

**ORGANIZATIONAL MEETING and REGULAR BOARD MEETING  
TUESDAY, JANUARY 19, 2016**

The Organizational Meeting was opened at 6:00 PM by the Supervisor who led the assembly in the Salute to the Flag.

With the Supervisor were Board Members Stephanie DeZalia, Marshall Gero, Robert Dobie and Maureen Marsden. Also present was the Town Clerk Sarah Vinskus.

There were no guests present.

The Clerk read the resolutions aloud:

Resolution #1 of 2016

Appointments

Resolved that the following appointments be made:

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 Town Supervisor
Cynthia Wilson	Deputy Town Clerk
Sarah Vinskus	Town Auditor
Ronald Moore	Budget Officer
Sarah Vinskus	Records Management Officer
Sarah Vinskus	Records Access Officer
Donald Sage	Zoning/Building Codes Officer
Sarah Vinskus	Health Officer
Jean McKee	Safety Coordinator

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

Resolution #2 of 2016

Committees

Resolve that the Town Supervisor appoints committees with the following duties and responsibilities. All members of the Town Board are members of each committee.

Highway – Dobie, Chairman; Gero – Vice Chairman

Personnel – Gero – Chairman; Marsden – Vice Chairman  
Public Services\* DeZalia – Chairman; 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; DeZalia - Vice Chairman  
Finance & Administration\* Dobie, Chairman; Marsden, Vice Chairman

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

Human Services\* Marsden – Chairman; DeZalia – Vice Chairman.

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

So moved by Stephanie DeZalia and seconded by Robert Dobie. All voted “Aye”.

#### Resolution #3 of 2016

Resolved that the following are the Official Designations for the Town of North Hudson:

Official Depository.....Glens Falls National Bank

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

#### Resolution #4 of 2016

Resolved that the following is the establishment of salaries:

Supervisor.....	\$20,400
Deputy Supervisor.....	\$750
Town Clerk.....	\$8,945
Deputy Town Clerk.....	\$500
Registrar.....	\$300
(4) Councilmen @ \$4,600 each.....	\$18,400
Justice.....	\$21,200
Tax Collector.....	\$4,700
Budget Officer.....	\$1,250
(2) Assessors @ \$5,500 each.....	\$11,000
Chairman of Board of Assessors.....	\$7,350

Superintendent of Highways.....	\$42,000
Deputy Superintendent of Highways.....	\$600
Animal Control Officer.....	\$775
Zoning & Building Codes Officer.....	\$17.80 per hour
Health Officer.....	\$310
Safety Coordinator.....	\$600

Be it further resolved that paychecks will be issued every two (2) weeks beginning January 7, 2016.

So moved by Robert Dobie and seconded by Marshall Gero. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

Resolution #5 of 2016

Resolved that the following is the establishment of pay scales, benefits and fringe benefits for Highway Department employees:

Those classified as Heavy Equipment Operators shall be paid Fifteen Dollars (\$15.00) per hour for forty (40) hours per week and after one (1) year of continuous service the pay rate will be seventeen dollars and ten cents (\$17.10) 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 and Christmas Day, and

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

Be it further resolved that sick time for full time Highway Department employees will be seven (7) days per year at the rate of eight (8) hours per day, accumulative 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 the 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 foot wear for part-time and/or seasonal employees per year at a cost of no more than One Hundred Dollars (\$100) per pair, OSHA- approved foot wear shall be worn on the job at all times, and

Be it further resolved that Highway employees will receive three (3) hours minimum call-in pay which occurs between November 1 and 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 of this resolution to the superintendent of Highways.

So moved by Marshall Gero and seconded by Stephanie DeZalia. On roll call: Stephanie DeZalia – Aye; Marshall Gero – Aye; Ronald Moore – Aye; Robert Dobie – Aye; Maureen Marsden – Aye.

Resolution #6 of 2016

Resolved that the following if the Establishment of Salaries of other Town Employees:

Resolved that the following is the Establishment of Other Town Salaries:

Clerk to the Supervisor.....	\$16.85 per hour
Cleaning Custodian.....	\$ 9.00 per hour
Landfill Attendant.....	\$ 12.00 per hour
Substitute Landfill Attendant.....	\$ 12.00 per hour
Secretary to Planning Brd., Zoning Brd. Of Appeals and BAR.....	\$ 12.50 per hour
Court Clerk.....	\$ 12.50 per hour

So moved by Maureen Marsden and seconded by Robert Dobie. On roll Call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye

Maureen Marsden

Aye

Resolution #7 of 2016

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

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

Resolution # 8 of 2016

Resolved to adopt the following policies:

Code of Ethics

Open Meetings Law Policy

Clean Air Policy

Procurement Policy

Investment Policy

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

Resolution #9 of 2016

Resolved that the Regular Town Board meetings will, through the year 2016, 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 19, February 16, March 15, April 19, May 17, June 21, July 19, August 16, September 20, October 18, November 15 and December 20.

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 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 paper.

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

Resolution #10 of 2016

Resolved that there will be an Acknowledgement of the Books

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

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

Resolution #11 of 2016

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

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

Resolution #12 of 2016

Resolved that 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 Marshall Gero and seconded by Robert Dobie. All voted "Aye".

Resolution # 13 of 2016

Resolved to appoint Joseph Provoncha, Essex County Clerk, to be Marriage Officer for 2016.

So moved unanimously by the Town Board. All voted "Aye".

Resolution #14 of 2016

Resolved that the Town Board does hereby set the standard mileage rate at fifty-four cents (\$.54) per mile, the amount set by the Internal Revenue Service for 2016, 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 Maureen Marsden and seconded by Robert Dobie. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye

Maureen Marsden

Aye

Resolution #15 of 2016

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

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

Resolution #16 of 2016

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

Resolution #17 of 2016

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 distributed to the Town Board thirty (30) days thereafter.

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

Resolution #18 of 2016

Resolved that the following are authorized:

Contracts:

Ambulance – The Town Supervisor to contract with the Schroon Lake Ambulance Squad for the Town of North Hudson Emergency Services for the year 2016 in the amount of Fifty-seven Thousand Dollars (\$57,000).

Fire Protection – The Town Supervisor to contract with the North Hudson Volunteer Fire Company in the amount of Seventy-seven Thousand Dollars (\$77,000) for the purpose of fire protection.

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

Senior Citizens Bus – The Supervisor to contract with the Schroon Lake Senior Citizens for full services 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) for confining dogs as necessary.

So moved by Stephanie DeZalia and seconded by Marshall Gero. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

#### Resolution #19 of 2016

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

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

#### Resolution #20 of 2016

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 (\$400.00) in State Aid. So moved by Robert Dobie and seconded by Marshall Gero. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

#### Resolution #21 of 2016

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

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

#### Resolution #22 of 2016

Resolved that the Supervisor shall submit to the Town Clerk and to the State Comptroller a copy of the Annual Report of 2015 within Sixty Days after the close of the year.

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

The Organizational Meeting adjourned at 6:24 PM and the Board then went into the Regular Board Meeting.



The Supervisor called the Meeting to order and led the assembly in the Salute to the Flag.

The assembly remained the same.

The Town Clerk read the Minutes of the December 28<sup>th</sup> Meeting.

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

The Supervisor presented his financial report as of December 31, 2015.

CHECKING ACCOUNTS:

General Fund (Due to Fire Dist. \$24,227)	0.10%	\$ 570,528.67
Highway Fund	0.10%	\$ 530,860.07
TOTAL ALL FUNDS		\$1,101,388.74

The Supervisor went over the contents of the Board Members' packets.

Mr. Moore stated that he had received and signed the Ambulance contract with the Schroon Lake Fire Department for the year 2016. As per agreement, our share is 19%, or \$57,000.

The Highway Department has received the new plow and wing. Snowfall has increased and they have had to increase their workload. As planned, Emmett Thompson started on January 4<sup>th</sup> as Temporary Laborer. He will continue to work as landfill attendant when not needed on the highway. Tony Venner will fill in at the landfill as needed.

The County had the Organizational Meeting and swearing in of a number of Department Heads and their Deputies. Bill Ferebee, Keene's Supervisor was elected as Chairman of the Board of Supervisors and Randy Preston of Wilmington was elected as Vice-Chairman.

Resolution #23 of 2016

The following resolution was offered by Robert Dobie who moved its adoption.

Whereas, the New York State Office of Children and Family Services Mandates in Law 420 Article 16, the Yearly Appointment/Reappointment of a Person To Act As A Representative on the County Youth Board/Planning Committee Take Place, and

Whereas, also in Executive Law 420 Article 16, A Municipality Receiving Office of Children and Family Services Funds must Appoint a Youth Commission.

Now Therefore, Be It Resolved That The Town of North Hudson appoints Ronald Moore, US Route 9, North Hudson, New York, 12855, 532-9834, E-mail- [rmoore1150@aol.com](mailto:rmoore1150@aol.com), Supervisor Town of North Hudson, Representative for the Town of North Hudson On The Youth

Board/Planning Committee And That April Bessey, US Rte. 9, North Hudson, 532-7737, Homemaker, Shall Act As His Alternate.

Be It Further Resolved That The Town Board of The Town of North Hudson Appoints The Following To Serve On The Youth Commission:

Brenda Bessey, US Rte. 9, North Hudson, 532-7914

Doris Colburn, US Rte. 9, North Hudson, 532-7208

Also, Be It Further Resolved, That The Town Board Of The Town Of North Hudson Authorizes The Director Of The Essex County Youth Bureau To Sign Amendments Of No Increase/No Decrease In State Aide For Said Municipality, And That The Director Of The Youth Bureau Has Agreed To Return Copies Of The Amendments To The Municipality, and

Be It Further Resolved That The Clerk Of the Board Shall Submit a Copy Of This Resolution To The Essex County Youth Bureau, Essex County Government Center, Elizabethtown, NY 12932.

This Resolution Was Duly Seconded by Stephanie DeZalia. All voted "Aye".

Resolution #24 of 2016

The Following Resolution Was Offered By Stephanie DeZalia, Who Moved Its Adoption.

Whereas, The Town of North Hudson Has Again Decided To run A Youth Service Program(s), and

Whereas, The Town of North Hudson Has Approved The Appointment Of Its Youth Commission Members, and

Whereas, The Youth Commission Has Been Authorized to Expend At Least \$1,000 To Cover The 50/50 Match Required By The New York State Office Of Children And Family Services, Therefore,

Be It Further Resolved, That The Town Of North Hudson Approved the 2016 Application And Authorizes The Youth Commission to Expend At Least \$1,000 For The 2016 Youth Services Program(s), and

Be It Further Resolved That The Clerk Send A Copy Of This Resolution To The Essex County Community Resources Office, 75333 Court Street, Elizabethtown, NY 12932.

This Resolution was Duly Seconded By Marshall Gero And Adopted.

Resolution #25 of 2016

Resolved that Supervisor is hereby authorized to sign the Control of Snow and Ice on County Roads Contract with Essex County.

So moved by Robert Dobie and seconded by Maureen Marsden. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

Resolution #26 of 2016

Resolved that the Supervisor sign the Lease Agreement as and for a polling site to conduct Primary and General elections.

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

Resolution #27 of 2016

Resolved that the Supervisor is authorized to sign the Retainer Agreement with the firm of Stanelift, Ludeman, Silvestri and McMorris PC for the year 2016. This agreement is to retain an ATTORNEY to represent the Town in various matters.

So moved by Maureen Marsden and seconded by Stephanie DeZalia. On roll call:

Stephanie DeZalia	Aye
Marshall Gero	Aye
Ronald Moore	Aye
Robert Dobie	Aye
Maureen Marsden	Aye

The Board discussed the fact that we need Lifeguards for the summer. The Clerk was instructed to have the ad run in the Sun Community Newspaper.

Robert Dobie moved and was seconded by Marshall Gero to pay the audited vouchers. All voted "Aye".

General Fund	\$ 8,721.79
Highway Fund	\$ 13,324.88
Total	\$22,046.67

The Board decided to defer the auditing of the Judge's financial report.

Stephanie DeZalia moved and was seconded by Robert Dobie to adjourn the Meeting at 7:45 PM. All voted "Aye".

Respectfully Submitted, Sarah Vinskus, Town Clerk

