

**REGULAR MEETING OF THE TOWN BOARD**  
TOWN OF GLENVILLE  
MAY 7, 2014  
AT THE GLENVILLE MUNICIPAL CENTER  
18 GLENRIDGE ROAD, GLENVILLE, NEW YORK

Supervisor Koetzle called the meeting to order at 7:30 PM

Supervisor Koetzle asked the Town Clerk, Linda C. Neals, to call the roll.

**Present:** Supervisor Christopher A. Koetzle, Councilmen James M. Martin, John C. Pytlovany, Sid Ramotar and Councilwoman Wierzbowski

**Absent:** None

Also present Mike Cuevas, Attorney for the Town, Jason Cuthbert, Comptroller and Tom Coppola, Highway Superintendent and Kevin Corcoran, Planner.

Supervisor Koetzle – “We have six (6) add-ons to the agenda, which is highly unusual for us. The next board meeting is scheduled for May 21<sup>st</sup> and that is the night of the S-G Memorial Day Parade and the Board will be attending that as we have been invited so we are cancelling the May 21<sup>st</sup> meeting so we are moving some of the business from May 21<sup>st</sup> to tonight as add-ons.

#### Town Council Reports

Councilwoman Wierzbowski – “A reminder to our residents that the Bulk Item Program will begin on June 9<sup>th</sup> – June 20<sup>th</sup>. They will make one pass throughout the Town. The trucks will be tracks with GPS so you can go onto the town’s website to see what neighborhoods they have been in and see if they will be coming to yours soon. We ask residents to refrain from putting items at the curb before June 7<sup>th</sup> just to try to keep the town looking neat and clean. If you are curious to what is acceptable and unacceptable you can visit the town’s website at [www.townofglenville.org](http://www.townofglenville.org) and the list is available there or stop by the town hall and pick one up.”

Supervisor Koetzle – “We should remind everyone as we did in the current newsletter and also on our website that the scavenger law is in effect from last year, punishable by up to \$1,000.00 fine and possible incarceration of fifteen (15) days.”

Councilman Martin – “Our annual “Let’s Talk Business” was another success this year. We had the State Comptroller in attendance, he was very impressed with our town. He made a special note to say that he is going to be referencing Glenville now as a standard and it will be featured across the State as an example of what should be done in terms of being pro-active with quality economic development in your community. It was a very gratifying evening and I think everybody enjoyed. Most importantly I think there are always good contacts made there and places us in a good position for the year.”

Councilman Pytlovany – “Just a reminder for the DARE Golf Tournament on June 7<sup>th</sup>. There was a nice advertisement in the “Your Hometown” paper for it. We have forms to either participate or sponsor on the town’s website and at [www.sgdare.org](http://www.sgdare.org)

Commissioner Tom Coppola gave the Annual Municipal Stormwater Report.

No one exercised the privilege of the floor.

Supervisor Koetzle shared the following information:

Just a reminder that our next regularly scheduled meeting for May 21<sup>st</sup> has been cancelled due to the Memorial Day Parade and rescheduled for June 4<sup>th</sup> followed by a work session on June 11<sup>th</sup> and a regular meeting on June 18<sup>th</sup>. During July and August we will only meet for our work sessions on the second Wednesday and board meetings on the third Wednesday of each month.

We hosted the Woodhaven Association meeting here. We spoke about economic development, budget and finance and some operational issues relating to the neighborhood. They asked some questions about plowing and the railroad in relation to where it is in the neighborhood. They all seemed to be fairly happy with the presentation and the things that are happening in the town.

I joined Congressman Tonko, Assemblyman Tedisco and others for a tree planting ceremony at the Maritime Center. Department of Environmental Conservation chose Glenville to do this "Trees for Tribs" (tributaries) where they want to stabilize the banks so they plant them on the bank along the river.

We attended the Good News Chamber Lunch to congratulate Mohawk Honda for winning their award, their Good News Award.

I met with the advisory board of the Unified Communication Center (UCC) on May 19<sup>th</sup>. May 19<sup>th</sup> is a go for our dispatchers to leave. The equipment that the Chief ordered will not be here in time because the move was not supposed to happen until after Memorial Day but they moved it up a little bit. We have to do some physical changes to the vestibule to accommodate the electronic kiosk. That should all take place between now and Memorial Day. That kiosk will take care of most of the services that the dispatchers were providing for our residents so it's just going to take some time for our residents to get acclimated.

I attended the CEG seminar to learn about the CFA opportunities. We have from May 1<sup>st</sup> to June 16<sup>th</sup> to get our project into CFA. Kevin, Jim and I met and talked about some ideas, I think we have three or four viable ideas that are all contingent on certain things. The real challenge here is we have 45 days to get the application together. Some of these things we are waiting on will have to fall into place in order to get the application in on time.

I reached out to both the Village of Scotia and the Town of Ballston on some of the projects to see if we could do some shared service projects. Ballston is very interested, the Village had a positive reaction to it as well.

Some of you were here for the Department of Environmental Conservation (DEC) meeting with the Sunnyside Road residents. I thought it was a good meeting, a lot of information was shared. There was a lot of misconceptions or misunderstandings were corrected. I have asked to streamline the communications because we were finding there were a lot of people in the neighborhood talking to a lot of people in the Town and everybody has a different perception of how to go forward. We have designated Tommy as our main contact for the Town and I am asking the neighborhood to designate one person and then we will go forward. It appears that we will be receiving a petition at some point that will ask us to begin our study which is just an update from our 2002 study so a lot of that is done already. At that time we will have our costs and our maps and all of the information that we will need and then there would have to be a petition based on the cost to the neighborhood to see if they want to move forward or there could be a referendum. DEC made it clear in the meeting that they would be willing to entertain possibly picking up some of that cost but it won't be until January of 2015 if not a little bit later. DEC made it pretty clear that if health is a primary concern don't wait for us. If you think that you can wait six (6) months then we might be able to have some more information about that.

There will be a "Plane Pull" at the 109<sup>th</sup> on May 22<sup>nd</sup>. They are getting teams together and they are hoping for twenty-five (25) teams of twenty-five (25) people to join in and compete on who can pull the C130 the fastest. That's on May 22<sup>nd</sup> from 4:00 pm to 8:00 pm at Richmor Aviation.

The town's newsletter was mailed out in the "Your Hometown" newspaper. It is available on our website as well at [www.townofglenville.org](http://www.townofglenville.org).

I met with Ray Gillen regarding our sidewalk and lighting district support from the County. I conveyed to him that we are moving forward. He has committed that he would go back and talk about some of the options he has to help us with the sidewalks

and the lighting. The time has come for us to move because the Department of Transportation (DOT), we should have passed a resolution for DOT that we are committed to the sidewalk project which is going to cost \$133,000 that we are going to have to front and then have to recover from the district once it is formed. We passed a resolution recently asking the County for some help on that so we have to wait and see what kind of help we get. We are going through the process, it's a lengthy process, and we have to set up the district. We are at the point where it is time to move forward.

We were notified by DOT that Alplaus Avenue will be closed on May 17<sup>th</sup> between the tracks and the Maple Avenue intersection. They are rebuilding that road.

Supervisor Koetzle moved ahead with the agenda

**RESOLUTION NO. 102-2014**

**Moved by:** Councilman Pytlovany

**Seconded by:** Councilman Martin

**WHEREAS**, the Town of Glenville Police Department Detective Division utilizes a video recording system called iRecord in its suspect interview room to protect the rights of the accused and to memorialize the interview as video evidence, and

**WHEREAS**, the Chief of Police desires to upgrade the current system and add a second interview room to the system that all officers will be able to utilize when conducting interviews for a total cost of ten thousand six hundred dollars (\$10,600), and

**WHEREAS**, the Schenectady County District Attorney's Office secured a grant for such recording system upgrades with five thousand dollars (\$5,000.00) to be paid directly to Office Data Systems, Inc., the creator of iRecord, on behalf of the Town of Glenville Police Department; and

**WHEREAS**, the department asset forfeiture funds are sufficient to cover the cost of the balance of the amount necessary to upgrade the current system and add the additional interview room; and

**NOW, THEREFORE, BE IT RESOLVED**, that the Chief of Police is hereby authorized to upgrade and expand the current recording system at a total cost to the Town of Glenville not to exceed five thousand six hundred thousand dollars (\$5,600.00), from account number 02.00.3120.2000 (Equipment) to be paid to Office Data Systems, Inc.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** None

**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 103-2014**

**Moved by:** Councilwoman Wierzbowski

**Seconded by:** Councilman Ramotar

**WHEREAS**, Thomas R. Coppola, Commissioner of Public Works has informed the Town Board the need to replace one water department van that was determined non-repairable by the town's insurance company; and

**WHEREAS**, the Commissioner of Public Works found one 2014 Ford E350 van on New York State OGS Contract Award No. 22737 Lot I Item No. 4 to replace damaged vehicle,

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town

of Glenville hereby declares one 2006 Ford EC3 Van VIN No. 1FTSE34L56HA78428 surplus and authorizes the Commissioner of Public Works to sell for insurance salvage rate.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 104-2014**

**Moved by:** Councilman Ramotar  
**Seconded by:** Councilwoman Wierzbowski

**WHEREAS**, by application dated March 11, 2014 and pursuant to the Code of the Town of Glenville, Dragons Alive, Inc. of Albany, has applied for a permit to conduct an Outdoor Amusement/Entertainment event at the Mohawk Valley Marina, 47 Mohawk Avenue, in Alplaus to raise money for the Regional Food Bank on Saturday, July 19, 2014, from 8:00 AM to 3:00 PM; and

**WHEREAS**, said application has been referred to the Chief of Police, Town of Glenville and the respective Fire Chief of the area in which said entertainment will be conducted and the Schenectady County Environmental Health Department, as required by the Code of the Town of Glenville,

**NOW, THEREFORE, BE IT RESOLVED** by the Town Board of the Town of Glenville that said application of Dragons Alive, Inc. be and it hereby is approved; and

**BE IT FURTHER RESOLVED** that the Town Clerk be and she hereby is authorized and directed to issue the required permit subject to all stipulations cited by the Chief of Police, the Alplaus Fire District #2 Chief and the Schenectady County Environmental Health Department.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 105-2014**

**Moved by:** Councilman Ramotar  
**Seconded by:** Councilwoman Wierzbowski

**BE IT RESOLVED** that the **Monthly Departmental Reports** for April, 2014 as received from the following:

- Dog Control
- Economic Development & Planning Department
- Justice Department
- Town Clerk's Office

be, and they hereby are accepted, approved for payment and ordered placed on file.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None

**Absent:** None  
**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 106-2014**

**Moved by:** Councilman Ramotar  
**Seconded by:** Councilwoman Wierzbowski

**BE IT RESOLVED**, that the minutes of the regular meeting held on March 19, 2014 are hereby approved and accepted as entered.

**Ayes:** Councilmen Martin, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstentions:** Councilman Pytlovany

**Motion Carried**

**RESOLUTION NO. 107-2014**

**Moved by:** Councilman Ramotar  
**Seconded by:** Councilwoman Wierzbowski

**WHEREAS**, at the Organizational Meeting of the Town Board of the Town of Glenville held January 8, 2014, the Town Board adopted a resolution establishing the dates and times of Town Board meetings; and

**WHEREAS**, the Town Board has noted that nearly every other municipality in Schenectady County starts its board meetings at 7:00 PM and the Town of Glenville had previously commenced its meetings at 7:00 PM; and

**WHEREAS**, the Town Board believes that changing the starting time for Town Board meetings from 7:30 PM to 7:00 PM will permit more residents to attend and participate in meetings, especially those with public hearings; and

**WHEREAS**, the Town Board also established a meeting schedule whereby a regular Town Board meeting is currently scheduled for May 21, 2014, a date which conflict with the annual town Memorial Day parade and does not provide for a regular meeting on June 4, 2014; and

**WHEREAS**, the Town Board desires to amend its schedule so as not to detract from the Memorial Day celebration and still conduct business in a timely manner;

**NOW THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby establishes 7:00 PM as the new starting time for Town Board meetings for the remainder of 2014, revises the schedule of Town Board meetings to reflect that no regular Town Board meeting will be held on May 21, 2014, but that a regular Town Board meeting will be held on June 4, 2014 and directs the Town Clerk to publish such changes as required by law.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 108-2014**

**Moved by:** Councilwoman Wierzbowski  
**Seconded by:** Councilman Ramotar

**WHEREAS**, a written petition has been presented to and filed with the Town Clerk of the Town of Glenville requesting an extension to Water District No.11 of the Town of Glenville be established to include real property described by section, block and lot number in the petition and consisting of one parcel located at 48 Swaggertown Road in the Town of Glenville; and

**WHEREAS**, a map, plan and report is not required as the extension is an addition of one service lateral to the water main in Swaggertown Road as anticipated by report prepared when the main was extended to the Baptist Health Campus previously approved by the Town Board, with connections to be added with the approval of the Commissioner of Public Works; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby adopts the following order:

**ORDER**

1. A petition to add an Extension to Water District No. 11 from an existing water line in the right of way of Swaggertown Road and 48 Swaggertown Road has been filed with the Town Clerk on or about May 2, 2014.
2. The real property to be included in the extension is described by section, block and lot number as identified on the Schenectady County Real Property Tax Service Agency Tax Map as: 30.10-1-25.
3. The improvements proposed are the installation of a service lateral connection to the water main of approximately 100 feet for an individual service connection along the route described in "1" as indicated above.
4. The amount proposed to be expended for the extension is approximately \$2000.00 to be borne entirely by the developer.
5. No portion of the cost this extension will be attributable to Water District No.11.
6. The estimated annual cost to the typical property is:
  - a. District: \$0.00
  - b. O & M: \$47.25
7. The requirement for a map, plan and report describing the extension has been dispensed with as the service lateral connections to a new water main previously approved by Town Board as outlined in the approved map and plan for the Baptist Health Nursing and Rehabilitation Community prepared by the Chazen Companies, dated June 11,2020 and revised July 16, 2010 was designed to accommodate laterals and corporations stops for all of the parcels along the route of the new main as a condition of that project's approval.
8. The proposed financing method to be employed in the construction of this connection in this Water district extension is private financing by the developer.

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Glenville will hold a public hearing on the petition to establish this extension to Water District No. 11 on June 4, 2014 at 7:00 PM or as soon thereafter as the matter can be reached, at the Glenville Municipal Center at 18 Glenridge Road, Glenville, New York to hear all persons interested in the establishment of this extension to the Water district; and

**BE IT FURTHER RESOLVED** that a copy of this order certified by the Town Clerk shall be published at least once in the official newspaper of the Town and that said publication be not less than ten nor more than twenty days before the June 4, 2014 public hearing date.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None

**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 109-2014**

**Moved by:** Councilwoman Wierzbowski  
**Seconded by:** Councilman Ramotar

**WHEREAS**, a written petition has been presented to and filed with the Town Clerk of the Town of Glenville requesting an extension to Sewer District No.9 of the Town of Glenville be established to include real property described by section, block and lot number in the petition and consisting of one parcel located at 4 Wilson Drive in the Town of Glenville; and

**WHEREAS**, a map and plan for water distribution with sewer details, dated June 20, 2005 was prepared by Boswell Engineering, professional engineer for the Hampton Run apartment development which abuts the terminus of Wilson Drive and was filed in the office of the Town Clerk of the Town of Glenville and the petitioner herein seeks to connect to the sewer main provided in that map and plan; and

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby adopts the following order:

**ORDER**

1. A petition to add an Extension to Sewer District No. 9 from a new sewer main and service lateral installed for the Hampton Run apartment project at the end of Wilson Drive to the premises on Wilson Drive has been filed with the Town Clerk on or about April 29, 2014. Approval of the Hampton Run sewer main was conditioned upon provision for lateral connections for individual residential parcels along Wilson Drive.
2. The real property to be included in the extension is described by section, block and lot number as identified on the Schenectady County Real Property Tax Service Agency Tax Map as: 22.15-3-3.
3. The improvement proposed is the installation of a connection to existing lateral at the property line, a distance of approximately 40 feet for an individual service connection along the route described in "1" as indicated above.
4. The amount proposed to be expended for the extension is approximately \$3,800.00 to be borne entirely by the developer.
5. No portion of the cost this extension will be attributable to Sewer District No.9.
6. The estimated annual cost to the typical property is:
  - a. District debt service: \$108.09
  - b. O & M: \$331.31.
7. The map, plan and report describing this main to which this extension to Sewer District 9 would connect is on file in the Town Clerk's Office and may be inspected by members of the public.
8. The proposed financing method to be employed in the construction of this connection in this sewer district extension is private financing by the developer.

**NOW, THEREFORE BE IT RESOLVED** that the Town Board of the Town of Glenville will hold a public hearing on the petition to establish this extension to Sewer District No. 9 on June 4, 2014 at 7:00 PM or as soon thereafter as the matter can be reached, at the Glenville Municipal Center at 18 Glenridge Road, Glenville, New York to hear all persons interested in the establishment of this extension to the sewer district; and

**BE IT FURTHER RESOLVED** that a copy of this order certified by the Town Clerk shall be published at least once in the official newspaper of the Town and that said

publication be not less than ten nor more than twenty days before the June 4, 2014 public hearing date.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 110-2014**

**Moved by:** Councilwoman Wierzbowski  
**Seconded by:** Councilman Ramotar

**WHEREAS**, in order to provide for summertime maintenance and security needs in the Parks, Highway, and Water and Sewer Departments it is necessary to hire seasonal employees; and

**WHEREAS**, the Town of Glenville has provided funding for these seasonal employees in the 2014 budget,

**NOW, THEREFORE, BE IT RESOLVED**, that seasonal employees be appointed to the positions indicated at the budgeted rate of \$8.00/hr. with no benefits for a period not to exceed May 12<sup>th</sup>, 2014 through September 30<sup>th</sup>, 2014,

Park Laborers- three to be appointed

Park Security Worker – one to be appointed

Water and Sewer Laborers – two to be appointed

Highway Laborer – two to be appointed

and

**BE IT FURTHER RESOLVED**, that the Superintendent of Public Works is hereby authorized to appoint qualified candidates to the vacant positions upon consultation with Supervisor Koetzle.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 111-2014**

**Moved by:** Councilman Martin  
**Seconded by:** Councilman Pytlovany

**WHEREAS**, the Town of Glenville Economic Development and Planning Department is about to start the process of preparing a new Town Comprehensive Plan; and

**WHEREAS**, preparation of a Comprehensive Plan is a time-consuming task that will likely take more than a year to complete; and

**WHEREAS**, the Town is desirous of hiring an intern full-time for the

summer and part-time for the fall, to assist Economic Development & Planning staff in advancing the Comprehensive Plan, in addition to several other tasks, including updating the "Vacant Commercial and Industrial Buildings Inventory," assisting in the preparation of two CFA grant applications, keeping the department's website current, updating the Town's *Landscape Manual*, researching grant opportunities and foundation funding possibilities, using GPS to create new databases, etc.; and

**WHEREAS**, the Town of Glenville has customarily hired graduate students from the State University of New York at Albany's (SUNYA) Graduate Planning program; and

**WHEREAS**, the Economic Development & Planning Department advertised the internship with SUNYA and received applications from six students, of which five were interviewed; and

**WHEREAS**, Economic Development & Planning Department staff recommends that the Town Board appoint Lauren Ellmers, 74 Woodlawn Avenue, Albany, NY, and a student currently enrolled in SUNYA's graduate planning program to the internship position;

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby appoints Lauren Ellmers to the position of Planning Department intern, effective May 21, 2014, and terminating on December 31, 2014, with the position being full-time from May 21<sup>st</sup> to August 31<sup>st</sup>, and then part-time (12 hours/week) for the remainder of 2014, at a pay rate of \$10.00 per hour, with no benefits, and with maximum compensation not to exceed \$6,800.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** None

**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 112-2014**

**Moved by:** Councilman Ramotar

**Seconded by:** Councilwoman Wierzbowski

**WHEREAS**, the Burnt Hills–Ballston Lake Business Professional Association (BH-BL BPA) will hold its 13<sup>th</sup> Annual Flag Day Parade on June 12, 2014 from approximately 6:40 P.M. to 8:30 P.M.; and

**WHEREAS**, the parade route will be generally along Route 50 and Kingsley Road, with a portion of the route in the Town of Glenville and another portion in the Town of Ballston; and

**WHEREAS**, the BH-BL BPA has submitted a map of the parade route, an event brochure, event application, insurance certificate and other required documents to the New York State Department of Transportation (NYSDOT); and

**WHEREAS**, the NYSDOT has granted the BH-BL BPA a special use permit for the parade, but requires the BH-BL BPA to comply will all municipal ordinances; and

**WHEREAS**, the Code of the Town of Glenville §§ 204-4 thru 204-9 requires a permit for Outdoor Public Exhibitions and Entertainments, and the amount therefore is established by Chapter 139 of said Code in the sum of \$150; and

**WHEREAS**, §139-16 of the Code of the Town of Glenville states, "No fee shall be charged if the applicant shall be a religious or charitable organization;" and

**WHEREAS**, the BH-BL BPA Flag Day Parade serves a generally educational and community purpose;

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby approves the application, authorizes the Town Clerk to issue the permit and waive the permit fee for the BH-BL PBA 13<sup>th</sup> Annual Flag Day Parade.

**Ayes:** Councilmen Martin, Pytlovany, Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

Supervisor Koetzle asked for a motion to adjourn; Moved by Councilman Martin; Seconded by Councilman Pytlovany, everyone being in favor the meeting was adjourned at 8:05 PM.

ATTEST:

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Linda C. Neals  
Town Clerk