

**TOWN OF NORTH HUDSON  
ORGANIZATIONAL AND REGULAR BOARD MEETING  
TUESDAY, JANUARY 16, 2018**

The Supervisor opened the Meeting 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. Also present was the Town Clerk, Sarah Vinskus.

The sole guest present was Tammy Brown.

The Supervisor read the Resolutions one by one and each was voted upon by the Board.

Resolution #1 of 2018

**Appointments**

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

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

Resolution #2 of 2018

Resolved 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; DeZalia, Vice Chairman

PUBLIC SERVICES\*..Marsden, 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; Marsden, Vice Chairman

FINANCE & Administration\* ..Dobie, Chairman; DeZalia, Vice Chairman

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

HUMAN SERVICES... DeZalia, Chairman; Marsden, Vice Chairman

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

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

Resolution #3 of 2018

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 Robert Dobie and seconded by Stephanie DeZalia. All voted "Aye".

Resolution #4 of 2018

ESTABLISHMENT OF SALARIES

Supervisor.....	\$20,400
Deputy Supervisor.....	\$750
Town Clerk.....	\$9,305
Registrar.....	\$300
Deputy Town Clerk.....	\$500
(4) Councilmen @\$4,800..	\$19,200
Justice.....	\$22,050
Tax Collector.....	\$5,100
Budget Officer.....	\$1,250
(2) Assessors @ \$5,600.....	\$11,200
Chairman of Brd. Assessors	\$9,025
Supt. of Highways.....	\$43,700

Deputy Supt. Highways.....\$600  
Animal Control Officer.....\$825  
Zoning & Bldg. Codes Officer. \$18.50 per hour  
Health Officer.....\$310  
Safety Coordinator..... \$600

Be it further resolved that paychecks will be issued every two (2) weeks beginning January 4, 2018.

So moved by Stephanie DeZalia and seconded by Maureen Marsden.  
On roll call: Ayes -5; Noes – 0; Absentees -0.

Resolution #5 of 2018

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

Resolved that those classified as Heavy Equipment Operators shall be paid \$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 eighty-five cents (\$17.85) 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 hours (40) 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 Day and 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) year –three (3) weeks and after fifteen (15) years –four weeks will be given, accumulated up to two (2) 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, accumulated to forty (40) days maximum and two (2) personal days per year (not accumulative), and

Be it further resolved that Highway 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 of Tuesday with the checks 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 footwear 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 purpose of ice and snow 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 Robert Dobie and second by Marshall Gero. On roll call vote: Ayes -5; Noes -0; Absentees -0.

#### Resolution #6 of 2018

##### Establishment of Salaries of Other Town Employees

Clerk to the Supervisor.....	\$17.55 per hour
Cleaning custodian.....	\$10.40 per hour
Landfill Attendant.....	\$12.50 per hour
Substitute Attendant.....	\$12.50 per hour
Secretary to the Planning Board, Zoning Board of Appeals, and BAR	\$12.50 per hour
Court Clerk.....	\$13.00 per hour

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

#### Resolution # 7 of 2018

Resolved that the Town Board authorizes the Court Clerk to maintain consistent working hours, Monday through Friday, up to thirty (30) hours.

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

#### Resolution #8 of 2018

##### ADOPTION OF POLICIES

- Code of Ethics
- Open Meetings Law Policy
- Clean Air Policy
- Procurement Policy
- Investment Policy

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

#### Resolution #9 of 2018

##### Town Board Meetings

Resolved that the Regular Town Board Meetings will, through the year 2018, 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 16, February 20, March 20, April 17, May 15, June 19, July 17, August 21, September 18, October 16, November 20 and December 18.

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 year the notice from the newspaper.

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

#### Resolution #10 of 2018

##### 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 Judges, Town Clerk, Tax Collector and Supervisor.

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

#### Resolution # 11 of 2018

Authorizing the Highway Superintendent 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 repair orders without the prior approval of the Town Board, but follow the Procurement Policy.

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

#### Resolution # 12 of 2018

Authorization to sign checks.

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 Clerk to the Supervisor has 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 Maureen Marsden. All voted "Aye".

#### Resolution #13 of 2018

##### Marriage Officer Appointment

Resolved to appoint Joseph Provoncha, Essex County Clerk, to be Marriage Officer for 2018.

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

#### Resolution #14 of 2018

##### Mileage

Resolved that the Town Board does hereby set the standard mileage rate at fifty-four and one-half cents (54.5) per mile, the amount set by the Internal Revenue Service for 2018, 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 Stephanie DeZalia and seconded by Maureen Marsden. On roll call vote: Ayes – 5; Noes – 0; Absentees -0.

#### Resolution #15 of 2018

##### Renting Equipment

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

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

#### Resolution #16 of 2018

##### Filing

Resolved that the Town Board order all town officials to place copies of up-to-date certificates and copies of all minutes of official committees of the Board on file in the Town Clerks Office.

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

#### Resolution #17 of 2018

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

Be it further resolved that each Department Head will have the inventory completed by the Organizational Meeting and copies shall be 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 2018

##### 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 2018 in the amount of sixty-eight thousand, five hundred thirty-four dollars and 94cents (\$68,534.94).

Fire Protection – Authorize the Town Supervisor to contract with the North Hudson Volunteer Fire Company in the amount of eighty thousand dollars (\$80,000) 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 Citizen Bus – Authorize the Town 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 of Westport to be paid a total of three hundred sixty-seven dollars and 20 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 vote: Ayes – 5; Noes – 0; Absentee – 0.

#### Resolution #19 of 2018

##### 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 Town Board Meeting.

So moved by Stephanie DeZalia and seconded by Maureen Marsden. On roll call vote: Ayes – 5; Noes – 0; Absentee -0.

#### Resolution #20 of 2018

##### Youth State Aid

Resolve that the Town Supervisor authorize 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 Robert Dobie. On roll call vote: Aye -5; Noes – 0; Absentee – 0.

Resolution #21 of 2018

Association of Towns Meeting and Meal Money

Resolve 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 Stephanie DeZalia and seconded by Marshall Gero. On roll call vote: Ayes -5; Noes -0; Absentee -0.

Resolution #22 of 2018

Annual Report

Resolved that the Supervisor shall submit to the Town Clerk and to the State Comptroller a copy of the Annual Report of 2017 within sixty days (60) after the close of the year.

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

The Organizational Meeting adjourned at 6:40 PM and went into the Regular Town Board Meeting at 6:45 PM.

The same Board Members, Clerk and guest were present.

The Clerk read the Minutes of the Public Hearing and Regular Town Board Meeting held on Thursday, December 19, 2017.

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

The Clerk then read the End of the Year Minutes of Thursday, December 28, 2017.

Robert Dobie moved and was seconded by Stephanie DeZalia to accept the Minutes as amended. All voted “Aye”.

The Supervisor’s Financial Report as of December 31, 2017 is as follows:

Checking Accounts:

General Fund	\$597,602.61	0.10%	\$ 625,767.61
Fire Dist.	\$28,165.00		
Highway Fund		0.10%	\$ 467,851.54
Total All Funds			\$1, 093,619.15



There have been some problems with the Highway Department pellet boiler. Mr. Moore said that he was told that they suspect the problem to be in the pre-existing flat plate heat exchanger or the pump feeding it. The plan is to replace both and they expect to return this week. We have had no hot water in the garage at all and the roof leaks around the new chimney. Kevin has tried caulking for now but more repairs will need to be done in the spring.

Mr. Moore and Mr. Dobie, along with the Attorney for the Town, John Silvestri attended a meeting with DEC regarding the Conservation Easement. Mr. Silvestri made some recommendations as to the language and is satisfied with the Conservation Easement as written with those changes.

Resolution #23 of 2018

Resolution authorizing the Town Supervisor to execute a Conservation Easement Agreement with the Department of Conservation for the Development of a Public Recreational Facility Which Would Include a Public Campground Area, Equestrian area, Day Use Area and Caretaker Area in the Town of North Hudson, New York.

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

There will be a Seniors' luncheon at the firehouse on Wednesday, January 31 at approximately 11:00 AM.

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

Neither the Highway Department nor the County had anything to report.

The Planning Board will meet at 6:00 PM on January 23<sup>rd</sup> to review the site plans for the Paradox Brewery Project.

Jean McKee, the Clerk to the Supervisor, has decided to retire in March. Mr. Moore said that he had placed a notice in the Sun Community News seeking applicants for the position and that he is *forming a committee of himself, Mr. Dobie, Mrs. DeZalia and Jean to interview the candidates. Jean will be sorely missed.*

Mr. Moore attended the APA Meeting where the APA approved the plan for development of the campground, day use and equestrian areas. Mr. Moore said that he was told construction would begin in February. They will close Frontier Town Road from just south of the Kiosk to the junction with Route 9. They have also asked to use the large parking lot as a staging area where they will have 5 or 6 trailers placed. Mr. Moore has asked Mr. Duntley, the Highway

Superintendent, to plow the parking lot to facilitate the moving of the trailers on site.

Mr. Moore said that he was notified by the State that they will be doing an audit of the Town books and that he had given a copy of the things that will be reviewed to the Town Justice, Town Clerk, Tax Collector and the Clerk to the Supervisor.

Mr. Moore said that the RDA program requires periodic updates. He went on that the Town has received an offer to pre-pay for program updates that would download the programs and run updates with each new release. The agreement is for 12 sets of programs and last in the 1.5 to 2 year range for a cost of \$550.00.

#### Resolution #24 of 2018

Resolved to authorize the Supervisor to enter into an agreement with RDA for prepaid program updates at a cost of \$550.00.

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

Mr. Moore said the Town had received notice that the Town is required to appoint/reappoint a person to act as a representative on the County Youth Board/Planning committee. Also because we receive NYS OFCS funds we must appoint a Youth Commission and designate our Youth Commission Chairperson. Mr. Moore asked Mrs. DeZalia to look into this because she so ably stepped in and ran the Memory Tree and Children's Christmas party.

Mr. Moore said that he had received a letter and \$250.00 donation from Burnham Benefit Advisors. They asked that we use this donation for a Town Project, program or Town service most deserving. Mr. Moore suggested adding this money to the monies received from the Memory Tree for future events and may be combined with the Seniors' account that has been inactive for several years.

Mr. Moore said that last year they had discussed the purchase of a new loader. Mr. Moore continued that if that is the intent then he would ask the Highway Committee of Robert Dobie and Marshall Gero the process and bring their recommendations to the board after discussing with Kevin Duntley, the Highway Superintendent, the options.

#### Resolution #25 of 2018

Resolved authorizing the Supervisor to sign the subcontract for support services to New York State in connection with control of snow and ice on State Highways

So moved by Maureen Marsden and seconded by Stephanie DeZalia. On roll call vote: Ayes – 5; Noes -0; Absentee -0.

Resolution #26 of 2018

Resolved that the Supervisor is hereby authorized to sign the lease agreement for poll sites.

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

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

Marshall Gero moved and was seconded by Robert Dobie to accept the audit of the Judge’s Financial Report. All voted “Aye”.

Robert Dobie moved and was seconded by Maureen Marsden to adjourn the Board Meeting at 7:30 PM. All voted “Aye”.

Respectfully submitted,  
Sarah Vinskus, Town Clerk

