

TOWN OF BROADALBIN

SPECIAL MEETING

2025 ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Town of Broadalbin Town Board for the year 2025 was held at 6:30 P.M. on January 7, 2025, 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 – present

Councilman Doug Kissinger -present

Councilwoman Mike Rorick -present

Councilman Dave Bardascini –present

****At this time the Town Board of Broadalbin reviewed and signed the 2024 Court Books along with representation of Judge Joseph Gilston and Court Clerk Jennifer Gilston.

RESOLUTIONS OF ORGANIZATION 2025

PROCEDURE AND POLICY

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025; 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-aye Rorick-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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- aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 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; 1/1/2025 \$ 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-aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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- aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 4 – MILEAGE REIMBURSEMENT POLICY

BE IT RESOLVED, that a mileage reimbursement policy be accepted for the Town of Broadalbin for the year 2025 at the current Federal rate* \$0.70; 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-aye Rorick-aye

PROCEDURE AND POLICY -continued

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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-aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 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- aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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-aye Rorick-aye

PROCEDURE AND POLICY-continued

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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-aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025- 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-aye Rorick-aye

On a motion by Councilman Bogardus and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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-aye Rorick-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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 2025; 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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 2024 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-aye Rorick-aye

PROCEDURE AND POLICY-continued

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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 2025.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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 2025; 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 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-aye Rorick-aye

APPOINTMENTS:

On a motion by Councilman Kissinger and seconded by Councilman Bogardus

RESOLUTION # 2025 – 17 – ATTORNEY FOR THE TOWN

WHEREAS, 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 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 2025.

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-aye Rorick-aye

On a motion by Supervisor DiGiacomo and seconded by Councilman Kissinger

RESOLUTION # 2025 – 18 – DEPUTY SUPERVISOR

BE IT RESOLVED, that Lee Hollenbeck be appointed Deputy Supervisor for the Town of Broadalbin for the year 2025 for \$500.

Discussion: Board Members questioned why someone on the Board is not Deputy Supervisor to which Supervisor DiGiacomo stated it is his appointment and he has confidence in Lee Hollenbeck since he was a prior Town Supervisor. Councilman Bardascini questioned if he could vote as to which Supervisor DiGiacomo stated he could vote. At the February 11, 2025 meeting Councilman Bardascini read aloud from the Town Law Book that a vote can't be done unless the Deputy is a Town Board Member.

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

Appointed by Supervisor DiGiacomo

RESOLUTION # 2025– 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 2025 on payroll; and that

After a lengthy discussion Supervisor DiGiacomo removed Theresa Butkevitch as Bookkeeper for 2025 stating he will be taking over bookkeeping at this time, with a possible appointment at a later time. He stated it is his right as Town Supervisor to remove or appoint whom he sees fit for this position. The Board Members disagreed wanting to keep Theresa Butkevitch as bookkeeper for checks and balances.

On a motion made by Councilman Bogardus and seconded by Councilman Rorick wishing to leave the bookkeeping position as status quo.

VOTE: No vote was taken for this resolution at this time. February 11, 2025 meeting it was decided to leave this position in the minutes in case a new bookkeeper is appointed and revisit it in budget meetings.

On a motion by Councilman Kissinger and seconded by Councilman Rorick

RESOLUTION # 2025 – 20 – DEPUTY HIGHWAY SUPERINTENDENT

BE IT RESOLVED, that Chris Porter shall serve as Deputy Highway Superintendent for the Town of Broadalbin for the year 2025, yearly compensation for these duties not exceed the budgeted amount of \$1,000.00 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 21 – DEPUTY TOWN CLERK(S)

BE IT RESOLVED, that pay for Deputy Town Clerk(s) is set at a rate of \$15.50 per hour for the year 2025, and the Town Clerk being allowed three (3) deputies by law, and the Board having approved compensation for this department in the amount of \$6,000.00 in the 2025 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 Lori Tombari 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 with a yearly compensation in the amount of \$500.00 to be paid on payroll **quarterly**; and be it further

RESOLVED, that Lori Tombari be appointed as Deputy Registrar for the year 2025 for \$100.00

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 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 \$19,000.00 on payroll.

Discussion: Town Board requests that Tom present the Board with a written monthly report or in person.

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 under the Job Specifications set by the Fulton County 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 \$7,107.00 on payroll.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025– 26 – TOWN HISTORIAN

BE IT RESOLVED, that William Clizbe be appointed Town Historian of the Town of Broadalbin for the year 2025; and be it

RESOLVED, that the sum of \$750.00 be compensation for this position as provided in the 2025 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- aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 27 – DEPUTY TAX COLLECTOR

BE IT RESOLVED, that Jackie Calderone shall serve as Deputy Tax Collector for the Town of Broadalbin for the year 2025; 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 \$1,900.00 per year to be paid with two payments per the months of January, February and March.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 28 – BOARD OF ASSESSMENT REVIEW

BE IT RESOLVED, that a rate of \$15.50 per hour be paid Board of Assessment Review members on Grievance Day; and be it

FURTHER RESOLVED, that the same hourly rate of \$15.50 be applied to schooling.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025– 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 at the rate of \$515.00 per quarter on payroll; and further

BE IT RESOLVED, that the Town Board approves a compensated rate of \$206.00 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- aye Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025- 31 – JUSTICE COURT CLERK and STAFF

BE IT RESOLVED, that the salary, not to exceed \$16,931.96 per year as approved for the Justice Court Clerk for the year 2025 on payroll; and further

BE IT RESOLVED, that Janey Dygert be named to that position with an effective term from Organizational Meeting 2025 to Organizational Meeting 2026; and further

BE IT RESOLVED, that pay for the Deputy Justice Court Clerk be set at the salary not to exceed \$14,513.11 per year as approved for the year 2025 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 2025 to Organizational Meeting 2026; and finally

BE IT RESOLVED, that the Justice Court is approved for a fill-in Clerk, Rebecca Briggs, at the rate of \$15.50 on payroll, not to exceed \$1,500.00 per year.

Discussion: none

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

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025- 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 \$15.50 per hour for other cases / hearings on payroll; not to exceed \$4,000.00 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- aye Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025 – 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- aye Rorick-aye

DUES AND MEMBERSHIPS

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025 – 34 – DUES AND MEMBERSHIPS FOR THE YEAR 2025

BE IT RESOLVED, that the Town Supervisor be authorized to pay dues when due to the following associations for memberships for the year 2025:

Adirondack Association of Towns

Fulton County Assessors' Association

Fulton County Highway Superintendents' Assoc.

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-aye Rorick-aye

LEASE AGREEMENT

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025 – 35 – AFFIRMING HOLDING FACILITY AGREEMENT 2025

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 2025 be paid on or before February 1st 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 1st.

Discussion: none

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

EMPLOYMENT

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025- 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 2025 to be paid through payroll at the hourly rate of \$15.50 as budgeted in A1460.1 at \$2,500.00, annually.

Discussion: none

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

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025- 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 2025 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 2025; and

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

Discussion: none

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

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025 – 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 2025 budget and same as last year for DB5110.11 not to exceed \$18,000.00, annually.

Part time mechanic will be paid \$32.00 an hour as budgeted (DB5110.12) naming Lee Crozier to this position for 2025.

Discussion: none

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

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025 – 39 – SEASONAL EMPLOYEES -NON HIGHWAY

BE IT RESOLVED, that all other seasonal workers be paid at the rate of \$15.50 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-aye Rorick-aye

On a motion by Councilman Bardascini and seconded by Councilman Rorick

RESOLUTION # 2025– 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 2025; 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025; 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 2025 upon submission of voucher.

Discussion: none

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

FUNDING AND SUPPORT

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 42 – SENIOR MEALS PROGRAM 2025

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 2025.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 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.

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 44– VETERANS OF FOREIGN WARS

BE IT RESOLVED, that the Town Supervisor be authorized to pay The VFW the amount of \$650.00 in the month of May 2025, 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2025 payable upon submission of voucher.

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025– 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 \$12,500.00 for the year 2025 in July, charged to Account B7310.4, stating new Co-Directors Tucker Gifford and Shauna Hayley are named for 2025.

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini- aye Bogardus- aye 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 2024 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

1-7-2025

TOWN JUSTICE SUBMISSION 2025

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025 – 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 2024, presented for review at this Organizational Meeting 2025.

Discussion: none

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

Town Clerk to the Town of Broadalbin

Cheryl Briggs

FEES

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

Resolution #2025- 48 A Resolution setting the fees to be collected by the office of the Town of Broadalbin Town Clerk for PERMITS in 2025 as follows;

A2501.1	Salvage Permits	\$100.00
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A2501.2 Peddler Permits \$100.00

A2590.2 Fireworks Permits \$100.00

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-aye Rorick-aye

SALARIES

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

Resolution #2025 -49 A Resolution Approving Salaries of Elected Officials for the Year 2025 as follows;

Supervisor	\$12,246.70
Town Board	\$14,853 (4)
Town Clerk	\$19,734.80
Justices	\$34,967.26 (2)
Assessors	\$24,860.08 (3) + (Chairperson \$3,600)
Highway Super	\$43,500
Tax Collector	\$ 7,424

Discussion: none

VOTE: DiGiacomo-aye Kissinger-aye Bardascini-aye Bogardus-aye 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 2025 minutes.**

SUPERVISOR'S COMMITTEES 2025

ASSESSING DEPARTMENT	Councilman Rorick
BUILDINGS AND GROUNDS	Councilman Rorick
CODE ENFORCEMENT	Councilman Bardascini/Bogardus
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

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

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

Bogardus: Planning Board, Town Park, Highway alternate, Code Enforcer

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

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

The Town Supervisor is the 2nd liaison to all departments with the exception of the Highway Department to which two councilpersons are assigned for the year 2025*.

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION #2025- 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 2025 and before the first regular Town Board meeting in February 2025; 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-aye Rorick-aye

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION #2025-51 APPROVAL OF TOWN CLERK RECORDS TO BE DESTROYED FOR YEAR (2018)

Approved Town Clerk Files for 2018 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.

Discussion: none

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

FUNDING AND SUPPORT CONTINUED

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION #2025 – 52 UNION MILLS CEMETERY

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$3,000.00 to the Union Mills Cemetery for the year 2025. (B8810.4)

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION #2025-53 BROADALBIN MAYFIELD RURAL CEMETERY

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$2,500.00 to the Broadalbin Mayfield Rural Cemetery for the year 2025. (B8810.41)

Discussion: none

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

On a motion by Councilman Kissinger and seconded by Councilman Bardascini

RESOLUTION # 2025-54 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-aye Rorick-aye

-Supervisor DiGiacomo stated he thought the Mobile Home Law and fee of \$40 was Town Law.

-Councilman Rorick stated he would like to put Keith Buchanan on as a paid employee which should be discussed at the 2025 Budget Meeting.

-Highway Superintendent Sandy Thompson gave the Board three prices to replace the 2008 Volvo Loader, which is in dire need of repairs since it is overheating and was discussed at replacing it at the December Close Out Meeting. The dealer for Volvo, Christopher Eaton, has agreed to drop off a new loader for the Town Highway Department to try and see how it works and will discuss a new purchase by resolution at the next meeting if the Board so desires. A trade in of \$25,000 of the 2008 Loader to the purchase price along with a service contract will be reviewed.

On a motion made by Councilman Bogardus and seconded by Councilman Kissinger
A motion to allow purchase of a new Loader along with the service plan not to exceed \$180,000
After reviewing the price and decide a purchase plan at the February 11, 2025 meeting.

ADJOURMENT 8:11 PM

On a motion made by Councilman Rorick and seconded by Councilman Bardascini the January 7, 2025 Organizational Meeting was adjourned.

Respectfully Submitted,

Cheryl Briggs, Town Clerk

