

**Town of North Hudson
Organizational Meeting
Thursday, January 20, 2022
4:00 pm**

Present were Supervisor Stephanie DeZalia, Councilman Marshall Caza, Councilman Larry Koller, Councilwoman Maureen Marsden, Councilman Brian DeZalia & Town Clerk Martha (Candy) King.

No guests present.

Call to Order-

Supervisor DeZalia called the meeting to order at 4:08pm and led in the pledge to the Flag.

Supervisor DeZalia opened the Organizational meeting by welcoming Councilman Larry Koller and Councilman Brian DeZalia.

Supervisors Message

“2021 was yet again, an interesting year. Another for the books as we continue to be deep in the effects of the COVID-19 health crisis. We continue to be faced with new challenges daily. Here in the North Country we are seeing unprecedented case numbers and many have suffered great loss. Our daily lives have been altered. People are still without work, businesses and employers are finding it hard to fill vacant positions for various reasons, there are shortages of resources and the ability to get the resources to those in need have been challenged. We will continue to stand by each other, to support one another and to help each other through this global pandemic. We will continue to do our part in staying safe, providing information and services to those in need and by doing what is necessary to get us all closer to living the lives we once knew. This may be our new normal, we can either choose to embrace it and live within it, or we can choose to fall victim of its rampage on our way of living. I will not choose the later. I remain, as always, optimistic about our towns future and all of it’s potential. I will continue to do my best to do what is in the best interest of our town and its community members. We have work to do in 2022. I am thankful for the support of the seasoned members of the board and I look forward to the new work we can do with our new members.

Anyone in the community experiencing any type of difficulty, please reach out to me and we will see how we can help or find the needed resources to help.”

Resolution # 1 of 2022

Whereby, the Town of North Hudson Board does hereby approve the appoint of the follow appointees to the said listed positions effective immediately for a term to end December 31, 2022.

2021 Appointments

Joseph Provoncha.....Historian
Michael Marsden.....Chairman of Board of Assessors
Sarah Potter..... Dog Control Officer
Martha King.....Registrar
Cassandra D’Agostino.....Deputy Registrar

Emmett Thompson.....Deputy Highway Superintendent
 Maureen Marsden.....Deputy Town Supervisor
 Sarah St Onge.....Deputy Town Clerk
 Martha KingTown Auditor
 Stephanie DeZalia.....Budget Officer
 Martha King.....Records Management Officer
 Martha KingRecords Access Officer
 Jon Senecal.....Zoning/Building Codes
 Martha King..... Health Officer
 Cassandra D’Agostino.....Safety Coordinator

Resolution moved by Supervisor DeZalia, Seconded by Councilwoman Marsden
 Roll Call:

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

Resolution # 2 of 2022

Resolve that the Town Supervisor shall appoint committees with the following duties and responsibilities. All members of the Town Board are members of 3 committees and are set forth as follows:

Chairman **Vice Chairman**

Highway Brian DeZalia (C) Larry Koller B. Caza to help
 Equipment planning, Infrastructure plans, Monthly board report,

Personnel Maureen Marsden (C) Brian Caza
 Policies and Contracts

Public Services*** Brian Caza (C) Larry Koller
 Veterans, insurance, street lighting, beach, park, cemeteries, buildings, transfer station, animals, economic development, assessors, fire protection contract, and publicity.

Justice/Courts Brian Caza (C) Maureen Marsden
 Quarterly audit, Annual Audit, Monthly bank rec

Finance & Administration * Larry Koller (C) Brian DeZalia
 Marsden to help
 Town Clerk, Town Board, Tax Collector, Supervisor, elections, zoning, planning, budget officer

Human Services Maureen Marsden (C) Brian DeZalia
 Youth, senior citizens, health, Social Services, ambulance contract, community beautification.

To summarize:

Brian Caza- Public Services-Chair, Courts-Chair, Personnel
 Maureen Marsden- Personnel-Chair, Human Services-Chair, Courts
 Brian DeZalia- Highway-Chair, Finance/Admin, Human Services
 Larry Koller- Finance/Admin-Chair, Highway, Public Services

So moved by Councilwoman Marsden and Seconded by Councilman Caza
 Roll Call:

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

Resolution # 3 of 2022

It is hereby resolved that the following will be the Official Designation of Depositories for the Town of North Hudson for the calendar year of 2022:

Official Depository Glens Falls National Bank

Investment Depository ... Glens Falls National Bank, NYCLASS 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

Moved by Councilwoman Marsden and Seconded by Councilman Caza

Roll Call:

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

Resolution # 4 of 2022

Resolution for the establishment of Salaries

Be it resolved, that the Town of North Hudson Board hereby fixes the 2022 salaries of Town officers who are either elected or who are appointed for a fixed term, as follows:

Supervisor	\$25,500.00
Deputy Supervisor	\$ 781.00
Town Clerk/TC	\$16,837.00
Registrar.....	\$ 312.25
Deputy Town Clerk	\$ 520.40
(4) Councilmen @5,200 each.....	\$ 2080.00
Justice.....	\$23,877.00
Budget Officer.....	\$ 2,000.00
(2) Assessors @ 6050.69.....	\$ 12,101.38
Chairman of Board of Assessors	\$ 9,767.62
Superintendent of Highways.	\$47,339.00
Deputy Supt. of Highways	\$ 625.00
Animal Control Officer	\$ 906.00
Zoning & Bldg. Codes Officer.....	\$ 25.00 per hr.
Health Officer.....	\$ 316.20
Safety Coordinator.....	\$ 625.00

And Be it further resolved that paychecks will be issued every two (2) weeks beginning January 14, 2022.

Moved by Councilwoman Marsden, second by Councilman Caza

Roll Call:

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

Resolution #5 of 2022

The establishment of Probationary Period Rate of Pay for the Highway Department

Be it hereby Resolved that those classified as Heavy Equipment Operators shall be paid Eighteen dollars (\$18.00) per hour for forty (40) hours per week and after the completion of the required probationary period set forth in the Town of North Hudson

Employee Handbook the pay rate will be nineteen dollars and ninety-one cents (\$19.91) per hour for forty (40) hours and;

Be it further resolved that those classified as Laborers shall be paid fifteen dollars (\$15.00) per hour for forty (40) hours per week and after the completion of the required probationary period set forth in the Employee Handbook they will be moved to the pay rate of sixteen dollars and thirty-five cents (\$16.35) per hour for forty (40) hours and; be it further resolved that overtime pay for the time worked over forty (40) hours actually worked will be at time and a half.

Moved by Councilwoman Marsden Seconded by Councilman Caza

Roll Call:

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

Resolution # 6 of 2022-Salaries

Establishment of salaries of other town employees:

Be it resolved that the following salaries for town employees are hereby set for the calendar year of 2022 as follows;

- Clerk to the Supervisor \$ 17.96 per hour
- Cleaning custodian \$ 13.200 per hour
- Landfill attendant \$ 14.56 per hour
- Substitute attendant\$ 13.20 per hour
- Secretary to the Planning Board, Zoning Board of Appeals and BAR \$ 13.20 per hour
- Court Clerk \$ 14.56 per hour

So Moved 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

Resolution # 7 of 2022-

Court Hours

Be it Resolved that the Town Board authorizes the Justice Court to maintain the courthouse hours as, Monday through Thursday, 7am-3:30pm.

And be it further resolved that these hours be posted at the site, with said posting to include necessary closures for meals and weekly errands.

Moved by Councilwoman Marsden and Seconded by Councilman Caza

Discussion: Discussion took place on placing a sign on the door during the 1/2-hour unpaid lunch and trips to the bank.

All in favor.

Ayes-5, Noes -0

Resolution # 8 of 2022

Adoption of Policies

It is hereby Resolved for the adoption of Current Policies, all of which have remained unchanged to this date.

Code of Ethics

Open Meetings Law Policy

Clean Air Policy

**Procurement Policy
Investment Policy**

Moved by Supervisor S. DeZalia and Seconded by Councilman B. DeZalia

Roll Call:

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

Resolution # 9 of 2022

Town Board Meetings

It is hereby Resolved that the Regular Town Board meetings will, through the year 2022, be held on the third Thursday of the month at 6:00 p.m. Meetings will be held in the North Hudson Town Hall. The dates are as follows:

**January 20, 2022
February 17, 2022
March 17, 2022
April 21, 2022
May 19, 2022
June 16, 2022
July 21, 2022
August 18, 2022
September 15, 2022
October 20, 2022
November 17, 2022
December 15, 2022**

And Be it further resolved that the schedule of all Regular Town Board meetings will be published in the Official Newspaper, and hereby posted on the town website and/or sign board;

Be it further resolved that all Public Hearing scheduled will be published and posted in the same manner;

It is also resolved that all 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.

Moved by Councilwoman Marsden and Seconded by Councilman Koller

Roll Call:

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

Resolution # 10 of 2022

Acknowledgement of the Books

Resolved that the Town Board will require that all official books concerning the collection and disbursement of monies be presented to the board for review and the Annual Accounting of the Books to be held no later than January 20th of the following calendar year. These are the books of the Judges, Town Clerk, Tax Collector and the Supervisor.

Moved by Councilwoman Marsden and Seconded by Councilman Caza

Roll Call:

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

Resolution # 11 of 2022

Authorizing the Highway Superintendent to purchase tools, equipment and repair orders.

Resolved that the Highway Superintendent be authorized to expend amounts up to One Thousand Dollars (\$1000) to purchase tools, equipment, supplies and amounts up to One Thousand Dollars (\$1000) for repair orders without the prior approval of the Town Board, and all purchases must follow the Town Procurement Policy.

Moved 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

Resolution # 12 of 2022

Authorization to sign checks

Resolved that the Town Supervisor, or her 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.

Moved by Councilman B. Caza and seconded by Councilman L. Koller

Roll Call:

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

Resolution # 13 of 2022

Marriage Officer Appointment

It is hereby Resolved to appoint Joseph Provoncha, Essex County Clerk, to the position of Marriage Officer for the Town of North Hudson for 2022.

Moved by Supervisor DeZalia and seconded by Councilwoman Marsden

Roll Call:

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

Resolution # 14 of 2022

Mileage

It is hereby Resolved that the Town Board does hereby set the standard mileage rate at the amount set by the Internal Revenue Service for 2022, to be compensated to employees and officials for the use of their vehicles while performing official duties, attending schools, convention and actual expenses. All mileage is measured from the Town Hall and must be submitted within sixty (60) days of the travel.

Moved by Councilwoman Marsden and Seconded by Councilman B. DeZalia

Discussion: It was noted that this year's rate is \$.58.5 per mile up from \$.56 last year.

Roll Call:

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

Resolution # 15 of 2022

Renting Equipment

It is hereby Resolved that the Superintendent of Highways be authorized to rent town equipment to other municipalities at the standard rate of machine rental.

Moved by Supervisor DeZalia, Seconded by Councilwoman Marsden

Roll Call:

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

Resolution # 16 of 2022

Filing

Be it hereby 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.

Moved by Councilwoman Marsden and seconded by Councilman Koller

Roll Call:

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

Resolution # 17 of 2022

Inventory

It is hereby 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 and filed with the Town Clerk by the Organizational Meeting and copies shall be distributed to the Town Board within thirty (30) days thereafter.

Moved by Councilman Caza and seconded by Councilman B. DeZalia

Roll Call:

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

Resolution # 18 of 2022

Contracts

Be it resolved that the North Hudson Town Board hereby authorizes and directs the Town Supervisor to execute all contracts for fiscal year 2022 for the various departments of the Town of North Hudson for which funds have been appropriated in the 2022 North Hudson Budget as so Adopted; to include but not limited to;

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) for the purpose of fire protection and in the amount of Fifteen thousand dollars (\$15,000) for the Fire Department Awards program.

Ambulance-Authorize the Town Supervisor to contract with the Schroon Lake Ambulance Squad for the purposes of Ambulance Services in the amount of eighty-three thousand nine hundred dollars (\$83,900) and Life Flight in the amount of One Thousand dollars (\$1000).

Moved by Councilwoman Marsden and seconded by Councilman Koller

Discussion: The Board discussed the services of both Life Flight and Life Net and will revisit this at budget time.

Roll Call:

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

Resolution #19 of 2022

Post-Audit payments authorized

It is hereby Resolved that the Town Board gives permission to pay all regular monthly bills, to include but not limited to telephone, electric, health insurance and postage when the bills come in and before they are due;

And be it resolved that such bills be produced for auditing at the next Town Board meeting.

Moved by Councilwoman Marsden and seconded by Councilman Koller

Roll Call:

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

Resolution # 20 of 2022

Annual Meetings and Meal Money

Be it hereby Resolve that officials must have prior Town Board approval to attend the Association of Towns Meeting, and/or any other such Annual Conference or meeting the official so be required to attend;

And be it required to receive authorization for upfront money for meals to any such approved conference or training session, and;

Be it further known that any such submission of expense reimbursement for the attendance, meals or mileage to a meeting, conference or training that prior approval was not made, could be subject to boards denial.

Moved by Councilwoman Marsden and was Seconded by Councilman Koller

Roll Call:

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

Resolution # 21 of 2022

Annual Report

It is Hereby Resolved that the Town Supervisor shall submit to the Town Clerk and to the State Comptroller a copy of the Annual Report of 2021 within sixty (60) days after the close of the year 2021.

Moved by Councilwoman Marsden and Seconded by Councilman Caza

Roll Call:

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

Resolution # 22 of 2022

Resolution appointing Supervisor DeZalia to attend the Annual Business Session of the Association of Towns and be designated as Voting Delegate, and to cast the vote for the Town of North Hudson, pursuant to sec 6 of Article III of the Constitution and Bylaws of said Association and if for some reason Supervisor DeZalia cannot be present to cast said vote, in her absence, said vote will be cast by Town Clerk, Martha King, set as and designated as Alternate.

Moved by Councilwoman Marsden and Seconded by Councilman Koller

Roll Call:

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

Resolution #23 of 2022
Employee Handbook

It is hereby resolved to Accept and Approve the New Employee Handbook as prepared by Public Sector HR Consultants LLC with an effective date of January 1, 2022; and Further be it remain the Employee Handbook and policy of the Town of North Hudson until such time an amendment shall be needed; and

Whereas, each current employee and official and any coming forth from this day forward will be given a copy of such Handbook, with acknowledgment thereof.

Moved by Supervisor DeZalia Seconded by Councilwoman Marsden

Discussion:

There was much discussion on part time elected health care benefits. Discussion on the time and work that went into gone into the handbook to be sure it complies with Civil Service Laws, Town Laws, Labor Laws, and American Disabilities Act. Supervisor DeZalia noted that it is a comprehensive outline of our rules, regulations, procedures, practices, work standards, employment classifications, compensation and benefits of the Town of North Hudson.

Roll Call:

B. Caza- No, L. Koller- Aye, S. DeZalia- Aye, M. Marsden- Aye, B. DeZalia-Aye

Supervisor DeZalia motioned to Adjourn at 6:02 pm Second by Councilwoman Marsden

All in Favor

Ayes-5, Noes-0

Respectfully submitted
Martha M. King
Town Clerk