

TOWN OF KINGSBURY

TOWN BOARD MEETING MINUTES

Date: August 17, 2026

Time: 6:30 P.M.

Location: Town Offices, 6 Michigan Street, Hudson Falls, New York 12839

CALL TO ORDER

Supervisor Dana Hogan called the meeting to order at 6:30 P.M.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Councilman Sean Akins.

ROLL CALL

Present:

- Supervisor Dana Hogan
- Councilman James Lindsay
- Councilman Scott Lindsay
- Councilman Dan Washburn
- Councilman Sean Akins

Others Present:

Billy Jo MacDuff, Town Clerk

Jeff Meyer, Town Attorney

Mason Leonard, Highway Superintendent

Ross Cortese, Code Enforcement

Mike LaRose

Stephanie Bitter

PUBLIC HEARING opened at 6:32 pm

Proposed Extension of the Consolidated Water District

Supervisor Hogan opened the public hearing regarding the proposed extension of the Consolidated Water District to include the property located at **3686 Burgoyne Avenue, Tax Map Parcel No. 146.-3-7**, which is currently outside the Town's water district.

The legal notice for the public hearing was read into the record.

TOWN OF KINGSBURY, NEW YORK

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that a public hearing will be held by the Town Board of the Town of Kingsbury on August 17, 2026 at 6:30 pm at the Offices of the Town of Kingsbury, 6 Michigan Street, Hudson Falls, New York, 12839 to discuss a proposed extension to the Consolidated Water District of the Town of Kingsbury for one (1) property not currently connected to the Town's water distribution system and not currently in a district. The property is 3686 Burgoyne Avenue, Town of Kingsbury, Washington County, tax map parcel 146.-3-7.

By order of the Town Board of the Town of Kingsbury, New York, dated July 20 2026.

Billy Jo MacDuff

Town Clerk

The Supervisor called for public comments three times. No comments were received.

There being no public comment, the public hearing was closed at 6:32 pm.

Extension of the Consolidated Water District

Following the public hearing, the Town Board considered the proposed resolution extending the Consolidated Water District to the property located at 3686 Burgoyne Avenue.

Motion: Councilman Washburn

Second: Councilman James Lindsay

Carries by a vote of 5 ayes.

**TOWN BOARD OF THE TOWN OF KINGSBURY
COUNTY OF WASHINGTON, STATE OF NEW YORK**

Resolution No. 9 of 2026 Adopted August 17, 2026

Introduced by Councilman Washburn

who moved its adoption

Seconded by Councilman J. Lindsay

**RESOLUTION AND PUBLIC NTEREST ORDER CONCERNNG PROPOSED
EXTENSION TO THE CONSOLIDATED WATER DISTRICT OF THE TOWN OF
KNGSBURY**

WHEREAS, the Town Board of the Town of Kingsbury (the "Town Board") has been presented with a request from the following property owner seeking extension to the Town of Kingsbury Consolidated Water District:

OwnerAddress Tax Map Parcel No. Deed Book/Page

Nancy N. Caputo 3686 Burgoyne Avenue 146.-3-7 454 / 113

Charles H. Caputo

WHEREAS, the above property owner wishes to connect the above property Town' s water distribution system but is not currently part of a water district and the Town Board requires the property benefitted from such connection to service to be included in a water district; and

WHEREAS, a public hearing was duly noticed and held on August 17, 2026 concerning the above extension; and

WHEREAS, the Town Board held the public hearing where interested parties were permitted to be heard on the proposed extension; and

WHEREAS, the proposed extension does not include any expenditure for new or additional infrastructure; and

WHEREAS, the cost of water district services is proposed to be apportioned among the district property owners as provided for by law; and

WHEREAS, the Town Board wishes to approve and order the extension to the Consolidated Water District of the Town of Kingsbury.

Now, THEREFORE BE IT

ORDERED, that the Town Board finds that (a) the petition/request is signed, acknowledged or proved or authenticated, as required by law and is otherwise sufficient; (b) the property and property owners within the proposed extension is benefited thereby; (c) all the property and property owner benefited is included within the limits of the proposed extension; and (d) it is in the public interest to grant in whole the request to add the property to the Consolidated Water District of the Town of Kingsbury; and be it further

ORDERED, that proposed extension to the Consolidated Water District of the Town of Kingsbury as set forth in the petition filed with the Town Clerk and as identified above is hereby approved; and be it further

ORDERED, that the approval of the New York State Office of the State Comptroller is not required for the above extension; and be it further

ORDERED, that the above property is hereby added to the Consolidated Water District of the Town of Kingsbury; and be it further

ORDERED, that a copy of this order shall be filed with the Town Clerk and the Washington County Clerk's office, and the New York State Comptroller's office; and be it further

ORDERED, that this order shall take effect immediately.

Billy Jo MacDuff, Town Clerk

Town of Kingsbury

A representative of the property owner addressed the Board and inquired regarding the anticipated timeline for sewer district review. The Board advised that the matter would proceed upon completion of the engineering map, plan, and report.

APPROVAL OF MINUTES

The Board reviewed the minutes of July 20, 2026 Regular Town

Motion: Councilman Akins

Second: Councilman S. Lindsay

Carries by a vote of 5 ayes.

APPROVAL OF BUDGET TRANSFERS

<https://www.kingsburyny.gov/>

The following budget amendments were presented:

Transfer No. 1

From: Central Data Processing

Amount: \$835.56

To: Unallocated Insurance

Purpose: To cover liability insurance expenses exceeding budget appropriations.

Transfer No. 2

From: Safety Personnel Services and Zoning

Amount: \$2,096.00

To: Public Health Personnel Services

Purpose: Burgoyne Avenue property cleanup payroll expenses.

Transfer No. 3

From:

- Hospital & Medical Expense - \$3,079.00
- State Retirement Expense - \$1,100.00

Total: \$4,179.00

To: Public Health Contractual

Purpose: Burgoyne Ave. Property cleanup supplies and services.

Motion: Councilman Washburn

Second: Councilman J. Lindsay

Carries by a vote of 5 ayes.

SCHOOL TAX COLLECTION ASSISTANCE

The Board appointed **Cindy Barton** to assist with training and administration of School Tax Collection activities for 2026.

Compensation shall be **\$25.00 per hour**.

The appointment reduces staffing requirements from two employees to one.

Motion: Councilman S. Lindsay

Second: Councilman Akins

<https://www.kingsburyny.gov/>

Carries by a vote of 5 ayes.

JUSTICE COURT ASSISTANCE PROGRAM (JCAP) GRANT APPLICATION

Hon. Humiston addressed the Board regarding the Town Court's application for funding through the 2026-2027 Justice Court Assistance Program (JCAP).

The proposed grant application requests funding not to exceed **\$30,000** for:

- Courtroom security enhancements
- Recording and camera systems
- Technology improvements
- Office equipment
- Furniture replacement
- Sound mitigation improvements

The Board authorized submission of the grant application and preparation of the required resolution.

**TOWN BOARD OF THE TOWN OF KINGSBURY
COUNTY OF WASHINGTON, STATE OF NEW YORK**

Resolution No. 10 of 2026
Adopted August 17th, 2026

Introduced by Councilman Washburn who moved its adoption
Seconded by Councilman Akins

**RESOLUTION AUTHORIZING THE TOWN COURT TO APPLY FOR
JUSTICE COURT ASSISTANCE PROGRAM GRANTS**

WHEREAS, the Town Board of the Town of Kingsbury has received the request from the Hon. Todd M. Humiston, Kingsbury Town Justice on behalf of the Town Justice Court to apply for funding from the Justice Court Assistance Program during the upcoming 2026-2027 grant cycle; and

WHEREAS, the Town Board having reviewed the request to apply for a JCAP grant up to \$30,000 find it in the best interest of the Town of Kingsbury to apply for said grant.

NOW, THEREFORE, BE IT

RESOLVED, the Town Board of the Town of Kingsbury authorizes the Kingsbury Town Court to apply for a JCAP grant in the 2026-27 grant cycle up to \$30,000.00; and be it further

RESOLVED, the Supervisor and/or the Town Justice is hereby authorized to execute and submit the requisite materials and grant applications, as necessary, in furtherance of this resolution; and be it further

RESOLVED, this resolution shall take effect immediately.

Motion: Councilman Washburn

Second: Councilman Akins

Carried by a vote of 5 ayes

Town Counsel was directed to prepare the final resolution language.

HEALTH INSURANCE RENEWAL

The Board reviewed the Comptroller's recommendation regarding health insurance renewal options for Town employees.

<https://www.kingsburyny.gov/>

Based upon projected costs, historical HRA utilization, and employee financial impact, the Comptroller recommended renewal of the current **High Deductible Health Plan**.

Following discussion, the Board approved renewal of the existing plan.

Motion: Councilman S. Lindsay

Second: Councilman Washburn

Carried by a vote of 5 ayes

1. Health Insurance Renewal Analysis

The Town received renewal information for several plan options for 2027. Because the Town

reimburses employee deductibles through a Health Reimbursement Arrangement (HRA),

the analysis considers both insurance premiums and the estimated cost of the HRA to determine the total anticipated cost to the Town.

The purpose of this analysis is to compare the overall financial impact of each option while

also considering the effect on employees.

2. Financial Comparison

	High Deductible Plan	Lower
Deductible Plan		
Projected Annual Premiums	\$227,400	\$301,700
Estimated HRA Cost	\$97,500	\$57,000
Total Estimated Town Cost	\$324,900	\$358,700
Total HRA Exposure	\$192,850	\$57,000

MEMORANDUM OF AGREEMENT

TOWN OF KINGSBURY AND CSEA LOCAL 294

The Board reviewed a Memorandum of Agreement between the Town of Kingsbury and Teamsters Local 294.

<https://www.kingsburyny.gov/>

The agreement provides:

- Health insurance reimbursement for eligible retirees who do not participate in the Town health insurance plan.
 - Up to \$200 per month for individual coverage.
 - Up to \$400 per month for two-person coverage.
- Removal of the Water Superintendent position from the bargaining unit.
- Creation of a \$4,500 annual stipend for weekend water testing duties performed by a qualified employee.

All other collective bargaining provisions remain unchanged.

Motion: Councilman Washburn

Second: Councilman James Lindsay

Carried by a vote of 5 ayes.

DEPARTMENT REPORTS

The following reports were received and filed:

- **Written Reports:**
- **Town Clerk:** Paid to EnCon \$157.50; Paid to Supervisor \$5,220.79; Paid to the Village of Hudson Falls \$300.00; Paid to Ag & Markets for Population Control \$106.00.
- **Town Comptroller:** Receipts \$815,482.78; Disbursements \$1,136,315.41
- **Assessor Reports:** July
- **Enforcement Officer:** Permits: 20; Fire Inspections 3
- **Town Justice:** Total Fees Collected \$8,991.50
- **Dog Control Officer:** Warning Letter: 6 dogs picked up 3 Licensed and claimed; Mileage 90.

Motion: Councilman Akins

Second: Councilman Scott Lindsay

Carried by a vote of 5 ayes

HIGHWAY SUPERINTENDENT REPORT

Highway Superintendent Mason Leonard reported:

- Submission of a grant application prior to the July 31 deadline.
 - The Town is awaiting notification of grant awards.
 - The John Deere tractor remains out of service pending receipt of a replacement bearing under warranty.
 - The Town's new dump truck is currently being repaired for an axle leak despite having approximately 2,500 miles of use.
 - Routine Highway Department operations continue as scheduled.
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ATTORNEY'S REPORT

Town Counsel reported that a summary judgment motion is being prepared regarding an active property maintenance enforcement matter (3569 Burgoyne Ave.)

Required affidavits and supporting documentation are being assembled, with filing anticipated soon.

Counsel also confirmed that previously adopted resolutions relating to renewable energy agreements remain in effect.

APPOINTMENT OF COURT CLERK

Hon. Humiston requested approval to appoint a replacement court clerk due to the pending resignation of his current clerk.

RESOLVED, that **Stephanie Hubert** is appointed Court Clerk effective **September 1, 2026**.

Motion: Councilman Scott Lindsay

Second: Councilman Akins

Carried by a vote of 5 ayes.

ACCEPTANCE OF RESIGNATION

The Board accepted the resignation of **Leanne Lyons**, Court Clerk, effective **September 4, 2026**.

Motion: Councilman Akins

Second: Councilman Scott Lindsay

Carried by a vote of 5 ayes.

PUBLIC COMMENT

EXECUTIVE SESSION

Upon recommendation of Town Counsel, the Board entered Executive Session at 6:53 PM to discuss:

- Personnel matters

Motion: Councilman Washburn

Second: Councilman J. Lindsay

Carried by a vote of 5 ayes.

No action taken at this time.

Exit executive session – 7:40 PM

Motion: Councilman J. Lindsay

Second: Councilman S. Lindsay.

RESPECTFULLY SUBMITTED,

Billy Jo MacDuff

Town Clerk

Town of Kingsbury