proceed after they are condemned. Jeff is also researching next steps for the clean up of the condemned school/property on Prospect Street.

## **8. MUNICIPAL WATER/WASTE WATER TREATMENT PLANT REPORT**

Reviewed written report (Exhibit I).

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the Prospect Street Lift Station Control Panel Replacement Quote from AQUAlogics in the amount of \$17633.00.

Ayes 4            Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve Lagoon Liner Patching Proposal from TJ Construction in the amount of \$18,700.00 or less.

Ayes 4            Nays 0

The Board will visit the Waste Water Treatment Plant and Wells on July 9, 2024.

Mayor Tebo reported that he, Trustee Levison, and Village Engineer Aaron Jarvis met with the DEC on Friday, June 14, 2024 to discuss the DEC's Order on Consent issued in March 2023. The Village, with Aaron's assistance, will provide them with an updated letter with the Village's intentions.

## **9. POLICE DEPARTMENT REPORT**

Reviewed written report (Exhibit J). The need was discussed for Local Law prohibiting smoking, vaping, and marijuana use on Village property. A Public Hearing will be scheduled. (Public Health Law Section 1399-O-2, prohibits smoking in any public park. Based on this, it was determined a Public Hearing was not needed.) The need for

cannabis cultivation regulations in the Village was discussed; a Public Hearing will be scheduled.

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the overhead door installation for the Police Department building from Northern Door and Dock, LLC, in the amount of \$2029.74.

Ayes 4            Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the addition of Officer Evan Kassian, who was sworn in 6/13/2024 to Norwood Police Department.

Ayes 4            Nays 0

### **10. FIRE DEPARTMENT REPORT**

Reviewed written report (Exhibit K).

### **11. BEACH REPORT**

Reviewed written report (Exhibit L). The Policy for animals at the beach will be posted which states that service animals will be permitted only with the proper paperwork; this does not include emotional support animals. Michelle Garrow noted that school beach days were a success and the children's behavior was excellent and very respectful. Trustee Fetter will be sending thank you letters to the schools; she also thanked Michelle for her service and all of her hard work. Michelle is moving forward with the application for NYSWIMS grant.

### **12. ARENA REPORT**

Discussion took place with regard to utilizing the field next to the parking lot, when not in use, to park boats that are currently parked in the parking lot and taking up parking spots.

### **13. ATTORNEY REPORT**

No report.

### **14. MAYORS COMMENTS**

- 2023-2024 AUD/AFR Extension approved by the State Comptroller's Office
- 2021-2022 AUD/AFR – not filed and no extension filed
- 2022-2023 AUD/AFR – not filed and no extension filed

Trustee Levison noted that the 2023-2024 extension granted is for a 60-day period and Grants cannot be applied for until the financial reports are completed.

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve Potsdam Rescue Squad Contract for June 1, 2024 to May 31, 2025 in the amount of \$14,000.00 (Exhibit M).

Ayes 4            Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve Williamson Contract for Water/Sewer Software in the amount of \$1376.

Ayes 4            Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve Williamson Contract for Accounting Software in the amount of \$1516.

Ayes 4            Nays 0

A motion was made by Trustee Matt and Seconded by Trustee diVincenzo to approve Williamson Contract for Payroll Software in the amount of \$1603.

Ayes 4            Nays 0

A motion was made by Trustee Matt and Seconded by Trustee Levison to approve paying Dow Electric \$12,100.70 from our contingency account A1990.4 for a portion of the street lighting with remaining contingency monies reserved for Payroll/Accounting Assistance.

Ayes 4            Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Levison to approve Standard Work Day and Reporting Resolution.

Ayes 4            Nays 0

The Village has been asked to install Handicap signs in front of St. Andrews Church on Park Avenue, and on the side of the Church on Bernard Avenue. The Code Enforcement Officer will look into.

## **15. TRUSTEE COMMENTS**

Trustee Tebo inquired about the status of the CDs. Trustee Levison stated that monies had been moved to CDs with higher interest rates at the end of May.

Trustee Fetter acknowledged the hard work of Mayor Tebo and Trustee Levison and expressed her appreciation.

## **16. ACTION ITEMS**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to suspend the Open Container Law for July 3 and July 4 (Timeframe - beginning at 4:00 p.m. on July 3<sup>rd</sup> through 2:00 a.m. on July 4<sup>th</sup>).

Ayes 4            Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve a \$1500.00 donation to the Fire Department for fireworks.

Ayes 4            Nays 0

A motion was made by Trustee Levison and Seconded by Trustee Tebo to allow use of utility vehicles by the Fire Department for set up and organization for July 4<sup>th</sup> parade.

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 7:20 p.m.

Ayes 4            Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Fetter to exit from executive session at 8:29 p.m.

Ayes 4            Nays 0

**17. EXECUTIVE SESSION**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to accept Collin Bromley as a Village of Norwood Fire Department Member.

Ayes 4            Nays 0

A motion was made by Trustee Fetter and Seconded by Trustee Tebo to adjourn the meeting at 8:30 p.m.

Ayes 4            Nays 0