

MEETING OF THE TOWN BOARD
TOWN OF GLENVILLE
DECEMBER 16, 2020
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, Linda C. Neals, to call the roll.

Present: Supervisor Christopher A. Koetzle, Councilmen, James M. Martin, Michael Aragosa and Michael R. Godlewski Councilwoman Gina M. Wierzbowski

Absent: None

Also present were Earl T. Redding, Attorney for the Town; Jason Cuthbert, Comptroller and Vicki Hillis, Director of Human Services

Town Council Reports:

Councilman Godlewski – “I attended “Holiday on the Avenue” in the Village. I would like to welcome Maxon’s to Glenville.”

Councilwoman Wierzbowski – “I would like wish everyone “Happy Holidays”. I would also like to thank our Highway Department and DPW, in advance, for all they do.”

Councilman Martin – “I attended the Planning and Economic Development staff meeting and I would like to thank the staff for all they do. “Merry Christmas and Happy New Year to all. Please remember to shop local. Thank you to our Highway Department and Police Department for all they do.”

Councilman Aragosa – “Happy Holidays, Merry Christmas. Thank you to our Highway and Police Departments and be safe.”

No one wished to exercise the privilege of the floor.

Supervisor Koetzle shared the following information:

There is a snow emergency in effect starting this evening as 10:00 PM until Friday at 6:00 AM.

The “Reverse Parade” will be on Saturday December 19th from 5:00 PM until 8:00 PM. There will be a “Toys for Tots” collection box available if you would like to donate an unwrapped toy.

Due to COVID this year’s Town and County tax bills will be paid by mail, drop box, located in the tax office or by credit card on line. No in person payments. We are going to give residents an opportunity to make an appointment if they need help or they have a question or a concern if something is not right. Cash will be the problem. There are a certain number of folks who like to pay cash and that’s not going to be something we are going to accept. They will have to get a money order or do something differently. We are going to discourage taking cash.

Happy Holidays and I hope everyone has a safe holiday season.”

Supervisor Koetzle moved ahead with the agenda

RESOLUTION NO. 219-2020

Moved by: Councilwoman Wierzbowski

Seconded by: Councilman Martin

WHEREAS, the Town of Glenville utilizes Jaeger & Flynn Associates, Inc. to perform health insurance brokerage and other services related to employee benefits; and

WHEREAS, such services performed by Jaeger & Flynn 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 Jaeger and Flynn 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 Jaeger & Flynn 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 Jaeger & Flynn Associates, Inc., 30 Corporate Drive, Clifton Park, NY, 12065, for the administration of health insurance and related professional services for calendar year 2021.

Ayes: Councilmen Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle
Noes: None
Absent: None
Abstentions: None

Motion Carried

RESOLUTION NO. 220-2020

Moved by: Councilwoman Wierzbowski
Seconded by: Councilman Martin

WHEREAS, there are accounts as described and funded in the 2020 Amended Budget which are anticipated to exceed budgeted appropriations; and

WHEREAS, there are sufficient funds within the 2020 Amended Budget to fund these accounts without appropriation of additional unassigned fund balance;

NOW, THEREFORE, BE IT RESOLVED, that the Glenville Town Board hereby authorizes the following 2020 budget amendments and interfund transfers:

TOWN GENERAL FUND

Decrease Appropriation Codes

AA-000-1110-2000 – Courts-Equipment, by \$4,000
AA-000-1220-4000 – Supervisor-Contractual, by \$8,000
AA-000-1220-4500 – Supervisor-Fees for Services, by \$4,500
AA-000-1355-4000 – Assessment-Contractual, by \$7,500
AA-000-1670-4000 – Central Mailing-Contractual, by \$4,500
AA-000-1680-2000 – Data Processing-Equipment, by \$4,000
AA-000-1680-4100 – Data Processing-Supplies & Materials, by \$1,200
AA-000-1930-4700 – Judgements & Claims, by \$9,800
AA-000-3120-4433 – Public Safety Communications-Maintenance Contract, by \$7,000
AA-000-5010-4250 – Highway Superintendent-Phones & Internet, by \$1,000
AA-000-7110-1003 – Parks-Overtime, by \$5,200
Total Decreases to AA Appropriation Codes = \$56,700

Increase Appropriation Codes

AA-000-1330-4500 – Tax Collection-Fees for Services, by \$1,200

AA-000-1380-4000 – Fiscal Agent-Contractual, by \$2,800
AA-000-1410-4433 – Town Clerk-Maintenance Contract, by \$4,500
AA-000-1420-4500 – Law-Fees for Services, by \$48,000
AA-000-1620-1003 – Buildings & Grounds-Overtime, by \$1,000
AA-000-1620-4100 – Buildings & Grounds-Supplies & Materials, by \$2,000
AA-000-1620-4250 – Buildings & Grounds-Phones & Internet, by \$4,800
AA-000-1680-4000 – Data Processing-Contractual, by \$17,500
AA-000-1910-4300 – Unallocated Insurance, by \$11,000
AA-000-3510-1009 – Animal Control-Health Insurance Waiver, by \$1,800
AA-000-5182-4500 – Street Lighting-Fees for Services, by \$1,000
AA-000-7110-2000 – Parks-Equipment, by \$20,500
AA-000-7110-4300 – Parks-Insurance, by \$9,600
AA-000-7110-4477 – Parks-Rental Equipment, by \$2,400
AA-000-7110-4500 – Parks-Fees for Services, by \$58,000
AA-000-7520-4300 – Historical Properties-Insurance, by \$2,000
AA-000-7520-4500 – Historical Properties-Fees for Services, by \$11,300
AA-000-7610-4100 – Senior Programs-Supplies & Materials, by \$1,300
AA-000-7610-4300 – Senior Programs-Insurance, by \$2,800
AA-000-8160-4000 – Landfill-Contractual, by \$2,500
Total Increases to AA Appropriation Codes = \$206,000

Decrease Revenue Codes

AA-000-1090 - Late Payment Penalties, by \$4,000

Increase Revenue Codes

AA-000-2210 - Other Government Services, by \$1,900
AA-000-2701 - Refund-Prior Year, by \$6,200
AA-000-2709 - Employee Contributions, by \$11,000
AA-000-3005 - State Aid, Mortgage Tax, by \$178,000
Total Increases to AA Revenue Codes = \$197,100

Decrease Appropriated Capital Reserve-AA, by \$43,800

TOWN OUTSIDE THE VILLAGE FUND

Decrease Appropriation Codes

BB-000-1620-2000 – Buildings & Grounds-Equipment, by \$2,500
BB-000-1620-4109 – Buildings & Grounds-Renovations, by \$6,000
BB-000-1620-4500 – Buildings & Grounds-Fees for Services, by \$6,500
BB-000-1680-4433 – Data Processing-Maintenance Contract, by \$1,500
BB-000-1930-4700 – Judgements & Claims, by \$14,000
BB-000-3120-1005 – Police-Out of Grade Pay, by \$1,000
BB-000-3120-4100 – Police-Supplies & Materials, by \$10,000
BB-000-3120-4250 – Police-Phones & Internet, by \$2,500
BB-000-3120-4400 – Police-Contracted Services, by \$2,000
BB-000-3120-4622 – Police-Travel & Conferences, by \$2,500
BB-000-3620-1001 – Building Inspection-Wages-Part Time, by \$5,300
BB-000-9050-8958 – Unemployment, by \$4,000
Total Decreases to BB Appropriation Codes = \$57,800

Increase Appropriation Codes

BB-000-1620-4000 – Buildings & Grounds-Contractual, by \$1,000
BB-000-1680-4000 – Buildings & Grounds-Contractual, by \$3,000
BB-000-3120-1002 – Police-Straight Rate Overtime, by \$8,000
BB-000-3120-1009 – Police-Health Insurance Waiver, by \$6,600
BB-000-3120-2000 – Police-Equipment, by \$30,000
BB-000-3120-4000 – Police-Contractual, by \$5,000
BB-000-3120-4300 – Police-Insurance, by \$1,000
BB-000-3120-4412 – Police-Uniforms & Cleaning, by \$2,500
BB-000-3120-4500 – Police-Fees for Services, by \$11,000
BB-000-3310-4177 – Traffic Safety-Signs & Signals, by \$1,000

BB-000-3620-1002 – Building Inspection-Straight Rate Overtime, by \$6,000
BB-000-8021-4500 – Planning-Fees for Services, by \$10,000
Total Increases to BB Appropriation Codes = \$85,100

Increase Revenue Codes

BB-000-1560 - Safety Inspection Fees, by \$16,000
BB-000-2680 - Insurance Recovery, by \$11,300
Total Increases to BB Revenue Codes = \$27,300

HIGHWAY FUND

Decrease Appropriation Codes

DB-000-1990-4600 – Contingent-Miscellaneous, by \$60,000
DB-000-5110-1001 – General Repairs-Wages-Part Time, by \$10,200
DB-000-5112-4500 – Permanent Improvements-Fees for Services-Bike Path, by \$80,000
DB-000-5132-4500 – Highway Garage-Fees for Services-Fuel Tanks, by \$100,000
Total Decreases to DB Appropriation Codes = \$250,200

Increase Appropriation Codes

DB-000-5110-1000 – General Repairs-Wages-Full Time, by \$4,200
DB-000-5110-1003 – General Repairs-Overtime, by \$5,900
DB-000-5110-1005 – General Repairs-Out of Grade Pay, by \$2,500
DB-000-5110-1009 – General Repairs-Health Insurance Waiver, by \$2,100
DB-000-5110-4140 – General Repairs-Oil, Trailer, Paver, by \$20,000
DB-000-5110-4143 – General Repairs-Drain, Tile, Etc., by \$11,000
DB-000-5130-4125 – Machinery-Plow & Wing Shoes, by \$2,500
DB-000-5130-4127 – Machinery-Tires, Tubes, Etc., by \$9,000
DB-000-5132-4500 – Highway Garage-Fees for Services, by \$5,500
DB-000-5142-1009 – Snow Removal-Health Insurance Waiver, by \$1,000
DB-000-9950-9000 – Interfund Transfers-Transfer to Capital Projects, by \$180,000
Total Increases to DB Appropriation Codes = \$243,700

Decrease Revenue Codes

DB-000-1090 - Late Payment Penalties, by \$5,900
DB-000-2665 - Sale of Equipment, by \$15,000
Total Decreases to DB Revenue Codes = \$20,900

Increase Revenue Codes

DB-000-1081 - Payment In Lieu Of Taxes, by \$8,400
DB-000-2300 - Services - Other Governments, by \$5,000
DB-000-2701 - Refund of Prior Year Expense, by \$1,000
Total Increases to DB Revenue Codes = \$14,400

SEWER FUND

Decrease Appropriation Codes

SS-001-8130-4200 – District 1-Utilities, by \$3,000
SS-001-8130-4417 – District 1-Maintenance & Repair, by \$8,000
Total Decreases to SS-001 Appropriation Codes = \$11,000

Increase Appropriation Codes

SS-001-8130-4100 – District 1-Supplies & Materials, by \$2,700
SS-001-8130-4300 – District 1-Insurance, by \$4,300
SS-001-8130-4500 – District 1-Fees for Services, by \$4,000
Total Increases to SS-001 Appropriation Codes = \$11,000

Decrease Appropriation Codes

SS-002-8130-4417 – District 2-Maintenance & Repair, by \$3,500

Increase Appropriation Codes

SS-002-8130-4300 – District 2-Insurance, by \$1,400
SS-002-8130-4500 – District 2-Fees for Services, by \$28,500
Total Increases to SS-002 Appropriation Codes = \$29,900

Increase Appropriated Capital Reserve-SS002, by \$26,400

Decrease Appropriation Codes

SS-009-1930-4700 – District 9-Judgements & Claims, by \$2,700
SS-009-1990-4600 – District 9-Miscellaneous, by \$8,000
SS-009-8130-4126 – District 9-Chemicals, by \$6,800
SS-009-8130-4200 – District 9-Utilities, by \$9,600
SS-009-8130-4300 – District 9-Insurance, by \$2,400
SS-009-8130-4417 – District 9-Maintenance & Repair, by \$20,000
Total Decreases to SS-009 Appropriation Codes = \$49,500

Increase Appropriation Codes

SS-009-8130-1002 – District 9-Straight Rate Overtime, by \$2,500
SS-009-8130-1003 – District 9-Overtime, by \$2,500
SS-009-8130-4000 – District 9-Contractual, by \$12,000
SS-009-8130-4100 – District 9-Supplies & Materials, by \$2,700
SS-009-8130-4500 – District 9-Fees for Services, by \$2,500
Total Increases to SS-009 Appropriation Codes = \$22,200

Decrease Revenue Codes

SS-009-2120 – District 9-Sewer Rents, by \$22,000
SS-009-2401 – District 9-Interest Earnings, by \$5,300
Total Decreases to SS-009 Revenue Codes = \$27,300

WATER FUND

Decrease Appropriation Codes

SW-011-1930-4700 – District 11-Judgements & Claims, by \$4,000
SW-011-1990-4600 – District 11-Miscellaneous, by \$26,000
SW-011-8310-4250 – District 11-Phones & Internet, by \$1,000
SW-011-8310-4300 – District 11-Insurance, by \$21,000
SW-011-8310-4500 – District 11-Fees for Services, by \$8,000
SW-011-8330-1000 – District 11-Wages-Full Time, by \$45,500
SW-011-8330-1003 – District 11-Overtime, by \$10,800
SW-011-8340-4140 – District 11-Emergency Repairs, by \$14,000
SW-011-8340-4417 – District 11-Maintenance & Repair, by \$82,000
SW-011-9060-8968 – District 11-Health, Dental, Vision, by \$18,000
Total Decreases to SW-011 Appropriation Codes = \$230,300

Increase Appropriation Codes

SW-011-8310-4533 – District 11-Legal & Engineering, by \$1,000
SW-011-8330-4419 – District 11-Chemist, by \$4,600
SW-011-8330-4500 – District 11-Fees for Services, by \$35,000
SW-011-8340-1000 – District 11-Wages-Full Time, by \$14,000
SW-011-8340-1001 – District 11-Wages-Part Time, by \$1,900
SW-011-8340-1002 – District 11-Straight Rate Overtime, by \$3,000
SW-011-8340-1003 – District 11-Overtime, by \$3,000
SW-011-8340-1006 – District 11- Longevity, by \$2,300
SW-011-8340-4000 – District 11-Contractual, by \$112,000
SW-011-8340-4500 – District 11-Fees for Services, by \$10,000
Total Increases to SW-011 Appropriation Codes = \$186,800

Decrease Revenue Codes

SW-011-2140 – District 11-Metered Water Sales, by \$50,000
SW-011-2665 – District 11-Sale of Equipment, by \$5,000

SW-011-2709 – District 11-Employee Contributions, by \$4,500
Total Decreases to SW-011 Revenue Codes = \$59,500

Increase Revenue Codes

SW-011-2144 – District 11-Water Service Charges, by \$11,500
SW-011-2401 – District 11-Interest Earnings, by \$4,500
Total Increases to SW-011 Revenue Codes = \$16,000

INTERFUND TRANSFERS

From B915 Unappropriated Fund Balance to B867 Employee Benefit Reserve \$149,000
From DB878 Capital Reserve to HH-042 Underground Storage Tank Project \$82,000

Ayes: Councilmen Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and
Supervisor Koetzle
Noes: None
Absent: None
Abstentions: None

Motion Carried

RESOLUTION NO. 221-2020

Moved by: Councilwoman Wierzbowski
Seconded by: Councilman Martin

BE IT RESOLVED, that the Town Board of the Town of Glenville will meet at the Glenville Municipal Center, 18 Glenridge Road, Glenville, New York to conduct the following meetings; January 6, 2021 at 7:00 P.M., on said date and at such place will conduct the **ANNUAL ORGANIZATIONAL MEETING** of said board for the year 2021.

Ayes: Councilmen Martin, Aragosa, Godlewski, Councilwoman
Wierzbowski and Supervisor Koetzle
Noes: None
Absent: None
Abstentions: None

Motion Carried

RESOLUTION NO. 222-2020

Moved by: Councilman Godlewski
Seconded by: Councilman Aragosa

BE IT RESOLVED that the **Monthly Departmental Reports** for November, 2020 as received from the following:

Assessors Department
Justice Department
Police Department
Receiver of Taxes
Town Clerk's Office

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

Ayes: Councilmen Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and
Supervisor Koetzle
Noes: None
Absent: None

Abstentions: None

Motion Carried

RESOLUTION NO. 223-2020

Moved by: Councilman Godlewski

Seconded by: Councilman Aragosa

BE IT RESOLVED, that the minutes of the Regular Town Board Meeting held on December 2, 2020 are hereby approved and accepted as entered.

Ayes: Councilmen Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle

Noes: None

Absent: None

Abstentions: None

Motion Carried

Supervisor Koetzle asked for a motion to adjourn; Moved by Councilman Martin, Seconded by Councilman Godlewski, everyone being in favor the meeting was adjourned at 7:22 PM.

ATTEST:

Linda C. Neals
Town Clerk