

ORGANIZATIONAL MEETING JANUARY 2, 2014

The Organizational meeting and Business meeting for 2014 for the Town of Northampton was held 3:00 P.M. on January 2, 2014, at the Town Hall, 412 So. Main Street, Northville, New York.

PRESENT: Supervisor James Groff
Councilmen Darryl Roosa, William Gritsavage, Ivar Anderson and Art Simmons

Recording Secretary: Elaine Mihalik, Town Clerk

Also Present: James Conkling and Nathaniel Matthews

Councilman Anderson made a motion that the minutes of the final meeting of 2013 be waived until the January 22, 2014, rescheduled regular meeting, seconded by Councilman Gritsavage, and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Councilman Anderson motioned to accept the first 15 items with corrections as stated below. The motion was seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

1. That the Northville branch of NBT Bank to be made the co-depository of all Town of Northampton funds.
2. That the Leader-Herald be the newspaper of general circulation in the Town of Northampton for legal notices and advertising by the Town. The Gazette, Recorder and Sacandaga Express will be used as needed.
3. That Supervisor Groff act as welfare consultant, Director of Town Police (if applicable), Director of Ambulance service and Director of Town Civil Defense.
4. That all Town Officials, both elected and appointed as well as employees of the Town attending conferences, training, conventions and other officials' duties expressly authorized by the Town Board are entitled to reimbursement per mile at the rate allowed by the Internal Revenue Service at the time the cost is incurred (currently 56.5 cents per mile); that the meals and necessary expenses be reasonable and within and not exceed the guidelines of Government agencies (State and IRS) and the Town of Northampton Travel Policy. Receipts and supporting documentation and detailed meeting agendas must be provided for conferences/training reimbursements. Reimbursements shall not be made for non-attendance. The Town shall seek reimbursement for events prepaid for by the Town, and not attended.

5. That the rules and procedures of the Town Board be the same as those of 2013 (Town Law Sections 62 & 63) as provided by the law. The first monthly meeting will be held on the third Wednesday, due to discrepancy on January 16th the meeting has been rescheduled for January 22, 2014, 7 P.M., and each third Wednesday of the month thereafter **at 7 P.M.**
6. That the Supervisor is the Budget Officer without compensation and be authorized to make payment of salaries stated charges, Social Security, retirement, and certain other fixed and assumed obligations and charges without prior audit of the Town Board.
7. That the Supervisor be authorized to be the Town delegate at the NYS Association of Towns and Adirondack Association of Towns and Villages.
8. That the Supervisor be authorized to apply for grants with approval of the Town Board as may be deemed to be for the benefit of the Town. Such grants will be accepted if approved by the Town Board.
9. That the Supervisor be authorized to hire and replace employees within previously approved budget allocations as necessary throughout the year subject to Town Board approval.
10. That the Town Highway Superintendent be restricted to purchases not to exceed \$2,500.00 for highway, garage and packer funds without prior authorization of the Town Supervisor and the Chairman of the Highway Committee.
11. That the Supervisor employs a confidential secretary, a court stenographer, also audit help respectively within limits of respective budget appropriations contained in 2014 budget. See Resolution 97-09.
12. That the Highway Superintendent be authorized to post weight limits on Town of Northampton roads when and if deemed necessary and to remove those limits when deemed appropriate and to place legal notices as required by law.
13. That the fee schedule for building inspection, planning and zoning and transfer station permits shall remain in effect and reviewed annually.
14. That the Registrar and Deputy Registrar be authorized to charge a fee in accordance with the Health Commissioner's Administrative Rules and Regulations under, 4. Genealogy fee Schedule.
15. That the 2014 holidays observed will be consistent with those of the County.
A motion was presented by Supervisor Groff that salaries in the budget appropriations for the fiscal year 2014 be as approved by the Town Board in the 2014 Budget.

Highway employees will be paid \$18.21 per hour as per Highway Contract signed in 2011; part-time help hired at the discretion of the Highway Superintendent. The motion was presented by Councilman Roosa, seconded by Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion presented by Councilman Simmons and seconded by Councilman Gritsavage that transfers made within accounts to adjust budget items in the amount of \$3,000 or less be allowed to be made without the requirement of a Board Resolution for approval. The motion was passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion presented by Councilman Gritsavage and seconded by Councilman Roosa that the Supervisor with approval of the Town Board be empowered to make contracts for ambulance service with neighboring towns: Town of Hope and Town of Providence. The motion was passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion presented by Councilman Anderson that the Election Inspectors be paid in accordance with Resolution No. 334 from the Fulton County Board. This will include the Primary Election, General Election, Schooling, Supplies and any other items that the County will now handle and which will be billed to the Town. The motion was seconded by Councilman Simmons and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion to agree to pay the Assessment Board of Review \$8.20/hr on Grievance Day and to pay the appointed Assessor, Melissa Mazzarelli, \$22,000 for 2014 was made by Councilman Roosa and seconded by Councilman Anderson. It passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Gail Cramer was appointed as Town Historian at a contractual rate of \$677.00 for 2014, payable one-half on the June warrant in the amount of \$338.50 and one-half on the December warrant in the amount of \$338.50, on a motion from Councilman Anderson, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion to appoint Matthew Ginter as Code Enforcement Officer at \$19,133.00 for 2014 was made and Greg Ellsworth was appointed Community Enhancement Officer at a rate of \$14.50 per

hour as needed. The motion was made by Councilman Roosa, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion to appoint Gerald VanNostrand, Sr. As Cemetery Caretaker with a salary of \$860.00 bi-weekly no sooner than April 1 (weather permitting) no later than November 30; Craig Warner be appointed as Laborer at a salary of \$11.73 per hour. The motion was made by Councilman Anderson, and seconded by Councilman Roosa. It passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion to appoint Councilman Roosa and Councilman Gritsavage as Town Representatives to the Youth Commission, with Supervisor Groff as an alternate, was made by Councilman Anderson and seconded by Supervisor Groff. It passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Miller, Mannix, Schachner & Hafner Law Firm of Glens Falls was appointed as Town Legal Counsel. Other specialty attorneys may be used as deemed necessary. This was on a motion from Councilman Roosa, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Councilman Gritsavage presented a motion to appoint Elaine Mihalik as Registrar of Vital Statistics for 2014, seconded by Councilman Anderson, and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion to appoint Jack Farquhar as Ambulance Coordinator with a salary of \$7,500 for 2014 was made by Councilman Simmons and seconded by Councilman Gritsavage, and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Vernon C. Duesler III was re-appointed as Animal Control Officer at \$3,600 for 2014 and Heidi Darling appointed as Back-up Animal Control Officer at \$10.00 an hour for 2014. The motion was presented by Councilman Gritsavage and seconded by Councilman Anderson and passed by,

Supervisor Kemper Groff	Aye	Ivar Anderson	Aye
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Bob Ellsworth	Aye	William Gritsavage	Aye
Darryl Roosa	Aye		

A motion to appoint Ken Cramer, as Licensed Plant Operator at a salary of \$6,712.00 for water and \$7,315.00 for sewer; and as Maintenance Supervisor at a salary of \$3,334 for Water and \$7,315 for Sewer was made by Councilman Anderson, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

The appointment of Elaine Mihalik as water system billing clerk at a salary of \$4,421 and Sewer system billing clerk at a salary of \$3,695 for 2014 was made on a motion by Councilman Roosa, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Supervisor Groff presented a motion authorizing payment of the Town Association dues of \$800.00 and \$500.00 for the nutritional program to contribute for senior meals in 2014. Also, to sign a contract with Helping Paws for animal control for \$1,600.00 to be paid in quarterly payments of \$400.00. The motion was seconded by Councilman Simmons and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion was presented by Supervisor Groff and seconded by Councilman Gritsavage that there be a continuation of a \$250.00 Petty Cash Fund in the Town Clerk's office and that this fund shall be audited quarterly by the Supervisor and/or Bookkeeper. This passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

A motion was presented by Councilman Gritsavage and seconded by Councilman Roosa that all revenues and payments received by the Town shall be deposited at the bank within 48 hours of receipt.

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Councilman Roosa made a motion to authorize the continued employment of Carolee Blowers for the cleaning contract at an annual amount of \$8,891 for the Bradt Building

and Second Street Annex combined with the Village of Northville paying \$3,552 for their portion. It was seconded by Councilman Simmons and passed by

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Nathaniel Matthews is hereby appointed by Supervisor Groff as Bookkeeper (Ind. Audit) at an hourly rate of \$17.30 for 2014.

Councilman Gritsavage was appointed by Supervisor Groff as Deputy Supervisor for 2014 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period.

Supervisor Groff stated the Board will be assigned to each of the standing committees listed on the attached.

TOWN OF NORTHAMPTON STANDING COMMITTEE ASSIGNMENTS

2013

BUDGET

Town Board Members

HIGHWAY

Roosa*, Simmons, Groff

ELECTIONS

Anderson*, Roosa, Gritsavage

TOWN ASSESSMENT

Groff*, Gritsavage, Simmons

ZONING & PLANNING

Groff*, Simmons, Roosa

SPECIAL DISTRICT SEWER/WATER

Roosa*, Anderson, Gritsavage

AMBULANCE
COMMITTEE

Gritsavage*, Anderson, Simmons

CEMETERIES

Roosa*, Anderson, Gritsavage

SPECIAL -- DISASTER SHELTER

Gritsavage*

LIGHTING

Roosa

REFUSE

Roosa*, Anderson, Gritsavage

PUBLIC SAFETY

Groff*, Anderson, Gritsavage

BUILDINGS AND GROUNDS

Town Board Members

YOUTH & RECREATION

Gritsavage*, Roosa, Simmons

PUBLIC RELATIONS

Simmons*, Groff, Roosa

WEBSITE

Anderson*, Gritsavage, Simmons

INTER-MUNICIPAL

Gritsavage*, Simmons

* Denotes Committee Chairman

Discussion taken place during the Organizational meeting.

Councilman Simmons: Item #1 of 15: I don't have a problem with NBT Bank. I would just like to see in the future us maybe designate a second bank.

Supervisor Groff: As far as the bank, I don't think anyone is paying any more interest. If we could use the Credit Union that gives us 2% I would love it. But they won't.

Councilman Simmons: By us approving item #2 of 15 as written in the proposed Organizational minutes as the Leader Herald being the official newspaper. My understanding is naming an official newspaper is optional. I would like to see that for all required paid legal notices that we would use the Leader Herald and any other notices be put in the Recorder and the Sacandaga Express. I am suggesting the Town not name an official newspaper.

Supervisor Groff: The Leader Herald is the newspaper that most people that do read the newspaper read in our area. I don't know if the Leader Herald places any of the legal notices on line, I've never looked.

Supervisor Groff: I have put in under empowering the Supervisor to make contracts **with the approval from the Town Board** because I think that the Board should know what is going on.

Councilman Gritsavage: BAR pay for Grievance Day, the only discussion I have is that the minimum wage has gone up this year.

Councilman Anderson: \$8.20 is still above the minimum wage.

Councilman Gritsavage: I'm sure Councilman Simmons and Supervisor Groff are not aware of the Lawsuit that is going on and the problems that we had. I have dealt with them and I don't have a problem with the Law Firm. But, I do think that the Town Board ought to think about also getting another more local Attorney so the Supervisor can call up more quickly; or go to their office and talk with them; or go over a contract that needs to be looked over.

Supervisor Groff: I appointed Nathaniel Matthews as Bookkeeper (Ind. Audit) at an hourly rate of \$17.30 what he gets paid at the Village as Treasurer until we can sit down with the Village and make up a contract with them.

The Board approved the change to the Town of Northampton Standing Committee Assignments under Special District Sewer/Water from Councilman Simmons to read Councilman Anderson.

Supervisor Groff: What I would like to do is to appoint Matthew Ginter as Building Maintenance Supervisor. The Board can discuss this at the next Board meeting and come up with some sort of a budget on how we can do it.

Councilman Gritsavage: I think it's great. We can save ourselves a ton of money.

Supervisor Groff motioned to appoint Matthew Ginter as Building Maintenance Supervisor, seconded by Councilman Anderson, and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

The Town Board approved appointing Councilmen Gritsavage and Simmons on the Inter-Municipal Committee.

Councilman Gritsavage: I think with the change of administration we may not even need that Committee because there will be talk between the Town and the Village.

Councilman Anderson: I think this should be made formally so that the Councilmen and Trustee can bring their discussion and any proposal back to their prospective boards.

Supervisor Groff: The school comes and gets our old election machines for their election. I don't see any reason for the school to bring the machines back to the town hall. We don't need those election machines and there is an air conditioner and heater behind where those machines are stored now. We could utilize that air conditioner in the summer when we need it instead of the one next to the main table. We could hear a lot better if we didn't have to use the air conditioner next to the main table.

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Councilman Gritsavage: Who owns those election machines?

Supervisor Groff: I believe that the Town does. But if we don't and it belongs to the County, I'll tell them to come and get them. I think that we should just get rid of the Election machines and clean up the mess.

The board expressed their approval of the Supervisor checking with the Board of Elections on whether the machines belong to the Town or the Board of Elections. If they are in fact owned by the Town of Northampton the Supervisor has been given the approval to scrap the old Election machines.

Councilman Simmons suggested that he would like to see the town when they post our notices of meetings. I would like to expand a little and have an official list designated of where we post the notices of meetings. The Village has done this for years.

Nathanial Matthews: Not for legal meetings they haven't.

Councilman Simmons: I will have to check into that.

MOTION:

Councilman Gritsavage motioned to approve the Supervisor to sign the 2014 Agreement between the Town of Northampton and County of Fulton for Planning Services, seconded by Councilman Anderson, and passed by,

5-Ayes: Groff, Anderson, Gritsavage, Roosa, and Simmons

0-Nays

Councilman Gritsavage: We need to bring Peggy up to date on getting an e-mail for Councilman Simmons. I would like to see about getting a section for local Businesses on the website

A motion was presented by Councilman Anderson and seconded by Councilman Gritsavage to adjourn at 3:36 p.m. until January 22, 2014. It was passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Aye		

Respectfully submitted,

Elaine Mihalik, RMC
Town Clerk