

**Town of Northumberland
Town Board Meeting
August 13, 2020**

The Northumberland Town Board Meeting was called to order @ 8:00 AM by Supervisor Willard Peck. Following the salute to the flag, roll call was taken. Those attending include Supervisor Willard Peck; Councilman Paul Bolesh; Councilman John DeLisle and Councilwoman Patricia Bryant. Councilman George Hodgson was absent. Also attending were Clerk Denise Murphy, Building and Zoning Administrator Richard Colozza and Town Attorney David Brennan.

APPROVAL OF MINUTES

Councilwoman Patricia Bryant made a motion to approve the minutes of the July 9, 2020 Regular Monthly Meeting. Councilman John DeLisle seconded the motion. All in favor, motion carried.

CORRESPONDENCE

1. Ed Cross, Dog Control Officer, submitted his report for July 2020. Mr. Cross answered 3 Complaints; brought 2 dogs to the Shelter and issued 1 Warning.
2. Supervisor Willard Peck gave the Town Clerk for posting on our message board that Saratoga County Office for the Aging presents “An All-American Salute to Seniors” Annual Senior Picnic on September 10, 2020 from 11 am – 3 pm at the Saratoga County Fair Grounds.

NEW BUSINESS

1. **Updated changes to the Town’s Policy Against Discrimination and Harassment:** The Northumberland Town Board was provided a copy of the mandated changes to the Town’s Policy Against Discrimination and Harassment, mandated by New York State. The Town Board Member’s will review and vote at September’s Town Board Meeting.

2. **Standard Work Day and Reporting for Elected and Appointed Officials:**

Councilwoman Patricia Bryant introduced Resolution # 50 of 2020:

BE IT RESOLVED, that the Town of Northumberland, Location Code 30348, hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Willard Peck, Supervisor, Term 01/01/20 – 12/31/21 Standard Work Day7/Record of Activity 5
Denise Murphy, Town Clerk, Term 01/01/20 – 12/31/21 Standard Work Day7/Record of Activity 24
John DeLisle, Councilman, Term 01/01/20 – 12/31/21 Standard Work Day7/Record of Activity 1.28
Richard Colozza, Building/Zoning, Term 01/01/20 – 12/31/20 Standard Work Day7/Record of Activity 18.98

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David Brennan, Attorney, 01/01/20 – 12/31/20 Standard Day7/Record of Activities 1.10
James Evans, Town Justice, 01/01/20 – 12/31/23 Standard Day7/Record of Activities 3.95
Richard Coffinger, Highway Supt., 01/01/20 – 12/31/21 Standard Day7/Record of Activities 22.5
John Mannix, Town Justice, 01/01/20 – 12/31/21 Standard Day7/Record of Activities 2.35

Councilman Paul Bolesh seconded the introduction of Resolution # 50 of 2020.

Supervisor Willard Peck – “Aye”
Councilman Paul Bolesh – “Aye”
Councilman John DeLisle – “Aye”
Councilwoman Patricia Bryant – “Aye” Resolution # 50 of 2020 Adopted

The Town Clerk will post the Resolution on the Town’s Web Page starting August 13,2020 and continuing for at least 30 days.

3. State Archives: Town Clerk Denise Murphy informed the Town Board Members that the State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1, 2020. The new schedule, Retention and Disposition Schedule for New York Local Government Records or LGS-1, will supersede and replace MU-1 Schedule for use by towns. Local governments must adopt LGS-1 prior to utilizing it, even if they adopted and have been using the MU-1 Schedules.

Councilman John DeLisle introduced Resolution # 51 of 2020

RESOLVED, By the Town Board of Town of Northumberland that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

(a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;

b) Only those records will be disposed of that do not have sufficient administrative, fiscal legal or historical value to merit retention beyond established legal minimum periods.

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Councilman Paul Bolesh seconded the introduction of Resolution #51 of 2020.

Supervisor Willard Peck – “Aye”
Councilman Paul Bolesh – “Aye”
Councilman John DeLisle – “Aye”
Councilwoman Patricia Bryant – “Aye” Resolution # 51 of 2020 Adopted

3. **State Archives:** Town Clerk Denise Murphy stated that the State Archives is revising and consolidating its local government records retention and disposition schedules and issuing a single, comprehensive retention schedule for all types of local governments on August 1, 2020. The new schedule, *Retention and Disposition Schedule for New York Local Government Records* or LGS-1, will supersede and replace MU-1 Schedule for use by Towns.

Councilwoman Patricia Bryant introduced Resolution # 52 Of 2020

RESOLVED, by the Town Board of the Town of Northumberland that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:

- a) Only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein;
- b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal or historical value to merit retention beyond established legal minimum periods.

Councilman Paul Bolesh seconded the introduction of Resolution # 52 of 2020.

Supervisor Willard Peck – “Aye”
Councilman Paul Bolesh – “Aye”
Councilman John DeLisle – “Aye”
Councilwoman Patricia Bryant – “Aye” Resolution # 52 of 2020 Adopted

4. **2021 County Lax Levy-Sales Tax Application:** Supervisor Willard Peck stated that each year the Town Board needs to adopt a Resolution regarding how the Town of Northumberland would like to distribute Sales Tax Revenue. Supervisor Willard Peck stated that he recommending to the Town Board that the 2021 County Sales Tax be distributed as cash.

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Councilwoman Patricia Bryant introduced Resolution # 53 of 2020

BE IT RESOLVED, the Northumberland Town Board authorizes Supervisor Willard Peck to request the Town's share of the 2021 Sales Tax Revenue be distributed as cash.

Councilman John DeLisle seconded the introduction of Resolution # 53 of 2020.

Supervisor Willard Peck – "Aye"

Councilman Paul Bolesh – "Aye"

Councilman John DeLisle – "Aye"

Councilwoman Patricia Bryant – "Aye" Resolution # 53 of 2020 Adopted

5. Intermunicipal Agreement between the Town of Northumberland and Saratoga County:

Councilman Paul Bolesh introduced Resolution # 54 of 2020

WHEREAS, the Saratoga County (hereinafter "County") owns and operates the Saratoga County Animal Shelter (hereinafter "Shelter") located at 6010 County Farm Road, Ballston Spa, New York 12020; and

WHEREAS, Shelter provided certain services to contracting municipalities relative to the care and impoundment of animals delivered to the Shelter by municipal animal or dog control officers within Saratoga County; and

WHEREAS, Shelter also provides other services to contracting municipalities such as cremation services, as well as emergency response services when a municipality's animal control officer is unavailable to respond; and

WHEREAS, Town of Northumberland desires to enter into an agreement with Saratoga County for the provision of shelter and other services offered by Saratoga County's Shelter;

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, Saratoga County and Town of Northumberland agree as follows:

1. The County will maintain and operate a shelter for the care and impoundment of seized and stray dogs in accordance with Article 7 of the Agriculture and Markets Law and its applicable rules and regulations. The Saratoga County's Shelter will also provide for the care and impoundment of seized cats delivered to the Shelter by Town of Northumberland.
2. The Shelter shall be staffed by Saratoga County employees and will be open Monday through Saturdays (excluding holidays) from 10 A.M. to 4 P.M. the Saratoga County shall provide the Town of Northumberland with a key to access the Animal Control area of the Shelter at all times.,

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3. The County is responsible for the maintenance of the Shelter's records including the disposition of each animal delivered to the Shelter. The Saratoga County shall provide the Town of Northumberland with a monthly Animal Control Officer/Dog Control Officer report detailing each stray and seized dog delivered to the Shelter from within the municipal boundaries of the Town of Northumberland. The Saratoga County shall also provide the Town of Northumberland with a monthly report of all cats delivered to the Shelter by Town of Northumberland's Animal or Dog Control Officer. The Town of Northumberland shall have forty-five (45) days from the receipt of each monthly report submitted by Saratoga County to dispute any entry in the report by notifying the Shelter's Supervisor, in writing, of any disputed entry or entries.
4. The County will accept trapped feral cats brought by the Town of Northumberland to the Shelter to be vaccinated and spayed/neutered, subject to Town of Northumberland's agreement to take back and recover the cat from the Shelter and release it back into the area in which it was found. If a feral cat is Leukemia or Aids positive, or has serious health issues, the Shelter will humanely euthanize the animal.
5. The County will not accept from the Town of Northumberland deceased wildlife/roadkill such as deer, fox, skunk and opossum for cremation at the Shelter unless there is suspected concern of rabies, which must be supported by appropriate documentation of symptoms and behavior observed, and the prior approval of Saratoga County Public Health Services to test the deceased animal for rabies has been obtained.
6. The Shelter staff will respond to emergency or rabies-related incidents as soon as possible when the Town of Northumberland's animal control person is unavailable. The charge will be based upon a per call rate of \$90.00 plus mileage at the mileage rate set by the IRS.
7. For shelter services rendered to animals either delivered to the Shelter by the Town of Northumberland or for which services the Town of Northumberland is otherwise responsible for the payment of pursuant to state law or regulation, Saratoga County shall charge, and Town of Northumberland agrees to pay, a fee of \$40.00 per dog, \$20.00 per cat and \$20.00 per puppy or kitten.
8. For the cremation of animals either delivered by the Town of Northumberland to the Shelter or for which the Town of Northumberland is otherwise responsible for the payment of the cremation of, Saratoga County shall charge, and the Town of Northumberland agrees to pay, a fee determines by the weight of the animal cremated in accordance with the following schedule:

0-25 lbs.	\$15.00
26- 50 lbs.	\$20.00
51-75 lbs.	\$30.00
76-100 lbs.	\$35.00
Over 100 lbs.	\$40.00
9. The County will collect and remit impoundment fees to the Town of Northumberland.
10. The Town of Northumberland will pay the Saratoga County for all services rendered by

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the County pursuant to this agreement during the period from January 1, 2020 through December 31, 2020, as documented in the monthly reports submitted by the County to the Town of Northumberland. The County shall submit bills for services to the Town of Northumberland during the month of April 2021 for said services rendered in 2020, which sum shall be due payable by the Town of Northumberland on or before September 1, 2021.

Councilman John DeLisle seconded the introduction of Resolution # 54.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Councilwoman Patricia Bryant – “Aye” Resolution # 54 of 2020 Adopted

6. Town Board Meeting Time for October: Supervisor Peck stated that the Town Clerk has received positive feedback regarding Town Board Meeting being scheduled in the morning. Supervisor Peck asked the Town Board if we should go back to evening Meetings, stay morning Meetings or go month to month. It was the consensus that the time be determined for Town Board Meeting at the prior month’s meeting. Councilman John DeLisle made a motion to hold September 10, 2020 Town Board Meeting @ 8:00 AM. Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

7. Clerk/Part Time: Supervisor Willard Peck stated that he has appointed Linda Evans to be his Part Time Clerk @ \$15.00 per hour.

8. Intersection of Rugg and Route 32N: Supervisor Willard Peck stated that the “Yield” sign at the intersection of Rugg Road and State Route 32N has been replaced with a “Stop” sign. Supervisor Peck stated that he was extremely happy since that spot has seen numerous accidents. Supervisor Peck stated that he would like to have the Town Engineer look at the intersection and see if the intersection should be replaced to a “T” Intersection. Supervisor Peck will talk with Highway Supt Coffinger.

9. Transfer Station: Supervisor Willard Peck appointed Councilman Paul Bolesh and Councilman John DeLisle to observe the Transfer Station to review policies and to see if changes are warranted to make it more efficient.

APPOINTMENTS

Planning Board: Supervisor Willard Peck has talked with Jeff King to see if he wishes to be reappointed to the Planning Board and he does. Councilman John DeLisle made a motion to reappoint Jeff King (new term will expire 09/30/2027). Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

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