

ORGANIZATIONAL MEETING JANUARY 15, 2020

The Organizational meeting and Business meeting for 2020 for the Town of Northampton was held 6:41 P.M. on Wednesday, January 15, 2020, 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 and William Gritsavage  
Councilwoman: Molly Zullo  
Excused: Councilman Art Simmons,

Recording Secretary: Elaine Mihalik, Town Clerk

Other Town department representative in attendance:  
Nathanial Matthews-Bookkeeper

Discussion on the motion. Supervisor Groff confirmed that both the Town Clerk and the Tax Collector are both using the NBT Bank for their depository for their Town of Northampton funds.

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

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

1. That the Pioneer Bank to be made the 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 2019 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 2020 holidays observed will be consistent with those of the County.  
A motion was presented by -- that salaries in the budget appropriations for the fiscal year 2020 be as approved by the Town Board in the 2020 Budget.

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. The motion was passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion presented by Councilwoman Zullo and seconded by Councilman Gritsavage 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	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion presented by Councilman Gritsavage that the Election Inspectors be paid in accordance with 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	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to agree to pay the Assessment Board of Review \$12.50/hr. on Grievance Day for 2020 was made by Councilman Gritsavage and seconded by Councilwoman Zullo. It passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Gail Cramer was reappointed as Town Historian for 2020, the Village of Northville will pay one half and the Town of Northampton the remaining one half of the rate, on a motion from Councilwoman Zullo. Seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to rehire Gerald VanNostrand Sr. as Cemetery Caretaker for 2020 was made by Councilwoman Zullo. Seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to appoint Councilwoman Zullo and Councilman Gritsavage as 2020 Town Representatives to the Youth Commission, with Supervisor Groff as an alternate, was made by Councilman Gritsavage. Seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

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

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Registrar of Vital Statistics for 2020, seconded by Councilwoman Zullo, and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Records Management Officer for 2020, seconded by Councilwoman Zullo, and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilwoman Zullo presented a motion to reappoint Nathaniel Matthews as Budget Officer for 2020, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Gritsavage motioned to reappoint Jack Farquhar as Ambulance Coordinator for 2020. Seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to reappoint Vernon C. Duesler III as Animal Control Office for 2020 was presented by Councilman Gritsavage and seconded by Councilwoman Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to reappoint Ken Cramer, as Licensed Plant Operator for Water and Sewer and as Maintenance Supervisor for Water and for Sewer for 2020 was made by Councilman Roosa. Seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion to reappoint of Nathaniel Matthews as Water System and Sewer System Administrator for 2020 was made by Councilwoman Zullo. Seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

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 2020. The motion was seconded by Councilwoman Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion was presented by Councilman Gritsavage and seconded by Councilwoman Zullo 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	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

A motion was presented by Councilman Roosa 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	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

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 2020. Councilman Gritsavage approved the motion and Councilwoman Zullo seconded the motion and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

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 2020. Councilman Roosa approved the motion and seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Yvonne Woodruff is hereby reappointed by Town Clerk Elaine Mihalik as Deputy Clerk to the Town Clerk for the year 2020. Councilman Gritsavage approved the motion and seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Gritsavage motioned Anthony Fancher as Building Maintenance Supervisor at a rate of \$20.00 per hour, seconded by Councilwoman Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Gritsavage motioned to continue with Margaret Young as webmaster at an agreed rate of \$75.00 a month per verbal agreement for 2020. Seconded by Councilwoman Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilwoman Zullo motioned to rehire John Luckey as Landfill Attendant for 2020. Seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

**Resolution #2020-01: 2020 Town of Northampton Procurement Policy**

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

ROLL CALL VOTE

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

**MOTION ON 2020 Town of Northampton Investment Policy**

Councilman Gritsavage moved the adoption of the 2020 Investment Policy of the Town of Northampton. Seconded by Councilwoman Zullo and

ROLL CALL VOTE:

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Councilman Roosa motioned approval of Councilman Gritsavage as reappointed by Supervisor Groff as Deputy Supervisor for 2020 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period. Seconded by Councilman Roosa and passed by

A Vote of--4-Ayes: Groff, Roosa, Zullo, and Gritsavage                      0--Nays

**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 Roosa motioned Candee Harrington as cleaner for 2020 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 Gritsavage and passed by

A Vote of 4-Ayes: Groff, Gritsavage, Zullo, and Roosa                      0-Nays

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

A Vote of 4-Ayes: Groff, Zullo, Roosa, and Gritsavage                      0-Nays

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

Discussion on the Standing committees. Councilman Gritsavage has asked that Councilman Roosa be removed and Councilwoman Zullo on the Joint Youth Committee and to have himself (Gritsavage) as chair of the Joint Youth Committee because he has been chairperson all along.

After review a motion was made as follows:

**MOTION:** Councilman Gritsavage motioned to approve the standing committee assignments with changes to read ~~Roosa~~ Gritsavage Chair and Molly Zullo on the Joint Youth Committee on the attached page. Seconded by Councilman Roosa and passed by

A Vote of 4-Ayes: Groff, Zullo, Roosa, and Gritsavage                      0-Nays

TOWN OF NORTHAMPTON STANDING COMMITTEE ASSIGNMENTS

2020

BUDGET

Town Board Members

HIGHWAY

Groff\*, Simmons

ELECTIONS

Simmons\*, Zullo

TOWN ASSESSMENT

Groff\*, Gritsavage

ZONING & PLANNING

Groff\*, Zullo

SPECIAL DISTRICT SEWER/WATER

Roosa\*, Groff

AMBULANCE  
COMMITTEE

Gritsavage\*, Simmons

CEMETERIES

Roosa\*, Simmons

SPECIAL -- DISASTER SHELTER

Gritsavage\*

LIGHTING

Roosa

REFUSE

Simmons\*, Zullo

PUBLIC SAFETY

Groff\*, Gritsavage

BUILDINGS AND GROUNDS

Town Board Members

YOUTH & RECREATION

Gritsavage\*, Zullo ~~Roosa~~

PUBLIC RELATIONS

Simmons\*, Roosa

WEBSITE

Gritsavage\*, Zullo

INTER-MUNICIPAL

Gritsavage\*, Roosa

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

A motion was presented by Councilman Gritsavage and seconded by Councilwoman Zullo to adjourn at 6:52 p.m. It was passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	Absent		

Respectfully submitted,

Elaine Mihalik  
Town Clerk