

**VILLAGE OF NORWOOD BOARD OF TRUSTEES
MEETING MINUTES – REGULAR MEETING
December 17, 2024 – 6:00 P.M.**

PLEDGE OF ALLEGIANCE

POINTED OUT THE LOCATION OF THE EXITS ON THE EAST AND WEST WALLS OF THE MEETING ROOM. ADVISED 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-Excused
Code Enforcement Jeff Murray
Waste Water Treatment Plant Michael Smith-Not Present
Police Chief Shawn Wells
Fire Department Nate Durand

Guests: Matt Grant, David Moulton

1. ACCEPTANCE OF MINUTES

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to accept the minutes from the November 19, 2024 Regular Board Meeting

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to accept the minutes from the November 19, 2024 Executive Session

Ayes 4 Nays 0

2. DECEMBER 2024 MONTHLY EXPENDITURES IN THE AMOUNT OF \$66,829.15 CHARGEABLE TO THE FOLLOWING FUNDS:

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve the expenditures for the month of December 2024 in the amount of \$66,829.15 chargeable to the following funds:

General Fund	\$ 21,149.07
Water Fund	\$ 17,632.89
Sewer Fund	\$ 27,655.63
Trust & Agency	\$ 391.56
TOTAL	\$ 66,829.15

Ayes 4 Nays 0

3. PUBLIC COMMENTS

There were no public comments.

4. DPW REPORT

Written report provided.

5. CODE ENFORCEMENT REPORT

Written report provided. Code Enforcement Officer, Jeff Murray, noted he plans to consult the Historian on materials he has found while organizing Code documents in the Boardroom.

6. MUNICIPAL WATER/WASTE WATER TREATMENT PLANT REPORT

Written report provided. Mayor Tebo noted that the 90-degree flange needed for the wet well is on order and will be installed to complete the pump installation. This will fulfill the requirements needed to pass inspection.

7. POLICE DEPARTMENT REPORT

Written report provided. Trustee Levison reported that she was notified that Sue Fregoe did not get a response from the PD when she called on December 7th for involvement in the Holiday parade. Police Chief Wells reported that he was not asked prior to the event therefore did not feel responsibility to attend/participate. Trustee Fetter noted that an invitation should not be required as the parade coverage was scheduled on the PD calendar. Trustee Tebo noted that an effort for improved communication for all parties should be made.

8. FIRE DEPARTMENT

Nate Durand reported that the Fire Department received one new application. Also noted, the FD will be proposing a complete plan at the January 2025 Board Meeting to conduct a training with neighboring Fire Departments at the old school on Prospect Street.

9. MAYORS COMMENTS

Mayor Tebo reported Atlantic Testing Laboratories will begin performing drilling/field work for the WWTP starting on 12/23/24. An NCC quote for the installation of an additional camera on the Municipal Hall was received; this will not be pursued at this time due to high cost. Mayor Tebo requested the Board vote on street lights and sewer pipeline.

A motion was made by Trustee Tebo and Seconded by Trustee Fetter to seek bids for the completion of the street lights.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Fetter to seek bids for the lining a portion of Park Street.

Ayes 4 Nays 0

The supplemental schedule for updates to the General Code requires a Board decision. Quotes will be pursued for each update option; yearly, quarterly and as needed. The bill for IT services/equipment was presented to the Board as well as a proposal for service/billing options moving forward.

A motion was made by Trustee Levison and Seconded by Trustee Tebo to approve services provided by New Horizons Tech Consulting: “Option #2: \$3330; 90 hours’ worth of support with overage billed at \$40.”

Ayes 4 Nays 0

Potsdam Town Supervisor, Marty Miller, reported to Mayor Tebo updates on the dry bridge. Meetings have been held with engineers/planners/architects/CSX; drilling test holes for soil samples will take place 100 feet around the bridge. There are plans for a new bridge that will facilitate travel for all vehicles. Miller noted that funding for the project is unlikely due to it being low on the State’s priority list; the Town of Potsdam will look into bonding to fund the project.

10. TRUSTEE COMMENTS

Trustees Levison and Fetter expressed their appreciation to the Fregoe Family for organizing the Holiday parade and celebration.

11. ACTION ITEMS

A motion was made by Trustee Tebo and Seconded by Trustee Levison to approve the Village of Norwood Emergency Response Plan that is required by the DEC.

Ayes 4 Nays 0

A motion was made by Trustee diVincenzo and Seconded by Trustee Fetter to approve the Norwood Legion’s Application for Games of Chance for 2025.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee Levison to enter into executive session at 6:36 p.m.

Ayes 4 Nays 0

10. EXECUTIVE SESSION

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to exit from executive session at 7:09 p.m. and return to Regular Board Meeting.

Ayes 4 Nays 0

A motion was made by Trustee Fetter and Seconded by Trustee Levison to approve Bryant Cotey’s formal request for a 6 month leave of absence from the DPW beginning March 3, 2025 through August 4, 2025 to attend a Law Enforcement Academy with the intention to return to full time employment with the DPW and part time employment with

the Norwood Police Department. This leave is granted with the understanding that the terms and conditions set forth in this approval do not set a precedent for future leave requests and shall not be construed as creating an entitlement for other employees under similar circumstances.

Ayes 3 Nays 0 Abstain 1

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to approve naming CD #30000444 worth roughly \$2800 as a Norwood PD fund and naming CD #3000045 worth roughly \$10,000 as a Norwood DPW fund.

Ayes 4 Nays 0

A motion was made by Trustee Tebo and Seconded by Trustee diVincenzo to adjourn the regular Board meeting at 7:23 p.m.

Ayes 4 Nays 0

