

Town of Northumberland  
Organizational Meeting  
January 4, 2024

Supervisor Willard Peck called the Organizational Meeting for 2024 to order @ 8:00 AM. Following the salute to the flag, roll call was taken. Those present included Supervisor Willard Peck; Councilman Paul Bolesh and Councilwoman Patricia Bryant. Councilman John DeLisle and Councilman George Hodgson. Also attending were Town Clerk Denise Murphy, Town Attorney David Brennan and Highway Supt Richard D Coffinger.

Councilman John DeLisle made a motion to appoint positions and salaries for 2024.

Deputy Town Supervisor - John DeLisle @ 520.00 per year  
Budget Officer - Supervisor Willard H. Peck @ \$1,664.00 per year  
Registrar to vital Statics - Denise Murphy @\$699.00 per year  
Deputy Town Clerk - Lisa Conlee @18.72 per hour  
Town Historian – Georgia Ball @ \$1,602.00 per year  
Town Attorney – David Brennan @ \$34,196.00/\$225.00 per hour litigation  
Deputy Town Attorney – Jame LaValle, Esq.  
Town Zoning/Planning Attorney David Brennan @ \$8.570.00 per year  
Health Officer – Christopher Thomas @ \$1,000.00 per year

Councilwoman Patricia Bryant seconded the motions as presented. All in favor, motion carried.

Councilman John DeLisle made a motion to appoint the following salaries for the non-competitive positions for the year 2024.

Dog Control Officer - \$6,760.00 per year  
Building/Zoning Administrator @\$57,283.00 per year  
Account Clerk/Typist @ \$21.81 per hour  
Town Janitor @ 17.68 per hour  
Recycling/Transfer Attendant @17.16 per hour  
Town Engineer @ \$125.00 per hour/\$170.00 per hour Planning Board review  
Court Clerk @ \$21.81 per hour  
Assistant Court Clerk @ \$18.72 per hour  
Bookkeeper @ 21.81 per hour  
Recreation/Youth Leader - \$17.68 per hour  
Recreation/Youth Aides - \$15.08 per hour  
Assessor Clerk - \$27.00 per hour

Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

Councilman George Hodgson made a motion to approve the following designations for the year 2024.

The Official Newspaper – The Post Star & Saratogian  
The official Banks – Glens Falls National Bank

Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

Supervisor Willard Peck made a motion to adopt resolution # 1 - # 23 of 2024.

#1 of 2024 – Authorizing the Supervisor to invest idle funds in interest bearing CD'S or Saving Accounts in accordance with the Town's Investment Policy

#2 of 2024 – Authorize payment of utility, telephone, and health insurance vouchers upon presentation prior to monthly Town Board audit.

#3 of 2024 – Set monthly Meeting dates for 2024 @ 8:00 AM on the second Thursday of each month unless otherwise scheduled.

#4 of 2024 - Adopt contributory retirement plan as provided for in the 2024 Budget.

#5 of 2024 - Confirm elected positions rate of pay as provided for in the 2024 Budget.

Supervisor - \$17,306.00  
Town Clerk/Tax Collector - \$57,283.00  
Councilman 4 @ \$5,741.00  
Justices 2 @ \$9,185.00  
Highway Supt @ \$68,681.00

#6 of 2024 – Establish Walter D. Smead, Sole Assessor's yearly salary \$33,784.00.

#7 of 2024 - Set limit Highway Supt can spend for necessary equipment and/or repairs without prior authorization from Town Board @ \$3,000.00, mechanic can spend up to \$500.00, all other highway employees can charge up to \$100.00, except road building materials and/or salt.

#8 of 2024 – Establish Highway Supt Petty cash fund from the Budget @ \$100.00 to cover emergency purchases. Each expense to be charged back to appropriate contractual expense accounts.

#9 of 2024 – Establish Town Clerk's Petty Cash from the General Budget @ \$150.00 to cover Town Clerk, Assessor, Justices and Supervisor's minor expenses. Each expense is to be charged back to the appropriate contractual expense account.

#10 of 2024 – Authorize payment for Board of Assessment Review members @ \$90.00 per session/per person.

#11 of 2024 – Authorize vouchers for payment with Board approval.

#12 of 2024 – All persons on general Payroll to be paid once a month, the last business day of the month except for Highway Supt and the Highway Clerk/Planning Clerk who will be paid bi-weekly.

#13 of 2024 – Establish Petty Cash Fund @ \$200.00 for Clerk to the Zoning/Planning Board and Building/Zoning Administrator to be used for postage and any other necessary expenses. Each expense is to be charged back to the appropriate contractual expense account.

#14 of 2024 - Establish mileage rate for official town business at \$.67 per mile. (IRS Mileage Rate 2024)

#15 of 2024 – Establish recycling/Transfer Attendant’s Petty Cash @ \$55.00

#16 of 2024 - Establish Youth/Recreation Coordinator’s Petty Cash @ \$100.00

#17 of 2024 – Reaffirm the Town’s adopted Procurement, Ethics, Sexual Harassment, Cyber Security and Investment Policy.

#18 of 2024 – Establish pay scale for part time highway employees @ \$20.30 per hour.

#19 of 2024 – Sick Leave: A full time employee will be credited with one half day of sick leave each month. The employee will be credited on the first day of the month after the sick leave has been earned. Sick leave is based on the average number of hours an employee is normally scheduled to work each week. An employee whose employment with the Town is terminated due to a resignation, lay-off, or disciplinary discharge will not receive cash for unused sick leave. An employee who retires from the Town (i.e., as applied for and been granted a bona-fide retirement from New York State Employee’s retirement System) can receive either (1) a cash payment for accumulated sick leave at 50% of value or (2) accumulated sick leave credits can be applied toward the employee’s retiree medical.

#20 of 2024 – Vacation Leave: A full time employee will be credited with paid vacation leave in accordance with the following vacation schedule:

New Employees – newly hired full time employees will receive two hours per month of vacation leave, upon hire.

<b>After Completion of:</b>	<b>Vacation Leave</b>
1 Year	5 days
2 Years	10 days
10 Years	15 days

Vacation leave is based on the average number of hours an employee is normally scheduled to work each week. An employee may take vacation leave only after it has been credited. The employee will be credited on their anniversary date for the vacation leave earned during the previous year. Vacation time can be used with a minimum of 1-hour intervals. Unpaid vacation leave needs prior authorization by the Town Supervisor.

#21 of 2024 – Holidays; The Town Board will establish the schedule of holidays to be observed for each year at the annual re-organizational meeting. This schedule of holidays to be observed will be based on the holidays designated by Saratoga County Personnel Department including Juneteenth Day. A full-time employee is eligible for holiday pay at the employee’s regular rate pay. A part-time, temporary, or seasonal employee is not eligible for holiday pay. (Part-time employees paid on a salary basis will receive their regular pay during the pay period in which a

holiday occurs. In the event a designated holiday occurs on a Saturday, the holiday will be observed on the preceding Friday. In the event a designated holiday occurs on a Sunday, the holiday will be observed on the following Monday.

#22 of 2024 – Personal Leave: A full time employee shall be entitled to four (4) Personal Leave days per calendar year. The employee will be credited with one day of personal leave on the first day of each quarter in advance of earning the personal time on the following dates: January 1<sup>st</sup>, April 1<sup>st</sup>, July 1<sup>st</sup> and October 1<sup>st</sup>. Personal Leave is based on the average number of hours an employee is normally scheduled to work each week. If an employee fails to use his/her personal days, all unused days shall be added to the employee’s accumulated sick leave.

#23 of 2024 – Fees: The Town Board will establish the following Fees for 2024:

### **RESIDENTIAL**

- Square Footage \$.15 per sq. ft./\$100 Minimum
- Basement \$.15 per sq. ft./\$100 Minimum
- Carport \$.15 per sq. ft./\$100 Minimum
- Garage \$.15 per sq. ft./\$100 Minimum
- Canopies \$.15 per sq. ft./\$100 Minimum
- Decks \$75/or square footage
- Porches \$100
- Roof \$100

### **NON-RESIDENTIAL**

- Square Footage \$.25 per sq. ft./\$150 Minimum
- Basement \$.25 per sq. ft./\$150 Minimum
- Garage \$.25 per sq. ft./\$150 Minimum
- Canopies \$.25 per sq. ft./\$150 Minimum
- Decks \$.25 per sq. ft./\$150 Minimum
- Porch \$.25 per sq. ft./\$150 Minimum
- Roof \$50

### **MIXED USE**

- Square Footage \$.25 per sq. ft./\$100 Minimum
- Basement \$.25 per sq. ft
- Garage \$.25 per sq. ft./\$100 Minimum
- Canopies \$.25 per sq. ft./\$100 Minimum
- Decks \$.25 per sq. ft/\$100 Minimum
- Porch \$.25 per sq. ft./\$100 Minimum

**Residential Alterations:** \$.15 per sq. Ft/\$100 Minimum

**Non-Residential:** \$.20 sq ft/ \$150 Minimum

**Mixed Use Alterations:** \$.25 per sq ft/\$150 Minimum

**Accessory Bldg:** Up to 200 Sq. ft, less than 8' high \$40 (Measure from grade to eave)

Non-Motorized Vehicle Storage Only:

**Flood Plain Review Permit** \$75

**Demolition** \$50 (Valid for 45 days)

### **MOBILE HOME**

- Single \$.15 per sq. ft/\$100 Minimum
- Double \$.15 per sq. ft/\$100 Minimum

**AGRICULTURAL** \$100

**SEPTIC SYSTEM** (new or replacement) \$75

**SIGNAGE** \$3. Per sq. ft. for \$50

\$35 for changes Sign Language

**SOLID FUEL BURNING DEVICE** \$40 (Chimney or Fuel)

**SWIMMING POOL** (Hot tubs & Spas) \$60

**TELECOMMUNICATION TOWERS** \$500 + Planning Board review Fees, Bond & Site Inspection

Annual Inspection \$100

**RENEWAL OR EXTENSION** (six months) ½ of original fee

(Only one extension then back for review and charged original permit fee)

**PERMIT CHANGE OR REVISION** \$25 After Permit is Issued

**SOLAR CHANGE OR REVISION** \$.20 per sq ft of site footprint + Planning Review & Fees

Annual Inspection \$100

### **RESIDENTIAL**

- Roof Top \$50
- Ground Mount \$75

**TIMBER HARVEST \$50**

**WELL INSTALLATION \$25**

**FIRE SAFETY INSPECTION**

- 
- Areas of Public Assembly \$30 yearly
- Residential \$30 Yearly
- Non-Residential \$30 every two years

**Planning Board of Fee Schedule**

**Subdivision Review (Minor and Major)**

Note: the application fees are designed to cover administrative costs incurred by the Town of Northumberland, these fees do not cover any engineering or legal review fees, the actual fees for Town Engineering review or Town Attorney review will be paid by the applicant from the established escrow account.

**Subdivision Application Fees:**

- Preliminary: Fifty Dollars (\$50) per lot, as proposed plan. This application fee shall be due at the time of application.
- Final: After subdivision plan approval, but prior to submission of the final Subdivision Plat for signature, a fee of One Hundred Fifty Dollars (\$150) per new lot is due.

Subdivision Plat Review Fees shall be based on the number of lots as follows:

**Number of Lots**

1 to 4	\$140.00, per lot
5 to 49	\$135.00, per lot
50 or more	\$ 130.00, per lot

Escrow account shall maintain balance of \$100, or as the Planning Board deems appropriate for minor subdivisions and \$5,000 for major subdivisions, to pay the Engineering and Legal fees

assessed to the Town for review of the subdivision application. A \$1,000 escrow shall be maintained for site plan or Special Use Permit Applications on parcels over 3 acres in size. If the escrow falls below the minimum amount required for the application will be removed from the Board's agenda until the escrow is re-established. Any and all costs incurred to publish public hearings and conduct property owner notifications shall be borne by the owner/developer, applicant.

Parks and Recreation Fee: Four Hundred Dollars (\$400) per new lot for minor subdivision and Eight Hundred (\$800) per new lot for major subdivisions, \$1,500 per application for Special Use Permits Omitting Home Occupations, Bed and Breakfast and Parks shall be due at the time final approval is obtained.

If the Planning Board determines that additional and/or special review is required it may, as its discretion, call in an independent engineering firm and/or special consultant. The costs of these services shall be borne by the owner/developer, applicant.

Payment of all fees shall be made prior to the signing of any mylars by the Town of Northumberland.

All engineering and legal fees incurred for projects shall be payable by the applicant/escrow at the time of occurrence. Projects that are dormant for over one (1) year shall be reviewed and engineering review fees assessed for those projects.

### Site Plan and Special Permit Review

Note: The application fees are designed to cover administrative costs incurred by the Town Of Northumberland, these fees do not cover any town Engineering or Attorney Review costs. The actual fees for Town Engineering review or Town Attorney review will be paid by the applicant from the established escrow account.

- Site Plan and Special Permit Application Fee: Area (Building Square Footage) or footprint of structure & site disturbance.

0-4,000	\$250.00
5,000 – 9,000	\$500.00
10,000 – 29,999	\$.05 per sq. foot
30,000 and over	\$.03 per sq foot or a Minimum of \$1,500.00

- Site Plan and Special Permit Review Fees: Area (Building Square Footage) or Structure disturbance.

0-4,999	\$500.00
5,000 – 9,000	\$1,000.00
10,000 - 29,999	\$ .15 per sq ft
30,000 and over	\$ .05 per sq. foot or A minimum of \$5,000.00

An Escrow account, which shall maintain a balance of \$1,000 shall be maintained for Site Plan or Special Use Permit Applications on parcels up to 3 acres in size and \$5,000 for applications on parcels over 3 acres in size. If an escrow falls below the minimum amount required for the application the application will be removed from the BOAR's agenda until the minimum escrow is re-established. Any and all costs incurred to publish hearings and conduct property owner notification shall be borne by the Owner/Developer.

If the Planning Board determines that additional and/or special review is required it may, at its discretion, call in an independent engineering firm and/or special consultant. The costs of these services shall be borne by the Owner/Developer.

Payment of all fees shall be made prior to the signing of any site plan or special permit issuance by the Town of Northumberland.

All engineering and legal fees occurred for projects shall be payable by the applicant at the time of occurrence. Projects that are dormant for over one (1) year shall be reviewed and engineering review fees assessed for those projects. There shall be a sunshine date (re-review) at intervals of 5 years starting at the time of approval and \$500 fee for the review for all subdivisions and Special Use Permits.

### **Miscellaneous**

Mining Permit	One Thousand Dollars (\$1,000)
Lot Line Alterations	Four Hundred Dollars (\$400)
Road Entrance & Driveway Permit	Forty Dollars (\$40)
Soil Disturbing Activities Law	Seventy-Five Dollars (\$75)
Watercourse Protection Law	Seventy-Five Dollars (\$75)
Commercial Timber Harvesting Permit	Seventy-Five Dollars (\$75)
Flood Plain Review	Seventy-Five Dollars (\$75)
Special Event	One Hundred Dollars (\$100) Per event day



## **Planned Unit Development Fee Schedule**

### Planned Unit Development (PUD) Plan Application and Review of Site Plan

- A fee of \$150 shall be payable to the Town Clerk upon submission of a PUD application for Town Board review.
- The application and review fees for all proposed PUD's shall be subject to the Town's Site Plan Review and/or Subdivision Review fee schedule, as is appropriate per Section III of this law.
- Parks and recreation fee: Fifteen Hundred Dollars (\$1500) due at the time final approval is granted.
- An escrow account, which shall maintain a minimum balance of \$1500 shall be established to pay the costs to the Town of reviewing PUD applications.
- If the Planning Board determines that additional and/or special review is required it may, at its discretion, call in an independent engineering firm, and/or special consultant. The costs of these be borne by the owner/developer.
- Payment of all fees shall be made prior to the planning Board's recommendation to the Town of Northumberland Town Board.
- All engineering and legal fees incurred for projects shall be payable by the applicant at the time of occurrence. Projects that are over one (1) year shall be reviewed and engineering review fees assessed for those projects.

## **Zoning Variance Fee Schedule**

### Zoning Variance Application

- Area Variance
  - a) Residential: Three Hundred Dollars (\$300)
  - b) Commercial: Six Hundred Dollars (\$600)
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- Use Variance
  - c) Residential: Three Hundred (\$300)
  - d) Commercial: Eight Hundred (\$800)

If the Zoning Board of Appeals determines that additional and/or special review is required it may, at its discretion, call in an independent engineering firm and/or special consultant. The costs of these services shall be borne by the owner/developer.

- Appeals or Interpretations; the fee for an appeal hearing will be Four Hundred Dollars (\$400)

Any and all costs incurred to publish public hearings and conduct property owner notification shall be borne by the owner/developer.

### **Rezoning Application**

All expenses incurred to process a zoning application shall be borne by the party(s) making the request. Expenses shall include but are not limited to public notifications, environmental assessment form and/or environmental impact statement preparation, SEQRA filing requirements and engineering reviews, if the aforementioned measures are deemed necessary by the Planning Board or Town Board. A minimum fee shall be assessed and shall be payable at the time of application as follows:

Councilman John DeLisle seconded the introduction of Resolution # 1- #23 of 2024

Supervisor Willard Peck presented the following Committees for 2024

Insurance: Councilwoman Patricia Bryant/Chairperson - Councilman Hodgson  
Highway/Drainage; Chairperson Councilman John DeLisle/Councilman Hodgson  
Recycling: Councilman George Hodgson/Chairman – Councilwoman Bryant  
Environment: Councilman Hodgson/Chairman – Councilman Bolesh  
Municipal Center/Park: Councilman Bolesh/Chairman – Councilman John DeLisle  
Youth/Recreation; Councilwoman Patricia Bryant/Chairman – Councilman Bolesh

(Supervisor Peck is automatic member of all Committees)

Councilman Paul Bolesh made a motion @8:20 AM to adjourn the Organizational Meeting  
Councilman John DeLisle seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy, Town Clerk

