



**Grafton Town Board  
Regular Meeting  
February 12, 2024 – 7:00PM  
Grafton Town Hall 2379 NY RT 2, Grafton NY 12052**

Meeting was called to order at 7:00PM by Supervisor Gundrum with the Pledge of Allegiance

**Roll Call:**

Councilman Steve Beaudry- Present  
Councilwoman Jodie Deschaine – Present  
Councilman Pierce Hoyt – Present  
Councilman Thomas Withcuskey – Present  
Supervisor Ingrid Gundrum – Present

**Also in Attendance:** Connor Hoyt, Linda Laveway, James Goyer Sr., Herbert Hasbrouck, Mark Gilchrist, Thomas Sullivan, Jon Munn, Ann Calabro, Doug & Nancy La Rocque, Diane & Jeff Paine, Cindy Carusa, Erika Douglas, Kathy Swota, Patricia Busch, Madonna Roy, Linda Russell, Robert Lovejoy Rebecca Greene, LeAnna Sweet, Meagan Barrett, Meagan Meyers, Tracy Brown, Jerimiah & Nate (Rensselaer County Soil & Water Conservation)

**Supervisors Committee Appointments:**

Budget: Councilwoman Deschaine/Councilman Hoyt  
Buildings & Grounds: Councilman Beaudry/Councilman Withcuskey  
Highway: Councilman Beaudry/Councilman Withcuskey  
Human Resources: Councilman Beaudry/Councilman Hoyt  
Parks & Cemeteries: Councilwoman Deschaine/Councilman Withcuskey  
Public Safety/Fire & Rescue Squad: Councilman Beaudry/Councilman Withcuskey  
Recreation Committee: Councilwoman Deschaine/Councilman Hoyt  
Recycling: Councilwoman Deschaine/Councilman Hoyt  
Senior Citizens: Councilman Beaudry/Councilwoman Deschaine  
Street Lighting: Councilman Beaudry/Councilman Withcuskey  
Veterans: Councilman Hoyt/Councilman Withcuskey  
Youth: Councilman Hoyt/Councilwoman Deschaine

**Supervisors Appointments**

Town Bookkeeper: Wendy J. Ashley  
Town Historian: Anne Kiely  
Deputy Supervisor: Douglas L. LaRocque

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**Town Clerk Appointments**

Deputy Clerk: Rebecca L Greene  
Deputy Registrar: Rebecca L Greene

## **Town Tax Collector Appointments**

Deputy Tax Collector: Amanda Mason

**RESOLUTION # 19 OF 2024** – Appointing Philip J. Danaher as the Attorney to the Town of Grafton effective 1/01/2024 at the rate of \$12,000.00 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilman Withcuskey – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 20 OF 2024** - Appointing Victoria Burdick as Dog Control Officer for the Town of Grafton effective 1/1/2024 at the rate of \$3,000.00 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilman Hoyt – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 21 OF 2024** – Appointing Linda Laveway as Clerk to the Assessor effective 1/1/2024 at the rate of \$10,900.00 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilman Beaudry – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 22 OF 2024** – Appointing Mark Gilchrist as Planning Board Member for the Town of Grafton effective 2/12/2024 – 12/31/28 at the rate of \$781.25 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 23 OF 2024** – Appointing Michael Longo as Planning Board Member for the Town of Grafton effective 2/12/2024 – 12/31/28 at the rate of \$781.25 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilman Withcuskey – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 24 OF 2024** - Appointing Martha Gosse as Planning Board Member for the Town of Grafton effective 2/12/2024 – 12/31/28 at the rate of \$781.25 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 25 OF 2024** - Appointing Linda Laveway as Planning Board Secretary for the Town of Grafton effective 1/1/2024 at the rate of \$1,000.00 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilman Beaudry – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 26 OF 2024 - Appointing Patrick Ivory as Board of Assessment Review Member for the Town of Grafton effective 2/12/2024 – 12/31/28 at the rate of \$232.50 annually as per the 2024 Budget**

Motion Made by Supervisor Gundrum, seconded by Councilman Hoyt – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 27 OF 2024 Appointing** – Jolene Crandall as the Court Clerk for the Town of Grafton effective 1/1/2024 at the rate of \$8,500.00 annually as per the 2024 Budget

Motion Made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**RESOLUTION # 28 OF 2024 - Appointing** \_\_\_\_\_ as Building & Code Enforcement officer for the Town of Grafton effective 1/1/2024 at the rate of \$16,480.00 annually as per the 2024 Budget - **HELD**

**RESOLUTION # 29 OF 2024 - Establishing a petty cash fund of \$500.00 for the Recreation Committee**

Motion Made by Supervisor Gundrum, seconded by Councilman Hoyt – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

### **Supervisors Announcements**

Supervisor's Books are ready to be reviewed along with Town Clerk, Tax Collector and Town Justices – Date to be reviewed February 17, 2024 at 9:00am

Handling of Donation from Sean Gallivan Explanation

Rensselaer County Charge-Backs – It was a clerical error by the County – Thank You to Petersburg’s Town Supervisor, Heinz Noeding for the research done to locate the error. Refund checks will be mailed to the affected individuals after March 31, 2024

Sexual Harassment Training will be held at Town Hall for Highway Department at 9:00am – Any other Town Official who wish to attend are welcome – If you have had training elsewhere, please submit proof

Issues with dams located in State Park

Motion to approve the Minutes from Jan 8, 2024 Organizational Meeting, Jan 8, 2024 Regular Town Board Meeting made by Supervisor Gundrum, seconded by Councilman Hoyt – Motion Carried 5 - 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

### Reports and Remittances from Department Heads & Town Committees

**Town Supervisor** – Were filed with the Town Clerk and will be posted with the minutes

**Town Clerk** – Motion to accept Town Clerk’s Report as read made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

**Town Highway Superintendent** – Cutting brush – Working with Trout Unlimited and Rensselaer County Soil & Water Conservation on culvert assessments – Report to be finished by March

**Town Assessor** - None

**Buildings & Code Enforcement Officer** – 8 new permits YTD, 3-hour training on Friday & working with Rensselaer County Soil & Water Conservation on free tire recycling program

**Planning Board Chairman** - None

**Grafton Rescue Squad** – 24 calls, 762.7 miles, 105.35 volunteer hours , working on AED pricing & demonstration

**Dog Control Officer** 1 call – 2 stray dogs picked up by owner

**Recreation Committee** – Donna Baldwin’s resignation, Appointing Cindy Caruso to committee, Easter Egg Hunt March 23, 2024, use of the Town Park for the Easter Egg Hunt, Permission to get easter eggs from Roxborough Holdings, (Councilman Withcuskey offered the gym at Roxborough Holdings if weather is not cooperative) - Town Picnic – June 9, 2024 2-5pm at Greywacke Meadows, River Road Boys will be performing (cost \$350.00)

**Grafton Community Library** – 647 books, 339 Ebooks, 330 patrons, Free books and DVD are available at the Library, Will be doing a Dr. Suess Activity & a Seed project

**Merry Makers** – April 10, 2024 will be the first meeting – Looking for new members and activity ideas  
**Senior Citizen Representative** – Multiple activities and new activities – Contact Senior Center for information  
**Youth** – Will be doing an interview – Should be able to appoint someone at the March Meeting

### **Communications Received**

A letter of interest to provide copier services (see new business)  
A letter from NYS DEC concerning the status of dams located on state owned property within the Grafton Lakes State Park – Posted online  
A letter of Resignation from Recreation Committee  
Rensselaer County Hazard Mitigation Update – Councilman Withcuskey will attend

### **New Business**

Copier Lease – Resolution Below  
Senior Center Contract – Lawyer is working with Rensselaer County  
Ethics Board Vacancy – Some interest in the position, will contact the Board for their recommendation  
Capital Region IT/AIT Computers – Resolution below

### **Old Business**

Mold Issue in Courtroom – minor fix  
Post Office Entrance Repairs – Contact Wayne Bonesteel for Engineering Services – Councilman Withcuskey will be contact person

### **Public Comment (Privilege of the Floor)**

Question the need for Planning Board Secretary  
Timing of Public Comment – If Board Member is responding  
Why White Lily Pond Parking Lot is closed  
Barn safety concerns on Babcock Lake – Buildings & Codes is aware of issue – currently being held up by Insurance Company  
Microphones & speakers for meetings – Residents having trouble hearing

### **Motions & Resolutions**

**RESOLUTION # 30 OF 2024** to increase A599 Appropriated fund balance by \$10,765 and to increase A1430.1 Supervisor Secretary by \$10,000.00 and A9030.8 Employee Benefits/Social Security by \$765.00 to staff the position of Supervisors Secretary. Motion offered by Supervisor Gundrum – **No Second**

**RESOLUTION # 31 OF 2024** authorizing the Town Supervisor to enter into a contract with Northco, Inc. for the installation of a new copier/fax/scanner under the State Local Government and Education bid at a rate of \$110.00 a month. - Attached

**RESOLUTION # 32 OF 2024** to accept the Town Tax Collector's appointment of a Deputy Tax Collector to be paid at the rate of \$25 per hour from A1330.4 Contractual Expense – **Not moved forward**

**RESOLUTION # 33 OF 2024** authorizing the Town Supervisor to enter into a contract with Culligan Water – **HELD**

Motion to engage with Wayne Bonesteel for engineering services as needed at his customary rate made by Supervisor Gundrum, seconded by Councilman Hoyt – Motion carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum – Yea

Motion for the Town to engage the services of AIT Computers for IT support at the rate of \$89.00 per hour made by Supervisor Gundrum, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum – Yea

Motion to authorize the Recreation Committee to use the Town Park on March 23, 2024 for Easter Egg Hunt made by Councilwoman Deschaine, seconded by Councilman Beaudry – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum – Yea

Motion to approve the Recreation Committee to hold a Town Picnic at Greywacke Meadows on June 9, 2024 at 2:00pm and River Road Boys to provide entertainment at the cost of \$350.00 made by Councilman Hoyt, seconded by Councilwoman Deschaine – Motion Carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

Motion to Pay All Bills as Audited Vouchers # 20 - 72 Total: \$41,740.50 made by Supervisor Gundrum, seconded by Councilman Beaudry – Motion carried 5 – 0

Roll Call:

Councilman Beaudry – Yea  
Councilwoman Deschaine – Yea  
Councilman Hoyt – Yea  
Councilman Withcuskey – Yea  
Supervisor Gundrum - Yea

The next Meeting/Workshop: Regular Meeting on March 11, 2024

**Legislative Privilege**

Supervisor Gundrum stated that she had received a check from the Tax Collector, Allision Kirschner in the amount of \$848,033 on which she will issue a check to the Grafton Fire District.

Motion to adjourn at 8:14pm in Loving Memory of Michael J. Heil, Lorraine Casey and Keith M. Keenan made by Supervisor Gundrum, seconded by Councilman Withcuskey – Motion carried 5 – 0

Respectfully Submitted



Victoria E Burdick  
Town Clerk

**DRAFT**





# TOWN OF GRAFTON

Established in 1807

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## Resolution # 31 of 2024

Authorizing Town Supervisor to Enter Contract with NORTHCO for Copier Lease

**WHEREAS**, the Town Offices of the Town of Grafton require the use of a multifunctional copy machine that will meet the demands of the day to day business operations of the town; and

**WHEREAS**, the Town Clerk has researched copy machine models that meet the requirements for the Town Offices to function at their most efficient; and,

**WHEREAS**, the Town Clerk has found that the New Epson WorkForce Enterprises AM Series model as available through NORTHCO meets town needs and is available under State, Local, Government and Education Pricing; and,

**WHEREAS**, the Town Board of the Town of Grafton has reviewed the terms of leasing the New Epson WorkForce Enterprises AM Series model from NORTHCO at one hundred ten dollars (\$110) per month for sixty-three (63) months; now therefore,

**BE IT RESOLVED**, by Resolution # 31 of 2024, the Town Board of the Town of Grafton hereby authorizes the Town Supervisor to enter into a contract with NORTHCO for the lease of the New Epson WorkForce Enterprise AM Series copier.

Resolution Offered by Supervisor Gundrum, Seconded by Councilman Withcuskey

Motion Carried 5 - 0

### Roll Call Vote:

Councilman Beaudry - Yea

Councilwoman Deschaine - Yea

Councilman Hoyt - Yea

Councilman Withcuskey - Yea

Supervisor Gundrum – Yea

Adopted: February 12, 2024