

ORGANIZATIONAL MEETING JANUARY 04, 2017

The Organizational meeting and Business meeting for 2017 for the Town of Northampton was held 7 P.M. on Wednesday, January 04, 2017, at the Town Hall, 412 So. Main Street, Northville, New York. Supervisor Groff led the salute to the flag.

PRESENT: Supervisor James Groff  
Councilmen Darryl Roosa, Ivar Anderson and Art Simmons  
Councilman William Gritsavage entered at 7:06 p.m.  
Recording Secretary: Elaine Mihalik, Town Clerk

Other Town department representative in attendance: Nathaniel Matthews-Bookkeeper

It was unanimously agreed by all members present to waive approving the minutes of the final meeting of 2016 until the January 18, 2017 regular meeting

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

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Absent
Art Simmons	Aye (#1 thru #10 and #12 thru #15)		Nay to #11

1. That the Gloversville branch of KeyBank to be made the co-depository of all Town of Northampton funds.
2. That the Leader-Herald be the official newspaper of general circulation in the Town of Northampton and 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: 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 must be provided for reimbursements.
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 and each third Wednesday of the month thereafter at 7 P.M.
6. That the Supervisor 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 employ a confidential secretary, a court stenographer, also audit help respectively within limits of respective budget appropriations contained in 2017 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 2017 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 2017 be as approved by the Town Board in the 2017 Budget.

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

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

A motion presented by Councilman Roosa and seconded by Councilman Simmons that transfers made within accounts to adjust budget items in the amount of \$3,000.00 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	Absent
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 Roosa and passed by,

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

A motion to agree to pay the Assessment Board of Review \$10.40/hr. on Grievance Day for 2017 was made by Councilman Anderson and seconded by Councilman Simmons. It passed by,

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

Gail Cramer was reappointed as Town Historian for 2017, the Village of Northville will pay one half and the Town of Northampton the remaining one half of the rate, on a motion from Councilman Simmons. Seconded by Councilman Roosa and passed by,

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

A motion to reappoint Matthew Ginter as Town of Northampton Code Enforcement Officer for 2017 was made by Councilman Roosa. Seconded by Councilman Simmons and passed by,

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

A motion to rehire Gerald VanNostrand Sr. as Cemetery Caretaker for 2017 was made by Councilman Anderson. Seconded by Councilman Simmons and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Aye	William Gritsavage	Absent
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 Simmons. Seconded by Councilman Anderson and passed by,

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

Councilman William Gritsavage entered the meeting at 7:06 p.m.

Attorney Michael Albanese was appointed as Town Legal Counsel. Other attorneys may be used as deemed necessary. This was on a motion from Councilman Gritsavage. Seconded by Councilman Anderson and passed by,

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

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Registrar of Vital Statistics for 2017, seconded by Councilman Roosa, and passed by,

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

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Records Management Officer for 2017, seconded by Councilman Simmons, and passed by,

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

Councilman Roosa presented a motion to reappoint Nathaniel Matthews as Budget Officer for 2017, seconded by Councilman Gritsavage and passed by,

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

Councilman Simmons motioned to reappoint Jack Farquhar as Ambulance Coordinator for 2017. 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 reappoint Vernon C. Duesler III as Animal Control Office for 2017 was presented by Councilman Anderson and 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 reappoint Ken Cramer, as Licensed Plant Operator for Water and Sewer and as Maintenance Supervisor for Water and for Sewer for 2017 was made by Councilman Gritsavage. Seconded by Councilman Roosa and passed by,

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

A motion to reappoint of Elaine Mihalik as Water System Billing Clerk and Sewer System Billing Clerk for 2017 was made by Councilman Simmons. Seconded by Councilman Roosa and passed by,

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

Councilman Roosa presented a motion authorizing payment of the Town Association dues of \$800.00 and \$600.00 for the nutritional program to contribute for senior meals in 2017. 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		

A motion was presented by Councilman Anderson and seconded by Councilman Roosa 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 motion was passed by,

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

A motion was presented by Councilman Anderson and seconded by Councilman Gritsavage that all revenues and payments received by the Town that exceed \$1,000.00 shall be deposited at the bank within two business days of receipt and passed by,

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

Nathaniel Matthews is hereby reappointed by Supervisor Groff as Bookkeeper (Ind. Audit) as per Inter-municipal agreement with the Village of Northville; Town pays 50% of Northville’s rate of pay for the year 2017. Councilman Roosa approved the motion and Councilman Simmons seconded the motion and passed by,

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

Wendy Reu is hereby reappointed by Supervisor Groff as Secretary to the Supervisor as per Inter-municipal contract with the Village of Northville; Town pays 20% of Northville’s rate of pay for the year 2017. Councilman Roosa approved the motion and seconded by Councilman Anderson and passed by,

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

Councilman Gritsavage motioned to continue with Matthew Ginter as Building Maintenance Supervisor at a rate of \$20.00 per hour, seconded by Councilman Roosa and passed by,

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

Councilman Anderson approved to appointing Councilmen Gritsavage and Simmons on the Inter-Municipal Committee, seconded by Councilman Roosa and passed by,

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

Councilman Simmons motioned to continue with Margaret Young as webmaster at an agreed rate of \$75.00 a month per verbal agreement for 2017. Seconded by Councilman Roosa and passed by,

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

Councilman Roosa motioned to rehire Edward Morgan as Landfill Attendant for 2017. Seconded by Councilman Gritsavage and passed by,

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

**Resolution #2017-01: 2017 Town of Northampton Procurement Policy**

Councilman Anderson offered the following resolution and moved its adoption Councilman Roosa seconded the motion.

WHEREAS, Section 104-b of the General Municipal Law requires the governing body of every municipality to adopt a procurement policy for all goods and services which are not required by law to be publicly bid, and

WHEREAS, comments have been solicited from all officers in the Town of Northampton involved in the procurement process, now, therefore, be it

RESOLVED, that the Town of Northampton does hereby adopt the following procurement policy which is intended to apply to all goods and services which are not required by law to be publicly bid. This policy shall be reviewed annually.

**ROLL CALL VOTE**

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

**MOTION ON 2017 Town of Northampton Investment Policy**

Councilman Gritsavage moved the adoption of the 2017 Investment Policy of the Town of Northampton. Seconded by Councilman Simmons and

**ROLL CALL VOTE**

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

Councilman Gritsavage was reappointed by Supervisor Groff as Deputy Supervisor for 2017 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period.

**NEW BUSINESS:**

Discussion on Cleaning contract for the Bradt Building and Second Street Annex combined with the Village of Northville paying forty percent (40%) for their portion. The bookkeeper has noted that Breezy Cleaners came and they stated that they were not interested in coming this far to clean the Town Offices. Simone's Professional Cleaning was interested in cleaning and priced out per cleaning cost at \$315 weekly. That would include two cleanings at the Town hall and one at the Justice building per week. It would cost approximately \$15,000.00 a year. Carolee cleaned the two buildings at approximately \$10,000.00 a year.

The Board discussed the difference in hiring someone for this position versus contracting with the individual. The Supervisor noted that he would talk with Candee to explain the difference of hiring versus contracting so she understands. I would suggest the town still supply the equipment and the cleaning chemicals stated Nathaniel Matthews.

**MOTION:** Councilman Simmons motioned to have Candee Harrington clean both the Bradt Building and Second Street Annex combined with the Village of Northville paying forty percent (40%) for their portion for the 2017 year. Seconded by Councilman Roosa and passed by,

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

The decision on the appointment of a Town of Northampton Consolidated Health Officer for the year 2017 has been tabled.

**2017 Fuel Bids were received from the following.**

Shepard Oil Company, Inc. P.O. Box 298, Johnstown, New York 12095. The bid read as follows:

#2 Fuel Oil price	\$1.722	Albany rack	+.18 cents =	\$ 1.902 a gallon
Kerosene price	\$2.14	Albany rack	+.18 cents =	\$ 2.32 a gallon
Diesel (60/40 Blend)	\$1.9328	Albany rack	+.18 cents =	\$ 2.1128 a gallon

Mirabito Energy Products, The Metro Center. U9 Court St., P.O. Box 5306, Binghamton, New York 113902. The bid read as follows:

#2 Fuel Oil price	\$ 2.1912 a gallon
Kerosene price	\$ 2.59 a gallon
Diesel Fuel price	\$ 2.2675 a gallon

**MOTION 2017 FUEL BID:** Councilman Anderson motioned the approval and awarded the “2017 Fuel Bid” for the Town of Northampton that were received from Shepard Oil Company, Industrial Park, P.O. Box 298, Johnstown, New York 12095. The bid read as follows:

#2 Fuel Oil price	\$1.722	Albany rack	+.18 cents =	\$ 1.902 a gallon
Kerosene price	\$2.14	Albany rack	+.18 cents =	\$ 2.32 a gallon
Diesel (60/40 Blend)	\$1.9328	Albany rack	+.18 cents =	\$2.1128 a gallon

Seconded by Councilman Gritsavage and

Adopted by a vote of 5-Ayes: Groff, Gritsavage, Simmons, Roosa and Anderson 0-Nays

Supervisor Groff stated that he met with Fulton Co. Planner, Scott Henze and Ron Peters and they will be helping us with writing an RFP to try and receive funding for the Sacandaga Park Sewer System. Having an engineering study already prepared in the past will save us a lot of money Supervisor Groff noted.

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

TOWN OF NORTHAMPTON STANDING COMMITTEE ASSIGNMENTS

2017

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, Groff

PUBLIC RELATIONS

Simmons\*, Groff, Roosa

WEBSITE

Anderson\*, Gritsavage, Simmons

INTER-MUNICIPAL

Gritsavage\*, Simmons

\* Denotes Committee Chairman  
Discussion taken place during the Organizational meeting.

A motion was presented by Councilman Anderson and seconded by Councilman Simmons to adjourn at 7:34 p.m. until January 18, 2017 at 7 p.m. It was passed by,

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

Respectfully submitted,

Elaine Mihalik  
Town Clerk