

## **SPECIAL MEETING**

### **2022 ORGANIZATIONAL MEETING**

**The Annual Organizational Meeting of the Town of Broadalbin Town Board for the year 2022 was held at 6:30 P.M. January 3, 2022, 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 Bruce VanGenderen – present  
Councilman Dave Bogardus – absent  
Councilman Doug Kissinger -present  
Councilwoman Junell Pasquarelli -present  
Councilman Dave Bardascini –present

#### **Opening Statement**

Supervisor VanGenderen stated he is looking forward to this position and working with the Town Board and all Department Heads. He stated he decided to run for this position because of the lack of talent in the other candidate, who had dropped out of the race at an earlier time. Bruce is a long time resident of Broadalbin and cares about how the Town is run. Board Members all thanked him for taking on the challenge.

### **RESOLUTIONS OF ORGANIZATION 2022 PROCEDURE AND POLICY**

On a motion by Councilwoman Pasquarelli and seconded by Councilman Kissinger

#### **RESOLUTION # 2022 – 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 2022; 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 VanGenderen - aye Bardascini -aye Bogardus-absent

#### **PROCEDURE AND POLICY - continued**

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

#### **RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini -aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 VanGenderen- aye Bardascini -aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman

Kissinger

**RESOLUTION # 2022 – 4 – MILEAGE REIMBURSEMENT POLICY**

BE IT RESOLVED, that a mileage reimbursement policy be accepted for the Town of Broadalbin for the year 2022 at the current Federal rate\* \$.58.5; 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 VanGenderen-aye Bardascini-aye Bogardus-absent

**PROCEDURE AND POLICY -continued**

On a motion by Councilwoman Pasquarelli, and seconded by Councilman

Bardascini

**RESOLUTION # 2022 – 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 (25<sup>th</sup>) 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 VanGenderen- aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini-aye Bogardus-absent

**PROCEDURE AND POLICY-continued**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman

Kissinger

**RESOLUTION # 2022– 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman

Bardascini

**RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini-aye Bogardus-absent

**PROCEDURE AND POLICY - continued**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022; 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 VanGenderen-aye Bardascini- aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

**RESOLUTION # 2022 – 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 2021 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 VanGenderen-aye Bardascini- aye Bogardus-absent

**PROCEDURE AND POLICY-continued**

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

**RESOLUTION # 2022 – 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 2022.

Discussion: none

VOTE: Kissinger-aye Pasquarelli- aye VanGenderen- aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022; 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini- aye Bogardus-absent

**APPOINTMENTS:**

On a motion by Councilman Bardascini and seconded by Councilwoman Pasquarelli

**RESOLUTION # 2022 – 17 – ATTORNEY FOR THE TOWN**

BE IT RESOLVED, that Anthony Casale, Casale Law Firm, PLLC be appointed Attorney for the Town for the year 2022, 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 Anthony Casale, 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 \$24,000.00 for the year 2022, to be paid by submission of monthly (12) voucher under contract.

Discussion: Supervisor VanGenderen thanked Anthony Casale for taking us on and looks forward to working with him.

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Supervisor VanGenderen and seconded by Councilman Bardascini

**RESOLUTION # 2022 – 18 – DEPUTY SUPERVISOR**

BE IT RESOLVED, that Douglas Kissinger be appointed Deputy Supervisor for the Town of Broadalbin for the year 2022 (uncompensated).

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen- aye Bardascini- aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

**RESOLUTION # 2022– 19 - CONFIDENTIAL SECRETARY**

BE IT RESOLVED, that the annual salary of the Confidential Secretary to the Supervisor be approved at the budgeted figure of \$3,500.00 for the year 2022 on payroll; and further  
BE IT RESOLVED, that Theresa Butkevitch be named to that position.

Discussion: none

VOTE: Kissinger- aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

#### **APPOINTMENTS – continued**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

#### **RESOLUTION # 2022– 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 \$8,240.00 for the year 2022 on payroll; and that Theresa Butkevitch be named to that position.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini- aye Bogardus-absent

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

#### **RESOLUTION # 2022 – 21 – DEPUTY HIGHWAY SUPERINTENDENT**

BE IT RESOLVED, that Christopher Porter shall serve as Deputy Highway Superintendent for the Town of Broadalbin for the year 2022, 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:

VOTE: Kissinger -aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman

Kissinger

#### **RESOLUTION # 2022 – 22 – DEPUTY TOWN CLERK(S)**

BE IT RESOLVED, that pay for Deputy Town Clerk(s) is set at a rate of \$13.20 per hour for the year 2022, and the Town Clerk being allowed three (3) deputies by law, and the Board having approved compensation for this department in the amount of \$4,000.00 in the 2022 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 Suzan Sussmann as Deputy Town Clerk, said term to run concurrent with the term of the Town Clerk and expire on December 31, 2022; 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:

VOTE: Kissinger-aye Pasquarelli- aye VanGenderen- aye Bardascini-aye Bogardus-absent

#### **APPOINTMENTS – continued**

On a motion by Councilwoman Pasquarelli and seconded by Councilman  
Bardascini

#### **RESOLUTION # 2022 – 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 VanGenderen-aye Bardascini- aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilwoman Pasquarelli

**RESOLUTION # 2022 – 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 2022 with a yearly compensation in the amount of \$500.00 to be paid on payroll **quarterly**; and be it further

RESOLVED, that Suzan Sussmann be appointed as Deputy Registrar for the year 2022 (uncompensated)

Discussion: none

VOTE: Kissinger-aye Pasquarelli- aye VanGenderen- aye Bardascini- aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022 under the Job Specifications set by the Fulton County Personnel Department in November 2018\*\*; and be it;

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

Discussion: none

VOTE: Kissinger -aye Pasquarelli-aye VanGenderen-aye Bardascini- aye Bogardus-absent

**APPOINTMENTS – continued**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022 under the job Specifications set by the County of Fulton Personnel Department in December 2017\*\*; and be it

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

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

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022– 27 – TOWN HISTORIAN**

BE IT RESOLVED, that William Clizbe be appointed Town Historian of the Town of Broadalbin for the year 2022; and be it

RESOLVED, that the sum of \$750.00 be compensation for this position as provided in the 2022 budget, paid quarterly on payroll.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilwoman Pasquarelli

**RESOLUTION # 2022 – 28 – DEPUTY TAX COLLECTOR**

BE IT RESOLVED, that Jackie Calderone shall serve a Deputy Tax Collector for the Town of Broadalbin for the year 2022; 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 VanGenderen-aye Bardascini-aye Bogardus-absent

**APPOINTMENTS – continued**

On a motion by Councilwoman Pasquarelli and seconded by Councilman Bardascini

**RESOLUTION # 2022 – 29 – BOARD OF ASSESSMENT REVIEW**

BE IT RESOLVED, that a rate of \$13.20 per hour be paid Board of Assessment Review members on Grievance Day; and be it

FURTHER RESOLVED, that the same hourly rate of \$13.20 be applied to schooling.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022– 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 VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 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 2022 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 VanGenderen-aye Bardascini-aye Bogardus-absent

### **APPOINTMENTS – continued**

On a motion by Councilman Bardascini and seconded by Supervisor  
VanGenderen

#### **RESOLUTION # 2022– 32 – JUSTICE COURT CLERK and STAFF**

BE IT RESOLVED, that the hourly rate of pay be \$17.50, not to exceed \$15,960.00 per year as approved for the Justice Court Clerk for the year 2022 on payroll; and further

BE IT RESOLVED, that Janey Dygert be named to that position with an effective term from Organizational Meeting 2022 to Organizational Meeting 2023; and further

BE IT RESOLVED, that pay for the Deputy Justice Court Clerk be set at a rate of \$15.00 per hour not to exceed \$13,680.00 per year as approved for the year 2022 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 2022 to Organizational Meeting 2023; and finally

BE IT RESOLVED, that the Justice Court is approved for a fill-in Clerk, Cheryl Briggs, at the rate of \$13.20 on payroll, not to exceed \$1,092.00 per year.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman  
Kissinger

#### **RESOLUTION # 2022– 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 \$13.20 per hour for other cases / hearings on payroll; not to exceed \$900.00 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:

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger :  
**RESOLUTION # 2022 – 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:

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

### **DUES AND MEMBERSHIPS**

On a motion by Councilman Bardascini and seconded by Councilman Kissinger  
**RESOLUTION # 2022 – 35 – DUES AND MEMBERSHIPS FOR THE YEAR 2022**  
BE IT RESOLVED, that the Town Supervisor be authorized to pay dues when due to the following associations for memberships for the year 2022, 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 VanGenderen-aye Bardascini-aye Bogardus-absent

#### **LEASE AGREEMENT**

On a motion by Councilman Kissinger and seconded by Councilman Bardascini  
**RESOLUTION # 2022 – 36 – AFFIRMING HOLDING FACILITY AGREEMENT 2022**  
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 2022 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: Kissinger- aye Pasquarelli- aye VanGenderen-aye Bardascini-aye Bogardus-absent

#### **EMPLOYMENT**

On a motion by Councilman Bardascini and seconded by Councilman  
Kissinger

**RESOLUTION # 2022– 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 2022 to be paid through payroll at the hourly rate of \$13.20 as budgeted in A1460.1 at \$2,500.00, annually.

Discussion: none

VOTE: Kissinger-aye Pasquarelli- aye VanGenderen-aye Bardascini- aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman  
Bardascini

**RESOLUTION # 2022 – 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 2022 at the rate of \$17.00 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 2022; and

BE IT FURTHER RESOLVED, that this position shall be advertised at the proper time, should the current job holder choose not to return. No Discussion.

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini- aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman Kissinger

**RESOLUTION # 2022 – 39 – PART-TIME HIGHWAY WORKERS**

BE IT RESOLVED, part-time Highway Department workers be paid \$17.00 per hour not to exceed \$15,000.00 as specified in DB5142.11 of the 2022 budget and same as last year for DB5110.11 not to exceed \$10,000.00, annually.

Discussion: none

VOTE: Kissinger- aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Supervisor Perry and seconded by Councilman Bogardus

**RESOLUTION # 2022 – 40 – SEASONAL EMPLOYEES -NON HIGHWAY**

BE IT RESOLVED, that all other seasonal workers be paid at the rate of \$13.50 per hour, unless otherwise approved by resolution of the Town Board.

Discussion: .

VOTE: Kissinger- aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Kissinger and seconded by Councilwoman

Pasquarelli

**RESOLUTION # 2022– 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 2022; 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 VanGenderen-aye Bardascini- aye Bogardus-absent

On a motion by \_\_\_\_\_ and seconded by \_\_\_\_\_

**RESOLUTION # 2022 – 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 2022; 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 2022 upon submission of voucher.

Discussion: This resolution was tabled contingent on agreement to perform.

Cont.

VOTE: Kissinger Pasquarelli VanGenderen Bardascini Bogardus-absent

**FUNDING AND SUPPORT**

On a motion by Councilman Bardascini and seconded by Councilwoman

Pasquarelli

**RESOLUTION # 2022 – 43 – SENIOR MEALS PROGRAM**

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 2022.

Discussion: none

VOTE: Kissinger- aye Pasquarelli- aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilwoman Pasquarelli and seconded by Councilman  
Kissinger

**RESOLUTION # 2022 – 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 2022 payable upon submission of voucher, and charged to account B7410.4.

Discussion: none

VOTE: Kissinger- aye Pasquarelli- aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Councilman Bardascini and seconded by Councilman  
Kissinger

**RESOLUTION # 2022 – 45– VETERANS OF FOREIGN WARS**

BE IT RESOLVED, that the Town Supervisor be authorized to pay American Legion Post 337 the amount of \$650.00 in the month of May 2022, 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 VanGenderen-aye Bardascini-aye Bogardus-absent

**FUNDING AND SUPPORT –continued**

On a motion by Councilman Bardascini and seconded by Councilman  
Kissinger

**RESOLUTION # 2022 – 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 2022 payable upon submission of voucher.

Discussion: none

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

On a motion by Supervisor VanGenderen and seconded by Councilwoman  
Pasquarelli

**RESOLUTION # 2022 – 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 2022 in July, charged to Account B7310.4, as approved by Director Lou Magliocca at the September 2021 budget meeting.

Discussion: Contingent upon the formation of not for profit entity to which the funds can be deposited. Supervisor VanGenderen will be encouraging the BYC to become a 501C3 to release

the Town of Broadalbin from being held responsible for their payroll and to lease the Park yearly.

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

**TOWN OF BROADALBIN**

Town Clerk's Office  
201 Union Mills Rd.  
Broadalbin, NY 12025  
518-883-4657

1-3-2022

**TOWN JUSTICE SUBMISSION 2022**

On a motion by Councilman Bardascini and seconded by Supervisor VanGenderen

**RESOLUTION # 2022 – 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 2021, presented for review at this Organizational Meeting 2022.

Discussion:

VOTE: Kissinger-aye Pasquarelli-aye VanGenderen-aye Bardascini-aye Bogardus-absent

Town Clerk to the Town of Broadalbin  
Cheryl Briggs