

**ORGANIZATIONAL AND REGULAR BOARD MEETING
TUESDAY, JANUARY 17, 2017**

The Supervisor, Ronald Moore opened the Meetings at 6:00 PM and led the assembly in the Salute to the Flag.

Together with the Supervisor were Board Members Stephanie DeZalia, Marshall Gero, Robert Dobie and Maureen Marsden. The Town Clerk, Sarah Vinskus was also present.

Guests present were Angela Nolan, Tiffany Nolan and T. J. Garcia. Mr. Garcia and Miss Tiffany Nolan were present as part of their school’s curriculum.

The Town Clerk read the resolutions aloud and this was followed by the Board voting on each resolution.

Resolution #1 of 2017

Appointments

- Joseph Provoncha-----Historian
- Michael Marsden-----Chairman of Board of Assessors
- Sarah Potter-----Dog Control Officer
- Sarah Vinskus-----Registrar
- Cynthia Wilson-----Deputy Registrar
- Eric Caza-----Deputy Highway Superintendent
- Robert Dobie-----Deputy Supervisor
- Cynthia Wilson-----Deputy Town Clerk
- Sarah Vinskus-----Town Auditor
- Ronald Moore-----Budget Officer
- Sarah Vinskus-----Records Management Officer
- Sarah Vinskus-----Records Access Officer
- Jon Senecal-----Zoning and Building Codes Officer
- Sarah Vinskus-----Health Officer
- Jean McKee-----Safety Coordinator

So moved by Marshall Gero and seconded by Maureen Marsden. All voted “Aye”.

Resolution #2 of 2017

Resolved that the Town Supervisor appoint committees with the following duties and responsibilities. All members of the Town board are members of each committee.

HIGHWAY-----Robert Dobie, Chairman; Marshall Gero, Vice-Chairman

PERSONNEL-----Marshall Gero, Chairman; Stephanie DeZalia, Vice-Chairman

PUBLIC SERVICES*-----Maureen -Marsden, Chairman; Robert Dobie, Vice-Chairman

*Veterans, insurance, street lighting, beach, park, cemeteries, buildings, transfer station, animals, economic development, assessors, fire protection contract and publicity.

Justice/Courts-----Gero, Chairman; Marsden, Vice-Chairman

FINANCE & ADMINISTRATION*-----Robert Dobie, Chairman; Stephanie DeZalia, Vice-Chairman

*Town Clerk, Town Board, Tax Collector, Supervisor, elections, zoning, planning, budget officer

HUMAN SERVICES*-----Stephanie DeZalia, Chairman; Maureen Marsden, Vice-Chairman

*Youth services, senior citizens, health, Social Services, ambulance contract, community beautification

Resolution #3 of 2017

Resolved that the following are Official Designations:

OFFICIAL DEPOSITORY: Glens Falls National Bank.

INVESTMENT DEPOSITORY: Glens Falls National Bank, CLASS and such institutions or depositories as the Supervisor may deem to be beneficial and with prior approval of the Board.

OFFICIAL NEWSPAPER: Sun Community News.

So moved by Stephanie DeZalia and seconded by Marshall Gero. All voted "Aye".

Resolution #4 of 2017

Resolved that the following is the Establishment of Salaries for the year 2017:

Supervisor.....	\$20,400
Deputy Supervisor.....	\$750
Town Clerk.....	\$9,125
Registrar.....	\$300
Deputy Town Clerk.....	\$500
(4) Councilmen @\$4,700 each.....	\$18,800
Justice.....	\$21,625
Tax Collector.....	\$5,000
Budget Officer.....	\$1,250
(2) Assessors @ 5,500 each.....	\$11,000
Chairman of Board of Assessors.....	\$8,850

Superintendent of Highways.....	\$42,840
Deputy Supt. of Highways.....	\$600
Animal Control Officer.....	\$800
Zoning and Bldg. Codes Officer.....	\$18.15 per hour
Health Officer.....	\$310
Safety Coordinator.....	\$600

Be it further resolved that paychecks will be issued every two (2) weeks beginning January 5, 2017.

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call Vote: 5-Ayes; 0-Noes; 0-Abstentions.

Resolution #5 of 2017

The establishment of pay scale, benefits and fringe benefits for Highway Department Employees.

Resolved that those classified as Heavy Equipment operators shall be paid Fifteen (\$15.00) Dollars per hour for forty (40) hours per week and after one (1) year of continuous service the pay rate will be seventeen dollars and fifty cents (\$17.50) per hour for forty (40) hours and those classified as Laborers shall be paid fourteen dollars (\$14.00) per hour for forty (40) hours and be it further resolved that overtime pay for the time over forty (40) hours be at time and a half, and

Be it further resolved that paid holidays are as follows: New Year’s Day; Martin Luther King Day; Presidents’ Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Election Day; Veterans’ Day; Thanksgiving Day; the day after Thanksgiving; Christmas Day; and

Be it further resolved that vacations be given as such: after completion of one (1) year – one (1) week; after three (3) years – two (2) weeks; after ten (10) years – three (3) weeks; and after fifteen years – four (4) weeks will be given, accumulated up to two (2) weeks, and

Be it further that sick time for full time Highway Department Employees will be given as seven (7) days per year at the rate of eight (8) hours per day accumulated up to forty (40) days maximum, and two (2) personal days per year, not accumulative. and

Be it further resolved that Highway Department Employees shall be paid every two (2) weeks, and

Be it further resolved that the payroll shall be based on those days worked or entitled to (sick, vacation, etc.) from Monday to Sunday encompassing two (2) weeks and the Superintendent of Highways will have the time sheets to the office

of the Supervisor by 8:00 AM on Tuesday with checks being issued by 11:00 AM on Thursday; and

Be it further resolved that the Town of North Hudson will provide up to two (2) pairs of OSHA-approved steel-toed foot wear for each full-time employee, and the Superintendent of Highways and one (1) pair of OSHA-approved, steel-toed for part-time and/or seasonal employees per year at a cost of no more than One Hundred Dollars (\$100.00) per pair. OSHA-approved foot wear shall be worn on the job at all times, and

Be it further resolved that that Highway employees will receive three (3) hours minimum call-in pay which occurs between November 1 through March 1 for the purposes of snow and ice removal, and

Be it further resolved that the Clerk of the Board is hereby authorized and directed to send a certified copy to this resolution to the Superintendent of Highways.

So moved by Marshall Gero and seconded by Stephanie DeZalia. On roll call vote:5- Ayes; 0- Noes; 0- Abstentions.

Resolution #6 of 2017

Establishment of salaries of other town employees;

Clerk to the Supervisor.....	\$17.20 per hour
Cleaning custodian.....	\$ 9.70 per hour
Landfill attendant.....	\$12.25 per hour
Substitute attendant.....	\$12.25 per hour
Secretary to the Planning Brd; Zoning Brd. Of Appeals And BAR.....	\$12.50 per hour
Court Clerk.....	\$12.75 per hour

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call:5 – Ayes; 0 – Noes; 0 – Abstentions.

Resolution # 7 of 2017

Resolved that the Town Board authorizes the Court Clerk to maintain consistent working hours, Monday through Friday, up to 24 hours.

So moved by Marshall Gero and seconded by Robert Dobie. All voted “Aye”.

Resolution #8 of 2017

Adoption of Policies

The following policies are hereby adopted by the North Hudson Town Board:

- Code of Ethics
- Open Meeting Law Policy

Clean Air Policy
Procurement Policy
Investment Policy

So moved by Stephanie DeZalia and seconded by Marshall Gero. All voted "Aye".

Resolution #9 of 2017

Town Board Meetings

Resolved that the Regular Town Board meetings will, through the year 2017, be held on the third Tuesday of the month at 6:00 PM. Meetings will be held in the North Hudson Town Hall. The dates are as follows: January 17, February 21, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21 and December 19.

Be it further resolved that all Regular Town Board meetings and public hearings will be published at least two (2) weeks prior to the meeting in the Official Newspaper. Special meetings may be called by the Supervisor at any time by giving at least a two (2) day notice in writing to other members of the Board and the Town Clerk, and

Be it further resolved that any town official publishing a legal notice shall keep on file for one (1) year the notice from the newspaper.

So moved by Maureen Marsden and seconded by Robert Dobie. All voted "Aye".

Resolution #10 of 2017

Acknowledgement of Books

Resolved that the Town Board will require that all official books concerning the collection and disbursement of monies be present at the last meeting of the year. These are the books of the Judge, Town Clerk, the Tax Collector and the Supervisor.

So moved by Maureen Marsden and seconded by Stephanie DeZalia. All voted "Aye".

Resolution #11 of 2017

Authorizing the Superintendent of Highways to purchase tools, equipment and repair orders

Resolved that the Highway Superintendent be authorized to expend amounts under One Thousand Dollars (\$1,000) to purchase tools, equipment and work repair orders without the prior approval of the Town Board, but follow the Procurement Policy.

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call: 5–Ayes; 0–Noes; 0–Abstentions.

Resolution #12 of 2017

Authorization to Sign Checks

Resolved the Town Supervisor, or his deputy, be authorized to sign checks in the name of the Town, and

Be it further resolved that the Clerk to the Supervisor has the authorization to get information in regard to any and all accounts at the bank for the purpose of doing his/her job, such as balances, maturity dates and making deposits.

So moved by Stephanie DeZalia and seconded by Marshall Gero. All voted “Aye”.

Resolution #13 of 2017

Marriage Officer Appointment

Resolved to appoint Joseph Provoncha, Essex County Clerk, as Marriage Officer for 2017.

So moved by Robert Dobie and seconded by Maureen Marsden. All voted “Aye”.

Resolution #14 of 2017

Mileage

Resolved that the Town Board does hereby set the standard mileage rate at fifty-three and one-half cents (53.5) per mile, the amount set by the Internal Revenue Service for 2017, for the use of their vehicles while performing official duties, attending schools, conventions, and actual expenses. All mileage is measured from the Town Hall and must be submitted within sixty (60) days of the travel.

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call: 5–Ayes; 0–Noes; 0–Abstentions.

Resolution #15 of 2017

Renting Equipment

Resolved that the Superintendent of Highways be authorized to rent his town equipment to other municipalities.

So moved by Robert Dobie and seconded by Maureen Marsden. All voted “Aye”.

Resolution # 16 of 2017

Filing

Resolved that the Town Board order all Town Officers to place copies of up-to-date certificates and copies of all minutes of official committees of the Board on file in the Town Clerk's office.

So moved by Maureen Marsden and seconded by Stephanie DeZalia. All voted "Aye".

Resolution #17 of 2017

Inventory

Resolved that the Town Clerk shall distribute to all Department Heads inventory sheets each year by November 1, and

Further resolved that each Department Head will have the inventory completed by the Organizational Meeting and copies shall be distributed to Town Board thirty (30) days thereafter.

So moved by Marshall Gero and seconded by Maureen Marsden. All voted "Aye".

Resolution #18 of 2017

Contracts

Ambulance – Authorize the Town Supervisor to contract with the Schroon Lake Ambulance Squad for the Town of North Hudson Emergency Services for the year 2017 in the amount of Sixty-four Thousand Nine Hundred Fifty-three Dollars and ninety-three cents (\$64,953.93).

Fire Protection – Authorize the Town Supervisor to contract with the North Hudson Volunteer Fire Company in the amount of Seventy-eight Thousand Five Hundred Dollars (\$78,500) for the purpose of fire protection.

Medi-Vac – Authorize the Town Supervisor to contract for emergency health evacuation in the amount of One Thousand Dollars (\$1,000).

Senior Citizens Bus – Authorize the Town Supervisor to contract with the Schroon Lake Senior Citizens for full service transportation on the Senior Citizens' van in the amount of One Thousand Five Hundred Dollars (\$1,500).

Animal Care – Designate the SPCA shelter in Westport to be paid a total of Three Hundred Sixty-seven Dollars and twenty cents (\$367.20) per year for sheltering and/or confining dogs as necessary.

So moved by Robert Dobie and seconded by Stephanie DeZalia. On roll call: 5–Ayes; 0–Noes; 0–Abstentions.

Resolution #19 of 2017

Post-audit Payments Authorized

Resolved that the Town Board gives permission to pay telephone, electric, health insurance and postage when the bills come in and that the bills be produced for auditing at the next board meeting.

So moved by Maureen Marsden and seconded by Stephanie DeZalia. All voted "Aye".

Resolution #20 of 2017

Youth State Aid

Resolved that the Town Board authorizes the expenditure of at least One Thousand Dollars (\$1,000) for the Youth Program in order to receive Four Hundred Dollars (\$400) in State Aid.

So moved by Marshall Gero and seconded by Stephanie DeZalia. On roll call vote: 5 – Ayes; 0 – Noes; 0 – Abstentions.

Resolution #21 of 2017

Assoc. of Towns Meeting and Meal Money

Resolved that officials must have prior approval to attend the Association of Towns Meeting and authorize upfront money for meals to any town officer going to an approved conference or training session.

So moved by Robert Dobie and seconded by Marshall Gero. On roll call vote: 5 – Ayes; 0 – Noes; 0 – Abstentions.

Resolution #22 of 2017

Annual Report

Resolved that the Supervisor shall submit to the Town Clerk and to the State Comptroller a copy of the Annual Report of 2016 within sixty (60) days after the close of the year.

The Organizational Meeting ended and the Board immediately opened the

REGULAR TOWN BOARD MEETING

The same people were present for this Board Meeting.

The Town Clerk read the Minutes of the December 20, 2016 Board Meeting.

Stephanie DeZalia moved and was seconded by Maureen Marsden to accept the Minutes as amended. All voted "Aye".

The Town Clerk then read the December 27, 2016 End of the Year Minutes.

Marshall Gero moved and was seconded by Stephanie DeZalia and Maureen Marsden to accept the Minutes as amended. All voted "Aye".

The Supervisor's Financial Report is as follows:

Checking Accounts:

Town of North Hudson	0.10%	\$598,473.85
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General Fund	\$570,486.85		
Fire Dist	\$ 27,987.00		
Highway Fund		0.10%	\$ 513,677.70
Total All Funds			\$1,112,151.64

The Schroon Lake – North Hudson Chamber of Commerce has requested a donation from the Town to the Chamber.

Resolution # 23 of 2017

Resolved that the Town of North Hudson hereby donate to the Schroon Lake - North Hudson Chamber of Commerce the sum of One Thousand Dollars (\$1,000).

So moved by Stephanie DeZalia and seconded by Robert Dobie. On roll call vote: 5–Ayes; 0–Noes; 0–Abstentions.

The wood-burning furnace in the Highway Garage needs to be replaced. Jeff Rushby, who installed the furnace originally, gave an estimate of Twenty-two Thousand Dollars to install a new one. The cost estimate to heat the garage with fuel oil will cost Four – Five Hundred Dollars per month. The decision of the Board is to put it out to bid.

The Highway Superintendent, Kevin Duntley, informed the Supervisor that work needs to be done on Duntley Road, Wonderview Road and at least one mile of Elk Lake Road.

The Supervisor then went over the contents of the Board Members’ Packets.

Eric Caza, who is the Deputy Highway Superintendent, has broken a bone in one of his feet, which leaves the Highway Department short- handed.

Mr. Moore said that the Governor in his State of the State address pledged Thirty-eight Thousand Dollars (\$38,000) to Plattsburgh Airport to put in some up-grades.

Mr. Moore said that he had contacted the lifeguard that we hired last year and who did a great job, Makayla Stockwell, who said that she will come back for this summer season.

The were some complaints that those who are grooming the trails are doing so without lights on and have crossed the road in front of cars.

Resolution #24 of 2017

Resolved that the Supervisor is hereby authorized to sign the contract with Essex County for snow and ice removal on county roads.

So moved by Robert Dobie and seconded by Maureen Marsden . All voted “Aye”.

Resolution #25 of 2017

Resolved that the Supervisor is hereby authorized to sign the Retainer Agreement with the firm of Stanclift, Ludeman, Silvestri and McMorris PC for the year 2017. This agreement is to retain an Attorney to represent the Town in various matters.

So moved by Marshall Gero and seconded by Stephanie DeZalia. All voted "Aye".

Resolution #26 of 2017

Resolved that the Supervisor is hereby authorized to sign the contract with Essex County for the Maintenance of County Roads. This is for actual cost. An itemized bill is submitted.

So moved by Stephanie DeZalia and seconded by Maureen Marsden. All voted "Aye".

Resolution #27 of 2017

Resolved that the Supervisor is hereby authorized to apply for and accept Two Thousand Five Hundred Dollars (\$2,500) from the Regional Office of Sustainable Tourism Enhancement Fund.

So moved by Marshall Gero and seconded by Robert Dobie. On roll call: 5-Ayes; 0-Noes; 0-Abstentions.

Maureen Marsden moved and was seconded by Stephanie DeZalia to pay the audited vouchers. All voted "Aye".

General Fund.....	\$ 3,588.24
Highway Fund.....	\$10,373.49
Total.....	\$13,961.73

The audit of the Judge's report was postponed until the February Meeting.

Stephanie DeZalia moved and was seconded by Maureen Marsden to adjourn the meeting at 7:50 PM. All voted "Aye".

Respectfully submitted,
Sarah Vinskus, Town Clerk

