

A regular meeting of the Town Board of the Town of Kingsbury was conducted on April 6<sup>th</sup>, 2026, at 6 Michigan Street Hudson Fall, NY.

Town Board Members Present:

Dana Hogan, Town Supervisor  
James Lindsay, Councilman  
Scott Lindsay, Councilman  
Dan Washburn, Councilman

Others Present:

Billy Jo MacDuff, Town Clerk  
Diane Eddy, Deputy Clerk  
Mason Leonard, Highway Superintendent  
Rebecca Pomainville, Town Comptroller  
Ross Cortese, Code Enforcement  
Dave Meager, Amsure  
Dustin Hall, Amsure  
Mike LaRose

Absent:

Sean Akins, Councilman

The meeting was called to order at 6:30 pm by Supervisor Hogan and opened for the order of business with the Pledge of Allegiance by Councilman Washburn.

Minutes for March 2, 2026, Town Board Meeting, March 16<sup>th</sup> will be submitted at a later time  
A motion to approve March 2, 2026, meeting notes by Councilman J. Lindsay Seconded by Councilman S. Lindsay and carried by a vote of 4 ayes.

1. Dave Meager - NYMIR Yearly Insurance Review Meeting  
Provided updates on insurance policies, property evaluations, and coverage specifics.  
Insurance topics covered included property, liability, cyber, and vehicle coverage detailed discussions on valuation update and reappraisals.
2. Matt French Town of Fort Edward Code Enforcement- Covering for Ross Cortese April 8<sup>th</sup> – April 16<sup>th</sup> @ \$40.00 per hour, only if needed.  
A motion by Councilman Washburn seconded by councilman S. Lindsay carried by a vote of 4 ayes.
3. Convene Town Health Board – if needed. This is needed for Property 3569 Burgoyne Ave.  
A special public hearing for Wednesday April 8<sup>th</sup>, 2026 @ 5:15pm in pursuant of Chapter 222 of the code of the Town of Kingsbury. This is recommended by our attorneys. Matt Fuller says since Councilman Akins waved his right to attend, we can proceed with meeting. Ross will post on the door of the property to alert them of the meeting.  
A motion for public hearing by Councilman Washburn and Second by Councilman J. Lindsay carried by a vote of 4 ayes.

4. Annual Audit of Town Clerk Records: 6 significant findings, town clerk has resigned. 2025 has been reconciled and now working on 2026, making great progress. Biggest concern is the cash drawer has not been reconciled/balanced and we have excess cash. We will have to work with the county office and State Comptroller's office to figure out what to do with that. Receiver of Tax account has not been audited as Cindy is still bringing up to date. Motioned by Councilman Washburn seconded by Councilman S. Lindsay carried by a vote of 4 ayes.
5. Annual Audit of Town Court Records: End of 2025 is now on track balanced and reconciled. Recommendations to sign and date by who completes and then after sign and dated by the judge once viewed.  
A Motioned by Councilman J. Lindsay Seconded by Councilman S. Lindsay and carried by a vote of 4 ayes.
6. RFQ's for Sewer District NO. 2 RFQ2026-1- reissued - update 4/20/2026 Schedule for return, Supervisor Hogan did email to 3 or 4 engineers to make sure they were received.
7. Petty Cash Policy – Concerns about the management of the petty cash during our audit by the state comptrollers. They were not able to locate the original resolutions that were establishing the petty cash way back. We have a cash policy that was sent to Jeff for review and approval. This is a basic foundation of why we have petty cash and what we are supposed to do with it. There are forms to complete for a monthly reconciliation.  
A motion to approve this policy.  
Motioned by Councilman J. Lindsay Seconded by Councilman S. Lindsay carried a vote of 4 ayes.
8. Petty Cash Resolution Reestablish: Town Court \$100, Town Clerk \$100, Receiver of Taxes \$200  
Motioned by Councilman Washburn Seconded by Councilman J. Lindsay carried a vote of 4 ayes.
9. Petty Cash Resolution: Dissolve Comptroller's Fund  
A motion by Councilman S. Lindsay Second by Councilman J. Lindsay carried by a vote of 4 ayes.

10. Record of Activity – Todd Humiston- states process for this says the governing board determines if activities listed on record are official duties of the position. Board reviews and excludes the duties listed they believe are not valid from the resulting calculation for next board meeting. Holidays should not be included. Resolution of final number be approved at next town meeting.

11. Standard Workday Resolution- this will be posted to our website for 30 days and then Leann will sign it and seal, then Rebecca will submit it to the state. This is for Dana, Mason, Colleen and Paige. Paige is included because she worked in the first quarter of the year. A motion by Councilman J. Lindsay Second by Councilman Washburn carried by a vote of 4 ayes.

12. Multi-year Plan Draft- tabled for 2 weeks

We must submit a draft to local law for review by April 22<sup>nd</sup> of the National Flood Insurance Program changes. Supervisor Hogan thinks Jeff is in the process of taking care of it.

Billy Jo MacDuff- gave a copy of Cindys Receiver of Tax report.

Mason:

RFB for Moss Street mowing- sent out to Josh Lopez, Sean Rath, Grasshopper gardens. Only RFB received back was from Sean Rath, who we used last year. He put in for 1 and 3 years.

1 year - \$1700

3 year- \$1700 1<sup>st</sup> year, \$1750 2<sup>nd</sup> year, \$1800 3<sup>rd</sup> year.

Motion for a 3-year contract.

Motion by Councilman Washburn Second by Councilman J. Lindsay carried by a vote of 4 ayes.

New Dump truck is completed. Looking for motion for Mason to pay for the truck in the amount of \$163,140.22.

Motion by Council Washburn Second by Councilman S. Lindsay carried by a vote of 4 ayes.

Mason suggests the town side parking lot should be seal coated its cracking. Supervisor Hogan asked to get a more accurate price.

Ross:

Still looking for someone to take the part time job for Code Enforcement

Rebecca:

Looking for board resolution for temporary pay increase for Ross retroactive beginning March 9<sup>th</sup> \$250 a week for additional hours in coverage during vacant position. Ross is covering both positions at this time until position is filled.

Motion by Councilman S. Lindsay Second by Councilman Washburn carried by a vote of 4 ayes.

Looking for boards permission to add another 100 hours at \$25 an hour for Cindy Bardin. She has been working steadily to get things caught up and train.

Motion by Councilman S. Lindsay and Second by Councilman J. Lindsay carried by a vote of 4 ayes.

Adjourned 7:41pm

Respectfully submitted,

Billy Jo MacDuff