

The Organizational Meeting of the Kingsbury Town Board was conducted at 7 p.m. on January 4, 2016 at the Kingsbury Town Hall at 210 Main Street, Hudson Falls.

MEMBERS PRESENT: Dana Hogan, Supervisor
Paul Bromley, Councilman
William Collins, Councilman
Richard Doyle, Councilman
Henry Freebern, Councilman

OTHERS PRESENT: Ross Cortese, Code Enforcement Officer
Mary Ordway, Comptroller

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 Freebern.

The minutes of the December 28, 2015 and the December 31, 2015 Board Meetings will be reviewed by the Board and discussed at the January 11, 2016 Board Meeting.

A motion by Councilman Doyle seconded by Councilman Freebern and carried by a vote of 5 ayes to appoint Todd Humiston as the Town Hall Cleaner and Michelle Radliff as a temporary confidential secretary to Comptroller Mary Ordway.

A motion by Councilman Bromley seconded by Councilman Freebern and carried by a vote of 5 ayes for the following reappointments:

Dog Control Officer (1 year) - Todd Humiston
Representative to the Senior Center of Kingsbury/Fort Edward Area, Inc. – Mary Ordway
Investigating Officer for Bingo – William Collins
Attorney for the Town – Meyer & Fuller
Town Comptroller & Accounting Officer (2 years) – Mary Ordway
Budget Officer and Personnel Officer (1 year) – Mary Ordway
Debbie Battiste - Recreation Director (1 year)
Health Officer – Town Board with no compensation
Crossing Guards: Carol Mosher, Captain, Arthur Dashnaw, Thomas Beadnell,
RoseAnn Mumblo

On a motion by Councilman Freebern seconded by Councilman Collins and carried by a vote of 5 ayes the following annual contracts were approved:

Hudson Falls Free Library: \$30,000
Kingsbury Volunteer Hose Company No. 1, Inc.: \$231,000
The Senior Center of Kingsbury/Fort Edward Area, Inc.: \$11,300

On a motion by Councilman Collins seconded by Councilman Freebern and carried by a vote of 5 ayes the following designations of Town Officials were approved:

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

Highway Superintendent Designates: Timothy Morgan, Deputy Highway Superintendent
James Chase, Water Superintendent

Town Justice designates: Laura Barody, Justice Court Clerk

Town Supervisor designates: Henry C. Freebern, Deputy Supervisor
Paul Loding, Historian (2 years)

On a motion made by Councilman Collins seconded by Councilman Freebern and carried by a vote of 5 ayes the following designations were made:

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

Deputy Registrar: Sylvia Weaver with a Salary of \$1,000

Board of Ethics: Cynthia A. Bardin, Walt Sutliff and Ron Baker

Official Town Newspaper – The Post Star

Official Town Depository for deposit and safekeeping of all Town funds:

Glens Falls National Bank and Trust Company

Town Board Meetings – Second and Fourth Monday of Each month at 7:00 p.m.

The mileage rate for Town Officials who use their own vehicles for Town Business: \$.50 per mile

Councilman Doyle would like the Board to consider a suggestion made by retired Supervisor, Jim Lindsay; to change the night of the Town Board Meetings. Supervisor Hogan suggested the Board address this once the Town Hall had moved to Michigan Street.

The Board did not receive copies of the procurement policy to review. A discussion followed. Attorney Meyer will review the procurement policy to see if any changes are necessary and it will be discussed at the next meeting on January 11, 2016.

Supervisor Hogan designated the following committees:

Recreation Commission Liaison – Henry Freebern; William Collins, alternate

Public Safety: Councilmen Freebern/Doyle

Building and Grounds/Highway – Councilmen Freebern/Bromley

Insurance – Councilmen Collins/Doyle

Legal/Legislative – Councilmen Collins/Doyle

Budget/Personnel – Councilmen Collins/Bromley

Town Clerk reported she had received many complaints about the frozen snow banks on the edge of the sidewalk in front of Town Hall from taxpayers who were attempting to walk over the snow banks to enter Town Hall to pay their taxes. The Town Clerk contacted Ellen Brayman, Village Clerk. Brayman explained when there are 6 or more inches of snow, after the State plows, the Village is responsible to remove the snow banks on the sidewalk edges. If the snowfall is less than 6 inches the owners are responsible to remove the snow. After discussion the Board would like Highway Superintendent Michael Graham to remove the snow banks.

Town Clerk also reported that she had received a call from NYMIR in regard to setting up an inspection. (NYMIR provides insurance coverage for the Town) Supervisor Hogan is comfortable with the inspection occurring at their convenience and does not need to be present. The Town Clerk will call to schedule an appointment for the inspection.

Code Enforcement Ross Cortese reported the gates have been closed at East Side. Anthony Marro will let Cortese know when the insurance is re-instated and provide him with the information. Cortese will pass the information to the Board and the Board will discuss the renewal of their license which will expire in March.

Comptroller Mary Ordway stated that historically she has been in charge of the Town insurance and when inspections are scheduled she takes the person around. Supervisor Hogan asked Ordway if she would like to escort the inspector around. Ordway responded she usually does; there are times when the inspector also inspects the Highway Garage, and sand & gravel pit on Tripoli Road. Town Clerk passed on the contact information to the Comptroller so she could schedule an inspection at her convenience.

Councilman Bromley reported the drywall should be complete by mid-week in the Court Room. Hopefully by the middle of next week the drywall in all offices will be complete.

Councilman Freebern has requested an executive session to discuss personnel issues.

Supervisor Hogan reported the Organizational Meeting was held at the County with Bob Henke being appointed Chairman of the Board of Supervisors, Matt Hicks as Vice-Chairman and Brian Campbell as Budget Officer. Hogan had received his committee assignments as follows: the finance, audit and public safety committees.

Councilman Doyle asked when the Board will have a meeting with the Village about Code Enforcement. Code Enforcement Officer Cortese contacted Dave Armando, Code Administrator for Washington County. Armando was on vacation last week, Cortese will reach out to him this week to schedule a meeting.

A motion by Councilman Freebern seconded by Councilman Collins and carried by a vote of 5 ayes to enter into executive session at 7:35 to discuss personnel issues.

A motion by Councilman Bromley seconded by Councilman Freebern and carried by a vote of 5 ayes to end the executive session at 8 p.m.

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

Respectfully submitted,

Cynthia A. Bardin, Town Clerk

<http://www.kingsburyny.gov>