

**“ORGANIZATIONAL” MEETING OF THE TOWN BOARD
TOWN OF GLENVILLE
JANUARY 3, 2024
AT THE GLENVILLE MUNICIPAL CENTER
18 GLENRIDGE ROAD, GLENVILLE, NEW YORK**

Supervisor Koetzle called the meeting to order at 7:00 PM;

Supervisor Koetzle asked the Town Clerk, Julie Davenport, to call the roll.

Present: Supervisor Christopher A. Koetzle, Councilmen Sid Ramotar, Brendan Gillooley, Michale Aragosa and Robert Kirkham.

Absent: None

Also Present: Jeffrey A. Siegel Attorney for the Town, Vicki Hillis - Director of Human Services, Anthony Tozzi- Director of Planning, Craig D’Allaird, Commissioner of Public Works.

Supervisor Koetzle announced the following appointments:

- a) **Deputy Supervisor:** Councilman Robert Kirkham Jr.
- b) **2024 Liaison Appointments:**

Supervisor Koetzle – Comptroller/Finance, Human Resources, Senior Services, Buildings & Grounds/Capital Improvements, Events Committee, LDL (Designee: Councilman Sid Ramotar), Village of Scotia.

Deputy Supervisor Kirkham – Department of Public Works- Engineering, Highway, Water & Sewer, Parks, Veteran Affairs.

Councilman Gillooley – Police, Fire Services, Traffic Safety, Town Justices.

Councilman Ramotar – Community Development Dept. (Planning/Building/Codes), Planning and Zoning Commission, Zoning Board of Appeals, Small Business and Economic Development, Code and Zoning Review Committee, Glenville Business and Professional Association (Designee).

Councilman Aragosa – Town Operations- (Town Clerk, Assessor, Board of Assessment Review, Receiver of Taxes), GECC, Efficiency in Government (EIG).

Supervisor Koetzle – “The first set of resolutions are known as “Administration Resolutions” they are numbers 1 – 9 on the agenda. These are resolutions that designate our bank, designate the official newspaper, signatories, setting the travel mileage reimbursement, setting the investment policy the fund balance policy and such. I would like to take a motion on accepting these on consent...

**Moved by Councilman Ramotar, Seconded by Councilman Kirkham
To act on agenda item nos., 1 – 9 on consent.**

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Passed

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Julie Davenport, Town Clerk

RESOLUTION NO. 1-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

BE IT RESOLVED, that the regular meetings of the Town Board of the Town of Glenville shall be held on the first and third Wednesday of the month during the year 2023 excepting the months of June, July and August when the said regular meetings shall be held only on the third Wednesday of those respective months, and

BE IT FURTHER RESOLVED, that the Town Board will meet in a work session on the second Wednesday of each month on an as needed basis; and

BE IT FURTHER RESOLVED, that all regular meetings and work sessions shall convene at 7:00 P.M., prevailing time, unless otherwise designated and shall be held at the Glenville Municipal Center, 18 Glenridge Road, Glenville, New York, and

BE IT STILL FURTHER RESOLVED that the following Boards and Committees will meet as follows:

Planning & Zoning Commission Agenda Meeting	1 st Monday of the month at 7:00 p.m. (Board Room)
Planning & Zoning Commission	2 nd Monday of the month at 7:00 p.m. (Board Room)
GECC Agenda Meeting (conference room)	Thursday prior to the 4 th Monday of the month at 7:00 p.m.
GECC Meeting	4 th Monday of the month at 7:00 p.m. (Board Room)
ZBA Meeting	4 th Monday of the month at 7:00 p.m. (Board Room)
Grievance Day	4 th Tuesday in May, <u>all day</u> (Board Room)
Park Planning Commission	Last Tuesday of February, May, August and November at 7:00 p.m., Glenville Senior Center
Efficiency in Government	2 nd Wednesday of the month at noon (Board Room)
Local Development Corp.	2 nd & Last Tuesday of the month at 7:30 am (Board Room)
Small Business & Economic Dev.	3 rd Thursday of every month at 7:30 am (Board Room)

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 2-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

WHEREAS, the Glenville Municipal Center, 18 Glenridge Road, Glenville, New York is typically open to the public for government purposes from Monday through Friday, 9a-5p; and

WHEREAS, the Glenville Municipal Center is closed due to holiday observances on 13 weekdays each year and the public requires advance knowledge of these closure dates; and

WHEREAS, the Town Board of the Town of Glenville recommends that the Glenville Municipal Center will be closed for holidays on the following weekdays in 2024:

NEW YEAR'S DAY	MONDAY, JANUARY 1
MARTIN LUTHER KING DAY	MONDAY, JANUARY 15
PRESIDENTS' DAY	MONDAY, FEBRUARY 19
MEMORIAL DAY	MONDAY, MAY 27
INDEPENDENCE DAY	THURSDAY, JULY 4
LABOR DAY	MONDAY, SEPTEMBER 2
COLUMBUS DAY	MONDAY, OCTOBER 14
VETERANS DAY	MONDAY, NOVEMBER 11
THANKSGIVING	THURSDAY, NOVEMBER 28
DAY AFTER THANKSGIVING	FRIDAY, NOVEMBER 29
CHRISTMAS EVE	TUESDAY, DECEMBER 24
CHRISTMAS	WEDNESDAY, DECEMBER 25
NEW YEAR'S EVE	TUESDAY, DECEMBER 31; and

WHEREAS, the closures listed above do not pertain to the Glenville Police Department which remains open to the public every day in the case of emergencies;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Glenville authorizes the closure of the Glenville Municipal Center on the dates listed above for observance of holidays in the calendar year 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 3-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

BE IT RESOLVED, that the First National Bank of Scotia, the Bank of America, J. P. Morgan Chase, Key Bank, Pioneer Commercial Bank, Greene County Commercial Bank and NYCLASS be and they hereby are designated as the official depositories for all Town Funds and accounts of the Town of Glenville for the year 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 4-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

BE IT RESOLVED, that The Daily Gazette be and it hereby is designated as the official newspaper of the Town of Glenville for the year 2024, as provided by Section 64, Subdivision II of the Town Law.

Ayes: Councilmen Ramotar Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 5-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, the Town Board of the Town of Glenville must annually authorize the employees entitled to withdraw funds from bank accounts held by the Town of Glenville;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby designates Christopher A. Koetzle, Town Supervisor, Robert J. Kirkham JR., Deputy Supervisor, and Jeffrey Prescott, Deputy Comptroller, individually, not jointly,

to be the only persons authorized to withdraw funds from any and all bank accounts held by the Town of Glenville.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 6-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, travel is sometimes necessary in the performance of governmental duties and responsibilities; and

WHEREAS, the Town of Glenville maintains a vehicle fleet of sufficient size to ensure that with minimal planning a vehicle is readily available for use by Town employees in the performance of their duties;

NOW, THEREFORE, BE IT RESOLVED, that all town officers and employees, including members of the Planning and Zoning Commission and members of the Zoning Board of Appeals, when a Town-owned vehicle is unavailable and it is necessary to use their own automobile in the performance of their respective duties and responsibilities and upon submission and approval of an itemized account of the mileage traveled, shall be entitled to reimbursement at the federal business rate per mile for the year 2024; and

BE IT FURTHER RESOLVED, that all town officers and employees must obtain prior written approval from their respective department head and the Town Supervisor before utilizing a personal vehicle outside of the boundaries of the Town of Glenville for the performance of Town duties in which a mileage reimbursement claim could be submitted; and

BE IT STILL FURTHER RESOLVED, that all town officers and employees must obtain prior written approval from their respective department head and the Town Supervisor before incurring any travel lodging expense for the performance of Town duties; and

BE IT STILL FURTHER RESOLVED, that all town officers and employees with prior written approval for travel lodging expense shall be entitled to reimbursement for lodging, meals, and incidental expenses up to, but not exceeding, the federal per diem rates for the year 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 7-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

WHEREAS, the Town Board of the Town of Glenville established a procurement policy and a procedure to authorize purchases, obtain services and enter public works contracts procedure for the Town of Glenville, and

WHEREAS, said policy and procedure requires an annual review by the Town Board,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby ratifies the Procurement Policy and Procedures and the Authorization to Make Purchases, Obtain Services or Enter Public Works Contracts Procedure, along with all amendments made and unanimously accepted thereafter for the year 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 8-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

WHEREAS Section 39 of the General Municipal Law of the State of New York requires municipalities to adopt a comprehensive investment policy; and

BE IT RESOLVED that the Town Board of the Town of Glenville hereby ratifies the Town's "Investment Policy":

INVESTMENT POLICY TOWN OF GLENVILLE

I. SCOPE

This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVES

The primary objectives of the local government's investment activities are, in priority order,
to conform with all applicable federal, state and other legal requirements (legal);
to adequately safeguard principal (safety);
to provide sufficient liquidity to meet all operating requirements (liquidity);
and
to obtain a reasonable rate of return (yield). III.

DELEGATION OF AUTHORITY

The Town Board's responsibility for administration of the investment program is delegated to the Supervisor who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a data base or records incorporating description and amounts of investments, transaction dates, and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE

All participants in the investment process shall seek to act responsibly as custodians of the public trust and shall avoid any transaction that might impair public confidence in the Town of Glenville to govern effectively. Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the safety of the principal as well as the probable income to be derived.

All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION

It is the policy of the Town of Glenville to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS

It is the policy of the Town of Glenville for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor within three (3) days of deposit, or within the time period specified in law, whichever is shorter.

The Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition, that transactions are executed in accordance with management's authorization and recorded properly, and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES

The banks and trust companies authorized for the deposit of moneys up to the maximum amounts are:

Depository Name	Maximum Amount	Officer
First National Bank of Scotia		
Bank of America		
J.P. Morgan Chase Bank		
Pioneer Commercial Bank		
Key Bank		
Greene County Commercial Bank		
NYCLASS		

VIII. COLLATERALIZING OF DEPOSITS

In accordance with the provisions of General Municipal Law § 10, all deposits of the Town of Glenville, including certificates of deposit and special time deposits, in excess of the amount insured under the provisions of the Federal Deposit Insurance Act shall be secured:

1. By a pledge of “eligible securities” with an aggregate “market value” as provided by GML § 10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy.
2. By an eligible “letter of credit” issued by a qualified bank other than the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk-based capital requirements.
3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims-paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.
4. By an “irrevocable letter of credit” issued in favor of the government by a federal home loan bank whose commercial paper and other unsecured short-term debt obligations are rated in the highest rating category by at least one nationally recognized statistical rating organization, for the payment of 100% of the aggregate amount of public deposits and investments from the government and agreed-upon interest, if any.

IX. SAFEKEEPING AND COLLATERALIZATION

Eligible securities used for collateralizing deposits shall be held by a third-party bank or trust company subject to security and custodial agreements.

The security agreement shall provide those eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any, and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the Town of Glenville or its custodial bank.

The custodial agreement shall provide those securities held by the bank or trust company, or agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation of eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS

As authorized by General Municipal Law § 11, the Town of Glenville authorizes the Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following types of investments:

Special time deposit accounts. Certificates
of deposit.

Obligations of the United States of America;

Obligations guaranteed by agencies of the United States of America where the payment of principal and interest are guaranteed by the United States of America.

Obligations of the State of New York.

Obligations issued pursuant to LFL § 24.00 or 25.00 (with approval of the State Comptroller) by any municipality, school district or district corporation other than the Town of Glenville.

Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments.

Certificates of Participation (COPs) issued pursuant to GML § 109-b. Obligations of this local government, but only with any moneys in a reserve fund established pursuant to GML §§ 6-c, 6-d, 6-e, 6-g, 6-h, 6-j, 6-k, 6-l, 6-m, or 6-n.

All investment obligations shall be payable or redeemable at the option of the Town of Glenville within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Glenville within two years of the date of purchase.

XI. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS

The Town of Glenville shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition (Call Report) at the request of the Town of Glenville. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositaries, trading partners and custodians. Such listing shall be evaluated at least annually.

XII. PURCHASE OF INVESTMENTS

The Supervisor is authorized to contract for the purchase of investments:

1. Directly, including through a repurchase agreement, from an authorized trading partner.
2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the General Municipal Law where such program meets all the requirements set forth in the Office of the State Comptroller Opinion No. 88-46, and the specific program has been authorized by the governing board.
3. By utilizing an ongoing investment program with an authorized trading partner pursuant to a contract authorized by the governing board.

All purchased obligations, unless registered or inscribed in the name of the local government, shall be purchased through, delivered to and held in the custody of a bank or trust company. Such obligations shall be purchased, sold or presented for redemption or payment by such bank or trust company only in accordance with prior written authorization from the officer authorized to make the investment. All such transactions shall be confirmed in writing to the Town of Glenville by the bank or trust company. Any obligation held in the custody of a bank or trust company shall be held pursuant to a written custodial agreement as described in General Municipal Law § 10.

The custodial agreement shall provide that securities held by the bank or trust company, as agent of and custodian for, the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement shall describe how the custodian shall confirm the receipt and release of the securities. Such agreement shall include all

provisions necessary to provide the local government a perfected interest in the securities.

XIII. REPURCHASE AGREEMENTS

Repurchase agreements are authorized subject to the following restrictions: All

repurchase agreements must be entered into subject to a Master Repurchase Agreement.

Trading partners are limited to banks or trust companies authorized to do business in New York State and primary reporting dealers.

Obligations shall be limited to obligations of the United States of America and obligations guaranteed by agencies of the United States of America.

No substitution of securities will be allowed.

The custodian shall be a party other than the trading partner.

APPENDIX A

Schedule of Eligible Securities

- (i) Obligations issued, or fully insured or guaranteed as to the payment of principal and interest, by the United States of America, an agency thereof or a United States government sponsored corporation.
- (ii) Obligations issued or fully guaranteed by the International Bank for Reconstruction and Development, the InterAmerican Development Bank, the Asian Development Bank, and the African Development Bank.
- (iii) Obligations partially insured or guaranteed by any agency of the United States of America, at a proportion of the Market Value of the obligation that represents the amount of the insurance or guaranty.
- (iv) Obligations issued or fully insured or guaranteed by the State of New York, obligations issued by a municipal corporation, school district or district corporation of such State or obligations of any public benefit corporation which under a specific State statute may be accepted as security for deposit of public moneys.
- (v) Obligations issued by states (other than the State of New York) of the United States rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vi) Obligations of Puerto Rico rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (vii) Obligations of counties, cities and other governmental entities of a state other than the State of New York having the power to levy taxes that are backed by the full faith and credit of such governmental entity and rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization.
- (viii) Obligations of domestic corporations rated in one of the two highest rating categories by at least one nationally recognized statistical rating organization.
- (ix) Any mortgage related securities, as defined in the Securities Exchange Act of 1934, as amended, which may be purchased by banks under the limitations established by bank regulatory agencies.
- (x) Commercial paper and bankers' acceptances issued by a bank, other than the Bank, rated in the highest short-term category by at least one nationally recognized statistical rating organization and having maturities of not longer than 60 days from the date they are pledged.

(xi) Zero coupon obligations of the United States government marketed as "Treasury strips."

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 9-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, the Town Board of the Town of Glenville established a Fund Balance Policy for the Town of Glenville based upon best practices recommended by the Office of the State Comptroller and the Government Finance Officers Association; and

WHEREAS, said policy requires an annual review by the Town Board;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby ratifies the Town of Glenville Fund Balance Policy for the year 2024:

TOWN OF GLENVILLE FUND BALANCE POLICY

A. Purpose

For increased financial stability, the Town of Glenville (Town) desires to manage its financial resources by revising the fund balance policy for the General Fund and all Special Revenue Funds that are legally mandated to be kept separately (i.e. Town Outside the Village, Highway, Water, Sewer, etc.). This will ensure the Town maintains a prudent level of financial resources to protect against reducing service levels or raising taxes and fees because of temporary revenue shortfalls, unexpected one-time expenditures, emergencies or disasters. In addition, this Policy is to be adopted to promote compliance with GASB Statement 54.

B. Background

The Governmental Accounting Standards Board (GASB) issued GASB Statement Number 54 (Statement 54), *Fund Balance Reporting and Government Fund Type Definitions*. Statement 54 abandons the reserved and unreserved classifications of fund balances and replaces them with five new classifications: non-spendable, restricted, committed, assigned and unassigned. The latter three classifications comprise the unrestricted fund balance.

In April 2011 the Office of the State Comptroller (OSC) issued updated guidance on Fund Balance Reporting and Government Fund Type Definitions. The guidance addressed how

the changes in GASB 54 were implemented in the Annual Update Document and the effects on local government reporting.

Chapter 528 of the Laws of 2000 gives local governments the authority to carry over a “reasonable amount” of unappropriated unreserved fund balance from one year to the next. This policy establishes the percentage that the Town of Glenville considers the “reasonable amount” for each class of fund and redefines the terminology set forth in Chapter 528 to be in compliance with GASB 54.

C. Definitions

1. Fund Balance - Consists of the measurement of available resources and represents the difference between total assets and total liabilities.

2. Non-spendable - Amounts that cannot be spent because they are in a non-spendable form or legally or contractually required to be maintained intact.

3. Restricted - Amounts that are subject to externally enforceable legal purpose restrictions imposed by certain creditors (debt covenants), grantors, contributors, or laws and regulations of other governments; or through constitutional provisions or enabling legislation.

4. Committed (Unrestricted) - Amounts constrained to specific purposes by a government itself using its highest-level decision-making authority (Town Board). The amount to be committed may be determined subsequent to the date of the commitment. The Town Board must take formal action before the end of the fiscal year to add or remove a constraint.

5. Assigned (Unrestricted) - Amounts that are subject to a purpose constraint that represents an intended use established by the government’s highest-level decision-making authority (Town Board), or by the Board’s designated body or official. The purpose of the assignment must be narrower than the purpose of the general fund. In funds other than the general fund, assigned fund balance will be the residual amount of fund balance.

6. Unassigned (Unrestricted) - All balances remaining after considering the other four categories for the general fund and could result in a surplus or a deficit. Use is least constrained in this category. In funds other than the general fund, the unassigned classification should only be used to report a deficit balance.

D. Examples of Classification

1. Non-spendable (all funds)

- Prepaid New York State Retirement Contributions
- Prepaid Insurance
- Inventories

2. Restricted (Reserves)

- Capital Reserves
- Debt Reserves
- Repair Reserves
- Other reserves allowed by State statutes

3. Committed (Unrestricted)

- NYS OSC believes that in most cases, local governments will not have committed fund balances to report primarily due to the fact that reserves are allowed by State Statute.

4. Assigned (Unrestricted)

- NYS OSC believes that formal actions by the governing boards (resolutions, ordinances, and local laws) constitute a constraint of resources and will result in assignment of resources.
- Encumbrances, when used, will result in an assignment of fund balance.
- Appropriation of Unassigned Fund Balance to future periods.

5. Unassigned (Unrestricted)

- All other unassigned fund balances

E. General Policy

1. Reserves

- a. The Town shall strive to maintain a level of reserves to guard its citizens against a service disruption as reserves are essential to dealing with unforeseen emergencies or changes in condition.
- b. Funding of reserves can come from surplus funds (excess of revenues over expenditures or one-time revenues) or other sources as designated by the Town Board.
- c. All expenditures from or uses of reserve will require prior Town Board approval by adoption of a Use of Reserve Resolution.
- d. Reserves shall only be used for the purpose in which they are intended.

2. Fund Balance Policy and Procedures

- a. The unassigned (unrestricted) fund balance range for the General Fund shall not be less than 15% and not more than 25% of the total adopted budgeted expenditures of the Fund.
- b. The assigned (unrestricted) fund balance range for the Town Outside the Village Fund, Highway Fund, Sewer Fund, and Water Fund shall not be less than 15% and not more than 25% of the total adopted budgeted expenditures of the Fund. For the Sewer Fund and Water Fund, the minimum and maximum levels shall apply only to individual Sewer or Water Districts with an assigned (unrestricted) fund balance of at least \$100,000.
- c. The assigned (unrestricted) fund balance range for the Fire District #4 Fund, Drainage Fund, Lighting Fund, and Park Fund shall not be less than 15% and not more than 25% of the total adopted budgeted expenditures of any District within these Funds. The minimum and maximum levels shall apply only to individual Districts with a minimum assigned (unrestricted) fund balance of at least \$100,000.
- d. The Town Supervisor or his designee shall annually calculate and verify the Town's compliance with this policy. In determining compliance, the following formula will be used: the audited balance available in the unassigned (unrestricted) [General Fund only] or assigned (unrestricted) fund balance of the Town's Funds for the most recently audited fiscal year, divided by the adopted expenditure budget for the ensuing fiscal year for each of the Town's Funds.
- e. The Town Supervisor or his designee shall report annually to the Town Board the results of the calculation and make recommendations for the use of funds in the event of a surplus or the replenishment of funds in the event of a deficit.

- f. Surplus: In the event the unassigned (unrestricted) / assigned (unrestricted) fund balance of any of the Town's funds exceed the maximum requirements, the excess may be utilized for any lawful purpose approved by the Town Board. In order to minimize the long-term effect of such use, the excess shall be appropriated to fund one-time expenditures or expenses which do not result in recurring operating costs, or other one-time costs including the establishment or increase in legitimate restrictions (reserves) of fund balance.
- g. Deficit: In the event the unassigned (unrestricted) / assigned (unassigned) fund balance for the Town's funds falls below the minimum requirement for any fiscal year, the Town Supervisor or his designee shall prepare and submit to the Town Board a plan to restore the balance to the minimum target level in the next budget year or other appropriate period of time.

3. Application of Funds

In instances where expenditures are incurred that will require the funding sources to be comprised of two or more types of fund balance categories, the order of exhaustion of the fund will be as follows:

- 1. Restricted
- 2. Committed
- 3. Assigned
- 4. Unassigned

F. Review

This Policy will be presented by the Town Supervisor annually at the Organizational Meeting of the Town Board for review and adoption.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Supervisor Koetzle: The next set of resolutions are known as "Operational" they are numbers 10-14 on the agenda. These are resolutions that generally deal with operations of the Town of Glenville. Authorizing the Receiver of Taxes, hire employees, authorizing the establishment of salaries for employees not members of our bargaining unit. I would like to take a motion to bring these up on consent.....

Motion to approve Resolutions 10-14, do I have a motion?

Moved by Councilman Ramotar, Seconded by Councilman Kirkham – To act on agenda item nos. 10 – 14 on consent.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Passed

Sponsored by: Robert Kirkham Jr., Town Councilman
Submitted by: Thomas Coppola, Town Highway Superintendent

RESOLUTION NO. 10-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

BE IT RESOLVED, that the Town Highway Superintendent, pursuant to Section 142 of the Highway Law, be and he hereby is authorized to purchase equipment, tools and implements in accordance with the Town of Glenville Purchasing Policy and the Town of Glenville Procurement Policy & Procedures.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Robert J. Kirkham Jr., Town Councilman
Submitted by: Thomas Coppola, Highway Superintendent

RESOLUTION NO. 11-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

BE IT RESOLVED, that the Town Highway Superintendent, pursuant to the provisions of Section 140 of the Highway Law, be and hereby is authorized to employ in the Highway Department of the Town of Glenville for the year 2024, a maximum of twenty (20) full-time employees within budgeted appropriations.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Janet Davignon, Receiver of Taxes

RESOLUTION NO. 12-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS the Receiver of Taxes and Assessments annually hires part-time assistants during the tax collection periods; and

WHEREAS the funds for hiring part-time assistants, with no benefits, have been provided by the 2024 Town Budget,

NOW, THEREFORE, BE IT RESOLVED that the Town of Glenville hereby authorizes the Receiver of Taxes, at her discretion, to hire temporary employees for the collection of 2024 taxes at a monetary level [hours worked, hours paid with no benefits], no greater than provided for in the 2024 budget, with total department expenditures for personnel not to exceed \$35,000.00.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 13-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

BE IT RESOLVED, that the following persons be and they hereby are appointed to the respective part-time employment positions for a term of one (1) year, commencing January 1, 2024 and terminating December 31, 2024 and to serve at the respective salary or wage rates which are hereby established and set for the year 2024.

Kristen Bode, Steno.	Zoning Board of Appeals.....	\$100.00 per mtg
	Overtime, after 2½ hrs.....	\$ 15.00 per hr.
		(Prorated)

Lynn Walkuski, Steno.	Planning & Zoning Commission.....	\$100.00 per mtg
	Overtime, after 2½ hrs.....	\$ 15.00 per hr.
		(Prorated)

Anne Peltier, Steno	Traffic Safety Committee.....	\$100.00 per mtg
	Overtime after 2½ hrs.....	\$ 15.00 per hr.
		(Prorated)

Thomas E. Melander, Asst. Traffic Engineer..... \$3,000.00
(Per annum)

Joan Spencer Szablewski, Town Historian..... \$6,000.00
(Per annum)

Board of Assessment Review \$150.00/day/person-Grievance Day
 \$ 25.00/hr. – sessions following
 \$ 50.00 - Chairman

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 14-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

IT IS HEREBY RESOLVED that the salaries of the employees who are not members of a recognized bargaining unit in the Town of Glenville commencing January 1, 2024 shall be as follows:

Christopher A. Koetzle, Supervisor.....	\$94,645
Cassidy Rossi, Confidential Secretary to the Supervisor	\$55,277
Robert Kirkham Jr., Town Board Member	\$13,010
Sid Ramotar, Town Board Member	\$13,010
Michael Aragosa, Town Board Member	\$13,010
Brenden Gillooley, Town Board Member.....	\$13,010
John Lockwood, Town Justice.....	\$29,603
Alissa Stefanini, Clerk to the Town Justice	\$53,398
Brian De La Fleur, Town Justice.....	\$29,603
Gretchen Braun, Clerk to the Town Justice	\$53,398
Julie Davenport, Town Clerk.....	\$68,514
Kimberly Palmerino, Deputy Town Clerk.....	\$48,120
Janet Davignon, Receiver of Taxes.....	\$35,875
William Purtell, Assessor	\$80,320
Vicki Hillis, Director of Human Services.....	\$87,928
Craig D'Allaird, Commissioner of Public Works	\$109,675
Thomas Coppola, Highway Superintendent.....	\$90,292
Anthony Tozzi, Director of Planning	\$87,125
Stephen Janik, Police Chief.....	\$131,018
Matthew Weise, Police Lieutenant.....	\$122,441

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Supervisor Koetzle – Resolution Nos. 15 – 24 are appointing members to our Committees and Commissions. As you can see these are resolutions that essentially set the membership of each of the boards, committees, commissions that we have in the Town of Glenville. I would like to make a motion to take these resolutions into consent.....

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar
To act on agenda item nos. 15-24 on consent.

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

Motion Passed

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 15-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Zoning Board of Appeals consists of five (5) members and two (2) alternate members;

NOW, THEREFORE, BE IT RESOLVED that

Brian Peterson 128 Riverside Ave., Scotia

be reappointed to the Zoning Board of Appeals for a one (5) year term commencing January 1, 2024 and terminating December 31, 2028. **And;**

BE IT FURTHER RESOLVED that Anthony Mushaw of 188 Sunnyside Rd, Glenville and Steve Radloff of 25 High Mills Rd, Burnt Hills, be appointed as alternates, commencing January 1, 2024 and terminating December 31, 2028; and

BE IT FURTHER RESOLVED that David Hennel be reappointed as Chairman, effective January 1, 2024 and terminating December 31, 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 16-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Planning and Zoning Commission consists of seven (7) members,

NOW, THEREFORE, BE IT RESOLVED that

Patrick Ragucci 133 Saratoga Rd. G2, Glenville

be appointed to the Planning and Zoning Commission for a seven (7) year term commencing January 1, 2024 and terminating December 31, 2030 **and**;

NOW BE IT RESOLVED, that Michael Carr be reappointed Chair for a one (1) year term beginning January 1, 2024, terminating December 31, 2024; and

BE IT STILL FURTHER RESOLVED that Jenny Lippmann be appointed Vice Chair for a one (1) year term beginning January 1, 2024 and terminating December 31, 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 17-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville Environmental Conservation Commission

has eight (8) members); and

WHEREAS, all eight (8) members' terms of office expired on December 31, 2023; and

NOW, THEREFORE, BE IT RESOLVED that

Dan Hill, Chairperson	541 Sacandaga Road, Glenville, NY
Robert Titus	703 Glen Avenue, Scotia, NY
Edwin Droz	62 St. Stephens Lane, Glenville, NY
Donald Rodbell	2977 Ridge Road, Glenville, NY
Charles Story	13 Hill Street, Alplaus, NY
Gregory Delulio	503 So. Holmes St. Scotia
Jean Taylor	10 Belmont Ave., Alplaus
Nancy Caplow	2977 Ridge Rd., Glenville

be appointed to the Glenville Environmental Conservation Commission for a one (1) year term commencing January 1, 2024 and terminating December 31, 2024.

BE IT FURTHER RESOLVED, that Dan Hill be appointed Chairperson for a one-year term commencing January 1, 2024 terminating December 31, 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO.18-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Traffic Safety Committee consists of five (5) members; and

WHEREAS, all five (5) members' term of office expired on December 31, 2023,
and

NOW, THEREFORE BE IT RESOLVED that

Fred Mastroianni	156 Spring Road Glenville
Kenneth Talbot	618 Sanders Avenue, Glenville
Thomas Melander	1346 Lawn Avenue, Schenectady
Daniel P. Miller	119 Acorn Dr., Glenville
Bud Watson	5 Mohawk Avenue, Alplaus

be appointed to the Traffic Safety Committee for a one (1) year term commencing January 1, 2024 and terminating December 31, 2024.

BE IT FURTHER RESOLVED that Fred Mastroianni be appointed as Chair, effective January 1, 2024 and terminating December 31, 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 19-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Ethics Committee of the Town of Glenville consists of five (5) members,

NOW, THEREFORE, BE IT RESOLVED that the following be and they hereby are appointed to the Glenville Ethics Committee for a one (1) year term commencing January 1, 2024 and terminating December 31, 2024;

Vicki Hillis

James MacFarland

Sheri Tomaski

Gray Watkins

Vacancy

18 Glenridge Rd., Glenville

1541 Washout Road, Glenville, NY

1 Lolik Lane, Glenville, NY

52 Hills St. Alplaus

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 20-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, all members' term of office expired December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED, that the following residents of the Town of

Glenville be and they hereby are appointed as members of the Berkley Square Committee:

Steven Janack	65 St. Stephens Lane, Glenville
Sarah R. Brewer	76 St. Stephens Lane, Glenville
Paul Heckman	27 St. Stephens Lane E., Glenville
Bart Forlano,	90 St. Stephens Lane W., Glenville
Katie Caccamo,	86 St. Stephens Lane W, Glenville
Belinda Wagner,	1 Berkley Square, Glenville
Elizabeth Williams,	3 Berkley Square, Glenville
Marge Rizzo	1 Cypress Drive, Glenville
Patti Johnson	91 St. Stephens Lane W., Glenville
Ken & Barbara Opar	44 Glen Terrace, Glenville
Kalynn Droz	62 St. Stephens Lane W., Glenville
Robin Gilbert	7 Berkley Square, Glenville
Christine Guduk	7 Berkley Square, Glenville
Debbie Lovejoy	24 St. Stephens Lane, Glenville
Sandy Rohrmeier	64 St. Stephens Lane W., Glenville
Jessica Rowe	101 St. Stephens Lane, Glenville
Kara Winchester	61 St. Stephens Lane N., Glenville
Lindsey Womer	10 Berkley Road, Glenville
and	

BE IT FURTHER RESOLVED that they are hereby appointed for a one (1) year term commencing January 1, 2024 and terminating December 31, 2024.

BE IT STILL FURTHER RESOLVED that Steve Janack be reappointed Chair for one year beginning January 1, 2024 and terminating December 31, 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 21-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Glenville Park Planning Committee now consists of eight (8) members, and

NOW, THEREFORE, BE IT RESOLVED that

Armand Canestraro, Chair	1680 Gower Road, Glenville
Ronald Pucci, Vice-Chair	1648 Gower Road, Glenville
Jeffery Bittner	585 Swaggertown Rd., Glenville
Dirk Francois	574 Church Rd, Glenville
Beth Gregory	65 Glenridge Road, Glenville
Bertram Longbotham	136 Charlton Road, Ballston Lake

Susan VanVorst
Barbara Wurz

144 Mohawk Ave., Scotia
92 Kingsbury Road, Burnt Hills

are hereby appointed for a term beginning January 1, 2024 and terminating December 31, 2024; and

BE IT FURTHER RESOLVED that Armand Canestraro, 1680 Gower Road be reappointed as Chair and Ronald Pucci, 1648 Gower Road be reappointed as Vice-Chair for a term of one year beginning January 1, 2024 and terminating December 31, 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 22-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville Small Business and Economic Development Committee's membership terms expired on December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED, that the following individuals are hereby appointed members of the Small Business and Economic Development Committee for a term from January 1, 2024 through December 31, 2024.

Nick DeCaprio
Robert Kenney
Robert Hanlon
Nathan Quinlan
Cathy Gatta
Cassie Walker

9 Irving St., Scotia
3 Jennifer Rd., Glenville
18 Cherry Lane, Glenville
91 Hetcheltown Rd., Glenville
46 Washington St., Scotia
107 Woodhaven Dr., Glenville

BE IT FURTHER RESOLVED that Nick DeCaprio be appointed as Chair, effective January 1, 2024 and terminating December 31, 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 23-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville's Efficiency in Government Committee's membership terms expired on December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED that the following individuals are hereby appointed members of the Glenville Efficiency in Government Committee for a term of one (1) year, commencing January 1, 2024 and terminating December 31, 2024;

Robert Derrick, Chair	8 Haviland Drive, Glenville
Adrian Pica-Borjas	31 Beechwood Dr., Charlton
Mary Lolik	118 Snake Hill Road, Glenville
Carol Bates	31 Valleywood Drive, Glenville
and	

BE IT FURTHER RESOLVED that Robert Derrick be appointed as Chairman for one year beginning January 1, 2024 and terminating December 31, 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 24-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville's History, Cultural and Events Committee's membership terms expired on December 31, 2023,

NOW, THEREFORE, BE IT RESOLVED that the following individuals are hereby appointed members of the Glenville Events Committee for a term of one (1) year, commencing January 1, 2024 and terminating December 31, 2024;

Julie Davenport	18 Glenridge Rd., Glenville
Ginger LaFreniere	244 Riverside Pl., Alplaus
Kimberly Palmerino	18 Glenridge Rd., Glenville

and

BE IT FURTHER RESOLVED that Julie Davenport be appointed as Chair for one year beginning January 1, 2024 and terminating December 31, 2024.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Supervisor Koetzle – Next Resolution are Contracts and Agreements and they are numbers 25 – 39. These are contracts that we typically have, a variety of them with different organization across the town, they've been authorized within the Town Budget. So, this is just authorizing the Supervisor to sign the agreements 25-39. I would like to take a motion on accepting these on consent.....

Moved by Councilman Kirkham
Seconded by Councilwoman Aragosa
To act on agenda item nos. 25 – 39 on consent.

Ayes: Councilmen Ramotar, Aragosa, Kirkham and Supervisor Koetzle
Noes: None
Absent: None
Abstentions: Councilman Gillooley abstained due to the fact that he is employed by the Village of Scotia and asked that the consent be 26-39 instead of 25-39.

Motion was made to amend the proposed resolutions and take out # 25 as Councilman Gillooley could not vote on resolution 25.

Supervisor made a motion to take out #25.
Motion: Councilman Kirkham
Second: Councilman Aragosa

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

Motion passed

Supervisor made a motion to take on consent for items 26-39.
Motion: Councilman Kirkham
Second: Councilman Ramotar

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

Motion Passed

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 25-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Aragosa

WHEREAS, Freedom Park is located within the Village of Scotia, New York;
and

WHEREAS, the Freedom Park Foundation is a non-profit organization made up of unpaid volunteers; and

WHEREAS, each year Freedom Park strives to provide a diversity of programming that will serve a variety of audiences from preschoolers to senior citizens at the Wednesday night performances from the end of June through the end of August; and

WHEREAS, admission to all performances is free; and

WHEREAS, most of the funding for Freedom Park comes from contributions made by individuals and families in the area; and

WHEREAS, the Village of Scotia contributes each year along with maintaining the physical plant; and

WHEREAS, the Town Board of the Town of Glenville is desirous of continuing its support to Freedom Park;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby authorizes the Supervisor to enter into a contract with the Village of Scotia "Freedom Park" in the amount not to exceed Two Thousand Dollars **[\$2,000.00]** for the support for the **2024** Summer Concert Series in Freedom Park, Village of Scotia, New York; and

BE IT FURTHER RESOLVED that such monies will be taken from Account **AA-000-7550-4053**, Celebrations.

Ayes: Councilmen Ramotar, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: Councilman Gillooley

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 26-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, on March 15, 2023 the Glenville Town Board authorized entering into a contract with Schenectady County in which Schenectady County Senior and Long-Term Care Services, or its contracted agencies, would provide daily nutritious meals, and supportive, educational, and recreational services to all qualifying individuals through the operation of a "Congregate Meal Site" at the Glenville Senior Center at no cost to the Town of Glenville; and

WHEREAS, this program proved beneficial for the County, the Town, and, most importantly, the local senior citizens who wish to participate in the program; and

WHEREAS, Schenectady County and the Town of Glenville wish to continue the senior meal and nutrition program in a congregate setting located at the Glenville Senior Center in 2024;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby approves the attached contract between Schenectady County and the Town of Glenville to continue the senior meal and nutrition program at the Glenville Senior Center for calendar year 2024 at no cost to the Town of Glenville; and

BE IT FURTHER RESOLVED that Christopher A. Koetzle, Supervisor of the Town of Glenville, is hereby authorized to sign the contract on behalf of the Town of Glenville.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 27-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS the Town of Glenville is desirous of entering into an agreement with the ***Burnt Hills Summer Recreation Commission*** for a summer recreation program for residents of the Town of Glenville; and

WHEREAS the Burnt Hills Summer Recreation Commission is desirous of

providing a recreation program for residents of the Town of Glenville;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby approves the attached contract between the Town of Glenville and the Burnt Hills Summer Recreation Commission pursuant to which the Burnt Hills Summer Recreation Commission will provide a recreation program during the summer of **2024** for residents of the Town of Glenville, and the Town Board of the Town of Glenville hereby authorizes payment to the Burnt Hills Summer Recreation Commission a contribution, not to exceed the sum of Five Thousand Dollars **[\$5,000.00]**; and

BE IT FURTHER RESOLVED that Christopher A. Koetzle, Supervisor of the Town of Glenville, is hereby authorized to sign the contract on behalf of the Town of Glenville; and

BE IT FURTHER RESOLVED that such monies will be taken from Account **AA-000-7310-4052**.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 28-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS *Captain Community Human Services, Inc.*, a New York not-for-profit corporation, having its principal place of business at 543 Saratoga Road, Glenville, New York, provides an emergency youth shelter and counseling services for youth and their families to youth residing in the Scotia-Glenville and Burnt Hills school districts; and

WHEREAS the Town is desirous of supporting the youth shelter and counseling services provided by Captain Community Human Services, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby approves the attached contract with *Captain Community Human Services, Inc.* and agrees to pay to it the sum of Two Thousand Two Hundred-Fifty Dollars **[\$2,250.00]**, in exchange for the services stated in the contract to be provided by Captain Community Human Services, Inc.; and

BE IT FURTHER RESOLVED that Christopher A. Koetzle, Supervisor of the Town of Glenville, is hereby authorized to execute this contract on behalf of the Town; and

BE IT FURTHER RESOLVED that such monies will be taken from Account **AA-**

000-7320-4000.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 29-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS the Town of Glenville constructed the Glenville Senior Center on Worden Road in Glenville, New York; and

WHEREAS the *Scotia-Glenville Senior Citizens Recreation and Related Concerns, Inc.*, a New York not-for-profit corporation, wishes to provide programs for Glenville seniors in the Senior Center; and

WHEREAS it appears to be in the best interest of the residents of the Town of Glenville for the Town to enter into a contract with the Scotia-Glenville Senior Citizens Recreation and Related Concerns, Inc.;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby approves the attached contract with the Scotia-Glenville Senior Citizens Recreation and Related Concerns, Inc. for its use of the Glenville Senior Center; and

BE IT FURTHER RESOLVED that the consideration to be paid by the Town of Glenville to the Scotia-Glenville Senior Citizens Recreation and Related Concerns, Inc. for its programs for the calendar year **2024** shall be the sum of Six Thousand Five Hundred Dollars **[\$6,500.00]**; and

BE IT FURTHER RESOLVED that Christopher A. Koetzle, Supervisor of the Town of Glenville, is hereby authorized to sign the attached contract on behalf of the Town of Glenville; and

BE IT FURTHER RESOLVED that such monies will be taken from Account **AA-000-7610-4630**.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 30-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS the Town of Glenville is interested in purchasing staff support for the purposes of providing increased tourism, economic development promotion and marketing from the **Capital Region Chamber**; and

WHEREAS the current service will include but not be limited to the Schenectady Military Affairs (SMAC) work to ensure that the 109th Auxiliary at Stratton National Air Force Base continues; and

NOW, THEREFORE, BE IT RESOLVED that the Glenville Town Board hereby authorizes the Supervisor to contract for the services of providing increased tourism, economic development promotion and marketing with the Capital Region Chamber in an amount not to exceed \$750.00 in 2024; and

BE IT FURTHER RESOLVED that the monies we be taken from Account **AA-000-6989-4000**.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 31-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville wishes to support the activities of organizations that serve veterans and veteran's needs; and

WHEREAS, expenditure of town funds for veteran's organizations and the services they provide are authorized under Town Law;

NOW, THEREFORE, BE IT RESOLVED, the Town Board of the Town of Glenville does hereby authorize a \$1,000 budgeted expenditure in 2024 from the Town of Glenville account AA-000-6510-4000 to the V.F.W. Post 4660, Mayfair/Glenville.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 32-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville is desirous of entering into an agreement with the Empire State Aerosciences Museum to host a “Glenville Day” for residents of the Town of Glenville on which town residents would be provided free admission to the museum; and

WHEREAS, the Empire State Aerosciences Museum is desirous of providing such a day for residents of the Town of Glenville;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby approves the attached contract between the Town of Glenville and the Empire State Aerosciences Museum for the Empire State Aerosciences Museum to host a “Glenville Day” for residents of the Town of Glenville in 2024 on a date to be determined, and the Town Board of the Town of Glenville hereby authorizes payment to the Empire State Aerosciences Museum of the sum of One Thousand Dollars [\$1,000.00]; and

BE IT FURTHER RESOLVED, that Christopher A. Koetzle, Supervisor of the Town of Glenville, is hereby authorized to sign the contract on behalf of the Town of Glenville; and

BE IT FURTHER RESOLVED that the monies will be taken from Account AA-000-7550-4055.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 33-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the County Legislature of the County of Schenectady has issued a Certificate to the Chief Financial Officer of the Town Certifying that the contribution of the Town of Glenville to the taxes of the County of Schenectady for the fiscal year beginning January 1, 2024 is \$15,462,383.41; and

WHEREAS, the Town must levy said sum against the taxable real estate, and direct the extension of such taxes against each such parcel,

NOW, THEREFORE, BE IT RESOLVED

1. The Town Board of the Town of Glenville does hereby levy the sum of \$15,462,383.41 by the County Legislature as said Town's contribution to the taxes of the County of Schenectady for the fiscal year beginning January 1, 2024.

2. The taxes due the County of Schenectady shall be extended against each parcel of taxable real estate at a rate to be established by the County of Schenectady per \$1000 of taxable assessed value.

3. The Supervisor is hereby directed to execute and deliver a certificate to the County Legislature of the County of Schenectady certifying that the levy has been made and the extension of taxes directed in accordance with law.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Sid Ramotar, Town Councilman
Submitted by: Stephen Janik, Chief of Police

RESOLUTION NO. 34-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the County of Schenectady participates in the New York State Special Traffic Options Program for driving while intoxicated enforcement; and

WHEREAS, the Town of Glenville desires to join in the County STOP-DWI plan in 2024, as it has in years past; and

WHEREAS, the Town's financial commitment to the 2024 STOP-DWI Enforcement Activity Budget is not to exceed \$12,000 in personal services, training equipment and other approved expenses, already in the 2024 Police Department budget;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to sign the 2024 STOP-DWI Program Agreement with the County of Schenectady.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 35-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, Section 54, subdivision 6 of the New York Workers' Compensation Law as amended allows a municipal corporation or political subdivision of New York State to include its executive officers under the coverage of New York Workers' Compensation Law; and

WHEREAS, the executive officers of the Town of Glenville are defined as all elected or appointed employees of the Town; and

WHEREAS, effective July 1, 2023 the Town of Glenville entered into a workers' compensation insurance policy with New York State Municipal Workers' Compensation Alliance; and

WHEREAS, the Town Board of the Town of Glenville desires to include its executive officers under the workers' compensation policy maintained by the Town;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby elects to bring its executive officers described herein under the coverage of the New York Workers' Compensation Law with respect to all policies issued to the Town of Glenville by the New York State Municipal Workers' Compensation Alliance.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 36-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Glenville Rotary is a chapter of Rotary International, a nonprofit, service organization of business and professional leaders that provides humanitarian service, encourages high ethical standards in all vocations, and helps build goodwill and peace in the world; and

WHEREAS, the Glenville Rotary has requested use of a meeting room at the Glenville Senior Center on the 3rd Monday of each month from 6:30 – 8:30 PM for board meetings; and

WHEREAS, a room is available for this purpose on the requested dates and times, and

WHEREAS, the Town Board may waive normal fees associated with this type of use and wishes to do so in this instance in consideration of the longstanding financial and volunteer support the Glenville Rotary has provided to the Town of Glenville,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Glenville Rotary's use of the Glenville Senior Center from January 1, 2024 through December 31, 2024, at the requested dates and times and as may be further requested from time to time, and waives the normal fees associated with such use, provided the Glenville Rotary completes a Request for Use application and provides the required liability insurance indicated in the use policy, and

BE IT FURTHER RESOLVED that the Glenville Rotary shall make an annual request for use for a calendar year period (January – December) in December of each year, such request for use to be considered by the Glenville Town Board during the town's annual Organizational Meeting.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 37-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Glenville YMCA, 127 Droms Rd., Glenville, NY, 12302, has requested use of the skating rinks at Indian Meadows Park on a non-exclusive basis to provide a skating program to their membership, and

WHEREAS, the Glenville YMCA intends to charge a nominal fee for such program, necessitating approval from the Glenville Town Board in accordance with the Code of the Town of Glenville, and

WHEREAS, The Glenville YMCA understands that the rink conditions are subject to the weather and other variables and the Town of Glenville makes no assurance that the rinks will be in any condition other than that which the town would normally provide to the general public, and

WHEREAS, the Glenville YMCA will complete a Park Use Application and submit the required Certificate of Liability Insurance for such use,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Glenville YMCA's use of the skating rinks at Indian Meadows Park from January 3, 2024 through March 31, 2024, subject to the rinks' availability, and waives any fees associated with such use, provided the Glenville YMCA completes a Park Use application and provides the required liability insurance indicated in the use policy.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 38-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town Board of the Town of Glenville has established a premium only cafeteria plan under Internal Revenue Code section 125 which allows Town officers and employees to have their health insurance premiums contributions withheld from their paychecks on a pre-tax basis; and

WHEREAS, the Town Board desires to continue such plan for calendar year 2024, managed by the Town's health insurance broker, Marshall & Sterling;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby adopts and approves the Cafeteria Plan under IRC section 125 for calendar year 2024 in the form attached hereto; and

BE IT FURTHER RESOLVED that the Town Board authorizes and directs the Supervisor to execute the Plan on behalf of the Town; and

BE IT STILL FURTHER RESOLVED, that the Town Board hereby authorizes the Supervisor to take any and all actions and execute and deliver such documents as he may deem necessary and appropriate to affect the Plan including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 39-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Town of Glenville utilizes Marshall & Sterling, to perform health insurance brokerage and other services related to employee benefits; and

WHEREAS, such services performed by Marshall & Sterling involve Protected Health Information (PHI), thereby requiring compliance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA); and

WHEREAS, in order to perform such services in accordance with HIPAA it is necessary to enter into an agreement that sets forth the obligations of the Town and Marshall & Sterling regarding use of employees' protected health information; and

WHEREAS, the attorney for the Town finds that it is in the best interest of the Town to enter into an agreement with Marshall & Sterling in order to set forth the understanding between the parties on HIPAA/PHI-related issues;

NOW, THEREFORE, BE IT RESOLVED, that the Supervisor of the Town of Glenville is hereby authorized to execute a contract with Marshall & Sterling, 30 Corporate Drive, Clifton Park, NY, 12065, for the administration of health insurance and related professional services for calendar year 2024.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 40-2024

Moved by: Councilman Aragosa

Seconded by: Councilman Kirkham

WHEREAS, the Town Board of the Town of Glenville appointed Janet Davignon as Receiver of Taxes for the term of January 1, 2023 thru December 31, 2023; and

WHEREAS, Ms. Davignon performed the functions of Receiver of Taxes in a professional and competent manner; and

WHEREAS, the Town Supervisor now recommends that Ms. Davignon be re-appointed to the position of Receiver of Taxes;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby re-appoints Janet Davignon as Receiver of Taxes for the period of January 1, 2024 through December 31, 2025 with the other terms and conditions of her employment unchanged.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Supervisor
Submitted by: Julie Davenport, Town Clerk

RESOLUTION NO. 41-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

BE IT RESOLVED, that the minutes of the Regular Town Board meeting held on December 20, 2023 are hereby approved and accepted as entered.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 42-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town Board has reviewed its options for procuring general legal services and town court services for the Town and the various departments thereof; and

WHEREAS, the Town solicited proposals from various law firms in the area with expertise in municipal law to provide these services; and

WHEREAS, the Town Supervisor and former Town Comptroller reviewed the proposals and conducted interviews with firms interested in providing general legal services and town court services; and

WHEREAS, the Town Supervisor and former Town Comptroller recommend the Town engage the law firm of O'Connell and Aronowitz, P.C. for general legal services including attendance at Town Board meetings, serving as counsel to the Town Board for Town matters, representing the Town in Town Court matters such as code enforcement that are not handled by other agencies, and representing the Town as a party to litigation as determined by the Town Board on a case-by-case basis, such representation to exclude municipal bonding matters, tax certiorari defense, labor law matters, and land use matters;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to execute a two-year contract for general legal services as set forth above with the law firm of O'Connell and Aronowitz, P.C. 54 State Street, Albany, New York, commencing January 1, 2024 for a monthly retainer of \$7,150.00 for calendar year 2024 and \$8,000.00 for calendar year 2025, and additional fees invoiced for litigation matters at the rate of \$225.00 per hour for calendar year 2024 and \$235.00 per

hour for calendar year 2025, plus reimbursement for items such as filing fees and special postage.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by:

RESOLUTION NO. 43-2024

Moved by: Councilman Kirkham

Seconded by: Councilman Ramotar

WHEREAS, the Town Board has reviewed its options for procuring comprehensive labor relations services for the Town and the various departments thereof; and

WHEREAS, the Town solicited proposals from various law firms in the area with expertise in municipal labor relations law to provide these services; and

WHEREAS, the Town Supervisor and former Town Comptroller reviewed the proposals and conducted interviews with firms interested in providing comprehensive labor relations services for the Town; and

WHEREAS, the Town Supervisor and former Town Comptroller recommend the Town engage the law firm of Whiteman Osterman & Hanna LLP for comprehensive labor relations services for the Town to include routine telephone inquiries and correspondence, including any supporting research, attendance as requested at meetings, legal opinions as requested by the Town Supervisor or authorized department heads, review of contracts, preparation of grievance responses, day-to-day employment/labor counseling and advice, as well as collective bargaining services;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to execute a one-year contract for comprehensive labor relations services with the law firm of Whiteman Osterman & Hanna LLP, One Commerce Plaza, Albany, New York, commencing January 1, 2024 for a quarterly retainer of \$10,000.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: William Purtell, Town Assessor

RESOLUTION NO. 44-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town Board has reviewed its options for procuring assessment litigation services for the Town and the various departments thereof; and

WHEREAS, the Town solicited proposals from various law firms in the area with expertise in assessment litigation to provide these services; and

WHEREAS, the Town Supervisor and Town Assessor reviewed the proposals and conducted interviews with firms interested in providing assessment litigation services for the Town; and

WHEREAS, the Town Supervisor and Town Assessor recommend the Town engage the Vincelette Law Firm for assessment litigation services to include all aspects of real property tax assessment litigation on an as-needed basis for the Town;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to execute a one-year contract for assessment litigation services with the Vincelette Law Firm, 26 Century Hill Drive, Latham, New York, commencing January 1, 2024 at a rate of \$250 per hour.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 45-2024

Moved by: Councilman Kirkham
Seconded by: Councilman Ramotar

WHEREAS, the Town Board has reviewed its options for procuring land use services for the Town and the various departments thereof; and

WHEREAS, the Town solicited proposals from various law firms in the area with expertise in municipal land use law to provide these services; and

WHEREAS, the Town Supervisor and Attorney for the Town reviewed the proposals and conducted interviews with firms interested in providing land use services; and

WHEREAS, the Town Supervisor and Attorney for the Town recommend the Town engage the law firm of Garfunkel Wild, P.C. for land use services to include attendance at Town land use meetings, serving as counsel to the Planning Board and the Zoning Board of Appeals for land use matters, and representing the Town in court matters regarding land use that are not handled by other agencies;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to execute a one-year contract for land use services with the law firm of Garfunkel Wild, P.C., 677 Broadway, Albany, New York, commencing January 1, 2024 for a monthly retainer of \$3,750 plus reimbursement for items such as filing fees and special postage.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher A. Koetzle, Town Supervisor

Submitted by: Jeffrey A. Siegel, Attorney to the Town

RESOLUTION NO. 46-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, the Town of Glenville Landscape Manual ("Landscape Manual") was first adopted by Town Board resolution 82-2004 on March 3, 2004, as a supplement to Article XIX of the Town Code of the Town of Glenville, and is set forth as Chapter LM of the Town Code ("Town Code"); and

WHEREAS, The Town desires to amend the appendix to the Landscape Manual that sets forth recommended plant material, in order to remove from the list of recommended plant material certain species of trees or shrubs that are, or may be considered to be, invasive species; and

WHEREAS, the Town has prepared a proposed Local Law No. 1 of 2024 titled "Amendment to Glenville Town Code Chapter LM, Appendix-Recommended Plant Material, to Remove Certain Species of Trees and Shrubs from the List of Recommended Plant Material" 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 1 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. 1 of 2024, and any required environmental review, on January 17, 2024 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 Local Law No.1 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 January 17, 2024 public hearing date.

Ayes: Councilmen Ramotar, Gillooley, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 47-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, there currently exists a vacancy in the position of Town Comptroller; and

WHEREAS, despite widespread advertisements for the position the Town has yet to find a suitable candidate for the position; and

WHEREAS, Patrick Aragosa spent 11 years as Receiver of Taxes for the Town of Glenville from 2012 through 2022, and prior to that served as Comptroller for the Town of Rotterdam, roles which provided him with the institutional knowledge now required by the Town of Glenville to help maintain the day-to-day operations of the Town Comptroller's office while recruitment for a new Town Comptroller continues; and

WHEREAS, Mr. Aragosa is agreeable to returning to Town of Glenville employment in a limited capacity on an as needed basis while there is a vacancy in the Town Comptroller position;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby appoints Patrick Aragosa to the position of acting Town Comptroller effective January 4, 2024 at a rate of \$70.00 per hour, up to a maximum of twenty-five hours per bi-weekly pay period, with no benefits.

Ayes: Councilmen Ramotar, Gillooley, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: Councilman Aragosa

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by:

RESOLUTION NO. 48-2024

Moved by: Councilman Ramotar

Seconded by: Councilman Kirkham

WHEREAS, the Village of Scotia owns and operates a water supply and treatment facility located at 587 Vley Road, parcel number 29.11-1-3, which is not within the Village of Scotia but is within the Town of Glenville; and

WHEREAS, the Village of Scotia water supply and treatment facility was assessed at \$2,600,900 by the Town Assessor in the 2023 Final Assessment Roll, an assessed value which places the full market value of the parcel at \$3,824,853; and

WHEREAS, a municipally-owned water supply and treatment facility located outside of the municipality owning the facility is subject to real property taxes unless exempted by the municipality in which the facility is located pursuant to Section 406(3) of the Real Property Tax Law; and

WHEREAS, based on the assessed value of \$2,600,900, the Village of Scotia water supply and treatment facility located at 587 Vley Road, parcel number 29.11-1-3, would have been subject to \$100,568.79 in tax charges for the 2023-24 tax year, with said charges including all school, county, town, and special district levies; and

WHEREAS, the Village of Scotia has requested a tax exemption from the Town of Glenville, including special ad valorem levies and special assessments, for this parcel pursuant to Section 406(3) of the Real Property Tax Law; and

WHEREAS, the Town Board of the Town of Glenville is amenable to this request by the Village of Scotia;

NOW, THEREFORE BE IT RESOLVED that the Town Board of the Town of Glenville hereby authorizes the Town Supervisor to enter into a tax exemption agreement with the Village of Scotia, pursuant to Section 406(3) of the Real Property Tax Law, to provide a 100% exemption from all taxes, including special ad valorem levies and special assessments, for the Village of Scotia water supply and treatment facility located at 587 Vley Road in the Town of Glenville, parcel number 29.11-1-3, for the 2024 Assessment Roll.

Ayes: Councilmen Ramotar, Aragosa, Kirkham and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: Councilman Gillooley

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Vicki Hillis, Director of Human Services

RESOLUTION NO. 49-2024

Moved by: Councilman Ramotar
Seconded by: Councilman Kirkham

WHEREAS, there currently exists a vacancy in the position of Town Comptroller; and

WHEREAS, despite widespread advertisements for the position the Town has yet to find a suitable candidate for the position; and

WHEREAS, Jason Cuthbert spent 11 years as Town Comptroller for the Town of Glenville from 2013 through 2023, is intimately familiar with all functions and duties of the position, and possesses the institutional knowledge now required by the Town of Glenville to maintain the day-to-day operations of the Town Comptroller's office while recruitment for a new Town Comptroller continues; and

WHEREAS, Mr. Cuthbert is agreeable to returning to Town of Glenville employment in a limited capacity on an as needed basis while there is a vacancy in the Town Comptroller position;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby appoints Jason Cuthbert to the position of Bookkeeper (part-time) effective January 4, 2024 at a rate of \$55.00 per hour, up to a maximum of forty hours per bi-weekly pay period, with no benefits.

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

Motion Carried

Town Board decision January 3, 2024 (Org. Mtg.)

Supervisor Koetzle asked for a motion to adjourn;
Moved: Councilman Ramotar
Second: Councilman Aragosa
Ayes: All
Noes: None
Adjourn 7:23 PM

ATTEST:

Julie Davenport
Town Clerk

