

PLEASE TAKE NOTICE, that effective immediately, and based upon notices and health advisories issued by Federal, State and Local officials related to the COVID-19 virus, the Town of North Greenbush will conduct public meetings via live video streaming and videoconferencing as permitted by the NYS Open Meetings Law. A limited number of necessary Town representatives and employees will be permitted to attend these meetings in person. However, due to continuing public health and safety concerns, the public will not be permitted to attend the meetings either at Town Hall or at any of the remote locations where Town Officials may be situated.

In accordance with the above procedures, the regularly scheduled Town Board Meeting will be held on January 14, 2021 beginning at 7:00 pm and will be video streamed live (or can be viewed anytime thereafter) online at <https://www.townofng.com/> (click on "Watch Town Public Meetings"). Public comments can be submitted either before or during the meeting via e-mail to the North Greenbush Town Clerk at [townclerk@northgreenbush.org](mailto:townclerk@northgreenbush.org). The public will be able to fully observe the live video stream of the meeting and may comment at appropriate times via e-mail which will be responded to either during or after the meeting. The agenda for the January 14, 2021 Town Board Meeting is as follows:

**Town Board  
Town of North Greenbush  
Agenda  
January 14, 2021  
7:00 p.m.**

**6:15 pm Organizational Meeting**

**6:30 pm Public Hearing Buckbee Road Sewer Extension**

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**Supervisor Bott** \_\_\_\_\_

**Councilwoman Hoffman** \_\_\_\_\_

**Councilwoman Sabo** \_\_\_\_\_

**Councilman Rogers** \_\_\_\_\_

**Councilwoman Merola** \_\_\_\_\_

**Comments from Residents**

**Announcements**

**New Business**

- 1.) **Resolution 2021-1-1** In The Matter Of Town Board Receipt Of The Annual Audit And Examination Of Records Of The Town Justice For The Year Ending December 31, 2020
- 2.) **Resolution 2021-1-2** In The Matter Of Approving A Contract with The North Greenbush Ambulance Association
- 3.) **Resolution 2021-1-3** In The Matter Of Authorizing The Supervisor To Sign The Attached Agreement For Telephone Maintenance
- 4.) **Resolution 2021-1-4** In The Matter Of Approval Of Official Undertakings
- 5.) **Resolution 2021-1-5** In The Matter Of Adoption Of Procurement, Credit Card And Investment Policies and Procedures
- 6.) **Resolution 2021-1-6** In The Matter Of The Retirement Of Richard French
- 7.) **Resolution 2021-1-7** SEQR Determination for Establishment of Proposed Buckbee Road Sewer Extension
- 8.) **Resolution 2012-1-8** Establishing Proposed Buckbee Road Sewer Extension of The North Greenbush Consolidated Sewer District
- 9.) **Resolution 2021-1-9** In The Matters Of Purchasing Bobcat 5600 Tool Cat Utility Work Machine
- 10.) **Resolution 2021-1-10** In The Matters Of Town Access To The New York State Department Of Transportation Equitable Business Opportunities System
- 11.) **Resolution 2021-1-11** In The Matter Of Appointing A Police Officer
- 12.) **Resolution 2021-1-12** In The Matter Of Permitting 2020 Eligible Tax Exemptions For 2021

- 13.) **Resolution 2021-1-13** In The Matter Of Approving An Amended Contract For Labor Relations And Consultation Professional Services
- 14.) **Resolution 2021-1-14** Refunding All Or A Portion Of The Outstanding Bonds Of The Town's Public Improvement (Serial) Bonds, 2013 And Public Improvement (Serial) Bonds, 2014
- 15.) **Resolution 2021-1-15** In The Matter Of The Approval Of Building Permit, Planning Board and Zoning Board Fees

**Discussion**

**Department Reports**

**Approval of Minutes**

Approval of December 10, 2020 meeting minutes

**Adjournment**

**AGENDA**  
**NORTH GREENBUSH TOWN BOARD**  
**Organizational Meeting**  
**January 14, 2021**  
**6:15 P.M.**

CALL TO ORDER

ROLL CALL

Supervisor Bott	—
Councilwoman Hoffman	—
Councilwoman Sabo	—
Councilman Rogers	—
Councilwoman Merola	—

PLEDGE OF ALLEGIANCE

ADOPTION OF RULES OF ORDER AND MEETING PROCEDURES

ESTABLISHMENT OF TOWN BOARD MEETINGS

**2<sup>nd</sup> Thursday of every month at 7PM**

DESIGNATION OF OFFICIAL TOWN BUSINESS HOURS

**8:30AM through 4:30PM Monday through Friday**

DESIGNATION OF OFFICIAL BANKS

**Pioneer Bank, Key Bank, M&T Bank, Chase Bank, New York State Liquid Asset Fund**

DESIGNATION OF OFFICIAL NEWSPAPER

**The Record**

ESTABLISHING A RATE FOR MILAEGE

**57.5¢ per mile**

APPOINTMENTS

**SUPERVISOR APPOINTMENTS**

APPOINTMENT OF DEPUTY TOWN SUPERVISOR  
Appointed as Deputy Supervisor by letter to the Town Clerk  
1/1/21 – 12/31/21  
**KELLY HOFFMAN**

APPOINTMENT OF TOWN HISTORIAN  
PER BUDGET  
1/1/21 - 12/31/21  
**JAMES GREENFIELD**

CONFIDENTIAL ASSISTANT TO THE SUPERVISOR  
PART TIME PER BUDGET BI-WEEKLY  
1/1/21 – 12/31/21  
**KATHLEEN ALLEN**

**TOWN CLERK APPOINTMENTS**

APPOINTMENT DEPUTY TOWN CLERKS  
(2) PART TIME SALARY PER BUDGET BI-WEEKLY  
1/1/21 – 12/31/21  
**JANICE CIPRIONI**  
**JANET DICKINSON**

**TOWN BOARD APPOINTMENTS**

APPOINTMENT OF DEPUTY TOWN ATTORNEY FOR COURT CASES  
PER BUDGET MONTHLY  
1/1/21-12/31/21  
**HENRY BAUER**

APPOINTMENT OF DEPUTY TOWN ATTORNEY – PLANNING BOARD  
PER BUDGET MONTHLY  
1/1/21 – 12/31/21  
**IAN SILVERMAN**

APPOINTMENT OF DEPUTY TOWN ATTORNEY – ZONING BOARD  
PER BUDGET MONTHLY  
1/1/21 – 12/31/21  
**AI KOWLAKOWSKI**

APPOINTMENT OF DIRECTORS OF FINANCE  
PER BUDGET BI-WEEKLY NO BENEFITS  
1/1/21 – 12/31/21  
**TERESA GROSS**  
**ROBERT MILLER**

APPOINTMENT OF DEPUTY RECEIVER OF TAXES  
PER BUDGET MONTHLY PART-TIME  
1/1/21 – 12/31/21  
**ROBIN MCGRATH**

APPOINTMENT OF COURT SECRETARY TO TOWN JUSTICES  
(1) SALARY PER BUDGET BI-WEEKLY FULL TIME  
1/1/21-12/31/21  
**FELICIA DICKINSON**

APPOINTMENT OF PART TIME COURT CLERKS  
(2) PER BUDGET BI-WEEKLY NO BENEFITS  
1/1/21-12/31/21  
**DEBORAH COPPOLA**  
**PATRICIA CARDAMONE**

APPOINTMENT OF PART TIME COURT OFFICER  
PER BUDGET BI- WEEKLY  
1/1/21-12/31/21  
**CHARLES ROCKWELL**

APPOINTMENT OF TOWN ENGINEER  
PER BUDGET  
1/1/21 - 12/31/21  
**ERIC WESTFALL**

APPOINTMENT OF PART TIME UTILITIES INSPECTOR  
PER BUDGET BI-WEEKLY NO BENEFITS  
1/1/21-12/31/21  
**PAUL PATTI**

APPOINTMENT OF FIRE MARSHAL  
PER BUDGET BI-WEEKLY NO BENEFITS  
1/1/21- 12/31/21  
**WILLIAM MILLER**

APPOINTMENT OF WORKING UTILITY SUPERVISOR  
PER BUDGET BI-WEEKLY  
1/1/21-12/31/21  
**LARRY BONESTEEL**

APPOINTMENT OF PART TIME CUSTODIAN (Town Offices & Police Station)  
PER BUDGET BI-WEEKLY  
1/1/21 -12/31/21  
**FRANCIS GIULIANO**

APPOINTMENT OF UTILITY MAINTENANCE OPERATOR  
PER BUDGET BI-WEEKLY  
1/1/21 - 12/31/21  
**KEITH HANKLE**

APPOINTMENT OF UTILITY LABORER  
PER BUDGET BI-WEEKLY  
1/1/21 - 12/31/21  
**MATTHEW DENNIS**

APPOINTMENT OF SECRETARY TO THE ZONING BOARD OF APPEALS  
AND PLANNING BOARD  
PER BUDGET MONTHLY  
1/1/21- 12/31/21  
**LEANNE HANLON**

APPOINTMENT OF ZONING BOARD MEMBER (5 YEARS)  
PER BUDGET MONTHLY  
1/1/21 to 12/31/25  
**ROBERT EWING**

APPOINTMENT OF ZONING BOARD MEMBER (COMPLETION OF TERM)  
PER BUDGET MONTHLY  
01/13/21-12/31/23  
**RICHARD FRENCH**

APPOINTMENT OF ZONING BOARD OF APPEALS CHAIRMAN (1 YEAR)  
PER BUDGET MONTHLY  
1/13/21- 12/31/21  
**RICHARD FRENCH**

APPOINTMENT OF PLANNING BOARD CHAIRMAN (1 YEAR)  
PER BUDGET MONTHLY  
1/1/21 - 12/31/21  
**MARK LACIVITA**

APPOINTMENT OF PLANNING BOARD MEMBER (5 YEARS)  
PER BUDGET MONTHLY  
1/1/21-12/31/25  
**MARY JUDE FOLEY**

APPOINTMENT OF SECRETARY - BOARD OF ASSESSMEN REVIEW  
PER BUDGET BY MEETING  
1/1/21 -12/31/21  
**MICHELLE WESSELS**

APPOINTMENT OF DOG CONTROL OFFICER  
PER BUDGET MONTHLY  
1/1/21 -12/31/21  
**BOB GUYER**

APPOINTMENT OF ALTERNATE DOG CONTROL OFFICERS  
PER BUDGET MONTHLY  
1/1/21 -12/31/21  
**TONIA GUYER**  
**KEVIN BOSKO**

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT  
PER BUDGET BI-WEEKLY  
1/1/21 -12/31/21  
**GREGORY SPENCER**

APPOINTMENT OF HIGHWAY DEPARTMENT SECRETARY  
PER BUDGET BI-WEEKLY  
1/1/21 -12/31/21  
**APRIL HOLMES**

APPOINTMENT OF CONSULTING ENGINEERS  
**CT MALE, CLOUGH HARBOUR, CAMP, DRESSER AND MCKEE, LABERGE,**  
**ERDMANN ANTHONY, CREIGHTON MANNING (CME), PERCY COTTON,**  
**BARTON AN LOGUIDICE**

**RESOLUTION AUTHORIZING PETTY CASH FUNDS**

TOWN CLERK'S OFFICE	\$200.00
BUILDING UTILITIES DEPARTMENT	\$200.00
TOWN JUSTICE OFFICE	\$200.00
TOWN POLICE DEPARTMENT	\$200.00

# NORTH GREENBUSH TOWN BOARD

## ARTICLE I RULES OF ORDER

### SEC 1. CALLING TO ORDER

AT ALL MEETINGS, REGULAR OR SPECIAL, UPON THE APPEARANCE OF THREE MEMBERS, THE TOWN BOARD SHALL BE CALLED TO ORDER BY THE SUPERVISOR OR, IF SHE/HE BE ABSENT BY THE DEPUTY SUPERVISOR.

### SEC 2. ORDER OF BUSINESS AT REGULAR OR SPECIAL MEETING

AT ANY REGULAR OR SPECIAL MEETING, THE ORDER OF BUSINESS, WHICH SHALL NOT BE DEPARTED FROM EXCEPT WITH A MAJORITY VOTE OF THE MEMBERS PRESENT, SHALL BE AS FOLLOWS:

- A. ROLL CALL BY CLERK
- B. PLEDGE OF ALLEGIANCE TO THE FLAG
- C. PUBLIC COMMENT: RESIDENTS MAY SPEAK UP TO THREE MINUTES ON ANY AGENDA ITEMS. Public Comment shall be directed to the Supervisor. Board members may respond to comments if they so choose. The privilege of public comment shall not be construed to permit argument or debate or a question and answer session. Participants and spectators are expected to remain civil at all times.

- D. DURING THE MEETINGS – NO AUDIENCE MEMBER SHALL BE ENTITLED TO SPEAK AT TOWN BOARD MEETINGS EXCEPT:
  - 1) During public comment periods as stated in the rules.
  - 2) Audience members who are employees of the Town may answer a question directed by a board member, which is related to the topic on hand.
  - 3) Other audience members may speak only after the affirmative vote of three board members, recorded after a motion duly made and seconded. This rule shall not apply to the Town Attorney or Town Clerk who may engage in discussion necessarily related to their duties and subject at hand.

(A) COMMITTEE REPORTS – ON FILE

- E. AGENDA:
  - (1) LOCAL LAWS
  - (2) RESOLUTIONS/MOTIONS

- F. PUBLIC FORUM: RESIDENTS MAY SPEAK UP TO THREE MINUTES ON ANY TOPIC



G. ADJOURNMENT

SEC 3. DUTIES OF THE TOWN CLERK

TOWN CLERK SHALL BE THE OFFICIAL CLERK/SECRETARY OF THE BOARD AND SHALL KEEP MINUTES OF THE MEETINGS.

SEC 4. DUTIES OF THE TOWN ATTORNEY

THE TOWN ATTORNEY SHALL EITHER IN PERSON OR BY DEPUTY, ATTEND ALL MEETINGS, (REGULAR OR SPECIAL) OF THE BOARD. ALL PROPOSED LEGISLATION SHALL BE DRAFTED BY THE TOWN ATTORNEY UPON THE REQUEST OF THE SUPERVISOR OR ANY BOARD MEMBER.

- 1) ALL PROPOSED AGENDA ITEMS SHALL BE SUBMITTED TO THE TOWN CLERK BY 4PM ON THE FRIDAY PRECEEDING THE TOWN BOARD MEETING. ADDITIONAL REQUESTS CAN BE SUBMITTED TO THE TOWN CLERK AND TOWN ATTORNEY BY 4PM ON MONDAY. THE CLERK SHALL ORGANIZE AND DISTRIBUTE THE FINAL AGENDA BY 4:30PM ON TUESDAY.
- 2) AS TO SPECIAL MEETINGS, SUCH REQUEST FOR DRAFTING SHALL BE MADE NO LATER THAN 24 HOURS PRIOR TO THE SPECIAL MEETING.
- 3) ALL RESOLUTIONS NEED TO BE WRITTEN AND SUBMITTED BY 5:00PM ON THE TUESDAY OF THE MEETING WEEK.
- 4) RESOLUTIONS MAY BE ADDED BY BOARD MEMBERS AT ANY TIME WITH A MAJORITY VOTE OF THE BOARD.

SEC 5. QUESTIONS OF ORDER

QUESTIONS OF ORDER SHALL BE DECIDED BY THE SUPERVISOR/CHAIR WITHOUT DEBATE, SUBJECT TO AN APPEAL TO THE BOARD AS A WHOLE, WHICH SHALL ALSO BE DECIDED BY A MAJORITY VOTE WITHOUT DEBATE.

SEC 6. VOTING PROCEDURE

AT ALL BOARD MEETINGS, THE TOWN CLERK SHALL CALL THE ROLL OF THE BOARD IN THE FOLLOWING MANNER: BY WHICH THE TOWN BOARD PRESCRIBES. VOICE VOTE IS IN ORDER IF NO MEMBER OBJECTS. THE AGENDA ITEMS AT THE BOARD'S DISCRETION MAY BE VOTED UPON IN A GROUP OF LIKE SUBJECT MATTER TO EXPEDITE BOARD PROCEEDINGS.

SEC 7. ROBERTS RULES OF ORDER

THE PROCEEDINGS OF THIS BOARD SHALL BE GOVERNED BY ROBERTS RULES OF ORDER IN ALL CASES NOT PROVIDED FOR IN THE ADOPTED BOARD RULES.

SEC 8. MOTION TO ADJOURN

A MOTION TO ADJOURN SHALL ALWAYS BE IN ORDER, EXCEPT :(A) WHEN A VOTE IS BEING TAKEN

SEC 9. COMMITTEES

THE TOWN BOARD SHALL ESTABLISH AND APPOINT CHAIRMEN, MEMBERS, RESIDENTS, TOWN OFFICIALS TO COMMITTEES FOR ANY TOWN RELATED PURPOSE(S).

SEC 10. PUBLIC HEARINGS

THE TOWN BOARD SHALL ESTABLISH FOR ANY PUBLIC HEARING BEFORE SAID BOARD THE PLACE, TIME AND SUBJECT OF SAID HEARING. THIS SHALL INCLUDE BUT NOT BE LIMITED TO TIME ALLOTTED TO EACH SPEAKER.

SEC 11. WEB SITE

WHENEVER POSSIBLE TOWN BOARD AGENDAS SHALL BE POSTED ON THE TOWN OF NORTH GREENBUSH WEB SITE.

ARTICLE II NORTH GREENBUSH TOWN BOARD MEETING PROCEDURES

SEC 1. REGULAR MEETINGS

REGULAR MEETINGS OF THE TOWN BOARD SHALL BE HELD ONCE EACH MONTH ON SUCH DATES, TIME, AND PLACE AS THE BOARD SHALL DESIGNATE EACH YEAR AT ITS FIRST ANNUAL MEETING. EMERGENCY LEGISLATION MAY BE ADDED TO THE AGENDA, AT ANY TIME, BY A MAJORITY VOTE OF THE BOARD.

SEC 2. REGULAR MEETINGS DURING THE COVID-19 PANDEMIC

Pursuant to notices and health advisories issued by Federal, State and Local officials related to the COVID-19 virus and until further notice, the Town of North Greenbush will conduct public meetings via live video streaming and videoconferencing as permitted by the NYS Open Meetings Law. A limited number of necessary Town representatives and employees will be permitted to attend these meetings in person. However, due to continuing public health and safety concerns, the

public will not be permitted to attend the meetings either at Town Hall or at any of the remote locations where Town Officials may be situated.

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# **PUBLIC HEARINGS AGENDA**

**Town Board**

**Town of North Greenbush**

**January 14, 2021**

**6:30 p.m.**

**6:30 p.m.** Consider Petition for the Establishment of the Proposed Buckbee Road of the North Greenbush Consolidated Sewer District