

ORGANIZATIONAL MEETING JANUARY 03, 2022

The Organizational meeting and Business meeting for 2022 for the Town of Northampton was held 6:00 P.M. on Wednesday, January 03, 2022, 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
Councilwoman: Colleen Cordone
Councilwoman Molly Zullo entered 6:07 p.m.

Recording Secretary: Elaine Mihalik, Town Clerk

Other Town department representative in attendance:
Nathanial Matthews-Bookkeeper
Darrin Dietz – Town of Northampton Justice

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.

After discussion a motion was made as follows:

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

Supervisor Groff	Aye	Molly Zullo	Absent
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

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 2022 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 2022 holidays observed will be consistent with those of the County.
That salaries in the budget appropriations for the fiscal year 2022 be as approved by the Town Board in the 2022 Budget.

A motion presented by Councilman William Gritsavage and seconded by Councilman Darryl 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	Absent
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilwoman Molly Zullo entered the meeting at 6:07 p.m.

A motion presented by Councilman William Gritsavage and seconded by Councilwoman Colleen Cordone 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
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Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion presented by Councilman William 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 Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion to agree to pay the Assessment Board of Review \$13.50/hr. on Grievance Day for 2022 was made by Councilman William Gritsavage and seconded by Councilwoman Molly Zullo. It passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Gail Cramer was reappointed as Town Historian for 2022, 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 William Gritsavage. Seconded by Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion to appoint Councilwoman Molly Zullo and Councilwoman Colleen Cordone as 2022 Town Representatives to the Youth Commission, with Supervisor Groff as an alternate, was made by Councilman Darryl Roosa. Seconded by Councilman William Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	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 Darryl Roosa. Seconded by Councilman William Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilwoman Molly Zullo presented a motion to reappoint Elaine Mihalik as Registrar of Vital Statistics for 2022, seconded by Councilman William Gritsavage, and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilman Darryl Roosa presented a motion to reappoint Elaine Mihalik as Records Management Officer for 2022, seconded by Councilwoman Molly Zullo, and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilwoman Colleen Cordone presented a motion to reappoint Nathaniel Matthews as Budget Officer for 2022, seconded by Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilman Darryl Roosa motioned to reappoint Jack Farquhar as Ambulance Coordinator for 2022. Seconded by Councilman William Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion to reappoint Vernon C. Duesler III as Animal Control Office for 2022 was presented by Councilwoman Molly Zullo and seconded by Councilwoman Colleen Cordone and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	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 2022 was made by Councilman William Gritsavage. Seconded by Councilwoman Colleen Cordone and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion to reappoint of Nathaniel Matthews as Sewer System Administrator for 2022 was made by Councilman Darryl Roosa. Seconded by Councilman William Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilwoman Colleen Cordone 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 2022. The motion was seconded by Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion was presented by Councilman Darryl Roosa and seconded by Councilwoman Molly 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
Colleen Cordone	Aye		

A motion was presented by Councilman William Gritsavage and seconded by Councilman Darryl Roosa 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
Colleen Cordone	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 2022. Councilwoman Colleen Cordone approved the motion and Councilman Darryl Roosa seconded the motion and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Robin Wilson is hereby appointed by Supervisor Groff as Confidential Secretary to the Supervisor for the year 2022. Councilman William Gritsavage approved the motion and seconded by Councilwoman Colleen Cordone and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Discussion on the motion: Robin Wilson has been a fill in to help the Assessor, both Town and Village Code Enforcement Officers and she is here all the time explained Supervisor Groff.

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 2022. Councilman William Gritsavage approved the motion and seconded by Councilman Darryl Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

A motion to reappoint of Wendy Reu as Water System Administrator for 2022 was made by Councilman William Gritsavage. Seconded by Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Yvonne Woodruff is hereby reappointed by Town Clerk Elaine Mihalik as Deputy Clerk and Deputy Registrar to the Town Clerk for the year 2022. Councilman Darryl Roosa approved the motion and seconded by Councilwoman Molly Zullo and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilman Darryl Roosa motioned to hire James Harrington as Building Maintenance Supervisor at a rate of \$20.00 per hour, seconded by Councilwoman Colleen Cordone and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilman William Gritsavage motioned to continue with Margaret Young as webmaster at an agreed rate of \$75.00 a month per verbal agreement for 2022. Seconded by Councilman Darryl Roosa and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilwoman Colleen Cordone motioned to rehire Pam Vaughn as Landfill Attendant for 2022. Seconded by Councilman William Gritsavage and passed by,

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Resolution #2022-01: 2022 Town of Northampton Procurement Policy

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

ROLL CALL VOTE

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Resolution #2022-02: 2022 Town of Northampton Investment Policy

Councilman William Gritsavage moved the adoption of the 2022 Investment Policy of the Town of Northampton. Seconded by Councilwoman Molly Zullo and passed by a

ROLL CALL VOTE:

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

Councilman Darryl Roosa motioned approval of Councilman Gritsavage as reappointed by Supervisor Groff as Deputy Supervisor for 2022 at no compensation in the event Supervisor Groff is incapacitated or unavailable for an extended period. Seconded by Councilwoman Molly Zullo and passed by

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Abstain
Colleen Cordone	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 William Gritsavage motioned Candee Harrington as cleaner for 2022 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 Councilwoman Colleen Cordone and passed by

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	Aye		

MOTION: Councilman William Gritsavage motioned to re-approve James Harrington as a substitute cleaner at a cost of \$50.00 per diem. Seconded by Councilwoman Colleen Cordone and passed by

Supervisor Groff	Aye	Molly Zullo	Aye
Darryl Roosa	Aye	William Gritsavage	Aye
Colleen Cordone	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

2022

BUDGET

Town Board Members

HIGHWAY

Roosa*, Cordone

ELECTIONS

Zullo, Roosa

TOWN ASSESSMENT

Gritsavage*, Zullo

ZONING & PLANNING

Groff*, Cordone

SPECIAL DISTRICT SEWER/WATER

Groff*

AMBULANCE
COMMITTEE

Gritsavage*, Groff

CEMETERIES

Roosa*, Zullo

SPECIAL -- DISASTER SHELTER

Zullo*

LIGHTING

Roosa

REFUSE

Gritsavage*, Zullo

PUBLIC SAFETY

Groff*, Gritsavage

BUILDINGS AND GROUNDS

Town Board Members

YOUTH & RECREATION

Zullo*, Cordone

PUBLIC RELATIONS

Roosa*, Cordone

WEBSITE

Zullo*, Cordone

INTER-MUNICIPAL

Gritsavage*, Roosa

* Denotes Committee Chairman

The regular Town Board meeting has been scheduled for Wednesday, January 19, 2022 at 7 p.m.

Having no further business coming before the board a motion was presented by Councilman William Gritsavage to adjourn the Organizational meeting at 6:25 p.m. and Seconded by Councilman Darryl Roosa. Everyone present was in favor.

Respectfully submitted,

Elaine Mihalik
Town Clerk