

ORGANIZATIONAL MEETING JANUARY 02, 2018

The Organizational meeting and Business meeting for 2018 for the Town of Northampton was held 6:30 P.M. on Tuesday, January 02, 2018, at the Town Hall, 412 So. Main Street, Northville, New York. Supervisor Groff led the salute to the flag.

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

Recording Secretary: Elaine Mihalik, Town Clerk

Other Town department representative in attendance: Nathaniel Matthews-Bookkeeper

Councilman Gritsavage motioned to waive approving the minutes of the final meeting of 2017 until the January 17, 2018 regular meeting. Seconded by Councilman Anderson and passed by a motion 4 Ayes 0-Nays

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

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Abstain	William Gritsavage	Aye
Art Simmons	Aye to all except Nay to #2 and #11 He is very upset that the top news is not of the death of a policeman and they have not come to our town meeting in five years.		

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 2018 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 2018 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 2018 be as approved by the Town Board in the 2018 Budget.

A motion presented by Councilman Gritsavage and seconded by Councilman Anderson that the Supervisor with approval of the Town Board be empowered to make contracts for ambulance service with neighboring town to now read: "neighboring towns and to remove veribage "~~of Town of Hope~~". The motion was passed by,

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

A motion presented by Councilman Simmons and seconded by Councilman Anderson 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	Absent	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 Gritsavage and passed by,

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

A motion to agree to pay the Assessment Board of Review \$11.10/hr. on Grievance Day for 2018 was made by Councilman Gritsavage and seconded by Councilman Anderson. It passed by,

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

Gail Cramer was reappointed as Town Historian for 2018, 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 Anderson. Seconded by Councilman Simmons and passed by,

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

A motion to reappoint Matthew Ginter as Town of Northampton Code Enforcement Officer for 2018 was made by Councilman Gritsavage. Seconded by Councilman Anderson and passed by,

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

A motion to rehire Gerald VanNostrand Sr. as Cemetery Caretaker for 2018 was made by Councilman Anderson. Seconded by Councilman Gritsavage and passed by,

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

A motion to appoint Councilman Roosa and Councilman Gritsavage as 2018 Town Representatives to the Youth Commission, with Supervisor Groff as an alternate, was made by Councilman Anderson. Seconded by Councilman Simmons and passed by,

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

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	Absent	William Gritsavage	Aye
Art Simmons	Aye		

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Registrar of Vital Statistics for 2018, seconded by Councilman Simmons, and passed by,

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

Councilman Anderson presented a motion to reappoint Elaine Mihalik as Records Management Officer for 2018, seconded by Councilman Simmons, and passed by,

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

Councilman Anderson presented a motion to reappoint Nathaniel Matthews as Budget Officer for 2018, seconded by Councilman Gritsavage and passed by,

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

Councilman Simmons motioned to reappoint Jack Farquhar as Ambulance Coordinator for 2018. Seconded by Councilman Gritsavage and passed by,

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

A motion to reappoint Vernon C. Duesler III as Animal Control Office for 2018 was presented by Councilman Anderson and seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Absent	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 2018 was made by Councilman Gritsavage. Seconded by Councilman Simmons and passed by,

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

A motion to reappoint of Elaine Mihalik as Water System and Sewer System Administrator for 2018 was made by Councilman Anderson. Seconded by Councilman Gritsavage and passed by,

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

A motion to appoint of Nathaniel Matthews as Water System and Sewer System Administrator for 2018 was made by Councilman Gritsavage. Seconded by Councilman Anderson and passed by,

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

Councilman Anderson 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 2018. The motion was seconded by Councilman Simmons and passed by,

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

A motion was presented by Councilman Gritsavage and seconded by Councilman Simmons 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	Absent	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	Absent	William Gritsavage	Aye
Art Simmons	Aye		

Nathanial 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 2018. Councilman Gritsavage approved the motion and Councilman Anderson seconded the motion and passed by,

Supervisor Groff	Aye	Ivar Anderson	Aye
Darryl Roosa	Absent	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 2018. Councilman Gritsavage approved the motion and seconded by Councilman Anderson and passed by,

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

Yvonne Woodruff is hereby reappointed by Town Clerk Elaine Mihalik as Deputy Clerk to the Town Clerk for the year 2018. Councilman Anderson approved the motion and seconded by Councilman Simmons and passed by,

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

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

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

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

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

Councilman Gritsavage motioned to continue with Margaret Young as webmaster at an agreed rate of \$75.00 a month per verbal agreement for 2018. Seconded by Councilman Simmons and passed by,

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

Councilman Simmons motioned to rehire Edward Morgan as Landfill Attendant for 2018. Seconded by Councilman Anderson and passed by,

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

Resolution #2018-01: 2018 Town of Northampton Procurement Policy

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

ROLL CALL VOTE

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

MOTION ON 2018 Town of Northampton Investment Policy

Councilman Gritsavage moved the adoption of the 2018 Investment Policy of the Town of Northampton. Seconded by Councilman Simmons and

ROLL CALL VOTE:

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

Councilman Gritsavage was reappointed by Supervisor Groff as Deputy Supervisor for 2018 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period.

Cleaning contract for the Bradt Building and Second Street Annex combined with the Village of Northville paying forty percent (40%) for their portion.

MOTION: Councilman Simmons motioned Candee Harrington as cleaner for 2018 at a salary of \$9,250 annually for the cleaning of the Town of Northampton Bradt Building and the Second Street Annex combined with the Village of Northville paying 40% for their portion. Seconded by Councilman Anderson and passed by

A Vote of 4-Ayes: 0-Nays

MOTION: Councilman Anderson motioned to approve James Harrington as a substitute cleaner at a cost of \$50.00 per diem. Seconded by Councilman Simmons and passed by

A Vote of 4-Ayes: 0-Nays

MOTION: Councilman Gritsavage motioned to hire Christopher (Kip) Richardson as a Laborer on the Highway Department. Seconded by Councilman Anderson as passed by
A Vote of 4-Ayes: 0-Nays

Executive Session

MOTION to enter into Executive Session at 6:47 p.m. to discuss personnel matters was made by Councilman Gritsavage. Seconded by Councilman Simmons and passed by
A vote of 4-Ayes 0-Nays

MOTION to come out of Executive Session at 6:50 p.m. was made by Councilman Gritsavage with “no action taken”. Seconded by Councilman Simmons and passed by
A vote of 4-Ayes 0-Nays

MOTION to hire Christopher (Kip) Richardson at an hourly rate as Laborer was made by Councilman Gritsavage. Seconded by Councilman Simmons and passed by
A vote of 4-Ayes 0-Nays

The decision on the appointment of a Town of Northampton Consolidated Health Officer for the year 2018 has been tabled.

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

2018

BUDGET

Town Board Members

HIGHWAY

Roosa*, Simmons, Groff

ELECTIONS

Simmons*, Roosa, Gritsavage

TOWN ASSESSMENT

Anderson*, Gritsavage, Simmons

ZONING & PLANNING

Groff*, Anderson, Roosa

SPECIAL DISTRICT SEWER/WATER

Roosa*, Groff, Gritsavage

AMBULANCE
COMMITTEE

Gritsavage*, Anderson, Simmons

CEMETERIES

Roosa*, Simmons, Gritsavage

SPECIAL -- DISASTER SHELTER

Gritsavage*

LIGHTING

Roosa

REFUSE

Anderson*, Simmons, 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*, Roosa

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

A motion was presented by Councilman Anderson and seconded by Councilman Gritsavage to adjourn at 6:56 p.m. until January 17, 2018 at 7 p.m. It was passed by,

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

Respectfully submitted,

Elaine Mihalik
Town Clerk