

Minutes of October 9, 2025, Germantown Town Board meeting, held in the Germantown Town Hall, 50 Palatine Park Road, Germantown, New York and via Zoom, commencing at 6:47pm.

Present: Supervisor Helsley
Councilman Sullivan
Councilman Kukon
Councilmember Suarez
Councilman Christian

Town Attorney, Corinne Smith

Recorded by: Town Clerk, Joyce Vale

Supervisor Helsley opened the meeting and Led with the Pledge to the Flag.

Motion to approve the September 9, 2025 Town Board meeting minutes, September 23, budget workshop minutes and the September 23, Zoning workshop minutes made by Councilmember Suarez, seconded by Councilman Kukon, with all in favor and none opposed.

Review of Financial Reports- Comments, Questions. There were no comments or questions from the Town Board.

Motion to pay the audited bills for October 2025 made by Councilman Sullivan, seconded by Councilman Kukon, with all in favor and none opposed.

Written Communications to the Town Clerk

Town Clerk received Highway monthly report. Town Clerk received a letter from the Germantown Hose Company regarding the generous donation made in memory of Firefighter Richard Dale Hinkein. Town Clerk received an email from Stewart's Shops thanking the town for participating in National Coffee with a Cop Day.

Old Business

- Zoning and Subdivision Law Update. Schedule next workshop- LWRP and other minor revisions being made. Corinne hasn't made the changes yet, re-circulate to Matthew. Also STR, Matthew and the signage. Matthew was asking to hold another workshop. Councilman Christian suggested making a new folder for STR and signage.

- The Town Board discussed moving the November Town Board meeting as it falls on Veteran's Day. Board agreed to hold the November Town Board meeting on Thursday, November 6, 2025 immediately following the 6:00pm Rezoning & Subdivision workshop.

- Bard Parcel. Some issues have been found with regards to encroachment on the property lines, mowing and one driveway. Next steps. Corinne said they want a survey done and stakes put on where the property lines are meant to be. Corinne said a letter should be written by the town to the owner of the driveway. Corinne suggested sending a letter to the neighboring residents stating the surveyor will be coming.

- Parsonage roof. Contract has been fully executed and materials are on order. Supervisor Helsley said they took Tom's recommendation on the color for the roof.

- Salt Shed Solar array service- awaiting response for start date. Nation Grid will be setting another utility pole. Supervisor Helsley has to sign another paper for the easement. Councilman Christian heard from Community Solar and it is now in the hands of National Grid.

- Franchise Agreement with Hilltop Communications. No updates. Corinne said we should be negotiating a new franchise agreement.

- Resolution Authorizing the Acceptance of Credit Card Payments.
Supervisor Helsley read the following Resolution:

TOWN BOARD
TOWN OF GERMANTOWN
COLUMBIA COUNTY, NEW YORK

RESOLUTION AUTHORIZING TOWN CLERK'S OFFICE TO ACCEPT CREDIT CARD
PAYMENTS

Dated: October 14, 2025

WHEREAS, the Germantown Town Clerk's Office collects various fees and payments on behalf of the Town, including but not limited to licenses, permits, reservations, and other municipal services; and

WHEREAS, the Town Board recognizes that offering multiple payment options improves convenience and accessibility for residents and businesses; and

WHEREAS, the Town Clerk has recommended that the Town begin accepting credit and debit card payments in person at the Town Clerk's Office; and

WHEREAS, the Town Board has determined that accepting in-person credit card payments is in the best interest of the Town to enhance customer service and administrative efficiency; and

WHEREAS, any processing fees or service charges associated with the acceptance of credit or debit cards shall be borne by the payer, in compliance with applicable laws.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Germantown hereby authorizes the Town Clerk's Office to accept credit card and debit card payments in person for Town-related fees and services in accordance with the attached "Policy for Accepting Public Credit Card Payments," which is adopted by the Town Board; and

BE IT FURTHER RESOLVED, that the Town Clerk is authorized to take all necessary steps to implement this service, including entering into agreements with a payment processing vendor approved by the Town Board, subject to review by the Town Supervisor and attorney for the Town.

Introduced by Councilmember Suarez

Seconded by Councilman Kukon

This Resolution having been approved by a majority of the Board, the same was declared duly adopted.

Joyce Vale, Germantown Town Clerk

TOWN BOARD
TOWN OF GERMANTOWN
COLUMBIA COUNTY, NEW YORK

POLICY FOR ACCEPTING PUBLIC CREDIT CARD PAYMENTS

1. Purpose

The purpose of this policy is to establish uniform procedures for the acceptance, processing, accounting, and reporting of in-person credit and debit card payments by the Town Clerk's Office of the Town of Germantown. This policy ensures compliance with applicable laws, maintains strong internal controls, protects sensitive financial data, and provides transparent and accurate financial reporting.

2. Scope

This policy applies to all Town Clerk's Office personnel authorized to receive and process payments for Town fees, licenses, permits, and other approved transactions made in person using credit or debit cards. Payment of Town and County taxes may not be paid by credit card at this time.

3. General Policy

- a. The Town Clerk's Office is authorized to accept in-person credit and debit card payments for approved Town transactions.
- b. All card transactions must be processed through a Town Board- approved payment processor or merchant services provider.
- c. The payer shall be responsible for any processing or convenience fees, as permitted by law. These fees shall not be absorbed by the Town.
- d. The Town Clerk's Office shall maintain appropriate segregation of duties, internal controls, and daily reconciliation practices to ensure accuracy and safeguard Town funds.

4. Payment Processing Procedures

a. Transaction Initiation

- i. The Town Clerk or authorized staff shall process all credit/debit card transactions through the approved payment terminal or system at the point of service.
- ii. A receipt must be provided to the payer and a duplicate receipt retained by the Clerk's Office.

b. Authorization and Approval

- i. The payment processor must provide real-time authorization for each transaction.
- ii. Declined or voided transactions must be documented, and any associated receipts retained for audit purposes.

c. Data Security

a. Daily Reconciliation

- i. At the close of each business day, the Town Clerk or designee shall reconcile all credit card transactions to the corresponding receipts and the daily payment summary from the payment processor.
- ii. A Daily Reconciliation Report shall be completed and signed by the Town Clerk (or designee) and filed with supporting documentation.

b. Deposit and Recording

- i. Credit card payments shall be deposited electronically into the Town's designated bank account by the payment processor.
- ii. The Town Clerk shall record all credit card receipts in the appropriate revenue account(s) in the Town's accounting system, noting the payment method and transaction date.

c. Monthly Reporting

- i. A Monthly Credit Card Activity Report shall be prepared by the Town Clerk's Office, summarizing: total number and amount of transactions, associated processing fees collected from payer, and any voids, chargebacks, or discrepancies.
- ii. The report shall be reviewed by the Town Supervisor and submitted to the Town Board for inclusion in the monthly financial report.

- Maple Avenue Sewer- Supervisor will draft a letter to be distributed to the residents. They may select an engineer to develop a plan to be reviewed by the Town Board, some suggestions will be given. Supervisor Helsley will look into the engineer who did Loretta's and Cupps sewer.

- Lasher Park- Installation of new docks-paving schedule. No updates. Supervisor Helsley or Councilman Christian have not heard. Councilman Christian will forward Josh Choquett's contact information to Supervisor Helsley.

- Cheviot Park signage. Will be reviewed with Anthony upon his return from vacation. Councilmember Suarez started a document with appropriate signage.

- Hamlet traffic safety. No updates. Councilmember Suarez and Councilman Sullivan interviewed a few candidates for Columbia County Traffic Safety Board. Motion to appoint Alex Stier to the Columbia County Traffic Safety Board made by Councilmember Suarez, seconded by Councilman Sullivan, with all in favor and none opposed.

New Business

- Authorize the Supervisor to purchase new computers and a new Owl-Under \$5k with budgeted funds.

Motion to authorize the Supervisor to purchase new computers and a new Owl under \$5,000 with budgeted funds made by Councilmember Suarez, seconded by Councilman Sullivan, with all in favor and none opposed.

- Resolution Supporting the Transfer of two Parcels of land in the in the Town of Germantown to the Columbia County Land Bank. Tabled until November.

- Recreation Committee Presentation. Councilmember Suarez said that Tatianna is not feeling well and asked to table the presentation to the November meeting. Authorization to sign the Agreement with Germantown Central School for use of the Facilities by the Indoor Soccer League. Jan Borchert has the revised version of the facilities agreement, the only change is instead of 2 hours it is 1 1/2 hours a night which brings the cost down from \$1,600 to \$1,200. Jan said they will be starting next week and will go for 20 sessions for the total cost of \$1,200 for the season. Corinne said just a certificate of insurance with added insured. Jan said as for access to the school they will preparing a key fob with a limited window for time. Jan said in regards to payment, Supervisor Helsley then said the will town will pay and be reimbursed by the members. Corinne will prepare a waiver for the participants. Councilman Christian asked when the town would be paid? Jan answered saying as the money came in he would pay the

town.

Motion for approval to sign amended agreement with GCS for the Adult Soccer League made by Councilmember Suarez, seconded by Councilman Sullivan, with all in favor and none opposed.

Supervisor Helsley will contact Fingar Insurance and send policy to GCS, Ryan Smith.

- Authorize the sewer connection by Germantown Central School to gravity connection on the the 9G side to eliminate a pump station owned and maintained by GCS pending review by the Town Engineer.

Motion to authorize the sewer connection by Germantown Central School to gravity connection on the 9G side to eliminate a pump station owned and maintained by GCS pending review by the Town Engineer and Town Attorney made by Councilman Kukon, seconded by Councilman Sullivan, with all in favor and none opposed.

- Beaver Dams on Best Lane. Councilman Sullivan said there is a certain location on Best Lane that floods often. Councilman Christian asked if larger culverts were needed. Supervisor Helsley said the culverts are clear that it is off the culverts. Corinne will look into the town's responsibilities. Corinne will look into whether there is a drainage easement and it would be recorded in the County Clerk's office. Corinne will look into the town's responsibilities.

Supervisor's Report

- Haunted Hayrides this Saturday, 10/18/25. Food vendors

- Election Day is Tuesday, November 4th. Don't forget to vote!

- Unfortunately, the Thanksgiving Community Dinner will not be held this year with the passing of two key members of the group.

- Meeting with Planning, Zoning Board Chairs- suggestions for some changes to policies and fees. More to be shared in the upcoming months and proposed adoption of these changes at our 2026 re-organization meeting.

- Columbia County Budget- Currently need to cut around \$8 million to remain under the Tax Cap- Meetings took place with department heads to trim as much as they can.

Comments from Councilmembers

Councilmember Suarez would like the Main Street closed on Halloween.

Councilmember Suarez spoke with Kerrie Abela, fire police where they will post fire police at key points. Supervisor Helsley will reach out to Tony DiMarco of the Columbia County Highway department.

Councilmember Suarez asked about the Activity Building dispenser

Comments and Questions from the public

Jan Borchert brought up the excess trash dumped on Roundtop Road. Councilman Kukon also saw the trash.

Supervisor Helsley maybe adopt a highway clean up policy? Supervisor Helsley thanked Jan for bringing this matter to the town board's attention.

No further comments from the public.

Motion to adjourn at 7:55pm made by Councilman Sullivan, seconded by Councilmember Suarez, with all in favor and none opposed.

Respectfully submitted,