

**Town of Hoosick
Regular Board Meeting
Monday December 9, 2024 7:00 pm**

Called to Order

Pledge of Allegiance

Roll Call: William Hanselman, Jackie Houghton, Eric Sheffer, Supervisor Mark Surdam **Absent:** Jerry McAuliffe

Others Present: Ryan Pezzulo, Town Attorney and Paul Hoag, Superintendent of Highways.

Previous Meeting(s) Minutes- have been reviewed by the board and are available from the Town Clerk or www.townofhoosick.org .

Reports- Monthly Operating Statement, Abstract of Vouchers, and Revenues have been issued to the Town Board, Clerk, Highway Superintendent, Assessor and Recreation Supervisor.

Welcome/Public Comments- Open time to share thoughts, concerns, and announcements with the Board that are Town related. Please limit remarks to 3 minutes.

- Silvia Plasse- She wanted to address the board again regarding an open burn ordinance. She asked that the board be open minded when it comes to making the decision on this. She presented to the board some of the other towns that have something in place and what they allow and don't allow. She also added what the harmful effects of smoke and ash can do to humans.
- Diane Davendonis – Diane wanted to take the time to thank Superintendent of Highway Hoag for paving the road. It is nice and smooth now.

Correspondence/Announcements

- Community Participation Work Group (CPWG) is inviting the community to virtually attend the December 16th meeting from 6-8pm to hear the latest on the new water source construction and hear an update on the multi-community health study including the results of the Hoosick Falls community health survey administered during biomonitoring and an update on the timeline going forward.
A virtual Link will be shared via CPWG Listserv prior to the meeting. To join the CPWG Listserv, send an email with your full name and email address to hoosickfallsecpwg@paigegroup.com
- Stewart's South Grand Opening/Ribbon Cutting Ceremony is at 11am on December 13th 2024.
- We have received the 2025 Association of Towns Training School and Annual Meeting information which is held in NYC.

Town Clerk's Report

- **Monthly Report:** The Clerk's report for the month of November is as follows: \$8,630.50 and remitted to the Supervisor was \$4,058.08.
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- **\$1 Hunting License Printing Fee- Resolution # 53** Allowing the Clerk to Charge a Printing Fee for Certain Permits pursuant to 6 NYCRR Part 177

MOTION

Sheffer made the motion to allow the Clerk to charge a printing fee for certain permits pursuant to 6 NYCRR Part 177. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

- **Solar FOIL Request process-** The board discussed the process of foil requests that are received by the town. The Clerk Cross explained to the board the process of foil requests. She also explained that the records are not always available in her office and a request to the specific department is sent via email to gather the information. Supervisor Surdam stated that he will have a discussion with Rich from LaBerge regarding foil requests.
- **2025 Organizational Meeting-** The 2025 Organizational Meeting will be held on January 13th starting at 6 pm. We will then hold the Public hearing at 6:45 pm followed by the regular town board meeting at 7 pm.
- **Facility Use-** No requests for this month

Superintendent of Highway's Report

- **Report-** Superintendent of Highway Hoag reported that he and Charlie have gone out and checked all of the streetlights. There were 37 lights out and a list was made. Clerk Cross scanned the list and sent it over to National Grid with the pole numbers and addresses. The new truck still has not been completed. Superintendent of Highway Hoag is discouraged by the length of time that it has taken to produce the truck after being promised it would have been completed to use for this winter. He states that he could have had a truck all in service from a different vendor had he had known it was not going to be ready. The board agreed to look into cancelling the order and getting the truck elsewhere if needed. Superintendent of Highway Hoag also stated that Mike Matatt will be retiring at the end of January, so he has hired Logan Hoyt who does not have his CDL and Tommy Webster who does have his CDL. NYS Parks and Recreation has contacted Superintendent of Highway Hoag to discuss supplying the materials for the road and the town to do the labor.
- **Cottrell Road Bridge Update-**
 - **Azar Design Co. Agreement-** Town of Hoosick 2024 **Resolution # 54** Authorizing Supervisor Surdam to sign the Architectural/Engineering Consulting Agreement for the Cottrell Road Bridge Replacement with Azar Design Co. **Motion to approve.**

MOTION

Sheffer made a motion to approve Town of Hoosick 2024 **Resolution # 54** authorizing Supervisor Surdam to sign the Architectural/Engineering Consulting Agreement for the Cottrell Road Bridge Replacement with Azar Design Company. Houghton seconded the motion. All ayes carried except McAuliffe who was absent.

- Next Steps, the Town needs to execute a State-Local Agreement (SLA) with NYSDOT. A meeting was held this week with the Town, NYSDOT, and Azar Design Co. We are waiting to receive the agreement.

Assessor's Report

- **Report-**Tiffany supplied her report to the board via email and it is on file in the Town Clerk's office.

- **2024 Resolution #55** allowing the Assessor to Conduct Electronic Real Property Tax Administration pursuant to RPTL 104. **Motion to approve.**

MOTION

Houghton made a motion to approve **2024 Resolution #55** allowing the Assessor to Conduct Electronic Real Property Tax Administration pursuant to RPTL 104. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

Town Historian

- **Report-** Rick states that in 2027 this will be the 250th anniversary of the Battle of Bennington and the 200th anniversary for the Village of Hoosick Falls. Rick has been working on presentations for the catholic church and the history of the Cottrell Bridge.

Code Enforcement

- **Report-** Jared supplied his report to the board via email and it is on file in the Town Clerk’s office.

Recreation

- **Part Time Recreation Supervisor- Motion** to Appoint Ashley St. Onge as Part Time Recreation Supervisor to oversee the 2025 Pool and Summer Camp Programs \$25/hour.

MOTION

Houghton made a motion to approve Ashley St. Onge as part time Recreation Supervisor to oversee the 2025 Pool and Summer Camp Programs at \$25/hour. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

- **Ice Skating-** There will be no ice skating lessons this year. There has to be a stretch of cold weather to make it worth opening the skating rink. The last couple of years have not been cold enough to maintain the ice. We will have to see what this year brings for weather.

Supervisor Surdam’s Report

- I virtually attended the monthly CPWG meeting.
- Town Board meeting prep and agenda.
- Virtually attended TIP Project meeting to gather information for the Cottrell Rd Bridge replacement project.
- Eric and I met with the Village in reference to the Transfer Station.
- I met with Sarah Livingstone in reference to the new website with HFCS.
- Eric and I met with Ashley St. Onge in reference to the Part-Time Recreation Director.

Town Council Reports

Deputy Supervisor Sheffer- Eric states that he has set up the new TV with the help from Jerad for use by the different departments. He is still waiting on the cyber insurance quote to come back.

Councilperson McAuliffe- Jerry was absent.

Councilperson Hanselman- Nothing for the month.

Councilperson Houghton- Nothing for the month.

New Business

- **2024 Inter Budget Transfers – Motion to approve as requested.**

<u>Account</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>
A5010.4	Supt of Highways, CE	500.00	
A1220.4	Supervisor,CE		500.00
A9050.8	Unemployment Insurance	200.00	
A9060.8	Medical Insurance		200.00
B3510.4	Dog Control	150.00	
B1421.4	Attorney,PFOA		150.00
B7140.4	Playground Rec	200.00	
B1420.4	Attorney CE		200.00
B9030.8	Social Security	200.00	
B9040.8	Workers Comp		200.00

MOTION

Sheffer made the motion to approve the 2024 inter budget transfers as stated above. Houghton seconded the motion. All ayes carried except McAuliffe who was absent.

- **Pickle Ball Courts-** Adding additional nets.
- **Comp Alliance Safe Workplace Award for Policy year 2023-** A check has been received in the amount of \$1,500.
- **Penflex Actuarial Services, LLC 11/1/204-10/31/2025 Service Fee Agreement- Motion** to approve the estimated \$3,200 without the LOSAP Audit Package and to authorize Supervisor Surdam to sign the agreement on behalf of the Town of Hoosick.

MOTION

Hanselman made the motion to approve the estimated \$3,200 without the LOSAP Audit Package and to authorize Supervisor Surdam to sign the agreement on behalf of the Town of Hoosick. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

- **Rensselaer County District Attorney Mary Pat Donnelly letter-** A letter was received by the town in reference to Delegation of Authority to Prosecute. This letter was intended to give the authority to the Town Attorney to prosecute code cases and other small town matters without the need for the District Attorney.
- **Village Transfer Station Changes-** The board discussed the possibility of the Town sharing the transfer station cost with the Village. The Village has made the town aware of the usage of the transfer station is mainly the town residents as well as the cost to operate the transfer station. There will be further discussion on this a workshop will need to be held.
- **Proposed 5-year Commercial Lease Renewal Agreement between the Hoosick Area Partnership for Parents and Youth, dba The Hoosick Armory and the Town of Hoosick-** The new 5 year lease agreement has been reviewed by the board and the Armory.

MOTION

Houghton made a motion to approve the new 5-year Commercial Lease Renewal Agreement between the Hoosick Area Partnership for Parents and Youth, dba The Hoosick Armory and the

Town of Hoosick. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

- **Town of Hoosick Emergency Medical Services-** Opening Discussions for the possible creation of an **Ambulance District** for the Town of Hoosick. If this was to happen, there would need to be a Public Referendum.
- **Bookkeeper/Payroll Clerk-** From the time our payroll clerk retired early this year our bookkeeper has picked up the duties in addition to the normal requirements. Supervisor Surdam is requesting authorization to pay Rae Granger a one-time payment to compensate Rae for the additional time. This was discussed in the executive session and the decision is below.
- **New Payroll Clerk-** Motion to approve Cassandra Kinny to the position of Part-Time Payroll Clerk.

MOTION

Sheffer made a motion to approve Cassandra Kinny for the position of part-time Payroll Clerk. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

- **New Deputy Town Clerk- Motion** to approve Cassandra Kinny to the position of Part-Time Deputy Town Clerk.

MOTION

Hanselman made a motion to approve Cassandra Kinny for the position of part-time Deputy Town Clerk. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

- **Zoning and Planning Board Software-**
- **EMAIL LICENSES-** Supervisor Surdam stated that this was not on the original agenda as it had just come into the board at the end of the day. We requested to have 8 emails added for each of the planning and zoning board members to use. The cost to add the licenses is \$864.

MOTION

Sheffer made a motion to approve the email licenses and cost. Houghton seconded the motion. All ayes carried except McAuliffe who was absent.

Old Business

- **New updated Solar Law- Motion to approve Local Law NO.7 of 2024 Amending Chapter 14 of the Town of Hoosick Code Energy Systems Law.**

MOTION

- Houghton made a motion to approve **Local Law NO.7 of 2024** Amending Chapter 14 of the Town of Hoosick Code Energy Systems Law. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.
- **Comprehensive Plan-** No Update at this time.
- **Rensselaer County Multi-Jurisdictional All-Hazard Plan-** Mark, Paul and Jerad are working with the County on this updated plan. All the required paperwork to date has been submitted. No update currently. **Update-** The new plan outline was just returned for review.
- **Open Meeting Law Policy & Procedures for the Town of Hoosick-** This was presented to the board in the November meeting and will be introduced during the organizational meeting in January as a resolution for acceptance.
- **HFCS/Town Communications Update-** Sarah Livingstone has settled into her position at the school and has been working on the school's website. They are using the Apptegy Platform and have secured a separate module that will be the Towns website with a separate URL connection. Our first expense will be to pay for the module which will be under \$1500. Sarah will begin to develop our website as a ghost site for a few months until we are ready to go live. Our website

will continue to operate as it is. **Update-** Supervisor Surdam met with Sarah last week regarding the website requirements for the town and we are making progress.

- **Residency Requirements for Public Officers-** Proposed Local Law NO. 8 of 2024 approving Residency Requirements of Appointive Town Officers. Public Hearing date and time needs to be set. This has been set for January 13th at 6:45 pm prior to the regular monthly meeting.
- **Rink & Playground Projects through the NY Forward Grant-** Both projects are being considered.

Executive Session- Motion to enter Executive Session to discuss a personnel issue and a couple of legal questions for the attorney

ENTERED INTO EXECUTIVE SESSION AT 9:01PM

MOTION

Houghton made the motion to enter the Executive Session to discuss a personnel issue. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

EXITED EXECUTIVE SESSION AT 9:31PM

MOTION

Hanselman made the motion to exit the executive session. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

REGULAR MEETING BACK IN SESSION 9:33PM

MOTION

Houghton made a motion to continue regular board meeting. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

DECISION

Sheffer made a motion to pay Rae Granger \$9,750 for the excess time doing payroll. Hanselman seconded the motion. All ayes carried except McAuliffe who was absent.

Houghton made a motion to approve Joshua McCart as part time bookkeeper. Sheffer seconded the motion. All ayes carried except McAuliffe who was absent.

For specific questions about the public water supply: Email: bpwsp@health.ny.gov, phone: 518-402-7650

For specific questions about private wells: Email: beei@health.ny.gov, phone: 518-402-7860

For specific questions about blood testing: Email: beoe@health.ny.gov, phone: 518-402-7950

New York State Water Quality Hotline, [800-801-8092](tel:800-801-8092), is available, Monday-Friday 9am-8pm and Saturday 9am-3pm.

Scheduled Meetings-

Scheduled Meetings- Zoning Board meets on the Second Tuesday of the month; **Planning Board** meets on the third Monday of the month. These meetings are held at 7pm in the Court Room at the Armory. Meeting minutes are available online @ www.townofhoosick.org or from the Town Clerk.

Adjournment

McAuliffe made the motion to adjourn the regular meeting at 9:40 p.m. pending the signing of vouchers, Sheffer seconded the motion. All ayes carried.

Bills Paid Abstract #12 2024 Vouchers 552-599

General A	\$	21,179.51
General B	\$	1,309.43
Highway DA	\$	1,408.17
Highway DB	\$	23,441.98
Capital Fund H	\$	12,842.23
Fire Protection	\$	-----
Library	\$	-----
Trust & Agency	\$	<u>1,506.00</u>
Total:	\$	61,687.32

Respectfully submitted,

Holli Cross
Town Clerk