



**NORTH GREENBUSH TOWN BOARD
Organizational Meeting Minutes
January 11, 2024
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 Deputy Town Clerk, Janet Dickinson.

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

Also present at meeting:

Deputy Town Clerk, Janet Dickinson

Supervisor Secretary, Kathy Allen

Town Attorney, Fred Kirwin

Supervisor Bott began reading the following items on the agenda:

ADOPTION OF RULES OF ORDER AND MEETING PROCEDURES

Attached

ESTABLISHMENT OF TOWN BOARD MEETINGS

2nd Thursday of every month at 7PM



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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

ESTABLISHING A RATE FOR MILAEGE

67¢ per mile

APPOINTMENTS

SUPERVISOR APPOINTMENTS

APPOINTMENT OF DEPUTY TOWN SUPERVISOR
(Appointed as Deputy Supervisor by letter to the Town Clerk)
01/01/24 – 12/31/24
KELLY HOFFMAN



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APPOINTMENT OF TOWN HISTORIAN
PER BUDGET
01/01/24- 12/31/24
JAMES GREENFIELD

CONFIDENTIAL ASSISTANT TO THE SUPERVISOR
PART TIME PER BUDGET BI-WEEKLY
01/01/24- 12/31/24
KATHLEEN ALLEN

TOWN CLERK APPOINTMENTS

APPOINTMENT DEPUTY TOWN CLERKS
(2) PART TIME SALARY PER BUDGET BI-WEEKLY
01/01/24 – 12/31/24
JANET DICKINSON
JAMES MINER



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Fred Kirwin, the Town Attorney asked Supervisor Bott to vote on the appointments he read.

Supervisor Bott made a motion to accept the Supervisor's appointments and the Town Clerk's appointments, seconded by Councilwoman Merola. All board members voted Aye; motion carried.

Supervisor Bott asked Councilwoman Hoffman to read the next appointments.

TOWN BOARD APPOINTMENTS

APPOINTMENT OF DEPUTY TOWN ATTORNEY FOR COURT CASES
PER BUDGET MONTHLY
01/01/24-12/31/24
HENRY BAUER

APPOINTMENT OF DEPUTY TOWN ATTORNEY – PLANNING BOARD
PER BUDGET MONTHLY
01/01/24– 12/31/24
PHIL DANAHER

APPOINTMENT OF DEPUTY TOWN ATTORNEY – ZONING BOARD
PER BUDGET MONTHLY
01/01/24 – 12/31/24
AI KOWLAKOWSKI



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APPOINTMENT OF TOWN COMPTROLLER (2 YEARS)
PER BUDGET BI-WEEKLY
01/01/24 – 12/31/25
MICHAEL CHAIRES

***Correction made from 2024 to 2025 for the 2-year appointment of Comptroller.**

APPOINTMENT OF DIRECTORS OF FINANCE
PER BUDGET BI-WEEKLY
01/01/24 – 12/31/24
ERICA QUINN
JENNIFER BROWE

APPOINTMENT OF DEPUTY RECEIVER OF TAXES
PER BUDGET MONTHLY PART-TIME
01/01/24– 12/31/24
KYLE WESSELS

APPOINTMENT OF COURT SECRETARY TO TOWN JUSTICES
(2) SALARY PER BUDGET BI-WEEKLY FULL TIME
01/01/24-12/31/24
MARIE BARBERA
MEGHAN KING

APPOINTMENT OF PART TIME COURT OFFICER
PER BUDGET BI- WEEKLY
01/01/24-12/31/24
CHARLES ROCKWELL



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APPOINTMENT OF TOWN ENGINEER
PER BUDGET MONTHLY
01/01/24 - 12/31/24
ERIC WESTFALL

APPOINTMENT OF PART TIME UTILITIES INSPECTOR
PER BUDGET BI-WEEKLY
01/01/24-12/31/24
PAUL PATTI

APPOINTMENT OF PART TIME STORM WATER COMPLIANCE ASSISTANT
PER BUDGET BI-WEEKLY
01/01/2024 – 12/31/2024
SETH PARROTTINO

APPOINTMENT OF DIRECTOR OF TOWN SERVICES
FULL TIME PER BUDGET BI-WEEKLY
01/01/24- 12/31/24
WILLIAM MILLER

APPOINTMENT OF WORKING UTILITY SUPERVISOR
PER BUDGET BI-WEEKLY
01/01/24-12/31/24
KEITH HANKLE

APPOINTMENT OF UTILITY MAINTENANCE OPERATOR
PER BUDGET BI-WEEKLY
01/01/24 - 12/31/24
JASON HAMLIN



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APPOINTMENT OF UTILITIES LABORER/MAINTENANCE
PER BUDGET BI-WEEKLY
01/01/2024 – 12/31/2024
PAUL GIACOMARO

APPOINTMENT OF PART TIME CUSTODIANS (Town Offices)
(2) PER BUDGET BI-WEEKLY
01/01/24 -12/31/24
PAT SICKLES
CHARLES DENUE

APPOINTMENT OF SECRETARY TO THE ZONING BOARD OF APPEALS
AND PLANNING BOARD PER BUDGET MONTHLY
01/01/24- 12/31/24
LEANNE HANLON

APPOINTMENT OF ZONING BOARD OF APPEALS CHAIRMAN (1 YEAR)
PER BUDGET MONTHLY
01/01/24- 12/31/24
RICHARD FRENCH

APPOINTMENT OF ZONING BOARD MEMBER
PER BUDGET MONTHLY
01/01/24 - 12/31/28
RICHARD FRENCH



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APPOINTMENT OF PLANNING BOARD CHAIRMAN (1 YEAR)
PER BUDGET MONTHLY
01/01/24 - 12/31/24
MARK LACIVITA

APPOINTMENT OF PLANNING BOARD
PER BUDGET MONTHLY
01/01/24 - 12/31/27
GREG DEJULIO

APPOINTMENT OF PLANNING BOARD
PER BUDGET MONTHLY
01/01/24 - 12/31/28
MARK AHERN

APPOINTMENT OF SECRETARY - BOARD OF ASSESSMEN REVIEW
PER BUDGET BY MEETING
01/01/24 - 12/31/24
MICHELLE WESSELS

APPOINTMENT OF DOG CONTROL OFFICER
PER BUDGET MONTHLY
01/01/24 -12/31/24
BOB GUYER



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APPOINTMENT OF ALTERNATE DOG CONTROL OFFICERS
PER BUDGET MONTHLY
01/01/24 -12/31/24
**TONIA GUYER
KEVIN BOSKO**

APPOINTMENT OF DEPUTY HIGHWAY SUPERINTENDENT
PART TIME PER BUDGET BI-WEEKLY
01/01/24 -12/31/24
MARK PREMO

APPOINTMENT OF HIGHWAY DEPARTMENT SECRETARY
PER BUDGET BI-WEEKLY
01/01/24 -12/31/24
APRIL HOLMES

Councilwoman Hoffman **moved, seconded by Councilwoman Merola. All board members voted ,4 Ayes with 2 abstentions from Councilwoman Sabo on the Planning Board appointments, because she did not get resumes to review for those positions. Motion carried.**

Supervisor Bott **asked Councilwoman Merola to read the following appointments.**

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



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RESOLUTION AUTHORIZING PETTY CASH FUNDS

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

ADDITIONAL COMMITTEE APPOINTMENTS

Town Disaster Plan	Highway/Utilities
Public Safety	Human Resource/Finance
Youth & Recreation	Board of Ethics
Board of Ambulance	Climate Smart
Industrial Development	

Councilwoman Merola asked if she should continue, Supervisor Bott said yes to continue to the additional committees.



**Town Board
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February 9, 2023
7:00 P.M.**

TOWN OF NORTH GREENBUSH COMMITTEE/BOARD APPOINTMENTS FOR 2024

Town Disaster Plan Committee

Supervisor Joseph Bott, Chair
Eric Westfall
Chief David Keevern
Mark Premo

Volunteer Staff

Eric Cioffi

Public Safety Committee

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

Youth and Recreation Committee

Councilwoman Jessica Merola, Chair
Kyle McCauley Belokopitsky
Lori Ruffinen
Mike Miner
Raymond Hoffman



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Climate Smart Committee

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

Highway/Utilities Committee

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

Volunteer Staff

Keith Hankle
Jason Hamlin

Human Resource/Finance Committee

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

Board of Ethics

Stephen Kraz, Chair (1) year	1/1/24-12/31/24
Doug Pinzer (2) years	1/1/22-12/31/24
Michael Masone (2) years	1/1/24-12/31/26
Bryan Goldberger, Counsel (1) year	1/1/24-12/31/24



**Town Board
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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 Chairman)	1-year	1/1/24-12/31/24
Lori Ruffinen	1- year	1/1/24-12/31/24
Kevin Seidan Jr.	1- year	1/1/24-12/31/24
Michael Masone	2- years	1/1/24-12/31/26
John Sroka	2-years	1/1/24-12/31/26

Industrial Development Agency (IDA)

Tom Hurbanek, Chair
John Panichi
Paul Lombardi
Brendan Casey

Councilwoman Merola moved her appointments she read, seconded by **Supervisor Bott**. All board members voted Aye; motion carried.

ADJOURNMENT:

Councilwoman Merola made a motion to adjourn and close meeting, seconded by **Councilwoman Sabo**. All board members voted Aye; motion carried.

TIME OF ADJOURNMENT: The Organizational meeting ended at 6:40 P.M.



**Town Board
Town of North Greenbush
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February 9, 2023
7:00 P.M.**

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

Respectfully Submitted
Janet Dickinson
Deputy Town Clerk, Town of North Greenbush



**Town Board
Town of North Greenbush
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7:00 p.m.**

Supervisor Bott called the meeting to order @7:00 P.M., he proceeded to ask all to rise and say the Pledge of Allegiance. Supervisor Bott then asked the Deputy Town Clerk, Janet Dickinson, to do roll call. The following Board Members were present.

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

Also present at meeting:

Deputy Town Clerk, Janet Dickinson
Supervisor's Secretary, Kathy Allen
Town Attorney, Fred Kirwin

Announcements from Supervisor:

Rt 4 water lines are now energized and should be operational soon. The windows have been installed at the new building at the beach. Construction should be completed by early Spring. Recognized Retired M Superintendent Mark Premo, with a plaque for his 34 years of service to the town.



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Public comments on Agenda:

None

Presentation to Board:

Presentation by Nick Costa, Quackenderry Commons PDD Development. New proposed Hotel off the Exit 8 ramp and VanAllen Development. The new proposed hotel will sit on 4 acres of land. The Developers are asking for approval of an additional 5th floor to the hotel along with additional parking. Proposed 107 rooms. Requesting referral to the Planning Board. Will eventually need a Resolution.

Vote: 5-0 in the affirmative to send project to the Planning Board.

New Business:

Resolution 2024-01-01: Supervisor Bott made a motion in the matter of the approval of official undertakings, seconded by Councilwoman Hoffman. All board members present voted Aye, motion carried.

Resolution 2024-01-02: Councilwoman Hoffman 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 present voted Aye, motion carried.

Resolution 2024-01-03: Councilwoman Merola made a motion in the matter of approving a contract with The North Greenbush Ambulance Association, seconded by **Supervisor Bott**. All board members present voted Aye, motion carried.



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Resolution 2024-01-04: Councilwoman Sabo made a motion in the matter of the adoption of Procurement, Credit Card and Investment Policies and Procedures, seconded by **Supervisor Bott**. All board members present voted Aye, motion carried.

Resolution 2024-01-05: Councilman Gordon in the matter of the approval of Building permits, Zoning & Planning Board fees effective January 2024, seconded **Councilwoman Merola**. All board members present voted Aye, motion carried.

Resolution 2024-01-06: Supervisor Bott made a motion in the matter of establishing an increase in town water user rate pursuant to an increase by the City of Troy for water purchase, seconded by **Councilwoman Sabo**. All board members present voted Aye, motion carried.

Resolution 2024-01-07: Councilwoman Hoffman made a motion in the matter of approving the Attorney retainer agreement, seconded by **Supervisor Bott**. All board members present voted Aye, motion carried.

Resolution 2024-01-08: Councilwoman Merola made a motion in the matter of the appointment of a full-time auto mechanic, seconded by **Councilwoman Hoffman**. All board members present voted Aye, motion carried.

Resolution 2024-01-09: Councilwoman Sabo made a motion in the matter of the appointment of a Seasonal Laborer for the Highway Department, seconded by **Councilwoman Hoffman**. All board members present voted Aye, motion carried.

Resolution 2024-01-10: Councilman Gordon made a motion in the matter of approving the lease agreement with Rensselaer County for the rental of rooms in the town hall for 2024, seconded by **Supervisor Bott**. All board members present voted Aye, except Councilman Gordon and Councilwoman Hoffman who Abstained, motion carried.



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Resolution 2024-11: Councilwoman Hoffman made a motion in the matter of the Rensselaer County Industrial Development Authority's granting of a sale tax exemption for MET Life Insurance Comp. and MET Life Services and Solutions, LLC 2023 Project, seconded by **Supervisor Bott**. All board members present voted as follows: Supervisor Bott NAY, Councilwoman Merola NAY, Councilwoman Sabo AYE, and Councilwoman Hoffman and Councilman Gordon both ABSTAINED, motion did not pass.

Resolution 2024-01-12: Councilwoman Merola made a motion in the matter of authorizing tax collection at Pioneer Bank Branch locations, seconded by **Supervisor Bott**. All board members present voted Aye, motion carried.

Resolution 2024-01-13: In the matter of approving lease agreement for the North Greenbush Police Department. **Supervisor Bott** made a motion to table the resolution, seconded by **Councilwoman Hoffman**. All board members present voted Aye; motion carried.

Discussion:

None

Department Reports:

Supervisor Bott asked to board to review at their leisure.

Approval of Minutes:

Supervisor Bott made a motion to approve the minutes submitted by the Town Clerk, both Public Hearings for December and the Regular monthly meeting, seconded by Councilwoman Merola. All board members present voted AYE, except for Councilwoman Sabo who ABSTAINED, motion carried.



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Adjournment:

Councilwoman Merola made a motion to adjourn and close the meeting, seconded by **Councilwoman Hoffman**. All board members present voted Aye; motion carried, meeting adjourned at 7:30 P.M.

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

Respectfully Submitted
Janet Dickinson
Deputy Town Clerk, Town of North Greenbush