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TOWN OF BROADALBIN

SPECIAL MEETING

2024 ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Town of Broadalbin Town Board for the year 2024 was held at 6:30 P.M. January 2, 2024, at the Municipal Building, 201 Union Mills Road, Broadalbin, New York.

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG

The Pledge was said in unison.

ROLL CALL

Supervisor Joseph DiGiacomo –present

Councilman Dave Bogardus – absent

Councilman Doug Kissinger -present

Councilwoman Mike Rorick -present

Councilman Dave Bardascini –present

Supervisor Joseph DiGiacomo opened the Organizational Meeting by asking for any public comments, which there were none.

****At this time the Town Board of Broadalbin reviewed and signed the 2023 Court Books along with representation of Judge Joseph Gilston, Judge William Jennings and Court Clerk Janey Dygert.

RESOLUTIONS OF ORGANIZATION 2024

PROCEDURE AND POLICY

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2024 – 1 – TOWN BOARD MEETINGS

BE IT RESOLVED, that the second Tuesday of February and of each month following at 6:30 p.m. be the day and the time for the regular monthly meeting of the Town of Broadalbin Town Board in the year 2024; and that the official location for said meetings be the Municipal Building at 201 Union Mills Road, Broadalbin, New York; and

BE IT RESOLVED, that the Town Clerk advertise this with a news item at the beginning of the year; and further

BE IT RESOLVED, that no bills submitted for payment after the first Tuesday of the month shall be approved for payment until the following month unless otherwise permitted by the Town Board.

Discussion: none

VOTE: DiGiacomo-aye Kissinger -aye Bardascini -aye Bogardus-absent Rorick-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Kissinger and seconded by Supervisor DiGiacomo

RESOLUTION # 2024 – 2 – HEALTH INSURANCE

BE IT RESOLVED, that the Town of Broadalbin Town Board reaffirms the following policy: that **NO** elected official shall receive Town paid health insurance as part of their position.

Discussion: Exception of this resolution is Sandy Thompson by resolution 2A which follows, along with the next three years of the rate schedule. This will be done by payroll deductions with no benefits.

VOTE: DiGiacomo-aye Kissinger-aye Bardascini -aye Bogardus- absent Rorick-aye

On a motion made by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2024 2A- HEALTH INSURANCE CONT.

WHEREAS, the Town of Broadalbin is in a unique situation in which the Highway Superintendent is also a retired bargaining unit employee. As such the Highway Superintendent, having served for 22 years in the bargaining unit, is entitled to a fifty percent reimbursement for health care costs as stated in the bargaining unit contract.

NOW, THEREFORE BE IT RESOLVED that,

The Town will allow the Highway Superintendent to reimburse the Town for his/her fifty percent through payroll deduction as long as he/she is in the employ of the Town of Broadalbin. As the health care insurance is billed in the prior month of coverage, the amount of deduction shall be adjusted on an annual basis on or about December 1 of each year as the cost of insurance is adjusted annually on Jan. 1. Rate Amendment to the Existing Participation Agreement is as follows; 1/1/2024 single monthly \$1032.46, 2 person monthly \$2061.79, family monthly \$2835.17.

1/1/2025 \$ single monthly \$1059.33, 2 person monthly \$2115.40, family monthly \$2908.88.
1/1/2026 single monthly \$1098.50, 2 person monthly \$2193.67, family monthly \$3016.52.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Rorick and seconded by Councilman Bardascini

RESOLUTION # 2024 – 3 – INVESTMENT POLICY

BE IT RESOLVED, that the investment policy adopted 09/13/2017 by the Town of Broadalbin Town Board and attached to the minutes of the Town Clerk in the minutes of that meeting be referenced in this Organizational Meeting; and

BE IT RESOLVED, that said Investment Policy be affirmed.

Discussion: none

VOTE: DiGiacomo- aye Kissinger- aye Bardascini - aye Bogardus- absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2024 – 4 – MILEAGE REIMBURSEMENT POLICY

BE IT RESOLVED, that a mileage reimbursement policy be accepted for the Town of Broadalbin for the year 2024 at the current Federal rate* \$.67; and

BE IT RESOLVED, that the Town of Broadalbin Town Board accepts the usage of a mileage policy; and

FURTHER, that any claim over 60 days old will NOT be approved for payment by the Town Board nor any claims for travel from home to office.

FURTHER, BE IT RESOLVED, that a copy of this policy be attached in the minutes of this Organizational Meeting in the minute book of the Town Clerk.

Discussion: none

VOTE: DiGiacomo-aye Kissinger- aye Bardascini-aye Bogardus-absent Rorick-aye

PROCEDURE AND POLICY -continued

On a motion by Councilman Rorick and seconded by Councilman Kissinger

RESOLUTION # 2024 – 5 – ORDERING POLICY

WHEREAS, to expedite payment of orders, the Town Board has directed the Town Clerk to establish a once-a-month ordering policy; and

WHEREAS, unless there is an emergency, one order will be placed on/or about the twenty-fifth (25th) of each month; now therefore,

BE IT RESOLVED, that the Town of Broadalbin Town Board accepts the usage of the above Ordering Policy.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Rorick and seconded by Councilman Kissinger

RESOLUTION # 2024 – 6 – PROCUREMENT POLICY

WHEREAS, a copy of the Procurement Policy is attached in the General Code of the Town of Broadalbin chapter 50; be it

RESOLVED, that said procurement policy be accepted for the Town of Broadalbin Town Offices, excluding the Highway Department, for the year 2024 with a maximum threshold of \$300.00; and

BE IT FURTHER RESOLVED that the Town of Broadalbin Town Board be able act on less than three (3) bids when a reasonable attempt has been made to obtain same.

Discussion: none

VOTE: DiGiacomo-aye Kissinger -aye Bardascini- aye Bogardus- absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2024 – 7 – HIGHWAY PURCHASE POLICY

BE IT RESOLVED, that any single purchase by the Town of Broadalbin Highway Department not exceed three thousand (\$3,000.00) without the signed prior approval of a Highway liaison.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini- aye Bogardus-absent Rorick-aye

PROCEDURE AND POLICY-continued

On a motion by Councilman Rorick and seconded by Councilman Bardascini

RESOLUTION # 2024 – 8 – HIGHWAY EQUIPMENT LOAN POLICY

BE IT RESOLVED, that no equipment shall be loaned by the Town of Broadalbin Highway Department without prior authorization from the Town Highway superintendent; and

BE IT RESOLVED, that any equipment on loan by the Town of Broadalbin Highway Department should be operated by a department operator or an operator authorized by the Highway Superintendent; and

FURTHER, BE IT RESOLVED, that any details to be addressed concerning said loan authorization policy shall be addressed by the Town of Broadalbin Highway Committee.

Discussion: Superintendent Sandy Thompson explained equipment such as the loader or sweeper can be loaned but any trucks, Town Employees drive.

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus- absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024- 9 – VOUCHER POLICY

WHEREAS, the Town of Broadalbin is a tax-exempt municipality, and therefore it's employees may utilize tax exempt forms available from the Town Clerk's office for Town purchases; and

WHEREAS, no tax on vouchers submitted to the Town will be reimbursed; now therefore

BE IT RESOLVED, that ALL vouchers have receipts of paid charged purchases attached; and

BE IT ALSO RESOLVED, that accurate and descriptive information concerning the purchase be provided; and

BE IT FURTHER RESOLVED, that each voucher has on it an authorizing signature.

Discussion: none

VOTE: DiGiacomo-aye Kissinger- aye Bardascini-aye Bogardus- absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2024 – 10 – AUDIT OF CLAIMS

BE IT RESOLVED, that the Town Board of the Town of Broadalbin is authorized to audit all claims, and all funds for verification for payment; and further

BE IT RESOLVED, that monthly abstracts and vouchers for all funds be signed by three (3) or more Town of Broadalbin Town Board members:

Discussion: Board agreed to amend by adding vouchers.

VOTE: DiGiacomo- aye Kissinger-aye Bardascini-aye Bogardus- absent Rorick-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2024 – 11 – PRE-PAID CLAIMS

BE IT RESOLVED, that the Town Supervisor may pre-pay all claims for BAN payments, dog sheltering, insurance, postage, utilities, and Highway Department uniforms subject to Board approval (post payment) at the next regularly scheduled Town Board meeting.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2024 – 12 – OFFICIAL DEPOSITORY BANK

BE IT RESOLVED, that NBT bank be designated as the official depository bank of the Town of Broadalbin for the year 2024; and further

BE IT RESOLVED, THAT THE Town Supervisor be empowered to invest moneys as he/she deems necessary for the best interest rates.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024 – 13 – PUBLICATION OF AUD REPORT FROM SUPERVISOR

BE IT RESOLVED, THAT THE Town Clerk be authorized to publish, within ten (10) days of receiving same from the Supervisor, the figures on the summary page of the 2023 AUD report in the official Town newspaper.

And further that The Summary page of an AUD is publicized by April 1, of each year.

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

PROCEDURE AND POLICY-continued

On a motion by Councilman Rorick and seconded by Councilman Kissinger

RESOLUTION # 2024 – 14 – NAMING OFFICIAL NEWS PAPER

BE IT RESOLVED, that The Leader Herald/ co The Gazette be named as the official newspaper for the Town of Broadalbin for the year 2024.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini- aye Bogardus-absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2024 – 15 – PAYROLL ACCOUNTING SERVICE

BE IT RESOLVED, that Insight Payroll Solutions be designated as the payroll service for the Town of Broadalbin for the year 2024; and further

BE IT RESOLVED, that payment for these services be from the Town Supervisor’s account A1220.41.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024 – 16 – HIGHWAY DEPARTMENT WINTER MAINTENANCE OF PAVED AREAS / SIDEWALKS AT THE TOWN MUNICIPAL BUILDING AND FULTON COUNTY DEPARTMENT OF SOLID WASTE BROADALBIN TRANSFER STATION

WHEREAS, the winter maintenance of said Municipal Building is essential for the normal day to day operations of Town business; and

WHEREAS, the Town has signed a five (5) year Transfer Station Utilization Agreement with the Fulton County Department of Solid Waste; and

BE IT RESOLVED by this resolution that the Highway Superintendent utilize the Highway Department’s equipment and his/her employees to do the winter maintenance of the Transfer Station pursuant to the terms of the above mentioned agreement, and the winter maintenance of the paved and sidewalk areas of the Town Municipal Building.

Discussion: There is no reimbursement from the Transfer Station to the Town.

VOTE: DiGiacomo-aye Kissinger- aye Bardascini- aye Bogardus-absent Rorick-aye

APPOINTMENTS:

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2024 – 17 – ATTORNEY FOR THE TOWN

WHEREAS, the Town of Broadalbin is desirous of discharging Town Attorney Anthony Casale as Town Attorney; and the Town of Broadalbin is desirous of retaining The Law Office of Christopher M. Stanyon, PLLC as Town Attorney.

NOW THEREFORE, BE IT RESOLVED that, the Town of Broadalbin authorizes Supervisor Joseph DiGiacomo to relieve Attorney Anthony Casale as Town Attorney of the Town of Broadalbin. The Town of Broadalbin authorizes Supervisor Joseph DiGiacomo to enter into a professional services agreement with Attorney Christopher M. Stanyon, Esq. to serve as Town Attorney; and the terms and conditions of said professional services agreement with Attorney Christopher M. Stanyon shall be in the form and substance as more fully described in the “Retainer Agreement” annexed hereto and made a part thereof

BE IT RESOLVED, that the Attorney for the Town attend the regular meeting of the Town of Broadalbin Town Board when requested to advise on current and pending legal issues; and further

BE IT RESOLVED, that the Town Board be empowered, when necessary, to call on the Attorney for the Town to represent the Town at special meetings and in any court actions which do not require special outside counsel; and further

BE IT RESOLVED, that the services of the Attorney for the Town be set, per agreement, at an hourly, with no cap for the year 2024.

Discussion: Attorney Stanyon stated he does not do bonding but will review and assist with the Solar Law Regulations. Any lawsuits he would be involved with will depend on the situation. The General Retainer Agreement will be attached to these minutes.

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Kissinger seconded by Supervisor DiGiacomo

RESOLUTION # 2024 – 18 – DEPUTY SUPERVISOR

BE IT RESOLVED, that Lee Hollenbeck be appointed Deputy Supervisor for the Town of Broadalbin for the year 2024 for \$500.

Discussion: Councilman Kissinger stated “good choice”. Councilman Bardascini and Councilman Rorick strongly disagreed with the appointment of Lee Hollenbeck as Deputy Supervisor stating they both believed it should be someone on the present Board. Councilman Bardascini stated he believed Lee Hollenbeck gave the Town misinformation in the past year pertaining to the Supervisor position. After much strong disagreement Councilman Rorick motioned to adjourn the meeting with a second from Councilman Bardascini. Councilman Kissinger stated he believed we should continue the meeting. Supervisor Joseph DiGiacomo stated it is his appointment to be made stating the position of Deputy Supervisor does not have to be a Board Member. He trusts Lee Hollenbeck with Town business. At this time the meeting continued.

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-opposed Bogardus-absent Rorick-opposed

On a motion by Councilman Kissinger and seconded by Supervisor DiGiacomo

RESOLUTION # 2024- 19 – BOOKKEEPER / BUDGET OFFICER

BE IT RESOLVED, that the annual salary of the Bookkeeper to the Town Supervisor be approved at the budgeted figure of \$15,000.00 for the year 2024 on payroll; and that Theresa Butkevitch be named to that position.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

*****On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024 – 20 – DEPUTY HIGHWAY SUPERINTENDENT

BE IT RESOLVED, that Chris Porter shall serve as Deputy Highway Superintendent for the Town of Broadalbin for the year 2024, yearly compensation for these duties not exceed the budgeted amount of \$500.00 on payroll; and

BE IT RESOLVED, that NYS Town Law grants the Deputy Highway Superintendent the authority to act generally for and in place of the Town Highway Superintendent.

Discussion: none

VOTE: DiGiacomo-aye Kissinger -aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Supervisor DiGiacomo

RESOLUTION # 2024 – 21 – DEPUTY TOWN CLERK(S)

BE IT RESOLVED, that pay for Deputy Town Clerk(s) is set at a rate of \$15.00 per hour for the year 2024, and the Town Clerk being allowed three (3) deputies by law, and the Board having approved compensation for this department in the amount of \$4,000.00 in the 2024 budget as adopted on payroll; and further line item

BE IT RESOLVED, that pursuant to Article 3 Section 30 of NYS Town Law, the Town Clerk has appointed Sara Grey as Deputy Town Clerk, said term to run concurrent with the term of the Town Clerk and expire on December 31, 2025; and be it further

RESOLVED THAT THE Deputy Clerk is given the authority to act generally for and in place of the Town Clerk.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus- absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2024 – 22 – NOTARY PUBLIC

BE IT RESOLVED, that the Town Clerk Cheryl Briggs, when acting as Notary Public, provide that service free of charge **during regular business hours** at the Municipal Building.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2024 – 23 – REGISTRAR OF VITAL STATISTICS

WHEREAS, the Town of Broadalbin, as a primary registration district, is responsible to appoint a Registrar of Vital Statistics; and

WHEREAS, whoever is appointed as such registrar must file a separate oath of office with the County Clerk; therefore be it

RESOLVED, that Cheryl Briggs has been appointed Registrar of Vital Statistics for the year 2024 with a yearly compensation in the amount of \$500.00 to be paid on payroll **quarterly**; and be it further

RESOLVED, that Sara Grey be appointed as Deputy Registrar for the year 2024 for \$100.00

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2024 – 24 – CODE ENFORCEMENT OFFICER

BE IT RESOLVED, that Thomas DiCaprio be named Code Enforcement Officer in and for the Town of Broadalbin for the year 2024 under the Job Specifications set by the Fulton County Personnel Department in November 2018**, and be it;

FURTHER RESOLVED, that the annual salary of the Code Enforcement Officer is approved at \$18,000.00 on payroll.

Discussion: Supervisor DiGiacomo asked that Tom present the Board with a written monthly report or in person.

VOTE: DiGiacomo-aye Kissinger -aye Bardascini-aye Bogardus- absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024 – 25 – DOG CONTROL OFFICER

BE IT RESOLVED, that Dale Potts be appointed Dog Control Officer in and for the Town of Broadalbin for the year 2024 under the job Specifications set by the County of Fulton Personnel Department in December 2017**; and be it

FURTHER RESOLVED, that the Dog Control Officer shall have all duties set forth in Section 113 of Agriculture and Markets Law; and be it also

RESOLVED, that the annual salary of the Dog Control Officer is approved at \$6,900.00 on payroll.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-absent Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2024– 26 – TOWN HISTORIAN

BE IT RESOLVED, that William Clizbe be appointed Town Historian of the Town of Broadalbin for the year 2024; and be it

RESOLVED, that the sum of \$750.00 be compensation for this position as provided in the 2024 budget, paid quarterly on payroll.

Discussion: Contact will be made on Town expectations/duties of the Historian.

VOTE: DiGiacomo- aye Kissinger-aye Bardascini- aye Bogardus- absent Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2024 – 27 – DEPUTY TAX COLLECTOR

BE IT RESOLVED, that Jackie Calderone shall serve a Deputy Tax Collector for the Town of Broadalbin for the year 2024; and further

BE IT RESOLVED, that the Town Board grants the Deputy Tax Collector the authority to act generally for and in place of the Town Tax Collector; and further

BE IT RESOLVED, that compensation for this position is \$1,200.00 per year.

Discussion: none

VOTE: DiGiacomo-aye Kissinger- aye Bardascini- aye Bogardus-absent Rorick-aye