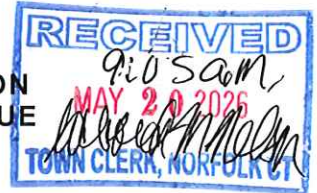


TOWN OF NORFOLK – INLAND WETLANDS COMMISSION  
NORFOLK TOWN HALL – 2<sup>ND</sup> FLOOR – 19 MAPLE AVENUE  
HYBRID REGULAR MEETING MINUTES  
MONDAY, MAY 4, 2026 - 7:00PM



<b>Members Present:</b>	Hartley Mead, Chairman; Jill Chase, Vice-Chairman; Myron Kwast, Bill Millard, Ted Otto, Joel Nelson, Alternate.
<b>Members Absent:</b>	Phil Lovett, Alternate
<b>Staff Present:</b>	Stacey Sefcik, IWEO

1. **CALL TO ORDER & ROLL CALL.**

Chairman Hartley Mead called the meeting to order at 7:00PM. All regular members were present. Phil Lovett was absent.

2. **AGENDA REVIEW.**

**MOTION** Ms. Chase, second Mr. Millard, to amend the agenda to move item 6A before item 5; unanimously approved.

3. **APPROVAL OF MINUTES.**

A. **April 6, 2026 Regular Meeting.**

**MOTION** Mr. Millard, second Ms. Chase, to approve the minutes of the April 6, 2026 meeting with the addition of Thomas Bulzak's last name at the bottom of page 2; unanimously approved.

4. **OPPORTUNITY FOR PUBLIC COMMENT.**

No one present expressed a desire to speak.

6. **NEW BUSINESS.**

A. **Application #26-004 Emergency Repair of Driveway Bridge & Abutment at 11 Grant Street Extension. Applicant: Mark Erder.**

Mr. Erder and his wife were in attendance, and their contractor Bryce Zygmont addressed the Commission. He explained that the Erders' driveway crossed a watercourse and had a small bridge that had been built approximately 20 years ago without an abutment. Mr. Zygmont and Ms. Sefcik explained that the driveway crossing was located right where the watercourse takes a sharp turn. The Erders had been planning a repair; however, recent rains made the situation more urgent. Ms. Sefcik provided pictures to the Commission showing the bridge from upstream and downstream sides, along with pictures of the large hole in the driveway where the ground was eroding at the bridge crossing. She explained that the Erders and Mr. Zygmont had completed an application for emergency work understanding that they would have to come before the Commission for final approval at tonight's meeting.

Mr. Zygmont had prepared a drawing of the proposed work, which Ms. Sefcik discussed with Chairman Mead. The work had already been completed and the ground stabilized. Ms. Sefcik showed pictures of the completed area to the Commission. Mr. Zygmont explained the work that had been performed which included filling with washed stone and filter fabric behind the boulders that were installed to abut the bridge and armor the bank around the sharp turn. Boulders were placed underneath bridge as well to armor the bank underneath the bridge. Hay bales were installed to act like a coffer dam, allowing water to run but lowering the level temporarily while the work was being done. Hay bales were also installed downstream of the repair to filter the water as it exited the area. Ms. Sefcik stated that the area was running clean the day most of the work was done and

immediately prior to the meeting. The area had already been stabilized and seeded.

**MOTION** Mr. Nelson, second Ms. Chase, to accept and approve the application in the matter of **Application #26-004 Emergency Repair of Driveway Bridge & Abutment at 11 Grant Street Extension** as an emergency repair; unanimously approved.

**5. OLD BUSINESS.**

**A. Application #26-002 Replacement of Bridges over Hall Meadow Brook at Old Goshen Road and Smith Road. Applicant: CHA Consulting for the Town of Norfolk.**

David McKay of Garg Consulting addressed the Commission briefly reviewing the plans for the two bridge repairs. Ms. Sefcik noted that the only thing the Commission had requested at their last meeting was for the Conservation Commission to review the proposed plantings, which they did at their recent meeting. Copies of the Conservation Commission minutes had been forwarded to all commission members and the email from Susannah Wood, chairperson of the Conservation Commission was read into the record. Information received indicated that the Conservation Commission found the plantings acceptable.

**MOTION** Mr. Kwast, second Mr. Otto, to approve **Application #26-002 Replacement of Bridges over Hall Meadow Brook at Old Goshen Road and Smith Road**; unanimously approved.

**B. Proposed Amendments to Inland Wetlands Application Fees and Public Hearing for Text Amendment to Article XIX – Fees of the Town of Norfolk Inland Wetlands Regulations.**

Public hearing had been scheduled last month for Monday, June 1<sup>st</sup> at 7PM. Members briefly discussed the procedure for the upcoming hearing with Ms. Sefcik.

**7. WEO REPORT.**

Ms. Sefcik verbally reviewed her enforcement report with the Commission and stated she would email hardcopy of the report after the meeting.

**8. COMMUNICATIONS & BILLS.**

**A. Buttermilk Falls Cleanup Project**

Chairman Mead shared with the Commission a chain of emails he had received from Anita Holmes of 8 Aetna Lane. Ms. Holmes requested input from the Inland Wetlands Commission because, during a recent community clean-up, some volunteers affiliated with the Norfolk Community Association inadvertently did work on her property. The emails indicated that the volunteers had believed they were on Town property and did the work on Ms. Holmes property mistakenly. From the emails it appeared that some invasive plants were removed from the riverbank, and Ms. Holmes had additional questions as to the stability of the slope as a result of the removal. Members discussed whether a permit would have been required for the work completed. Ms. Sefcik explained that removal of invasives is often considered to be a declaratory ruling; while not a permit, it does at least require notifying the Commission of the proposed activity so that they can make the final determination. It was agreed to have Ms. Sefcik meet onsite with Ms. Holmes to inspect the bank and refer her to any possible assistance such as the Northwest Conservation District. Chairman Mead stated that he would speak with members of the Community Association about the possible need for wetlands review and confirmation of property lines before any future cleanup efforts.

9. ADJOURNMENT.

MOTION Ms. Chase, second Mr. Kwast, to adjourn the meeting at 8:12PM; unanimously approved.

Respectfully submitted,



Stacey M. Sefcik  
Land Use Administrator