

**“ORGANIZATIONAL” MEETING OF THE TOWN BOARD**  
**TOWN OF GLENVILLE**  
**JANUARY 8, 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, Michael R. Godlewski and Councilwoman Gina M. Wierzbowski

**Absent:** None

**Supervisor announced the following appointments:**

- a) Deputy Supervisor – Gina M. Wierzbowski
- b) Commissioner of Public Works, Thomas Coppola
- c) 2020 Liaison Appointments
  - Councilman Martin – Economic Development & Planning
  - Councilman Godlewski – Government operations and Parks
  - Councilman Aragosa – Wellfield & Environmental Protection
  - Deputy Supervisor Wierzbowski – Police, Fire & Public Safety

Employee Service Awards – Supervisor Koetzle – “That brings us to the most important things tonight, the Employee Service Awards. We have awards for all of our employees and thank you all for coming tonight. It is important that we recognize our employees for their service. We wanted to start 2020 on this foot. It is appropriate that we recognize our employees as we celebrate our 200<sup>th</sup> Anniversary this year because really it is the employees who make this town, always made this town from day one. So, as part of our 2020 celebrations this year we want to start by honoring the service of all of our employees and all of the hard work they do every day. You are the ones that go out there and answer the call on some peoples’ worse days. You are the ones that open the roads and make them safe, you are the ones that make our parks what they are today. The ones who provide the services directly to our residents. Whether they are coming here to town hall or coming to the police department or the highway or parks, it’s you that provide those services to the residents and it’s important that we honor that.”

Supervisor Koetzle presented the certificates to each employee.

Supervisor Koetzle – “The first set of resolutions are known as “Administration Resolutions” they are numbers 1 – 8 on the agenda. These are resolutions that designate our bank, designate the official newspaper and set the mileage reimbursement and many more administrative items that must occur. I would like to take a motion on accepting these on consent...

Moved by Councilman Godlewski, Seconded by Councilman Aragosa – To act on agenda item nos. 1 – 8 on consent.

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

**RESOLUTION NO. 1-2020**

**Moved by:** Councilman Godlewski

**Seconded by:** Councilman Aragosa

**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 2020 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 <sup>st</sup> Monday of the month at 7:00 p.m. (Board Room)
Planning & Zoning Commission	2 <sup>nd</sup> Monday of the month at 7:00 p.m. (Board Room)
GECC Agenda Meeting	Thursday prior to the 4 <sup>th</sup> Monday of the month at 7:00 p.m. (conference room)
GECC Meeting	4 <sup>th</sup> Monday of the month at 7:00 p.m. (Board Room)
ZBA Meeting	4 <sup>th</sup> Monday of the month at 7:00 p.m. (Board Room)
Grievance Day	4 <sup>th</sup> Tuesday in May, <u>all day</u> (Board Room)
Park Planning Commission	Last Tuesday of the month at 7:00 p.m. Glenville Senior Center (no meeting in Dec.)
Efficiency in Government	2 <sup>nd</sup> Wednesday of the month at noon (Board Room)
Local Development Corp.	2 <sup>nd</sup> & Last Tuesday of the month at 7:30 am (Board Room)
Small Business & Economic Dev.	3 <sup>rd</sup> Thursday of every month at 7:30 am (Board Room)

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

**Motion Carried**

**RESOLUTION NO. 2-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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 Trustco Bank be and they hereby are designated as the official depositories for all Town Funds and accounts of the Town of Glenville for the year 2020.

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

**Motion Carried**

**RESOLUTION NO. 3-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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 2020, as provided by Section 64, Subdivision II of the Town Law.

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

**Motion Carried**

**RESOLUTION NO. 4-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**WHEREAS**, Resolution No. 4-2019 authorizing persons entitled to withdraw funds from bank accounts held by the Town of Glenville name Christopher A. Koetzle, Supervisor of the Town of Glenville, Gina M. Wierzbowski, Deputy Supervisor of the Town of Glenville, and Jeffrey Prescott, Deputy Comptroller of the Town of Glenville, as the authorized signatories on said accounts; and

**WHEREAS**, each of these employees remains in these titles,

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby designates Christopher A. Koetzle, Supervisor of the Town of Glenville, Gina M. Wierzbowski, Deputy Supervisor of the Town of Glenville, and Jeffrey Prescott, Deputy Comptroller of the Town of Glenville, 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 5-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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 2020; 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 2020.

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

**Motion Carried**

**RESOLUTION NO. 6-20209**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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 2020.

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

**Motion Carried**

**RESOLUTION NO. 7-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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		
Trustco Bank		
Bank of America		
J.P. Morgan Chase Bank		
Pioneer Commercial Bank		
Key Bank		
Greene County Commercial Bank		

## 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 that 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 that 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstentions:** None

**Motion Carried**

### **RESOLUTION NO. 8-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**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 2020:

### **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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** None

**Abstentions:** None

**Motion Carried**

Moved by Councilman Aragosa, Seconded by Councilman Godlewski – To act on agenda item nos. 9 – 16 on consent.

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

### **RESOLUTION NO. 9-2020**

**Moved by:** Councilman Aragosa  
**Seconded by:** Councilman Godlewski

**WHEREAS,** Town Law section 51 provides that the town board of a town appoints the department heads and deputies of such departments; and

**WHEREAS,** Article 51 of the Code of the Town of Glenville provides that the Town Board may appoint the Highway Superintendent as Commissioner of Public Works for a term of one year; and

**WHEREAS,** Thomas R. Coppola was re-elected to the position of Highway Superintendent for the Town of Glenville for a term of office commencing January 1, 2018; and

**WHEREAS,** The Town Board desires to appoint Mr. Coppola to the position of Commissioner of Public Works for a new one-year term commencing January 1, 2020 and Mr. Coppola is willing to accept the position; and

**WHEREAS,** upon being appointed, the Commissioner of Public Works is authorized to appoint such a Deputy Commissioner, within the budget allotted therefore;

**NOW THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby appoints Thomas R. Coppola as the Town of Glenville Commissioner of Public Works to a one-year term of office commencing January 1, 2020 and ending December 31, 2020.

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

**Motion Carried**

### **RESOLUTION NO. 10-2020**

**Moved by:** Councilman Aragosa  
**Seconded by:** Councilman Godlewski

**WHEREAS,** Town Law section 51 provides that the town board of a town appoints the department heads and deputies of such departments; and

**WHEREAS,** Article 51 of the Code of the Town of Glenville provides that the Town Board may appoint the Deputy Highway Superintendent as the Deputy Commissioner of Public Works for a term of one year; and

**WHEREAS,** Dana Gilgore has served the Town ably and well for many years and is intimately familiar with the Town's roads, highways and drainage systems; water and sewer infrastructure; and

**WHEREAS,** the Town Board desires to appoint Mr. Gilgore to the positions of Deputy Highway Superintendent and Deputy Commissioner of Public Works all of

which titles are in the exempt class, for a one-year term commencing January 1, 2020,

**NOW THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby appoints Dana Gilgore as the Town of Glenville Deputy Highway Superintendent and Deputy Commissioner of Public Works for a one-year term of office commencing January 1, 2020.

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

**Motion Carried**

**RESOLUTION NO. 11-2020**

**Moved by:** Councilman Aragosa  
**Seconded by:** Councilman Godlewski

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

**Motion Carried**

**RESOLUTION NO. 12-2020**

**Moved by:** Councilman Aragosa  
**Seconded by:** Councilman Godlewski

**WHEREAS** Section 284 of the Highway Law requires that money spent for the repair and improvement of highways in the Town be spent pursuant to a written agreement between the Highway Superintendent and the Town Board; and

**WHEREAS** the attached agreement has been approved by the Highway Superintendent and is in the form used by the Town for numerous years,

**NOW, THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby approves entering into the attached contract with the Superintendent of Highways authorizing the expenditure of \$896,654.00 for the repair [5110.0] and \$528,000.00 for the improvement [5112.0] of highways, sluices, culverts and bridges having a span of less than five feet in the Town of Glenville; and

**BE IT FURTHER RESOLVED** that the Town Board of the Town of Glenville hereby authorizes the Town Superintendent of Highway to expend up to \$150,000 of the funds authorized in the preceding paragraph for the repair and construction of bridges having a span of five feet or more if such funds are not needed for the purposes stated above.

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



**Motion Carried**

**RESOLUTION NO. 13-2020**

**Moved by:** Councilman Aragosa

**Seconded by:** Councilman Godlewski

**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 2020, a maximum of twenty-five (25) full-time employees within budgeted appropriations.

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

**Noes:** None

**Absent:** None

**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 14-2020**

**Moved by:** Councilman Aragosa

**Seconded by:** Councilman Godlewski

**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 2020 Town Budget,

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Glenville hereby authorizes the Receiver of Taxes, at his discretion, to hire temporary employees for the collection of 2020 taxes at a monetary level [hours worked, hours paid with no benefits], no greater than provided for in the 2020 budget, with total department expenditures for personnel not to exceed \$55,017.00.

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

**Noes:** None

**Absent:** None

**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 15-2020**

**Moved by:** Councilman Aragosa

**Seconded by:** Councilman Godlewski

**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, 2020 and terminating December 31, 2020 and to serve at the respective salary or wage rates which are hereby established and set for the year 2020.

Jennifer Vullo, 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)

**Motion Carried**

**Moved by: Councilman Aragosa**  
**Seconded by: Councilman Godlewski**

**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, 2020 shall be as follows:

**Ayes:** Councilmen Martin, Aragon, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** None

**Abstentions:           None**

**Motion Carried**

Supervisor Koetzle – “Resolution Nos. 17 – 27 are appointing members to our Committees and Commissions.

Moved by Councilman Martin, Seconded by Councilwoman Wierzbowski – To act on agenda item nos. 17 – 27 on consent.

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

Noes: None

**RESOLUTION NO. 17-2020**

**Moved by:   Councilman Martin**

**Seconded by:       Councilwoman Wierzbowski**

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

**WHEREAS, Juliano Febo is currently a member with a term expiring December 31, 2019 and he wishes to be reappointed,**

**NOW, THEREFORE, BE IT RESOLVED that Juliano Febo, 140 Horstman Drive, Glenville, NY be reappointed commencing January 1, 2020 and terminating December 31, 2024; and**

**BE IT FURTHER RESOLVED that David Hennel be reappointed as Chairman, effective January 1, 2020 and terminating December 31, 2020.**

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

**Noes:           None**

**Absent:       None**

**Abstentions:       None**

**Motion Carried**

**RESOLUTION NO. 18-2020**

**Moved by:   Councilman Martin**

**Seconded by:       Councilwoman Wierzbowski**

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

**WHEREAS, Jenny Lippmann’s term expired on December 31, 2019 and wishes to be reappointed,**

**NOW, THEREFORE, BE IT RESOLVED that Jenny Lippmann, 21 Praise Lane, Glenville be reappointed to the Planning and Zoning Commission for a term of seven (7) years, commencing January 1, 2020 and terminating December 31, 2026; and**

**BE IT FURTHER RESOLVED, that Michael Carr be reappointed Chairman for a one (1) year term beginning January 1, 2020, terminating December 31, 2020; and**

**BE IT STILL FURTHER RESOLVED** that James Gibney be reappointed Deputy Chairman for a one (1) year term beginning January 1, 2020 and terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 19-2020**

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

**WHEREAS,** the Town of Glenville Environmental Conservation Commission has seven (7) members); and

**WHEREAS,** all seven (7) members' terms of office expired on December 31, 2019; and

**NOW, THEREFORE, BE IT RESOLVED** that

Dan Hill, Chairperson	541 Sacandaga Road, Glenville, NY
VACANCY	
Robert Titus	703 Glen Avenue, Scotia, NY
Paul Koeppel	329 Dawson Road, Glenville, NY
Donald Rodbell	2977 Ridge Road, Glenville, NY
VACANCY	
Charles Story	13 Hill Street, Alplaus, NY

be appointed to the Glenville Environmental Conservation Commission for a one (1) year term commencing January 1, 2020 and terminating December 31, 2020.

**BE IT FURTHER RESOLVED,** that Dan Hill be appointed Chairperson for a one-year term commencing January 1, 2020 terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 20-2020**

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

**WHEREAS,** the Traffic Safety Committee consists of six (6) members; and

**WHEREAS,** all six (6) members' term of office expired on December 31, 2019, and

**NOW, THEREFORE BE IT RESOLVED that**

**Patrick Morris, Chairman  
Fred Mastroianni  
Kenneth Talbot  
Thomas Melander  
Janet Cavoli  
Daniel P. Miller**

**131 Woodhaven Drive, Glenville  
156 Spring Road Glenville  
618 Sanders Avenue, Glenville  
1346 Lawn Avenue, Schenectady  
1180 Washout Road, Glenville  
119 Acorn Dr., Glenville**

**be appointed to the Traffic Safety Committee for a one (1) year term commencing January 1, 2020 and terminating December 31, 2020.**

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

**Noes: None**

**Absent: None**

**Abstentions: None**

**Motion Carried**

**RESOLUTION NO. 21-2020**

**Moved by: Councilman Martin**

**Seconded by: Councilwoman Wierzbowski**

**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, 2020 and terminating December 31, 2020;

**Rev. Deron Milleville  
Gloria Zampini  
Manfred Spikereit  
James MacFarland  
Sheri Tomaski**

**28 Slater Drive, Glenville, NY  
5 Park Lane, Glenville, NY  
157 Pashley Road, Glenville, NY  
1541 Washout Road, Glenville, NY  
1 Lolik Lane, Glenville, NY**

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

**Noes: None**

**Absent: None**

**Abstentions: None**

**Motion Carried**

**RESOLUTION NO. 22-2020**

**Moved by: Councilman Martin**

**Seconded by: Councilwoman Wierzbowski**

**WHEREAS,** all members' term of office expired December 31, 2019,

**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:

**Peter Russo – Chair  
Laura Henk,  
Paul Heckman  
Bart Forlano,**

**22 St. Stephens Lane E, Glenville  
7 Berkley Square, Glenville  
27 St. Stephens Lane E., Glenville  
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
Gloria Zampini,	5 Park Lane, Glenville
Marge Rizzo	1 Cypress Drive, Glenville
Patti Johnson	91 St. Stephens Lane W., Glenville
Debbie Lovejoy	24 St. Stephens Lane E., Glenville
Ken & Barbara Opar	44 Glen Terrace, Glenville
Lucy McPherson	7 Pembroke Street, Glenville
Marna Posluszny	18 Bigwood, Glenville
and	

**BE IT FURTHER RESOLVED** that they are hereby appointed for a one (1) year term commencing January 1, 2020 and terminating December 31, 2020.

**BE IT STILL FURTHER RESOLVED** that Peter Russo be appointed Chairperson for one year beginning January 1, 2020 and terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 23-2020**

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

**WHEREAS,** the Glenville Park Planning Committee now consists of ten (10) members, and

**WHEREAS,** all ten (10) members' term of office expired on December 31, 2019,

**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
VACANCY	
Beth Gregory	65 Glenridge Road, Glenville
Bertram Longbotham	136 Charlton Road, Ballston Lake
Susan VanVorst	144 Mohawk Ave., Scotia
Barbara Wurz	92 Kingsbury Road, Burnt Hills
VACANCY	
Gary McPherson	14 Cumberland Place, Glenville

are hereby appointed for a term beginning January 1, 2020 and terminating December 31, 2020; 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, 2020 and terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 24-2020**

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

**WHEREAS,** the Town of Glenville Small Business and Economic Development Committee’s membership terms expired on 12/31/2019,

**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 1/1/2020 through 12/31/2020.

James Valachovic, Chairman	35 Joyous Ln., Glenville, NY
Joe Popolizo	19 Valleywood Dr., Glenville, NY
Anne Brenner, B Inspired	104 Mohawk Ave., NY
Nick DiCaprio	35 Cartwheel Dr., Scotia, NY
Joe Tassone	3 Colin Dr., Glenville, NY

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

**Motion Carried**

**RESOLUTION NO. 25-2020**

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

**WHEREAS,** the Town of Glenville’s Efficiency in Government Committee’s membership terms expired on December 31, 2019,

**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, 2020 and terminating December 31, 2020;

Mary Lolik, Co-Chair	118 Snake Hill Road, Glenville
Yigit Guctas, Co-Chair	2 Marcia Court, Glenville
Gloria Zampini	5 Park Lane, Glenville
Myrtle Major	36 Hill Street, Alplaus
Carol Bates	31 Valleywood Drive, Glenville
Paul Kenney	48 Swaggertown Road, Glenville
Jesse Borst	1201 Ridge Road, Glenville
Robert Derrick	8 Haviland Drive, Glenville
and	

**BE IT FURTHER RESOLVED** that Yigit Guctas and Mary Lolik be re-appointed Co-Chairs for one year beginning January 1, 2020 and terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 26-2020**

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

**WHEREAS**, the Town of Glenville History, Culture and Events committee consists of six (6) members, each of whom shall be appointed for a one-year term, appointed by the Town Board and one member, who shall be designated as Chair, appointed by the Town Supervisor; and

**NOW, THEREFORE, BE IT RESOLVED**, that the following individuals are hereby appointed to the Town of Glenville History, Culture and Events Committee for a one-year term commencing January 1, 2020 and terminating December 31, 2020;

Jill Wiseman, Chairperson	3827 West Glenville Rd., Glenville
Cherie Haughney	328 Alplaus Ave., Alplaus
Ann-Marie Schwartz	511 Mohawk Ave., Glenville
Nell Burrows	1962 Ridge Rd., Glenville
Susan McLeod	31 Hill St., Alplaus
Myrtle Major	36 Hill St., Alplaus

**BE IT FURTHER RESOLVED** that Jill Wiseman be appointed as Chairperson for a one-year term beginning January 1, 2020 and terminating December 31, 2020.

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

**Motion Carried**

**RESOLUTION NO. 27-2020**

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

**NOW, THEREFORE, BE IT RESOLVED** that the following members

Helen Baldwin	148 Birch Lane, Glenville, NY
William Marks	150 Birch Lane, Glenville, NY
Joan Bunn	141 Birch Lane, Glenville, NY
Brendan Gillooley	153 Birch Lane, Glenville, NY
Richard LaTorre	155 Birch Lane, Glenville, NY

be reappointed to the Hemlock Hollow Park Committee for a two (2) year term



**commencing January 1, 2020 and terminating December 31, 2021.**

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

**Motion Carried**

Supervisor Koetzle – “Resolution Nos. 28 – 41 are Contracts and Agreements with groups that we support throughout the Town that are already set in the 2018 budget.

Motion to take on consent

Moved by Councilwoman Wierzbowski, Seconded by Councilman Martin – To act on agenda item nos. 28 – 41 on consent.

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

**RESOLUTION NO. 28-2020**

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

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

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

**WHEREAS, Freedom Park expenses consist of paying performers and a sound technician as well as maintaining the sound system, 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, acts include big band, country, popular, Polish, Celtic, German, Jazz, Dixieland and rhythm and blues, and**

**WHEREAS, admission to all performances are 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 by giving of its fair share,**

**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 2020 Summer Concert Series in Freedom Park, Village of Scotia, New York, and

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

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

**Motion Carried**

**RESOLUTION NO. 29-2020**

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

**WHEREAS**, Section 95-a of the General Municipal Law authorizes towns to enter into contracts with not-for-profits agencies for programs benefiting the aging; and

**WHEREAS**, the Town of Glenville is desirous of entering into an agreement with a not-for-profit organization to operate a nutrition program at the Glenville Senior Center for citizens over the age of 60; and

**WHEREAS**, Catholic Family and Community Services of Schenectady and Catholic Charities of the Diocese of Albany are desirous of providing a nutrition program for the citizens over the age of 60 to the Town and its’ senior residents,

**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 *Catholic Charities Senior Services in Schenectady and Catholic Charities of the Diocese of Albany* and authorizes payment of a contribution, not to exceed the sum of Five Thousand Dollars [\$5,000.00], for the provision of a nutrition program for the citizens over the age of 60 at the Glenville Senior Center; 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-000-7610-4635.

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

**Motion Carried**

**RESOLUTION NO. 30-2020**

Moved by: Councilwoman Wierzbowski  
Seconded by: Councilman Martin

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 2020 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 the monies will be taken from Account AA-000-7310-4488.

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

Motion Carried

**RESOLUTION NO. 31-2020**

Moved by: Councilwoman Wierzbowski  
Seconded by: Councilman Martin

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 the monies will be taken from Account AA-000-7320-4000.

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

**Motion Carried**

**RESOLUTION NO. 32-2020**

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

**WHEREAS** the Town of Glenville has recently 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 2020 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 the monies will be taken from Account AA-000-7610-4630.

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

**Motion Carried**

**RESOLUTION NO. 33-2020**

**Moved by: Councilwoman Wierzbowski**

**Seconded by: Councilman Martin**

**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 109<sup>th</sup> 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 \$600.00 in 2020; and**

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

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

**Noes: None**

**Absent: None**

**Abstention: None**

**Motion Carried**

**RESOLUTION NO. 34-2020**

**Moved by: Councilwoman Wierzbowski**

**Seconded by: Councilman Martin**

**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 \$500 budgeted expenditure from the Town of Glenville account AA-000-6510-4000 to the V.F.W. Post 4660, Mayfair/Glenville.**

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

**Noes: None**

**Absent: None**

**Abstention: None**

**Motion Carried**

**RESOLUTION NO. 35-2020**

**Moved by: Councilwoman Wierzbowski**

**Seconded by: Councilman Martin**

**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 2020 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle  
Noes: None  
Absent: None  
Abstention: None

Motion Carried

**RESOLUTION NO. 36-2020**

Moved by: Councilwoman Wierzbowski  
Seconded by: Councilman Martin

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, 2020 is \$16,351,283.86; 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 \$16,351,283.86 by the County Legislature as said Town's contribution to the taxes of the County of Schenectady for the fiscal year beginning January 1, 2020.

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

**Motion Carried**

**RESOLUTION NO. 37-2020**

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

**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 2020, as it has in years past; and**

**WHEREAS, the Town's financial commitment to the 2020 STOP-DWI Enforcement Activity Budget is not to exceed \$12,000 in personal services, training equipment and other approved expenses, already in the 2020 Police Department budget;**

**NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to sign the 2020 STOP-DWI Program Agreement with the County of Schenectady.**

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

**Motion Carried**

**RESOLUTION NO. 38-2020**

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

**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 January 1, 2015 the Town of Glenville entered into a workers' compensation insurance policy with the New York State Insurance Fund; 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 Insurance Fund.

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

**Motion Carried**

**RESOLUTION NO. 39-2020**

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

**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 3<sup>rd</sup> 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, 2020 through December 31, 2020, 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstention:** None

**Motion Carried**



**RESOLUTION NO. 40-2020**

**Moved by: Councilwoman Wierzbowski**

**Seconded by: Councilman Martin**

**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 6, 2020 through March 31, 2020, 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle**

**Noes: None**

**Absent: None**

**Abstention: None**

**Motion Carried**

**RESOLUTION NO. 41-2020**

**Moved by: Councilwoman Wierzbowski**

**Seconded by: Councilman Martin**

**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 2020, managed by the Town's health insurance broker, Jaeger & Flynn Associates, Inc.;

**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 2020 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 effect 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 Martin, Aragosa, Godlewski, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** None  
**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 42-2020**

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

**WHEREAS,** the Town Board of the Town of Glenville appointed Jason Cuthbert as Town Comptroller for the term of January 1, 2018 thru December 31, 2019; and

**WHEREAS,** Mr. Cuthbert has served admirably as Town Comptroller since 2013; and

**WHEREAS,** the Town Supervisor now recommends that Mr. Cuthbert be re-appointed to the position of Town Comptroller;

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Glenville hereby re-appoints Jason Cuthbert as Town Comptroller for the period of January 1, 2020 through December 31, 2021 with the other terms and conditions of his employment unchanged.

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

**Motion Carried**

**RESOLUTION NO. 43-2020**

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

**WHEREAS,** The Town Board desires to re-appoint Patrick Aragosa to the position of Receiver of Taxes for a new two-year term from January 1, 2020; and

**WHEREAS,** upon being appointed the Receiver is authorized to appoint such deputies as he may deem necessary, within the budget allotted therefore;

**NOW THEREFORE, BE IT RESOLVED** that the Town Board of the Town of Glenville hereby re-appoints Patrick Aragosa as the Town of Glenville Receiver of Taxes to a two-year term of office commencing January 1, 2020 and ending December 31, 2021.

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

**Abstention:** Councilman Aragosa  
Motion Carried

**RESOLUTION NO. 44-2020**

**Moved by:** Councilman Godlewski  
**Seconded by:** Councilman Aragosa

**WHEREAS, Section 4121 of the New York State Public Health Law requires that that each Town Board appoint a Registrar of Vital Statistics and further states that the Town Clerk shall be eligible for appointment to said position; and**

**WHEREAS, Town Clerk Linda C. Neals has previously served as Registrar of Vital Statistics, is fully familiar with the duties and responsibilities of the office and has agreed to accept appointment to said office; and**

**WHEREAS, Section 4122 of the Public Health Law provides that the Registrar of Vital Statistics, immediately upon acceptance of her appointment shall appoint a deputy; and**

**WHEREAS, Section 4123 of the Public Health Law provides that the term of office of the Registrar of Vital Statistics shall be coterminous with the term of office of the Town Clerk;**

**NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Glenville hereby appoints Linda C. Neals as the Town of Glenville Registrar of Vital Statistics for a term commencing January 1, 2020 and ending December 31, 2023.**

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

**Motion Carried**

**RESOLUTION NO. 45-2020**

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

**WHEREAS, the Town Board has reviewed its options for procuring general legal services, municipal finance/bond counsel services and comprehensive labor relations services for the Town and the various departments thereof; and**

**WHEREAS, the law firm of Roemer Wallens Gold & Mineaux LLP has been engaged by the Town for such legal, municipal finance/bond counsel services and comprehensive labor relations services since January 1, 2010 and has performed these services ably and cost effectively; and**

**WHEREAS, the law firm of Roemer Wallens Gold & Mineaux LLP has also been engaged by the Town for planning and zoning legal services since January 1, 2016 and has performed these services ably and cost effectively;**

**NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Glenville hereby authorizes the Supervisor to execute a three-year contract for legal and comprehensive labor relations services with the law firm of Roemer Wallens Gold & Mineaux LLP, 13 Columbia Circle, Albany, New York, commencing January 1, 2020 in an**

initial annual amount of \$107,400 per annum, payable monthly, with subsequent years increasing at the rate of \$1,800 per year; and

**BE IT FURTHER RESOLVED**, that the Town Board of Town of Glenville hereby authorizes the Supervisor to execute a three-year contract for planning and zoning legal services with the law firm of Roemer Wallens Gold & Mineaux LLP, 13 Columbia Circle, Albany, New York, commencing January 1, 2020 in an initial annual amount of \$15,600 per annum, payable monthly, with subsequent years increasing at the rate of \$300 per year.

**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; motion to adjourn; Moved by Councilwoman Wierzbowski; Seconded by Councilman Martin, everyone being in favor the meeting was adjourned at 7:30 PM.

ATTEST:

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Linda C. Neals  
Town Clerk