



**TOWN OF HILLSDALE  
ORGANIZATIONAL MEETING  
January 6, 2025  
Minutes**

*NOTE: After a public hearing on April 25, 2024 and at a Special Town Board Meeting the Town Board approved a resolution to allow "Extraordinary Circumstances Videoconferencing", "ECV". this allows a Town Board member who has a qualifying disability to attend, be part of a quorum and vote at all Town Board Meetings.*

The meeting of the Town Board of the Town of Hillsdale, Columbia County in the State of New York was held at the Town Hall, 2609 State Route 23, Hillsdale, NY 12529 on January 6, 2025, at 5:00 pm.

Board members present:

**PRESENT:**

Supervisor	Mike Dvorchak
Councilmember	Joanna Virello
Councilmember	Irwin Feld
Councilmember	Jamie Carano Nordenstrom
Councilmember	Tom Carty

**ALSO PRESENT:**

Robina Ward	Town Clerk
Emily Stalker	Deputy Town Clerk
Richard Briggs	Highway Superintendent

**OTHERS PRESENT:** Howard Van Lenten

**TRADITIONAL VIDEOCONFERENCING NOTICE:**

Notice of said meeting was posted on the Town Website. The public is invited to participate at the town hall or the videoconference meeting location at 2609 State Route 23, Hillsdale, NY 12529.

**ATTENDING ON ZOOM:** Ken Dow, Town Attorney

Supervisor Dvorchak called the meeting to order at 5:00 pm with the Pledge of Allegiance.

Supervisor Dvorchak stated that the only item on the agenda was the Organizational Chart and that he would go through it section by section.

**Town Elected Officials,**

no comments.

**Section 1:**

Appointments, Supervisor Dvorchak said that there were open positions and that the Planning board needed a secretary.

Services, no comments.

Town Account Auditors, this is basically a check list and Supervisor Dvorchak stated that he had audited the prior Supervisors records. We need to find auditors, Councilmember Feld stated that he would audit the Supervisors records for 2024.

Designations, no comments.

Town Representatives, Jamie Carano Nordenstrom was appointed as the representative to the Climate Smart Task Force.

Climate Smart and Clean Energy Coordinators, comments on the definition of the positions.

Association of Towns, Supervisor Dvorchak will be a delegate at the AOT meeting in February.

Official Polling Places, no comments.

**Section 2:**

Salary and hourly pay rates for 2025, no comments.

**Section 3:**

Authorizations, Policies & Procedures, no comments.

**Section 4:**

Highway Superintendent, Councilmember Carano Nordenstrom asked if the disposal of highway property and equipment was recorded in the inventory. General discussion on depreciation schedule in the upcoming inventory and auction house sales.

**Section 5:**

General, Councilmember Carano Nordenstrom asked if she would remain as administrator, Supervisor Dvorchak stated that she would and that the Supervisor, Steve Tiger, Jamie should meet in January.

**Section 6:**

Supervisor, Supervisor Dvorchak stated that the meetings would be switched to the third Tuesday of the month starting in March.

**Section 7:**

Town Clerk, no comments.

**Section 8:**

Town Board, general discussion on 8.2 needs more clarity. Attorney Dow stated that all the board members have the opportunity to review the claims before the checks are written. If there are discrepancies these need to be resolved before a check is written.

**Section 9:**

Town Committees, no comments.

**Section 10:**

Roe Jan Park, no comments.

**Section 11:**

Planning and Zoning Boards, Supervisor Dvorchak stated that there was some confusion about the hours required for training. The current training courses are 3 hours, what is required is 4 hours, so if you complete more hours in a year they can be carried over to the next year.

**Section 12:**

Sewer District #1, no comments.

**Section 13:**

Town Fee Schedule, general discussion on reviewing the Building Department Fee Schedule.

**Section 14:**

Town Boards, Committees and Councils, Town Clerk reported that there had been no response to the newspaper advertisements, the newsletter, town website for open positions.

**Resolution 1-2025**

To approve the reappointment of Craig Norton to the Board of Assessment Review, for a 5-year term.  
On a motion of Councilmember Virello , seconded by Councilmember Feld.

The motion was

ADOPTED      Ayes 5                      Dvorchak, Virello, Carty, Feld, Carano Nordenstrom

Resolved the Town Board approves the reappointment of Craig Norton to the Board of Assessment Review, term expiring 2029.

**Resolution 2-2025**

To approve the reappointment of Craig Norton to the Zoning Board of Appeals, for a 5-year term.

On a motion of Councilmember Virello , seconded by Councilmember Feld.

The motion was

ADOPTED      Ayes 5                      Dvorchak, Virello, Carty, Feld, Carano Nordenstrom

Resolved the Town Board approves the reappointment of Craig Norton to the Zoning Board of Appeals, term expiring 2029.

**Resolution 3-2025**

Supervisor Dvorchak stated that the Planning Board needed a secretary. He had received a note from the chair, Barbara Pascale, recommending the reappointment of Kyle McGraw. To approve the reappointment of Kyle McGraw, for a 7-year term.

On a motion of Councilmember Feld, seconded by Councilmember Carano Nordenstrom.

The motion was

ADOPTED      Ayes 5                      Dvorchak, Virello, Carty, Feld, Carano Nordenstrom

Resolved the Town Board approves the reappointment of Kyle McGraw to the Planning Board, term expiring in 2031.

Conservation Advisory Council, Supervisor Dvorchak stated that regardless of when someone was appointed to the Council, the term expires every two years, per town and or state law, the Town Clerk will look into it.

TOWN BOARD MEETING

January 6, 2025, PAGE 4

Citizen Advisory Committees, Supervisor Dvorchak asked for a mission statement for the Roe Jan Park Steering Committee, Councilmember Virello asked if there was a chair, Councilmember Carano Nordenstrom stated that the committee had decided not to have one.

Supervisor Dvorchak asked that the minutes of the committees be copied to all Town Board members plus the Town Clerk and the Deputy Town Clerk.

Councilmember Carano Nordenstrom noted that there was a committee missing from the list, which was the Hazard Mitigation Committee, there was general discussion and will need an update from the County Board of Supervisors.

Highway Superintendent Briggs noted a discrepancy in the pay schedule for sewer mowing, which will be corrected, the total hours are incorrect, and the hourly rate is accurate.

**Resolution 4-2025**

On a motion of Councilmember Feld, seconded by Councilmember Virello.

The motion was

ADOPTED      Ayes 5                      Dvorchak, Virello, Carty, Feld, Carano Nordenstrom

Resolved the Town Board approves the Organizational Chart for 2025 with the changes made at this meeting.

**Adjournment**

With no further business before the Town Board the meeting was adjourned at 5:42 pm.

---

Robina Ward, Town Clerk