

ORGANIZATIONAL MEETING JANUARY 06, 2021

The Organizational meeting and Business meeting for 2021 for the Town of Northampton was held 7:05 P.M. on Wednesday, January 06, 2021, at the Town Hall, 412 South Main Street, Northville, New York. Supervisor Groff led the salute to the flag.

PRESENT: Supervisor James Groff  
Councilmen: Darryl Roosa and William Gritsavage, Art Simmons  
Councilwoman: Molly Zullo

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 Simmons was in favor of 14 items listed below (#1 and #3 thru #14) and said he was not in favor of item #2 because the newspaper reporters have only come to only two of the Town meetings in the 8 years that he was Councilman. After discussion a motion was made as follows:

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

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Art Simmons	(In favor of #1 and #3-14) but nay #2		

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 Daily Gazette and The Recorder 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 employs a confidential secretary, a court stenographer, also audit help respectively within limits of respective budget appropriations contained in 2021 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 2021 holidays observed will be consistent with those of the County.  
That salaries in the budget appropriations for the fiscal year 2021 be as approved by the Town Board in the 2021 Budget.

A motion presented by Councilman Simmons and seconded by Councilman Gritsavage 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	Aye		

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	Aye		

A motion presented by Councilwoman Zullo 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 Gritsavage and passed by,

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

A motion to agree to pay the Assessment Board of Review \$12.50/hr. on Grievance Day for 2021 was made by Councilman Simmons and seconded by Councilwoman Zullo. It passed by,

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

Gail Cramer was reappointed as Town Historian for 2021, 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 Gritsavage. Seconded by Councilman Roosa and passed by,

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

A motion to rehire Gerald VanNostrand Sr. as Cemetery Caretaker for 2021 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	Aye		

A motion to appoint Councilwoman Zullo and Councilman Gritsavage as 2021 Town Representatives to the Youth Commission, with Supervisor Groff as an alternate, was made by Councilman Simmons. Seconded by Councilman Roosa and passed by,

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

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 Roosa. Seconded by Councilwoman Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	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 2021, seconded by Councilwoman Zullo, and passed by,

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

Councilman Gritsavage presented a motion to reappoint Elaine Mihalik as Records Management Officer for 2021, seconded by Councilwoman Zullo, and passed by,

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

Councilman Simmons presented a motion to reappoint Nathaniel Matthews as Budget Officer for 2021, seconded by Councilman Roosa and passed by,

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

Councilman Roosa motioned to reappoint Jack Farquhar as Ambulance Coordinator for 2021. Seconded by Councilman Simmons and passed by,

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

A motion to reappoint Vernon C. Duesler III as Animal Control Office for 2021 was presented by Councilman Gritsavage and seconded by Councilman Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	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 2021 was made by Councilman Roosa. Seconded by Councilman Simmons and passed by,

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

A motion to reappoint of Nathaniel Matthews as Sewer System Administrator for 2021 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	Aye		

Councilman Gritsavage 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 2021. The motion was seconded by Councilman Roosa and passed by,

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

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

A motion was presented by Councilman Roosa and seconded by Councilwoman Zullo 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	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 2021. Councilman Simmons approved the motion and Councilman Roosa seconded the motion and passed by,

Supervisor Groff	Aye	Molly Zullo	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 2021. 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	Aye		

Yvonne Woodruff is hereby reappointed by Town Clerk Elaine Mihalik as Deputy Clerk and Deputy Registrar to the Town Clerk for the year 2021. Councilman Gritsavage approved the motion and seconded by Councilwoman Zullo and passed by,

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

Councilman Simmons motioned to hire James Harrington as Building Maintenance Supervisor at a rate of \$20.00 per hour, seconded by Councilman Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	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 2021. Seconded by Councilman Roosa and passed by,

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

Councilman Simmons motioned to rehire Robin Wilson as Landfill Attendant for 2021. Seconded by Councilman Gritsavage and passed by,

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

**Resolution #2021-01: 2021 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	Aye		

**Resolution #2021-02: 2021 Town of Northampton Investment Policy**

Councilwoman Zullo moved the adoption of the 2021 Investment Policy of the Town of Northampton. Seconded by Councilman Simmons and passed by a

**ROLL CALL VOTE:**

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

Councilman Roosa motioned approval of Councilman Gritsavage as reappointed by Supervisor Groff as Deputy Supervisor for 2021 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period. Seconded by Councilwoman Zullo and passed by

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

**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 Gritsavage motioned Candee Harrington as cleaner for 2021 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 Roosa and passed by

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

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

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

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

2021

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

PUBLIC RELATIONS

Simmons\*, Roosa

WEBSITE

Gritsavage\*, Zullo

INTER-MUNICIPAL

Gritsavage\*, Roosa

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

A Public Hearing has been set by the Town Board for Wednesday, January 20, 2021 regarding Local Law #1 of 2021: Opting out of Section 4877 NYS Real Property Tax Law Exemptions for Solar Farm Project at 7 p.m. in the Bradt Building.

**Resolution #2021-03: 2021 Resolution Authorizing Transfer of Funds as Amended**

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

**WHEREAS**, within the budget certain appropriated amounts are insufficient to meet certain accounts payable expenses from Budget line items from 2020 Budget for the December transfers;

**WHEREAS**, the Town Board of the Town of Northampton met at a duly held meeting on December 16, 2020 and adopted Resolution 2020-15 Authorizing Transfer of Funds; and

**WHEREAS**, there is a need to amend the transfers, **NOW THEREFORE BE IT**

**RESOLVED**, that the Town Supervisor be authorized “as amended” to transfer the below indicated funds from within existing accounts of the 2020 budget;

**December 2020**

\$3,500

From: DB5110.1 – Highway - Pers. Services

To: DB5140.1 – Highway Brush/Weeds – Pers. Services

Reason: To cover allocation of end of year payrolls

\$1,500

From: DB5130.2 – Highway Machinery - Equipment

To: DB5130.1 – Highway Machinery – Pers. Services

Reason: To cover allocation of end of year payrolls

\$1,200

From: DB5142.1 – Highway Snow - Pers. Services

To: DB5130.1 – Highway Machinery – Pers. Services

Reason: To cover allocation of end of year payrolls

\$1,000

From: SW8310.2 – Water Admin - Equipment

To: SW8310.1 – Water Admin– Pers. Services

Reason: To cover allocation of end of year payrolls

\$1,700

From: SW8330.4 – Water Purification - Contractual

To: SW8340.2 – Water Trans/Distribution– Equipment

Reason: To cover purchase of new portable meter reader

\$3,000

From: SW8340.1 – Water Trans/Distribution - Pers. Services

To: SW8340.4 – Water Trans/Distribution– Contractual

Reason: To cover end of year expenses

\$1,500

From: A1420.4 – Attorney - Contractual



To: A1110.1 – Justice – Pers. Services

Reason: To cover allocation of end of year payrolls

**AND BE IT FURTHER**

**RESOLVED**, that this resolution be recorded in the Town Clerk’s minutes and be a permanent record of the Town and a copy be filed with the Supervisors records for auditing purposes.

**ROLL CALL VOTE:**

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

The regular Town Board meeting has been scheduled for Wednesday, January 20, 2021 at 7 p.m.

Having no further business coming before the board a motion was presented by Councilman Simmons to adjourn the Organizational meeting at 7:24 p.m. and Seconded by Councilman Gritsavage. Everyone present was in favor.

Respectfully submitted,

Elaine Mihalik  
Town Clerk