

TOWN OF BROADALBIN
SPECIAL MEETING
2021 ORGANIZATIONAL MEETING

The Annual Organizational Meeting of the Town of Broadalbin Town Board for the year 2021 was held at 6:30 P.M. January 5, 2021, 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 Sheila Perry – present
Councilman Dave Bogardus – present
Councilman Doug Kissinger -present
Councilwoman Junell Pasquarelli -present
Councilman Dave Bardascini -present

RESOLUTIONS OF ORGANIZATION 2021

PROCEDURE AND POLICY

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

RESOLUTION # 2021 – 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 2021; 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: Kissinger -aye Pasquarelli -aye Perry - aye Bardascini -aye Bogardus-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Kissinger, and seconded by Supervisor Perry

RESOLUTION # 2021 – 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: none

VOTE: Kissinger- aye Pasquarelli - aye Perry-aye Bardascini -aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini -aye Bogardus-aye

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021 – 4 – MILEAGE REIMBURSEMENT POLICY

BE IT RESOLVED, that a mileage reimbursement policy be accepted for the Town of Broadalbin for the year 2021 at the current Federal rate* \$.57.5; 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

PROCEDURE AND POLICY -continued

On a motion by Councilwoman Pasquarelli, and seconded by Councilman Bardascini

RESOLUTION # 2021 – 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 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 2021 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

PROCEDURE AND POLICY-continued

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 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: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye
On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021– 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021 – 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 for all funds be signed by three (3) or more Town of Broadalbin Town Board members: Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

PROCEDURE AND POLICY - continued

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 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 2021; 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 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 2020 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: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini- aye Bogardus-aye

PROCEDURE AND POLICY-continued

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021 – 14 – NAMING OFFICIAL NEWS PAPER

BE IT RESOLVED, that The Leader Herald be named as the official newspaper for the Town of Broadalbin for the year 2021.

Discussion: none

VOTE: Kissinger-aye Pasquarelli- aye Perry- aye Bardascini-aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021 – 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 2021; and further

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

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 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: Kissinger- aye Pasquarelli-aye Perry-aye Bardascini- aye Bogardus-aye

APPOINTMENTS:

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 17 – ATTORNEY FOR THE TOWN

BE IT RESOLVED, that Carmel J Greco - Murphy-Niles & Greco, be appointed Attorney for the Town for the year 2021, and further

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 Carmel J. Greco 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 \$12,000.00 for the year 2021, to be paid by submission of monthly (12) voucher under contract.

Discussion: Budget amount remained the same as in 2020 (\$20,000)

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 18 – DEPUTY SUPERVISOR

BE IT RESOLVED, that Douglas Kissinger be appointed Deputy Supervisor for the Town of Broadalbin for the year 2021 (uncompensated).

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021– 19 - CONFIDENTIAL SECRETARY

BE IT RESOLVED, that the annual salary of the Confidential Secretary to the Supervisor be approved at the budgeted figure of \$3,400.00 for the year 2021 on payroll; and further

BE IT RESOLVED, that Theresa Butkevitch be named to that position.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

APPOINTMENTS – continued

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021– 20 – BOOKKEEPER / BUDGET OFFICER

BE IT RESOLVED, that the annual salary of the Bookkeeper to the Town Supervisor be approved at the budgeted figure of \$8,000.00 for the year 2021 on payroll; and that Theresa Butkevitch be named to that position.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

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

RESOLUTION # 2021 – 21 – DEPUTY HIGHWAY SUPERINTENDENT

BE IT RESOLVED, that Charles Alley shall serve as Deputy Highway Superintendent for the Town of Broadalbin for the year 2021, 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: This resolution did not pass and will be revisited at the February Meeting.

VOTE: Kissinger -no Pasquarelli-aye Perry-no Bardascini-no Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 22 – DEPUTY TOWN CLERK(S)

BE IT RESOLVED, that pay for Deputy Town Clerk(s) is set at a rate of \$12.50 per hour for the year 2021, and the Town Clerk being allowed three (3) deputies by law, and the Board having approved compensation for this department in the amount of \$4,450.00 in the 2021 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 Teresa Reed as Deputy Town Clerk, said term to run concurrent with the term of the Town Clerk and expire on December 31, 2021; 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: Town Board requests there be three (3) Deputy Clerks in place for 2021.

VOTE: Kissinger-aye Pasquarelli- aye Perry- aye Bardascini-aye Bogardus-aye

APPOINTMENTS – continued

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 23 – 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: Kissinger-aye Pasquarelli- aye Perry-aye Bardascini- aye Bogardus-aye

On a motion by Councilman Bogardus and seconded by Councilwoman

Pasquarelli

RESOLUTION # 2021 – 24 – 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 2021 with a yearly compensation in the amount of \$500.00 to be paid on payroll quarterly; and be it further

RESOLVED, that Teresa Reed be appointed as Deputy Registrar for the year 2021 (uncompensated)

Discussion: none

VOTE: Kissinger-aye Pasquarelli- aye Perry- aye Bardascini- aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bogardus

RESOLUTION # 2021 – 25 – CODE ENFORCEMENT OFFICER

BE IT RESOLVED, that Thomas DiCaprio be named Code Enforcement Officer in and for the Town of Broadalbin for the year 2021 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 \$17,500.00 on payroll.

Discussion: none

VOTE: Kissinger -aye Pasquarelli-aye Perry-aye Bardascini- aye Bogardus-aye

APPOINTMENTS – continued

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 26 – DOG CONTROL OFFICER

BE IT RESOLVED, that Dale Potts be appointed Dog Control Officer in and for the Town of Broadalbin for the year 2021 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 \$6,700.00 on payroll.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021– 27 – TOWN HISTORIAN

BE IT RESOLVED, that Steve Oare be appointed Town Historian of the Town of Broadalbin for the year 2021; and be it

RESOLVED, that the sum of \$500.00 be compensation for this position as provided in the 2020 budget, paid quarterly on payroll.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-no Perry-aye Bardascini-no Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 28 – DEPUTY TAX COLLECTOR

BE IT RESOLVED, that Jackie Calderone shall serve a Deputy Tax Collector for the Town of Broadalbin for the year 2021; 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 \$1,000.00 per year.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

APPOINTMENTS – continued

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021 – 29 – BOARD OF ASSESSMENT REVIEW

BE IT RESOLVED, that a rate of \$12.50 per hour be paid Board of Assessment Review members on Grievance Day; and be it

FURTHER RESOLVED, that the same hourly rate of \$12.50 be applied to schooling.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021– 30 – 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 31 – 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 2021 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:

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

APPOINTMENTS – continued

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021– 32 – JUSTICE COURT CLERK and STAFF

BE IT RESOLVED, that the hourly rate of pay be \$13.23, not to exceed \$11,113.00 per year as approved for the Justice Court Clerk for the year 2021 on payroll; and further

BE IT RESOLVED, that Janey Dygert be named to that position with an effective term from Organizational Meeting 2021 to Organizational Meeting 2022; and further

BE IT RESOLVED, that pay for the Deputy Justice Court Clerk be set at a rate of \$12.50 per hour not to exceed \$10,500.00 per year as approved for the year 2021 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 2021 to Organizational Meeting 2022; and finally

BE IT RESOLVED, that the Justice Court is approved for a fill-in Clerk, Cheryl Briggs, at the rate of \$12.50 on payroll, not to exceed \$1,050.00 per year.

Discussion: none

VOTE: Kissinger- aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021– 33 – 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 \$12.50 per hour for other cases / hearings on payroll; not to exceed \$3,840.00 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: Expanded duties may require budget modifications quarterly/monthly for 2021.

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini- aye Bogardus-aye

*7:11 pm

On a motion made by Councilman Bogardus and seconded by Councilwoman Pasquarelli entered a brief recess to examine Court Records/Books for the year 2020.

VOTE: Kissinger -aye Pasquarelli -aye Perry -aye Bardascini -aye Bogardus -aye

*7:20 pm

On a motion made by Councilman Bardascini and seconded by Councilman Kissinger exited a brief recess for examination of Court Records/Books for the year 2020.

VOTE: Kissinger -aye Pasquarelli -aye Perry -aye Bardascini -aye Bogardus -aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry :

RESOLUTION # 2021 – 34 – 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 \$100 and sign up online to participate.

Discussion: Supervisor Perry stated the member municipality conference fee is \$100.

VOTE: Kissinger-aye Pasquarelli- aye Perry- aye Bardascini- aye Bogardus-aye

DUES AND MEMBERSHIPS

On a motion by Supervisor Perry and seconded by Councilman Bogardus
RESOLUTION # 2021 – 35 – DUES AND MEMBERSHIPS FOR THE YEAR 2021
BE IT RESOLVED, that the Town Supervisor be authorized to pay dues when due to the following associations for memberships for the year 2021, not to exceed \$1,500.00 total:

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: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini-aye Bogardus-aye

LEASE AGREEMENT

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli
RESOLUTION # 20201 – 36 – AFFIRMING HOLDING FACILITY AGREEMENT 2021
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 2021 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: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini-aye Bogardus-aye

EMPLOYMENT

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021– 37 – 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 2021 to be paid through payroll at the hourly rate of \$12.50 as budgeted in A1460.1 at \$2,500.00, annually.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 38 – 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 2021 at the rate of \$12.50 per hour on payroll, budgeted annually A1460.1 and that those duties shall include, but not be limited to, mowing, weed control and border upkeep May through October 2021; 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: Special resolution for summer hire person.

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 39 – PART-TIME HIGHWAY WORKERS

BE IT RESOLVED, part-time Highway Department workers be paid \$16.00 per hour not to exceed \$10,000.00 as specified in DB5142.11 of the 2021 budget and same as last year for DB5110.11 not to exceed \$10,000.00, annually.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 40 – SEASONAL EMPLOYEES -NON HIGHWAY

BE IT RESOLVED, that all other seasonal workers be paid at the rate of \$12.50 per hour, unless otherwise approved by resolution of the Town Board.

Discussion: .

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Bogardus and seconded by Councilwoman

Pasquarelli

RESOLUTION # 2021– 41 – 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 2021; 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021 – 42 – 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 2021; 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 2021 upon submission of voucher.

Discussion: Salary was increased due to beach opening and his help with defibulator.

Cont.

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

FUNDING AND SUPPORT

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION # 2021 – 43 – SENIOR MEALS PROGRAM 2021

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 2021.

Discussion: none

VOTE: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilman Kissinger and seconded by Supervisor Perry

RESOLUTION # 2021 – 44– WILKINSON MEMORIAL LIBRARY

BE IT RESOLVED, that the Town Supervisor be authorized to pay the Wilkinson Memorial Library the amount of \$2,000.00 in February 2021 payable upon submission of voucher, and charged to account B7410.4.

Discussion: none

VOTE: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Supervisor Perry and seconded by Councilman Bogardus

RESOLUTION # 2021 – 45– VETERANS OF FOREIGN WARS

BE IT RESOLVED, that the Town Supervisor be authorized to pay VFW John H. Baird Post the amount of \$600.00 in the month of May 2021, 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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

FUNDING AND SUPPORT –continued

On a motion by Councilman Bogardus and seconded by Councilwoman Pasquarelli

RESOLUTION # 2021 – 46 – 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 2021 payable upon submission of voucher.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

RESOLUTION # 2021 – 47 – 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 2021 in July, charged to Account B7310.4, as approved by Director Lou Magliocca at the September 29, 2020 budget meeting. (pg. 153 in 2020 Minutes) Contingent upon the formation of not for profit entity to which the funds can be deposited.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

**Supervisor Perry read aloud 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 2020 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

1-5-2021

TOWN JUSTICE SUBMISSION 2021

On a motion by Councilman Kissinger and seconded by Supervisor Perry
RESOLUTION # 2021 – 48 – 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 2020, presented for review at this Organizational Meeting 2021.

Discussion: Supervisor Perry read the letter sent to the Town by the Uniform Justice Court Act, requiring annual examination of Town Court Records/Books.

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

Town Clerk to the Town of Broadalbin
Cheryl Briggs

On a motion by Supervisor Perry and seconded by Councilman Bogardus

TO WITHDRAW THE FOLLOWING RESOLUTION;

Resolution #2021– 49 – A Resolution Accepting and Approving the 2020 Budgets (2) of the Broadalbin Youth Commission for the Municipal Account, the Fundraiser Account; and accepting submission of a listing of those to be paid by stipend by the Youth Commission during the year 2021.

Discussion: No budgets were received from the Broadalbin Youth Commission to date.

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye
FEES

On a motion made by Councilman Bogardus and a second by Councilwoman Pasquarelli
Resolution #2021- 50 A Resolution setting the fees to be collected by the office of the Town of Broadalbin Town Clerk for PERMITS in 2021 as follows;

A2501.1 Salvage Permits \$25.00

A2501.2 Peddler Permits \$25.00

A2590.2 Fireworks Permits \$25.00

Discussion: Junkyard Permits name change to Salvage Permits and Mobile Home Park Fees were requested to be removed as of 2021.

VOTE: Kissinger- aye Pasquarelli- aye Perry-aye Bardascini- aye Bogardus-aye
SALARIES

On a motion made by Councilwoman Pasquarelli and a second by Councilman Bardascini Resolution #2021 -51 A Resolution Approving Salaries of Elected Officials for the Year 2021 as follows;

Supervisor \$11,540

Town Board \$14,000 (4)

Town Clerk \$18,500

Justices \$32,000 (2)

Assessors \$26,933 (3) Discussion; Budget was provided to Board Members.

Highway Super \$35,000

Tax Collector \$ 4,250

VOTE: Kissinger –aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-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 2021 minutes.

SUPERVISOR'S COMMITTEES 2021

ASSESSING DEPARTMENT Councilwoman Pasquarelli

BUILDINGS AND GROUNDS Councilman Kissinger

CODE ENFORCEMENT Councilwoman Pasquarelli

DOG CONTROL Councilman Bardascini

HIGHWAY DEPARTMENT Councilman Bogardus / Councilman Kissinger

INSURANCE Supervisor Perry

JUSTICE COURT Councilman Bardascini

PLANNING BOARD Councilman Bogardus

TAX COLLECTOR Councilwoman Pasquarelli

TOWN CLERK Councilman Bardascini

TOWN PARK Councilman Bogardus

TRANSFER STATION Councilman Kissinger

VILLAGE OF BROADALBIN Supervisor Perry

WEBSITE DEVELOPMENT Supervisor Perry/Councilman Bardascini

YOUTH COMMISSION Supervisor Perry

PERRY: BYC, Website, Insurance, Village

KISSINGER: Buildings & Grounds, Highway, Transfer Station

BOGARDUS: Planning Board, Town Park, Highway

BARDASCINI: Dog Control, Justice Court, Town Clerk

PASQUARELLI: Assessing Dept., Code Enforcer, Tax Collector

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 2021*. Fire District removed due to request of Councilwoman Pasquarelli due to lack of activity.

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

RESOLUTION #2021- 52 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 2021 and before the first regular Town Board meeting in February 2021;

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: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

On a motion made by Councilman Kissinger and seconded by Supervisor Perry
RESOLUTION #2021-53 APPROVAL OF TOWN CLERK RECORDS TO BE DESTROYED FOR YEAR (2014)

Approved Town Clerk Files for 2014 to be destroyed as per the new LGS-1 the Records retention Schedule. Files include; cash reports, vouchers, abstracts, permits, dog licenses, handicap applications, bank statements, time sheets, and newspaper notices. Transfer Station applications for the year (2012 through 2014), due to the change in retention years of 8 years down to 6 years, will also be destroyed.

No further discussion;

VOTE: Kissinger-aye Pasquarelli-aye Perry-aye Bardascini-aye Bogardus-aye

FUNDING AND SUPPORT CONTINUED

On a motion made by Supervisor Perry and seconded by Councilman Bogardus
RESOLUTION #2021 – 54 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 2021. (B8810.4)

Discussion; none

VOTE: Kissinger -aye Pasquarelli -aye Perry -aye Bardascini -aye Bogardus -aye

Cont.

On a motion made by Councilman Bogardus and a second by Councilwoman Pasquarelli
RESOLUTION #2021-55 BROADALBIN MAYFILED RURAL CEMETERY

BE IT RESOLVED, that the Town of Broadalbin Town Board is hereby authorized to pay the sum of \$1,000.00 to the Broadalbin Mayfield Rural Cemetery for the year 2021. (B8810.41)

Discussion; none

VOTE: Kissinger -aye Pasquarelli -aye Perry -aye Bardascini -aye Bogardus -aye

Ending Comments to the January 5, 2021 Organizational Meeting;

Supervisor Perry stated she is hopeful for a healthy and peaceful New Year. Due to higher COVID numbers, the Town Board has decided to close Town Hall until the February 9, 2021 Regular Town Meeting and go from there. All business will be conducted by mail, e-mail or calling the offices for appointments. Planning Board can resume their meeting on February 24.

-The new Web Master, Peter Galarneau, is continuing to add information to the new website including forms from our town offices.

-Tonight we introduced and welcomed the new Town Code Enforcer, Thomas DiCaprio and thanked our previous Code Enforcer, Don Simmons for his years of service. Insight Payroll will be sending Don an explanation along with his W2 for his salary of \$17,500 for 2020.

ADJOURNMENT 8:40 PM

On a motion made by Councilwoman Pasquarelli and a second by Councilman Bardascini the Organizational Meeting on January 5, 2021 is adjourned.

Respectfully Submitted,
Cheryl Briggs, Town Clerk