

Town of Northumberland
Town Board Meeting
June 13, 2019

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

PUBLIC PARTICIPATION

Tabitha and Richard Slater, Route 50, came before the Town Board regarding a "Blessing Box". Mrs. Slater stated that a Blessing Box is a free standing box that has nonperishable food items in it. The idea is anyone that is in need of food can take items out and others can leave what they can. Mrs. Slater stated that Saint Theresa has a food bank but is only open on Thursday mornings. Mrs. Slater pointed out that presently there is a Blessing Box in the Village of South Glens Falls which is used daily. Mrs. Slater suggested possibly placing it at the park which presently holds the Farmers Market. Mrs. Slater stated that members of her church would be happy to monitor it and remove expired goods. Town Clerk Denise Murphy suggested possibly placing the box next to the old parking lot at the Town Hall. That area is plowed in the winter and cars wouldn't be parking on the street and there is a street light there. Mrs. Murphy stated that the employees at the town hall could also check out the box for expired food. Mrs. Slater stated that she has talked to a local Boy Scout leader about having their troop build the Box. It was the consensus of the Town Board that this was a great idea and asked Mrs. Slater to bring an updated picture to the Town Board of the "Blessing Box" once a final plan has been drawn.

APPROVAL OF MINUTES

1. Councilman George Hodgson made a motion to approve the minutes of the May 9, 2019 Regular Monthly Meeting. Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

CORRESPONDENCE

1. Dog Control Officer's Report: Ed Cross, Dog Control Officer, submitted his May 2019 Report. Mr. Cross answered 3 complaints, issued 1 warning and had 2 bite cases.

2. Turning Point Parade: The Town Board received a letter from the Turning Point Parade Committee regarding the 25th Annual Turning Point Parade. The 2019 Turning Point Parade will take place on Sunday, August 4th at 1:00 PM. The Town Board has been invited to participate. The Town Board Members will review their personal calendars and make a decision at July's Town Board Meeting.

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3. Supervisor Willard Peck received a letter from John Navarra thanking Supervisor Peck for his generous cash donation of \$200.00 to be used in support of his Eagle Scout Service Project to restore Nevins Cemetery.

NEW BUSINESS

1. Repairs to the Highway Garage Foundation: Highway Supt Coffinger informed the Town Board Members that the foundation on the Highway Garage is in need of repair. Highway Supt Coffinger provided pictures of the foundation. Highway Supt Coffinger stated that he has a Masonry Block Wall Repair Detail drawing that was prepared by EDP Engineering. Councilman John DeLisle stated that the foundation that is in need of repairs is not load bearing. A discussion followed regarding a major repair or a fix. Highway Supt Coffinger stated that he will work towards putting together a bid for next month's meeting after he has met with our town's engineer.

2. Pole Barn: Highway Supt Coffinger stated that he would like a pole barn to store some of his equipment. Some of the big equipment was kept outside all winter. Highway Supt Coffinger stated that he went on line and printed a quote from DIY Pole Barns site. Highway Supt Coffinger stated the quote does not include labor. Highway Supt Coffinger stated that the cost for labor will most likely be equal to or exceed the actual cost of the pole barn. Highway Supt Coffinger stated that he would like to have it installed on the pad from the old highway garage. Highway Supt Coffinger stated that he had his Clerk check and there are no pole barns on State Contract. Building Inspector Richard Colozza stated that the specifications that were provided by DIY Pole Barn are not for a commercial building. The building must have lights and outlets. Building Inspector Colozza stated that the Building should be able to be locked. Due to the estimated cost, this public works project would be subject to a RFP based on the Town's Procurement Policy. Highway Supt Coffinger will work with the Town Engineer and Building Inspector to put together a RFP for this project.

3. Town Board Meeting time for July and August: Town Clerk Murphy asked the Board Members what is their wish for summer Town Board Meetings. Councilman John DeLisle made a motion to hold July and August Town Board Meetings @ 8:00 AM. Councilman George Hodgson seconded the motion. All in favor, motion carried.

4. Access to the Hudson River: Councilman George Hodgson stated that he has been asked by residents if the Town Board could find property to access for small boats that can be carried and fishing on the Hudson River. Local residents had previously accessed the river on property south of Peters Road and north of Purinton Road. The property has been posted. A lengthy discussion followed. Councilman Hodgson stated that he would be glad to investigate this matter.

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NEW BUSINESS

1. Cyber Policy: Town Attorney David Brennan provided a Cyber Policy for the Town Board's consideration. This particular policy was provided by our Insurance Company NYMIR.

Councilman John DeLisle introduced Resolution #49 of 2019 – A Resolution establishing a Cyber Policy

BE IT RESOLVED, The **Town of Northumberland** (hereinafter "Town") has adopted the following Town of Northumberland Computer, Network Resource and Internet Usage Policy:

A. Town computers, Town network resources, and Internet access lines within the Town Hall, Town Highway Garage, Community Center and within any other Town buildings are to be used only for official business of the Town. This does not apply to computers set up in the Community Center for use by the public.

B. In no event are those computers, network resources or internet access lines to be used for the purpose of:

(1) Personal activities. However, personal use of the systems is authorized within reasonable limits as long as it does not interfere with or conflict with business use. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. This restriction shall not apply to people using computers set up for the use of the general public in the Community Center but it does apply to Town employees using computers that are set up for Town business work,

(2) Creating, sending, posting, displaying or receiving any pornographic or obscene pictures, text, graphics, images, or materials,

(3) Accessing any Web sites that contain sexually explicit images and/or related materials, advocate illegal activity, and/or advocate intolerance of others,

(4) Creating, sending, posting, or displaying any sexually explicit images,

(5) Advocating or promoting any illegal activity, and/or advocating or promoting intolerance of others,

(6) Creating, sending, posting, displaying or receiving any offensive, abusive, slanderous, libelous, defamatory, vulgar, harassing or intimidating messages, text, graphics, images or materials,

(7) Creating or sending any viruses, worms, hoaxes or chain letters,

(8) Engaging in any unwarranted invasion of the personal privacy of any individual,

(9) Engaging in any unauthorized disclosure of sensitive or confidential information belonging to the town,

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- (10) Violating any licensing or copyright restrictions,
- (11) Engaging in sexual and other illegal types of harassment,
- (12) Connecting unauthorized equipment to the network or computers for any purpose (before any additional device is attached to the Town issued network or computer, prior authorizations should be received from the Town Supervisor or IT manager),
- (13) Running or installing unauthorized software unrelated to job duties on the Town computers,
- (14) Using the Town's network to gain unauthorized access to any computer system, and
- (15) The Town's systems may not be used to solicit for personal gain or for the advancement of a political or religious belief.

Privacy rules regarding use of the internet by Town employees or officer:

Consistent with applicable federal and state law, the time an employee spends on the Internet while on Town property may be tracked through activity logs or other devices and software by the Town in order to monitor computer usage for business purposes. All abnormal or inappropriate usage will be investigated. For business purposes, the Town reserves the right to search and/or monitor internet usage and the files/transmissions of any employee on Town owned equipment or devices without advance notice and consistent with applicable state and federal laws.

All email passwords must be made available to the Town Clerk and the IT manager, at all times and, otherwise, shall be guarded from the use of by others. Passwords for Administrative control that must be shared (such as main server, routers, general admin log-in) and external authentications, e.g. the Town of Northumberland website are to be given to the Town Clerk and IT manager and are accessible only by the Clerk and the IT manager. Employees shall not use unauthorized codes or passwords to gain access to others' files. Administration shall schedule overall password changes intermittently. The period between such changes shall not exceed 18 months.

Employees should expect that communications that they send and receive by the Town's email system will be disclosed to management. Employees should know that any email sent from Town computers using Outlook is archived and thus accessible by anyone. Employees should not assume that communications that they send and receive by the Town's email system are private or confidential. Use your assigned Town e-mail for all Town business not your personal e-mail address; however usage of personal email address from Town owned computers has no privacy and may be accessed by the Town. Again all Town business related e-mails whether on Town e-mail or personal email are F.O.I.L. able (Freedom of Information Law). It is highly suggested that you keep your personal e-mail account separate from your Town account.

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Employees learning of any misuse of the internet shall notify a department head. Electronic communications on Town owned equipment include, among other things, messages, images, data or any other information used in email, instant messages, voice mail, fax machines, computers, personal digital assistants, cell phones, text messages, pagers, telephones, cellular and mobile phones including those with cameras, Intranet, Internet, back-up storage, information on a memory or flash key or card, jump or zip drive or any other type of internal or external removable storage drives. Should an officer or employee lose a storage device with Town documents etc. thereon or lose a Town issued computer including "smart phones" or tablet devices or lose personal devices that contain information regarding Town business, this loss should be reported to the Town Clerk as soon as possible.

Town officers and employees must be careful to not open suspicious email or responding to spam emails or opening any suspicious attachments. It is preferable to notify the Town Supervisor or IT manager that you have received something suspicious but you suspect may be harmless and contains Town related material. Obtain their approval before opening such. Dangerous emails generally contain wording conveying something that is "too good to be true" and/or contain sentences with bad spelling and grammar and misuse words.

Misuse.

Any misuse of a Town computer, network resource, or Internet access line, or noncompliance with the Town's written computer and internet usage policies, may result in one or more of the following consequences:

- A. Temporary loss of privileges and/or deactivation of computer/network access/Internet access,
- B. Permanent loss of privileges and/or deactivation of computer/network access/Internet access,
- C. Disciplinary actions (including proceedings for removal from office) by the appropriate Town Board or Town officials and/or state boards or state officials,
- D. Subpoena of data files and/or the application for and execution of a search warrant,
- E. Legal prosecution under applicable United States, New York State, and/or Town statutes, local laws, ordinances, codes, rules and/or regulations (hereinafter "laws"), and
- F. Possible penalties under applicable laws, including fines and/or imprisonment.

Councilwoman Patricia Bryant seconded the introduction of Resolution #49 of 2019.

Supervisor Willard Peck – "Aye"

Councilman John DeLisle – "Aye"

Councilman George Hodgson – "Aye"

Councilwoman Patricia Bryant – "Aye"

Resolution #49 of 2019 Adopted

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APPOINTMENTS

1. Planning Board: Brit Bassinger's term on the Planning Board expires 08/31/2019. Mr. Bassinger has asked to be reappointed. Councilman George Hodgson made a motion to reappoint Brit Bassinger to the Planning Board for another 7 year term. Councilman John DeLisle seconded the motion. All in favor, motion carried.
2. Zoning Board of Appeals: Bruce Bemis's term on the ZBA expires 08/31/2019. Mr. Bemis asked to be reappointed. Councilwoman Patricia Bryant made a motion to reappoint Bruce Bemis to the Zoning Board of Appeals for another 7 year term. Councilman George Hodgson seconded the motion. All in favor, motion carried.
3. Board of Assessment Review: Paulette Foote's term on the Board of Assessment Review expires 09/30/2019. Mrs. Foote has asked to be reappointed. Councilwoman Patricia Bryant made a motion to reappoint Paulette Foote to another 5 year term. Councilman George Hodgson seconded the motion. All in favor, motion carried.
4. Alternate to the Planning Board: Mary Beth McGarrahan has asked to be appointed to the Planning Board. Presently there is an opening on the Planning Board as an alternate. Councilman John DeLisle made a motion to appoint Mary Beth McGarrahan as an alternate on the Planning Board. Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

DESIGNATIONS

1. Supervisor Willard Peck presented the following transfers for the Town Board consideration:

Transfer \$103,180.00 (A599) Fund Balance
To: A9730.6 \$100,000.00
 A9730.7 \$ 3,180.00

Transfer from A1990.4 \$500.00
To: A1010.4 \$500.00

Councilwoman Patricia Bryant introduced Resolution #50 of 2019 –

BE IT RESOLVED, to approve the transfers as presented by Supervisor Willard Peck

Councilman John DeLisle seconded the introduction of Resolution #50 of 2019.

Supervisor Willard Peck – "Aye"
Councilman John DeLisle – "Aye"
Councilman George Hodgson – "Aye"
Councilwoman Patricia Bryant – "Aye"

Resolution #50 of 2019 Adopted

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Balance as of 04/30/2019 \$ 20,323.53

CAPITAL PROJECT – BUILDING

Balance as of 03/31/2019	\$	12.45
Increases	\$.00
Decreases	\$.00
Balance as of 04/30/2019	\$	12.45

BE IT RESOLVED, the Town Board has reviewed and approved April 2019 Monthly Report by Supervisor Willard Peck as presented.

Councilman George Hodgson seconded the introduction of Resolution # 52 of 2019

Supervisor Willard Peck – “Aye”

Councilman John DeLisle – “Aye”

Councilman George Hodgson – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution # 52 of 2019 Adopted

Councilman John DeLisle made a motion @ 8:10 PM to adjourn the Regular Monthly Meeting. Councilman George Hodgson seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy
Town Clerk