**Town of Ellenburg**

**Office of the Town Clerk**

**Minutes of the Town Board**

**Reorganizational Meeting**

**January 9, 2024 at 6:00 PM**

Supervisor, Jason Dezan, opened the meeting and led the Pledge of Allegiance.

Roll Call: Jason Dezan Yes

 Debra Grogan Yes

 Neil Trombley Yes

 Deryl Gregory Yes

 Kevin Trombley Yes

Supervisor Dezan stated to the Board that this is an organizational meeting, therefore new business would be next on the agenda.

**Resolution 24-1**

Monthly Board Meetings will be the third Tuesday of each month at 6:00 p.m.

Motion: Debra Grogan Second: Neil Trombley

Vote: K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes, Gregory-Yes

**Resolution 24-2**

To accept the payroll schedule for 2024

Payroll to be every other Thursday – Starting January 10, 2024

Note: See attachment

Motion: Deryl Gregory Second: Neil Trombley

Vote: N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-3**

That the town board authorizes prepayment of insurance, utility bills, fuel and Matthews (Crematorium) bills prior to monthly board meetings.

 Motion: Debra Grogan Second: Kevin Trombley

Vote: Grogan-Yes, Dezan-Yes, N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes

**Resolution 24-4**

Mileage paid to town employees in discharging their duties is 50 cents per mile and to be reimbursed for one meal per day during training.

Motion: Neil Trombley Second: Kevin Trombley

Vote: Dezan-Yes, K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes

**Resolution 24-5**

Appointment of the Press Republican as Town official newspaper.

Motion: Kevin Trombley Second: Debra Grogan

Vote: K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes, Gregory-Yes

**Resolution 24-6**

The designation of depository be the NBT Bank located in Plattsburgh, NY and to allow the tax collector to use Community Bank in Chateaugay, NY and authorize to do electronic transfers between accounts.

Motion: Kevin Trombley Second: Neil Trombley

Vote: Gregory-Yes, N.Trombley-Yes, Grogan-Yes, Dezan-Yes, K.Trombley-Yes

**Resolution 24-7**

Re-adopt the Town Procurement policy.

Note: See attachment

Motion: Neil Trombley Second: Kevin Trombley

Vote: N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-8**

Re-adopt the Town Code of Ethics Policy

Note: See attachment

Motion: Deryl Gregory Second: Debra Grogan

Vote: Grogan-Yes, Dezan-Yes, K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes

**Resolution 24-9**

Authorizing the highway superintendent to purchase equipment, tools, and implements during the year up to $10,000 without prior approval of the Town Board in conjunction with the Town Procurement Policy. Over $10,000 needs board approval.

Motion: Kevin Trombley Second: Neil Trombley

Vote: Dezan-Yes, N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes

**Resolution 24-10**

To continue using petty cash for the Town Clerk’s Office and Tax Collector’s Office and the Court Office

Town Clerk = $100    Tax Collector = $200 Justice Court = $250

Crematorium = $500

Motion: Debra Grogan Second: Neil Trombley

Vote: Gregory-No, K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes

**Resolution 24-11**

To continue 60/40 calculation for retirement, workers compensation, insurances. 60% from general fund and 40% from Highway fund.

Motion: Debra Grogan Second: Neil Trombley

Vote: K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes, Gregory-Yes

**Resolution 24-12**

Town Board Committee Appointments

    Kevin Trombley        Lighting District

                    Zoning Liaison

 Fire Department Liaison

    Debra Grogan    Website Coordinator

                    Windmill / Solar Liaison

   EMS LiaIson

Deryl Gregory        Northern Adirondack Central School

                    Community Liaison

 Windmill / Solar Liaison

NEIL TROMBLEY Highway department

 grants

 Jason Dezan            Youth Commission Liaison

                    Building and Grounds

                    Art Council

                    Funding and Grants

 Budget Officer

Motion: Kevin Trombley Second: Neil Trombley

Vote: K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-13**

Appointment of personnel to Town Offices

    NEIL Trombley     Deputy Town Supervisor

    Michelle Dezan        Secretary to Supervisor

    shannon barton      Town BOOKKEEPER

    MICHAEL NUNZIATA Town Attorney

    JAMES D. LABOMBARD Deputy Highway Superintendent

    Stewart Seguin        Town Assessor

    Shannon Seguin        Assessor Clerk

    Adam Trombley        Code Officer

    Joan Hobbs            Town Historian

    Brynn ghostlaw   Dog Control Officer

    Belinda Manor        Librarian

    samantha Hart     Librarian

 lilly lavalley librarian

 alexander dezan Librarian

 SCOTLYN leclair librarian

 Jason Dezan         Youth Director

    Michelle Dezan        Youth Secretary

 heather magoon Rec. Assistant

 Margaret Hogan Rec. Assistant

 Dennis LaTrombley Court Clerk

 Sandra Trombley Court Clerk

Motion: Debra Grogan Second: Deryl Gregory

Vote: Grogan-Yes, Dezan-Abstain, K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes

**Resolution 24-14**

Appointment of the Zoning Board

 Bill Empsall Andree LaBarge Betty Bulriss

 Michelle Dezan Dennis Doody Rodney Baker

Motion: Debra Grogan Second: Neil Trombley

Vote: Dezan-Abstain, K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes

**Resolution 24-15**

Appointment of Chateaugay Lake Water Level Control District

 Vina Gonzales John Dowd Deidre Skinner Tim McElroy

Motion: Kevin Trombley Second: Neil Trombley

Vote: Gregory-Yes, K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes

**Resolution 24-16**

Appointment of Ethics Review

 Joan Hobbs Bridgette Coolidge Bill Emspall

Motion: Debra Grogan Second: Kevin Trombley

Vote: N.Trombley-Yes, Grogan-Yes, Dezan-Yes, K.Trombley-Yes, Gregory-Yes

**Resolution 24-17**

Appointment of Assessment Review

 Jacques Pepin Delbert Hart Brian Kourofsky John Guay

 Tori Russell

Motion: Debra Grogan Second: Deryl Gregory

Vote: K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-18**

To authorize the supervisor to sign contract with JCEO for the year 2024 starting from January 1, 2024 to December 31, 2024.

Motion: Neil Trombley Second: Debra Grogan

Vote: Dezan-Yes, N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes

**Resolution 24-19**

**Resolution authorizing Supervisor to enter into Agreement with**

**MICHAEL NUNZIATA, Esq. to provide legal services for the year 2024**

 WHEREAS, the Town Board of the Town of Ellenburg wishes to retain the services of Michael Nunziati, Esq. as an independent contractor that is an appointed official to provide legal services on behalf of the Town.

 WHEREAS, Michael Nunziati, Esq. has offered to provide legal services to the Town.

 WHEREAS, the Town desires to retain Michael Nunziati, Esq. to perform legal services.

 NOW THEREFORE, the Town Board of the Town of Ellenburg in regular session duly convened does hereby:

1. Authorize the Supervisor to execute the attached Agreement with Michael Nunziati, Esq. to furnish and perform Legal Services for the Town which are the subject of the attached Agreement.

2. For the above services as outlined, the Attorney will submit an appropriate voucher to the Town for audit and payment of the Legal Services rendered during the prior month.

3. Michael Nunziati, Esq. will be entitled to protection under the Public Officials Liability Policy of the Town.

4. This Resolution shall take effect immediately.

Motion: Neil Trombley Second: Kevin Trombley

Vote: K.Trombley-Yes, Grogan-Yes, Dezan-Yes, N.Trombley-Yes, Gregory-Yes

**Resolution 24-20**

Approving the Crematorium 2024 Billing Rates and policy and procedures for cremations

**Adult cremation $465.00**

**Child cremation (under 16 years of age) $235.00**

**Cremation with USPS Mail Return $525.00**

**Cremation with USPS Mail Return $565.00**

**Cremations done on Saturday or after 3:30 PM on normal business days $545.00**

**Policies and Procedures- All cremations outside normal business hours require 24 hours notice. All bodies must be in containers with solid bottoms. Proper care to ensure no leakage is absolutely necessary.**

**All cremains will be returned to funeral homes or designated persons within 60 days.**

**Town of Ellenburg Crematorium reserves the right of refusal for a cremation that would be unsafe to equipment, building or staff.**

**Cost for entombments or inurnments after hours including Saturdays, Sundays or holidays in Plattsburgh and Ellenburg is an additional $400 payable to Town of Ellenburg .**

 Motion: Neil Trombley Second: Kevin Trombley

Vote: Grogan-Yes, Dezan-Yes, K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes

**Resolution 24-21**

to accept the rules and regulation (standard operating procedure) as written for the town of ellenburg mausoleum.

**\* The Town of Ellenburg may, and it hereby expressly reserves the right, at any time or times,**

 **to adopt new rules and regulations, or to amend, alter or repeal any rule, regulation and/or**

 **article, section or paragraph and/or sentence in these Rules and Regulations with the approval**

 **by resolution of the Town Board.**

**\* The Mausoleum is not responsible for any items or personal effects left on the grounds and any personal effects left inside vehicles.**

 **\* All work pertaining to the improvement of the grounds shall be under the supervision and**

 **direction of the Mausoleum employees and/or the Town Supervisor and Town Board. No**

 **construction, installations, or inscription of any kind may be made on a crypt until it is paid for**

 **in full.**

\* **No dumping is allowed on Mausoleum grounds.**

 **\* The Mausoleum grounds speed limit is 10 mph. No practice driving of unlicensed drivers is**

 **allowed.**

 **\* If a niche or crypt owner moves, the Town should be notified immediately of the new address.**

 **Notices to niche or crypt owners will be mailed to the most recent address on file.**

**\* All work done on the premises will be performed by Mausoleum employees or their**

 **subcontractors.**

 **\* Wreaths, decorations, pictures, ornaments or batteries that need placement on crypt fronts**

 **on the upper levels of the mausoleum shall be put in place by Mausoleum employees upon**

 **request. No personal ladders, stools, etc. shall not be allowed inside or outside the**

 **Mausoleum. The Town of Ellenburg is not liable for injuries resulting from these actions. Please**

 **contact Mausoleum employees in the office or call 518-594-7500 for special requests and we**

 **will do our best to accommodate you. Business hours are 7-3:30 Monday through Friday but you**

 **can leave a message and we will return your calls received after hours or on weekends.**

**ENTOMBMENTS AND INURNMENTS**

 **\* All persons to be entombed in the Mausoleum must be properly embalmed and placed in the**

 **crypt under the direction of a Funeral Director and Mausoleum employee. A casket tray is**

 **required for all caskets entombed in the crematory and an additional fee is due at that time**

 **unless paid for in the original contract.**

**\* No entombment or inurnment will be permitted unless the crypt or niche has been paid for in full**

 **under the original contract. Any remaining balance that is owed must be paid for in full prior to**

 **placement in the Mausoleum.**

**\* Crypts or niches will be opened and sealed only by Mausoleum employees with an additional**

 **opening and closing fee if this services is performed after the initial entombment or inurnment.**

**\* A proper Burial/Transit Permit and all other appropriate documents must accompany the**

 **remains before an entombment can be made. For inurnments a Certificate of**

 **Cremation is required from the crematory used, and in some cases certification of the legal right**

 **to control the disposition of the deceased.**

**HOURS OF OPERATION**

**\* The Mausoleum shall schedule entombments and inurnments during normal business hours**

 **Monday-Friday from 7AM-3:30 PM. If any services are performed outside of normal business**

 **hours, on weekends or holidays, there will be an additional overtime fee. However, there may be**

 **times when the Mausoleum may not be able to perform services due to severe weather or other**

 **adverse conditions.**

**\* In a single mausoleum entombment space one casket will be permitted. An additional urn may be**

 **placed in the crypt with additional fees for services provided. The number of cremains per crypt or**

 **niche space is determined at the signing of the original purchase. Additional persons in a crypt or**

 **niche will require permission from surviving family members on the contract or the authorized**

 **power of attorney along with the additional fees for services provided.**

**\* In tandem crypts, the first casket entombment shall be made at the rear of the crypt.**

**\* In glass fronted niches, the number of urns permitted depends upon the dimensions of the niche,**

 **and the conditions and terms of the original contract. Only a permanent urn of durable material**

 **will be allowed and is subject to the Town’s approval as to size, type and kind. The urn may be**

 **inscribed or a suitable name plate may be placed on the niche if space permits.**

**DISINTERMENT POLIICY**

**\* Disentombments may be made upon request of a funeral director and duly consented by all of the**

 **owners of the crypt or niche. If owners of the crypt or niche are deceased, surviving family**

 **members or the power of attorney may make the request. If the consent of all parties cannot be**

 **obtained, application may be made to the New York State Supreme Court. Mausoleum employees**

 **must make all disinterments. A Board of Health burial/transit permit is required for all**

 **disinterments leaving the Town of Ellenburg Mausoleum. The services of a licensed funeral director**

 **will be required if the remains are to be transferred out of the Town of Ellenburg Mausoleum.**

**\* The utmost care will be exercised in making a removal, but the Town of Ellenburg Mausoleum**

 **assumes no liability for any damage to any casket, vault or urn in making the removal, with all**

 **liability resting with the funeral home contracted to perform the service.**

**FLORAL AND OTHER DECORATIONS**

**\* Floral decorations, wreaths, flower pots, vases and pictures should be tasteful and placed in a**

 **manner as to minimize the obstruction to the adjacent crypts or niches. Cut flowers are permitted**

 **at all times but will be removed upon becoming wilted or unsightly. Mausoleum employees reserve**

 **the right to move, relocate or remove any flower arrangements or decorations which do not comply**

 **with the above conditions. Any safety hazard shall be removed. The Town of Ellenburg is not**

 **responsible for damage or theft of flowers, plants or decorations.**

**\* No device or decoration that requires drilling or permanent defacing of a crypt or niche is allowed.**

 **The only allowable adhesive tape for the hanging of tributes is removable tape such as Command**

 **Strips because they are removable and leave no residue. No other types of adhesive tape are**

 **allowed.**

**REMOVAL DATES FOR FLOWERS, WREATHS AND POTS**

**\* Items left over the summer shall be removed on November 1st if they are not picked up by then.**

 **Items put out for Veteran’s Day shall be removed on Nov 30th if not picked up by then.**

 **All wreaths and holiday decorations left over after Christmas shall be removed by Feb 14th if not**

 **picked up prior to that date. Anything not picked up by these dates shall be discarded by staff. Any**

 **flower arrangements that have died shall also be discarded by staff at any time.**

**\* No advertising of any kind will be permitted on Mausoleum property.**

**SALE OR REPURCHASE OF CRYPTS OR NICHES**

**\* Private sales, transfers or purchases or crypts or niches shall be completed by Mausoleum**

 **personnel and Individuals making the transactions. The record of each transaction will be made**

 **on documents prepared by employees of the Mausoleum and stored at the Mausoleum office.**

 **Copies shall be provided to persons making transactions. No person will be recognized as the**

 **owner or part owner of a crypt or niche unless his or her name appears in the original purchase.**

**\* It is the policy of the Town of Ellenburg that the town or its agents will not buy back previously sold**

 **crypts or niches. You may privately donate or sell your crypt or niche rights to another individual or**

 **individuals. Additional fees such as opening, closing and lettering costs are not transferable and**

 **must be purchased through the Mausoleum staff. A new deed and contract will be provided to the**

 **new owner or owners of the crypt or niche and services must be paid prior to any entombment or**

 **inurnment in the Mausoleum. Once you have sold or gifted your crypt or niche, you forfeit any**

 **rights to the property in the Mausoleum.**

 Motion: Neil Trombley Second: Debra Grogan

Vote: N.Trombley-Yes, Grogan-Yes, Dezan-Yes, K.Trombley-Yes, Gregory-Yes

**Resolution 24-22**

To continue using CST group Inc. to monitor internet services and be the Towns Official IT (Internet Technicians) Group

 Motion: Kevin Trombley Second: Neil Trombley

Vote: Dezan-Yes, N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes

**Resolution 24-23**

Authorizing the payment each month to Morrisonville Ambulance service for services to the EMS district – not to exceed amount approved in the contract (first two payments cut from savings and insurance billing and then reimbursed when taxes are collected.)

Motion: Deryl Gregory Second: Neil Trombley

Vote: K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-24**

RESOLVED: That pursuant to General Municipal Law Section 85, the Ellenburg Town Board hereby declares that a charge per check as set from time to time by resolution of the Town Board shall be imposed and added to any account owing to the Town of Ellenburg where a tendered payment of such account was by a check or other written instrument which was returned for insufficient funds.

BE IT FURTHER RESOLVED: That the aforementioned charge shall be set at $20 per check.

 Motion: Debra Grogan Second: Deryl Gregory

Vote: Dezan-Yes, N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes

**Resolution 24-25**

To hold a special meeting to discuss the application from New Leaf on February 6, 2024 at 6:00 PM

Motion: Debra Grogan Second: Kevin Trombley

Vote: N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-26**

To allow the supervisor to inquire about a credit card through NBT bank to make purchases for the town.

Note: This would be to avoid having to reimburse individuals for purchases of items for the town.

Motion: Neil Trombley Second: Kevin Trombley

Vote: N.Trombley-Yes, Gregory-Yes, K.Trombley-Yes, Grogan-Yes, Dezan-Yes

**Resolution 24-27**

To allocate $4,000 to the Chateaugay Lake Association for the removal of Milfoil at the Chateaugay Lake boat launch.

Motion: Kevin Trombley Second: Debra Grogan

Vote: K.Trombley-Yes, Gregory-No, N.Trombley-No, Grogan-Yes, Dezan-Yes

**Resolution 24-28**

In the interest of fiscal responsibility to the taxpayers, be it resolved that the Town of Ellenburg will now be charging .25 per page for any copies requested of town records, effective immediately.

Motion: Kevin Trombley Second: Debra Grogan

Vote: K.Trombley-Yes, Gregory-Yes, N.Trombley-Yes, Grogan-Yes, Dezan-Yes

Deryl Gregory made a motion to adjourn the meeting at 7:26 PM and was seconded by Neil Trombley.

The next regular meeting will be held on January 16, 2024

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Bethany Drown Fortin, Ellenburg Town Clerk