

The Town of Kingston Organizational meeting was opened at 7:00 pm with a motion by Supervisor Hoffman, seconded by Deputy Supervisor Nelson.

All approved. It started with Oaths of Office

Elected

Dave Hoffman – Supervisor, Recycling Coordinator, Cleaner

Vincent Nelson – Deputy Supervisor

Darren Wells – 2nd Deputy Supervisor, Recreation Director

Kenn Hurley – Town Councilman

Edward Moore – Town Councilman

Appointed

Rebecca Johnson – Planning Board Member

Heather Heddleson – Town Historian

Larry Queipo – Deputy Emergency Management Director

Everyone was sworn in by Town Clerk Nelson.

TOWN OF KINGSTON ORGANIZATIONAL MEETING
JANUARY 5th 2026

Resolutions 1-27 to be read.

1. Salaries for elected officials and appointed officials shall be paid monthly. Salaries for Highway and Office Staff shall be paid according to the schedule listed in the Employee Guidebook (Revised December 2019).
2. All expenses are to be paid by Town voucher.
3. The Town Board authorizes the Supervisor to pay all bills received for public utilities services (such as electric, telephone, gas and fuel oil services, cell phones) as well as postage, freight, express charges, health and dental insurance, and payroll-related expenses in advance of the audit of claims. Claims for these payments shall be presented at the next regular Town Board meeting for audit.
4. The Town will reimburse mileage to officials and employees on Town business at the Federal Mileage rate of 72.5 cents per mile up to 250 miles per month. The Town Board must first approve any other mileage.

5. The salaries for the Town Board Members and all elected and appointed officials shall be adopted in the Town of Kingston 2026 Budget.
6. The Town Board hereby authorizes the Highway Superintendent to purchase up to \$1,500.00 without the prior approval of the Town Board.
7. The Town Board hereby authorizes the Municipal Code Enforcement Officer and/or his Deputy to collect building or zoning fees. The schedule to be used for determining the fee amount was adopted on August 17,2022.
8. The Town Board hereby authorizes the Town Clerk and/or her Deputy to collect Town Clerk fees. The schedule to be used for determining the fee amount was adopted on August 17, 2022.
9. The Town Board sets the Petty Cash Fund for the Town Clerk/Tax Collector at \$300.
10. The Town Board of the Town of Kingston hereby authorizes the Town Supervisor to designate the use of his facsimile signature to sign checks pursuant to Town Law Section 29 (3).
11. The Town Board authorizes the following meeting schedule for the year 2026: The 'regular' Town Board Meetings will be held at 7:00PM on the first Monday of each month, in the Town Hall of the Town of Kingston except if said Monday is a State or Federal Holiday, then in that event the town board meeting shall be held on the following Wednesday following the State or Federal Holiday. (In 2026, the Town Board non-Monday meeting will be held on Wednesday, September 9th).
12. The 'workshop' Town Board Meetings will be held at 7:00PM on the third Wednesday of each month, in the Town Hall of the Town of Kingston except if said Wednesday is a State or Federal Holiday, then in that event the workshop meeting shall be held on the following Wednesday following the State or Federal Holiday.

13. The 'regular' Planning Board Meetings will be held at 7:00PM on the third Monday of each month, in the Town Hall of the Town of Kingston except if said Monday is a State or Federal Holiday, then in that event planning board shall be held on the following Wednesday following the State or Federal Holiday. (In 2026, the Planning Board non-Monday meetings will be held on Wednesday, February 23rd).
14. The 'workshop' Planning Board Meetings will be held at 7:00PM on the first Thursday of each month, if necessary.
15. The Town Board authorizes the workdays, vacations, insurance buyout and insurance re-imbursement per the Employee Guidebook (Revised, December 2019).
15. The Town Board authorizes the workdays, vacations, insurance buyout and insurance re-imbursement per the Employee Guidebook (Revised, December 2019).
16. The Town Board authorizes the 2026 Town of Kingston Holiday schedule as recorded in the employee guidebook: New Year's Day, Martin Luther King Jr. Day; President's Day; Good Friday; Memorial Day; Juneteenth Day, Independence Day; Labor Day; Columbus Day; Election Day; Veteran's Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day
17. The Town Board will use the adopted 2000 Resolution to establish retirement service credits for both elected and appointed officials
18. The Town Board hereby authorizes the Standard Workday & Reporting Resolution to the NYS Retirement System
19. The Town Board will conduct a year-end audit of all the Town financial books of the Town Justice, Town Clerk, Tax Collector, and Town Supervisor.
20. The Town Board has reviewed and adopts the Investment Policy for 2026.
21. The Town Board has reviewed and adopts the Procurement Policy for 2026.

22. The Town Board has reviewed and adopts the Sexual Harassment Policy for 2026.
23. The Town Board has reviewed and adopted the Workplace Violence and Prevention Policy Statement for 2026.
24. The Town Board has reviewed and adopts the Emergency Preparedness Plan for 2026.
25. The Town Board has reviewed and adopts the Emergency Flood Plan for 2026.
26. The Town Board has reviewed and adopts the Ethics Policy for 2025.
27. The Town Board has set the Wednesday following the 4th Tuesday in May (May 27, 2026) as the Town's Grievance Day

Supervisor Hoffman offered the following appointments and designations for 2026.

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| 1. DEPUTY SUPERVISOR | Vincent Nelson |
| 2. 2ND DEPUTY SUPERVISOR | Darren Wells |
| 3. REGISTRAR OF VITAL STATISTICS | Linda M. Nelson |
| DEPUTY REGISTRAR | Rosalyn Borghere |
| 4. RECORDS ACCESS OFFICER | Linda M. Nelson |
| 5. TOWN HISTORIAN | Heather Heddleson |
| 6. COURT SECURITY OFFICER I | Brian Galvin Sr. |
| 7. COURT SECURITY OFFICER II | Vacant |
| 8. ANIMAL CONTROL OFFICER | David Hoffman |
| DEPUTY ANIMAL CONTROL OFFICER | Amy Hoffman |
| 9. EMERGENCY MANAGEMENT | |
| DIRECTOR | David Hoffman |
| DEPUTY DIRECTOR | Larry Queipo |
| 10. MUC. CODE OFFICER/BLDG. INSP. | Bob Cologero |
| SECRETARY TO BUILDING INSP. | Vacant |
| 11. BOOKKEEPER/SECRETARY | |
| TO SUPERVISOR | Deborah Haubrich |
| 12. ATTORNEYS | |

PLANNING BOARD, TOWN, TAXES, ZONING SPECIAL PROSECUTOR	David Goodge Dana Blackmon
13. Town Planner	Crawford & Associates
14. Town Engineer	Crawford & Associates
15. Engineer for Special Projects	GPI
16. BUDGET OFFICER	Ryan Polacco
17. CLEANER, TOWN HALL	Dave Hoffman
18. OFFICIAL BANK FOR TOWN County	Bank of Greene
19. OFFICIAL NEWSPAPER	Dailey Freeman
20. OFFICIAL RADIO STATION	WKNY 1490AM
21. OFFICIAL TOWN WEBSITE	www.tokny.us
22. OFFICIAL TOWN E-MAIL	Bookkeeper@tokny.us
23. OFFICIAL TOWN FACEBOOK PAGE	Town of Kingston, New York
24. SENIOR COURT CLERK DEPUTY COURT CLERK	Leanne Buchinger Vacant
25. RECYCLING COORDINATOR	Dave Hoffman
26. PURCHASING OFFICER	Deborah Haubrich
27. DEPUTY TOWN CLERK	Rosalyn Borghere
28. DEPUTY TOWN CLERK II	Vacant
29. ASSESSOR ASSESSORS' CLERK	Daniel Baker Mary Secreto
30. DEP. HIGHWAY SUPERINTENDENT SECRETARY TO HIGHWAY	Tom Cole Stephanie Mabie
31. FLOOD PLAN ADMINISTRATOR	David Hoffman Bob Cologero
32. STORMWATER ADMINISTRATOR	Bob Cologero David Hoffman
33. RECREATION DIRECTOR	Darren Wells
34. PLANNING BOARD (5 Years)	Rebecca Johnson Robert Long Casey Schwartz Vacant
CHAIRMAN OF PLANNING BOARD	Dixon Onderdonk
ALTERNATE TO PLANNING BOARD	Samuel Curbelo
ALTERNATE TO PLANNING BOARD	Vacant
35. ZONING BOARD OF APPEALS (3 Year)	Steven Janeselwitz
CHAIRMAN OF ZBA	Amy Cole-Staccio Anthony Apel

SECRETARY TO ZBA	Rosalyn Borghere
36. ETHICS BOARD (3 Years)	Rosalie Sleight
CHAIRMAN OF ETHICS BOARD	Larry Queipo
37. BD OF ASSESSMENT/REVIEW (5 Year)	No Openings

COMMITTEE ASSIGNMENTS

PLANNING BOARD, ZONING	Councilman Hoffman Councilman Hurley
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RECYCLING, REFUSE	Supervisor Hoffman
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WEB SITE	Councilman Nelson
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CODE ENFORCEMENT	Councilman Nelson Councilman Hurley
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BUILDING, GROUNDS, HIGHWAY	Supervisor Hoffman Councilman Moore
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SENIOR'S	Supervisor Hoffman Councilman Nelson
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RECREATION	Supervisor Hoffman Councilman Nelson Councilman Wells
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PERSONNEL	Supervisor Hoffman Councilman Nelson
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ETHICS	Supervisor Hoffman Councilman Hurley
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COMMUNICATIONS	Councilman Wells
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INVENTORY	Supervisor Hoffman Councilman Wells
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TOWN CLERK	Supervisor Hoffman
FISCAL	Supervisor Hoffman Councilman Moore
ASSESSOR	Councilman Wells

Town Meetings General Order

1. Call to Order
2. Pledge to Flag- Moment of Silence
3. Reading of Fire Notice
4. Roll call
5. Approval of Minutes of Previous Month Meetings
6. Supervisor's Report
7. Town Clerk's Report
8. Audit of General Bills
9. Audit of Highway Bills
10. Committee Reports
11. Report of Appointees
12. Old Business
13. New Business
14. Questions and Comments
15. Adjournment

Motion to approve Resolutions 2026 1-27, appointments, committee assignments and Town Meetings general order was made by Supervisor Hoffman and seconded by Councilman Wells. All approved. A motion to close the organizational meeting was made by Supervisor Hoffman and seconded by Councilman Wells. All approved. Organizational meeting was closed at 7:09PM