

Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:

138-2019 A Resolution Reducing the Speed Limit on Middlesex Road, Pheasant Lane, Sussex Road and Stanhope Place to 25 Miles Per Hour

WHEREAS, the Town of East Greenbush retained Creighton Manning Engineering to conduct an assessment of the Middlesex Road area to determine appropriate measures to address neighborhood concerns about speeding and cut-through traffic in that area; and

WHEREAS, the results of the assessment indicate that a reduction of the current 30 mile per hour speed limit in the area would be a reasonable and prudent step to take to increase safety due to less than recommended site distances at various intersections for left turns; and

WHEREAS, Article 41 of the New York State Vehicle and Traffic Law authorizes the reduction of speed to a limit not less than 25 miles per hour; and

WHEREAS, the Town Comptroller has confirmed that this resolution does not have a material impact on the Town’s finances;
now, therefore, be it

RESOLVED, that the Town Board authorizes a reduction of the speed limit on Middlesex Road, Pheasant Lane, Sussex Road, and Stanhope Place to 25 Miles Per Hour and directs the Commissioner of Public Works to install the appropriate signage in accordance with the Manual of Uniform Traffic Control Devices.

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

Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:

139-2019 A Resolution to Appoint William Malone as a Light Equipment Operator in the Department of Public Works

WHEREAS, the Department of Public Works has an existing vacancy for the position of Light Equipment Operator in the Highway Department; and

WHEREAS, the Commissioner of Public Works posted the vacancy announcement as required by the CSEA Collective Bargaining Agreement with no applicants from within the Bargaining Unit; and

WHEREAS, applications were received and reviewed, and interviews conducted by the Town Supervisor, the Commissioner of Public Works, Deputy Commissioner of Public Works, and the Highway Department Foreman; and

WHEREAS, William Malone was unanimously selected as the most qualified candidate for the position; and

WHEREAS, the Town Comptroller has confirmed that this appointment can be funded with the 2019 budget charged to accounts 51101.02 General Repair PS; 51121.02 Permanent Improve PS; and 51424.02 Snow Removal PS;

now, therefore, be it

RESOLVED, that the Town Board confirms the appointment of William Malone to the position of Light Equipment Operator in the Department of Public Works, Highway Department at the rate of \$21.1552 per hour as required by the CSEA Collective Bargaining Agreement. This appointment is effective as of July 1, 2019.

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

Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor T. Tierney	VOTED:
Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:

140-2019 A Resolution to Appoint Trevor Moffatt as a Light Equipment Operator in the Department of Public Works

WHEREAS, the Department of Public Works has an existing vacancy for the position of Light Equipment Operator in the Highway Department; and

WHEREAS, the Commissioner of Public Works posted the vacancy announcement as required by the CSEA Collective Bargaining Agreement with no applicants from within the Bargaining Unit; and

WHEREAS, applications were received and reviewed, and interviews conducted by the Town Supervisor, the Commissioner of Public Works, Deputy Commissioner of Public Works, and the Highway Department Foreman; and

WHEREAS, Trevor Moffatt was unanimously selected as the most qualified candidate for the position; and

WHEREAS, the Town Comptroller has confirmed that this appointment can be funded with the 2019 budget charged to accounts 51101.02 General Repair PS; 51121.02 Permanent Improve PS; and 51424.02 Snow Removal PS;

now, therefore, be it

RESOLVED, that the Town Board confirms the appointment of Trevor Moffatt to the position of Light Equipment Operator in the Department of Public Works, Highway Department at the rate of \$21.1552 per hour as required by the CSEA Collective Bargaining Agreement. This appointment is effective as of July 8, 2019.

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

Councilor B. Fritz	VOTED:
Councilor R. Matters	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:

141-2019 A Resolution to Appoint Jayme Murphy as a Heavy Equipment Operator in the Department of Public Works

WHEREAS, the Department of Public Works has an existing vacancy for the position of Heavy Equipment Operator at the Transfer Station; and

WHEREAS, the Commissioner of Public Works posted the vacancy announcement as required by the CSEA Collective Bargaining Agreement with no applicants from within the Bargaining Unit; and

WHEREAS, applications were received and reviewed, and interviews conducted by the Town Supervisor, the Commissioner of Public Works, Deputy Commissioner of Public Works, and the Highway Department Foreman; and

WHEREAS, Jayme Murphy was unanimously selected as the most qualified candidate for the position; and

WHEREAS, the Town Comptroller has confirmed that this appointment can be funded with the 2019 budget charged to account 81601.01 Refuse/Garbage PS;
now, therefore, be it

RESOLVED, that the Town Board confirms the appointment of Jayme Murphy to the position of Heavy Equipment Operator in the Department of Public Works, Transfer Station at the rate of \$22.0927 per hour as required by the CSEA Collective Bargaining Agreement. This appointment is effective as of July 29, 2019.

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

Councilor H. Kennedy	VOTED:
Councilor R. Matters	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:

142-2019 A Resolution Authorizing Procurement of Hot Mix Asphalt to Repair American Oil Road

WHEREAS, in accordance with Town policy and General Municipal Law, all public works expenses in excess of \$20,000 require Town Board approval; and

WHEREAS, it has been brought to the Town's attention by business entities on American Oil Road that the condition of American Oil Road has deteriorated significantly over the last 12 months; and

WHEREAS, the Town of East Greenbush has evaluated American Oil Road and has determined that a full depth reclamation and hot mix asphalt overlay would be the most cost-effective method to address the issue and has agreed to pursue available grant monies to that end; and

WHEREAS, the lead time required between application for the grant and the possible awarding of said grant would likely be in excess of 12 months; and

WHEREAS, the Commissioner of Public Works has evaluated American Oil Road and has determined that it would not be prudent to leave the road in its current condition for that length of time; and

WHEREAS, the Commissioner of Public Works has estimated that the Town of East Greenbush working with the Rensselaer County Highway Department could make adequate repairs using the County Paving Crew for an amount not to exceed \$50,000 to stabilize the road until permanent repairs could be made under the auspices of the grant; and

WHEREAS, the Town Comptroller believes at this time that this resolution will have a material impact on the Town’s finances charging an amount not to exceed \$50,000 to account code 14904.01.04 the following budgetary transfer will be made:

Fund	Transfer in	Transfer out
19904.01.04 Contingency		\$50,000
14104.01.04 Public Works Admin CE	\$50,000	

now, therefore, be it

RESOLVED, that the Commissioner of Public Works is hereby authorized to make needed repairs to American Oil Road in an amount not to exceed \$50,000.

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

Supervisor J. Conway	VOTED:
Councilor B. Fritz	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor R. Matters	VOTED:

143-2019 A Resolution for a General Credit Card for the Town of East Greenbush

WHEREAS, the Town of East Greenbush has elected to issue a generic credit card in the name of the Town of East Greenbush for one-time purchases by authorized users ONLY and to ensure uniformity and internal controls for the Town of East Greenbush; and

WHEREAS, any authorized user that uses the credit card must have a printed receipt and a voucher, signed by a department head, for each purchase. The dollar amount must match the dollar amount signed for the purchase. Card will have authorized users appointed by the Town Supervisor; and

WHEREAS, the Comptroller’s office will perform monthly analysis of the card’s activity and review and update annually a master list of all credit cards; and

WHEREAS, the restrictions/policies/security of the credit cards are per the attached policy; and

WHEREAS, upon approval by the Town Board to obtain the credit card, the Comptroller will request card from Pioneer Bank; and

WHEREAS, the Comptroller confirms there is no material impact to the Town finances; now, therefore, be it

RESOLVED, that the Credit Card Policy is accepted and approved by the Town Board of the Town of East Greenbush.

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 R. Matters	VOTED:
Councilor B. Fritz	VOTED:

144-2019 A Resolution to Re-Scheduling a Public Hearing to Consider the Enactment of Two Local Laws Respective of an Increase in Each of the Town's Two Real Property Tax Exemptions for Veterans: One Regarding the Alternative Wartime Veterans' Exemption and the Other Regarding the Cold-War Veterans' Exemption

WHEREAS, the New York Real Property Tax Law provides municipalities with discretion to establish, for Veterans and their qualified family members who own qualified residential real property, certain levels of exemption from real property taxation (within the general and highway funds, only) related to their veteran status under two categories: (1) the alternative exemption for wartime Veterans pursuant to section 458-a and (2) the cold-war Veterans' exemption pursuant to section 458-b; and

WHEREAS, the amount of exemption for each of the foregoing categories, which can be set as low as level A to as high as level X, is currently at level H in the Town of East Greenbush, meaning that exemptees are currently realizing one-third of the total, statutorily allowable amount under each exemption; and

WHEREAS, the Town Board last increased the alternative exemption (pursuant to the enactment of East Greenbush Local Law No. 2 of 2007) on March 19, 2007 and the Cold-War exemption (pursuant to the enactment of East Greenbush Local Law No. 4 of 2008) on October 14, 2008, and acknowledges that, since such dates, the value of each exemption at the current level has been diminished and, therefore, needs to be reviewed in order to consider, at a minimum, a restoration of equity via an increase in such level; and

WHEREAS, this Town Board acknowledges that, beyond the aforementioned equity-related issue, the honor that we continuously bestow upon our Veterans in recognition of, and in appreciation for, their past and continued sacrifices in service to their County, must be substantively demonstrated by considering an increase in the level of each of the foregoing real property tax exemptions; and

WHEREAS, pursuant to resolution no. 128-2019 adopted at its meeting held on June 19, 2019, the Town Board scheduled a Public Hearing to be held on the 17th day of July 2019 at 6:30 p.m. at Town hall to consider the enactment of two local laws respective of an increase in each of the Town's two real property tax exemptions for Veterans: one regarding the alternative wartime Veterans' exemption and the other regarding the Cold-War Veterans' exemption; and

WHEREAS, the Local Law was not completed in time to provide notice in accordance with the opportune manner legally prescribed and, therefore, such Public Hearing could not be conducted; and

WHEREAS, the Town Comptroller confirms that none of the provisions of this resolution shall pose a material impact to the Town's finances;
now, therefore, be it

RESOLVED, that the previously scheduled Public Hearing be, and the same hereby is, re-scheduled to be held on the 14th day of August 2019 at 5:45 p.m. at Town Hall; and be it further

RESOLVED, that the Town Clerk shall cause notice of the re-scheduled Public Hearing to be duly published in the Town’s officially designated newspaper in accordance with the opportune manner legally prescribed.

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

Councilor R. Matters	VOTED:
Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:

145-2019 A Resolution to Seek Lead Agency Status For Environmental Review, Accept the Sketch Plan, and Schedule a Public Hearing in Connection with the Regeneron Tempel Lane Campus Building 27 and 47 Major Site Plan (PB File # 15-20e & ZBA File #2019-07)

WHEREAS, Jacobs Engineering on behalf of Regeneron Pharmaceuticals, Inc. has submitted an application to the Town for site plan approval and a full environmental assessment form (“FEAF”) for a proposed Office and Lab Building (“Building 27”) and Parking Garage (“Building 47”) at Regeneron’s Tempel Lane campus and identified on the Town’s Tax Roll as Tax Parcel No. 144.-3-5.1; and

WHEREAS, the application was accompanied by a proposed site plan, a Full Environmental Assessment Form and other submittals; and

WHEREAS, the Town Board of the Town of East Greenbush, upon reviewing the application and FEAF, has determined that the proposed action would constitute a Type I action under the State Environmental Quality Review Act (“SEQRA”); and

WHEREAS, the Town Board wishes to continue to serve as lead agency in connection with the coordinated SEQR review of this Type 1 Action, which is part of the overall Tempel Lane Campus; and

WHEREAS, the Town Board has served as SEQRA lead agency for the overall development of the Tempel Lane Campus by Regeneron and there are currently on file with the Town copies of an Environmental Impact Statement, and supplemental documentation thereto, and an amended SEQRA Statement of Findings adopted by the Town Board as lead agency in November of 2018; and

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

now therefore be it

RESOLVED, that the Town Board hereby classifies the proposed action as a Type I action under SEQRA, declares its intention to seek SEQRA lead agency status for the review of the action, and acknowledges that all involved and interested agencies under SEQRA were notified on June 20, 2019 by the Director of Planning and Zoning of the Town Board’s desire to serve as lead agency for the coordinate review of this action; and,

and be it further

RESOLVED, that the Town Board hereby accepts the proposed sketch plan prepared by Jacobs Engineering, dated December 12, 2018, last revised June 19, 2019; and be it further

RESOLVED, that the Town Board of the Town of East Greenbush, County of Rensselaer, State of New York, will hold a Public Hearing at the Town Hall, 225 Columbia Turnpike, East Greenbush, New York on the 14th day of August at 5:30 pm to accept public comment on the proposed major site plan.

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

Councilor B. Fritz	VOTED:
Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor R. Matters	VOTED:

146-2019 A Resolution to Set a Public Hearing on the Local Law Establishing the Town Center Planned Development District (PZD #17-19)

WHEREAS, 580 Columbia Turnpike LLC., has submitted a Planned Development District (PDD) and major site plan review application for the development of commercial and multi-family residential units located on Columbia Turnpike identified on the Town's Tax Roll as Tax Parcel No's. 166.-7-5, 166.-7-3.5, portion of 166.-7-3.4, 166.-7-6.51 & portion of 166.-7-6.111; and

WHEREAS, on August 16, 2017 (Resolution 165-2017), the Town Board accepted for the Town Center PDD the complete application for a PDD and referred the application to the Town Planning Board for their recommendation; and

WHEREAS, pursuant to Section 2.9.8 of the Comprehensive Zoning Law of the Town of East Greenbush, any application for creation of a Planned Development District to accommodate commercial or light industrial uses shall be a Type 1 action under SEQRA; and

WHEREAS, a Full EAF has been prepared for this Type 1 SEQRA application and the Town Board declared its intent to be lead agency on November 15, 2017 (resolution 210-2017) and has coordinated the lead agency status and to seek comments from other involved and interested agencies; and

WHEREAS, the Town Comptroller confirms that this resolution will have no material impact on the Town's finances;

now, therefore, be it

RESOLVED, that the proposed PDD local law has been introduced and that the Town Board directs that a public hearing be noticed by the Town Clerk as required by law on the proposed local law to establish the Town Center PDD with the public hearing to be held at Town Hall at 225 Columbia Turnpike on September 18, 2019 at 6:00 p.m.;

and be it further

RESOLVED, that the Town Staff be directed to provide the Full EAF Part 1, the application for major site development plan approval, and the proposed local law amending the PDD to the involved and interested agencies and to Rensselaer County Planning, all of these documents having previously been referred to the Town Planning Board.

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

Supervisor J. Conway	VOTED
Councilor H. Kennedy	VOTED
Councilor T. Tierney	VOTED
Councilor R. Matters	VOTED
Councilor G. Fritz	VOTED

147-2019 A Resolution Authorizing the Supervisor to Enter Into Multiple Term Service Agreements for Engineering Services

WHEREAS, the Town: (1) periodically receives applications from parties seeking to conduct business with the town related to property development and/or use pursuant to the town’s Comprehensive Zoning Law, Subdivision Regulations, and Local Law No. 6 of 2004 and (2) periodically undertakes, via its own initiative, special projects of varying nature and magnitude (referred to hereinafter, collectively, as the “Needs”), all of which require the town to retain, on an ad hoc basis, the specialized services (referred to hereinafter as the “Services”) of qualified, professional engineering consultants and related entities (referred to hereinafter as “Firms”) in order to meet the Needs; and

WHEREAS, in an effort to streamline and systematize the process by which the Firms may be authorized to provide the Services, the Town Board, via its adoption of resolution no. 38-2019, authorized the director of planning and zoning to solicit proposals from proposers via the issuance of a request for proposals (referred to hereinafter as “RFP”); and

WHEREAS, following the issuance of RFP no. 19-06 on April 22, 2019, twelve qualified proposals were received in response thereto on or before the due date of May 20, 2019; and

WHEREAS, such proposals received were subsequently vetted by an evaluation committee composed of Town staff based on certain best-value-related criteria, including, but not limited to, proposers’ respective qualifications and expertise in areas relevant to the Needs; and

WHEREAS, the town comptroller has confirmed that this resolution will not have a material impact on the Town’s finances;
now, therefore, be it

RESOLVED, that the following Firms be, and the same hereby are, selected and approved to provide the Services, each under the provisions of a personal services agreement (referred to hereinafter as “Agreement”) that shall be effective for a period of three years with two, one-year extensions, the substance and form of which shall be recommended by the attorney to the town:

- Adirondack Mountain Engineering, P.C.
- CPL Architects, Engineers, Landscape Architect and Surveyor, D.P.C.
- Greenman-Pedersen, Inc.
- JMT of New York, Inc.
- Maser Consulting Engineers and Land Surveyors, P.A., Professional Corporation
- M.J. Engineering and Land Surveying, P.C.
- Stantec Consulting Services, Inc.

and be it further

RESOLVED, that the Supervisor be, and the same hereby is, authorized to execute an Agreement with each of the foregoing Firms;
and be it further

RESOLVED, that the Director of Planning and Zoning is hereby authorized to develop, sign, and issue written task orders relative to work assigned to a Firm under its respective Agreement, provided, however, that no such task order shall be issued unless, in whichever case may be applicable: (1) escrowed funds of an applicant have been duly verified as sufficient or (2) budgeted funds for town-initiated projects have been duly verified as sufficient; and be it further

RESOLVED, that, unless deemed impractical by the Director of Planning and Zoning, no such task orders shall be issued for assigned work unless mini-bids for Services have been sought from the Firms.

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

Councilor T. Tierney	VOTED:
Councilor R. Matters	VOTED:
Supervisor J. Conway	VOTED:
Councilor H. Kennedy	VOTED:
Councilor B. Fritz	VOTED:

148– 2019 A Resolution Authorizing the Expenditure of Funds Collected in Connection with the Western East Greenbush Generic Environmental Impact Statement (GEIS) for Certain Improvements to the Town’s Wastewater Treatment System

WHEREAS the Town of East Greenbush adopted in 2009 a Final Generic Environmental Impact Statement (GEIS) to address the cumulative impacts of growth and development in a portion of the Town consisting generally of the area between Interstate 90 and NYS Route 9J (“the Study Area”); and

WHEREAS the GEIS evaluated cumulative impacts associated with continued growth in the Study Area on the Town’s transportation network, water and sewer infrastructure, stormwater management program, and recreational resource inventory, and provided suitable mitigation to minimize the effect of development; and

WHEREAS, the GEIS identified specific wastewater improvement projects as necessary to address cumulative impacts of growth on the wastewater conveyance and treatment system in the Study Area and these projects include: “I & I Remediation Repairs/Improvements,” “Hide A Way Lift Station Improvements (Pumps And Controls),” and “Corliss Avenue Lift Station Improvements (Pumps, Motors And Controls)”;

WHEREAS, since 2016, the Town has been reviewing various land development proposals situated within an area served by the Couse Sewer District and General Sewer District and has prepared an engineering report (the “Capacity Report”), with a final revision date of April 29, 2019, to evaluate comprehensively the sanitary sewer system capacity status of the portion of the system from the Luther Road Pump Station to the Town’s Wastewater Treatment Plan (the “Conveyance System”), which serves this area; and

WHEREAS, the Capacity Report provides an updated analysis of the Conveyance System, which includes the Luther Road Pump Station, Commons Pump Station, Hideaway Pump Station, and Corliss Pump Station, as well as gravity sewers, using recent flow data and pump station capacities; and

WHEREAS, the Capacity Report finds that based upon recent development proposals a program of improvements is needed to address capacity issues at the Luther Road, Commons,

and Hideaway Pump Stations, totaling \$419,500 and sewer lining and rehabilitation improvements to the gravity sewers, totaling \$242,500; and

WHEREAS, the Town Board in October 2019 (resolution #194-2018) authorized use of GEIS funds to upgrade the pumps, valves, and controls at the Corliss Pump Station; and

WHEREAS, the Luther Road and Commons Pump Station improvements identified by the Capacity Report are not included in the GEIS as specific mitigation projects; and

WHEREAS the GEIS concluded that projected growth within the Study Area will increase flow loads on existing wastewater infrastructure and that improvements will be needed to the existing wastewater infrastructure in order to: a) increase the capacities of conveyance and treatment facilities to handle flow increases; b) reduce quantities of I & I through a program of sewer rehabilitation, repair and replacement in areas where most needed to preserve existing capacity for future growth and development; and c) provide for increased reliability, efficiency, and sustainability of system components that are presently stressed, and are expected to be stressed further by future growth and development; and

WHEREAS, the GEIS Committee has voted to recommend approval of the use of GEIS funds for the improvements identified in the Capacity Report; and

WHEREAS, the Comptroller confirms this resolution has no material impact at this time because it is merely requesting an interpretation of GEIS allowable uses; now therefore be it

RESOLVED that the Town Board finds that the following improvements to the Conveyance System as identified by the Capacity Report are consistent with mitigation projects included in the GEIS: sewer lining and rehabilitation improvements to gravity sewers, totaling \$242,500, and pump and electrical upgrades to the Hideaway Pump Station, totaling \$130,000; and be it further

RESOLVED that the improvements to the Luther Road Pump Station, totaling \$119,500, and Commons Pump Station, totaling \$170,000, as identified by the Capacity Report are consistent with the GEIS because these improvements, according to the updated analysis provided in the Capacity Report, are necessary to increase the capacities of conveyance and treatment facilities to handle flow increases and provide for increased reliability, efficiency, and sustainability of system components that are presently stressed, and are expected to be stressed further by future growth and development.

The foregoing resolution was duly moved by Supervisor Conway 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 R. Matters	VOTED:
Councilor B. Fritz	VOTED:

149-2019 A Resolution Authorizing the Electronic Delivery of Proposed Local Laws, in Final Form, to Town Board Members Prior to Their Passage

WHEREAS, the Town of East Greenbush, by and through its Town Board, periodically enacts Local Laws pursuant to the provisions of New York Municipal Home Rule Law (referred to hereinafter as “MHRL”); and

WHEREAS, MHRL § 20, subsec. 4, par. c provides a legislative body of a local government with the option of receiving a Local Law (in final form, not less than ten days,

exclusive of Sunday, prior to the passage thereof) via e-mail (referred to hereinafter, in the context of this recital, as “Electronic Delivery”), provided that: (i) such local government has documented that each member of its legislative body has an e-mail address, (ii) the local government has published such e-mail address(s) on the bulletin board of the local government clerk, and (iii) such legislative body has unanimously adopted a resolution authorizing Electronic Delivery; and

WHEREAS, the Town Board, having not previously fulfilled the provisions of subpar. iii hereinabove, hereby recognizes the self-evident benefits of Electronic Delivery and that they would inure to the best interests of the Town; and

WHEREAS, the Town Comptroller confirms that this resolution will have no material impact on the Town’s finances;

now, therefore, be it

RESOLVED, that Electronic Delivery be, and the same hereby is, authorized;

and be it further

RESOLVED, that the Town Clerk shall ensure compliance with the provisions of subpar. ii hereinabove.

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

Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:

150-2019 A Resolution Accepting the Resignation of Roger Sharp

WHEREAS, this resolution was not able to be submitted in time to be considered on the regularly scheduled pre-board meeting of July 10th, 2019 and was subsequently presented to the Town Board on July 16th, 2019; and

WHEREAS, Roger Sharp was appointed to the East Greenbush Public Works Department, Sewer Division on October 17, 2016; and

WHEREAS, Roger Sharp applied for and was accepted at the Town of Niskayuna’s Wastewater Treatment Plant as a Sewer Treatment Plant Operator; and

WHEREAS, Roger Sharp has submitted a letter of resignation to the Town of East Greenbush on June 10th, 2019 requesting an effective date of resignation of June 21st, 2019; and

WHEREAS, the Town Comptroller believes at this time that this resolution will not have an impact on the Town’s finances; now, therefore, be it

RESOLVED, that the Town Board of the Town of East Greenbush accepts the resignation of Roger Sharp and wishes him the best as he begins his new endeavor.

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 R. Matters	VOTED:
Councilor B. Fritz	VOTED:

151-2019 A Resolution to Appoint Francis T. Coppa to the Town of East Greenbush Board of Ethics

WHEREAS, this resolution was not able to be submitted in time to be considered on the regularly scheduled pre-board meeting of July 10th, 2019 and was subsequently presented to the Town Board on July 16th, 2019; and

WHEREAS, the full complement of the Town’s Board of Ethics is five members and, with the resignation of Jessica B. Mocerine, submitted on February 27, 2019, the Board currently has only four members; and

WHEREAS, applications for appointment to the Board of Ethics were solicited on the Town website; and

WHEREAS, after careful review of the applications the Board has selected Francis T. Coppa as the best available candidate based on his lengthy experience as an Attorney with General Electric Company (now retired), and our personal experience with him in which he has proven himself to be a person of good character and unquestioned integrity with a reputation for fairness; and

WHEREAS, the Town Comptroller has confirmed 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 hereby appoints Francis T. Coppa to the Town’s Board of Ethics for a term that will expire on December 31, 2023;

and be it further,

RESOLVED, that this appointment takes effect immediately.

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

Councilor R. Matters	VOTED:
Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor B. Fritz	VOTED:

152-2019 A Resolution to Appoint Adrianna Perez to the Position of Part-Time Recreation Assistant in the Community and Recreation Department

WHEREAS, this resolution was not able to be submitted in time to be considered on the regularly scheduled pre-board meeting of July 10, 2019 and was subsequently presented to the Town Board on July 17, 2019; and

WHEREAS, the Rensselaer County Health Department has a requirement that the Community and Recreation Department must maintain certain Counselor/camper ratios; and

WHEREAS, Sara Endres and Ryan Dougherty have vacated the Part-Time Recreation positions to transition to Camp Directors; and

WHEREAS, from time to time the Town Services Coordinator requires assistance with managing the Summer Camp and administrative duties in the Community and Recreation Office; and

WHEREAS, the Camp is currently short-staffed and requires the addition of at least one more counselor, and the work flow of the Community and Recreation Office has increased significantly due, in part, to the construction of the Red Barn; and

WHEREAS, Adrianna Perez has successful experience as a counselor at our camp, and has ably assisted in the office, and is available to start immediately;

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 hereby appoints Adrianna Perez to the position of part-time Recreation Assistant in the Community and Recreation Department at an hourly rate of \$12.00.

and be it further

RESOLVED, that this appointment takes effect immediately.

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

Councilor H. Kennedy	VOTED:
Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:

ADJOURNMENT

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

Supervisor J. Conway	VOTED:
Councilor T. Tierney	VOTED:
Councilor H. Kennedy	VOTED:
Councilor R. Matters	VOTED:
Councilor B. Fritz	VOTED:

TOWN OF EAST GREENBUSH CREDIT CARD POLICY

The Town of East Greenbush has elected to issue a generic credit card in the name of the Town of East Greenbush. The purpose of this policy is to provide restrictions, guidance and procedures for the use of the credit card.

Card will be assigned authorized users by the Town Supervisor.

CREDIT CARD SECURITY

It is the responsibility of the Supervisor's Office or dedicated authorized user to safeguard the card.

- a.) Keep card in a secure location or with the designated user, when not being used by authorized personnel.
- b.) Maintain a log for the use of credit card.
- c.) Never allow anyone to review and approved their own purchases.
- d.) Have billing statement sent to Comptroller's Office.
- e.) Review bills and watch for red flags such as unusual destinations or items on the card.
- f.) Verify that the items purchased were actually received.
- g.) Have a reconciliation process.
- h.) Follow up on any identified discrepancies.
- i.) Inappropriate charges will be recouped immediately. Failure to do so will result in payroll deductions.
- j.) Don't use automatic payment deductions to pay credit card bill.
- k.) Lost or stolen cards should be reported immediately so the Comptroller can cancel card and check for unauthorized purchases.
- l.) Purchases must still abide by Purchasing Policy Guidelines.

CREDIT CARD PURPOSE:

Only authorized users shall have access and use Credit Card. Credit card is to be used for Town of East Greenbush purchases ONLY – **Personal purchases of any type are not allowed.**

Procedures - The following procedures are required and will be adhered to when using the Credit Card.

1. Detailed receipts must be retained and attached to a voucher signed by department head
2. When credit card statement is received, the Comptroller's Office shall reconcile the charges. Dated receipts and voucher, must be submitted to the Comptroller's Office.
3. All vouchers/receipts submitted for payment must have the exact amount on both the receipt and voucher.
4. The Comptroller's Office, at their discretion, may terminate privileges at any time due to misuse, abuse, etc.
5. No cards will be issued that allow cash advances or cash back from purchases.
6. A credit limit will be established and prior higher authorization will be required for any activity above these limits.
7. Cardholders who use the card for "emergency purposes" will be required to provide clear documentation to justify the need.

**TOWN OF EAST GREENBUSH
EMPLOYEE CREDIT CARD POLICY**

1. I have read, understand, and will comply with the Credit Card Policy.
2. I will not allow anyone else to use the Card authorized to me.
4. I will immediately notify the authorizing official if a card is lost or stolen.
5. I understand that I am required to comply with internal control procedures.
7. I understand the card is to be used for one time purchases ONLY.
9. I understand improper use of this card will result in disciplinary actions, in accordance with the collective bargaining agreement and/or the Town Board.
10. I understand the Town of East Greenbush may terminate my card use privileges at any time for any reason.

Employee Signature

Town Supervisor Signature

Printed Name

Printed Name

Date

Date