

**TOWN OF HILLSDALE  
ORGANIZATIONAL MEETING  
January 4, 2023 (Approved)**

An organizational meeting of the Hillsdale Town Board will be held on January 4, 2023 at 4:00 pm at Town Hall with the following members present:

**PRESENT:**

Supervisor	Christian G. Kersten
Councilperson	Tom Carty
Councilperson	Steven Tiger
Councilperson	Joanna Virello
Councilperson	Robina Ward

**OTHERS PRESENT:** Richard Briggs, Highway Superintendent; Kathi Doolan, Town Clerk; Joe Hanselman, Jr., Tax Collector; etc.

- Legal Representation: Resolved** that the Town of Hillsdale continues current arrangements with Guterman, Shallo & Alford PLLC, Matthew Cabral to provide legal services for the Town of Hillsdale during 2023. Services will be provided as requested by the Town Board, and by Town departments with prior approval of the Town Supervisor, at agreed upon hourly rates.
- Appointments and Designations: Resolved** that the Town Board of the Town of Hillsdale does hereby make or reaffirm the following official appointments and designations for the year 2023, with all appointments to continue at the pleasure of the Board, except as otherwise noted:

**APPOINTMENTS:**

Budget Officer:	Christian G. Kersten
Deputy Supervisor:	Tom Carty
Tax Collector:	Joe Hanselman, Jr.
Legal Representation:	Matthew Cabral, Guterman, Shallo & Alford, PLLC
Town Accountant/Bookkeeper	Robert H. Patterson, CPA
Town Assessor:	Pam Cook
Building Inspector, Zoning Enforcement and Code Enforcement Officer:	Lee Heim
Animal Control Officer:	Kyle Miller
Registrar of Vital Statistics:	Kathi Doolan
Records Management Officer:	Kathi Doolan
Clerk of the Town Court	Barbara (B.J.) Tiso

Deputy Town Clerk:	Elizabeth Sheer
Planning Board Secretary:	Vacant
Zoning Board of Appeals Clerk:	Ramona Bellamy
Payroll:	Adirondack Payroll Services
Deputy Tax Collector:	Carol Hanselman
Summer Youth Program Director:	Joe Raco
Town Historians:	Lauren Letellier and Chris Atkins
Grants Administrator:	Tom Carty
Kennels:	Columbia-Greene Humane Society
Marriage Officer:	Christian G. Kersten
Roe Jan Park Events Coordinator:	Meghan McCann
Sewer District Liaison:	Christian G. Kersten
Roe Jan Park Lead:	Joanna Virello
Infrastructure Lead:	Robina Ward
Human Resources Lead:	Steve Tiger
Town Committee Liaison:	Tom Carty
Building Department Secretary:	Ramona Bellamy
Court Secretary:	Peter Prado
Newsletter Editor:	Meg Wormley
Web Resource Liaison:	Elizabeth Sheer

**DESIGNATIONS:**

Official Town Bank/Depository:	Bank of Greene County
Town Justices Depository:	Bank of Greene County
Town Clerk Depository:	Bank of Greene County
Town Engineer:	CPL/Tim Moot
Official Newspaper:	Register Star

**TOWN REPRESENTATIVES TO COLUMBIA COUNTY:**

Representatives to the Advisory Council to the Office of the Aging:	Tina Sharpe and Joyce Lapenn
Representative to the County Environmental Management Council:	Mary King

**OFFICIAL POLLING PLACES:**

District #1:	Hillsdale Fire House
District #2:	Hillsdale Fire House

3. **Salary Schedule: Resolved** that the Town Board of Hillsdale does hereby authorize the Town Supervisor to compensate employees of the Town for duties performed as outlined in the attached table and in the 2023 Town Budget.
4. **Authorizations, Policies & Procedures: Resolved** that the Town Board of the Town of Hillsdale approves the following authorizations, policies & procedures:

- 4.1. The Highway Superintendent will submit the proposed annual 284 Contract to the Town Board for review and approval at or before the January Town Board Meeting.
- 4.2. The Highway Superintendent is authorized to spend up to \$10,000 for an expenditure without prior Town Board approval, and is authorized to spend up to the budgeted amount per line item for routine highway repairs and maintenance outlined in the annual 284 agreement, for snow control activities, and for routine repairs and maintenance on vehicles and equipment without prior Town Board approval.
- 4.3. The Highway Superintendent is authorized to bid, as necessary, materials such as calcium chloride and gravel.
- 4.4. The Highway Superintendent is authorized to enter into written and verbal mutual aid agreements with NYS, counties, towns and villages, school districts and fire districts to provide support for and to receive support from these governmental entities; the Highway Superintendent shall notify the Town Board of all mutual aid agreements, and file a copy of each agreement with the Town Clerk.
- 4.5. Shun Pike Road is a seasonal road. Maintenance is limited to spring, summer and fall. There will be no winter maintenance, including snow and ice removal from December 1 until April 15.
- 4.6. The disposal of Town-owned property or equipment requires the prior approval of the Town Board.
- 4.7. Mileage reimbursement for Town employees and officials performing their duties on Official Town Business will be set at the 2023 IRS rate of 65.5 cents per mile.
- 4.8. Salaries and per hour pay rates for elected and appointed officials and employees for the year 2023 will be in accordance with the approved budget, unless modified by the Town Board after the budget was approved.
- 4.9. In accordance with State guidelines, the Supervisor may call a Special Meeting and must give two days' notice in writing to the members of the board. When two members of the board other than the Supervisor request a special meeting in writing, the Supervisor must, within 10 days of the request, call a special meeting, giving at least two days' notice in writing. (Town Law, Section 62)
- 4.10. The official meeting of the Hillsdale Town Board will be the second Tuesday of each month, beginning at 7:00 pm at the Hillsdale Town Hall, with informational meetings and public hearings to be scheduled at the discretion of the Board. The November Town Board meeting shall be held on Thursday, November 9, 2023 in consideration of Election Day. Videoconferencing will be available when equipment is installed and personnel trained as per approved Local Law #2 of 2022 and consistent with State Law and Governor's directives.
- 4.11. Salaries for appointed clerks will be recommended by department heads and approved by the Town Board as part of the budget process.
- 4.12. The Town Clerk is authorized to advertise for, accept and open all bids presented before this Board, with such bids in sealed envelopes, marked "sealed bids". Bids are required for projects and

purposes over \$10,000. Per State guidelines, the lowest bidder shall be accepted unless the Town Board votes an exception to the policy and submits an explanation in writing.

4.13. Only the Town Clerk and Court Clerk are authorized to purchase all necessary supplies, stationery, etc. not to exceed total budgeted amounts included in the budget.

4.14. The Town Supervisor is authorized to sign Town checks up to \$10,000 to pay unapproved vouchers; checks in excess of \$10,000 to pay unapproved vouchers must be countersigned. The Town Supervisor is further authorized to sign all checks in excess of \$10,000 without a second signature to pay approved vouchers only.

4.15. A credit card has been established by the Town according to guidelines established by the State Comptroller and a Credit Card Policy approved by the Town Board.

4.16. A Zoom account is maintained by the Town and managed by the Deputy Town Clerk, who will assign the account for meetings of the Town Board (Deputy Town Clerk), Planning Board (Planning Board Secretary) and Zoning Board (ZBA Secretary). Access will also be given to the Liaison for Town Committees. The Town will resume in-person meetings as ordered by the Governor and consistent with Columbia County Board of Supervisors practice.

4.17. The Town Supervisor shall be the Town's primary contact with state, regional and county agencies, including the DOT, DEC, and DOH.

4.18. If the Town Supervisor is unavailable, the Deputy Supervisor is authorized to sign Town checks to pay approved vouchers.

4.19. The Hillsdale Town Board delegates to the Town Supervisor, and in his absence the Deputy Town Supervisor, the powers and duties necessary for the day-to-day administration of the Town.

4.20. All conferences and training that will be attended by any Town official or employee and paid for by the Town in excess of \$500 must be approved, in advance, by the Town Supervisor.

4.21. The Town will follow NYS and Town of Hillsdale FOIL laws, and will respond to FOIL requests within 20 business days, except in situations where the amount of information requested is significant enough to make the 20-business day turnaround impractical. There will be a 25 cent per page fee for all documents requested.

4.22. Beginning in September, the Supervisor will issue a budget call to department chairs and other stakeholders, and followed by the Supervisor's budget recommendations, the Hillsdale Town Board will hold up to three Budget Workshops and a Public Hearing, and will adopt the annual Budget at the November Town Board meeting.

4.23. The Town Clerk is required to certify the annual budget as adopted by the Town Board. The Town Clerk must add a copy of each fire district budget to the town's annual budget and, within five days, will deliver two copies of the budget to the town supervisor. The supervisor must then present the copies of the annual budget within 10 days of receipt to the county board for levy of the taxes specified in the budget.

4.24. Whereas Town Law requires the Town Board to audit the Town's financial records before January 20 of each year, and whereas prior year financial reports and the Annual Update Report (AUD) are not usually available by January 20, therefore it is the policy of the Hillsdale Town Board that, annually, the Town Board will review and audit, or have reviewed and audited by a qualified outside auditor, the books and records of the Town Supervisor, Town Clerk and Town Tax Collector and the books and records of the Building Department and Town Court prior the end of May each year, and make comments regarding the quality of the Town's financial management process and underlying books and records, and suggest ways to improve the financial management process of the Town. The Town Clerk and Tax Collector accounts should have procedures applied per the Comptroller's check list.

4.25. Abstracts will be submitted to the Board for review and approval via email communication from the Accountant/Bookkeeper on a twice a month basis, with a summary of expenditures reported in the Town Board minutes on an ongoing basis.

4.26. The Town Clerk shall be responsible for the disbursement and oversight of keys and security codes to Town Hall.

4.27. Town committees and community organizations are authorized to use Town Hall subject to availability and confirmation with the Town Clerk.

4.28. Town committees are required to seek approval from the Grants Administrator before submitting grant applications.

4.29. Town committee chairs are required to provide Meeting Notes to the Town Supervisor for Town Board distribution and posting on the town website no later than two weeks following the meeting in compliance with the NYS Open Meeting Law as it may pertain.

4.30. The Town Supervisor is authorized to approve a community organization's request to use the designated "community forum" area (adjacent to the Silo in the Roe Jan Park) according to guidelines as specified on the town's website. This responsibility has been delegated to the Town Board Roe Jan Park liaison.

4.31. The Harvest and Hilltop barns located inside the Roe Jan Park are available for rent assuming the renter has completed all necessary forms, agreed to town-established fees and guidelines, and has secured appropriate insurance.

4.32. Mandatory Training for Planning and Zoning board members. All members and alternate members of the Planning and Zoning boards shall comply with the requirements of New York State Town Law Section 271 that require all board members and alternate members to complete a minimum of four (4) hours of training each year. No member shall be eligible for reappointment if they have not completed this training as required unless a special waiver is provided by the Town Board. Board secretaries should provide training reports to board chairs and the Town Board by October 15.

4.33. Removal from Planning or Zoning boards. The Town Board shall have the power to remove, after public hearing, any member for cause. Any member may be removed for non-compliance with minimum requirements relating to meeting attendance and training. Cause for removal of a member may include one (1) or more of the following:

1. Any undisclosed or unlawful conflict of interest.

2. Failure to attend 66% of the meetings during the course of one (1) calendar year.
3. Failure to attend four (4) consecutive meetings.
4. Failure to complete their mandatory training requirements. No member who has been removed for cause shall be reappointed.

4.34. All Town employees, elected officials, staff, and committee members shall complete Workplace Violence training annually. The Town Board is responsible for the enforcement of its principles and guidelines.

4.35. Sewer District. Determination of Costs (Local Law # 4, 2007)

1. The Town Board shall annually determine the total cost of the operation and maintenance of the sewage treatment system necessary to maintain the capacity and performance for which such system was designed and constructed. The total annual cost of operation and maintenance shall include, but not be limited to, labor, repairs, equipment, replacement maintenance, necessary modifications, utilities, sampling, laboratory tests, and reasonable contingency fund.
2. The Town Board shall also annually determine the annual cost of the amortization of both principal and interest of the financing of the capital costs of the construction of the treatment facility, and all modifications and extensions thereof, together with a reasonable contingency fund.

4.36 Chairs of Boards and Town Committees shall be residents of the Town of Hillsdale.

5. **Planning Board Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2023.

**Lot Line Adjustment:** \$165

**Minor Subdivision Fees**

Planning Board fee: \$500 plus \$185 for each new lot created

Park and Rec fee: \$825 for each new lot created

**Major Subdivision Fees**

Planning Board fee: \$775 plus \$300 for each new lot created

Park and Rec fee: \$825 for each new lot created\*

**Site Plan Review:** \$500 plus \$9.50 per acre

**Plan Re-Stamping:** \$155

\*The Park and Recreation Reserve Fund will be used for town owned parks, new equipment or the acquisition of property for use as a town park in accordance with NYS Town Law 277.4c.

6. **Building Inspector Fees: Resolved** that the Town Board of the Town of Hillsdale approves the following fees for 2023.

**BUILDING PERMITS:**

- Residential: \$4/\$1000 cost of construction \$25 minimum

- Commercial: \$5/\$1000 cost of construction \$25 minimum
- Fence permit: \$10
- Building Permit Renewal: 50% of original permit fee \$25 minimum

Any work performed before obtaining a building permit will be charged double the permit fee when it is issued.

**LATE FEES:**

For any work obtained prior to obtaining a building permit

- Residential: \$8/\$1,000
- Commercial: \$10/\$1,000

**C/O FEES:**

- \$75

**DRIVEWAY PERMITS:**

- \$25

**DEMOLITION PERMIT PER BUILDING:**

- Accessory structure: \$25
- Residential structure: \$50
- Commercial structure: \$100

**CERTIFICATE OF OCCUPANCY/ COMPLIANCE:**

- Residential: \$25
- Certificate of Occupancy not associated with a building permit: \$150
- Commercial:
  - \$0 – \$100,000: \$50
  - \$100,001 – \$150,000: \$100
  - over \$150,000: \$150

**CERTIFICATE OF VISUAL INSPECTION:**

- 1 – 2 family dwelling: \$75
- All others: \$150

**CERTIFICATE OF COMPLIANCE:**

- Order to Remedy Violation: \$75

7. **Appointments, Reappointments and Reaffirmations: Resolved** that the Town Board of the Town of Hillsdale does hereby approve or reaffirm the following boards, committees, appointments, reappointments, and reaffirmations of earlier appointments of Chairpersons and members as indicated. All appointments are at the pleasure of the Board unless otherwise noted or governed by applicable law:

<b>Zoning Board of Appeals (ZBA):</b>	5-year terms expiring 12/31 of year listed
Mission:	The Zoning Board of Appeals serves the Town to review and adjudicate land-use projects which require exceptions to the standards of the Zoning Enforcement laws. In Hillsdale Zoning Law there are very few activities that do not require a special permit. Though property owners are afforded the greatest possible freedom in how they use their land, the town also provides the greatest possible protection against incompatible uses to neighbors and to the town.
Members:	<b>Craig Norton, Chair, 2024</b> Bill Sullivan, 2023 Barbara Barrantes, 2026      Alternate: Robert Bradway Jeff Sills, 2025      Ramona Bellamy, ZBA Steve Smith, 2027*      Secretary *Reappointment approved 1/10/23

<b>Board of Assessment Review (BAR):</b>	The Town Board appoints members for 5-year terms expiring 12/31 of year listed
Mission:	The BAR's sole purpose is to guarantee taxpayer rights by hearing real property assessment complaints and arriving at fair and impartial determinations regarding those complaints. This work is conducted on the Town's Grievance Day.
Members:	<b>Craig Norton, Chair, 2024</b> Mike Stertz (2023)      Augie Sena (2025) Bill Sullivan (2027)*      Chris Bellamy (9/30/26)* *Appointments approved 1/10/23

<b>Planning Board (PB):</b>	7-year terms expiring 12/31 of the year listed
Mission:	The charter of the Planning Board is to review and guide proposed development projects so that they are in compliance with the regulations set forth in the Hillsdale Comprehensive Plan and Zoning Ordinance, 5/1/1995 (Revised 6/20/2000 and further revised 6/18/2007). The

	principal goals of the Comprehensive Plan are to maintain the rural character of Hillsdale and protect our environment.	
Members:	<b>Barbara Pascale Olsen, Chair (2026)</b> John Avenia (2028) Mark Barbato (2025) Richard Freiman (2022)* Bud Gardener (2023)	Kyle McGraw (2030) Open Seat Planning Board Alternate: (Open Alternate Seat) Secretary: Vacant *Reappointment Pending

<b>Conservation Advisory Council (CAC):</b>	2-year terms expiring 12/31	
Mission:	The mission of the Hillsdale Conservation Advisory Council (CAC) is to gather and disseminate information, conduct science-based research, and advise other Town agencies in matters related to the conservation of natural resources. The CAC role in policy-making and environmental reviews is advisory only.	
Members:	<b>David Lewis, Chair</b> Paul Duernberger Mary King Gretchen Stevens Caroline Stewart	

**TOWN COMMITTEES:** 1-year terms expiring 12/31 of 2022

<b>Broadband</b>		
Mission:	It is the mission of the Hillsdale Broadband Committee to promote and facilitate access to affordable, modern, high-speed broadband internet service to all residential and business addresses in the Town.	
Members:	<b>Andy Dash, Chair</b> Marcy Feld Sally Lesser Stewart Lesser Tod Wohlfarth	

<b>Climate Smart Communities</b>		
Mission:	The mission of the Climate Smart Community Task Force is to explore reliable clean energy options that help reduce	

	Hillsdale’s greenhouse gas emissions from the burning of fossil fuels and other sources, and to mitigate the impact of climate change on the Town and its quality of life.
Members:	<b>Howard Van Lenten, Coordinator</b> Tom Carty Heather Canetto Paul Durenberger Shirley Ripullone Gretchen Stevens Robina Ward

<b>Economic Development</b>	
Mission:	The mission of the Economic Development Committee is to promote Hillsdale as a dynamic environment in which to do business. The committee will pursue its mission by helping to implement the goals of the Comprehensive Plan and the Hillsdale Branding and Marketing Plan.
Members:	<b>Tom Carty, Chair</b> Howard Van Lenten Dana Bowen Joanna Virello Matthew White Tod Wohlfarth

<b>Hamlet</b>															
Mission:	The Hamlet Committee serves the Town Board and works to improve the cohesiveness of the Hamlet of Hillsdale while fostering the development of a safe, attractive, accessible and friendly town center in which Hamlet residents and businesses can flourish. The primary role of the committee is to advise the Town Board and help realize the vision set forth in the Hillsdale Comprehensive Plan.														
Members:	<table border="0"> <tr> <td><b>Vacant, Chair</b></td> <td>Tom Carty</td> </tr> <tr> <td>Margaret Avinia</td> <td>Jason Durant</td> </tr> <tr> <td>Garrin Benfield</td> <td>Phyllis Granat</td> </tr> <tr> <td>Toby Butterfield</td> <td>Shannon May</td> </tr> <tr> <td>Lisa Berman</td> <td>Robina Ward</td> </tr> <tr> <td>Rob Bradley</td> <td>Bart Ziegler</td> </tr> <tr> <td>Lynda Brenner</td> <td></td> </tr> </table>	<b>Vacant, Chair</b>	Tom Carty	Margaret Avinia	Jason Durant	Garrin Benfield	Phyllis Granat	Toby Butterfield	Shannon May	Lisa Berman	Robina Ward	Rob Bradley	Bart Ziegler	Lynda Brenner	
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Lisa Berman	Robina Ward														
Rob Bradley	Bart Ziegler														
Lynda Brenner															

<b>Housing</b>	
Mission:	The mission of the Housing Committee is to preserve the unique character, culture and economic vitality of our

	community by ensuring that it welcomes and supports a diverse population, representative of every income level. Toward that goal, the Housing Committee is committed to preserving and increasing opportunities for low- and middle-income individuals, couples and families to make Hillsdale their permanent home.
Members:	<b>Ellen Grob Levy, Co-Chair</b> Rene Gibson <b>Janis Smythe, Co-Chair</b> Rick Kumro Steve Bluestone                      Frank Upham Shirley Bresler                        Joan Wallstein Joe Browdy                                Laurie Winfrey Tom Carty

<b>Safe at Home</b>	
Mission:	The Hillsdale Town Board established the Safe at Home Committee to engage, educate and serve seniors to help them remain safely in their own homes. Our mission is to introduce them to county resources and to each other; assess their needs; maintain communication; and develop and manage programs, especially for low-income seniors.
Members:	<b>Joyce Lapenn, Chair</b> Deepak Crawford Timi Bates                                Joyce Ferrentino Lynda Brenner                         Beth Gordon Shirley Bresler                         Rene Gibson Lynne Colclough                        Natalie Kahan Mary Lou Kersten

<b>Sewer Task Force</b>	
Members:	Bud Atwood, Community Representative Kathi Doolan, Town Clerk Steve Grimm, NY Rural Water Association Lee Heim, Building Inspector Chris Kersten, Supervisor and Sewer District Liaison Craig Norton, Hamlet Representative Mike Scheller, Sewer Operator Augie Sena, Community Representative Jill Sims, Community Representative

Note: The Historic Hillsdale Committee is currently inactive.

### 8. Roe Jan Park Fees

EVENT	FORMAT	ACCESS	INSURANCE	FEE
Large Rental	Weddings, Major Events	36 hours	Yes	\$1,500 plus \$500

				refundable deposit
Small Rental	Small wedding or event	12 hours only	Yes	\$500 plus \$250 refundable deposit
Community Event	Dance Movie Speakers Rally	5 hours	Yes	\$100-250 depending on organization

Note: Farmer's Market as per agreement.

**Attachment – Schedule of Salaries and Hourly Rates**