

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2024 – 28 – BOARD OF ASSESSMENT REVIEW**

BE IT RESOLVED, that a rate of \$15.00 per hour be paid Board of Assessment Review members on Grievance Day; and be it

FURTHER RESOLVED, that the same hourly rate of \$15.00 be applied to schooling.

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– 29 – BOARD OF APPEALS**

BE IT RESOLVED, that the Town of Broadalbin Town Board assigns compensation to the Chairman of the Board of Appeals at \$ 30.00 per meeting, payable from B8020.41 on submission of voucher; and be it further

RESOLVED, that the compensation to the members of the Board of Appeals be set at \$20.00 per meeting when they are called to meet, payable on submission of voucher to said account.

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 – 30 – PLANNING BOARD**

BE IT RESOLVED, that the Town of Broadalbin Town Board consents to the approval of Michael Crispin as Planning Board Chairman for the year 2024 at the rate of \$300.00 per quarter on payroll; and further

BE IT RESOLVED, that the Town Board approves a compensated rate of \$150.00 quarterly for Planning Board members, on payroll; and finally

RESOLVED, that the Town Board requests a copy of the monthly Planning Board minutes , to be submitted to the Town clerk within the ten (10) day time frame as required by law.

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– 31 – JUSTICE COURT CLERK and STAFF**

BE IT RESOLVED, that the salary, not to exceed \$16,438.80 per year as approved for the Justice Court Clerk for the year 2024 on payroll; and further

BE IT RESOLVED, that Janey Dygert be named to that position with an effective term from Organizational Meeting 2024 to Organizational Meeting 2025; and further

BE IT RESOLVED, that pay for the Deputy Justice Court Clerk be set at the salary not to exceed \$14,090.40 per year as approved for the year 2024 on payroll; and

BE IT FURTHER RESOLVED, that Jennifer Gilston be named to the Deputy Justice Court Clerk position with an effective term from Organizational Meeting 2024 to Organizational Meeting 2025; and finally

BE IT RESOLVED, that the Justice Court is approved for a fill-in Clerk, Rebecca Briggs, at the rate of \$15.00 on payroll, not to exceed \$1,500.00 per year.

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– 32 – COURT SECURITY OFFICERS**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay Court Security Officers \$80.00 each court session, and \$15.00 per hour for other cases / hearings on payroll; not to exceed \$3,100.00 per year

FURTHER, BE IT RESOLVED, that the Town Board shall be notified of any new security officer hired before payment shall be authorized.

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 – 33 – ANNUAL MEETING FOR THE ASSOCIATION OF TOWNS**

BE IT RESOLVED THAT, authorization is given under General Municipal Law 77-b to all Town elected officials interested in attending the virtual Annual Meeting of the Association of Towns; and further

BE IT RESOLVED, that prior notice be given to the Town Clerk so that he/she may voucher for the registration fee of \$150 and sign up online to participate.

Discussion: none

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

### **DUES AND MEMBERSHIPS**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

#### **RESOLUTION # 2024 – 34 – DUES AND MEMBERSHIPS FOR THE YEAR 2024**

BE IT RESOLVED, that the Town Supervisor be authorized to pay dues when due to the following associations for memberships for the year 2024:

- Adirondack Association of Towns
- Fulton County Assessors' Association
- Fulton County Highway Superintendents' Assoc.
- Fulton/Montgomery Regional Chamber
- Fulton County Municipal Clerks' Association
- NYS Assoc. of Magistrates' Court Clerks
- NYS Association of Towns
- NYS Magistrates' Association
- NYS Planning Federation
- NYS Town Clerks' Association

Discussion: none

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

### **LEASE AGREEMENT**

On a motion by Councilman Bardascini and seconded by Councilman Rorick

#### **RESOLUTION # 2024 – 35 – AFFIRMING HOLDING FACILITY AGREEMENT 2024**

BE IT RESOLVED, that pursuant to an agreement entered into between the Town of Broadalbin and the Town of Johnstown in November of 2017 concerning use of the Johnstown Animal Shelter as a holding facility; the following is

RESOLVED, that said contract amount of \$1,500.00 for the entire calendar year 2024 be paid on or before February 1<sup>st</sup> of that year; and further



BE IT RESOLVED, that at the conclusion of such term, this agreement shall automatically renew for 12-month periods unless either party notifies the other of its desire not to renew in writing no later than November 1<sup>st</sup>.

Discussion: none

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

### EMPLOYMENT

On a motion by Councilman Kissinger and seconded by Supervisor DiGiacomo

#### **RESOLUTION # 2024– 36 – MUNICIPAL BUILDING CUSTODIAL SERVICES**

BE IT RESOLVED, that Brenda Nelligan be employed as part-time cleaning person for the Town of Broadalbin Municipal Building under hire for the year 2024 to be paid through payroll at the hourly rate of \$15.00 as budgeted in A1460.1 at \$2,500.00, annually.

Discussion: Councilman Bardascini opposed to this appointment stating he didn't think Brenda did a good job.

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

On a motion by Councilman Rorick and seconded by Councilman Bardascini

#### **RESOLUTION # 2024 – 37 – MUNICIPAL BUILDING GROUNDS MAINTENANCE**

RESOLVED, that the Town Board of the Town of Broadalbin, by this resolution establishes the position of part-time grounds maintenance person for the Municipal Building grounds for the year 2024 at the rate of \$20.00 per hour on payroll, budgeted annually and that those duties shall include, but not be limited to, mowing, weed control and border upkeep May through October 2024; and

BE IT FURTHER RESOLVED, that this position shall be advertised at the proper time, should the current job holder choose not to return.

Discussion: Board members requested the Town Highway Employees maintain the Town Hall mowing and snow removal. Highway Superintendent Sandy Thompson agreed but stated the road maintenance comes first.

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

#### **RESOLUTION # 2024 – 38 – PART-TIME HIGHWAY WORKERS**

BE IT RESOLVED, part-time Highway Department workers be paid \$20.00 per hour not to exceed \$18,000.00 as specified in DB5142.11 of the 2024 budget and same as last year for DB5110.11 not to exceed \$18,000.00, annually.



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 – 39 – SEASONAL EMPLOYEES -NON HIGHWAY**

BE IT RESOLVED, that all other seasonal workers be paid at the rate of \$15.00 per hour, unless otherwise approved by resolution of the Town Board.

Discussion: Board members questioned this position but will keep it in the resolutions for future use if needed. (May have been for the Beach employees.)

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

On a motion by Councilman Kissinger and seconded by Councilman Rorick

**RESOLUTION # 2024– 40 – AUTHORIZING THE SUPERVISOR TO SIGN CONTRACT WITH FULTON COUNTY PLANNING DEPARTMENT**

BE IT REAFFIRMED, that the Fulton County Planning Department assist the Town of Broadalbin in planning; and further

BE IT RESOLVED, that the maximum amount to be paid under this contract is \$1,600.00 for the year 2024; and

BE IT FURTHER UNDERSTOOD, that the first ten (10) hours are to be offered free of charge.

Discussion: Billed per hour after first 10 hours free.

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

On a motion by Councilman Rorick and seconded by Councilman Bardascini

**RESOLUTION # 2024 – 41 – CONTRACT WITH HEALTH OFFICER**

BE IT RESOLVED, that Dr. Kevin Cope be appointed Health Officer in and for the Town of Broadalbin for the year 2024; and further

BE IT RESOLVED, that the services of Dr. Kevin Cope be performed for the budgeted amount of \$650.00 under contract and paid yearly in July 2024 upon submission of voucher.

Discussion: none

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

## FUNDING AND SUPPORT

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

### **RESOLUTION # 2024 – 42 – SENIOR MEALS PROGRAM 2024**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$2,500.00 to the Senior Meals Program for the year 2024.

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 – 43– WILKINSON MEMORIAL BOOK STATION**

BE IT RESOLVED, that the Town Supervisor be authorized to pay the Wilkinson Memorial Book Station the amount of \$2,500.00 in February 2024 payable upon submission of voucher, and charged to account B7410.4.

Discussion: Board agreed to amend resolution with the word “Library” removed and “Book Station” put in its place. Councilman Rorick stated they do a great job.

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

On a motion by Councilman Bardascini and seconded by Supervisor DiGiacomo

### **RESOLUTION # 2024 – 44– VETERANS OF FOREIGN WARS**

BE IT RESOLVED, that the Town Supervisor be authorized to pay The American Legion the amount of \$650.00 in the month of May 2024, payable upon submission of voucher, and charged to account B6510.4.

Discussion: Alternates yearly between VFW(odd years) and The Legion,(even years) for flags and Memorial Day Services.

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

On a motion by Councilman Bardascini and seconded by Councilman Rorick

### **RESOLUTION # 2024 – 45– SENIOR RECREATION PROGRAM**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the Senior recreation Program the sum of not more than \$8,200.00 for the year 2024 payable upon submission of voucher.

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 – 46 – BROADALBIN YOUTH COMMISSION (MUNICIPAL FUND)**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the Broadalbin Youth Commission (Municipal Fund) the sum of not more than \$10,000.00 for the year 2024 in July, charged to Account B7310.4, stating new Co-Directors Tucker Gifford and Shauna Hayley are named for 2024.

Discussion: New co-directors named. Board Members will revisit the BYC User Agreement along with the payback to the taxpayers from the BYC in the near future.

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

\*\*As per Section 2019-A of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to the auditing board of the town, and that such records then be examined, and that fact be entered into the minutes of the boards; proceedings.

The Unified Court System’s Internal Audit Office is responsible for monitoring town and village board compliance with Section 2019-A. Accordingly, I am requesting that you provide a copy of the audit of your local court’s records for fiscal year ending in 2023 and a copy of your board resolution acknowledging that the required examination was conducted.

**TOWN OF BROADALBIN**

Town Clerk’s Office

201 Union Mills Rd.

Broadalbin, NY 12025

518-883-4657

1-2-2024



**TOWN JUSTICE SUBMISSION 2024**

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

**RESOLUTION # 2024 – 47 – APPROVAL OF TOWN JUSTICE SUBMISSION**

WHEREAS, for obvious reasons, fines, fees, and other moneys payable to a town or village justice court are confidential and must be received by a justice or by personnel under his/her supervision and control, and are confidential to other municipal personnel (see Ops St Comp No. 83-174); and

WHEREAS, there is no monthly reporting to the Town Board, but rather to the UCS (see Town Law §27; Uniform Justice Court Act §2021); be it

THEREFORE RESOLVED, that the Town of Broadalbin Town Board accepts and signs for the Justice Court records for the year 2023, presented for review at this Organizational Meeting 2024.

Discussion: none

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

Town Clerk to the Town of Broadalbin

Cheryl Briggs

**FEES**

On a motion made by Councilman Bardascini and a second by Councilman Kissinger

**Resolution #2024- 48 A Resolution setting the fees to be collected by the office of the Town of Broadalbin Town Clerk for PERMITS in 2024 as follows;**

<b>A2501.1</b>	<b>Salvage Permits</b>	<b>\$25.00</b>
<b>A2501.2</b>	<b>Peddler Permits</b>	<b>\$25.00</b>
<b>A2590.2</b>	<b>Fireworks Permits</b>	<b>\$25.00</b>

Discussion: Junkyard Permits name change to Salvage Permits and Mobile Home Park Fees were removed as of 2021 by Public Hearing.

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

**SALARIES**

On a motion made by Councilman Kissinger and a second by Councilman Bardascini

**Resolution #2024 -49 A Resolution Approving Salaries of Elected Officials for the Year 2024 as follows;**

Supervisor	\$11,890
Town Board	\$14,420 (4)
Town Clerk	\$19,160
Justices	\$33,948.80 (2)
Assessors	\$24,136 (3) + (Chairperson \$3,600)
Highway Super	\$42,150
Tax Collector	\$ 5,377

Discussion: The Board agreed to stating Mirium Young as Chairperson for 2024 compensation of \$600 to be paid quarterly until certification is completed.

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

\*\* a copy of the mentioned documents to be attached to these resolutions in the minute book of the Town Clerk with the Organizational Meeting, January 2024 minutes.

**SUPERVISOR'S COMMITTEES 2024**

ASSESSING DEPARTMENT	Councilman Rorick
BUILDINGS AND GROUNDS	Councilman Rorick
CODE ENFORCEMENT	Councilman Bardascini
COMMUNITY EVENTS	Councilman Kissinger/DiGiacomo
DOG CONTROL	Councilman Bardascini
HIGHWAY DEPARTMENT	Councilman Kissinger/ Bogardus alternate
INSURANCE	Supervisor DiGiacomo
JUSTICE COURT	Councilman Kissinger
PLANNING BOARD	Councilman Bogardus
TAX COLLECTOR	Councilman Kissinger
TOWN CLERK	Councilman Bardascini

TOWN PARK	Councilman Bogardus
TRANSFER STATION	Councilman Rorick
VILLAGE OF BROADALBIN	Supervisor DiGiacomo
WEBSITE DEVELOPMENT	Supervisor DiGiacomo/ Bardascini
YOUTH COMMISSION	Supervisor DiGiacomo/ Bogardus alternate

DiGiacomo: BYC, Website, Insurance, Village, Community Events

Bardascini: Code Enforcer, Dog Control, Town Clerk, Web Site alternate

Bogardus: Planning Board, Town Park, Highway alternate, BYC alternate

Kissinger: Community Events, Highway, Justice Court, Tax Collector

Rorick: Assessing Dept., Buildings & Grounds, Transfer Station

The Town Supervisor is the 2<sup>nd</sup> liaison to all departments with the exception of the Highway Department to which two councilpersons are assigned for the year 2024\*.

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION #2024- 50 APPROVAL TO PRE-PAY CERTAIN JANUARY CLAIMS**

Permitting the Town Supervisor to pay pre-paid claims received by the Town Clerk due and payable in January 2024 and before the first regular Town Board meeting in February 2024; those claims will include but are not limited to association memberships and dues, registration for newly elected town official training, and those claims pre-approved for BAN payments, dog sheltering, insurance, postage, utilities, and Highway Department uniforms.

Discussion: none

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

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

**RESOLUTION #2024-51 APPROVAL OF TOWN CLERK RECORDS TO BE DESTROYED FOR YEAR (2017)**

Approved Town Clerk Files for 2017 to be destroyed as per the new LGS-1 the Records retention Schedule of six (6) years. Files include; cash reports, vouchers, abstracts, permits, dog licenses, handicap applications, bank statements, time sheets, newspaper notices and Transfer Station applications.

No further discussion;



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

FUNDING AND SUPPORT CONTINUED

On a motion made by Kissinger and seconded by Councilman Rorick

**RESOLUTION #2024 – 52 UNION MILLS CEMETERY**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$2,000.00 to the Union Mills Cemetery for the year 2024. (B8810.4)

Discussion; none

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

On a motion made by Councilman Kissinger and a second by Supervisor DiGiacomo

**RESOLUTION #2024-53 BROADALBIN MAYFIELD RURAL CEMETERY**

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$2,000.00 to the Broadalbin Mayfield Rural Cemetery for the year 2024. (B8810.41)

Discussion; Councilman Rorick stated he would be willing to increase the sum and revisit this at the 2024 budget meeting, stating if the cemeteries fail they will be Town responsibility. Councilman Bardascini stated he is opposed to \$2000 due to the fact that most of the acreage is in the Town of Mayfield and they don't contribute as much as the Town. (Mayfield did tree maintenance in the past)

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

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

**RESOLUTION # 2024-54 STANDARD WORKDAY RESOLUTION FOR EMPLOYEES**

BE IT RESOLVED that the Town of Broadalbin, location code 30155, hereby establishes the following as standard work days for its employees and will report days worked to the NYS and Local Employees Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body.

Discussion: Form RS2418 will be included in these minutes.

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

-Highway Superintendent Sandy Thompson inquired if she has the Board permission to remove some very old records from the 1980's and 1990's in the Highway Garage Office. Councilman

Bardascini stated she could look into the record retention in her Superintendent Manual for answers to see if stated dates to destroy records. Supervisor DiGiacomo stated all payroll information we keep forever.

-Supervisor DiGiacomo stated the Senior Exemption update, already done by the County Supervisors, must have a Town Public Hearing prior to March 1, 2024.

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

A motion to set a Public Hearing for the Increase In Maximum Income Eligibility Level for Senior Citizens Property Tax Exemption for Tuesday, February 13, 2024 at 6:45 pm during our regular Town Board meeting.

No further discussion;

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

#### **ADJOURMENT 7:56 PM**

On a motion made by Councilman Kissinger and a second by Councilman Rorick the January 2, 2024 Organizational Meeting was adjourned.

Respectfully Submitted,

Cheryl Briggs, Town Clerk