

**MEETING OF THE TOWN BOARD
TOWN OF GLENVILLE
February 1, 2023
AT THE GLENVILLE MUNICIPAL CENTER
18 GLENRIDGE ROAD, GLENVILLE, NEW YORK**

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

Invocation

Pledge of Allegiance to the Flag

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

Present: Supervisor Christopher A. Koetzle, Councilmen James M. Martin, Sid Ramotar, Michael R. Godlewski and Councilwoman Amanda Gonzalez-Barone

Absent: None

Also Present: Jason Cuthbert- Comptroller, Jeffrey A. Siegel- Attorney for the Town, Anthony Tozzi-Director of Planning, Craig D'Allaird-Commissioner of Public Works.

Town Council Reports

Councilman Godlewski: Mentioned he and his wife attended The Legacy Project fundraiser and is proud that this project is happening on Glenville. He had a nice time and was for a great cause.

Councilman Martin: Also mentioned he and his wife attended the fundraiser. It was a lovely dinner and they had a lot of fun. He will continue to support the project and go to their board meetings and is also happy the project is here in Glenville.

Councilman Ramotar: He said it was an honor to attend the fundraiser and also looks forward to helping the group and project.

Public Hearing: Open 7:04 Closed 7:04 No one spoke.

To hear all persons interested in the proposed contract with the Village of Scotia to provide fire protection and emergency medical services to the Town of Glenville Fire District No. 4 for a term of three years.

Privilege of the Floor Open 7:05 Closed 7:05 No one spoke.

Supervisor Koetzle: Shared that since the resignation of Deputy Supervisor Gina Wierzbowski there is a vacancy on the Town Board. He and Deputy Supervisor Sid Ramotar reviewed several resumes and interviewed three candidates. They were very impressed with one candidate Amanda Gonzalez-Barone and believe that Amanda is going to make a phenomenal Town Board Member. He continued to share, we're excited and it's interesting because he got a lot of calls on this for a variety of reasons but one was the fact that people noticed that Amanda is not affiliated with any political party and is registered as a blank. So, Amanda's independent spirit and independent they were very impressed with, and looking forward to being on the board it shouldn't be lost to anyone on the board that tonight's historic night for the Town of Glenville. We will have our first openly gay board member, which we've have talked about and so I think it's historic and it's something that I think is great for the town that you have bring perspectives to the board. Gina obviously was a female, the only female member was important to have a female member to bring that perspective to the board, and so all of these reasons which I could go on and on about make you, I think ideally and perfectly suited to join us on the board.

Supervisor opened discussion to the Board Members.

Councilman Martin: I know Amanda by way of the local Development Corporation involvement in the small business and economic development committee and what's always impressed me about Amanda is that she brings energy. There's no question about that to any endeavor that she takes on, and she's very articulate and I was just impressed with her work ethic and the small business affiliation. As you all know, I have great respect and support for our small businesses here in the town, and she's a small business owner of a thriving business on Rt. 50. I just think she's an ideal fit and I welcome the energy and the passion and that new fresh perspective that I know she'll bring. So, from my standpoint, it's a win all the way around and I welcome her wholeheartedly.

Councilman Ramotar: So, Amanda, you and I haven't worked together on many projects and really got a couple of meetings with the SVD. Just from those meetings though, I can tell that you're going to be great, great fit for the town. I'm looking forward to working on other committees as we go on into the year.

Councilman Godlewski: Briefly, I'd offer my congratulations. I'm looking forward to working with you. I thought a lot about what I was going to say tonight and anyone who knows me knows that I prefer speaking off the cuff, but I want to be very clear and also very careful about what I said and how I said it. So, I did prepare a statement. "Elections should determine our representatives, not us. I believe that the seat should be filled, I believe Glenville deserves a fully functional town government. However, in these circumstances I think the person filling the seat should solely finish out the term. Niskayuna did this in August of 2021, I thought it worked well and most importantly kept politics out of legislating. Thank you.

Supervisor Koetzle: I appreciate your comments, Councilman. Just for the record I want to state that it is our responsibility by law to fill the seat if a person chooses to run or not to run. That's up to them. I think that it should be recognized that, Sid and I worked hard to make sure it was a nonpolitical affiliation, that it was a blank, that was important to us. I think that you know, not being a political person, not affiliated would make it easy to let this person, fill out the term and what happens after that is really up to her and the parties who decide to either back or not back. But in my mind, I don't think there's anyone better to fill the role. So, with that, is there any other discussion?

Councilman Martin: I'll just comment again in response to Mike's comments. I hear what you're saying and I have a great respect for the process and procedure of government and no way it should be that way it. I think it's for the community and the residents to have a fully functioning, fully staffed, Town Board. I don't think anything is better served by having a blank seat there, or an empty seat and having it unfulfilled. So, in my mind, that's an overriding consideration and again, why? I support the idea of an appointment in the interim.

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Jeffrey A. Siegel, Attorney for the Town

RESOLUTION NO. 54-2023

Moved by: Councilman Martin

Seconded by: Councilman Ramotar

WHEREAS, Town Law section 64 (5) provides that in the event of a vacancy in an elected position in the Town, the town board is authorized to appoint a qualified person to hold office until the commencement of the calendar year succeeding the first annual election at which the vacancy may be filled; and

WHEREAS, due to the resignation of Town Councilwoman Gina Wierzbowski, such a vacancy exists on the Town Board; and

WHEREAS, in consideration of such vacancy, the Town Supervisor and Councilman Sid Ramotar reviewed and met with three applicants qualified to fill the vacancy, and hereby recommend Amanda Gonzalez-Barone be selected to fill the vacancy on the Town Board;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby appoints Amanda Gonzalez-Barone of 6 North Holmes Street, which is within the Village of Scotia, to the fill the vacant position of Member of the Town Board of the Town of Glenville for a term of office commencing immediately and ending December 31, 2023.

Ayes: Councilmen Martin, Ramotar and Supervisor Koetzle

Noes: Councilman Godlewski

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023

Swearing in of Councilwoman Amanda Gonzalez-Barone.

Councilwoman Gonzalez-Barone- I feel overwhelmed right now, because of all the positivity and support. I'm really honored to have been even considered for this position. Public service is something that just kind of seems like a natural trajectory from where I want to go. I've always wanted to help people, help others, and that's what I do by nature in my business is help others with their health and their fitness goals. Also developing their confidence, self-worth and allowing them to have happier lives. That is an extension with this new role and the extension of what we're all trying to help our fellow residents in in Glenville and Scotia. Live healthier better happier. I'm just really excited to be able to bring my energy, my passion and my ideas and work with all of you who are just tremendous people. So, I'm ready to learn, ready to grow and I thank you all for your support and your faith in me.

Supervisor's Comments to the Board – State of the Town

State of the Town

The state of the town continues to be strong – from our finances, to our commercial corridors, to our parks and neighborhoods – we continue to move forward as we invest in and build our community while being fiscally responsible and sound.

Since 2009, we have welcomed numerous new businesses including local entrepreneurs, small business and large corporations and manufacturers. We add thousands in jobs, millions in new assessed value and have revitalized our commercial corridors from Town Center to the Business Park. The result is a more balanced real property tax base with business and industry generating their proportional tax revenue that shifts more of the burden off our residents.

In every facet we have improved Glenville: we have added tax base, kept taxes low, invested in the community, attracted new jobs and businesses, and made Glenville a vastly better, stronger and more vibrant place than it was 15 years ago.

As we continue our work together, I am happy to say that we're just getting started and there is so much more ahead. To that end, I want to lay out the blueprint for the next year and beyond. I want to talk about 4 key areas: Economic Development, Infrastructure, Parks and Finance.

Economic Development

Freemans Bridge Road Redevelopment

Land Use

For too long, the land use pattern along FBR has been eclectic and the rate of redevelopment sporadic. We have had all sorts of land uses try to coexist but this had led to a chaotic and underutilized commercial corridor. We have also seen much of the property on that corridor become contaminated and unusable. However, the groundwork of sound corridor planning over recent years and the adoption of a forward-thinking overlay district is starting to turn the fortunes of the corridor around.

This overlay district has adopted zoning that allows for a mix of new dynamic uses that will bring new energy to the corridor while also providing responsive businesses, services, and leisure-type activity for the use and enjoyment of our residents.

Redevelopment:

Working creatively with our private sector partners, we have started to encourage the redevelopment of many of the properties by encouraging demolition of old, dilapidated buildings to help make many of the properties shovel ready and help reduce the cost of development and to better attract investment in those parcels.

One way to achieve the removal of these blighted influences was the use of solar in the overlay district on certain parcels that were otherwise undevelopable - the old Saronski property comes to mind. By allowing this use, we have helped the economics of site development to better prepare that parcel for new investment.

DEC Clean Up

As many of you know, we began the process of cleaning the badly-contaminated Kenco site a few years back but the state reallocated resources to Hoosick Falls. We successfully protected our residents against the risk of contaminated water by securing free water infrastructure for the Sunny Side Rd area. Now, after working with DEC, they are coming back to finish the job and clean the site. This spring, work will renew on the Kenco site which will beautify and eventually clean the site once and for all.

Walkability

Another catalyst to economic development is making our community more walkable – which I will speak more about in a moment. But there is no more important corridor for us to focus our walkable effort than the FBR. Making this important business area more walkable not only helps the environment and encourages fitness, but also helps support small business the most. Studies show that residents are much more likely to walk to a local, neighborhood business than a large box store and these walkable amenities will help encourage more smaller scale stores on Freemans. This in conjunction with the number of new residents to the area with the apartments on Dutch Meadows will help spur new development and will ultimately revitalize Freemans Bridge Rd.

Route 5

The other business corridor that has languished over the years is the Route 5 corridor between Vley Rd and Amsterdam. This high-speed corridor has turned into a raceway between Schenectady and Amsterdam and recent zoning changes to the corridor has helped us attract small business focused on recreation and agri-tourism.

As such, we have been successful in recent years to attract a local, home-grown business, Wolf Hollow and seen a local distillery open on the corridor. This past year,

we successfully welcomed a new distiller, Murray's Fools and are working with a developer to open a cooperage and a rickhouse – all with tourism in mind.

Across the street from there and in an area that is limited for development due to the flood zone, we have welcomed a large Cricket field that will host tournaments and games from all over. Not only do these businesses complement each other, they each work to build this corridor into a recreational center that will only continue to grow in 2023.

Infrastructure:

Walkability

Over the course of my time as Supervisor, the town has stayed focused on the daunting, but critical task of making Glenville more walkable. This effort cuts emissions, promotes good health, beautifies the community, supports small business development and simply builds a better, stronger and more connected community.

Early on, many doubted our ability to connect areas of our town together and even doubted the wisdom of some of these projects. Today, we can say the doubters were wrong – the connections between our neighborhoods, our commercial corridors and our parks are taking shape and more people are walking and taking this opportunity for increased recreation.

We see this in the safe ways to schools' effort that connect families to their schools in Glenville and Scotia as well as in the Burnt Hills Community on Lake Hill and although Saratoga County will not allow us to connect Alplaus to Glen Cliff, I am proud that I was able to secure money to finally bring a sidewalk to Alplaus – which they have waited on for 40 years.

FBR

An additional focus for increased walkability is the Freemans Corridor. Working together with the state, we have secured grant funding to build pathways from the bridge up to Dutch Meadows on both sides. We secured additional funding to go from Dutch Meadows to Thomas Corners on one side and then into Airport Park, essentially connecting the bridge to Town Center.

Additionally, there will be sidewalk on Dutch Meadows connecting Route 50 into Freemans – not only does this connect one of parks to local neighborhoods, but it feeds into the greater trail system that connects these folks to the riverfront, Schenectady and Scotia. This work will begin this spring.

River Path

We also secured funding to fix the Glenville Bike-Hike Trail that runs along the Mohawk and is a critical link in the 3-mile loop around the river. This gives visitors to our area, along with residents a great recreational opportunity to explore the area through this pedestrian friendly connection between Glenville, Schenectady and Scotia. This will also help pedestrians enjoy Collins Park, Freedom Park, Jumping Jacks and all the riverfront frontage. This project will start this season and be completed by fall.

Van Buren

Another important link in our trail system is connecting the Andersen Park (where the dog park is) to our residents in one of Glenville's biggest neighborhoods to our commercial corridor. This connection (on Van Buren) will also connect the St Stephens neighborhood to the Woodhaven Neighborhood through Town Center. Additionally, once pedestrians can reach Andersen Park, the trail system will take them into Indian Meadows and they can enjoy a 4-mile pedestrian loop within our parks.

Alplaus

As I mentioned earlier, I am proud that the town led the effort to secure important funding to connect the hamlet of Alplaus together with a pedestrian safe sidewalk. For over 40 years, the residents of Alplaus have asked for a sidewalk and the town is finally going to deliver. This project is taking longer than it should due to some confusion between the county and town; however, the town has graciously moved its previously planned sidewalk plan from between Bruce Avenue and First Street, asking the county to pick that portion up and has moved our portion with the approval of the granter to go from Bruce Avenue to Maple Avenue. This will help us make critical connections to Maritime and down to the river as well as eventually help connect Alplaus into Woodhaven (which is connecting to St. Stephens via Van Buren as I talked about earlier. This is a huge connection for our thousands of residents and will ultimately bring our neighborhoods closer together. After waiting on the county for a few years. The town will break ground on our portion this spring.

Lakehill

Finally, there has been a missing link in the walkway between the BHBL HS and MS for years. We finally secured money to complete the pedestrian path. This sidewalk on the Glenville side of the county line has been engineered and awaiting Schenectady County approval since it is on a county road for over a year. I am hopeful that the engineers in Schenectady County DPW can finally look at the plans and approve it to be built this year.

Water

Also, part of our critical infrastructure is our water system. Our folks work hard to bring residents safe, clean and affordable water each and every day. The system was first built in 1964 and is aging. One of the changes that has occurred over the recent years is that when we first built the system, the town could not build a distribution system in every neighborhood and instead worked with the village to provide water into certain town neighborhoods. This made sense at the time, but issue persist. For one, the village charges our residents more than they charge their own residents and this leaves town residents over paying for water. These select residents pay more for water than Scotia residents and way more than other town residents who are on the town's system. As we have built infrastructure in the town's business and technology park to accommodate economic development, we are now able to begin taking town residents back onto town water. This also helps with pressure issues and proper fire flows for public safety.

As such we are going out to bid for the project that will bring town residents and businesses onto the town's systems for residents who live in the area commonly referred to as "below the avenue." Work is expected to start later this year on that important project.

Water Authority

I want to report tonight that the village and town have made progress in this area by opening up a more refreshing and candid line of communications. I will repeat here tonight and publicly that which I offered the village: 1. Sign a three contract that lowers the town's rates to be equal to village resident's rates, 2. Agree to make infrastructure improvements within the district to boost fire flows to safe levels and 3. Join us in a study to create a townwide water authority that will take on the towns and village's water infrastructure and would combine it into one larger system. This will make our water system more efficient and will better allow us to make the necessary investments in the aging infrastructure. I hope the village board agrees to this

reasonable and fair solution. If not, we are prepared to go to bid this month to finally start the project.

Parks:

Over the years we have invested a significant amount of resources in our parks and recreational programs. In my time we have created a dedicated Parks Department, added employees that include weekend coverage in the parks, added 2 new parks, nearly (40 acres of dedicated park land) and a number of new amenities. In fact, the town has invested over two million dollars recently in our parks and that's a tremendous commitment to our community. This year, our focus will include:

Indian Meadows

Over the past year we have replaced the roof on the large pavilion near baseball, improved drainage along the lacrosse and football roadway.

This year we will provide water and electricity to the softball, football and lacrosse areas, build a Disk Golf course, complete a lacrosse box, construct additional parking and pave more roads and parking lots within the park.

Maalwyck

Perhaps no park has received more attention over the past few years than Maalwyck. We built a large all-inclusive playground, installed a horseshoe pit and paved the gravel road and parking lots.

This year, we will construct a boat launch, install a walking perimeter and begin the construction of softball fields for the Scotia-Glenville Girls Softball league.

Although space in our parks is at a premium and somewhat limited, I will continue to seek places to build more pickleball courts. We understand that pickleball has become more popular and offers residents of all ages a great activity for exercise and helps people stay fit as well as provides great recreational opportunities.

Legacy Park

The town was able to secure this 6-acre parcel on the corner of Dutch Meadows Lane and Route 50 as a new park where the Albany Regional Veterans Memorial group can utilize as space dedicated to honoring and supporting our area's veterans. Although the planning for this space is in the early stages, we anticipate that some of the amenities included would be: monuments to the nation's conflicts, a museum and café as well as an amphitheater. To help jump start the development of the park, we will construct the mile-long walking path for the public to utilize; which will connect into the walking paths I talked about earlier on Dutch Meadows and Freemans Bridge Road. Additionally, we will seek to build the park's amphitheater where we can hold Veteran events and public performances for all to enjoy.

Finance and Operations

Despite inflation at a 40-year high, we were able to stay under the tax cap by adhering to the same foundational tenets we've used for the past 13 years: paying down debt and protecting our fund balance. Our philosophy on avoiding unnecessary borrowing has resulted in a reduction of the Town debt load from \$23.1 million in 2010 down to \$10.1 million by the end of 2022 – a cut of 56%. Reducing our debt burden means lower interest payments, which results in more funds available for Town services.

The other key financial tenet we've followed since 2010 has been reducing the use of the Town's fund balance (our savings accounts) in our three main funds. From 2010, we reduced our use of fund balance from about \$1.4 million down to \$300,000 – a reduction of nearly 80%.

Zero Levy

In the past, we have delivered a tax cut. This year I will strive for a zero-levy adjustment. The town's finances are strong and healthy, but we cannot discount the fiscal environment that we are in; historic inflation that places tremendous pressures on town expenses like fuel, equipment, energy and materials. Despite that, it's important to keep us the lowest taxed municipality in the county and I resolve to do that by continuing our fiscal management that will hopefully lead to a zero-levy adjustment in 2024.

Public Works Restructure

Regarding operations, this past year we made a change to our DPW Department. It was a difficult transition but necessary to meet the needs of a growing town and to meet the growing demands on our departments. I am happy to report that the transition that splits Highway from DPW is nearly complete and we are operating more efficiently, effectively and we are better able to meet the needs of our residents. I want to thank all those who helped in the transition and I look forward to our work together on behalf of the residents and always in the best interest of the town.

Town Hall

One item on our agenda that has been hanging around for years: a prospective new Town Hall and Police Station. We have talked about this for a while now and have begun preparations for it to happen. Unfortunately, we ran into many delays and setbacks: the state has failed to live up to their \$1.5 million commitment they made to our police officers that would have led to a new police station, the historic pandemic knocked us off track, as well as rising interest rates, and lately record inflation and shortage of building materials. Regardless, we - as always - are undaunted. We are actively engaged with Senator Breslin on trying to get the state to honor their commitment, we have saved money in reserves to deal with increased costs and we are currently soliciting proposals from 4 developers to explore a new town complex.

Rather than just a new municipal building, we view this project as a new and dynamic opportunity to expand the local economy and further build prosperity yet again. We intend to use the prospect of a new town hall as a transformative catalyst for new development that may can serve as the central element that includes a mix of complementary uses that produce new commerce, jobs, housing, and revenues rather than it being a simple net cost.

The process will play out the first half of 2023 and we hope that the committee will have a recommendation to the town board by June.

Cannabis

Lastly, I wanted to touch on the Board's work looking into potentially allowing retail sales of cannabis. I don't know what the Board will ultimately decide on that issue, but we will work together to ensure that if it is allowed, we will enact strict zoning regulations and will limit it to a few places within town.

Working with our Planning Department we are currently reviewing the options which include requiring a conditional use permit, annual inspections, educational requirements for staff, and restrictions to a few commercial corridors.

Conclusion

Over the past many years, the town government has been working for you. Through careful planning, we attracted millions of new investments, millions in new grants to our town, thousands of jobs and have invested in the community while holding taxes down. Glenville is lean and efficient. We deliver important, front-line services each day and we are doing it all while holding down the lowest tax levy in the county.

And, I want to take a moment to recognize all the employees who show up each and every day to deliver the critical services to our residents. They are a dedicated and professional group of people who make this town work. Everything we have accomplished is because they showed up and made it happen. I appreciate the opportunity to work with them every day and I ask that you give them a round of applause to recognize your good work.

But it's only the beginning. This Board, which has worked well and is working well together will continue to work on behalf of our residents and Glenville's future is very bright.

Supervisor Koetzle: As Supervisor he is happy the Village and the Town were able to reach an agreement and work so well together. The Village and the Town worked out a very good deal and is happy things are running so smoothly with the new Mayor, Mayor Bucciferro.

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Jason Cuthbert, Town Comptroller

RESOLUTION NO. 55-2023

Moved by: Councilman Martin
Seconded by: Councilman Ramotar

WHEREAS, the Village of Scotia and the Town of Glenville have been parties to a three-year agreement to provide fire protection and emergency medical services to the Town of Glenville Fire District No. 4 pursuant to Town Law and Opinions of the State Comptroller permitting; and

WHEREAS, the most recent agreement between the Village and the Town was for a term from January 1, 2020 through December 31, 2022; and

WHEREAS, the Town and Village Boards believe it is in the best interests of the Village and the Town to continue to have the Village provide such services to Town Fire District No. 4 for a three-year term, commencing January 1, 2023 and ending December 31, 2025 by extending the existing agreement; and

WHEREAS, the Town and Village Boards understand the constraints of managing municipal budgets under the state tax cap restraints and wish to recognize those restraints in their new agreement; and

WHEREAS, the Town Board conducted a public hearing on February 1, 2023, pursuant to a notice duly published, at which all members of the public had an opportunity to be heard on the issue of the proposed fire protection and emergency medical services agreement between the Village of Scotia and the Town of Glenville Fire District No. 4; and

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville in its capacity as the Board of Fire Commissioners for Fire District No. 4, hereby authorizes the Supervisor to enter into an agreement with the Village of Scotia to provide fire protection and emergency medical services to Town Fire District No. 4, on the terms and conditions contained in the proposed agreement, a copy of which is on file in the office of the Town Clerk, for a term commencing January 1, 2023 and providing that the Village be paid the sum of \$500,061 for contract year 2023, \$512,500 for contract year 2024 and \$522,500 for

contract year 2025.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

The Board shared that they are happy to see Lynn be recognized for her hard work, who is pleasant to work with and goes above and beyond in her work duties.

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by: Anthony Tozzi, Director of Planning

RESOLUTION NO. 56-2023

Moved by: Councilman Martin

Seconded by: Councilman Ramotar

WHEREAS, Lynn Walkuski has been employed in the Planning Department of the Town of Glenville since 2015 with the title of Executive Secretary I; and

WHEREAS, since 2019 there has been considerable turnover in the Planning Department, with the retirement of two long-time employees and the return to private sector employment of the Director of Community Development; and

WHEREAS, Ms. Walkuski has played a vital role in maintaining departmental operations, including serving as the sole Planning Department employee for several weeks in summer 2022 during a period of employee transition; and

WHEREAS, in November 2022 the Town hired Anthony Tozzi as Director of Planning; and

WHEREAS, since his hiring Mr. Tozzi has been impressed with the departmental knowledge and work performance of Ms. Walkuski and recommends that Ms. Walkuski be promoted to the title of Executive Secretary II; and

WHEREAS, the Town Comptroller advises that the recommended promotion can be absorbed within existing 2023 budget appropriations;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby provisionally appoints Lynn Walkuski, 11 Lillian Drive, Glenville, New York to the position of Executive Secretary II, effective February 13, 2023, at an annual salary for the Over 5 Years step of \$56,875.63 and benefits as determined by the agreement between the Town and the CSEA Town Hall Unit.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

The Board congratulated Tammy on her promotion. Tammy has done a great job for 22 years and handles all functions as administrator for the Highway Department, Water/Sewer and

Facilities as well. They are happy to pass the resolution for somebody who talents, good work and commitment help our Town.

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Craig D'Allaird, Commissioner of Public Works

RESOLUTION NO. 57-2023

Moved by: Councilman Ramotar
Seconded by: Councilman Martin

WHEREAS, Tammy Stocker has been employed by the Town of Glenville for over 22 years and has held the title of Principal Account Clerk since 2018; and

WHEREAS, in recent years the duties assigned to Ms. Stocker have expanded from solely handling the administrative functions of the Highway Department to now handling administrative functions for the entire Department of Public Works, including the Water, Sewer, and Facilities Departments; and

WHEREAS, Ms. Stocker has excelled in her new role and proved invaluable to the operations of the Department of Public Works; and

WHEREAS, in recognition of her work, the Commissioner of Public Works recommends that Ms. Stocker be promoted to the title of Principal Account Clerk II; and

WHEREAS, the Town Comptroller advises that the recommended promotion can be absorbed within existing 2023 budget appropriations;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby provisionally appoints Tammy Stocker, 157 Droms Road, Glenville, New York to the position of Principal Account Clerk II, effective February 13, 2023, at an annual salary for the Over 5 Years step of \$58,129.37 and benefits as determined by the agreement between the Town and the CSEA Town Hall Unit.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

The Board congratulates Cathy for her promotion. Cathy is a dedicated hard worker and is a joy to be around. She helps where needed and also puts together an amazing holiday party for the staff.

Sponsored by: Christopher Koetzle, Town Supervisor
Submitted by: Anthony Tozzi, Director of Planning

RESOLUTION NO. 58-2023

Moved by: Councilman Martin
Seconded by: Councilman Godlewski

WHEREAS, Catherine Visco has been employed by the Town of Glenville for 23 years and currently holds the title of Information Processing Specialist I; and

WHEREAS, for many years Ms. Visco has been a primary point of contact for members of the public coming to Town Hall and is well-known to residents and staff alike for her positive disposition and willingness to help in any situation; and

WHEREAS, in recent years Ms. Visco has been reassigned from handling the administrative functions of the Water Department to now handling administrative functions for the Building & Codes Department; and

WHEREAS, Ms. Visco has performed admirably in her new role and continues to maintain her enthusiasm for helping Town residents despite being simultaneously tasked with learning new procedures and regulations which are unique to building and code enforcement operations; and

WHEREAS, in recognition of her work in the Building & Codes Department, the Director of Planning recommends that Ms. Visco be promoted to the title of Information Processing Specialist II; and

WHEREAS, the Town Comptroller advises that the recommended promotion can be absorbed within existing 2023 budget appropriations;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby provisionally appoints Catherine Visco, 232 Hetcheltown Road, Glenville, New York to the position of Information Processing Specialist II, effective February 13, 2023, at an annual salary for the Over 5 Years step of \$50,789.13 and benefits as determined by the agreement between the Town and the CSEA Town Hall Unit.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

The Board congratulates Jim on his promotion to Building Inspector. Jim is a hard worker, is expanding his knowledge. Enrolls in seminars which helps him serve the residents of Glenville better. They have great respect for his work as it isn't always easy, can be very technical and he's always done it with a professional manner. This promotion is well deserved.

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by: Anthony Tozzi, Director of Planning

RESOLUTION NO. 59-2023

Moved by: Councilman Ramotar

Seconded by: Councilman Martin

WHEREAS, James Pangburn has been employed by the Town of Glenville since February 20, 2018 as Deputy Building Inspector; and

WHEREAS, in his nearly five years as Deputy Building Inspector, Mr. Pangburn has performed ably and continues to enroll in trainings and seminars to expand his knowledge base to better serve the residents of the Town of Glenville; and

WHEREAS, the Town has been without a Building Inspector since a retirement in June 2016; and

WHEREAS, the Director of Planning recommends that Mr. Pangburn be promoted to the title of Building Inspector in recognition of his work, continuing education, and experience in his current role; and

WHEREAS, the Town Comptroller advises that the recommended promotion can be absorbed within existing 2023 budget appropriations;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby provisionally appoints James Pangburn, 6 Wagon Wheel Lane, Glenville, New York to the position of Building Inspector, effective February 13, 2023, at an annual salary for the

Over 4 Years step of \$75,285.61 and benefits as determined by the agreement between the Town and the CSEA Town Hall Unit.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

Supervisor Koetzle: I'll take a moment to pause here just to congratulate each of the employees who have received these promotions and tell you that you know I get an opportunity every day to work with each of you and Jim. Each of you have made my life infinitely easier and have helped me in so many ways. You know a lot of people are shocked that don't have a confidential secretary and I said with the staff we have everyone pitches in. I've called Lynn so many times asking for so much, and she always delivers. Tammy is always right there, always pitching in and she's pitching to the tax department, she pitches in everywhere she's needed. Kathy, who has had a difficult year but always comes and brightens everybody's day and always gets the job done. And Jim it's a tough job and works hard.

Each of you worked through extraordinarily difficult times, like all of our staff but each of you have been touched with changes. We talked about the DPW change. I know Tammy that created a tremendous amount of work on you and stress. Lynn has worked without a planner, a deputy planner, and is sometimes is the only one in that department. Jim is a team player who works very hard. Kathy's working through all of this as well. We went through a difficult time with the changeover in staff and you guys were like rock solid. You made sure we didn't miss a beat, you got everything done and it means a lot to me. I just want to thank you all and congratulate you all.

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by: Jason Cuthbert, Town Comptroller

RESOLUTION NO. 60-2023

Moved by: Councilman Ramotar

Seconded by: Councilman Martin

WHEREAS, the Town of Glenville continues to regularly seek grant opportunities from various federal and New York State agencies; and

WHEREAS, numerous federal and state agencies providing local government grants now require language concerning Minority- and Women-Owned Business Enterprise (M/WBE) and/or Section 3 Business Participation to be included in the procurement policies of local government grant applicants; and

WHEREAS, the Director of Planning and Town Comptroller recommend incorporating model language concerning Minority- and Women-Owned Business Enterprise (M/WBE) and/or Section 3 Business Participation into the Town of Glenville Procurement Policy and Procedures to meet the grant requirements mandated by various federal and New York State agencies;

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby adopts the following updated procurement guidelines:

**TOWN OF GLENVILLE
PROCUREMENT POLICY AND PROCEDURES
(REVISED FEBRUARY 2023)**

Guideline 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of General Municipal Law (GML) §103. The only personnel with purchasing authority

in the Town of Glenville are department heads, the Town Supervisor, and the Town Board. Such personnel shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

As a general rule, if a contract involves a substantial amount of services such that services are the focal point and the acquisition of goods is incidental, it will be considered a contract for public works. Conversely, if services or labor are only minimal or incidental to the acquisition of goods, it will be considered a purchase of supplies contract or a purchase of equipment contract.

Guideline 2. This guideline is contingent on sufficient, unencumbered budget appropriations being available prior to making a purchase or entering into a contract.

All estimated purchases of supplies or equipment at a price of:

- a. Less than \$2,000 left to the discretion of the department head.
- b. Greater than \$2,000 but less than \$6,000 requires a written/fax quote from two vendors, plus approval of the department head and Town Supervisor.
- c. Greater than \$6,000 but less than \$20,000 requires a written request for proposals (RFP) and written/fax quotes from three vendors, plus approval of the department head and Town Board.
- d. Greater than \$20,000 in the fiscal year shall be formally bid pursuant to GML §103.

All estimated public works contracts at a price of:

- a. Less than \$6,000 left to the discretion of the department head.
- b. Greater than \$6,000 but less than \$20,000 requires a written RFP and fax/proposals from two contractors, plus approval of the department head and Town Supervisor.
- c. Greater than \$20,000 but less than \$35,000 requires a written RFP and fax/proposals from three contractors, plus approval of the department head and Town Board.
- d. Greater than \$35,000 shall be formally bid pursuant to GML §103.

Any written RFP shall describe the desired goods, quantity and the particulars of delivery or the proposed public works project.

The purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax/oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guideline 3. The acquisition of professional services such as obtaining insurance and obtaining architectural, accounting, auditing, engineering and additional legal services are not required by state law to be subject to the requirements of these guidelines. The Town Board of the Town of Glenville directs, however, that in each instance where professional services are required, the purchaser shall obtain proposals from three providers, if possible, when the reasonable estimate for the cost of the services exceeds thirty-five thousand dollars (\$35,000).

Guideline 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. If a bidder is not deemed responsible, facts supporting that judgement shall also be documented and filed with the record supporting the procurement.

Guideline 5. A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the

inability to obtain the proposals or quotes be a bar to the procurement.

Guideline 6. Minority- and Women-Owned Business Enterprise (M/WBE) Business Participation Procurement and Contracting: In an effort to affirmatively increase procurement and contracting opportunities for minority- and women-owned business enterprises, the Town will solicit MBEs and/or WBEs as part of its procurement process, when appropriate. Solicitation may be undertaken via advertisements in minority publications or direct outreach by letter or email to identified State-certified M/WBEs, or by working with a clearinghouse. The Town's established purchase/contracting thresholds will apply. For purposes of the above, the M/WBE must be certified by Empire State Development (ESD) through the Division of Minority and Women Business Development (DMWBD). The Town will keep documentation of M/WBE solicitation in its records and any responses thereto.

Guideline 7. Section 3 Business Participation in Procurement and Contracting: For federally funded projects or activities subject to Section 3 of 24 CFR Part 135 of the Housing and Urban Development Act of 1968, as amended, the Town will, to the greatest extent feasible, facilitate participation of Section 3 residents and Section 3 businesses in the procurement of goods and services pursuant to its Section 3 Participation Plan. Solicitation may be undertaken via advertisements in local publications encouraging Section 3 participation, or direct outreach by letter or email to identified Section 3 businesses or individuals included on the Department of Housing and Urban Development's Section 3 Businesses Registry. The Town's established purchase/contracting thresholds will apply. The Town will keep documentation of Section 3 solicitation in its records and any responses thereto.

Guideline 8. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- (a) Emergencies.
- (b) Sole source situations.
- (c) Goods purchased from agencies for the blind or severely handicapped.
- (d) Goods purchased from correctional facilities.
- (e) Goods purchased from another governmental agency, which include those made under state and county contracts.
- (f) Goods purchased at auction.
- (g) Acquisition of professional services.
- (h) "Piggybacking" purchases made from federal, state, or political subdivision contracts pursuant to GML §103(16).

Guideline 9. This policy shall be reviewed annually by the Town Board at its organizational meeting.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

Sponsored by: Christopher Koetzle, Town Supervisor

Submitted by: Jason Cuthbert, Town Comptroller

RESOLUTION NO. 60-2023

Moved by: Councilman Ramotar

Seconded by: Councilman Martin

WHEREAS, the Town of Glenville continues to regularly seek grant opportunities from various federal and New York State agencies; and

WHEREAS, numerous federal and state agencies providing local government grants now require language concerning Minority- and Women-Owned Business Enterprise (M/WBE) and/or Section 3 Business Participation to be included in the procurement policies of local government grant applicants; and

WHEREAS, the Director of Planning and Town Comptroller recommend incorporating model language concerning Minority- and Women-Owned Business Enterprise (M/WBE) and/or Section 3 Business Participation into the Town of Glenville Procurement Policy and Procedures to meet the grant requirements mandated by various federal and New York State agencies;

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- (e) Goods purchased from another governmental agency, which include those made under state and county contracts.
- (f) Goods purchased at auction.
- (g) Acquisition of professional services.
- (h) "Piggybacking" purchases made from federal, state, or political subdivision contracts pursuant to GML §103(16).

Guideline 9. This policy shall be reviewed annually by the Town Board at its organizational meeting.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

Sponsored by: Christopher A. Koetzle, Town Supervisor
Submitted by: Craig D’Allaird, Commissioner of Public Works

RESOLUTION NO. 61-2023

Moved by: Councilman Ramotar
Seconded by: Councilman Martin

WHEREAS, the Town of Glenville seeks an engineering firm with surveying capabilities to survey lands adjacent to roadways for a ROW and to provide the design and layout of a sidewalk installation on Alplaus Avenue; and

WHEREAS, on January 6, 2023 the Town issued a Request for Proposals (RFP) seeking such services, as more particularly set forth in the RFP; and

WHEREAS, the RFP requires proposals be delivered to the Town of Glenville Town Clerk no later than 11:00 am on January 24, 2023; and

WHEREAS, the Town timely received proposals from three (3) firms interested in providing the requested services; and

WHEREAS, in accordance with the RFP, the Town of Glenville Review Committee reviewed the proposals and recommended that the contract be awarded to LaBella Associates as the lowest responsible bidder; and

WHEREAS, the Town has considered that Michael Carr, Chairman of the Town of Glenville Planning Board, is employed by LaBella Associates but the Town understands that Mr. Carr will receive no direct or indirect benefit from the award of the contract to LaBella Associates;

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby accepts the proposal from LaBella Associates in the amount of \$34,000.00 to provide survey, design, and layout services for sidewalk installation on Alplaus Avenue, with said expense charged to capital project HH-045 Safe Routes to Schools.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle
Noes: None
Absent: None
Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

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

RESOLUTION NO. 62-2023

Moved by: Councilman Godlewski
Seconded by: Councilwoman Gonzalez-Barone

BE IT RESOLVED, that the minutes of the Regular Town Board meeting held on January 18, 2023 are hereby approved and accepted as entered.

Ayes: Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle
Noes: None
Absent: None

Abstention: Councilwoman Gonzalez-Barone

Motion Carried

Town Board decision on February 1, 2023.

Sponsored by: James Martin, Councilman
Submitted by: Anthony Tozzi, Planning Director

RESOLUTION No. 63-2023

Moved by: Councilman Martin
Seconded by: Councilman Godlewski

WHEREAS, the Town of Glenville has been awarded the NYS Office of Community Renewal (OCR) Community Development Block Grant (CDBG) Microenterprise grant funds, hereinafter the "Grant"; and

WHEREAS, the Microenterprise grant is a \$300,000 award with 15% set-aside for project administration and delivery to provide small businesses a maximum grant of \$35,000 for purchasing equipment or expanding their footprint, and provides for payment up to 90% of total project costs for start-up or expansion activities with a 10% equity match requirement; and

WHEREAS, the CDBG Grant Program is federally funded through the Housing and Community Development Act of 1974 and requires recipients of federal funds to comply with the provisions of the Fair Housing Act, including the appointment of a Fair Housing Officer; and

WHEREAS, the Town of Glenville has not yet designated a Fair Housing Officer.

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby appoints Town Planner I, Nicholas Chiavini, as the Town of Glenville's Fair Housing Officer.

Ayes: Councilwoman Gonzalez-Barone, Councilmen Martin, Ramotar, Godlewski and Supervisor Koetzle

Noes: None

Absent: None

Abstention: None

Motion Carried

Town Board decision on February 1, 2023.

New Business:

A. Discussion of proposed cannabis overlay district.

- Presented the corridors the overlay district will cover. Western Corridor is Vley Rd. to Rector Road which is just under a mile. North Corridor which is Rudy Chase Drive to Skway drive, near Socha plaza as well. That is about a ½ mile.
- There will be a buffer between, childcare centers, substance abuse facilities, public parks, playgrounds, senior centers, adult home facilities and restaurants with outdoor seating that exceeds 500 square feet.
- Must have site plan approval issued by the Planning Commission.
- Conditional Use Permit issued by the Zoning Board of Appeals.
- All licenses will be conditionals permits issued within the Cannabis Overlay District.
- Will require annual inspections.
- Staff at the business must have specific training, education for customers.
- We are still working on the changes and are getting input from the State as well.
- It was suggested they also need input from the Police Department as well.
- Another topic for consideration is if Liquor stores will be allowed to be in the

overlay district and sell the products as well.
They will continue to discuss this proposal and the Board is carefully deliberating all the options. The Board is not rushing and wants to learn more, they are taking a measured approach and will also research other model laws in the area.

Councilman Godlewski: Reminded everyone about the Pizza and Wing event this Thursday with all proceeds going to The Legacy Project.

Councilwoman Gonzalez-Barone: Very excited to work with everyone and hopes to have more new business to share in a future meeting.

Councilman Martin: Touched briefly on the Town Hall Project and proposals that will be coming in mid-February. He looks forward to reviewing them.

Councilman Ramotar: Unfortunately, we're we were not able to get the Small Business Economic Development Committees first meeting off the ground. But plan on doing that very soon where we can reestablish that relationship with the business communities and create a town wide chamber like entity.

Supervisor Koetzle: No new business.

Supervisor Koetzle asked for a motion to adjourn;

Moved: Councilman Martin

Second: Councilman Ramotar

Ayes: All

Noes: None

Adjourn 8:10 PM

ATTEST:

Julie Davenport
Town Clerk