



The Town of East Greenbush

225 Columbia Turnpike, Rensselaer, New York 12144

TOWN BOARD AGENDA PRE-BOARD MEETING August 9, 2023

Call to Order 6:00 PM
Pledge of Allegiance
Town Board Meeting:

Members of Town Board

Present

Absent

Supervisor J. Conway
Councilor T. Tierney
Councilor H. Kennedy
Councilor B. Fritz
Councilor E. Nestler

The resolutions below are provided to the Town Board in advance of the Official Town Board Meeting to allow time for review and research. The purpose of the Pre-Board Meeting is for the Town Board to publicly discuss resolutions and ask any questions, so they may receive information needed to make an informed decision at the Town Board Meeting.

Presentation:

Schedule of Meeting:

176-2023 A Resolution to Approve Special Meeting Minutes

WHEREAS, the minutes of the Town Board meetings, as provided in §106 of Article 7 of the New York Public Officers Law, shall be approved by the Board prior to them being finalized, deemed official and disseminated to the public by the Town Clerk; and

WHEREAS, that the minutes of the Special Meeting held on July 12, 2023 have been presented; and

WHEREAS, the Town Board has reviewed these minutes and any necessary corrections have been made;

now, therefore, be it

RESOLVED, that the minutes of the Special Meeting held on July 12, 2023 are hereby approved as submitted.

The foregoing resolution was duly moved by Councilor Nestler and seconded by Councilor Fritz and brought to a vote resulting as follows:

Councilor E. Nestler	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:

177-2023 A Resolution to Approve Meeting Minutes

WHEREAS, the minutes of the Town Board meetings, as provided in §106 of Article 7 of the New York Public Officers Law, shall be approved by the Board prior to them being finalized, deemed official and disseminated to the public by the Town Clerk; and

WHEREAS, that the minutes of the Town Board Meeting held on July 19, 2023 have been presented; and

WHEREAS, the Town Board has reviewed these minutes and any necessary corrections have been made;

now, therefore, be it

RESOLVED, that the minutes of the Town Board Meeting held on July 19, 2023 are hereby approved as submitted.

The foregoing resolution was duly moved by Councilor Fritz and seconded by Councilor Nestler and brought to a vote resulting as follows:

Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:

178-2023 A Resolution Honoring Ralph and Karen Rickert of Sunnyside Garage on Their Retirement And 38 Plus Years of Service

WHEREAS, Ralph and Karen Rickert have been married for 48 years and have four children; Keri, Amanda, Nicole, and Ralphie, and 3 grandchildren; Mateo, Valentina, and Gaige; and

WHEREAS, Ralph and Karen started Sunnyside Garage 38 ½ years ago on the corner of Westbrook Drive and John Street in Nassau, NY on January 2nd, 1985; and

WHEREAS, Ralph and Karen moved their business to Rt. 20 in Schodack from 1986 to 1992, and then to another location on Rt. 20 in Schodack from 1992 to 2004; and

WHEREAS, Ralph and Karen moved their business to its final location in 2004 to Rt. 9 in Schodack; and

WHEREAS, Sunnyside Garage has served the Town of East Greenbush and the Town’s Emergency Services for over 38 years with professionalism and integrity, providing vehicle tows, heavy wrecker tows, a secure vehicle impound, junk cars at no cost for training, and on many occasions providing a late-night winch out for many of the area police agencies where Ralph would “keep it between us”; and

WHEREAS, Ralph and Karen have announced their retirement from the business and intend to enjoy their well-earned time with family.

now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush hereby thanks Ralph and Karen Rickert for their 38 ½ years of honorable, dedicated, and often charitable, service to the Town of East Greenbush and our Emergency Services, and be it further resolved that the Town Board of the Town of East Greenbush wishes Karen and Ralph Rickert great joy with their beautiful family and their well-earned retirement.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Councilor Fritz and brought to a vote resulting as follows:

Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor E. Nestler	VOTED:

179-2023 A Resolution Scheduling a Special Meeting for the Town Clerk to Present the 2024 Tentative Budget to the Town Board

WHEREAS, the Town Clerk of the Town of East Greenbush wishes to schedule a Special Meeting to present the 2023 Tentative Budget to the Town Board as is required by §62 of the New York State Town Law (see Opinion of the State Comptroller No. 82-145); and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town’s finances;

now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush shall conduct a Special Meeting on Monday, October 2, 2023 at 6:00 p.m., at the East Greenbush Town Hall, 225 Columbia Turnpike in the Town of East Greenbush, County of Rensselaer, State of New York for the Town Clerk to present the 2023 Tentative Budget to the Town Board and to address any other matters that may be brought to the Board’s attention;

and be it further

RESOLVED, that the Town Clerk of the Town of East Greenbush is hereby authorized and directed to give notice of such Special Meeting as required by law.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

180-2023 A Resolution to Accept the Base Percentage, Current Base Percentage, Current Base Proportion, Certificates of Adjusted Base Proportions for the East Greenbush Central School District and the Town of East Greenbush for the 2023-24 year.)

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town’s finances; and

WHEREAS, The Town Board of the Town of East Greenbush, County of Rensselaer, State of New York is required to provide the certified Current Percentages, Current Base Proportions and the Adjusted Base Proportions for the Homestead Class and the Non Homestead Class, that have been approved by the New York State Department of Taxation and Finance, pursuant, to Section 1905 of the Real Property Tax Law and the Town Board hereby directs the Town Clerk to transmit a certified copy of this Resolution and Certificates to:

East Greenbush Central School District
29 Englewood Avenue, East Greenbush, NY 12061

Mr. Carey O’Neil, Department of Tax & Finance
W.A. Harriman Campus, Bldg. #8-A, Albany, NY 12227

Certificates of Base Percentages

EAST GREENBUSH CENTRAL SCHOOL DISTRICT

<u>Homestead Class.</u>	<u>Non Homestead Class</u>	
65.54979		34.45021
	<u>TOWN OF EAST GREENBUSH</u>	
68.0963		31.9037

Certificates of Adjusted Base Proportions, for the levy of taxes on the 2023 Assessment Roll:

EAST GREENBUSH CENTRAL SCHOOL DISTRICT

<u>Homestead Class</u>	<u>Non Homestead Class</u>	
65.45228		34.54772
	<u>TOWN OF EAST GREENBUSH</u>	
69.05270		30.94730

The foregoing resolution was duly moved by Councilor Nestler and seconded by Councilor Tierney and brought to a vote resulting as follows:

Councilor E. Nestler	VOTED:
Councilor T. Tierney	VOTED:
Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:

181-2023 A Resolution Accepting the Resignation of Town of East Greenbush Part-Time Police Dispatcher Matthew Merlino

WHEREAS, Part-Time Police Dispatcher Matthew Merlino has submitted his resignation from the East Greenbush Police Department with an effective date of August 02nd, 2023, and

WHEREAS, this Board extends its thanks to Matthew Merlino for his service to the Town and community, and wishes Matthew well in his future endeavors; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town Finances;

now, therefore, be it

RESOLVED, that the resignation of Matthew Merlino, effective August 2, 2023, is hereby accepted

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

182-2023 A Resolution Setting the Date and Time for a Public Hearing, Relating to a Proposed Local Law Making the Provisions of Certain Sections of the Vehicle and Traffic Law Enforceable in Parking Lots Within the Town of East Greenbush

WHEREAS, the East Greenbush Chief of Police has requested authority for officers of the Department to issue tickets for the violation of State Vehicle and Traffic Laws in parking lots within the Town; and

WHEREAS, State Law allows local governments to authorize violations of the Vehicle and Traffic Law in parking lots within the municipality, by enacting a local law to that effect; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town Finances; now, therefore, be it

RESOLVED, that the Town Board will hold a public hearing at the East Greenbush Town Hall, 225 Columbia Turnpike, at 6:00 p.m. on September 13, 2023, to receive public comment on such proposed local law; and it is further

RESOLVED, that the Town Clerk is directed to post and publish due notice of this public hearing, and to provide the opportunity for the public to review the proposed local law in her office, and online at the Town website.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

183-2023 A Resolution Approving Attendance at the 2023 New York State Assessors' Association's Seminar on Assessment Administration

WHEREAS, the State of New York, Department of Taxation and Finance requires all Assessors to maintain 12 continuing education credits per year to hold the position of Assessor; and

WHEREAS, the New York State Assessor's Association is holding their 2023 seminar on Assessment Administration at the Saratoga Hilton in Saratoga Springs, New York from October 3 - October 6, 2023; and,

WHEREAS, the employee who will attend the conference is:

Fund	Transfer In	Transfer Out
81401.07.001.00 Storm Swr PS		\$7108.00
81404.07.004.00 Storm Swr CE	\$7108.00	

now, therefore, be it

RESOLVED, that the Town Board authorizes the Commissioner of Public Works to contract with Precision Trenchless LLC to install the lining of storm sewer on the identified pipes listed above.

The foregoing resolution was duly moved by Councilor Nestler and seconded by Councilor Kennedy and brought to a vote resulting as follows:

Councilor E. Nestler	VOTED:
Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:

185-2023 A Resolution Authorizing the Solicitation of Bids for One (1) Dump Truck for the Parks Department through the NYS Vehicle Marketplace

WHEREAS, the Commissioner of Public Works has identified the need for one (1) new Dump Truck (F-550 or comparable) for the Parks Department of Public Works; and

WHEREAS, the Commissioner is requesting that the Purchasing Clerk publish a solicitation for bids via a Mini-Bid through the New York State Office of General Services for one (1) dump trucks (F550 or comparable); and

WHEREAS, the Town Comptroller confirms that the act of soliciting bids through the NYS Vehicle Marketplace will not have an impact on the 2023 Town Budget;

now, therefore, be it

RESOLVED, that the Town Board authorizes the Commissioner of Public Works to work with the Purchasing Clerk to solicit bids through the NYS Vehicle Marketplace for one (1) dump truck.

This resolution was duly moved by Councilor Kennedy and seconded by Councilor Fritz and brought to a vote resulting as follows:

Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor E. Nestler	VOTED:

186-2023 A Resolution Declaring a Department of Public Works Vehicle and Equipment as Surplus and Authorize Auctioning of Same

WHEREAS, the Town Board of the Town of East Greenbush has received a request from the Commissioner of Public Works to declare the following items as surplus,

- Bobcat Snowblower SB240 73-inch attachment;
- 9' Rugby Dump Body;
- 83" Sweepster Broom;

- 72” Bobcat Broom;
- 3 Steps – 75” wide x 23” high; and

WHEREAS, the above listed equipment is surplus to the Department of Public Work’s needs and is not economically repairable; and

WHEREAS, the Town Comptroller asserts this resolution will not have a material impact on the Town’s finances;
now therefore, be it

RESOLVED that above listed equipment is hereby declared as surplus;
and be it further

RESOLVED that the Commissioner of Public Works be authorized to conduct a public auction, sale or lawfully dispose of said surplus vehicle now owned by and in the custody of the East Greenbush Public Works Department.

The foregoing Resolution was duly moved by Councilor Kennedy and seconded by Councilor Fritz and brought to a vote resulting as follows:

Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor E. Nestler	VOTED:

187-2023 A Resolution to Approve and Endorse the Application for Grant Funding for the Justice Court Office for the 2023-2024 Grant Cycle

WHEREAS, in 2022 the Town of East Greenbush purchased and upgraded security equipment and office furniture; and

WHEREAS, our Court Office is a fast-paced environment in which the clerks work and perform daily task while also providing help to members of the community and collecting fines; and

WHEREAS, a grant application has been prepared for submission to the Justice Court Assistance Program (JCAP); and

WHEREAS, the purpose of this grant is to reconfigure the office front window countertop area with bullet proof glass, security cameras and speaker unit; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on Town finances; and

WHEREAS, it is anticipated that the grant, if awarded, could provide the Justice Court with up to \$30,000.00 to pay for upgrades and reconfiguration of the Court Office;
now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush hereby authorizes the East Greenbush Town Court to apply for a Justice Court Assistance Program Grant in the 2023-24 grant cycle for an amount up to \$30,000.00.

The foregoing resolution was duly moved by Councilor Tierney and seconded by Supervisor Conway and brought to a vote resulting as follows:

Councilor T. Tierney	VOTED:
Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

188-2023 A Resolution to Authorize Two Employees to Attend the NYS Association Magistrates Court Clerks Training

WHEREAS, the yearly training conference for Court Clerks is being held September 17-20, 2023 in Verona, NY; and

WHEREAS, the following employees have been authorized by the Supervisor to attend, pending Town Board approval. The two employees are:

Stephanie Hicks
Eileen Donahue

WHEREAS, Stephanie Hicks has applied for and received the Sybil Kennedy Scholarship for the conference attendance fee; and

WHEREAS, attendance for Eileen Donahue was planned for in the 2023 budget; and

WHEREAS, the Town Comptroller confirms that the provisions of this resolution were planned for in the 2023 Town Budget in charge code 11104.01.004.00;

now, therefore, be it

RESOLVED, that Stephanie Hicks and Eileen Donahue are authorized by the Town of East Greenbush to attend the NYS Association Magistrates Court Clerks training in Verona, NY on September 17-20, 2023:

and be it further

RESOLVED, the Town will pay the registration fee for Stephanie Hicks and the lodging expense and conference attendance expense for Eileen Donahue. Attendees shall advance the cost for transportation and meals and maintain an expense report accompanied by appropriate receipts to be submitted to the Comptroller following the meeting for reimbursement.

The foregoing resolution was duly moved by Councilor Nestler and seconded by Councilor Tierney and brought to a vote resulting as follows:

Councilor E. Nestler	VOTED:
Councilor T. Tierney	VOTED:
Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:

189-2023 A Resolution Authorizing the Purchase of a Station Folder Inserter for Town Hall

WHEREAS, the Town would like to purchase a Quadient DS64I 2 Station Folder Inserter as the Town has been notified that the manufacturer has discontinued production of parts for our current unit; and

WHEREAS, Town employees are increasingly encountering difficulties with the operations of this machine, jamming continuously, slowing down work and negatively affecting productivity; and

WHEREAS, the Finance Office has received quotes to replace the unit from Metroland based on NYS Contract #PM69832; and

WHEREAS, the Finance Office received quotes from Metroland Business Systems (current vendor) to replace the Neopost DS62 Sorter/Folder Inserter with comparable new models. The Finance Office has determined that the best value for the Town is to proceed with the following Folder Inserter from Metroland Business Systems:

QUADIANT DS64I 2 Station Folder Inserter	\$8,427.25
Equipment Maintenance	\$ 850/year

WHEREAS, the Town Comptroller confirms this purchase will not have a material impact on the budget that can be funded as follows:

Fund	Transfer In	Transfer Out
16704.01.004.00 Central Print	\$2,809.08	
A917 General Fund		\$2,809.08
83104.05.004 General Water Administration CE	\$2,809.08	
SW915 Water Fund Balance		\$2,809.08
81104.07.004 General Sewer Administration CE	\$2,809.09	
SS915 Sewer Fund Balance		\$2,809.09

now, therefore, be it

RESOLVED, that the Town Board hereby authorizes the purchase of the new 2 Station Folder Inserter and the yearly maintenance contract to service the unit for a purchase cost not to exceed \$8,427.25.

This resolution was duly moved by Councilor Kennedy and seconded by Councilor Nestler and brought to a vote resulting as follows:

Councilor H. Kennedy	VOTED:
Councilor E. Nestler	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:

190-2023 A Resolution Authorizing the Purchase of a Landscape Trailer for the Parks Department

WHEREAS, the Commissioner of Public Works and the Working Foreman of the Parks Department have identified the need for a trailer to store and transport the equipment of the Parks Department; and

WHEREAS, a landscape trailer, or covered trailer would provide the Department with a useable workspace where equipment and tools can be safely stored while the crews are out working in the field, essentially a workshop & shed on wheels; and

WHEREAS, in accordance with Town policy and General Municipal Law, all public works expenses in excess of \$10,000.00 require Town Board approval; and

WHEREAS, the Commissioner of Public Works has solicited quotes from vendors for a 8.5' x 20' Trailer. Stew's Trailers is the most reasonable and responsible quote which is \$9,695.00 including delivery; and

WHEREAS, this purchase was not budgeted for the 2023 fiscal year; and

WHEREAS, the Town Comptroller confirms that this resolution can be funded as follows:

Fund	Transfer In	Transfer Out
A917 General Fund Balance		\$9,695.00
71104.01.004.00 Parks CE	\$9,695.00	

now, therefore, be it

RESOLVED, that the Town Board does hereby approve the purchase of a landscape trailer for the Parks Department from Stew's Trailers in the amount of \$9,695.00.

The foregoing resolution was duly moved by Councilor Nestler and seconded by Councilor Kennedy and brought to a vote resulting as follows:

Councilor E. Nestler VOTED:
Councilor H. Kennedy VOTED:
Supervisor J. Conway VOTED:
Councilor T. Tierney VOTED:
Councilor B. Fritz VOTED:

191-2023 A Resolution to Adjust the Salary of Court Clerk Stephanie Hicks

WHEREAS, the East Greenbush Town Court is one of the busiest courts in Rensselaer County; and

WHEREAS, Stephanie Hicks has served as a Court Clerk for the Town of East Greenbush on a full-time basis since August 24, 2015 and has a current salary of \$40,000.00; and

WHEREAS, in the last two years, Ms. Hicks has had to assume additional responsibilities during staff shortages, including office duties and court nights, and has distinguished herself by applying for and receiving two grants related to updating our Courtroom, and applying for and receiving the Sybil Kennedy Scholarship to attend training in Verona, NY in September of this year; and

WHEREAS, an adjustment to her salary was first proposed by Town Justice Jessica Mocerine, the jurist for whom Stephanie Hicks serves as Court Clerk, and it was a proposal that the Supervisor agreed with and is bringing before the Town Board; and

WHEREAS, the Town Comptroller confirms that this resolution will not have a material impact on the Town's finances in 2023;

now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush hereby approves an adjustment to the salary of Court Clerk Stephanie Hicks based on job performance and the assumption of new responsibilities;

and be it further

RESOLVED, that Stephanie Hicks annual salary will be adjusted to \$48,200, effective August 21, 2023.

The foregoing resolution was duly moved by Supervisor Conway and seconded by Councilor Kennedy and brought to a vote resulting as follows:

ADJOURNMENT

Motion to adjourn by Supervisor Conway and seconded by Councilor Tierney and brought to a vote resulting as follows:

Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:
Councilor E. Nestler	VOTED:

DRAFT