

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Jeffrey A. Siegle, Attorney to the Town

RESOLUTION NO. 69-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Gillooley

WHEREAS, the Town Board of the Town of Glenville finds that it is beneficial to the health and safety of the public to require the owners of each building and each structure in the Town that is subject to fire safety and property maintenance inspections to submit to the Town a Fire Safety Registration Statement. The information set forth in the Fire Safety Registration Statement will enable the Town to create and maintain a registry of such buildings and structures, containing information that may be required in emergencies or other situations; and

WHEREAS, the Town has prepared a proposed Local Law No. 4 of 2024 titled “Amendment to Glenville Town Code Chapter 101 to Require Fire Safety Registration Statements” and has made that proposed local law available for inspection by the public; and

WHEREAS, the Town is required to hold a public hearing on the proposed adoption of Local Law 4 of 2024;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Glenville will hold a public hearing on the adoption of proposed Local Law No. 4 of 2024 on March 20, 2024 at 7:00 PM or as soon thereafter as the matter can be heard, at the Glenville Municipal Center at 18 Glenridge Road, Glenville, New York to hear all persons interested in Local Law No.4 of 2024; 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 March 20, 2024 public hearing date.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle.
Noes: None
Absent: None
Abstention: None

Motion Carried

Town Board decision on March 6, 2024.

TOWN OF GLENVILLE
LOCAL LAW NO. 4 OF 2024

AMENDMENT TO GLENVILLE TOWN CODE
CHAPTER 101 TO REQUIRE
FIRE SAFETY REGISTRATION STATEMENTS

Section 1. The Town Board of the Town of Glenville finds that it is beneficial to the health and safety of the public to require the owners of each building and each structure in the Town that is subject to fire safety and property maintenance inspections to submit to the Town a Fire Safety Registration Statement. The information set forth in the Fire Safety Registration Statement will enable the Town to create and maintain a registry of such buildings and structures, containing information that may be required in emergencies or other situations. To accomplish these purposes, the Town Board hereby amends Chapter 101 of the Glenville Town Code.

Section 2. Chapter 101 of the Glenville Town Code, as adopted on March 7, 2007 by Local Law No. 2-2007, and amended in its entirety on May 4, 2022 by Local Law 4-2022, is hereby amended follows:

A. **§101-11E is hereby deleted.**

B. The following sections are added after **§101-11D**:

E. Fire Safety Registration Statement required. The owner of each building or structure subject to the fire safety and property maintenance inspections required by this chapter shall submit to the Town a Fire Safety Registration Statement in a form provided by the Town, as may be amended from time to time by resolution of the Town Board. The Code Enforcement Officers and inspectors, as set forth in Section 101-3 of this chapter, are responsible for the enforcement of all matters relating to Fire Safety Registration Statements.

F. Deadline for submission of and updates to Fire Safety Registration Statement. For each building or structure existing as of the effective date of Section 101-11E of this chapter for which a Fire Safety

Registration Statement is required, the owner shall submit a Fire Safety Registration Statement within 60 days after the effective date of Section 101-11E of this chapter. For each building or structure first subject to fire and safety maintenance inspections after the effective date of Section 101-11E of this chapter, the owner shall submit a Fire Safety Registration Statement prior to occupancy of the building or structure. Each Fire Safety Registration Statement shall be updated no later than fifteen (15) days after any change to any of the information set forth in the last filed Fire Safety Registration Statement, including a change in ownership or occupancy. The Town is entitled to rely upon the information set forth in the last filed Fire Registration Statement.

G. Registry and information required. The Town will compile and maintain a registry of all buildings and structures containing the information set forth on the most recently filed Fire Registration Statement for each property or structure. The Fire Registration Statement shall include, at a minimum, the following information:

1. Owner information, including the owner's name, legal address, and telephone number.
2. Occupant information, including each occupant's name, legal address, and telephone number.
3. Managing Agent information, including the name, legal address and telephone number of each managing agent or other person in control of the real property.
4. Property information, including building or structure legal address, tax map parcel number, number of residential buildings or structures, and number of non-residential buildings or structures.
5. 24-hour emergency contact information for the owner, managing agent, and any other person in control of the real property.

H. Fee. The fee specified in or determined in accordance with the provisions set forth in § **101-18** (Fees) of this chapter must be paid prior to or at the time each inspection is performed, or a Fire Safety Registration Statement is submitted, pursuant to this chapter. This

subsection 101-11H shall not apply to inspections performed by OFPC.

C. §101-18 is hereby deleted and replaced with the following:

§101-18 Fees.

A fee schedule shall be established by resolution of the Town Board. Such fee schedule may thereafter be amended from time to time by like resolution. The fees set forth in, or determined in accordance with, such fee schedule or amended fee schedule shall be charged and collected for the submission of applications, the issuance of building permits, amended building permits, renewed building permits, certificates of occupancy, certificates of compliance, temporary certificates, operating permits, fire safety and property maintenance inspections, Fire Safety Registration Statements, and other actions of the Code Enforcement Officer described in or contemplated by this chapter.

Section 3. The provisions of this local law are declared to be severable, and if any section, subsection, sentence, clause or part thereof is, for any reason, held to be invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of any remaining sections, subsections, clauses or part of this local law.

Section 4. This Local Law shall take effect immediately upon filing with the New York Secretary of State.