

December 19, 2022 Town Board meeting Minutes

The second regular meeting of the Kingsbury Town Board was conducted on December 19, 2022, at the Kingsbury Town Hall, 6 Michigan Street, Hudson Falls.

MEMBERS PRESENT

Richard Doyle, Deputy Supervisor
William Haessly, Councilman
James Lindsay, Councilman

ABSENT:

Dana Hogan, Supervisor
Dan Washburn, Councilman

OTHERS PRESENT:

Jeff Meyer, Town Attorney
Rebecca Pomainville, Comptroller
Michael Graham, Highway Superintendent
Todd Humiston, Code Enforcement & Dog Control Officer

The meeting was called to order at 6:33 pm by Deputy Supervisor Doyle and opened for the order of business with the Flag Salute led by Councilman Haessly.

A **motion** by Councilman Lindsay seconded by Councilman Doyle and carried by a vote of 3 ayes to accept the minutes of the December 5, 2022, Town Board Meeting as submitted by the Town Clerk.

Deputy Supervisor stated the first thing on the agenda is the Greater Glens Falls Transit Agreement. Councilman Lindsay suggested the Board investigate a little more, some of the routes are being cut or changed because they cannot get help. This will be tabled until the next meeting on January 3, 2023, or until the Supervisor investigates this matter.

Deputy Supervisor Doyle and Comptroller Pomainville discussed two-person authentication for electronic transactions. The Comptroller reported in her office a wire is created by her, approved by her and reported by her. Oversight from the Supervisor must be established; with help from Attorney Meyer, she has thought of creating a reporting procedure, so the Supervisor sees all the pre check requests, where the vouchers are imported, print the report and the Supervisor signs off agreeing the vouchers can be paid. The report will show all paper checks and wires with details of each payment. Once the okay is given to pay, the payments can be submitted. Checks would be printed and then signed by the Supervisor, ACH payments and wire payments would be detailed on the report and verified with the bank transmittal compared to the pre-check writing and the registers that everything is complete. A summary of the details would be filed with the bank reconciliation each month. The Supervisor would be able to see everything.

Deputy Supervisor Doyle would prefer to see that the Supervisor is set up with an ID at the bank, then the Comptroller could set it up and he could go into the bank to approve and authorize payments. It would be two people authorizing the outgoing funds transfer. The Board would like to hear the Supervisor's thoughts on this matter; it will be tabled until the next Town Board Meeting.

The Board will discuss the low-income senior exemption at the next Board Meeting. Attorney Meyer reported if a change is made the Local Law must be filed by February 28, 2023, with the State.

TOWN CLERK REPORT:

<https://www.kingsburyny.gov>

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On December 13th a training was conducted by General Code regarding Laserfische. At a later time, minutes, documents and forms may be available for public viewing on the Laserfische site.

CODE ENFORCEMENT & DOG CONTROL OFFICER REPORT:

An email had been sent to the Board members and department heads with recommended Code updates. The Board will consider conducting a workshop to discuss updates to the Code. The veterinary portion of Countryside has been sold. The Barn is now its own entity called Barks Recreation Veterinary and will continue to serve the Town. They will be doing a non-competing business just for stray animals. This explains the increase in the rates in the contract for 2023.

COMPTROLLER REPORT:

The Comptroller is seeking Board approval upon Attorney Meyer's final review of an agreement with Heartland Payroll Solutions who has agreed to amendments to the original agreement. A **motion** by Councilman Lindsay seconded by Councilman Haessly and carried by a vote of 3 ayes to approve the transition to Heartland Payroll Solutions and authorize the Supervisor to sign the agreement.

A crossing guard has resigned; the Comptroller will post the job opening on Indeed.

HIGHWAY SUPERINTENDENT:

The truck and sander were sold in the GovDeals auction; the truck sold for \$11,100.00 and the sander was sold for \$1,458.00. When the items are picked up a check will be received. The Superintendent is seeking permission for Deputy Supervisor Doyle to sign the title due to the absence of Supervisor Hogan. A **motion** by Councilman Lindsay seconded by Councilman Haessly and carried by a vote of 3 ayes giving permission to Deputy Supervisor Doyle to sign the title to the truck so payment can be received when it is picked up.

DEPUTY SUPERVISOR REPORT:

A Comprehensive Master Plan Committee Meeting has been scheduled for Tuesday January 24, 2023, at 6:30 pm at Town Hall to review information provided by Nicole Allen of Laberge.

WRITTEN REPORTS:

A **motion** by Councilman Lindsay seconded by Councilman Haessly and carried by a vote of 3 ayes to accept the reports of certain officer for the month of November as follows:

Town Clerk: Paid to EnCon: 995.55; Paid to Supervisor: \$1,953.69; Paid to the Village of Hudson Falls: \$60.00; Paid to Ag & Markets for Population Control: \$79.00; Paid to the Department of Health: \$45.00

Town Comptroller: Receipts \$22,667.80; Disbursements: \$8,827.75

Assessor Sales

There being no further business before the Board a **motion** by Councilman Lindsay seconded by Councilman Haessly and carried by a vote of 3 ayes to adjourn the meeting at 7:08 pm.

Respectfully submitted,

Cynthia A. Bardin, Town Clerk

<https://www.kingsburyny.gov>