

**Regular Meeting**  
**January 21, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
 Council Members: Elton Proskine  
 Dean Edwards  
 Tim Jeffrey  
 Joseph Santiago  
 Clerk Loretta Smith  
 Highway Supt. Joe Eldred  
 9 Residents

**Flag Salute**

Supervisor Brown welcomed everyone and announced that the meeting was going to be recorded for his reference and that his wife Betsy was going to run the recorder. He asked if there were any objections. There were none.

**Minutes**

Mr. Jeffrey moved, Mr. Proskine seconded, to approve the minutes from the 12/16/19 and the 1/2/20 meetings, discussion, all ayes. Supervisor Brown stated that the minutes by law are to be available within 2 weeks of the meeting and asked that in the future the minutes be available in that time frame.

**Reports**

DCO – not in attendance

– Clerk – December report

– Bookkeeper – Profit & Loss January 2019 through December 2019

Mr. Brown informed the Board the Highway Dept. has payroll direct deposited and that option is available to everyone  
 Enforcement Officer – Mr. Prisco's wife passed away recently. He left a message that he was going to step back for a while

**Correspondence**

**\* IRS Mileage rate**

IRS approved mileage rate for 2020 is \$.575 / mi

**\* 113 Ed Henry Spur dispute**

Assessor Rochelle Harris received a letter from Thomas Ventra, owner of 113 Ed Henry Spur, concerning a dispute with his assessment and taxes. The letter along with the response sent to him by Assessor Harris were read to the Board. Mr. Brown stated the Town Attorney has been made aware. At this point we just need to wait and see if Mr. Ventra follows through with any action.

**Old Business**

**\* Beaver issue – Corcoran**

It has been reported that the beaver issue was quietly resolved for now. Mr. Edwards plans to check with the NYSDEC about assisting with the ongoing problem.

**\* Gym / Classroom Floors**

The classroom floor has been repaired and the gym floor has been refinished. Mr. Brown is looking to meet with Karen Randall, Head Start, to attempt to get some assistance for the cost of repairing the classroom floor. He thinks that the black spot indicates that at some point there must have been a water problem. He is hoping that Head Start could pay at least ½ of the cost. Mr. Proskine asked about renting runners for the Town Hall. Supt. Eldred is getting prices to rent and will also check with pricing on purchasing them.

**Norwich Meadows Farm**

Supervisor Brown reported that Norwich Meadows Farm wants to put processing in part of the incubator building at the IDA Business building at the airport. The plan also calls for housing in the other part of the building. Norwich Meadows applied through the Planning Board a couple months ago. Mr. Brown thinks this should have come before the Town Board.

**\*NBT Insurance**

David Craine, NBT Insurance, is asking for the Board's decision on the additional crime insurance and the cyber insurance. Mr. Proskine moved, Mr. Santiago seconded, to decline the additional coverage, discussion, all ayes.

**New Business****\*Cost cutting measures**

-Supervisor Brown proposed cutting the spending limit to \$250 on frivolous spending. Supt. Eldred provided the Board with a copy of the Town of Plymouth Procurement Policy. Currently, North Norwich's policy is up to \$1,000 is up to the purchaser. Mr. Eldred explained that he doesn't think any of the spending is frivolous. He added that he wouldn't be able to buy tires, oil, etc. What if he needs a new tire? Wait for a Board meeting? Mr. Brown said that he can call him and if he thinks the purchase is warranted he will ok it. Mr. Brown said they can call, email other Board members. Mr. Eldred told Mr. Brown that when communication was done in that manner before he (Mr. Brown) was totally against it. Mr. Eldred says he gets price comparisons. Mr. Brown reminded him that the Town has very little income. Mr. Eldred said he has had more communication with the Board than they had in the past. Mr. Edwards stated that Supt. Eldred has been responsible and is not frivolous. Mr. Santiago thinks the Board should look at what other Towns have in place. Supt. Eldred will contact some other Towns to get copies of their procurement policies.

-Mr. Brown told the Board that the only training required is mandatory training. Highway doesn't have mandatory training. He spoke with Judge Matott who confirmed that he and the Court Clerk both have mandatory annual training. Mr. Eldred said they do a lot of their training in house. Mr. Brown added that Matt at the County has all the training materials they need.

-Mr. Brown spoke with Jason Lawrence about putting the contract together with the Town and BOCES for using a repeater. Mr. Brown said there will likely be a charge. Mr. Eldred said Jason told him it would be a minimal charge. It looks like the location will be Skinner Hill.

-Mr. Brown said there is a problem with Mr. Eldred's insurance buyout. It cannot go toward the state retirement. Mr. Brown will stop the buyout and re-negotiate. Mr. Edwards spoke that this is a personnel matter and should be discussed in executive session. This discussion is tabled until later in the evening and will be in executive session.

**Public Concern****Audra Mikalunas**

Mrs. Mikalunas asked the Board to address the lack of cellular telephone coverage along the Route 12 corridor. Sherburne's Mayor Acee sent a letter to AT & T a while ago over this issue. From Parks Rd. to the Landfill there are numerous dead zones. Also, Mrs. Mikalunas asks Supervisor Brown to encourage the County to sell by bid the approx. 30 acres of land they still own that was once a part of the sand bed. And, she would like to see the Town enforce the local laws on file that would cleanup properties around Town instead of focusing on property owners who are trying to cleanup their property. Mr. Brown said the Town is trying do some cleaning up. When Mr. Prisco comes back he has some properties he is looking at already. Mrs. Mikalunas promised to come back in the future to follow upon these issues.

**Claude Christian**

Mr. Christian said he came to the meeting over the recent Evening Sun news article covering the social the Board hosted last week. In the article he says Mr. Brown was quoted as saying the Town has only 1 business, a car dealership. Mr. Christian said he can name at least 20 more businesses very easily. Mr. Brown stated he did not say that. Mr. Christian also said he doesn't think the Town needs a grocery store or gas station, that Sherburne and Norwich are closeby. He added that he likes where he lives and would like to be able to afford staying right here.

**Josh Hough**

Mr. Hough, who lives in North Park Estates, said his taxes are very, very high. He said he could go through the grievance process but then it shifts the tax burden to others. He asked the Board if it is time for a re-val? Much discussion followed on assessments and re-valuation. The Board has decided to ask Assessor Harris to attend the next meeting. Mr. Hough encouraged the Board to take action sooner rather than later. He also asked if meeting minutes are online. The Clerk has copies of minutes available the night of the meeting.

**Buildings and Grounds****Park property line**

Supt. Eldred said he had received an email from Supervisor Brown concerning the property line of the Town and the Mikalunas property. In the email Mr. Brown mentioned that Mr. Mikalunas was cutting some trees and wondered if the Supt. knew where the

property line was. Mrs. Mikalunas spoke up and said her property has been surveyed and she knows where her line is. She added it is quite possible that part of the park path is on her property. Maybe the Town should have their property surveyed.

#### Head Start

Supt. Eldred brought up Head Start using the emergency exit door as an entry. Mr. Brown said he has looked at the contract and there is no stipulation concerning what door they can or cannot use.

#### Preferred Vendor list

Mr. Brown would like to see a list of who is to be called with certain issues, plumbing, heating, electric, etc. Mr. Eldred said he has scheduled Avolio Brothers to come on January 30<sup>th</sup> to assess the heat zone issue with the Head Start office and the Town Meeting room. There was discussion of having the furnace serviced each year. Mr. Edwards moved, Mr. Jeffrey seconded, to allow Supt. Eldred to meet with Avolio's to look at the furnace and heat zone issue, discussion, all ayes.

#### Highway

##### Loader

Supt. Eldred reported to the Board about the loader. Right now the 2 years is almost up, the original plan was to swap it at 2 years so that we would always have a loader under warranty. For a cost of \$19,000 CAT will bring in a new machine, cross out the old vin # and write in the new vin # on the contract. We still have 3 payments left on the contract. It will take about 6 more years to see the savings advantage by swapping every couple years. CAT parts and service are always available. Following discussion, Mr. Jeffrey moved, Mr. Santiago seconded, to approve swapping the loader back to CAT for a new one amended into the original contract at a cost of \$19,000., discussion, all ayes.

#### Highway Supt. Monthly Report

Supt. Eldred emailed the Board his monthly report for December 2019. A copy is filed with the Town Clerk where it is available for review.

#### Executive Session

Mr. Jeffrey moved, Mr. Edwards seconded, to enter into Executive Session at 7:56 pm to discuss a personnel issue, discussion, all ayes.

Executive Session ended at 8:24 pm and the Board returned to regular business.

#### Payment of Bills / declare sander as surplus

Mr. Edwards moved, Mr. Santiago seconded, to authorize payment of the bills and to declare the sander as surplus and trade-in to Palmer Truck, discussion, all ayes.

#### Year End 2019

General Fund	#244 - #252	Total	\$ 2,608.40
Special Districts	#25	Total	\$ 857.85
Highway Fund	#230 - #240	Total	\$ 12,674.30


#### January 2020

General Fund	# 1 - # 16	Total	\$ 11,126.33
Special Districts	# 1	Total	\$ 11,455.00
Highway Fund	# 1 - # 15	Total	\$ 57,611.38

#### Adjourn

Mr. Edwards moved, Mr. Santiago seconded, to adjourn at 8:40 pm, discussion, all ayes.

Respectfully Submitted,

  
Loretta L. Smith, Town Clerk  
Town of North Norwich

**Regular Meeting  
February 11, 2020  
North Norwich Town Hall  
6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Elton Proskine  
Dean Edwards  
Tim Jeffrey  
Highway Supt. Joe Eldred  
Town Justice James Matott  
9 Residents

Absent: Council Member Joseph Santiago and Clerk Loretta Smith

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Proskine seconded, to approve the minutes from the 1/21/2020 meeting, discussion, all ayes.

**Reports**

DCO – not in attendance – NYS Ag & Mkts. Inspection report completed 1/20/20 Satisfactory  
Clerk – January report  
Supervisor – report ending January 31, 2020  
Enforcement Officer – Mr. Prisco is prepared to resume his duties

**Correspondence**

**\*NBT Insurance**

additional billing fees due to new Trucks

**\* JCAP**

The JCAP funding applied for last fall was approved. This includes \$14,005 for a security system. JCAP also approved a new desk for the Court Clerk, Bench seating and a new air conditioner.

**\* 2020 Election Dates**

The 2020 Election dates are: Presidential Primary April 28, 2020  
Federal, State and Local Primary June 23, 2020  
General Election November 3, 2020

**Old Business**

**\*Floor Mats**

Supervisor Brown will check with the Board of Elections to see if they will supply floor protection for the gym floor on the 3 election dates. Supt. Eldred will check on price of rental of floor mats.

**New Business**

**\*Assessor Rochelle Harris and Steve Harris RPTD**

Assessor Harris and Steve Harris, Chenango County RPTD explained to the Board and those in attendance how the equalization rate works. Mr. Harris also spoke about the effects of the equalization rate if a reassessment were to happen and answered any questions from those in attendance.

**\* Digital Recorder**

Mr. Jeffrey moved, Mr. Proskine seconded, for the Town to purchase a digital recorder for recording meetings, discussion, all ayes.

### **\*Lawn Mowing**

Supt. Eldred will obtain the written quote from B & L Lawncare for 2020 season.

### **\*Platform / Seating in Meeting Room**

Mr. Jeffrey doesn't like the current seating and placement of tables for the Board meeting. He thinks that it should be moved back to the way it was before. There are questions about a lack of a railing and the safety of having those in attendance sitting up on the platform. He thinks the Board should look at other options.

## **Public Concern**

### **Josh Hough**

Mr. Hough, who lives in North Park Estates, questioned how to trim the budget or bring in more revenue. He suggested the Town look into solar and wind power. Supt. Eldred talked about how the Town Highway is working on bringing Brine Manufacturing to the Town.

## **Buildings and Grounds**

### **Head Start Office Heating Issue**

All the radiators have been cleaned which has helped with the heat in the Head Start Office. Supt. Eldred has estimates from Rogers Contracting to lower ceiling \$ 4,134. to add heater \$1,142. or to replace door \$1,442. also an estimate from Central Plumbing to add heater \$1,140. Following review of options, Mr. Proskine moved, Mr. Edwards seconded, to hire Rogers Contracting to replace the outside door for \$1,442., discussion, all ayes.

## **Highway**

### **Loader**

Supt. Eldred explained to the Board about the difference in the amount of down payment to \$18,000. for swapping the loader for a new one. There was a misunderstanding with warranty coverage on the loader. It was covered 100 % parts and labor for 1<sup>st</sup> year, after that just parts only. CAT decided to absorb the \$1,000 labor cost by reducing the amount required to trade it out to \$18,000 instead of \$19,000. The Town will still pay \$19,000 but \$1,000 will be for the labor on the repairs and the \$18,000 will be the cost of the swap. Mr. Edwards moved, Mr. Jeffrey seconded, to authorize the new loader with the revised figures, discussion, all ayes.

### **Highway Supt. Monthly Report**

Supt. Eldred emailed the Board his monthly report for January 2020. A copy is filed with the Town Clerk where it is available for review.

## **Payment of Bills**

Mr. Jeffrey moved, Mr. Proskine seconded, to authorize payment of the bills, discussion, all ayes.

### **February 2020**

General Fund	# 17 - # 37	Total	\$ 9,569.98
Special Districts	# 2 - # 4	Total	\$ 94,433.16
Highway Fund	# 16 - # 34	Total	\$ 14,224.92

## **Executive Session**

Supt. Eldred requested the Board go into Executive Session to discuss a personal issue. Mr. Jeffrey moved, Mr. Edwards seconded, to enter into Executive Session at 8:00 pm at the request of the Highway Supt., discussion, all ayes. The Board returned from Executive Session at 8:45 pm. Mr. Edwards moved, Mr. Jeffrey seconded, to designate Council Member and Deputy Supervisor Elton Proskine to act as a liaison between the Highway Supt. and the Town Supervisor, all ayes.

## **Adjourn**

Mr. Edwards moved, Mr. Jeffrey seconded, to adjourn at 8:50pm, discussion, all ayes.

Notes taken by Council Member Dean Edwards....Thank You !

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**

**Town of North Norwich**

**Regular Meeting**  
**March 10, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Elton Proskine  
Dean Edwards  
Tim Jeffrey  
Joe Santiago  
Highway Supt. Joe Eldred  
Clerk Loretta Smith  
Enforcement Officer Tom Prisco  
Bill Acee, Acee Insurance  
9 Residents

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Santiago seconded, to approve the minutes from the 2/11/2020 meeting, discussion, all ayes.

**Bill Acee, Health Insurance**

Mr. Acee reviewed the current Excellus Platinum 3 that the employees currently have. He also presented another option that carries a higher copay and out of pocket expense to the employee. The Platinum 3 premium is up about 6% on March 1 while the Gold 5 premium would be about 7.5 % less than the current monthly premium. There was also the option to change the employee contribution from the current 10% to 15%. Mr. Acee also told the Board that he is going to try to get the renewal date changed to Jan. 1 instead of Mar 1. He thought the carrier would be willing to work with us to get that changed. Mr. Santiago asked Supt. Eldred what the highway men thought of the options. Mr. Eldred stated that the men have indicated that they are satisfied with what coverage they currently have and the 10% contribution that they pay. Mr. Eldred added that the 3 men also just signed the newly revised employee agreement in April 2019. Mr. Santiago moved, Mr. Edwards seconded to keep the Excellus Platinum 3 health insurance policy with the employee contribution of 10%, discussion, all ayes.

**Reports**

DCO – not in attendance

Clerk – February report – January Tax Collection Report

Supervisor – report ending February 29, 2020

Enforcement Officer – Mr. Prisco reported that Adsit Septic contacted him about an upcoming system they will be putting in

**Correspondence**

**\*Charter Communications**

Notification of possible changes

**\*Thank You**

Thank you note for flowers received from former Town Board Member Linda Seymour and family.

**\*NYSDEC**

Letter received from NYSDEC advising of the renewal application for the Stackhouse Sand and Gravel Mine.

**\*AiroSMITH – Cell Tower in Plymouth**

Letter received advising the Town that AiroSMITH Development has made application for the construction of a cell tower at 124 Cookhouse Rd. Plymouth NY. Hwy Supt. asked if this tower may be available for a repeater for town radios. Supervisor Brown will check with the Plymouth Supervisor about this.

**\*Chenango Co. Public Health**

Letter from Marcus Flindt, County Public Health Director, advising steps to reduce the spread of Covid-19 is to practice basic hygiene.

**\*Southern Tier 8**

Notice of Grant Opportunity information sessions on March 24 and March 25.

## **Old Business**

### **\*Floor Mats**

Supervisor Brown stated the Board of Elections does not have any funds for mats. Mr. Proskine moved, Mr. Jeffrey seconded, to move forward with buying or renting mats to protect the newly refinished gym floor before Primary Day, April 28, 2020, discussion, all ayes.

### **\*Mowing & Trimming 2020**

Brandon Briggs submitted his quote for mowing and trimming of the Town properties here in the hamlet. His quote is \$3,400 for the season with a surcharge if gas price is over \$3.50 /gal. Mr. Jeffrey moved, Mr. Proskine seconded, to hire Brandon Briggs to mow and trim for the Town at a cost of \$3,400 for 2020 with a possible surcharge if gas prices are over \$3.50/gal. discussion, all ayes.

### **\*Digital Recorder**

The purchase was discussed last month. Mr. Proskine moved, Mr. Edwards seconded, to purchase a digital recorder for recording meetings, discussion, all ayes. Mr. Edwards will contact the Clerk about what recorder to purchase.

### **\*Re-Valuation of Properties**

Supervisor Brown stated that he would not be in favor of a re-val at this time. The cost is estimated to be \$75,000 +.

## **New Business**

### **\*2019 Annual Report**

The Annual Report for 2019 has been completed and filed with the Town Clerk on 2/26/2020 where it is available for review. The Clerk posted a legal notice in the Evening Sun.

### **\*Town Website**

Supervisor Brown informed the Board that Frank Tiffany would develop a website for the Town. Mr. Tiffany developed one for the Town of Norwich. Mr. Santiago moved, Mr. Proskine seconded to hire Frank Tiffany to develop a Town Website, discussion, all ayes.

### **\*Park Committee**

Supervisor Brown told the Board that there are people interested in serving on a Park Committee with the possibility of bringing back the picnic that we had for the community. Mr. Brown added that someone wants to make a donation to start funding for the Park. Mr. Jeffrey moved, Mr. Proskine seconded, to authorize Supervisor Brown to ask the Town Attorney about developing a Park Committee, discussion, all ayes.

### **\*Sherburne Youth Agreement**

The 2020 Youth Agreement with Sherburne is \$2,040. Mr. Eldred questioned what the funds are used for adding that his children play little league and Sherburne has now joined with Norwich with a cost of \$40/child. The Clerk read from a copy of the programs budget that is attached to the agreement. It appears that the vast majority of the budget is for the Sherburne Pool at Paddelford Park. The Clerk told the Board that the State re-imburses the Town 50% of the cost. Mr. Proskine moved, Mr. Edwards seconded, to authorize Supervisor Brown to sign the agreement for 2020, discussion, all ayes.

## **Public Concern**

### **Josh Hough**

-Supervisor Brown asked Mr. Hough, who lives in North Park Estates, if he would like to be on a Park Committee. He indicated he may be interested. Council Member Joe Santiago said he is the one that wants to make a donation for the Park. He hasn't taken any pay for being on the Council and wants it to go to the Park. Mr. Hough asked if they have a fire pit so that they could do a chicken bar-b-que fundraiser? Supt. Eldred said the only thing they have are a bar-b-que grill at each pavilion that he installed last year. Mr. Hough thinks a website is a great idea. There was also discussion about setting up a facebook page.

-Mr. Hough asked Mr. Brown about re-val. He stated Mr. Brown is not in favor of one but also recognizes there are inequities and that the Assessor has some other ideas so he asked what the other ideas are. Mr. Brown told him he should talk with the Assessor. Mr. Hough stated he has and was directed to talk with the Town Board. Mr. Brown told him he can always grieve his assessment. Mr. Hough knows he can grieve but added that if all those in his development file a grievance and they are successful then all they have done is shift the tax burden onto others. This does not fix the problem. Again, Mr. Brown advised him to talk with the Assessor. Mr. Edwards stated that there is a person that attends our meetings, when not in Florida during the winter months, that can probably explain everything about re-vals and equalization rates better than the Town Board can.

-Mr. Hough also asked about the Norwich Rural Fire taxes, he thought North Norwich has a volunteer department. It was explained to Mr. Hough that his property lies within an area of Town that is contracted with the City of Norwich for fire protection. His property is not within the North Norwich Fire District. Mr. Jeffrey explained that North Norwich Fire District has difficulty getting volunteers enough to respond to the calls within the district so they are not looking to take on any bigger area than they already have. Mr. Hough thinks that the Town Board should do something about it because he pays twice as much for fire protection because of where his property is located. Mr. Brown suggested to Mr. Hough that he go to the North Norwich Fire Dept. meeting and ask them to cover the area wher he live. Mr. Jeffrey said they meet on the last Wed. every month at 7 pm.

## **Buildings and Grounds**

### **\*Town Meeting Room**

Mr. Edwards and Mr. Jeffrey haven't met yet to look at options. Mr. Brown said it looks like there would be enough carpet to be glued back down if they removed the platform.

### **\*Head Start Office**

The outside door has been replaced

### **\*Fire Alarm**

There was an automatic fire alarm that went off here at the Town Hall just before 6 pm last night. There was no problem found.

## **Highway**

### **\*Highway Supt. Monthly Report**

Supt. Eldred emailed the Board his monthly report for February 2020. A copy is filed with the Town Clerk where it is available for review.

### **\*Shared Equipment Agreement with County**

Supt. Eldred informed the Board that he is not interested in the agreement this year. The cost is \$300 plus the equipment has to be covered by the Town insurance when they use it. Last year every time they inquired about using any of the equipment, they were told it was in the Town of Guilford and not available. The Town of North Norwich didn't use any of the equipment last year.

### **\*NYSDOT letter Intersection of Route 12 at Ed Henry Rd.**

Letter dated March 2, 2020 concerning the NYS Route 12 and Ed Henry Rd. intersection was received from the NYSDOT. The issue has been limited sight distance of northbound vehicles. The NYSDOT will cut back part of the slope in the southwest quadrant and will add additional signage.

### **\*Attorney to answer questions**

Mr. Edwards moved, Mr. Jeffrey seconded, to ask Town Attorney David Merzig to attend a Town Board meeting to answer some questions they have, discussion, all ayes.

## **Payment of Bills**

Mr. Jeffrey moved, Mr. Edwards seconded, to authorize payment of the bills, discussion, all ayes.

### **March 2020**

General Fund	# 38 - # 56	Total	\$ 8,596.23
Special Districts	# 5 - # 6	Total	\$ 12,283.87
Highway Fund	# 35 - # 58	Total	\$ 63,104.81

## **Budget Transfer**

Budget transfers must be made to pay for the swap of the loader, truck contract payment and bills already paid from the purchase of the F550. Mr. Proskine moved, Mr. Jeffrey seconded to make the following budget transfers, discussion, all ayes.

\$ 4,547.22 from 2019 Year End Highway Fund Balance to DA5130.2

\$ 30,900.00 from 2019 Year End Highway Fund Balance to DA5132.2

\$18,000.00 from Highway Equipment Reserve to DA5130.2

\$1,000.00 from Highway Equipment Reserve to DA5130.2

## **Adjourn to Review/Audit Town Clerk Smith and Town Justice Matott 2019 Records**

Mr. Edwards moved, Mr. Santiago seconded, to adjourn at 7:47 pm to Review/Audit Town Clerk Smith and Town Justice Matott 2019 records, discussion, all ayes.

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**  
**Town of North Norwich**



**Regular Meeting**  
**April 14, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown

*Council Members:*

Dean Edwards

Joe Santiago

on telephone Elton Proskine

Absent due to Covid-19 situation: Clerk Loretta Smith

Supt. of Highways Joseph Eldred

Council Member Timothy Jeffrey

**Flag Salute**

**Minutes**

Mr. Edwards moved, Mr. Santiago seconded, to approve the minutes from the 3/10/2020 meeting, discussion, all ayes.

**Reports**

DCO – not in attendance

Clerk – February / March Tax Collection and March Town Clerk Supervisor Brown said he didn't have them with him.

Supervisor – report ending March 31, 2020

Enforcement Officer – not in attendance

**Correspondence**

**\*Thank You**

Thank you note from Judge Matott's family for flowers received

**Old Business**

none

**Buildings and Grounds**

**\*Town Hall Boiler / Water Heater**

Have had problems with no heat at Town Hall. Reese-Marshall has been here 2 times to get heat back. Mr. Edwards said Supt. Eldred has more info. The mother board wasn't working and that has been repaired it. Found that the water heater was calling for the boiler to run all the time in order to have hot water. \$1700 quote from Reese-Marshall for a new heater. May be able to repair it instead of replacement. Will need to get fixed before Head Start comes back. Mr. Santiago suggested an on demand propane heater.

Mr. Edwards only suggested an electric because that would keep the boiler from running in order to have hot water. Go with a 40 gal instead of a 50 like we have now. Also talked about a tankless heater. Get an estimate from Reese-Marshall and a couple others.

**New Business**

**\*Assessments**

Supervisor Brown has been in communication with Josh Hough, North Park Estates resident. Mr. Hough had received an email from Assessor Harris indicating the right way to fix the inequities is a re-valuation. Mr. Brown also shared the email with Mr. Curtis. Mr. Brown asked the Board for a resolution saying we do not want to do a re-val at this time. Mr. Edwards wants to wait until the whole Board is in attendance to discuss this and pass a resolution. Actually, Mr. Edwards would like Mr. Hough and the others asking about this and Tom Curtis, BAR Chair, here as well. Mr. Brown said we will just table this then.

**\*Verizon Tower**

Supervisor Brown has had a phone call from Verizon to put a cell tower in our backyard so the Town can get revenue for it. All the Board thinks this is a great idea. Mr. Brown thinks the way the woman talked it would be on Town land. Mr. Edwards doesn't think there is anyplace with a high enough elevation that the Town owns. Mr. Brown said maybe the woods in the back of the park. Mr. Brown will talk with Verizon again for more info.

### \*CHIPS & Spending

Mr. Brown checked with the County on the CHIPS money and they think it is likely that it will be coming through. We got \$103,000 or \$105,000 last year. Problem is we are down to about \$30,000 in the highway fund. He added he received about \$52,000 for 2019 4<sup>th</sup> qtr. sales tax. Mr. Brown said he put it in general fund. It used to be done half and half. All bets are off now due to the Covid 19 virus. He said he found out that sales tax is mostly gas sales and with the State tapping into it to support hospitals we are looking at the sales tax revenues to be really down. Discussed CHIPS funding...Mr. Edwards stated we have to spend it then get reimbursed. Mr. Brown said problem is last year the CHIPS came in December. Mr. Brown says we are in crappy shape. Problem is right now it doesn't look like there will even be enough money to pay our people. Mr. Brown added that he has also learned there is a \$45,000 payment due on the loader in May that he thought the \$18,000 we just paid covered all that. Mr. Edwards explained to Mr. Santiago how the lease works. The \$18,000 recently paid was to swap out the loader we have had for 2 years for a new one. They change the VIN # on the lease and the lease continues. So this year we have the \$18,000 swap price plus the regular loader payment. We would do this again in 2 years with the swap price maybe being a little higher. At the end of the lease the Town owns the loader. At that point when we change it out for a newer one we won't have a lease payment so we will have a new loader for around \$20,000. Mr. Brown asked if we would have another 45 grand payment next year and have we planned for this? Mr. Edwards said we have. Mr. Brown asked if Dean has the contract adding he would like to see it. Mr. Edwards doesn't have it but is sure that a copy can be made available.

Mr. Brown said the three Highway guys just wasted an hour of Loretta's time and an hour of his time today over a difference of \$2.14 over the 10% health insurance contribution. Mr. Brown added that he thinks he has figured out that the difference is because of 3 days at the new premium rate. Mr. Santiago said he didn't care what the amount is if it affects their pay it is a just concern.

Mr. Brown thinks there is a lot of overspending for unnecessary items. He pointed out an \$1,100 tool to find underground cable and another bill for tools. Mr. Santiago questioned why we would need an underground tool when we haven't needed one before. Mr. Brown said this is why he asked in his email for only mandatory purchases to be made. Mr. Edwards said all this is budgeted. Mr. Brown says a budget doesn't mean squat, it is just estimates. Mr. Brown said a lot of spending doesn't need to be spent and that is why he is concerned. Mr. Brown wants to entertain a limit on spending. Mr. Edwards said we always under budget what we expect to get for sales tax. Mr. Brown said he is looking at what money is in the checking account. Discussion on the budget. Mr. Santiago asked if this budget was what was projected for 2020 then how did we get from there to here in 6 months. Mr. Edwards said the budget was approved. Mr. Santiago asked if the money has gone somewhere then because it looks like we are in the hole. Mr. Brown said he never really saw the bills before with the way we did them but now he sits down and looks at every bill. He knows enough about stuff to know what he needs and doesn't. He has too many questions about spending. He doesn't think we need the toys. Mr. Edwards said Supt. Eldred should really be here. Then there is mileage...Mr. Brown says what does he get? a calendar with numbers. There are some even on a Saturday. Who works Saturdays and a couple when she was on holiday in Florida. Mr. Santiago said is this Loretta...Mr. Edwards said this is a question for her. Mr. Santiago said he is well versed in budgets, is the Hwy Supt. within his budget or is he over. He is within his budget. Mr. Edwards said some of this can be explained with the change of bookkeepers. The new bookkeeper paid year-end bills with fiscal year 2020 funds which has the figures showing more expenditures for 2020. Mr. Santiago said it sounds like there are funds missing. Mr. Edwards and Mr. Brown said no they don't think there is any money missing. Mr. Edwards added there are just 2 different styles of bookkeeping.

Mr. Brown can show where we spent unnecessary money. Mr. Santiago said we are looking at a bill to be coming from Clinton Tractor for the mower tractor for about \$3,000 - \$5,000. Maybe ask Supt. Eldred to cut back where he can. Mr. Santiago agreed that there would not be a need for a tool that they haven't needed in the past because we would call to have them mark the underground cable. Mr. Brown questioned the \$8,000 sign purchase last month. Mr. Edwards and Mr. Santiago agree that if he is within his budget then there is nothing the Board can do. Mr. Brown said that the Highway budget was 270% over budget at the end of the year. Mr. Brown will bring in the December report. Talked last year of maybe getting rid of the grader...he recently spent \$700 on new glass for it. We don't have the money to make everything beautiful. Again, Supt. Eldred should be here to defend his position. The whole Board should be here. Mr. Santiago said we need to see where we are and where we are heading in a few years with spending. Mr. Brown asked Mr. Edwards if he knew we spent \$300,000 out of reserves in the past few years. Mr. Edwards said what happened was that we didn't get any new equipment for almost 20 years. Mr. Edwards explained how the money from mortgage tax, with the pharmacy refinancing, helped in funding the purchase of the newer equipment we have...3 times we came into over \$100,000 each time. Mr. Santiago asked at what point we will need to take a loan out. Mr. Brown said that we are going to be short in anticipated revenues this year...maybe CHIPS funds...sales tax but not how it has been. Reserves has \$319,000. Mr. Brown is going by what the bookkeeper tells him, he isn't a bookkeeper and he is looking at the bank account. Mr. Brown said he did put the \$52,436 sales tax in highway. Mr. Santiago asked if anticipated revenues come in, will we be fine? Mr. Brown said where is it going to come from? Mr. Santiago asked what is the plan...raise taxes? What percentage? Right now he is confused. Mr. Santiago said he would like to see something from the bookkeeper.

Mr. Brown asked for authority to hire a guy who used to work for the comptroller's office to come in and look at everything. Mr. Edwards asked what this person will do...can't the bookkeeper do this. Mr. Brown said she does payroll and bookkeeping...you get a report. Mr. Santiago asked if this guy does like an audit? Mr. Wansor used to use Gary Clark. There is \$750 in the budget. Mr. Edwards doesn't see this ...the Supt. is not over his budget. Mr. Brown responded that the budget isn't money its like funny money...what you would like to do, money in the bank is what you pay bills with. Mr. Brown doesn't recall what the name of the guy is, Mike G. Mr. Brown said we haven't spent any of this money but we are fiscally responsible and responsible to the taxpayers. Mr. Santiago would like someone to come in and give us a true assessment on....tell us where this boat is going and project what we need to do in the future... are we going to have to raise taxes? Mr. Edwards asked how much he charges. Mr. Brown thinks that it is \$30 -\$40 / hour. Mr. Edwards asked for a better description of what this guy will do. Mr. Santiago said he has no problem as long as it is within the \$750 budgeted. Mr. Edwards again asked for a better description. Mr. Santiago keeps hearing about this big hole. Mr. Santiago said we should get the information on what he charges and get in touch with the Board. Mr. Santiago moved, Mr. Proskine seconded, to authorize Supervisor Brown to contact this guy, Mike G., to find out what he charges, let the Board know and if within our budget have him look at the books, discussion. Mr. Edwards wants a description of what he is going to do and what he will accomplish. He added the only revenue he sees going down is sales tax and we have always under budgeted that. Mr. Brown said the next sales tax will be in May and will probably be less than half. Mr. Brown says we are beating a dead horse. Those in favor Mr. Santiago, Mr. Proskine, Mr. Brown. Opposed: Mr. Edwards, motion carried.

**\*Town Website**

Mr. Proskine asked about the website. Mr. Brown said it is coming along....getting close.

**\*Park Pavilion Use**

Mr. Edwards inquired about a target date for people to use the pavilions. Right now there is not a date. Following discussion, it was decided to go with June 1<sup>st</sup>. This may have to be changed depending when the Governor raises restrictions due to the Covid 19 virus.

**Payment of Bills**

Mr. Santiago moved, Mr. Edwards seconded, to authorize payment of the bills, discussion, all ayes.

**April 2020**

General Fund	# 57 - # 72	Total	\$ 5,710.85
Special Districts	# 7 - # 8	Total	\$ 12,267.17
Highway Fund	# 59 - # 76	Total	\$ 11,907.57

**Adjourn**

Meeting adjourned at approx 8:00 pm

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**  
**Town of North Norwich**

**Regular Meeting**  
**May 12, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members:  
Dean Edwards  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey

: Clerk Loretta Smith  
Supt. of Highways Joseph Eldred

Absent: Public due to Covid-19 Virus

**Flag Salute**

**Minutes**

Mr. Edwards moved, Mr. Santiago seconded, to approve the minutes from the 4/14/2020 meeting, discussion, all ayes. Clerk is looking into a transcript service for the digital recording. Cost will be \$200 - \$300. Supervisor Brown will check with his computer guy to see if there is a free service.

**Reports**

Mr. Jeffrey moved, Mr. Edwards seconded to accept the following reports, discussion, all ayes.

DCO – not in attendance

Clerk – April Town Clerk report

Supervisor – report ending April 30, 2020

Enforcement Officer – not in attendance – would still like to get started on the violators he was working on

Supervisor Brown reported that his bookkeeper, Chris Santullo, has asked that she be done by end of May. She notified him a couple weeks ago that she would finish through May. Mr. Brown has found someone else to take over for the same salary as the former bookkeeper. Mr. Edwards asked about exploring others. Mr. Brown said it is too late he is already committed to this one. Mr. Edwards said this is a Board appointment. Mr. Brown said he is confident that this one will do a fine job. She currently does 2 other Towns and works in finance at NBT. He added that there have been numerous issues with the previous one but he feels the new one will have everything strightened out. Clerk Smith asked her name, where she is located and if she would be able to utilize the Town's laptop with the Quickbooks program. Mr. Brown said her name is Virginia Smith, lives between McDonough and Smithville and that she uses Quicken and Excel. Mr. Santiago moved, Mr. Proskine seconded, to hire Virginia Smith to serve as Bookkeeper for the Town, discussion, all ayes.

**Correspondence**

**\*Susquehanna River Basin**

Letter from CIV USARMY CENAB indicating the termination of the Upper Susquehanna River basin, New York Comprehensive Flood Damage Reduction Feasibility Study.

**\*Chenango County DPW**

Notice that the Brisben and North Norwich Transfer Stations are re-opening on May 12, 2020

**\*Charter Communications**

Letter advising of possible change in programming

**Old Business**

**\*Town Website**

The new Town Website is up and running. There is still more to be added. The new site is “northnorwichny.com”

**New Business**

**\*2020-2021 Snow and Ice Contract with Chenango County**

The proposal is for the crossroads in the hamlet (CR 23A, 23B and 23C) as well as part of CR 31. They took CR 23 away from beginning to Blanding Rd. Supt. Eldred doesn't want to burn any bridges but he feels that North Norwich shouldn't have any taken away unless they cut other Towns back as well. Supervisor Brown said he would talk with DPW Director Shawn Fry and maybe someone on the Highway Comm. Mr. Eldred asked that he request a 4 year contract where the County cannot take any roads away from the Town but could add. Mr. Edwards said Mr. Brown should try to get CR32 back. The Town travels over that in both directions everytime and it makes no sense for the County to keep it. The contract will be put on hold at this time.

**\* NYSEG LED Streetlighting**

The cost to convert all the streetlights in all 4 of the streetlighting districts to LED is \$2,081.87. NYSEG has estimated the savings is approx \$5,064 annually. The Clerk stated the cost of the conversion should be charged to the streetlighting districts. Mr. Proskine moved, Mr. Santiago seconded, to approve the NYSEG conversion of the streetlights to LED at a cost of \$2,081.87, discussion, all ayes.

**\*Jeffrey's Pond**

The DEC is working on a 63 page floodplain plan for a possible blow out of Jeffreys Pond located in the Whaupanaucan State Land. There would be a threat downstream into Thompson Creek if this were to happen.

**\*Primary Election**

Primary Election is June 23, 2020. The County Board of Elections is looking at possibly doing absentee ballots. We will know more by the June meeting.

**Justice Audit Resolution**

**Resolution Of The Town Board of The Town Of North Norwich  
Confirming Required Examination Or Audit  
Of Town Justice Records**

Council Member Dean Edwards moved the following Resolution for adoption:

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires the Town and Village Justices annually provide their Court record and dockets to their respective Town and Village auditing Boards, and

WHEREAS, such records be examined or audited and that fact be entered into the minutes of the Board's proceedings;

NOW, THEREFORE BE IT RESOLVED that the North Norwich Town Board is in compliance with said Section 2019-a of the Uniform Justice Court Act, and

BE IT FURTHER RESOLVED that the Town Board did in fact conduct an examination of the Court records and dockets of Town Justice James E. Matott ID # 0835990487M on March 10, 2020 and found said records to be properly maintained and acceptable, and

BE IT FURTHER RESOLVED that the Town Clerk is directed to provide a copy of this resolution to the State of New York Unified Court System.

Seconded by Council Member Timothy Jeffrey, discussion, all ayes.

Supervisor Timothy Brown declared the resolution adopted.

## Public Concern or Input

due to the Covid-19 threat the meeting was not open to the public

## Buildings and Grounds

### \*Town Hall Boiler / Water Heater

Supt. Eldred reported that John Tracy looked at it and replaced the element and it appears to have fixed it. His cost \$89.32. They may want to look at replacing the water heater in the future.

### \*Galena Park

Mowing has started for the season and the park looks good. There was discussion about opening up the pavillions. It was decided to revisit this next month. Supt. Eldred will keep the tables stacked to discourage any use.

### \*JCAP purchases

The new Court Clerk desk has ben delivered. What should be done with the old one ? Store it for now in the old bus garage.

## Highway

### \*Highway Supt. Report

Supt. Eldred emailed his April report to all the Board members. The report is on file in the Town Clerk office.

### \*Spending

Supervisor Brown informed the Board that spendable cash is limited. He added the Town is working on money that we hope will come in. We may have to lay off one of the highway guys. Supt. Eldred asked about CHIPS. Mr. Brown wonders if we should call it off. Supt. Eldred is within his budget. Mr. Eldred asked how we are going to do CHIPS. Money has to be spent first then send in the paperwork, which includes copies of the canceled checks showing payment, requesting re-imbusement. Mr. Edwards asked where the money isn't coming into the Town. So far, everything has come in as expected. Mr. Eldred said he isn't doing anything different than he has in years past. He added he is within his budget and hopefully we will be reassured on friday that the CHIPS funding will not have any change. Much discussion followed on the budget and money market funds. Mr. Eldred said he is working with his vendors so he can get paperwork together to submit earlier to CHIPS for reimbursement instead of waiting until all the work is done and submitting in the fall for December reimbursement. Mr. Brown informed the Board he recently received 1<sup>st</sup> qtr. Sales tax check \$54,000. + and put it in the general fund. Mr. Brown reminded the Board that he is looking at spendable cash and it doesn't look good. Mr. Brown said he met with Mike G. that he hired to take a look at where the Town is with the budget and spending. He doesn't have a report from him at this time. Mr. Brown added that he is working with the new bookkeeper to fix all the mistakes made by the previous one. Clerk Smith asked that she make sure that the mistake that she had made on the warrant by ditto with the wrong account number for the salt purchases be corrected if Chris had not already done so.

## Bail Reform

Mr. Jeffrey asked about the impact the new bail reform has had.

## Payment of Bills

Mr. Edwards moved, Mr. Santiago seconded, to authorize payment of the bills, discussion, all ayes.

### May 2020

General Fund	# 73 - # 85	Total	\$ 5,851.65
Special Districts	# 9 - # 10	Total	\$ 12,261.56
Highway Fund	# 77 - # 91	Total	\$ 52,798.84

## Adjourn

Meeting adjourned at approx 8:13 pm

Respectfully Submitted,



Loretta L. Smith, Town Clerk  
Town of North Norwich

**PLEASE NOTE: Full digital recording is on file in Town Clerk Office**

**Regular Meeting**  
**June 9, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members:  
Dean Edwards  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
Assessor Rochelle Harris  
Enforcement Officer Tom Prisco  
BAR Chairman Tom Curtis

Absent: Public due to Covid-19 Virus

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Proskine seconded, to approve the minutes from the 5/12/2020 meeting, discussion, all ayes.

**Reports**

Mr. Proskine moved, Mr. Santiago seconded to accept the following reports, discussion: Mr. Edwards is still looking over the Supervisor/Bookkeeper report and findings from the previous bookkeeper and may have some questions. Mr. Santiago agreed that he is also looking it over. Mr. Brown stated that we will move ahead with the meeting and come back to this.

DCO – not in attendance

Clerk – May Town Clerk report and April Tax Collecting report

Supervisor – report ending May 31, 2020 also the new Bookkeeper has a list of her findings/corrections from the previous bookkeeper.

Mr. Santiago questioned if his pay is going into the correct account for the parks, if it isn't he will take his pay. Mr. Brown said he will be setting up the account very soon

Enforcement Officer – Mr. Prisco reported that he has addressed 1 junk car violation on Wilcox Road. He has been working on training as well. Supervisor Brown said he will be touring the Town with Mr. Prisco to identify violators in the very near future. Mr. Prisco will be serving them a 30 day written notice to comply.

**Correspondence**

**\*Charter Communications**

Letter advising of possible change in programming

**\*Hazard Mitigation Plan**

The Town received an email from Kate Long with Tetra Tech who is supporting Chenango County in the update of the Hazard Mitigation Plan. She is reaching out to meet with Town Officials to go over the update. Mr. Brown will check with the County to confirm that they are working with them and that there is no cost to the Town.

**Old Business**

**\*Head Start Lease**

Mr. Jeffrey moved, Mr. Edwards seconded, to authorize Supervisor Brown to sign the lease with Opportunities for Chenango (Head Start), discussion, all ayes. The lease runs from April 1, 2020 – December 31, 2021 and is \$1,000 monthly.

**\*Red Hawk Security**

JCAP authorized \$14,005 for security in the Courts. The Town would be responsible for funding the remainder of the security for the Town Hall and Highway Garage, Mr. Edwards questioned whether we should follow through with installing security for the remainder of the building at this time. He referred to the people attending February's meeting questioning the necessity of a security

system for the Town Hall other than what the Courts are paying for. Mr. Brown thinks it is sensible to move forward with the security system pointing out that they budgeted for it. Mr. Edwards pointed out that Mr. Brown has referred to the budget as funny money for the past couple months. Mr. Brown said they aren't ready for approval of anything tonight because we don't have solid figures. Highway Supt. Eldred suggested the sales rep for Red Hawk attend the next meeting and present it at the next meeting with actual cost figures.

#### **\*Town Attorney**

The current Town Attorney contract is through July 31<sup>st</sup>. There is a provision in the agreement that a 30 day notice is required to terminate the agreement. Mr. Brown reminded the Board that he would like to go with Aaron Dean as a Town Attorney. He has agreed to work for the \$2,000. that is budgeted and would attend our Town Board meetings. Mr. Proskine moved, Mr. Santiago seconded, to move forward with a 30 day notice to David Merzig and hire Aaron Dean effective August 1, 2020 for a retainer fee of \$2,000./ annually, discussion, Ayes: Proskine, Jeffrey, Santiago, Brown Opposed: Edwards Motion Carried.

#### **\*Cell Tower**

Mr. Brown reported that the proposed cell tower is not in our backyard but is going to be located nearby on property owned by Barry Matteson II. This will allow for more consistent cell phone coverage in our area. Supt. Eldred suggested the Town could get repeater access on this new cell tower.

#### **\*Septic Permits**

Mr. Edwards asked Mr. Prisco if he inspects septic systems. Yes, he does. The County issues and inspects all building permits in the Town.

### **New Business**

#### **\*Grievance Day Update**

Tom Curtis, Board of Assessment Review Chairman, spoke to the Board about the outcome of grievance day. Mr. Curtis said the BAR reviewed 12 grievances and reduced all but 1. The overall reduction in assessed valuation was \$240,500. Mr. Curtis explained that the area that these properties are located take a big hit with Norwich City School district taxes and the Norwich Fire taxes. He added that a re-val is probably the right thing to do but doesn't give the right results. The equalization rate is a bogus number. Having a value on a property at +/- 10 % is good. Assessor Shelly Harris pointed out that if the Town wanted to do a re-val it would have to be a few year process. When the equalization rate drops you get a bigger portion of the tax pie. Mr. Edwards asked if there is any plan for the County to do anything. No. Mrs. Harris told the Board that she actually had added \$383,900 in value to this year's tax roll so even though, through grievance, they lost \$240,500 they still are on the plus side. She also told the Board that the actual tax dollar loss on the \$240,500 is approx \$1,125. Supervisor Brown expressed kudos to the Assessor for getting the \$383,000 increase this year.

Mrs. Harris asked the Board to please contact her with any questions or concerns they should have.

#### **\*Budget Planning and Process / handout**

Supervisor Brown told the Board about a recent webinar he viewed concerning budgets. The more you plan the better your proposed budget will be. Mr. Brown stated he has a meeting with Mike G., Consultant, coming up on the 19<sup>th</sup>. He asked Mr. Santiago to attend as well. Mr. Edwards asked what time. Mr. Brown indicated it is a work session with Mike G. Mr. Edwards that is fine but he would like to attend. Mr. Brown said it is not a meeting, if he is there then there is a quorum. Mr. Edwards said the Clerk can advertise the work session and asked what time. Mr. Edwards again asked what time on the 19<sup>th</sup>. Mr. Brown said he doesn't want him there. Mr. Brown added he would have to ask Mike G. about Mr. Edwards attending. Mr. Edwards said he works for us (the Town) so it isn't his decision to make. Mr. Brown said the meeting works better when there are less people congesting it. Mr. Brown said the meeting is at his home not at the Town Hall and he doesn't have a time yet. Mr. Edwards told Mr. Brown to make a phone acall and find out. Mr. Brown told Mr. Edwards that he is now telling him what to do. Mr. Edwards said he is he wants to attend the meeting he just needs the time.

#### **\*Speeding on CR 23A**

The Clerk reported that there has been a resident of CR 23A in complaining that there is a lot of speeding on that street. He would like the Sheriff's Dept. or State Police to patrol the area more.

### **Public Concern or Input**

due to the Covid-19 threat the meeting was not open to the public.

Tom Curtis asked the Supt. Eldred to explain the pros and cons to leasing of the trucks and equipment. Supt. Eldred explained to him



the advantage of leasing. Mr. Curtis also pointed out that this Town Board needs to work together to work on a budget for next year. It is going to be a really tough year. Mr. Curtis was also inquiring about how much it cost per man at the highway, salary, health ins. Retirement, etc. He thinks it is probably about \$75,000/ year. Supt. Eldred doesn't think it is that high but doesn't have figures. They need to put a budget together and maybe have a contingency plan if sales tax revenues look like they are going to be drastically reduced.

## **Buildings and Grounds**

### **\*Galena Park – Covid 19 restrictions**

Mr. Santiago moved, Mr. Jeffrey seconded, to allow the Clerk to rent out the pavilions beginning July 1<sup>st</sup>, discussion, all ayes.

### **\*Clean Outside of Town Hall building**

Supt. Eldred will get 3 estimates for pressure washing the Town Hall before the next meeting.

## **Highway**

### **\*Highway Supt. Report**

Supt. Eldred emailed his May report to all the Board members. The report is on file in the Town Clerk office. NYS has released CHIPS funds. He will be getting the paperwork in by June 15<sup>th</sup> for re-imbusement for what has been paid so far. There may be a 20% cut by the Governor that would affect the remaining anticipated re-imbusement payments.

## **Questions from Bookkeeper / Supervisor Report**

Mr. Edwards questioned why there is a negative figure for the Court Clerk line item. Clerk Smith said that it looks like it has been separated from the Justice line item where both the Justice and Court Clerk salaries were combined. At the end of the year the negative balance will be offset by the remaining balance in the Justice salary line item. Mr. Edwards then asked about the Bookkeepers purchase of checks in January of about \$900 and now ordering more checks for the new bookkeeper \$160. Mr. Brown told Mr. Edwards that he could go to the Clerk's office and review the vouchers and warrants.

The Sherburne Pool will not be open this summer. The Town paid \$2,040 a couple months ago. It was discussed whether the Village of Sherburne should send a refund.

There was an overpayment to the IRS. This should be coming back as a refund.

There was an overpayment to a Town employee that took place over a 3 month period. The employee wanted to swap personal time for it. The Town Attorney has informed Supervisor Brown that the Town can't do that. He did advise that because it took place over a 3 month period that the employee can pay it back through payroll deduction over 3 months.

## **Payment of Bills**

Mr. Santiago moved, Mr. Jeffrey seconded, to authorize payment of the bills, discussion, all ayes.

### **June 2020**

General Fund # 86 - # 104	Total	\$ 9,256.89
Special Districts # 11	Total	\$ 11,455.00
Highway Fund # 92 - # 108	Total	\$ 32,875.49

## **Adjourn**

Meeting adjourned at 8:30 pm

Respectfully Submitted,



Loretta L. Smith, Town Clerk  
Town of North Norwich

**Regular Meeting**  
**July 14, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members:  
Dean Edwards  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey  
Supt. of Highways Joseph Eldred  
2 Residents  
Absent: Clerk Loretta Smith

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Santiago seconded, to approve the minutes from the 6/9/2020 meeting, discussion, all ayes.

**Reports**

Mr. Jeffrey moved, Mr. Santiago seconded to accept the following reports, discussion, all ayes.

DCO – not in attendance

Clerk – June Town Clerk report and May Tax Collecting report

Supervisor – report ending June 30, 2020

Enforcement Officer – Mr. Brown reported that they have toured 80% of the Town identifying any properties in violation

**Correspondence**

**\*Greater Opportunities**

Notice that Opportunities for Chenango and Opportunities for Broome have merged with a new name of Greater Opportunities.

**\*Sherburne Recreation Program**

Email from Sherburne Mayor Bill Acee notifying the Town that the \$2040 contribution that the Town of North Norwich already paid would be kept in their fund balance and used to offset any future needs.

**Old Business**

**\*Red Hawk Security**

JCAP authorized \$14,005 for security in the Courts. The Board discussed obtaining a fire call in quote only for the Highway Garage.. Mr. Santiago moved, Mr. Jeffrey seconded, to move forward with the security system from Red Hawk for the Court for \$14,005.00, discussion, all ayes.

**\*Mike Giovinazzo Budget Training**

Training at the Town Hall went well. Supervisor Brown is requesting a 20% reduction for the 2021 budget. Mr. Santiago wants to get started sooner rather than later on the 2021 Town Budget. It appears that sales tax will be down about 20%.

**New Business**

**Beaver Problem**

Supt. Eldred reported that he and his men cleared the beaver out again today. Also, the speed sign is back up on CR 23A and Supervisor Brown will be contacting the Sheriff's Dept. as well to patrol the hamlet.

**Public Concern or Input**

**Josh Hough**

Mr. Hough addressed the Board about assessments and property values going down.

**Tom Curtis**

Mr. Curtis inquired about sand and salt purchase for next year.

**Buildings and Grounds**

**\*Clean Outside of Town Hall building**

Three estimates have been obtained for cleaning the outside of the Town Hall building:

- Larry Loomis \$ 500.00
- W & B Powerwashing \$ 750.00
- Hicks Power Wash \$ 850.00

Mr. Jeffrey moved, Mr. Santiago seconded, to hire Larry Loomis to clean the outside of the Town Hall building for \$500.00, discussion, all ayes.

**\*Propane 2020-2021 season**

We have a quote from Reese-Marshall for propane for the '20-'21 season at \$1.259 / gal. Mr. Santiago moved, Mr. Proskine seconded, to purchase the propane for heating the Town Hall from Reese-Marshall for \$1.259 / gal ending June 2021, discussion, all ayes.

**Highway**

**\*Highway Supt. Report**

Supt. Eldred emailed his June report to all the Board members. The report is on file in the Town Clerk office. All the CHIPS work has been completed. The first re-imbusement check should come within 30 days.

**Payment of Bills**

Mr. Jeffrey moved, Mr. Santiago seconded, to authorize payment of the bills, discussion, all ayes.

**July 2020**

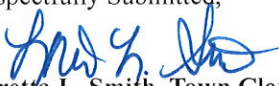
General Fund	# 105 - # 121	Total	\$ 3,575.88
Special Districts	# 12 - # 13	Total	\$ 13,032.66
Highway Fund	# 109 - # 125	Total	\$ 21,193.11

**Adjourn**

Meeting adjourned.

**Thank you to Councilman Dean Edwards for taking notes !!**

Respectfully Submitted,

  
 Loretta L. Smith, Town Clerk  
 Town of North Norwich

**Regular Meeting**  
**August 11, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
 Council Members: Dean Edwards  
 Joe Santiago  
 Elton Proskine  
 Timothy Jeffrey  
 Clerk Loretta Smith  
 Supt. of Highways Joseph Eldred  
 2 Residents

Flag Salute

**Minutes**

Mr. Proskine moved, Mr. Edwards seconded, to approve the minutes from the 7/14/2020 meeting, discussion, all ayes.

**Reports**

Mr. Edwards moved, Mr. Jeffrey seconded to accept the following reports, discussion, all ayes.

DCO – not in attendance

Clerk – July Town Clerk report

Supervisor – report ending July 31, 2020

Enforcement Officer – Mr. Brown reported that he is going to start making contact with those in violation

**Correspondence**

**\*Charter Communications**

Notice of possible changes in programming

**\*Norwich Youth Program**

Letter from Rob Mason, Youth Bureau Director, indicating that due to COVID 19 many activities will not be offered. They are making plans to offer some at-home activities. His office will keep track of the number of participants from North Norwich and send a pro-rated billing in early fall.

**\*Robert Wansor email**

Email received from former Supervisor Robert Wansor concerning a letter the Town should have received from the NYSLRS in February. He is looking to withdraw his contributions and the Town has to confirm that he is no longer employed by the Town. The Clerk stated she had not received this letter and Supervisor Brown said he had not as well. We will be watching for this letter that NYSLRS is resending in the near future.

**\*Q2 Sales Tax**

Q2 sales tax check of \$ 43,410.37 has been received. The Q2 distribution is down by 17.03% but year to date for the same period in 2019 is down by 4.05%. Total so far this year in sales tax is \$ 151,463.19 ( the 2020 estimated sales tax revenue is \$188,450 )

**Old Business**

**\*Junk Cars**

Code Enforcement Officer Tom Prisco has finished canvassing the Town and will be making contact with those in violation.

**\*JCAP Security / Red Hawk Security**

Supervisor Brown reported that the date to install the security system for the Court will be set soon. Mr. Brown added that there may have to be \$5,000 to \$6,000 spent from the general fund to finish it up but he doesn't have the figures at this time. Clerk Smith said that JCAP sent \$14,005 for the Court security system and had the understanding that the security system for the Court was separated from the proposal for the whole Town Hall. She added that there should not have to be \$5,000 to \$6,000 that would have to be paid for the Court security. The Court's system could be completed on its own without doing any other part of the Town hall.

**\*Head Start**

Karen Randall, Head Start Director, has discussed their cleaning requirements due to COVID 19. They will be splitting up classes and will need to use the gym for rest time with the cots. Due to this, Mr. Brown doesn't think that the Town will be able to allow use of the gym and kitchen on weeknights and weekends. The Clerk said she talked with the girl in charge here in the building and she didn't think there would be any issue with the Town renting it out. Mr. Brown will contact Mrs. Randall and ask for clarification.

**New Business****\*Resolution to limit public speaking time**

Supervisor Brown asked the Board to consider a time limit for public speaking to 5 min. Resident Tom Curtis spoke up and told Mr. Brown they don't need that. Mr. Curtis added that Mr. Brown has control of the meeting and can cut someone off if needed. Mr. Edwards said he would not be in favor of a time limit when it appears to be targeted to 1 person.

**\*Recognize John Scheuerman for years of service**

The Town will look into perhaps a park bench with a plaque.

**\*2021 Budget Work Session**

The Board will get together for a 2021 town budget workshop on Tuesday, August 25, 2020 at 6 pm. The Clerk will advertise this.

**\*Assessor computer**

A letter from Assessor Rochelle Harris was read requesting a transfer of \$300 from her contractual fund to equipment fund for the purchase of a new laptop computer. Her current laptop has windows 7 and is not compatible with the upcoming new NYS Assessing software. Mr. Edwards moved, Mr. Proskine seconded, to transfer \$300 from the Assessor contractual to Assessor equipment for the purchase of a new laptop, discussion, all ayes.

**\*CHIPS**

The Town has received \$91,878.06 (\$61,884.85 from CHIPS, \$16,706.75 from paveNY and \$13,286.46 from WIRP) so far. There will be additional CHIPS re-imbusement after application is made on a couple bills the Board will be paying tonight.

**Buildings and Grounds**

The outside of the building has been cleaned. The water leaking through the soffit needs to be addressed. Reese-Marshall sent an agreement to lock in the propane price of \$1.259 for the heating season.

**Public Concern or Input****\*Tom Curtis**

Mr. Curtis inquired about any information on state aid for 2021 or what the retirement costs will be for next year. No info at this time.

**Highway****\*Highway Supt. Report**

Supt. Eldred emailed his July report to all the Board members. The report is on file in the Town Clerk office.

**Payment of Bills**

The Board discussed if JCAP would be re-imbursing for any COVID 19 related items for the Court including the clerk that sits at the door taking temps, asking questions, etc. Mr. Jeffrey moved, Mr. Santiago seconded, to authorize payment of the bills, discussion, all ayes.


**August 2020**

General Fund	# 122 - # 135	Total	\$ 4,226.79
Special Districts	# 14	Total	\$ 11,455.00
Highway Fund	# 126 - # 143	Total	\$ 41,878.52

**Adjourn**

Meeting adjourned at 7:29 pm

Respectfully Submitted,

  
Loretta L. Smith, Town Clerk  
Town of North Norwich

2021 Budget Workshop  
August 25, 2020  
North Norwich Town Hall  
6:00pm

Present: Supervisor Timothy Brown  
Council Members:  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
Assessor Rochelle Harris  
2 Residents  
Absent: Councilman Dean Edwards

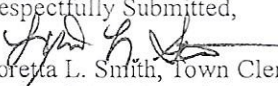
Supervisor Brown opened the workshop telling the Board that he worked with Mike Giovinazzo putting together the draft budget handed out. This is the 1<sup>st</sup> shot at putting budget numbers together. Mike G. used the last 3 year trend. Mr. Brown added that there are no wage changes.

Assessor Harris reminded the Board that whatever the Town does with the budget moving forward to keep in mind the tax cap. That if the budget is reduced there is no getting it back without a local law to override the tax cap. Mr. Brown said Mike G. is very knowledgeable about budgets and he is sure he is keeping this in mind.

The Board reviewed line by line the draft tentative budget. Supt. Eldred thinks the Board should consider putting money into our own park rather than the Sherburne Youth Program.

The workshop concluded at 7:30 pm

Respectfully Submitted,

  
Loretta L. Smith, Town Clerk  
Town of North Norwich

**Regular Meeting  
September 8, 2020  
North Norwich Town Hall  
6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Elton Proskine  
Timothy Jeffrey

Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
1 Resident

Absent: Council Member Joe Santiago

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Proskine seconded, to approve the minutes from the 8/11/2020 meeting and the 8/25/2020 Budget Workshop, discussion, all ayes.

**Reports**

Mr. Jeffrey moved, Mr. Edwards seconded to accept the following reports, discussion, all ayes.

DCO – not in attendance – Dog licensing has been declining over the past 1.5 years. Supervisor Brown will ask Carol Lawrence to the next meeting to discuss follow-up on unlicensed dogs.

Clerk – August Town Clerk report

Supervisor – report ending August 31, 2020

Enforcement Officer – Clerk Smith received a letter of resignation from Mr. Prisco. Mr. Prisco is resigning due to health issues. Mr. Jeffrey moved, Mr. Edwards seconded, to accept the resignation of Enforcement Officer Tom Prisco with regrets, discussion, all ayes. Mr. Edwards asked if we want to advertise the position. Mr. Edwards said he may know someone that would be willing to do the enforcement of our Town Ordinances and Laws. Mr. Brown will check with the County about the septic inspections.

**Correspondence**

**\*Chenango County Treasurer**

Letter concerning the 2021 sales tax distributions. The State will be deducting for financial relief for “distressed hospitals”. It is difficult to determine at this time what the impact will be due to the inability to foresee what sales tax will be in 2021.

**\*Norwich Youth Program**

Letter from Rob Mason, Youth Bureau Director, with information and signup sheets for free school supplies.

**Old Business**

**\*Head Start**

Supervisor Brown has talked with Karen Randall, Head Start Director, concerning their use of the Town Hall. Due to the strict cleaning guidelines they must follow and the fact that they will need to utilize the gym regularly, the Head Start program doesn't think that others should use the Town Hall at this time. The Clerk pointed out that the Town stands to lose an average of \$250./month. Following much discussion, Mr. Edwards moved, Mr. Jeffrey seconded, to suspend renting the Town Hall facility through the end of December, discussion, all ayes. The Board will re-visit this topic in January, perhaps by then the guidelines will be different than they are now.

**\*JCAP Security / Red Hawk Security**

Supervisor Brown reported that just the security system part for the Court will be done and that the JCAP grant of \$14,005 will cover the total cost.

**\*Bob Wansor**

In response to Mr. Wansor's letter last month, Supervisor Brown had the bookkeeper contact NYSLRS and notified them that he is no

longer employed by the Town.

**\*2021 Budget**

Supervisor Brown meets with Mike Giovinazzo on Friday to go over the draft budget. The Board set a Budget Workshop meeting for September 22, 2020 at 6:30 pm

**New Business**

**\*9/7/2020 Electric Brownout**

There have been several items affected by yesterday's NYSEG brownout. Currently at the Highway Garage there is damage to the training tv, computer, air compressor, back light. Damage at the Town Hall has not been assessed yet. The Town insurance deductible is \$1,000.

**\*Deferred Payroll Tax**

Following discussion, Mr. Jeffrey moved, Mr. Edwards seconded, to decline participation in the federal deferred payroll tax program, discussion, all ayes.

**Public Concern or Input**

none

**Buildings and Grounds**

**\*Ryan Legacy, Galena Manor Road**

Letter from Ryan Legacy addressing the condition of the park. Mr. Legacy thinks that the Town should be doing a better job in maintaining the park. The Board disagreed, other than the posts that have broken off this year and the need to replace some benches the park is in pretty good shape. The Board is pleased with the mowing and trimming. The Park could stand to replace some benches. Mr. Jeffrey stated that the Fire Dept. has purchased a bench in honor of Kathy Dieck that they would like placed in the park. The Board also discussed purchasing a bench in recognition of John Scheuerman's years serving on the Planning Board. Mr. Jeffrey said the Fire Dept. was think of doing something for him as well as he was on the Board of Commissioners for a long time. It was decided to wait until next spring to place any new benches.

**\*Town Hall roof**

Mr. Edwards stated he hadn't had a chance to check out the roof yet but he plans to do so soon.

**Highway**

**\*Highway Supt. Report**

Supt. Eldred emailed his August report to all the Board members. The report is on file in the Town Clerk office.

**Payment of Bills**

Mr. Jeffrey moved, Mr. Edwards seconded, to authorize payment of the bills, discussion, all ayes.

**September 2020**

General Fund	# 136 - # 150	Total	\$ 5,384.13
Special Districts	# 15 - # 16	Total	\$ 13,077.10
Highway Fund	# 144 - # 158	Total	\$ 14,173.29

**Adjourn**

Meeting adjourned at 7:45 pm

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**  
**Town of North Norwich**



**2021 Budget Workshop #2**  
**September 22, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
2 Residents

Supervisor Brown opened the workshop telling the Board that he has met again with Mike Giovinazzo putting together the draft budget. To stay within the tax cap we are looking at an increase of no more than \$2,394. The Budget reflects taking \$35,000 from equipment reserves as well.

The Board reviewed line by line the draft tentative budget. There were several different line item adjustments made including the Court Clerk salary moving it back to \$4,988 and the Dog Control Officer to \$2,000 (where they are both at this year). Following much discussion, adjustments were also made to salary and wages in the Highway Dept. to include a 2% increase. Highway Supt. Eldred pointed out to the Board that inflation rate is 2.3%.

The Board also discussed the need to replace at least a portion of the Town Hall roof. Mr. Edwards went up a ladder today to take a look at it. He hasn't looked at it on the west side but at least the east side needs to be replaced. It was decided to get from 3-5 estimates before the next meeting. There was also discussion about the propane boiler issues at the Town Hall and possibly having a separate water heating system for the building. Right now when the boiler is down there is no hot water. Head Start must close when there isn't any hot water.

The workshop concluded at 8:45 pm

Respectfully Submitted,

Loretta L. Smith, Town Clerk  
Town of North Norwich

**Regular Meeting**  
**October 13, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Elton Proskine  
Timothy Jeffrey  
Joseph Santiago  
  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
2 Residents

**Flag Salute**

**Minutes**

Mr. Proskine moved, Mr. Santiago seconded, to approve the minutes from the 9/8/2020 meeting and the 9/22/2020 Budget Workshop, discussion, all ayes.

**Reports**

Mr. Edwards moved, Mr. Jeffrey seconded to accept the following reports, discussion, all ayes.

**Clerk** – September Town Clerk report

**Supervisor** – report ending September 30, 2020

**Enforcement Officer** – Supervisor Brown introduced John Kampe who is interested in serving as our Enforcement Officer. Mr. Kampe lives in Plymouth. Mr. Edwards asked him if he would be willing to go to Court if necessary to enforce some of the Towns' local laws/ ordinances. Mr. Kampe stated that he will do everything he can to avoid having to take someone to Court but said that he would if necessary. Mr. Edwards pointed out that he would enforce compliance for septic and local laws. Mr. Brown added that the Town has the County enforce building codes. Mr. Edwards moved, Mr. Jeffrey seconded, to hire John Kampe at the same rate of pay of the former Enforcement Officer effective immediately, discussion, all ayes.

**DCO** – Carol Lawrence discussed an attempt to get the Towns' 178 delinquent dogs licensed. The Clerk said that after she has sent a reminder letter then the delinquent list is picked up by the DCO to make contact with the owners in an attempt to get them licensed. If they don't license by a given date then they should be issued appearance tickets. In the past, any that have been given appearance tickets, if they license by their Court date then the tickets are dismissed. Mrs. Lawrence said most people will give the excuse of the need of a rabies shot. She added that there is a rabies clinic scheduled at the S-E School bus garage coming up. Supt. Eldred offered use of the North Norwich Highway Garage for a clinic. He will contact the County to try to get one set up. It can be a drive through. The Clerk offered to be present to handout license information as well. We spent several hundred dollars about 4 years ago on an enumeration, it is important for the DCO to keep up with the delinquent licenses.

**Correspondence**

**\*Norwich Youth Program**

Letter from Rob Mason, Norwich Youth Bureau Directon, with a bill for \$480 for the youth program this year. A previous letter indicated that they would be tracking North Norwich resident participation but there was no information provided other than how much money they spent on different events/programs this year.

**Old Business**

**\*JCAP Security / Red Hawk Security**

Supervisor Brown reported that the security system has been completed. Ended up doing a good part of the building as well.

**New Business**

**\*2021 CSPCA Contract**

The Clerk has received the proposed 2021 CSPCA agreement for review. The Clerk provided a copy to Mr. Brown to review. CSPCA is asking the the signed agreement get back to them by December 1, 2020.

## Public Concern or Input

none

## Buildings and Grounds

### \*Town Hall roof

Supt. Eldred said he is working on obtaining estimates but hasn't heard back from anyone yet. Clerk Smith said that Rogers Contracting told her the roof is pretty bad on the east side in a couple spots. Mr. Edwards will contact Brian Rogers to find out where the problem areas are. Hopefully, we will have at least 3 estimates by the November meeting.

## Highway

### \*Highway Supt. Report

Supt. Eldred emailed his September report to all the Board members. The report is on file in the Town Clerk office.

## 2021 Town Budget

Supervisor Brown reported that the Town Attorney said it is not legal to take money from equipment reserves to put in highway to cover the truck and loader payment next year. There was much discussion on the proposed budget and why the changes to some line items from the budget work session on Sept. 22 did not get changed. The proposed amount to be raised by tax for General fund is down by about half and for highway it is up by a third. The Clerk pointed out that this would make an overall increase for general and highway to be about \$ .80 /thousand. Supervisor Brown said this budget would also require a local law to override the tax cap. Former Supervisor Bob Wansor questioned why the balance in highway wasn't transferred into the new highway checking account. Mr. Jeffrey also questioned why what should have been in highway stayed in general. Mr. Brown told the Board that much of what was done was by the former bookkeeper he had hired and he couldn't answer the questions right now. Mr. Jeffrey also pointed out that in the past we had the bookkeeper at the budget work sessions. Clerk Smith read from the Supervisor reports from January through September pointing out several discrepancies especially how the beginning fund balance was \$662,000 in General as of 1/1/20 and \$ -0- in Highway. Much discussion on the budget, reports, etc.

Mr. Brown moved, Mr. Santiago seconded, to go into Executive Session at 7:52 pm to discuss personnel, discussion, all ayes.

The Clerk, Highway Supt. and 2 residents left the meeting.

The Executive Session ended and the regular meeting resumed at 8:08 pm

Mr. Brown asked Clerk Smith if she would be willing to meet with his consultant, Mike Giovinazzo as well as himself and Board Member Joe Santiago on Friday morning to work on the 2021 Budget. Clerk Smith said yes she is willing to do this. Mr. Brown will contact her tomorrow to confirm the time.

The Board will hold a special meeting on 10/20/2020 at 6:30 pm to discuss the 2021 budget. Hopefully, we will have a budget the Board can adopt as a preliminary budget so that a hearing date can be set.

## Payment of Bills

Mr. Jeffrey moved, Mr. Edwards seconded, to authorize payment of the bills, discussion, all ayes.

### October 2020

General Fund	# 151 - # 169	Total	\$ 8,489.12
Special Districts	# 17 - # 18	Total	\$ 12,316.71
Highway Fund	# 159 - # 172	Total	\$ 13,392.21

## Adjourn

Meeting adjourned at 8:35 pm

Respectfully Submitted,

Loretta L. Smith, Town Clerk  
Town of North Norwich

**2021 Budget Meeting**  
**October 20, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Joe Santiago  
Elton Proskine  
Timothy Jeffrey  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred

**Flag Salute**

Supervisor Brown opened the meeting thanking Clerk Smith and Board Member Joe Santiago for meeting with Consultant Mike Giovinazzo and himself last Friday. He believes that it was a good meeting resulting in the proposed budget that the Clerk has provided. He further stated all we need to do is adopt it as a preliminary so that we can set a hearing date.

Clerk Smith agreed it was a very productive meeting and stated, to come up with this proposed budget, it was decided to transfer \$46,500 from equipment reserves into the 2021 budget to cover the 2 lease payments on the new loader and new truck. Also, at the November 10, 2020 meeting the Board will need to authorize a transfer of \$20,000 from General fund to Highway fund. This will reduce the unexpended balance for General from \$35,000 to \$15,000 and give Highway \$20,000 in unexpended funds. Mr. Giovinazzo said that this budget allows us to be under the tax cap so there is no need to adopt a local law to override. Overall the combined General and Highway tax rate will go from \$4.68 to \$4.81. Example, on a \$100,000 assessment the tax bill would be up \$12.00.

Good news is the 3<sup>rd</sup> quarter sales tax check is up by 5.28% for a total of \$67,142.58. This brings the total sales tax received for 2020 to \$218,605.44 which is \$30,155.44 more than what was anticipated. Clerk Smith suggests that the \$30,155.44 extra be put into the Highway fund. This amount is 2/3 of the total equipment payment and can be put toward the payment in 2022.

Following short discussion, Mr. Santiago moved, Mr. Jeffrey seconded, to adopt the 2021 Preliminary Budget and to hold a public hearing on said budget on Wednesday, October 28, 2020 at 6:30 pm, discussion, all ayes.

Meeting adjourned at 6:45 pm

Respectfully Submitted,

Loretta L. Smith, Town Clerk  
Town of North Norwich

**Special Meeting / 2021 Budget Hearing**  
**October 28, 2020**  
**North Norwich Town Hall**  
**6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Timothy Jeffrey  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
1 Resident

**Absent:** Council Member Elton Proskine  
Council Member Joseph Santiago

**Flag Salute**

The Board waited until 6:45 to see if the other two Board members showed up. They did not.

Supervisor Brown opened the hearing and reviewed highlights of the budget.

Mr. Brown opened the hearing for comments.

Mr. Brown informed everyone that overall we are up 2.7% but still under the tax cap.

Tom Curtis asked about the CHIPS funding. Highway Supt. Eldred said that CHIPS is protected unless the State is in a state of emergency which is where we have been with the pandemic. Really won't know much more until next year. We will only spend it if we are going to get it.

Mr. Edwards moved, Mr. Jeffrey seconded, to close the hearing at 6:47 pm.

Mr. Edwards moved, Mr. Jeffrey seconded, to adopt the 2021 Town Budget, roll call vote as follows: Mr. Edwards aye; Mr. Jeffrey aye; Mr. Brown aye. Absent: Mr. Proskine and Mr. Santiago **Motion Carried**

**Adjourn**

Meeting adjourned at 6:50 pm

Respectfully Submitted,

Loretta L. Smith, Clerk  
Town of North Norwich

TOWN OF NORTH NORWICH  
2021 PRELIMINARY BUDGET – HIGHLIGHTS

Overall Tax Rates

Fund	2020 Tax Rate per 1,000 assessed Value	2021 Tax Rate per 1,000 assessed Value	\$ Change per 1,000 assessed Value
General	\$ 1.57 per 1,000	\$ 1.42 per 1,000	↓ 15 cents
Highway	\$ 3.11 per 1,000	\$ 3.39 per 1,000	↑ 28 cents
Combined General and Highway	\$ 4.68 per 1,000	\$ 4.81 per 1,000	↑ 13 cents

By way of example, for a residence with a taxable assessed value of \$80,000, the combined general/highway tax bill for 2021 will increase by \$10.40 from that of 2020 (80 times 13 cents = \$10.40) – and, not to be cute about it but, that tax increase equates to 20 cents a week.

Tax Levy

Fund	2020 Tax Levy	2021 Tax Levy	% Change
General	\$ 84,313	\$ 76,408	↓ 9.4 %
Highway	\$ 166,884	\$ 181,746	↑ 8.9 %
Combined General and Highway	\$ 251,197	\$ 258,154	↑ 2.77 %

**Special Districts (Lighting and Fire Protection)** – Minimal change in tax levies and tax rates except for City of Norwich fire protection district – increase of 1% for 2021 as required per fire contract

**Tax Cap**

For the 2021 budget, the town was still able to stay under the allowable tax levy cap despite having to address rising and/or new costs for:

- NYS retirement expense (up 11% from 2020)
- increase in the amount of the fire protection contract with the City
- including \$46,300 in the highway fund budget to properly budget for annual installment purchase contract amounts for the CAT loader and Volvo
- increased salaries

# TOWN OF NORTH NORWICH

## Summary of Town Budget 2020

### General Fund

Appropriations	\$ 262,693.	
Estimated Revenues	171,285.	
Less Unexpended Balance	15,000.	
Amount To Be Raised By Tax	76,408.	est tax rate \$ 1.42 (actual 2020 \$ 1.57 / 2019 \$1.573 / 2018 \$1.447 )

### Highway Fund

Appropriations	\$ 459,911.	
Estimated Revenues	258,165.	
Less Unexpended Balance	20,000.	
Amount To Be Raised By Tax	181,746	est tax rate \$ 3.39 (actual 2020 \$ 3.11 / 2019 \$3.115 / 2018 \$3.179 )

### Special Districts

#### North Norwich Lighting

Appropriations	\$ 7,000.	
Less Unexpended Balance	-0-	
Amount To Be Raised By Tax	\$ 7,000.	

#### Campbell Development Lighting

Appropriations	\$ 900.	
Less Unexpended Balance	-0-.	
Amount To Be Raised By Tax	\$ 900.	

#### North Park Estates Lighting

Appropriations	\$ 1,750.	
Less Unexpended Balance	-0-.	
Amount To Be Raised By Tax	\$ 1,750.	

#### Aurora Bluffs Lighting

Appropriations	\$ 425.	
Less Unexpended Balance	-0-.	
Amount To Be Raised By Tax	\$ 425.	

#### Norwich Fire Contract

Appropriations	\$ 138,835.	
Less Estimated Revenues	-0-	
Less Unexpended Balance	-0-.	
Amount To Be Raised By Tax	\$ 138,835.	

#### North Norwich Contract

Appropriations	\$ 8,561.98	
Amount To Be Raised By Tax	\$ 8,561.98	

#### North Norwich Fire District

Appropriations	\$ 82,686.76	
Less Revenues PILOT & contracts	36,963.13	
Amount To Be Raised By Tax	\$ 45,723.63	

**Town of North Norwich  
Budget for 2021**

**\*\*GENERAL FUND**

**GENERAL FUND APPROPRIATIONS**

**Town Board**

Personal Services	A1010.1	\$ 4,000.
Contractual	A1010.4	100.
TOTAL		\$ 4,100.

**Justices**

Personal Services	A1110.1	\$ 7,640.
Personal Services Clerk	A1110.1.1	4,988.
Contractual	A1110.4	3,500.
TOTAL		\$ 16,128.

**Supervisor**

Personal Services	A1220.1	\$ 7,000.
Contractual	A1220.4	400.
TOTAL		\$ 7,400.

**Comptroller**

Personal Services	A1315.1	\$ 7,000.
Contractual	A1315.4	900.
TOTAL		\$ 7,900.

**Independent Auditing & Accounting**

Contractual	A1320.4	\$ 1,200.
TOTAL		\$ 1,200.

**Assessors**

Personal Services	A1355.1	\$ 23,000.
Equipment	A1355.2	200.
Contractual	A1355.4	990.
TOTAL		\$ 24,190.

**Town Clerk**

Personal Services	A1410.1	\$ 25,615.
Equipment	A1410.2	-0-.
Contractual	A1410.4	5,400.
TOTAL		\$ 31,015.

**Attorney**

Contractual	A1420.4	\$ 2,000.
TOTAL		\$ 2,000.



**Buildings**

Equipment/Improvements	A1620.2	\$ 5,000.
Contractual	A1620.4	30,000.
TOTAL		\$ 35,000.

**Special Items**

Unallocated Ins.	A1910.1	\$ 8,200.
Munic. Assoc. Dues	A1920.2	600.
Contingent	A1990.4	4,000.
TOTAL		\$ 12,800.

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**TOTAL GENERAL  
GOVERNMENT SUPPORT** \$ 141,733.

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**Police and Constable**

Personal Services	A3120.1	\$ 1,800.
Contractual	A3120.4	300.
TOTAL		\$ 2,100.

**Control of Dogs**

Personal Services	A3510.1	\$ 2,000.
Equipment	A3510.4	-0-
Contractual	A3510.4	400.
TOTAL		\$ 2,400.

**Examining Boards**

Contractual	A3610.4	\$ 800.
TOTAL		\$ 800.

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**TOTAL PUBLIC SAFETY** \$ 5,300.

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**Registrar of Vital Statistics**

Personal Services	A4020.1	\$ 360.
TOTAL		\$ 360.

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**TOTAL HEALTH** \$ 360.

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**Supt. Of Highways**

Personal Services	A5010.1	\$ 51,000.
Equipment	A5010.2	-0-
Contractual	A5010.4	1,500.
TOTAL		\$ 52,500.

**GARAGE**

Equipment/Improve	A5132.2	\$ -0-
Contractual	A5132.4	9,500.
TOTAL		\$ 9,500.

**Street Lighting**

Contractual	A5182.4	\$ 700.
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TOTAL		\$ 700.
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TOTAL TRANSPORTATION		\$ 62,700.
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**Economic Development Zone**

Contractual	A6989.4	\$ 1,500.
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TOTAL		\$ 1,500.
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**Total Economic Assistance  
and Opportunity**

		\$ 1,500.
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**Joint Recreation Project**

Contractual	A7310.4	\$ 2,000.
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TOTAL		\$ 2,000.
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**Historian**

Contractual	A7510.4	\$ 200.
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TOTAL		\$ 200.
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TOTAL CULTURAL RECREATION		\$ 2,200.
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**Planning**

Contractual	A8020.4	\$ 100.
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TOTAL		\$ 100.
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**Total Home**

and Community Services		\$ 100.
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**Employee Benefits**

State Retirement	A9010.8	\$ 17,500.
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Social Security	A9030.8	10,500.
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Disability Insurance	A9055.8	200.
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Hosp. & Medical Ins.	A9060.8	20,600.
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TOTAL		\$ 48,800.
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TOTAL APPROPRIATIONS		\$ 262,693.
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## GENERAL FUND ESTIMATED REVENUES

### Other Tax Items

Franchise Fees		\$ 5,000.
Pay't in Lieu of Taxes	A1080	10,000.
Int. & Penalties on Taxes	A1090	4,500.
Sales Tax Distribution	A1120	92,500.
<b>TOTAL</b>		<b>\$ 112,000.</b>

### Departmental Income

Clerk Fees	A1255	\$ 1,800.
<b>TOTAL</b>		<b>\$ 1,800.</b>

### Use of Money and Property

Interest & Earnings	A2401	\$ 250.
Rental Real Property	A2410	400.
Rental of Real Property	A2412	12,000.
<b>TOTAL</b>		<b>\$ 12,650.</b>

### Licenses & Permits

Dog Licenses	A2544	\$ 2,000.
<b>TOTAL</b>		<b>\$ 2,000.</b>

### Fines & Forfeitures

Fines & Forfeit Bail	A2610	\$ 11,000.
<b>TOTAL</b>		<b>\$ 11,000.</b>

### State Aid

Per Capita	A3001	\$ 11,000.
Mortgage Tax	A3005	20,000.
Youth Program	A3820	835.
<b>TOTAL</b>		<b>\$ 31,835.</b>

INTERFUND TRNF \$ -0-

TOTAL GENERAL FUNDS ESTIMATED REVENUES \$ 171,285.

GENERAL FUND - ESTIMATED UNEXPENDED BALANCE 15,000.

**Amount to be raised by tax \$ 76,408.**

## **\*\*HIGHWAY FUND**

### HIGHWAY APPROPRIATIONS

#### General Repairs

Personal Services	DA5110.1	\$ 57,803.
Contractual	DA5510.4	66,000.
<b>TOTAL</b>		<b>\$ 123,803.</b>

**Improvements**

Capitol Outlay	DA5112.2	\$ 89,000.
	<b>TOTAL</b>	<b>\$ 89,000.</b>

**Machinery**

Equipment	DA5130.2	\$ 10,000.
Contractual	DA5130.4	41,500.
	<b>TOTAL</b>	<b>\$ 51,500.</b>

**Snow Removal**

Personal Services	DA5142.1	\$ 63,584.
Contractual	DA5142.4	15,000.
	<b>TOTAL</b>	<b>\$ 78,584.</b>

**Employee Benefits**

State Retirement	DA9010.8	\$ 16,500.
Social Security	DA9030.8	9,100.
Unemployment Ins.	DA9050.8	-0-
Disability Ins.	DA9055.8	100.
Hosp & Medical Ins	DA9060.8	33,000.
	<b>TOTAL</b>	<b>\$ 58,700.</b>

**Insurance**

Liability Insurance	DA1910.4	\$ 12,000.
	<b>TOTAL</b>	<b>\$ 12,000.</b>

**Debt Service Principal**

Installement Purchase	DA9785.6	\$ 39,185.
	<b>TOTAL</b>	<b>\$ 39,185.</b>

**Interest**

Installment Purchase	DA9785.7	\$ 7,139.
	<b>TOTAL</b>	<b>\$ 7,139.</b>

**TOTAL HIGHWAY APPROPRIATIONS \$ 459,911.**

**HIGHWAY ESTIMATED REVENUES****Local Sources**

Sales Tax	DA1120	\$ 96,000.
Services for Other Gov't.	DA2300	7,500.
Highway Services	DA2300	-0-
Interest & Earnings	DA2401	450.
PILOT and Other	DA1080	18,715.

**State Aid**

Consolidated Highway	DA3501	\$ 89,000.
Interfund Transfers	DA5031	\$ 46,500.

TOTAL HIGHWAY FUND ESTIMATED REVENUES \$ 258,165.

HIGHWAY FUND - UNEXPENDED BALANCE \$ 20,000.

Amount to be raised by tax \$ 181,746.

## **SPECIAL DISTRICTS**

### **AURORA BLUFFS LIGHTING DISTRICT**

#### **Lighting District**

Streetlighting SL-4 \$ 425.

TOTAL \$ 425.

Unexpended Balance \$ -0-.

TOTAL \$ -0-.

Amount to be raised by tax \$ 425.

### **NORTH NORWICH LIGHTING DISTRICT**

#### **Lighting District**

Street Lighting SL-1 \$ 7,000.

TOTAL \$ 7,000.

Unexpended Balance \$ -0-.

TOTAL \$ -0-.

Amount to be raised by tax \$ 7,000.

### **CAMPBELL DEVELOPMENT LIGHTING DISTRICT**

#### **Lighting District**

Street Lighting SL-2 \$ 900.

TOTAL \$ 900.

Unexpended Balance \$ -0-.

TOTAL \$ -0-.

Amount to be raised by tax \$ 900.

### **NORTH PARK LIGHTING DISTRICT**

#### **Lighting District**

Street Lighting SL-3 \$ 1,750.

TOTAL \$ 1,750.

Unexpended Balance \$ -0-.

TOTAL \$ -0-.

Amount to be raised by tax \$ 1,750.

**NORWICH FIRE PROTECTION CONTRACT**

**Fire Protection Contract Districts**

Fire Contract           SF-1           \$ 137,460.

                          TOTAL           \$ 137,460.

Estimated Revenues                   \$ -0-

Unexpended Balance                   -0-

                          TOTAL           \$ -0-

Amount to be raised by tax           \$ 137,460.

**NORTH NORWICH CONTRACT**

**Fire Protection Contract Districts**

Fire Contract           SF-2           \$ 8,561.98

                          TOTAL           \$ 8,561.98

Amount to be raised by tax           \$ 8,561.98

**NORTH NORWICH FIRE DISTRICT**

Appropriations                       \$ 82,686.76

Estimated Revenues and

Contracts & IDA

Pay't in Lieu of Tax P & G       36,963.13

Amount to be Raised by Tax       45,723.63

Respectfully Submitted,

Loretta L. Smith, Town Clerk  
Town of North Norwich

**Regular Meeting  
November 10, 2020  
North Norwich Town Hall  
6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Timothy Jeffrey  
Joseph Santiago  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
Enforcement Officer John Kampe  
2 Residents  
Absent: Council Member Elton Proskine

**Flag Salute**

**Minutes**

Mr. Jeffrey moved, Mr. Santiago seconded, to approve the minutes from the 10/13/2020, 10/20/2020 and 10/28/2020 meetings, discussion, all ayes.

**Reports**

Mr. Edwards moved, Mr. Jeffrey seconded to accept the following reports, discussion, all ayes.

**DCO** – not in attendance. The Clerk sent out 178 delinquent letters with the Rabies Clinic notice. Rabies clinic is 11/18/2020 at the Highway Garage from 5:30 – 7 pm

**Clerk** – October Town Clerk report

**Supervisor** – report ending October 31, 2020

**Enforcement Officer** – Mr. Kampe reported on the alternative septic system that was put in. Also, discussed the County's \$75 fee for an alternative system inspection. Mr. Kampe will look into this.

**Correspondence**

**\*Charter Communication**

Rate increase changes

**Old Business**

**\*Ed Henry Road / NYS 12 Intersection**

Jim Matott had asked to address the Board about this intersection that the State was supposed to make a sight distance improvement on. He said that several months ago he along with the majority of the residents in the neighborhood had petitioned the Town Board for improvement of the sight distance at this intersection. The State had responded that they would be cutting back the bank on the south side. Supt. Eldred said the State doesn't want to tread on the Town right of way on Ed Henry Rd. Spur. He added that the State has eminent domain so they can pretty much do what they have to do. Abandonment of the Spur was discussed. The Spur is still used by 1 resident but perhaps the Town could make the top part a dead end and abandon the lower part. Supervisor Brown will call NYSDOT to check on progress of getting the bank cut back. Mr. Matott also pointed out the junk cars on Ed Henry Spur as well. Enforcement Officer Kampe mentioned some municipalities put a bounty on junk cars (pay for) adding that it can be costly to prosecute offenders. Much Discussion followed.

**New Business**

**\*CSPCA 2021 Contract**

Mr. Edwards moved, Mr. Jeffrey seconded, to authorize Supervisor Brown to sign the 2021 agreement with the CSPCA, discussion, all ayes.

**\*Money Transfer**

Mr. Edwards moved, Mr. Jeffrey seconded, to authorize a transfer of \$20,000 from General Fund balance to Highway Fund balance so that it can be used as Unexpended Highway Funds in the 2021 Town Budget, discussion, all ayes

**\*Emergency Action Plan Howard Jeffrey Dam**

Mr. Jeffrey moved, Mr. Edwards seconded, to accept the EAP Howard Jeffrey Dam, discussion, all ayes. The EAP is available for review at the Town Clerk Office,

**\*2021 City of Norwich Youth Program Agreement**

The Board discussed if there is a need to participate in not only the Norwich Youth program but also the Sherburne Youth Program. The Board has decided to table the agreement at this time.

**\*Request for Donation for 1<sup>st</sup> Annual North Norwich Home Decorating Contest**

Mr. Edwards moved, Mr. Jeffrey seconded, to donate \$100 to the North Norwich Holiday Home Decorating Contest, discussion, all ayes.

**Public Concern or Input**

**\*Wayne Thiel**

Mr. Thiel asked if the Town would prohibit the GEO Cashing game from the King Cemetery. Mr. Thiel explained that the Cemetery is used for this game frequently. Highway Supt. Eldred will put up a sign addressing the GEO game.

**\*Bench for John Scheuerman**

Mr. Jeffrey said that Jerry Parry had inquired if the Town had done anything about the bench yet. Supt. Eldred thought it was something that was put off until Spring. The Board agreed that placement in the spring would be best.

**Buildings and Grounds**

**\*Insurance Claim for brownout**

An email from Gregory Lee concerning the insurance claim for the compressor, tv and computer was received. The damages totaled \$3,099.96 which after an adjustment on the deductible a check will be sent for \$2,330.96

**\*Town Hall roof**

We have received 2 estimates:         Rogers Contracting Total \$30,000.00  
   Josh Ashcraft Total \$25,200.00

Mr. Edwards has someone he will get an estimate from next week. Chad Brown was also notified but didn't return any calls. The Board reviewed the 2 estimates and the scope of work to be completed.

**\*Heating at Highway Garage**

Supt. Eldred had Reese-Marshall come out to service the oil furnace and found that the heat exchanger was cracked. They took it out of service. Mr. Eldred contacted the Town Insurance carrier and has received 3 estimates:

- A & M Equipment – reconditioned waste oil furnace \$5,500.00
- Main Heating LLC – new CE-330 Clean Energy Furnace \$9,900.00
- Main Heating LLC- new CE-250 Clean Energy Furnace \$8,700.00

The insurance has a \$1,000 deductible if the claim is allowed. Mr. Edwards thinks that the CE250 for \$8,700 would be the one to go with. The Board agreed that the \$8,700 one would be the one to go with if the insurance approves the claim. We will wait to hear back from NYMIR.

**Highway**

**\*Highway Supt. Report**

Supt. Eldred emailed his October report to all the Board members. The report is on file in the Town Clerk office.

**Payment of Bills**

Mr. Edwards moved, Mr. Jeffrey seconded, to authorize payment of the bills, discussion, all ayes.

**October 2020**

General Fund	# 170 - # 190	Total	\$ 36,433.31
Special Districts	# 19 - #	Total	\$ 11,455.00
Highway Fund	# 173 - # 188	Total	\$ 28,640.46

**Adjourn**

Meeting adjourned at 7:40 pm

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**



**Regular Meeting  
December 8, 2020  
North Norwich Town Hall  
6:30 pm**

**Present:** Supervisor Timothy Brown  
Council Members: Dean Edwards  
Elton Proskine  
Clerk Loretta Smith  
Supt. of Highways Joseph Eldred  
Enforcement Officer John Kampe  
2 Residents

Absent: Council Members Timothy Jeffrey and Joseph Santiago

**Flag Salute**

**Minutes**

Mr. Proskine moved, Mr. Edwards seconded, to approve the minutes from the 11/10/2020 meeting, discussion, all ayes.

**Reports**

Mr. Proskine moved, Mr. Edwards seconded to accept the following reports, discussion, all ayes.

**DCO** – not in attendance

**Clerk** – November Town Clerk report

**Supervisor** – report ending November 30, 2020

**Enforcement Officer** – Mr. Kampe reported that he spoke with the person at the end of Ed Henry Spur about cleaning up. Supt. Eldred said he had the loader in the area with the forks on it and moved the trailer off the right of way. Mr. Kampe said that the owner moved the truck that had been on the side of the road. He is pleased that he is making an effort to clean up.

**Correspondence**

**\*Charter Communication**

Rate increase/programming changes

**Old Business**

\*none

**New Business**

**\*2021 NYMIR Insurance**

David Craine is not in attendance for the review but dropped off the prepared proposal for the Board's review. The Board discussed the premium which is up from \$19,811.08 billed for 2020 to a 2021 premium of \$22,300.42. The Town typically splits the premium 60% highway fund and 40% general fund. The billing is included in the warrant for payment tonight.

**\*2021 Re-Organization Meeting**

Mr. Edwards moved, Mr. Proskine seconded, to hold the Re-Organization meeting the same night as the January regular monthly meeting, January 12, 2021 at 6:30 pm, discussion, all ayes.

**Public Concern or Input**

**\*Robert Wansor**

Mr. Wansor thanked the Clerk and Supervisor for the bank statements he had FOIL requested. He questioned the transfer of highway funds into the separate highway checking. Supervisor Brown responded that this was finally straightened out and corrections were made once he got the new bookkeeper. This was something that the bookkeeper he started with messed up.

**Buildings and Grounds**

**\*Town Hall Roof**

Mr. Edwards asked if we had been contacted by a 3<sup>rd</sup> vendor. Mr. Edwards asked that this be tabled until we get a 3<sup>rd</sup> estimate.

**\*Head Start**

Head Start has put in a new chlorinator. Karen Randall has asked about the boiler inspection. Harford does this bi-annually. Mrs. Randall thinks that this is something that is supposed to be done annually. Mr. Brown will check on this.

**\*Compressor**

Supt. Eldred noticed that the new compressor which was supposed to be paid out of garage equipment line item was changed by the Supervisor to the garage contractual account. He wants it noted because the insurance claim check received covered the cost. Now it looks like he overspent the garage contractual. He thought the money received from the insurance claim would have been transferred into the equipment line to cover the cost of the asset purchased. Also, Mr. Eldred asked if the old one brings more than \$1,000 on the Auction International site will they approve the bid. Yes, they agreed he should sell it if it brings more than \$1,000.

**Highway**

**\*Highway Supt. Report**

Supt. Eldred emailed his November report to all the Board members. The report is on file in the Town Clerk office.

Mr. Eldred reported that one of his men is scheduled for a knee replacement next April.

The Board and Highway Supt. agreed to list the Ford tractor with mower on Auction International to see what it will bring. Mr. Eldred will stay in contact with the Board on what it brings for bid.

**Payment of Bills**

Mr. Edwards moved, Mr. Proskine seconded, to authorize payment of the bills including the NYMIR insurance renewal premium, discussion, all ayes.

**December 2020**

General Fund	# 191 - # 211	Total	\$ 15,278.60
Special Districts	# 20 - # 21	Total	\$ 13,227.30
Highway Fund	# 189 - # 200	Total	\$ 19,146.16

**Resignations**

Supervisor Brown handed Clerk Smith 2 envelopes:

- 1- Letter of resignation from Bookkeeper Virginia Smith effective 12/31/2020 citing personal reasons for departure.
- 2- Letter of resignation from Supervisor Timothy Brown effective 12/31/2020

The Bookkeeper and Supervisor Brown will return all Town records and property, including keys, by December 31, 2020.

Discussion on what options are at this point. Deputy Supervisor as opposed to appointing Supervisor. Having representation on the County Board of Supervisors should be considered as well. Unable to do anything until the vacancies occur which is midnight on December 31. Given the situation, the previous motion to Re-Organize on January 12 was discussed. Mr. Edwards, moved, Mr. Proskine seconded, to amend the date for Re-Organization meeting to January 5, 2021 at 6:30 pm with it being advertised that the Supervisor vacancy will be addressed at that time as well, discussion, all ayes.

**Adjourn**

Meeting adjourned at 7:44 pm

Respectfully Submitted,

**Loretta L. Smith, Town Clerk**  
**Town of North Norwich**

