

**REGULAR** MEETING OF THE TOWN BOARD  
TOWN OF GLENVILLE  
DECEMBER 5, 2012  
AT THE GLENVILLE MUNICIPAL CENTER  
18 GLENRIDGE ROAD, GLENVILLE, NEW YORK

Supervisor Koetzle called the meeting to order at 7:30 PM;

Supervisor Koetzle asked the Town Clerk, Linda C. Neals, to call the roll.

**Present:** Supervisor Christopher A. Koetzle, Councilman Sid Ramotar and Councilwoman Gina M. Wierzbowski

**Absent:** Councilmen Alan Boulant and John C. Pytlovany

Also present: Director of Operations James MacFarland.

**Town Council Reports:**

Councilman Ramotar – “The field work has been concluded on the archeological investigation occurring at Maalywck Park and as expected some evidence of native American habitation of the site was found. Based on finalizing this month to the Town and NYS Historic Preservation Office a meeting will then occur with NYS to determine what further investigation is required to mitigate Maalwyck Park development project based on that finding.

Vicki Hillis, Senior Center Coordinator will be addressing the Board this evening. As you all know Ms. Hillis was unable to attend the last meeting when she was appointed so we welcome her and her report.

The Efficiency in Government Committee has met with a number of department heads over the past few months and has prepared a list of possible activities for EIG to undertake. We are currently reviewing that list with staff and the Supervisor. We look forward to the Efficiency In Government’s (EIG) assistance in completing some of the proposed tasks. Generally speaking a number of recommended activities of EIG will be to improve the Town’s use of technology.

Councilman Ramotar reported the following information for Councilman Boulant:

Town staff had a pre-construction meeting with Panera Bread last week and it looks like construction will start next week. The building is expected to be up by April, 2013.

The GECC will be reviewing a number of proposed amendments to the town sign regulation later this month and the Planning and Zoning Commission will follow up with their review in January. The proposed amendments should be before the Town Board in February for consideration. Basically we are not up to speed as to what they should have been back in 2001. Decisions were made where they were not LED signs, sandwich board.”

Councilwoman Wierzbowski – Expressed her heartfelt condolence to Clifton Park and to Shaker High for the loss of the students in the automobile accident on the week end.

Supervisor Koetzle – “Item number 5 is a public hearing to consider a proposed extension to Water district No. 11 for property located at 149 Hetcheltown Road.”

Supervisor Koetzle opened the public hearing at 7:36 pm.

No one wished to speak; Supervisor Koetzle closed the public hearing at

7:37 pm.

Vicki Hillis, Senior Center Coordinator – “I would just like to take a moment to tell you a little bit about myself. I have always lived in upstate New York; I attended St. Lawrence University and majored in both psychology and economics. I went on to Union to complete my MBA in health care administration and upon graduation I started the process of obtaining my license as a nursing home administrator. I worked at Wesley Healthcare in Saratoga and then in Delaware County at the county nursing home. After taking some time off from my career to stay home with my children while they were young I was looking for a chance to work with senior citizens again when the senior center position was posted.

The Center is such a great facility and it is wonderful to see the collaboration between the Town and the senior organization to provide the programs and services for seniors actively engaged in the community. I've only been there for a few weeks but everyone has been very welcoming. I've been learning the daily operations of the facility and reviewing and updating policies and procedures.

One of the next priorities is membership development and we have had an initial meeting to discuss a more structured approach to growing our membership, looking at advertising needs and services etc. Some of my other long term goals include volunteer recruitment at the center, building utilization study, a survey of other senior centers in the area and services that they provide.

I look forward to working with everyone to ensure the center's continued success and thank you for this opportunity.”

No one exercised the privilege of the floor.

Supervisor's Comments:

Supervisor Koetzle shared the following information:

I attended a press conference on 12-4-12 for a new middle school here in Glenville. The Maritime Center has been struggling of late to find some tenants and had some financial concerns going forward but now they have the Saratoga Academy Middle School opening there. They are looking to grow the program into a high school at some point. We wish them well and will continue to help in any way we can.

We had our first Unified Communication Center meeting last week. The supervisors and the mayor got together to begin the process. They are looking at different sites across the County. They're right now looking at twenty different sites and they are going to whittle that down to five and then have a discussion on the five. We talked about the timeline. Our next meeting is in February when we will get together and talk more about the logistics of starting to move everything over to the County model. We anticipate that by March 2014 is when things will be completely transitioned over.

We will be reviewing the strategic plan. Anything that needs to be changed, we obviously are reviewing everything that we have accomplished in 2012 but we are also looking for new things for 2013. I have had some ideas come in already from some others. I have solicited the committees so anyone that has something they want brought into that we can have a discussion at the next work session.

Glendaal School won the “Take Me to Vote” award for 2012. I will be attending an awards assembly there to present their award.

I had a chance to attend the Burnt Hills/Ballston Lake banquet and I presented the football team with a proclamation congratulating them for winning the State Championship. Between the baseball, volleyball and football teams, congratulations!

I also had a chance to meet with the Budget Committee tonight to discuss 2013 and how we want to go forward with some of our budgeting and finances. We are

going to bring another member on that committee to help.

The sewer R F P for our new sewer plant is going out tomorrow and is due back by January 4<sup>th</sup>. We are looking forward to getting that back and moving forward. This is an important piece, to extend sewers up Route 50 so we are excited about that.

This also ties into the lighting district where we are still working with Metroplex to try and get funding for the lighting district here in Town Center so when you look at the Target lights we want to extend those lights throughout the entire commercial center. We really need Metroplex to help us with that.

GSA; we got word that the building that collapsed is finally going to be demolished on December 10<sup>th</sup>. That is movement for us because we have been waiting for that for many years. The other buildings still need to be demolished; they are not on the agenda for being demolished but at least the one with the asbestos problem and falling down is going to be demolished.

There is a lot going on in the Town. We met with Bill Socha to talk about his project which is moving forward. You can find his renderings on line; it is going to be a beautiful building. We are looking at ground breaking early spring '13.

I attended the Holiday on the Avenue in the Village of Scotia on Sunday. It was a very well attended event.

The Local Development Committee is continuing to form; we received five resumes for the two positions that are open on the board. We discussed those resumes and we will be recommending two to go forward.

The committee openings will be discussed at the next work session for appointments at our organizational meeting to be held on January 2, 2013.

Councilwoman Wierzbowski – “I am pleased to see that the RFP’s for the sewer treatment plant is going to be sent out. I’ve long said before I was even on the board that one of the things that’s not very exciting or glamorous but is going to help attract economic development are improvements in our infrastructure and sewers are one of the things that bigger retail stores want. They don’t want to deal with septic systems and all of the problems that they can certainly entail. This is an important step for us and I am hopeful that we will be able to make it work.”

Supervisor Koetzle moved ahead with the agenda.

### **RESOLUTION NO. 198-2012**

**Moved by:** Councilwoman Wierzbowski

**Seconded by:** Councilman Ramotar

**WHEREAS**, I am introducing a Local Law to amend Chapter 255, “Vehicle and Traffic” of the Code of the Town of Glenville regarding changes to Stop Intersections, One-Way Streets, Parking, Standing & Stopping and Speed Limits recommended by the Traffic Safety Committee; and

**WHEREAS**, a duly scheduled public hearing must be held in order to amend the existing code by Local Law;

**NOW, THEREFORE, 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 on Wednesday, December 19, 2012 at 7:30 P.M., or as soon thereafter as possible, at which time it will hear all persons interested in the proposed local law to amend Chapter 255, “Vehicle and Traffic” chapter of the Code of the Town of Glenville; and

**BE IT FURTHER RESOLVED** that the Town Clerk be and she is hereby

authorized and directed to prepare the proper public notice of said hearing in accordance with law, as follows:

**§ 255-2. Stop intersections.**

ADD:

The following intersections are hereby designated as stop intersections and stop signs shall be erected on entrances thereto as indicated:

Intersection	Stop Sign On	Entrance(s)
Access Boulevard	Prestige Parkway	West
Broad Street	Schermerhorn Street	North

**§ 255-5. One-way streets.**

ADD:

A. The following locations are hereby designated for one-way traffic in the direction indicated:

Name of Street	Direction of Travel	Location
Scotia-Glenville Middle School Main Entrance	East	Scotia Glenville Middle School Main Entrance Traffic Loop between the Business Boulevard Parking Area and its intersection with Prestige Parkway
Scotia-Glenville High School Main Entrance	South	Scotia-Glenville High School Main Entrance Traffic Loop between the parking lot along the northerly side of the High School building and its intersection with Sacandaga Road
Scotia-Glenville High School Main Parking Area	West	Scotia-Glenville High School parking area located along the northerly side of the High School building from Sacandaga Road to Tartan Way
Scotia Glenville High School Tartan Way	West	Scotia-Glenville High School parking area located along the northerly side of the High School building to Access Boulevard
Scotia-Glenville High School Southwest Parking Area	North	The easterly side of the Scotia-Glenville High School Southwest Parking Area located from Schermerhorn Street to the Southwesterly Entrance to the High School building
Scotia-Glenville High School Southwest Parking Area	South	The westerly side of the Scotia-Glenville High School Southwest Parking Area located from the Southwesterly Entrance to the High School building to Schermerhorn Street

**§ 255-6. Parking, standing and stopping; penalty.**

The provisions of this section shall apply except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with directions of a police officer or official traffic control device

**DELETE:**

C. The parking of vehicles is hereby prohibited within 10 feet of the front, back or side, or extension thereof, of any building which contains an exit or entrance to that building in the parking areas of the following shopping centers:

Name of Shopping Center	Description
Albany Public Market Shopping Center	The premises described in the deed to Albany Public Market, recorded in the Schenectady County Clerk's office in Book 922 at page 365 and designated on the tax maps of the Town of Glenville as Parcel No. 22.11-4-14

Name of Shopping Center	Description
K-Mart Shopping Center	The premises described in the deed to H.S.S. Realty Co., recorded in the Schenectady County Clerk's office in Book 949 at page 626 and designated on the tax maps of the Town of Glenville as Parcel No. 22.11-4-15

**ADD:**

C. The parking of vehicles is hereby prohibited within 10 feet of the front, back or side, or extension thereof, of any building which contains an exit or entrance to that building in the parking areas of the following shopping centers:

Name of Shopping Center	Description
Target Shopping Center	Being the premises designated on the tax maps of the Town of Glenville as Parcel Nos. 22.141-4-15.12 and 22-11-4-15.111.
Lowes Shopping Center	Being the premises designated on the tax maps of the Town of Glenville as parcel 30-1-39

**§ 255-6. Parking, standing and stopping; penalty.**

**ADD:**

The provisions of this section shall apply except when it is necessary to stop a vehicle to avoid conflict with other traffic or in compliance with directions of a police officer or official traffic control device.

B. Parking of vehicles prohibited.

(2) The parking of vehicles is hereby prohibited in any of the following locations:

Name of Street	Side	Location
Schermerhorn Street	East	Between Broad Street and its dead end

H The parking of vehicles is hereby prohibited within 10 feet of the front, back or side, or extension thereof, of any building which contains an exit or entrance to that building in the parking areas of the following schools:

Name of School	Description
Scotia-Glenville High School	Being the premises designated on the tax maps of the Town of Glenville as Parcel No. 29.19-1-1
Scotia-Glenville Middle School	Being the premises designated on the tax maps of the Town of Glenville as Parcel Nos. 29.81-1 and 29-3-7.11

**Section 255-8. – Speed Limits**

**DELETE:**

C. A maximum speed limit of 40 miles per hour is hereby established within the Town of Glenville on the following county highways:

Name of Street	Location
Wolf Hollow Road (Schenectady County Road No. 59) [Added 8-20-2008 by L.L. No. 3-2008]	From a point 1,200 feet north of Route No. 5 to the southerly intersection of Wolf Hollow Road and Hoffman Hill Road Extension

**ADD:**

G. A maximum speed limit of 30 miles per hour is hereby established within the Town of

Glenville on the following county highways:

**[Added 3-5-1986 by L.L. No. 1-1986]**

Name of Street	Location
Wolf Hollow Road (Schenectady County Road No. 59)	From a point 1,200 feet north of Route No. 5 to the southerly intersection of Wolf Hollow Road and Hoffman Hill Road Extension

**BE IT FURTHER RESOLVED**, that the resolution adopting the Local Law shall take effect when filed with the Secretary of State of the State of New York.

**Ayes:** Councilman Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** Councilmen Boulant and Councilman Pytlovany

**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 199-2012**

**Moved by:** Councilman Ramotar

**Seconded by:** Councilwoman Wierzbowski

**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 HIPPA 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 has reviewed the "Business Associate Contract" and 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 the Business Associate Contract dated November 16, 2012, with Jaeger & Flynn Associates, Inc., 30 Corporate Drive, Clifton Park, NY, 12065.

**Ayes:** Councilman Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle

**Noes:** None

**Absent:** Councilman Boulant and Councilman Pytlovany

**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 200-2012**

**Moved by:** Councilwoman Wierzbowski

**Seconded by:** Councilman Ramotar

**WHEREAS**, the Town Board of the Town of Glenville (herein called the "Town Board" and "Town," respectively), in the County of Schenectady, New York, has

received a written petition, dated September 19, 2012, pursuant to section 191 of the Town Law, for the extension of Water District No.11 (herein called "District") whose petition was signed by the owners of at least one-half (1/2) of the assessed valuation of all taxable real property situate in the proposed District and including the signatures of resident owners of at least one-half (1/2) of the assessed valuation of such taxable real property situate in the proposed District owned by resident owners, all as shown upon the latest completed assessment roll of said Town, and a map, plan and report for the extension of Water District No.11 of the Town of Glenville and the construction of a water system therein, consisting of approximately 266 feet of 12 inch ductile iron pipe water main and a one-inch service lateral including land or rights in land, connections, fill, services, appurtenances and related site work (herein called the "Water Improvement") from the existing terminus of the water main near the southerly lot line of 147 Hetcheltown Road to 149 Hetcheltown Road, a distance of approximately 266 feet was prepared and is now on file in the office of the Town Clerk of the Town for public inspection; and

**WHEREAS**, pursuant to the Order duly adopted on November 21, 2012, the Town Board has determined to proceed with the establishment of the proposed extension to the District and adopted an Order reciting a description of the boundaries of the extension of the District in a manner sufficient to identify the lands included therein as in a deed of conveyance, the improvements proposed, the maximum amount proposed to be expended for the construction of the Water Improvement in the District, the proposed method of financing to be employed, the fact that a map, plan and report describing the same are on file in the Town Clerk's office for public inspection and specifying December 5, 2012, at 7:30 PM, as the time when, and the Glenville Municipal Center, 18 Glenridge Road, Glenville, New York, in the Town, as the place where, the Town Board would meet to consider the establishment of an extension of the District and to hear all person interested on the subject thereof concerning the same, and for such other action on the part of the Town Board in relation thereto, as may be required by Law ; and

**WHEREAS**, certified copies of such Order were duly published and posted pursuant to the provisions of the Town Law; and

**WHEREAS**, the Town Board has given due consideration to the impact that the proposed extension to the District may have on the environment and on the basis of such consideration, the Town Board has found that no substantial adverse environmental impact will be caused by the extension of the District; and

**WHEREAS**, the Town Board and the Town have complied in every respect with all applicable federal, state and local laws and regulations regarding environmental matters, including compliance with the New York State Environmental Quality Review Act, comprising article 8 of the Environmental Conservation Law and, in connection therewith, a duly processed Negative Declaration and/or other applicable documentation has been filed in the office of the Town Clerk; and

**WHEREAS**, a Public Hearing in the matter was duly held by the Town Board on said December 5, 2012, commencing at or about 7:30 PM, at the Glenville Municipal Center, 18 Glenridge Road, Glenville, New York, at which all interested persons desiring to be heard were heard, including those in favor of, and those opposed to, the proposed extension to the District.

**NOW, THEREFORE**, upon the evidence adduced at such public hearing  
be it

**RESOLVED AND ORDERED** by the Town Board of the Town of Glenville, in the County of Schenectady, New York as follows:

Section 1. It is hereby determined that:

(a) The Notice of Public Hearing was published and posted as required by Law, and is otherwise sufficient;

- (b) All the property and property owners benefited included within the proposed extension to the District hereinabove referred to in the recitals hereof are benefited thereby;
- (c) All the property and property owners benefited are included within the limits of the proposed extension to the District; and
- (d) It is in the public interest to establish the extension to the District.

Section 2. The establishment of the proposed extension to the District is hereby approved, as hereinafter described, and said District shall be designated and known as Extension No. 39 to Water District 11 in the Town and shall include the property commonly known as 149 Hetcheltown Road.

Section 3. The Water Improvement is hereby authorized to be constructed in the District and the amount proposed to be expended therefor, including the expenses incurred in connection with the establishment of the extension to the District, is to be fully borne by the developer; the plan of financing is to be fully and completely borne by the developer, at no cost to the Town or other users in the District.

Section 4. The permission of the State Comptroller is not required with respect to the extension of the District because the cost of the extension to the typical property is not above the Average Estimated Cost to the Typical Properties for the establishment of similar types of districts as computed by the State Comptroller.

Section 5. The Town Clerk of the Town is hereby authorized and directed within ten days after the adoption of this Resolution and Order, to file certified copies thereof, in duplicate, in the office of the State Department of Audit and Control in Albany, New York, record same in the office of the Clerk of the County in which the Town is located.

Section 6. This Resolution and Order shall take effect immediately.

**Ayes:** Councilman Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** Councilman Boulant and Councilman Pytlovany  
**Abstention:** None

**Motion Carried**

**RESOLUTION NO. 201-2012**

**Moved by:** Councilwoman Wierzbowski

**Seconded by:** Councilman Ramotar

**WHEREAS,** The Town Board of the Town of Glenville, NY, retained UHY LLP, Certified Public Accountants to complete an independent audit of the Town's financial statements for the fiscal year ending 12/31/2011, and

**WHEREAS,** the audit of the Town's financial statements for the fiscal year ending 12/31/2011, was completed on July 10, 2012 by UHY LLP, Certified Public Accountants, and was presented to the Town Board by email and hard copy on July 24, 2012,

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Glenville hereby approves and formally accepts the Town of Glenville independently audited financial statement for the fiscal year ending 12/31/2011, prepared by UHY LLP, Certified Public Accountants.

**Ayes:** Councilman Ramotar, Councilwoman Wierzbowski and Supervisor



Koetzle  
**Noes:** None  
**Absent:** Councilman Boulant and Councilman Pytlovany  
**Abstentions:** None

**Motion Carried**

**RESOLUTION NO. 202-2012**

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

**WHEREAS,** The Uniform Justice Court Act, Section 2019-a requires that a Town Justice Court submit its records and docket to the certified public accountants auditing said town, and

**WHEREAS,** Section 2019-a of the Uniform Justice Court Act also requires that the Town Board of the Town of Glenville acknowledge that such examination of records was conducted,

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Board of the Town of Glenville hereby acknowledges that the town's independent auditors, UHY LLP, Certified Public Accountants, examined the Glenville Town Court's 2011 financial records and presented findings from that examination to the Glenville Town Board for their review as part of the 2011 Town of Glenville audit.

**Ayes:** Councilman Ramotar, Councilwoman Wierzbowski and Supervisor Koetzle  
**Noes:** None  
**Absent:** Councilman Ramotar and Councilman Pytlovany  
**Abstentions:** None

**Motion Carried**

Supervisor Koetzle asked for a motion to adjourn; motion to adjourn was Moved by Councilwoman Wierzbowski; Seconded by Councilman Ramotar, everyone being in favor, the meeting was adjourned at 7:54 PM.

ATTEST:

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Linda C. Neals  
Town Clerk