

TOWN OF NORTH HUDSON
ORGANIZATIONAL MEETING
THURSDAY JANUARY 2, 2020
10:15 am

Meeting was called to order by Supervisor DeZalia at 10:15 a.m.

Salute to The flag was waived as already done.

Also present Jean McKee, Michael Marsden.

Meeting began by the swearing in of the New Board Member Brian Caza and reelected Board Member Maureen Marsden who then took their seat on the Board.

Also sworn into their reelected and appointed positions Michael Marsden chairman Board of Assessors and Jean McKee as Deputy Town Clerk/Registrar.

Resolution #3 - 2020

Appointments

Joseph Provoncha..... Historian
Michael Marsden..... Chairman of Board of Assessors
Sarah Potter..... Dog Control Officer
Martha King.....Registrar
Jean McKeeDeputy Registrar
Kenneth FosterDeputy Highway Superintendent
Marshall GeroDeputy Town Supervisor
Jean McKee..... Deputy Town Clerk
Martha King Town Auditor
Stephanie DeZalia.....Budget Officer
Martha King..... Records Management Officer
Martha King.....Records Access Officer
Jon Sencal.....Zoning/Building coses
Martha King.....Health Officer
Cassandra D'Agostino..... Safety Officer

So moved by Maureen Marsden seconded by Marshall Gero.

Adopted upon roll call vote. Ayes -5 Noes 0

Resolution #4 - 2020

Resolve that the town supervisor appoints committees with the following duties and responsibilities. All members of the town board are members of committee:

Highway.....Gero, Chairman; Caza, Vice Chairman

Personal.....Dobie, Chairman; Caza Vice Chairman

Public Services*Gero, Chairman; Marsden, Vice chairman

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

Justice/Courts..... Marsden; Chairman, Dobie; Vice Chairman

Finance & Administration*...Dobie, Chairman; Gero, Vice Chairman

*Town Clerk, Town Board, Tax Collector, Supervisor, elections, zoning, planning, Budget Officer

Human Services* Marsden, Chairman; Caza, Vice Chairman

*Youth, senior citizen, health, Social Services, ambulance contract, community beautification

So moved by Maureen Marsden seconded by Stephanie DeZalia .

Adopted upon roll call vote: Ayes -5 Noes 0

Resolution #5 - 2020

Official Designations:

Official Depository.....

Glens Falls National Bank

Investment Depository...Glens Falls National Bank, NYCLASS institutions or as the Supervisor may deem to be beneficial and with prior approval of Town Board.

Official Newspaper...Sun Community News

So moved by Marshall Gero and seconded by Brian Caza

Adopted upon roll call vote: Ayes-5 Noes-5

Resolution #6 - 2020

Establishment of Salaries:

Supervisor..... \$ 23,500.00

Deputy Supervisor.....\$750.00

Town Clerk/Tax Collector\$15,000.00

Registrar..... \$300.00

Deputy Town Clerk..... \$500.00

(4) Councilmen@\$4,998 each.....\$19,992.00

Justice..... \$22,950.00

Budget Officer..... \$1,500.00

(2) Assessors@ \$5,814..... \$11,628.00

Chairman of Board of Assessors.....\$9,384.00

Superintendent of Highways.....\$45,500.00

Deputy Supt. Of Highways.....\$600.00

Animal Control Officer..... \$870.00

Zoning & Bldg. Codes Officer..... \$ 19.23 per hr.
Health Officer \$310.00
Safety Coordinator.....\$600.00

Be it further resolved that paychecks will be issued very two (2) weeks beginning January 3, 2020.

So moved by Robert Dobie, seconded by Brian Caza.

Adopted upon a roll call vote: Ayes -5 Noes 0

Resolution #7 - 2020

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 dollars (\$15.00) per hour for forty (40) hours per week and after one (1) year of continuous service the pay rate will be eighteen dollars and eighty-seven cents (\$18.87) per hour for forty (40) hours and those classified as Laborers shall be paid fourteen dollars and .25 cents (\$14.25) per forty 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, Christmas Day and one floating holiday 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 after 15 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 personal days per year (not accumulative) and

Be it further resolved the Highway Department employees shall be paid every two 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 or entitled to (sick, vacation, etc.) and the Superintendent of Highways will have the time sheets to the office of the Supervisor by 8 a.m. on Tuesday with the checks being issued by 11 a.m. 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 OSHA-approved 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 footwear shall be worn on the job at all times, be it further resolved that Highway employees will receive three (3) hours minimum call in pay which occurs between November through March 1, for the purpose 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 by seconded Brian Caza.
Adopted upon a roll call vote: Ayes -5 Noes 0

Resolution # 8 - 2020

Establishment of salaries of other town employees:

Clerk to the Supervisor..... \$ 16.93 per hour
Cleaning custodian..... \$ 11.80 per hour
Landfill attendant \$13.01 per hour
Substitute attendant\$12.50 per hour
Secretary to the Planning Bd.,
Zoning Bd. Of Appeals & BAR... \$ 12.50 per hour
Court Clerk..... \$ 13.52 per hour
So moved Marshall Gero and by seconded Brian Caza.
Adopted upon roll call vote: Ayes-5 Noes -0

Resolution # 9 - 2020

Resolved that the Town Board authorizes the Court Clerk to maintain consistent working hours, Monday through Friday. Up to 30 hours.
So moved Maureenll Marsden and seconded by Marshall Gero.
Adopted by roll call vote: Ayes 5 Noes -0

Resolution #10 - 2020

Adoption of Policies

Code of Ethics
Open Meeting Law Policy
Clean Air Policy
Procurement Policy
Investment Policy

So moved Robert Dobie seconded by Marshal Gero.
Adopted by roll call vote: Ayes -5 Noes- 0

Resolution #11 – 2020

Town Board Meetings

Resolved that the Regular Town Board meetings will, through the year 2020, be held on the third Tuesday of the month at 6: 00pm..Meetings will be held in the North Hudson Town Hall. The dates are as follows: January 21, February 18, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, and December 15.
Be it further resolved that all Regular Town Board meetings and public hearings will be published at least two (2) week prior to the meeting in the Official Newspaper, on the town website and/or sign board. 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 Maureen Marsden and seconded by Brian Caza.

Adopted by roll call vote: Ayes- 5 Noes -0

Resolution # 12 - 2020

Acknowledgement of the Books

Resolved that the town board will require that 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 it by Maureen Marsden.

Adopted by roll call vote: Ayes – 5 Noes- 0

Resolution #13 – 2020

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 (\$1,000.00) to purchase tools, equipment and repair orders without the prior approval of the Town Board, but follow Procurement Policy.

So moved by Maureen Marsden and seconded by Robert Dobie.

Adopted by roll call vote: Ayes- 5 Noes- 0

Resolution #14 - 2020

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 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 Robert Dobie and seconded by Brian Caza.

Adopted by roll call vote: Ayes – 5 Noes- 0

Resolution # 15 - 2020

Marriage Officer Appointment

Resolved to appoint Joseph Provoncha, Essex County Clerk, to be Marriage Officer for 2020

So moved by Robert Dobie and seconded by Maureen Marsden.

Adopted by roll call vote: Ayes -5 Noes- 0

Resolution # 16 - 2020

Mileage

Resolved that the Town Board does hereby set the standard mileage rate of \$.575 the amount set by the Internal Revenue Service for 2020, for the use of their vehicles while performing official duties, attending schools, convention and actual expenses. All the mileage is measured from the Town Hall and must be submitted within sixty (60) days of the travel.

So moved by Maureen Marsden seconded Marshall Gero.
Adopted by roll call vote Ayes- Noes- 0

Resolution #17 - 2020

Renting Equipment

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

So moved by Stephanie DeZalia seconded Marshall Gero.
Adopted by roll call vote: Ayes- 5 Noes- 0

Resolution #18- 2020

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 Stephanie DeZalia seconded by Marshall Gero.
Adopted by roll call vote: Ayes -5 Noes -0

Resolution # 19 – 2020

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 the town board thirty (30) days thereafter.

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

Resolution # 20 – 2020

Contracts

Fire Protection-

Authorize the Town Supervisor to contract with the North Hudson Volunteer Fire Company in the amount of eighty-four thousand dollars (\$84,000.00) for the purpose of fire protection.

Senior Citizen Bus –

Authorize the Town Supervisor to contract with the Schroon Lake Senior Citizens for full services transportation on the Senior Citizen's van in the amount of One-Thousand Five hundred dollars (\$ 1,500.00).

Motion to move by Brian Caza seconded by Robert Dobie.

Adopted by roll call vote: Ayes – 5 Noes - 0

Resolution # 21 – 2020

Post –Audit payments authorized

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.

Motion to move Marshall Gero seconded by Robert Dobie.
Adopted by roll call vote: Ayes – 5 Noes – 0

Resolution #22 - 2020

Youth State Aid

Resolved that the Town Board authorizes the expenditure of at least one thousand dollars (\$1,000.00) for the Youth Program in order to receive four hundred dollars (\$400.00) in State Aid.

Motion to move by Maureen Marsden seconded by Robert Dobie. Adopted by roll call vote:
Ayes – 5 Noes – 0

Resolution # 23 – 2020

Association of Towns Meeting and Meal Money

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

Motion to move by Maureen Marsden and seconded by Brian Caza.
Adopted by roll call vote: Ayes -5 Noes – 0

Resolution #24 – 2020

Annual Report

Resolved that the Supervisor shall submit to the Town Clerk and to the Comptroller a copy of the Annual Report of 2019 within sixty (60) days after the close of the year.

Motion to approve Marshall Gero seconded Brian Caza.
Adopted by roll call vote: Ayes -5 Noes -0

Motion to adjourn made by Robert Dobie seconded by Marshall Gero.
All voted Aye.
Meeting adjourned 10:55 am

Respectfully submitted,
Martha M. King
Town Clerk

