**Town of North Hudson**

**Regular Town Board Meeting**

**Thursday**

**December 21, 2023**

**6 p.m.**

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

Councilman Caza - absent

Guests: Eric Caza, Will Plumstead, Cole Plumstead, Kayla Monroe, Adam Venner, Debbie Duntley, Morgan Keller Jake & Tracey Parent, and Chris Clark.

**1- Call to Order**

Supervisor DeZalia called the meeting 6:00 pm.

**2. Salute to the Flag**

**3- Accept the minutes of November 16, 2023**

Supervisor DeZalia moved to accept the minutes of November 16 as amended.

Second: Councilwoman Marsden.

All in favor

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza - ABSENT

**4. Supervisors Financial Report**

**As of November 30, 2023**

***Glens Falls National Bank***

Checking Accounts

Town of North Hudson Checking 0.10% $ 132,035.66

General Fund $ 53,634.68

ARPA $ 42,885.42

Fire District $ 35,515.56

Highway Fund Checking 0.10% $ 48,776.61

Total All Funds $ 180,812.27

***NYCLASS***

General Fund 5.27% $ 511,935.22

Highway Fund 5.27% $ 511,935.22

Total All Funds $ 1,023,870.44

**Total all Accounts $1,204,682.71**

**5.-Old Business**

Main Street Revitalization

Supervisor DeZalia gave the Board an update, explaining what has been done thus far. There were six applicants; the committee reviewed each application and the proposed projects. The top three projects will be awarded $ 50,000.00 each, letters have been sent to the top three.

The entire DEC Grant needs to be allocated by years’ end. After the $150,000 for Main Street Revitalization is awarded, there will be $27,000.00 still to be obligated.

**B. National Fitness Campaign-**

The Supervisor received a request for delivery address, Point of Contact. Hours and they have sent shipping and delivery confirmation. The $27,000.00 left in the DEC grant could be used for installation and be reimbursed by the State.

Supervisor DeZalia moved to proceed with the required obligation of the balance of the EPF grant to be used for the installation portion of the Fitness Equipment project.

Second: Councilwoman Marsden

Roll Call

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza – ABSENT

A Resolution will need to be done at the time of allocation and payout in April/May time period.

Supervisor DeZalia explained the $75,000 Grant from the Nature Conservancy that will be divided equally between the 5 Towns. Max. is $ 15,000. Applications must be received by January 26th. Late applications will NOT be considered. Deadline for questions January 9th. She added this $ 15,000 is the perfect wat to pay for the concrete slab needed for the National Fitness project so it does not come from budgeted funds.

**Resolution # 75 of 2023**

Resolution authorizing the Town Supervisor and Board to move forward with applying for a $15,000 Grant to go toward the site prep and concrete work to be done for the Fitness Facility to begin in April 2024;

Whereas, the new administration will submit the application for funds by the deadline of January 26, 2024. Supervisor DeZalia will be available to help with this if needed.

Moved: Supervisor DeZalia Seconded - Councilman DeZalia

Roll Call:

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza - ABSENT

**C. Share Shed**

**Resolution # 76 of 2023**

This rescinds resolution Resolution # 33 of 2023, wherein such resolution was made to purchase one used 12’x 16’ from the North Hudson Volunteer Fire Department for $1,500.00;

Whereas such delivery was never made, so therefore Resolution # 33 of 2023 is hereby rescinded.

Moved: Supervisor DeZalia Second: Councilwoman Marsden

Roll Call:

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza - ABSENT

Supervisor DeZalia congratulated the newly elected officers and Board of Directors.

She added that the 2024 Fire Contract is prepared and in the file with all other 2024 Contracts to be done in January.

**D. Personnel Policy**

The Board were provided new Handbooks with all corrections made, some of the corrections that were made at the July workshop and some news put in place that must be made.

**Resolution # 72 of 2023**

Resolution is hereby made to accept the Employee Handbook, as amended by Public Sector HR and for revised Handbook to be effective December 21, 2023 as amended.

Roll Call:

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza - ABSENT

Each employee will receive a revised copy and acknowledge receipt with the required acknowledgement form.

**6. New Business**

**A. Departmental Reports**

**Supervisor-**

The Town Hall will be closed Monday December 25 for Christmas and January 1 New Year’s Day. The Supervisors office will be out of the office Tuesday December 26 and at the County Wednesday Morning.

**Highway Department-**

Supervisor DeZalia said the Highway department has been busy with the storm damage this week. The County is collecting the data to determine if the event qualifies for FEMA reimbursement. Supervisor DeZalia is still waiting on data from the Highway Department.

Highway Superintendent reported the check engine light came on in the 2014 and it is making a noise when it reaches 1800 rpm. It is still under warranty, so it went back to Charlieboise today.

**Transfer Station**

The Transfer Station will be closed Christmas Day and New Year’s Day.

**Court-**

Annual accounting-

By requirement of Town law §123, an annual accounting by Town Officers and employees who receive or disburse monies shall be done by January 20th unless such town relies on a comptroller or public accountant to comply with their annual audit requirement in which case the audit would be completed within 60 days of fiscal year end. An amendment to the law eliminated the necessity for a Town Board to convene between December 28th and 31st.

Supervisor DeZalia requested all 2023 books to be presented to the Supervisors office for the annual accounting purposes by Tuesday December 27th where the Board members can review them prior to years’ end.

Councilman DeZalia and Supervisor DeZalia will do the Annual Audit of the Courts books. The required documents will then need to be sent to the State OCA.

**Town Clerk –**

Inventories from each Departments have been received except for the Highway Dept. and the Courts. This was the 2nd year the Highway Department has not completed the required inventory. Supervisor noted that it is imperative that the Town has a complete and accurate inventory.

DOH-§1556 requires the Board to appoint its registrar. The Department of Health has sent the require forms to be completed and returned as soon as possible to avoid any lapse in coverage.

**Resolution # 78 of 2023**

Resolution to appoint Martha King as Registrar of Vital Statistics pursuant to Department of Health §1556 and she will hereby appoint her deputy Registrar upon her taking her oath.

Moved by Councilwoman Marsden Second by Councilman DeZalia

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza – ABSENT

**B. County Reports**

1.- The County has been working on updating the Employee Policy Handbook and are close to its adoption.

2.-The County is still awaiting news of if the Governor will sign the bill moving elections to even years.

3.- There are still numerous job openings at the County.

4.-The recent rainstorm effected many Towns in the County. The County is still gathering information as to the total damages.

**C. Resolutions of Condolences**

**Resolutions # 79 of 2023**

Supervisor DeZalia moved a Resolution of Condolences to the family of Cynthia “Cin” Wilson.

Unanimous Second

**Resolution # 80 of 2023**

Supervisor DeZalia moved a Resolution of Condolences to the family of Fred Wachowski.

Unanimous second

**Resolution #81 of 2023**

Supervisor DeZalia moved a Resolution of Condolences to the family of Sarah Potter.

Unanimous second

**D.- Budget Amendments**

**Resolution #82 of 2023**

Resolution authorizing the following Budget Amendments for Various Departments.

Be it resolved that the Town Board hereby amend the 2023 Town of North Hudson Budget as follows:

$ 305.58 from A1110.2 to A1110.4

$ 2,426.42 from A1990.4 to A1110.4

$ 390.00 from A1220.4 to A1220.110

$ 69.37 from A1355.2 to A1355.4

$ 2,000.00 from A5132.2 to A5132.4

$ 31.51 from A7310.4 to A7110.4

$ 731.04 from A1990.4 to A8160.4

$ 353.22 from A1990.4 to A8160.4

$ 2,000.00 from A9010.8 to A9030.8

$ 2,500.00 from AA9010.8 to A9060.9

$ 200.00 from A9010.8 to A 9089

Moved: Supervisor DeZalia Second: Councilwoman Marsden

Roll Call:

Councilman Koller –Aye

Supervisor DeZalia - Aye

Councilwoman Marsden - Aye

Councilman DeZalia - Aye

Councilman Caza – ABSENT

**F.- Organizational Meeting & Annual Accounting of the Books.**

Mr. Clark was asked if he has, a date set for the Organizational meeting, he replied not yet. Supervisor DeZalia reminded him to inform the Town Clerk as soon as he sets the date in order to advertise it.

**F. Website upgrades**

Tom Williams for Paradox Consulting Group has reached out regarding some updates the website needs. Plugins, Upgrade PHP, QC/Fix as needed. Both Cassandra and Supervisor DeZalia have been doing their own minimal updating, Itis time for a behind the scenes work to be done. They have been asked to get the site set up for the 2024 folder for minutes for a small fee. The rest of the decisions regarding website updates will for the next administration and Board to decide in January. Supervisor DeZalia will provide Mr. Clark with the information.

**7. Executive Session**

Supervisor DeZalia moved to enter into an executive session at 6:50 pm

Second: Councilwoman Marsden

Aye in Favor -4 Absent-1

Councilman B. DeZalia moved to return from executive session at 7:10pm

Second: Supervisor S. DeZalia.

No action taken at this time.

**8.- Priveledge of the Floor** Discussions took place on the Main Street Revitalization Grant, playground equipment upgrade, upgrade to beach, picnic area, speed signs. The public was encouraged to attend all the meetings to stay informed.

**9.-Adjournment**

Supervisor DeZalia moved to adjourn at 7:38 pm. Second Councilman DeZalia

All in favor.

Ayes-4 Absent-1

Respectfully Submitted

Martha M. King

Town Clerk