

**Town of North Hudson
Organizational Meeting
Thursday, January 19, 2023
4:30 pm**

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

Guests present were Jake and Tracee Parent arriving at 4:40pm.

Call to Order-

Supervisor DeZalia called the meeting to order at 4:30pm and led in the pledge to the Flag.

Supervisors Message

Welcome and Happy New Year everyone. I hope everyone had a good holiday season. Well, 2022 is behind us and it had its challenges. I am looking forward to 2023 with optimism and excitement. We have some work to do this year. We have new equipment arriving late spring and paving jobs on the agenda. My office will be working on implementation of grant projects previously proposed. We have Federal ARPA funds to obligate to a project or projects. Due to the recently negotiated County and ROOST contract, the Town will be receiving higher than projected Community Enhancement Funds due to us from the collection of Occupancy tax.

I will be looking to Board committees and possibly community members to work on the implementation of some of these upcoming projects. This year marks our Town's 175 Anniversary.

The County and Town, cooperatively are applying for a ReStoreNY grant for phase one of the Frontier Town Revitalization Project to remediate, restore and revive the lot that the Old Frontier Town Amusement Park sits on. Year by year, with persistence and perseverance we are reviving our beloved town of North Hudson.

I and looking forward to working with you all this year and I can't wait to see what this year will bring for our Community."

Resolution # 1 of 2023

Whereby, the Town of North Hudson Board does hereby approve the appointment of the follow appointees to the said listed positions effective immediately for a term to end December 31, 2023.

2023 Appointments

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
 Cassandra D’Agostino.....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 Councilman DeZalia Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye
 Supervisor S. DeZalia- Aye
 Councilwoman M. Marsden- Aye
 Councilman B. DeZalia- Aye
 Councilman B.Caza- Excused

Resolution # 2 of 2023

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 **Larry Koller (C)** **Brian DeZalia**
 Equipment planning, Infrastructure plans, Monthly board report

Personnel **Brian DeZalia (C)** **Maureen Marsden**
 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 DeZalia (C)** **Brian Caza**
 Quarterly audit, Annual Audit, Monthly bank rec

Finance & Administration **Maureen Marsden (C)** **Brian Caza**
 Town Clerk, Town Board, Tax Collector, Supervisor, elections, zoning, planning, budget officer

Human Services **Maureen Marsden (C)** **Larry Koller**
 Youth, senior citizens, health, Social Services, ambulance contract, community beautification.

To summarize:

Brian Caza- Public Services (C), Courts, Finance & Admin.

Maureen Marsden- Personnel, Finance & Admin. (C), Human Services(C)

Brian DeZalia- Highway, Personnel (C), Courts (C)

Larry Koller- Highway (C), Public Services, Human Services

So moved by Councilwoman Marsden Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 3 of 2023

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 2023:

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 Supervisor DeZalia Seconded: Councilwoman Marsden

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B.Caza- Excused

Resolution # 4 of 2023

Resolution for the establishment of Salaries

Be it resolved, that the Town of North Hudson Board hereby fixes the 2023 salaries of Town officers who are either elected or who are appointed for a fixed term, as follows:

Supervisor	\$29,000.00
Deputy Supervisor	\$ 812.00
Town Clerk/TC	\$ 19,650.00
Registrar.....	\$ 500.00
Deputy Town Clerk	\$ 550.00/450.00
(4) Councilmen @5,320 each.....	\$ 21,280.00
Justice.....	\$ 24,360.00
Budget Officer/clerk.....	\$ 3,000.00/\$500.00
(2) Assessors @ 6172.00.....	\$ 12,344.00
Chairman of Board of Assessors	\$ 9,963.00
Superintendent of Highways.	\$ 48,286.00
Deputy Supt. of Highways	\$ 650.00
Highway Clerk.....	\$ 1,560.00
Animal Control Officer	\$ 1,500.00
Zoning & Bldg. Codes Officer.....	\$ 25.00 per hr.
Health Officer.....	\$ 500.00
Safety Coordinator.....	\$ 650.00

And Be it further resolved that paychecks will be issued every two (2) weeks beginning January 13, 2023.

Moved by Councilman Koller Second: Councilwoman Marsden

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B.Caza- Excused

Resolution #5 of 2023

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 nineteen dollars and 91cents (\$19.91) 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 twenty dollars and seventy-one cents (\$20.71) per hour for forty (40) hours and;

Be it further resolved that those classified as Laborers shall be paid fifteen dollars (\$17.00) 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 eighteen dollars and fifty cents (\$18.50) 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 Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B.Caza- Excused

Resolution # 6 of 2023 - 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 2023 as follows;

Clerk to the Supervisor \$ 20.25 per hour
Cleaning custodian \$ 14.20 per hour
Landfill attendant \$ 15.25 per hour
Substitute attendant \$ 14.20 per hour
Secretary to the Planning Board, Zoning Board of
Appeals and BAR \$ 14.20 per hour
Court Clerk\$ 16.00 per hour

Moved by Councilwoman Marsden Seconded: Councilman DeZalia

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,

Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B.Caza- Excused

Resolution # 7 of 202-
Court Hours

Be it Resolved that the Town Board authorizes the Justice Court to maintain the courthouse hours as, Monday through Thursday, 7am-3:00pm and said hours be posted on the Court House entrance and Town website: any alteration of said hours shall be disclosed to the Supervisors Office so as to be prepared for public inquiry;

And be it further resolved that Court be held each first and third Tuesday of each Month at 10am and beginning March 7, 2023 Court shall be held at 3pm thereafter and on such court dates, clerk of the court shall be allowed to extend her day until Court is adjourned, assuming she does not exceed her total 64 hours per bi-weekly pay period.

Moved by Supervisor DeZalia Second: Councilwoman Marsden

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B.Caza- Excused

Resolution # 8 of 20223
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

And be it further resolved that each of said policies shall be reviewed by the Personnel Committee, consisting of Councilwoman Marsden and Councilman B. DeZalia, and said Committee members shall make necessary recommendations to the full Board by June 15, 2023 on each of said policies

Moved by Councilwoman Marsden Second: Councilman Koller

Roll Call:

Councilman L. Koller - Aye
Supervisor S. DeZalia - Aye,
Councilwoman M. Marsden - Aye
Councilman B. DeZalia - Aye
Councilman B. Caza - Excused

Resolution # 9 of 2023
Town Board Meetings

It is hereby Resolved that the Regular Town Board meetings will, through the year 2023, 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 19, 2023
February 16, 2023
March 16, 2023
April 20, 2023
May 18, 2023
June 15, 2023
July 20, 2023
August 17, 2023
September 21, 2023
October 19, 2023
November 16, 2023
December 21, 2023

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 Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye

Supervisor S. DeZalia- Aye,

Councilwoman M. Marsden- Aye

Councilman B. DeZalia- Aye

Councilman B. Caza- Excused

Resolution # 10 of 2023

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.

And be it further resolved that the Justice Court Committee will schedule a date and time with the Court Justice for the Annual Accounting and Docket Audit to be held prior to the January 18, 2024 Regular Town Board Meeting.

Moved Councilwoman Marsden Second Councilman Koller

All in Favor:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 11 of 2023

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 Councilwoman Marsden Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 12 of 2023

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 Councilman Koller Second: Councilwoman Marsden

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Absent

Resolution # 13 of 2023

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 at an amount of \$.655 per mile for 2023, 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 Councilwoman Marsden Second: Councilman DeZalia

Roll Call:
Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 14 of 2023
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 Councilwoman Marsden Second Councilman DeZalia

Roll Call:
Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 15 of 2023
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 Supervisor DeZalia Second: Councilwoman Marsden

Roll Call:
Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 16 of 2023
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: Councilman DeZalia Second Councilman Koller

All in favor-
Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 17 of 2023

Contracts

Be it resolved that the North Hudson Town Board hereby authorizes and directs the Town Supervisor to execute all contracts for fiscal year 2023 for the various departments of the Town of North Hudson for which funds have been appropriated in the 2023 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 (\$90,000) for the purpose of fire protection and in the amount of Fifteen thousand dollars (\$27,000) 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 (\$82,0000) and Life Flight in the amount of One Thousand dollars (\$1,000).

Moved Councilwoman Marsden Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution #18 of 2023

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 Councilman DeZalia Second: Councilwoman Marsden

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 19 of 2023

Annual Meetings and Meal Money

Be it hereby Resolved 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 Second Councilman Koller

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 20 of 2023
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 2022 within sixty (60) days after the close of the year 2022.

Moved by Supervisor DeZalia Second: Councilman DeZalia

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution # 21 of 2023

Resolution appointing Councilwoman Maureen Marsden 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 Councilwoman Marsden cannot be present to cast said vote, in her absence, said vote will be cast by Clerk to the Supervisor, Cassandra D'Agostino set as and designated as Alternate.

Moved by Supervisor DeZalia Second: Councilman DeZalia

Roll Call:

Councilman L. Koller- Aye
Supervisor S. DeZalia- Aye,
Councilwoman M. Marsden- Aye
Councilman B. DeZalia- Aye
Councilman B. Caza- Excused

Resolution #22 of 2023
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 it shall be used as a comprehensive outline of our rules, regulations, procedures, practices, work standards, employment classifications, compensation and benefits of the Town of North Hudson;

Further be it remain the Employee Handbook and policy of the Town of North Hudson until such time an amendment shall be made;

And it is further resolved that the Personnel Committee shall review all Employee Handbook Change Proposals and make recommendations of proposed changes to the Full Board at the next Regular Board Meeting;

Whereas, each current employee and official and any coming forth from this day forward will be given a copy of such Handbook and any such further Amendment, with acknowledgement of receipt

Moved by Supervisor DeZalia Second: Councilman Koller

Roll Call:

Councilman L. Koller- Aye

Supervisor S. DeZalia- Aye,

Councilwoman M. Marsden- Aye

Councilman B. DeZalia-Aye

Councilman B. Caza- Excused

Supervisor DeZalia adjourned the Organizational Meeting at 5:18pm.

Respectfully submitted

Martha M. King

Town Clerk