



NORTH GREENBUSH TOWN BOARD
Organizational Meeting
MINUTES
January 09, 2025
6:30 P.M.

CALL TO ORDER:

Supervisor Bott opened the Organizational meeting @ 6:30 p.m. and asked all in attendance to stand for the Pledge of Allegiance.

ROLL CALL:

Roll Call was taken by Town Clerk, Janice Hannigan Kerwin

Supervisor Bott	<u>Present</u>
Councilwoman Hoffman	<u>Present</u>
Councilwoman Sabo	<u>Present</u>
Councilwoman Merola	<u>Absent</u>
Councilman Gordon	<u>Present</u>

*Supervisor Bott stated that each Councilperson would be reading the appointments.
Supervisor Bott started off with the 1st page.*

ADOPTION OF RULES OF ORDER AND MEETING PROCEDURES

Attached

ESTABLISHMENT OF TOWN BOARD MEETINGS

2nd Thursday of every month at 7PM

DESIGNATION OF OFFICIAL TOWN BUSINESS HOURS

8:00AM through 4:00PM 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



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ESTABLISHING A RATE FOR MILAEGE
.70¢ per mile

APPOINTMENTS:

SUPERVISOR APPOINTMENTS

APPOINTMENT OF DEPUTY TOWN SUPERVISOR
(Appointed as Deputy Supervisor by letter to the Town Clerk)
01/01/25 – 12/31/25
KELLY HOFFMAN

APPOINTMENT OF TOWN HISTORIAN
PER BUDGET
01/01/25 - 12/31/25
JAMES GREENFIELD

CONFIDENTIAL ASSISTANT TO THE SUPERVISOR
PART TIME PER BUDGET BI-WEEKLY
01/01/25 – 12/31/25
KATHLEEN ALLEN

Supervisor Bott asked the Town Clerk, Janice Hannigan Kerwin if she would like to read her appointments. She did and thanked him.



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TOWN CLERK APPOINTMENTS

APPOINTMENT DEPUTY TOWN CLERKS
(2) PART TIME SALARY PER BUDGET BI-WEEKLY
01/01/25 – 12/31/25
JANET DICKINSON
JAMES MINER

Supervisor Bott asked Councilwoman Hoffman to read the following appointments.

TOWN BOARD APPOINTMENTS

APPOINTMENT OF DEPUTY TOWN ATTORNEY FOR COURT CASES
PER BUDGET MONTHLY
01/01/25 - 12/31/25
HENRY BAUER

APPOINTMENT OF DEPUTY TOWN ATTORNEY – PLANNING BOARD
PER BUDGET MONTHLY
01/01/25– 12/31/25
PHIL DANAHER

APPOINTMENT OF DEPUTY TOWN ATTORNEY – ZONING BOARD
PER BUDGET MONTHLY
01/01/25 – 12/31/25
AI KOWLAKOWSKI



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APPOINTMENT OF DIRECTORS OF FINANCE
PER BUDGET BI-WEEKLY
01/01/25 – 12/31/25
ERICA QUINN
JENNIFER BROWE

APPOINTMENT OF DEPUTY RECEIVER OF TAXES
PER BUDGET MONTHLY PART-TIME
01/01/25– 12/31/25
KATHLEEN ALLEN

APPOINTMENT OF COURT SECRETARY TO TOWN JUSTICES
(2) SALARY PER BUDGET BI-WEEKLY FULL TIME
01/01/25-12/31/25
MARIE BARBERA
MEGHAN KING

Supervisor Bott asked Councilwoman Sabo to continue with the appointments. Councilwoman Sabo agreed to read the appointments, but continues to feel that Union members do not need to be appointed every year.

APPOINTMENT OF TOWN ENGINEER
PER BUDGET MONTHLY
01/01/25 - 12/31/25
ERIC WESTFALL

APPOINTMENT OF PART TIME UTILITIES INSPECTOR
PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
PAUL PATTI



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APPOINTMENT OF PART TIME STORM WATER COMPLIANCE ASSISTANT
PER BUDGET BI-WEEKLY
01/01/2025 – 12/31/2025
SETH PARROTTINO

APPOINTMENT OF DIRECTOR OF TOWN SERVICES
FULL TIME PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
WILLIAM MILLER

APPOINTMENT OF WORKING UTILITY SUPERVISOR
PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
KEITH HANKLE

APPOINTMENT OF UTILITY MAINTENANCE OPERATOR
PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
GREGORY SPENCER

APPOINTMENT OF UTILITIES LABORER/MAINTENANCE
PER BUDGET BI-WEEKLY
01/01/2025 – 12/31/2025
PAUL GIACOMARO

Supervisor Bott asked Councilman Gordon to read the following appointments.

APPOINTMENT OF PART TIME CUSTODIANS (Town Offices)
PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
PAT SICKLES



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APPOINTMENT OF FULL -TIME CUSTODIAN
PER BUDGET BI-WEEKLY
01/01/2025 – 12/31/2025
CHARLES DENUÉ

APPOINTMENT OF SECRETARY TO THE ZONING BOARD OF APPEALS
AND PLANNING BOARD PER BUDGET MONTHLY
01/01/25 - 12/31/25
LEANNE HANLON

APPOINTMENT OF ZONING BOARD OF APPEALS CHAIRMAN (1 YEAR)
PER BUDGET MONTHLY
01/01/25 - 12/31/25
RICHARD FRENCH

APPOINTMENT OF ZONING BOARD MEMBER
PER BUDGET MONTHLY
01/01/25 - 12/31/29
MICHAEL MASONE

APPOINTMENT OF PLANNING BOARD CHAIRMAN (1 YEAR)
PER BUDGET MONTHLY
01/01/25 - 12/31/25
MARK LACIVITA

APPOINTMENT OF PLANNING BOARD
PER BUDGET MONTHLY
01/01/25 - 12/31/29
DAVID WILSON

Supervisor Bott began to read the following appointments. He will read to the end and will make a motion before they read the North Greenbush Committee appointments.



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APPOINTMENT OF BOARD OF ASSESSMENT REVIEW
PER BUDGET MONTHLY
01/01/25 - 12/31/29
AL KOWLAKOWSKI

APPOINTMENT OF SECRETARY - BOARD OF ASSESSMEN REVIEW
PER BUDGET BY MEETING
01/01/25 - 12/31/25
MICHELLE WESSELS

APPOINTMENT OF DOG CONTROL OFFICER
PER BUDGET MONTHLY
01/01/25 - 12/31/25
BOB GUYER

APPOINTMENT OF ALTERNATE DOG CONTROL OFFICERS
PER BUDGET MONTHLY
01/01/25 - 12/31/25
TONIA GUYER

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT
PART TIME PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
MARK PREMO

APPOINTMENT OF HIGHWAY DEPARTMENT SECRETARY
PART TIME PER BUDGET BI-WEEKLY
01/01/25 - 12/31/25
APRIL HOLMES



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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
TOWN JUSTICE OFFICE	\$200.00
TOWN POLICE DEPARTMENT	\$200.00

Supervisor Bott made a motion to accept the appoints that were read, seconded by Councilman Gordon. Phil Danaher, acting Town Attorney asked for a Poll Vote to be taken. A Poll Vote was done, all board members present voted Aye; motion carried. Supervisor Bott said they will address the procedure for appointment for the future.

Councilwoman Sabo	<u>AYE</u>
Councilman Gordon	<u>AYE</u>
Supervisor Bott	<u>AYE</u>
Councilwoman Hoffman	<u>AYE</u>
Councilwoman Merola	<u>ABSENT</u>



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COMMITTEE/BOARD APPOINTMENTS FOR 2025

Town Disaster Plan Committee

Supervisor Joseph Bott, Chair
Eric Westfall
Chief David Keevern
Michael Martinez
Volunteer Staff
Eric Cioffi

Supervisor Bott made a motion to accept the Town Disaster Committee as read, seconded by **Councilman Gordon**. All board members present voted Aye; motion carried with 4 Ayes.

Public Safety Committee

Councilwoman Kelly Hoffman, Chair
Kathy Allen
Jim Schirmer
Chief David Keevern
Bob Durivage
Michael Masone
Bill Stewart
Michael Martinez

Councilwoman Hoffman made a motion to accept the Public Safety Committee as read, seconded by **Supervisor Bott**. All board members present voted Aye; motion carried with 4 Ayes.

Youth and Recreation Committee

Councilwoman Jessica Merola, Chair
Kyle McCauley Belokopitsky
Raymond Hoffman

Councilwoman Sabo made a motion to accept the Youth and Recreation Committee as read, seconded by **Supervisor Bott**. All board members present voted Aye, except for **Councilwoman Hoffman** who abstained. Motion Carried with 3 Ayes.



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Board of Ambulance Commissioners

(5) Board of Ambulance Commissioners, at least (1) shall be a Town Board Member
James Gordon (Town Board Member) 1/1/25 - 12/31/25

Steve Kraz 1/1/25 - 12/31/27
Kevin Seidan Jr. 1/1/25 - 12/31/26

Michael Masone 1/1/24 - 12/31/26
John Sroka 1/1/24 - 12/31/26

Councilman Gordon made a motion to accept the Board of Ambulance Commissioners as read, seconded by **Supervisor Bott**. All board members present voted Aye; motion carried with 4 Ayes.

Industrial Development Agency (IDA)

Tom Hurbanek, Chair
John Panichi
Paul Lombardi
Brendan Casey

Supervisor Bott made a motion in the matter of accepting the Industrial Development Agency (IDA) as read, seconded by **Councilwoman Hoffman**. All board members present voted Aye; motion carried with 4 Ayes.

Highway/Utilities Committee

Supervisor Joseph Bott, Chair
Dave Wilson
Gaetano Tedesco
Michael Martinez
Joe Deeb

Volunteer Staff

Keith Hankle

Supervisor Bott made a motion to accept the Highway/Utilities Committee as read, seconded by **Councilwoman Hoffman**. All board members present voted Aye; motion carried with 4 Ayes.



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Human Resource/Finance Committee

Supervisor Joseph Bott, Chair
Michael Chaires
Mark Ahern
Erica Quinn
Jennifer Browe

Councilwoman Hoffman made a motion to accept the Human Resource/Finance Committee as read, seconded by **Supervisor Bott**. All board members present voted Aye; motion carried with 4 Ayes.

Board of Ethics

Stephen Kraz, Chair	1/1/25 - 12/31/25
Michael Masone	1/1/24 - 12/31/26
Doug Pinzer	1/1/25 - 12/31/27
Bryan Goldberger, Counsel	1/1/25 – 12/31/25

Councilman Gordon made a motion to accept the Board of Ethics Committee as read, seconded by **Supervisor Bott**. All board members present voted Aye; motion carried with 4 Ayes.

Climate Smart Committee

Councilman Jim Gordon, Chair
Karl Lampson
Morgan Ruthman
David Wilson
Mark Premo
Eric Westfall

Supervisor Bott made a motion to accept the Climate Smart Committee as read, seconded by **Councilman Gordon**.

Councilwoman Sabo voted No, as she wants to nominate herself for the committee, as she hasn't seen any progress since she hasn't been on the committee. All board members present voted Aye; motion carried with 3 Ayes.



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ADJOURNMENT:

Supervisor **Bott** made a motion to adjourn the meeting, seconded by Councilman Gordon. The meeting ended @ 6:46 P.M.

- **A COMPLETE ACCOUNTING OF ALL DISCUSSIONS ON THE AGENDA IS AVAILABLE TO REVIEW VIA STREAMING ON THE TOWN'S WEBSITE.**

Respectfully Submitted,

Janice Hannigan Kerwin
Town Clerk, Town of North Greenbush



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7:00 p.m.**

Supervisor Bott called the meeting to order @7:01 P.M., he proceeded to ask all to rise and say the Pledge of Allegiance.

Announcements from Supervisor:

Supervisor Bott asked for a moment of silence for our Past President, Jimmy Carter and for all those affected with the California Wildfires. Supervisor Bott also wanted to announce that the Christmas Memorial Trees will need to be undecorated at town hall by Saturday, January 11, 2025.

Discussion:

Councilwoman Sabo wanted to discuss Greenspace fees that we charge in town. They seem to be the same from 15 years ago. She looked around and noticed that Guilderland is much higher than ours. Supervisor Bott stated that they have been speaking with the Building Department about this. Councilwoman Sabo also stated she wanted to discuss town hall conditions of the building. The heating in the building is an issue and feels there should be a Building Committee. She would like to Chair it to help improve the town hall. Supervisor Bott said that they have been discussing renovations and Tom Garrett to see if we could do smaller upgrades instead of all at once.

Eric Westfall, Town Engineer wanted to discuss FEMA flood maps and areas. They added an additional 149 structures to the map. Eric passed out the map which will be included in the permanent records from this meeting. Eric asked for a proposed committee for the help that is needed for the changes. Supervisor Bott stated that this was a good idea to get ahead of the new Flood Zones. Councilwoman Hoffman asked what type of work would be needed for this committee. Eric stated mostly technical solutions. He said we need to figure out what we can do upstream. We will need to set aside money, as we will need to do work on the creek. Supervisor Bott asked what type of research is needed and who. Eric stated we would need to hire LaBerge to get involved along with the public. We need a long-term solution, this will affect ½ the town.



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Councilwoman Hoffman asked if we should include other towns too on this committee. Eric feels we should work internally before having others included. Councilwoman Sabo asked if this would affect insurance rates for town residents? Eric stated that FEMA has raised the base of the elevation and was told that insurance companies are aware of the changes to come in the Flood Zone.

Roll Call is the same as the Organizational Meeting, Town Clerk asked for a roll call as it was missed before we started the Discussions. Phil Danaher stated that it was fine to write the same as in the previous meeting. Roll Call is as follows:

Supervisor Bott	<u>Present</u>
Councilwoman Hoffman	<u>Present</u>
Councilwoman Merola	<u>Absent</u>
Councilwoman Sabo	<u>Present</u>
Councilman Gordon	<u>Present</u>

Also present at meeting:

Town Clerk, Janice Hannigan Kerwin

Acting Town Attorney, Phil Danaher

New Business:

Resolution 2025-01-01: Supervisor Bott made a motion in the matter of the approval of official undertakings, seconded by **Councilwoman Hoffman**. All board members voted Aye; motion carried.

Resolution 2025-01-02: Councilwoman Hoffman made a motion in the matter of the adoption of Procurement, Credit Card and Investment Policies and Procedures, seconded by **Councilman Gordon**. All board members voted Aye; motion carried.



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Resolution 2025-01-03: Councilwoman Sabo made a motion in the matter of authoring the Supervisor to sign the attached agreement for telephone maintenance, seconded by **Supervisor Bott**. All board members voted Aye; motion carried by Poll Vote.

Resolution 2025-01-04: Councilman Gordon made a motion in the matter of approving a contract with The North Greenbush Ambulance Association, seconded by **Councilwoman Sabo**. All board members voted Aye; motion carried by Poll Vote. Supervisor Bott wanted to shout out to the Ambulance for all they have done this year. Kathleen Allen, President of Ambulance, wanted the board to know that call volume is constantly growing and to keep that in mind for the future.

Resolution 2025-01-05: Supervisor Bott made a motion in the matter of the authorizing tax collection at Pioneer Branch locations, seconded by **Councilman Gordon**. All board members voted Aye; motion carried by Poll Vote.

Resolution 2025-01-06: Councilwoman Hoffman made a motion in the matter of establishing an increase in the town water user rates pursuant to an increase by the City of Troy for water purchases, seconded by **Supervisor Bott**. All board members voted Aye; motion carried by Poll Vote with changes to typo in Troy's letter to .15 cents. Councilwoman Hoffman wanted to know if we can discuss the contract rate. Michael Chairs stated he could contact Troy and discuss the increases they have made recently and how or if we can negotiate.

Resolution 2025-01-07: Supervisor Bott made a motion in the matter of appointing a Dog Sheltering Agreement between Robert Guyer and the Town of North Greenbush, seconded by **Councilwoman Hoffman**. All board members voted Aye by Poll Vote; motion carried.

Supervisor Bott discussed the situation the town is in, and it is mandatory for the town to have a place to hold the dogs. Bob Guyer is our Animal Control Officer, and he has the approval from Ag & Markets to house animals at his facility. Councilwoman Sabo asked where this is located. Phil Danaher, Acting Town Attorney, explained that Mr. Guyer is doing this with the surrounding towns and is very good at his job taking care of the animals at his place of business, it is located at the end of town at his residence. Councilman Gordon asked if we are ready, monetarily to do this and Supervisor Bott stated



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he spoke to Fred Kirwin, and it is needed for the town to have a place to hold dogs. Phil Danaher mentioned how Mohawk has done a wonderful job for years, but with the new mandated laws, things have changed, and they cannot house as many animals and there are just too many animals with all the surrounding cities. He told the board they should look over the contract section that pertains to cats, as this is not something we want to get into at this moment. Supervisor Bott said he will talk to Bob Guyer about that section. The Town Clerk, Janice Hannigan Kerwin, explained to the board how it worked with the Hudson Mohawk Shelter, as her office is in charge of licensing the dogs in the town. The town resident that went to retrieve their dog had to have proof that they paid the town in full for the services the shelter provided and that the dog was licensed. Phil Danaher stated it will work the same, the owner would be responsible for all fees related to their dog. Councilwoman Hoffman mentioned that the Legislators did research, and they spoke with Saratoga County, and they stated they could take care of any overflow. Councilman Gordon said he feels the prices for animals at the shelters are extremely high for adoptions and they should be lowered so that the animals can get homes. Running specials for the animals to be adopted would be a great start. Covid really hurt the shelter, and they haven't recovered.

Department Reports:

Supervisor Bott asked the board members to review the reports at their leisure.

Approval of Minutes:

Councilman Gordon made a motion for the approval of the December 2025 meeting minutes, seconded by **Councilwoman Hoffman**. All members present voted Aye; motion carried.

Discussion:

Wayne Stritsman, Main Avenue, North Greenbush asked who will be paying for the animals when it doesn't work out? Phil Danaher stated that the owner will be responsible for all fees unless the dogs are abandoned, the same way the shelter does now.



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Adjournment:

Councilwoman Hoffman made a motion to adjourn the meeting, seconded by **Councilman Gordon**. All board members voted Aye; motion carried. The meeting ended at 7:45 p.m.

- **A COMPLETE ACCOUNT OF ALL DISCUSSIONS ON THE AGENDA ARE AVAILABLE TO REVIEW VIA STREAMING ON THE TOWN'S WEBSITE.**
www.townofng.com

Respectfully Submitted
Janice Hannigan Kerwin
Town Clerk, Town of North Greenbush