

**Town of Northumberland
Town Board Meeting
October 12, 2023**

The Regular Monthly Meeting of the Northumberland Town Board was called to order @ 8:00 AM by Supervisor Willard Peck. Following the salute to the flag, roll call was taken. Those attending included 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 Inspector Mike Terry; Highway Superintendent Dave Coffinger and Town Attorney Dave Brennan.

PUBLIC PARTICIPATION

There were no comments from the public.

APPROVAL OF MINUTES

1. Councilman John DeLisle made a motion to approve the minutes of the September 14, 2023 Regular Monthly Meeting. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

CORRESPONDENCE

1. Dog Control Officer: Ed Cross, Dog Control Officer, submitted his report for September, 2023. Mr. Cross answered three (3) Complaints; issued one (1) Warning; issued one (1) Summons and had one (1) Dog Bite Case.

2. Summary of Insurance: David Meager, Account Executive, with AMURE provided an outline of the Town's Insurance for 2023-2024.

3. The Town received a letter from Saratoga County Treasurer regarding 2019 Tax Delinquent parcel in our Town. The County is asking the Town to review the parcel with our employees to see if anyone is aware of any problems that might dissuade the County from acquiring title to the property in this foreclosure proceeding.

4. Intermunicipal Agreement for Animal Shelter Services rendered January 1, 2024 – December 31, 2024. Supervisor Peck stated that he received three (3) original copies of the Agreement between the County of Saratoga and the Town of Northumberland for Animal Shelter services rendered in 2024 for the Town Board's approval. Councilman John DeLisle introduced Resolution #53 of 2023 –

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

WHEREAS, **COUNTY'S** Shelter provides 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

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WHEREAS, **COUNTY'S** Shelter also provides other services to contracting municipalities such as cremation services; and

WHEREAS, **TOWN** desires to enter into agreement with **COUNTY** for the provision of shelter and other services offered by **COUNTY'S** Shelter;

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, **COUNTY** and **TOWN** 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 **COUNTY'S** Shelter will also provide for the care and impoundment of seized cats delivered to the Shelter by **TOWN**,
2. The **COUNTY** Shelter shall be staffed by **COUNTY** employees and will be open Monday through Saturdays (excluding holidays) from 10 A.M. to 4 P.M. The **COUNTY** shall provide the **TOWN** with a key to access the Animal Control area of the Shelter at all times.
3. The **COUNTY** is responsible for the maintenance of the Shelter's records including the disposition of each animal delivered to the Shelter. The **COUNTY** shall provide the **TOWN** 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**. The **COUNTY** shall also provide the **TOWN** with a monthly report of all cats delivered to the Shelter by **TOWN'S** Animal or Dog Control Officer. The **TOWN** shall have forty-five (45) days from the receipt of each monthly report submitted by **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** to the Shelter to be vaccinated and spayed/neutered, subject to **TOWN'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 has 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** 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 **COUNTY'S** Shelter staff will not respond to emergency or rabies-related incidents when the **TOWN'S** animal control person is unavailable.

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7. For shelter services rendered to animals either delivered to the Shelter by **TOWN** or for which services **TOWN** is otherwise responsible for the payment of pursuant to state law or regulation, **COUNTY** shall charge, and **TOWN** agrees to pay, a fee of \$40.00 per dog, \$20.00 per cat and \$20.00 per puppy or kitten.

8. For cremation of animals either delivered by **TOWN** to the Shelter or for which the **TOWN** is otherwise responsible for the payment of the cremation of, **COUNTY** shall charge, and **TOWN** agrees to pay, a fee determined 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**.

10. The **TOWN** will pay the **COUNTY** for all services rendered by the **COUNTY** pursuant to this agreement during the period from January 1, 2024 through December 31, 2024, as documented in the monthly reports submitted by the **COUNTY** to the **TOWN**. The **COUNTY** shall submit bills for services to the **TOWN** during the month of April 2025 for said services rendered in 2024, which sum shall be due and payable by **TOWN** on or before September 1, 2025.

Councilman Paul Bolesh seconded the introduction of Resolution #53 of 2023.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #53 of 2023 Adopted

NEW BUSINESS

1. Electronic Funds Transfer Policy and Procedure: Supervisor Peck stated that the Town needs to adopt an Electronic Funds Transfer Policy to obtain Cyber Insurance. Supervisor Peck stated that Bill Kay, owner of Interlinked IT, drafted a Policy for the Town’s review. Councilman John DeLisle introduced Resolution #54 of 2023 adopting the Electronic Funds Transfer Policy and Procedure as follows:

Policy Purpose:

The Primary goal of this policy is to ensure Electronic Funds Transfers (ETFs) are initiated, executed, and approved in a secure manner. This policy establishes requirements with respect to domestic and international payments via EFT for payments of Town of Northumberland obligations to vendors. **This**

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policy is not applicable to payroll related EFT transactions that will continue to require completion of the payroll documents.

Definitions:

Banking Information: Information from the payee or their bank regarding their account; including bank name, account name, routing number, bank contact information and other information necessary to transmit funds.

Electronic Funds Transfer (EFT): The electronic exchange (transfer of money from one bank account to another), within a single financial institution across multiple institutions, through computer-based systems. Wire transfers and ACH payments are examples of EFTs.

Wire transfer: An electronic transfer of funds from one bank account to another initiated directly with the payer's bank.

Policy Statement: A wire transfer of funds in payment of an obligation of the Town of Northumberland will only be used when the situation **requires immediate good funds** to settle a transaction. If a more expensive mechanism can be utilized to effect payment of the obligations (1.e., ACH or paper check), which is true for most domestic payments, the Finance Department shall reserve the right to effect payment with a more4 inexpensive mechanism.

All other policies and procedures in relation to the purchase of goods and/or services must be adhered to.

General Requirements:

All EFT payments will be coordinated and submitted through the Finance Department. The Town Supervisor or his/her designee will approve all new and changes to electronic funds transfer requests, ensuring that the payment via wire is necessary, all required documentation is provided and appropriately approved, and that the request and banking account information is accurate and valid.

Roles and Responsibilities:

The Town Supervisor is responsible for ensuring that proper documentation authorization and accounting information are provided and accompany EFT payment instructions.

The Town Supervisor is also responsible for initiating EFTs on behalf of the Town of Northumberland. Two separate individuals are required to initiate any release EFT instructions with specific departments and individuals if there is any question as to the validity of the EFT request. If for any reason, there is only one employee available to execute the wire transfer, any authorized signer should approve the wire transfer in writing prior to release of EFT payments.

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- **Limits** on EFT payments of \$5,000.00 or more will require additional approval in writing from any authorized signature.

Procedures

To promote the safety of the Town of Northumberland funds in the EFT environment, the following procedures will be adhered to employees requesting payments via EFT and all employees involved in processing payments via EFT:

1. The procedure to initiate an EFT is subject to the same financial policies, procedures and controls that govern disbursement by any other payment mechanism.
2. Authentication of new EFT requests and changes to existing EFTs required prior to the transaction being input into computer-based system and includes the following steps:
 - **Validate** all new electronic payment instruction requests received. Any requested changes to payee or payment details with a person must be validated.
 - **Contact** the supplier or requester directly by phone to confirm any requests for payment method or payment instruction changes. **Do not** use the contact information provided on the request to change payment methods or payment instructions; do use contact information known to be genuine such as the contact information in your vendor file or information collected from the original contact.
 - **Verify** the information provided on the payment instructions provided with the known contact (i.e., contact bank to confirm correct account name, number and routing information).
 - **Authenticate** the payee using a known telephone number or known email with a company domain address either of which were previously on file.
 - **Document** the verification process that was followed to validate payment instructions. The person responsible for entering/updating wire instructions and the person approving new/updated wire instructions must approve the record of verifications. A record of the verification must be maintained in accordance with record retention policies.
3. After the wire transfer or ACH is approved, the Town Supervisor will provide the wire information details promptly to Accounts Payable.
4. Bank balances will be monitored daily for unusual or unexpected transactions.

Reporting Fraud

If Suspected Fraud has occurred, it is important to follow these steps:

1. Contact the sending and receiving banks and report to them the suspicion of fraud.

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2. Contact the Albany FBI to report the suspected fraud and initiation of an FBI Financial Fraud Kill Chain Process.
Website: <https://www.fbigov/contact-us/field-offices/Albany>
Phone Number: 518-465-7551
3. Contact IT Managed Services Provider to report the incident.

Councilwoman Patricia Bryant seconded the introduction of Resolution # 54 of 2023

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #54 of 2023 Adopted

2. 2024 Town Budget: Supervisor Peck presented his proposed 2024 Town Budget. Supervisor Peck stated that we are again well under the Tax Cap. Supervisor Peck stated that he increased both the Moreau and Wilton Emergency Squad over 2%. Supervisor Peck stated that he budgeted money to pay for two (2) new one ton dump trucks on order. Supervisor Peck stated that he is proposing a 4% salary increase for both elected and appointed staff. Supervisor Peck stated that he feels this is a good conservative budget. Councilwoman Patricia Bryant made a motion to hold a Public Hearing on the proposed 2024 Town Budget on Thursday, November 9, 2023 @ 8:00 AM. Councilman Paul Bolesh seconded the motion. All in favor, motion carried.

OLD BUSINESS

1. Comprehensive Plan: Supervisor Peck stated that he along with Councilman DeLisle met with Tracey Clothier with Clothier Planning and Consulting and Jeffrey Anthony with Studio A to review our proposed changes to their Draft Comprehensive Plan. Councilman DeLisle stated he will reach out to Tracey Clothier to see if she has updated the draft.
2. Stonebridge Farm PUD: Attorney Dave Brennan stated that he is waiting to hear from Mr. Malfi’s Attorney.

DESIGNATION

1. Supervisor Peck presented the following transfer for the Town Board’s consideration:

From: DA5142.1 to DA5130.4 \$81,670.00

From: DA5140.4 to DA5110.1 \$ 8,186.00

Councilman John DeLisle introduced Resolution #55 of 2023

BE IT RESOLVED, the Northumberland Town Board approves the Transfers as presented by Supervisor Willard Peck.

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Councilwoman Patricia Bryant seconded the introduction of Resolution # 55 of 2023

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution #55 of 2023 Adopted

2. Approval of Vouchers: Councilman Patricia Bryant introduced Resolution # 56 of 2023

BE IT RESOLVED, the following Vouchers to be paid as presented:

A (General Fund) Vouchers # 270 - # 294 Total: \$ 97,533.63

DA (Highway Fund) Vouchers # 261 - # 280 Total: \$ 40,255.86

SS (Sewer) Voucher # 8 Total: \$ 21.88

Councilman Paul Bolesh seconded the introduction of Resolution #56 of 2023.

Supervisor Willard Peck – “Aye”

Councilman Paul Bolesh – “Aye”

Councilman John DeLisle – “Aye”

Councilwoman Patricia Bryant – “Aye”

Resolution # 56 of 2023 Adopted

Councilman John DeLisle made a motion @ 8:50 AM to go into Executive Session to discuss litigation.
Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

Councilman Paul Bolesh made a motion to resume the Regular Monthly Meeting @ 9:28 AM.
Councilman John DeLisle seconded the motion. All in favor, motion carried. Supervisor Peck reported that no action was taken during Executive Session.

Councilman Paul Bolesh made a motion @ 9:30 AM to adjourn the Regular Monthly Meeting.
Councilwoman Patricia Bryant seconded the motion. All in favor, motion carried.

Respectfully submitted,

Denise Murphy
Town Clerk

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