

The annual Organizational Meeting of the Kingsbury Town Board was conducted on January 2, 2018 at the Kingsbury Town Hall on 6 Michigan Street, Hudson Falls.

MEMBERS PRESENT: Dana Hogan, Supervisor
Richard Doyle, Councilman
Henry Freebern, Councilman
William Haessly, Councilman
Dan Washburn, Councilman

OTHERS PRESENT: Michael Graham, Highway Superintendent

The meeting was called to order at 7 p.m. by Supervisor Hogan and opened for the order of business with the Flag Salute led by Councilman Haessly.

The minutes of the December 18, 2017 Board Meeting will be reviewed at the next meeting to be conducted on January 16, 2018,

Supervisor Hogan welcomed William Haessly and Dan Washburn, the newly elected Councilman.

A **motion** by Councilman Freebern seconded by Councilman Doyle and carried by a vote of 5 ayes accepting the following appointments and contracts:

Dog Control Officer & Town Hall Cleaner (1 year) - Todd Humiston
Town Comptroller (2 years) – Mary L. Ordway
The Senior Center of Kingsbury/Fort Edward Area, Inc. - Mary L. Ordway,
Representative
Investigating Officer for Bingo – Dan Washburn
Attorney for the Town – Meyer & Fuller, PLLC
Budget Officer & Personnel Officer (1 year) – Mary Ordway
Recreation Director (1 year) Debbie Battiste
Health Officer – Town Board with no compensation
Crossing Guards: Carol Mosher, Captain, Arthur Dashnaw, Thomas Beadnell, Rose Ann Mumblo

Annual Contracts:

Hudson Falls Free Library - \$30,000.00
Kingsbury Volunteer Hose Company No. 1, Inc. \$240,800.00
The Senior Center of Kingsbury/Fort Edward Area, Inc. - \$12,230.00

A **motion** by Councilman Freebern seconded by Councilman Doyle and carried by a vote of 5 ayes accepting the following:

Designations:

The TownClerk designates: Sylvia Weaver, First Deputy Town Clerk
Linda S. Bowe, Part-Time Deputy
Francis A. Lewis, Part Time Deputy

Highway Superintendent Designates:
Timothy Morgan, Deputy Highway Superintendent

Town Justice Designates: James Chase, Water Superintendent
Laura Barody, Justice Court Clerk
Sherry Ostrander, Part Time Deputy Justice Court Clerk
Kenneth Grant, Court Security Office

Town Supervisor Designates Henry G. Freebern, Deputy Supervisor

Town Comptroller Designates:
Michelle Radliff, Confidential Secretary & Code Enforcement Secretary

Other Designations:

Records Management Officer, Issuing Officer for Bingo
and Games of Chance, Issuing Agent for Disabled Parking Permits and
Records Access Officer – Cynthia Bardin
Registrar of Vital Statistics: Cynthia Bardin with a Salary of \$1,000.00
Deputy Registrar: Sylvia Weaver with a Salary of \$1,000.00

Board of Ethics: Cynthia Bardin, Walt Sutliff & Ron Baker

Official Town Newspaper – The Post Star

Official Depository for deposit & safekeeping of all Town funds:
Glens Falls National Bank & Trust Co.

A **motion** by Councilman Freebern seconded by Councilman Doyle and carried by a vote of 5
eyes accepting the following:

Town Board Meetings to be held on the First & Third Monday of each Month at 7:00 P.M.
(as long as there business on the agenda for the Board)

Miscellaneous Motions:

The Comptroller shall have ninety (90) days after the close of the fiscal year to submit
the annual report to the Town Board and the Office of the State Comptroller. Also a copy
to be filed with the Town Clerk shall cause summary of such report to be Published
within ten (10) days after receipt in the official newspaper (The Post Star)
The mileage rate for Town Officials who use their own vehicles for Town Business: \$.50
per mile

Supervisor's Committees:

Recreation Commission Liason – Henry Freebern; Dan Washburn alternate
Public Safety: Councilman Freebern, Councilman Doyle
Building & Grounds/Highway – Councilman Freebern, Councilman Washburn
Insurance – Councilman Doyle, Councilman Haessly
Legal/Legislative – Councilman Doyle, Councilman Freebern
Budget/Personnel – Councilman Doyle, Councilman Haessly

Kingsbury Water Committee – Councilman Doyle, Councilman Freebern
Town Clerk provided oaths of office to elected officers Supervisor Hogan, Councilman Haessly
and Councilman Washburn.

TOWN CLERK:

Town Clerk congratulated and welcomed the newly elected Councilman, William Haessly and
Dan Washburn. She also announced the next Board Meeting would be conducted on Tuesday
January 16, 2018.

HIGHWAY SUPERINTENDENT:

Michael Graham congratulated the newly elected Councilman.
Michael Graham also reported the Town had received final payment for the sale of the Cat 120G
grader; he will make arrangements for delivery with the buyer.

Councilman Haessly opened a discussion concerning the tax exemptions for solar structures in
the Town. The discussion will continue at the January 16, 2018 Board Meeting with the presence
of Sole Assessor Colleen Adamac and Town Attorney Jeffrey Meyer.

Councilman Doyle made a suggestion that the Board solicit for quotes for legal representation in
the future. Councilman Doyle has no problem with the current representation but would like to
be fair to the taxpayers. Supervisor Hogan will set a reminder for September 3, 2018. Councilman
Doyle would like to also solicit for quotes for insurance; he stated the last time the Town
solicited for quotes there was a \$6,000.00 savings. Supervisor Hogan will set a reminder for
March 12, 2018.

Councilman Doyle opened a discussion about the Recreation Commission; he stated it was nice
when there was ice skating and ski trips to Killington and would like to see the Recreation
Commission offer these programs again. Councilman Freebern questioned how involved the
school was with the Recreation Program. Supervisor Hogan explained when an audit was
conducted last year it was suggested that we off load some of the responsibilities the Comptroller
has in regard to the Recreation Commission; payroll being one of them. Supervisor Hogan and
Comptroller Mary Ordway met with school officials to discuss the possibility of the Town
paying the school to take over the Recreation program. At that time the school was not interested
in taking over the program due to the adult softball program. The Board continued to discuss the
current Recreation Program and possible changes for the future. The Town Board would not
make changes that would have a negative impact on the current Recreation program. Supervisor
Hogan also stated another good reason for the school to take over the program would be the fact
that state funding may be available to the school for the Recreation Program.

Councilman Doyle requested to review Section 3 of the credit card policy; particularly the Sears
credit card. Superintendent Graham stated he believes the Sears credit card had expired. Graham
explained there was a First Card at Glens Falls National Bank & Trust with a \$3,000.00 limit for
himself and Mary Ordway.

A **motion** by Councilman Freebern seconded by Councilman Washburn and carried by a vote of
5 ayes to accept the procurement policy and the credit card policy with the following change to
the credit card policy:

Section 3. Existing Credit Cards.

a. The Town currently has issued in the name of the “Town of Kingsbury” the following credit cards at the following limits:

- | | | |
|------|---|------------------------|
| i. | Staples | \$11,000 |
| ii. | Northern Tool & Equipment | Revolving |
| iii. | First Bank Card – Glens Falls National Bank & Trust, Co.
Ordway and Michael Graham | \$3,000 limit for Mary |
| iv. | Lowe’s | Unknown Limit |

SUPERVISOR REPORT:

Dan Shaw is the new Budget Officer with the Washington County Board of Supervisors, Bob Henke is the Chairman of the Board and John LaPointe is the Vice Chairman.

The Board of Supervisors will be interviewing attorneys for the opiate lawsuit.

The deadline for grants through the Justice Court Assistance Program has passed for 2017,

There being no further business before the Board, a **motion** by Councilman Freebern seconded by Councilman Doyle and carried by a vote of 5 ayes to adjourn the meeting at 8:00p.m.

Respectfully submitted,

Cynhtia A. Bardin, Town Clerk