

**VILLAGE OF NORWOOD BOARD OF TRUSTEES  
BOARD MEETING MINUTES  
JULY 16, 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 Lisa Levison  
Trustee Matthew Tebo  
Village Clerk Jessica Nezezon  
Code Enforcement Jeff Murray  
Waste Water Treatment Plant Michael Smith  
Police Chief Shawn Wells  
Aquatics Director Michelle Garrow  
Arena Nick Orologio  
Attorney Andrea Marotta

Guests: Harold Chapin, Pat Jay, Sue and Ed Mackey, Ruth Fishbeck, Matt Tessier, Marty Miller (arrived at 6:45 p.m.)

Excused: Trustee Robin Fetter  
DPW Superintendent Dan McGregor

Absent: Fire Chief Jeremy French

**1. ACCEPTANCE OF MINUTES**

A motion was made by Trustee diVincenzo and Seconded by Trustee Tebo to accept the minutes from the June 18, 2024 Regular Board Meeting (Exhibit A).

Ayes 3      Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to accept the minutes from the June 18, 2024 Regular Board Meeting Executive Session (Exhibit B).

Ayes 3      Nays 0

**2. MONTHLY EXPENDITURES: JULY 2024 MONTHLY EXPENDITURES IN THE AMOUNT OF \$50,502.62 CHARGEABLE TO THE FOLLOWING FUNDS:**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the expenditures for the month of July 2024 in the amount of \$50,502.62 chargeable to the following funds:

General Fund	\$ 36,677.90
Water Fund	\$ 657.25
Sewer Fund	\$ 12,419.30
Trust & Agency	\$ 748.17
TOTAL	\$ 50,502.62

Ayes 3      Nays 0

### 3. GOLF CART ORDINANCE

A motion was made by Trustee Levison and Seconded by Trustee diVincenzo to approve the resolution for the Golf Cart Ordinance as presented at the Public Hearing (Exhibit C).

Ayes 3      Nays 0

### 4. PUBLIC COMMENTS

- Ruth Fishbeck, Hospice CEO, requested the Village’s support for the 14<sup>th</sup> Annual Hospice Swim-a-Mile at Norwood Beach. The event will take place on August 3, 2024 beginning at 8:00 a.m. and will conclude by 10:30 a.m. Ms. Fishbeck reported that swimmers will be monitored for safety by kayak operators in the water; she also signed a Waiver of Liability & Hold Harmless Agreement and will be providing a certificate of insurance prior to the date of the event.

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the Hospice Swim-a-Mile scheduled for August 3, 2024.

Ayes 3      Nays 0

- Matt Tessier, a representative from Raquette River Racing, requested the Village’s and Police support for the 4<sup>th</sup> Annual Raquette River Marathon that will run through Norwood River Road. The USATF Boston certified qualifier event will take place on March 29, 2025; Matt will be providing certificate of insurance prior to the date of the event.

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the Raquette River marathon scheduled for March 29, 2025 with Police support for traffic control.

Ayes 3      Nays 0

- 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 Potsdam Town Supervisor Marty Miller was invited to the meeting and is on his way to report updates on the ongoing issue. (arrived at 6:45 p.m.)

## **5. DPW REPORT**

Reviewed written report (Exhibit D)

## **6. CODE ENFORCEMENT REPORT**

Reviewed written report (Exhibit E)

Mr. Murray presented suggested changes to Chapter 200-26 (C) of the Village Code with regard to the height of Fences. The amended code will increase the maximum height for fences from 4 feet high to 6 feet high. A Public Hearing will be scheduled. (Exhibit F)

Mr. Murray presented suggested changes to Chapter 55 Article II of the Village Code with regard to the Keeping of Farm Animals and Fowl. Changes include a limit of 6-8 contained chickens, no roosters, chickens must be provided with a coop to protect them from the elements. Coops will require inspection and approval from the Code Enforcement Officer. A Public Hearing will be scheduled. (Exhibit G)

Mr. Murray presented suggested changes to Chapter 120 Article I of the Village Code with regard to Parades and Assemblies. Changes include specific insurance requirements provided to the Village Clerk prior to parades and assemblies. A Public Hearing will be scheduled. (Exhibit H)

Mr. Murray shared a sample of the Town of Potsdam's Local Law with regard to Cannabis/marijuana retail sales and lounges. Following comments from the Code Enforcement Officer and Norwood Police Officer, Shawn Wells, the subject was moved to Executive Session. (Exhibit I)

Mr. Murray had no regulations regarding the requested Handicap parking signs at St. Andrews Church. The Village will may forward with installing the signs. There was no action regarding Planning & Zoning Boards.

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

Reviewed written report (Exhibit J)

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the purchase of supplies/spare parts for the Municipal Water/Waste Water Treatment Plant for \$750 from the Town of Waddington.

Ayes 3      Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the quote from NCC Systems to purchase an LCD Keypad for the Waste Water Treatment Plant.

Ayes 3      Nays 0

## **8. POLICE DEPARTMENT REPORT**

Reviewed written report (Exhibit K)

Trustee Levison asked Police Chief Wells if the Norwood Police Officers qualify with their service weapons annually who stated that it is not required but the all of the Officers will be beginning to qualify this upcoming fall.

## **9. FIRE DEPARTMENT REPORT**

No report provided.

## **10. BEACH REPORT**

Reviewed written report (Exhibit L)

Aquatics Director Michelle Garrow reported on various activities at the beach and indicated that summer is going well. She noted the wheelchair that was purchased last summer is still missing.

## **11. ARENA REPORT**

Nick Orologio reported the new hire from maintenance is working out well and requested keeping her on longer than the planned two weeks; he proposed 3 hours a day for a total of 15 hours a week for the rest of the summer. The Board will look into funds and report back. The fences at the baseball fields on Prospect Street are in need of repair, removal or replacement. Nick is looking into options, getting quotes for new materials and checking storage for existing supplies to repair fences and posts.

## **12. RAILROAD/DRY BRIDGE**

- Potsdam Town Supervisor Marty Miller reported what his research has found regarding the issues with the CSX trains blocking access to streets for long periods of time and emergency vehicles utilizing the Dry Bridge to access the blocked streets. An engineering firm met with Town Leadership in January 2024 to discuss issues with the Dry Bridge including the height and weight limitations and that adjustments may be prohibited due to the bridge being a historical landmark. He noted that if adjustments are allowed, it will be very costly due to the major structural changes and that funding will be an issue. "Bridge NY" is an unlikely source of funding due to the Dry Bridge having a low priority score compared to other bridges in need of repair. Mr. Miller is researching other funding avenues and hopes to have answers from NY state and the Historical Society by the end of August. He is also looking into grant funding and designs for solutions in the meantime. He noted that the Dry Bridge superstructure is owned by the Town of Potsdam and the substructure is owned by the Railroad which requires everyone to come to the table to have a civil discussion about solutions. The Town, Railroad and Historical and representatives will need to hash out and execute a plan with the ultimate goal of fixing the Dry Bridge to allow emergency vehicles to pass through. Mr. Miller will continue to keep us informed. More information should be available by late August or early September. Mayor Tebo reported that he has spoken to representatives from Congresswoman Elise Stefanik's office to request action in addition to looking into funding sources; he noted the current emergency plan if the streets are blocked is utilizing the Town of Stockholm assistance.

### **13. ATTORNEY REPORT**

Attorney Andrea Marotta stated the Village can adopt a Zero Tolerance Policy-for smoking, to outline consequences for first, second and third offences of violations of Section 1399-O-1, Smoking and vaping restrictions; certain outdoor areas policy (Exhibit M). This will require a Public Hearing and Ordinance if the Village chooses to move forward with a new policy. It was decided that in the meantime, four “No Smoking” signs will be installed in four locations on Village public property.

### **14. MAYORS COMMENTS**

- Mayor Tebo has been asked by community members for 15 Minute Parking signs across from the Municipal Building which he is looking into.
- The Norwood American Legion requested permission from the Village to pursue renewal of their Liquor License; the Board granted approval.
- It was brought to our attention that the Sheldon Property on 3 Crescent Street had not been charged for Village water since the house was built in 1994. The owners claim there was a verbal agreement that they would be not be charged for water due to the owners having to install their own sewer pump. Mayor Tebo disagreed this verbal agreement took place and he and the Board agreed all Village residents will be charged for water use and the Sheldon Property owners will begin receiving bills in August 2024.

### **15. TRUSTEE COMMENTS**

Trustee diVincenzo thanked Mike Smith for guiding a tour of the Village wells, pump stations and the Waste Water Treatment Plant. He noted the excellent organization and condition and Mike’s clear explanation of the needs of the facilities. Trustee diVincenzo suggested using a pump as an alternative to transferring chlorine out of buckets; Mike will look into.

Trustee Tebo wanted to thank and acknowledge Matt and Jess Grant for all of their hard work to make the Norwood 4<sup>th</sup> of July parade a success.

Trustee Levison shared that a new computer has been purchased for the Deputy Clerk and that the laptop will be going with our consultant who is building back our accounting documentation. She stated that she has been approached twice about having a Village Wide Garage Sale. The board discussed this and agreed to schedule August 24<sup>th</sup> and 25<sup>th</sup> as the dates for that. Sharon Bastille approached us about putting flowers in the main box outside of the Municipal Building and Maureen Triolo and her daughter purchased flowers and planted a butterfly garden there, she thanked them for the donation of their time and flowers. Trustee Levison went on to say that as a rule all products and invoicing for Village purchases need to come to a Village business address. Currently our main bank account is a checking account that does not earn interest. We have taken steps to have the monies moved to a Money Market account that earns 3 percent interest. If we decide to, we can move some of the monies to a 3-month CD earning 4.3 percent interest.

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve the movement of funds up to \$500,000 from the Village checking account to a 3-month CD for the purpose of earning interest.

Ayes 3      Nays 0

#### **16. ACTION ITEMS**

A motion was made by Trustee Tebo and Seconded by Trustee Levison to enter into executive session to discuss particular personnel at 7:30 p.m.

Ayes 3      Nays 0

#### **17. EXECUTIVE SESSION**

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to exit from executive session at 8:33 p.m.

Ayes 3      Nays 0