

**Town of North Hudson
Regular Board Meeting
January 20, 2022
6 pm**

The regular January 2022 Town Board meeting was called to order at 6:10 pm. Present were Councilman B. Caza, Councilman L Koller, Supervisor S. DeZalia, Councilwoman M. Marsden, Councilman B. DeZalia and Town Clerk Martha King. No guests were in attendance.

The Salute to the flag was done at the 4pm meeting.

Approve the minutes

*Motion to approve the minutes of the December 14, 2021 Special Board Meeting for the purpose of Diesel Bid.

Moved by Councilwoman Marsden and seconded by Councilman B. DeZalia

All in favor

Ayes -5, Noes-0

*Approve the minutes of the December 14, 2021 Special Board Meeting (Employee Handbook Workshop) as amended.

Moved by Councilwoman Marsden Second by Councilman B.DeZalia

All in favor

Ayes-5, Noes- 0

*Approve the minutes of the December 21, 2021 Regular Board Meeting as amended.

Moved by Councilwoman Marsden Second by Supervisor S. DeZalia

All in Favor

Ayes-5, Noes-0

*Approve the minutes of the December 31, 2021 Year End as amended.

Moved by Councilwoman Marsden Second by Supervisor S. DeZalia

All in favor

Ayes-5, Noes-0

Supervisor's Financial Report

As of December 31, 2021

Checking Accounts

Town of North Hudson Checking	0.10%	\$ 546,462.89
General Fund		\$ 513,492.89
Fire District		\$ 32,970.00
Highway Fund Checking	0.10%	\$ 640,195.07
<u>Total All Funds</u>		<u>\$ 1,186,657.96</u>

Old Business

A. Association of Towns meeting that is usually in NYC will be virtual again this year. The dates are Feb. 20-23rd. Rates are \$100 per person. Interested officials are urged to get signed up ASAP if planning to attend.

B. ARPA (American Rescue Plan Act) funding reports will be due for towns by April 30th. The County has approved for a disbursement to each town from their ARPA funds. North Hudson will put these funds in our special account that our other \$11,000 amount went into.

It was explained that the Town will need to sign a Sub-Recipient Agreement with the County to receive the funds in order to provide the County with proper documentation for their required Federal reporting. Once the agreement is done a resolution will be needed to enter into the agreement and to except the funds coming from the county. The County has contracted with a firm to help with the reporting of these funds and the towns can piggy back off from that contract if need be. These funds have very specific uses and we will have to start making a plan for them.

C. Annual Audit of the Justice Court is due to Unified Court Systems by March 1, 2022. The Justice Court committee needs to get that final Audit report done so it can be mailed to them with Resolution #124 of 2021 we did at Year End meeting.

New Business

The contents of the Board packets include the Supervisor's financial report, Vendor payments report, Revenue summary report, Expenditures Summary Report, the monthly Justice report, the Town Clerk's monthly report, the Town's monthly bank reconciliation's.

A. Departmental Reports:

Highway-

Highway Superintendent Foster is eager to meet with the Highway Committee to start making a plan for that department priorities are equipment purchase, department planning and the County Road Contract. The committee was reminded that whenever they meet with the Highway Superintendent to keep proper minutes of the meeting as the committee will be required to report back to the full board as to the discussions of the committee. The minutes are required to be filed with the Town Clerk.

Transfer Station-

The landfill attendant Tony Venner has had to make several calls to Serkil to get the containers picked up when they are full. He is going to start calling them when they are ¾ full to get it scheduled ahead.

Codes Dept.:

Jon Senecal has provided the board with his annual report. We had estimated 2021 revenues from this department to be \$1500 and you can see that we came in at a little more than that at \$2533

Supervisors Clerk:

Cassandra D'agostino is still learning the new Williamson software and working out the kinks. She will be closing out 2021 and then starting on the AUD for the State.

She was asked if she and Jan would continue as Youth Commission Chairperson and Alternate and they have agreed.

Resolution #24 of 2022

The following Resolution was offered by Councilwoman Marsden, who moved for its adoption.

Whereas, the Town of North Hudson has again decided to run a youth service program; and

It hereby wishes to appoint Cassandra D'Agostino as Youth Commission Chair, with Jan Talarico as her Alternate; and Whereas, the Chair or Alternate must attend four County Youth Board Planning Committee meetings throughout the year; and

Whereas, the youth commission has been authorized to expend up to \$1500. In accordance to the 2022 budgeted Joint Youth Program contractual fund; and

Whereas, the Town of North Hudson has budget for Youth Program Personal Services in the amount of \$5,000; and

Be it further resolved, that the clerk of the Town of North Hudson send a copy of this resolution to the Essex County Youth Bureau, 7553 Court Street, Elizabethtown, NY 12932.

This resolution was duly seconded by Councilman L Koller and was adopted.

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

Courts:

Court Clerk Donna Moses is settling into the clerks position and working on getting her required OCA training. Her hours are M-Th 7:00am-3:30pm with half hour lunch.

Judge Duntley t requested the Supervisor take a look at the toilets there and it was determined there definitely is a need to do something there with water. The water in the sink and toilet are very rusty colored. The Town may need a filter system and possibly need to replace toilets. Also a water cooler will be placed there so there is drinking water available to employees and visitors to the court.

Larry Carroll spoke to the Supervisor regarding the courthouse generator. He has been working on the generator up and finally got the clock working. There is still a problem with the starter is staying on. He also indicated although the generator is 23 years old, he would repair this one before getting a new one.

Assessor/BTi:

Mike Marsden informed Supervisor DeZalia that BTI is being handled a little differently this year. Instead of getting it delivered to each individual location in individual jugs, it is now being delivered in bulk. The Town of Colton will house the bulk storage and Mike will need to take his jugs from last year up there to fill them. He will need 40 gallons at \$42.00 gallon.

For a total of \$1680 dollars. We have budgeted for this.

Resolution # 25 of 2022

It is hereby resolved that Mike Marsden, Insect Control Officer, have permission to enter into contract with the Town of Colton for the purchase of 40 gallons of BTI at a rate of \$42.00 a gallon with a total cost of \$1680; and

Whereas, he also be entitled to mileage for such trip(s) to acquire said supply of BTI.

Moved by Councilman B. DeZalia seconded Councilman Koller

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

B. County Reports:

1. Shaun Guilderland and Linda Beers continue to keep us all informed of the ever changing COVID protocols.
2. A resolution was brought forth to include the County Coroners for the Premium Pay incentive. If approved at the regular board meeting, that would have every qualified County employee (full time and part time), every County Department Head (hired or elected), every management confidential appointee and the part time Coroners receiving the up to \$2000 Premium Pay/Vaccine incentive paid through the ARPA funds. It was noted that no Town Supervisors received it.

C. North Country Living Magazine

Supervisor S. DeZalia received an email from Jenni Lou of the Sun to renew our ad in the North Country Living Magazine Spring edition. The cost last year was \$261. They

have a 10% increase this year for a cost of \$285. With a few minor changes, I would like permission to place the advertisement in the magazine.

Resolution #26 of 2022

Resolved for the Supervisor to place the 3 block ad in the Spring Edition of the North Country Living Magazine to run in March 2022 for the cost of \$285.00.

Moved by Councilwoman Marsden second by Councilman B. DeZalia

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

D. Assessors

There is a two year (2022-2023) unexpired term open. Supervisor DeZalia has spoken to Board of Elections and Chairman of the Board of Assessors, Mike Marsden, regarding the vacancy. The town board is not required to appoint someone to this vacant position however it is required to appear as an unexpired term on the ballot this year. If no one chooses to file a petition, then it would still appear with no candidate's name. In that case, if there was any name written in as a write in that person would win the race. If that were to happen, the person elected into the assessor position would have 1 year left on the unexpired term and have to immediately in March of 2023 have to petition for the election in November of 2023. They would be required to do the extensive training for this position. There was discussion regarding this vacancy. Supervisor S. DeZalia will advertise it on the website and on FB.

E. Vacancies Planning Board and BAR

Supervisor S. DeZalia addressed the Board of vacancies on the Planning Board and the Board of Assessment Review. They need 2 more members for BAR and a minimum of 3 for Planning. It was noted that a full board consists of 5 members. The Town Clerk and the Supervisor have checked around and most towns are now offering a stipend for these positions as it is difficult to find volunteers for these boards. Supervisor S. DeZalia and the Board discussed various ways compensation could be made including per meeting amount, or an annual amount, and an amount for training. Jon Senecal has a matter that needs to come before a planning board.

BAR members do have a required training and usually meet once in May on Grievance Day. Supervisor DeZalia explained that there is a small amount of budgeted funds in contractual for planning that could be used for the Planning Board and that the BAR could come out of the Assessor Contractual for this year. This will be addressed at budget time 2023.

Discussion:

Resolution #27 of 2022

Resolution authorizing the Town Supervisor to advertise for the openings on the Planning and BAR boards; and

Further offer a compensation to appointed members of such boards in the amount of \$300 for Planning Board and \$200 for BAR; and

To allow for compensation of mileage to any remote required training.

Moved by Councilman Koller seconded by Councilwoman Marsden

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

Abstracts

Motion to Approve abstracts for General and Highway funds.

Motion Councilwoman Marsden seconded by Councilman Koller

Discussion:

Lengthy discussion on vouchers for Highway Department also adhering to the Procurement Policy. Discussion on lack of proper record keeping and on possibly adding a part time position of clerk/bookkeeper for this department.

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

Judges Financial Report

Motion to approve the Judges financial report by Councilwoman Marsden and seconded by Councilman B. DeZalia

Roll Call:

B. Caza- Aye, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

Privilege of the Floor

No discussion

Executive Session

Motion to go into Executive session for personnel by Supervisor S. DeZalia second by Councilwoman Marsden at 8:00pm

All in Favor

Ayes-5, Noes-0

Motion to come out of Executive session at 8:48pm

Moved by Supervisor S. DeZalia seconded by Councilman B. DeZalia

All in favor.

Ayes-5, Noes-0

*Action Taken:

Public Sector HR Consultanats will do a letter to all Town employees explain changes effecting benefits.

Supervisor DeZalia will discuss with Landfill Attendant Tony Venner about changing the transfer station hours.

Adjournment.

Motion to adjourn at 8:51 pm

Moved by Councilwoman Marsden second by Councilman Koller

All in Favor

Ayes-5, Noes-0

Respectfully submitted

Martha M. King

Town Clerk