

**Town of Schodack  
Town Board Meeting  
January 11, 2024**

Public Session - 7 p.m.

Call to Order

Pledge of Allegiance

Roll Call

Presentation – Labarge Group – Nicole Allen – Zoning Code update.

Watch via livestreaming <https://townhallstreams.com/towns/schodack>

Public Comment

**NOW, THEREFORE, BE IT RESOLVED THAT THE TOWN BOARD OF THE TOWN OF SCHODACK DOES HEREBY:**

**2024-01** Authorize the approval of the Official Undertaking as to its form and manner of execution and the sufficiency of the insurance, as surety as prescribed by law.

**2024-02** **RESOLVED**, that a credit card authority for this Organization be established by the Designated Officer named in the section immediately below with UMB Bank, N.A., and that separate accounts and credit cards (“Cards”) under said authority be opened and issued by Bank in the name of this Organization for use by employees and agents of this Organization who are identified from time to time by the Designated Officer, or by any successor to the Designated Officer identified from time to time by the Recordkeeper (or by the successor to the Recordkeeper), and that the Organization authorizes the use of the Cards in accordance with the Cardholder Agreement that is sent by Bank with the Cards; and

**RESOLVED FURTHER**, that Charles Peter, Town Supervisor is the Designated Officer referred to in the above section of this Resolution, and that the Designated Officer or any successor to the Designated Officer designated in writing by the Recordkeeper (or by a successor Recordkeeper) may from time to time: request that Cards be issued in the name of this Organization; request that the credit limits and purchase controls be changed on existing Cards issued in the name of this Organization; designate additional persons authorized to use Cards issued by Bank in the name of this Organization; request termination of use of existing Cards; and communicate other pertinent information to Bank; and

**RESOLVED FURTHER**, that the forgoing resolution shall remain in full force and effect until written notice of an amendment or rescission thereof is delivered to and received for by Bank; and

**RESOLVED FURTHER**, that the Recordkeeper be and he/she is hereby authorized and directed to certify to Bank this resolution and that the Recordkeeper signing this Resolution and Agreement or any person designated in writing by the Recordkeeper, is authorized to certify to the Bank the names and signatures of persons authorized to act on behalf of the Organization under the foregoing Resolution and Agreement, and from time to time hereafter, as additions to or changes in the identity of said Recordkeeper are made, such Recordkeeper or designee shall immediately report, furnish and certify such changes to the Bank, and shall submit to Bank a new incumbency certificate or other document reflecting such changes in order to make such changes effective; and

**RESOLVED FURTHER**, foregoing resolution was adopted in accordance with the governing documents of the Organization, resolution is now in full force and effect. resolution is now in full force and effect.

**2024-03** Regular meetings of the Town Board will generally be held at 7 p.m. on the second and fourth Thursdays of each month, at the Schodack Town Hall at 265 Schuurman Road unless otherwise duly noticed, as follows:

January 11	July 11
January 25	
February 8	
February 22	August 8
March 14	September 12
March 28	September 26
April 11	October 10
April 25	October 24
May 9	November 14
May 23	December 12
June 13	December 30 Close of Business
June 27	No second meeting July, August and November

**2024-04** Designate the following banks as depositories for all Town funds for the calendar year 2024: Pioneer Bank, Bank of Greene County and M&T Bank.

**2024-05** Supervisor Peter, being the Chief Fiscal Officer or the officer having custody of monies of the said Town of Schodack, has the authority to temporarily deposit or invest monies of the said Town of Schodack, not required for immediate expenditures, except proceeds of loans and monies the investment of which otherwise is provided by law, in special time deposit accounts or certificates of deposit issued by a bank or trust company located and authorized to do business in this State; provided, however, that such time deposit accounts or certificates of deposit be secured by a pledge of obligations of the State of New York or obligation of any municipal corporation, school district or district of the State of New York as authorized pursuant to the provisions of Section II of the General Municipal Law of the State of New York. Investment may also be made in obligations of the State of New York subject to conditions set forth in Section II of the General Municipal Law.

- 2024-06** Authorize Supervisor Peter to utilize signature facsimile stamp.
- 2024-07** Supervisor's appointments:  
As the post of Deputy Supervisor was created by the Town Board during 2002, pursuant to §42 of the Town Law, Supervisor Peter appoints James Bult Councilman as Deputy Supervisor;
- Pursuant to the Article III, Section 29 (15) of the Town Law, Supervisor Peter hereby appoints Dawne M. Kelly, as Confidential Secretary to the Supervisor, at the annual salary set forth in resolution 2023-334. Term to run concurrent with the term of the Supervisor and expires December 31, 2025.
- Pursuant to the Arts and Cultural Affairs Law, Supervisor Peter hereby appoints Diane Hutchinson, Town Historian at the annual salary set forth in resolution 2023-334. Term to run concurrent with the term of the Supervisor and expires December 31, 2025.
- 2024-08** Appoint Dawne M. Kelly as Public Information Officer at salary as set forth in resolution 2023-334.
- 2024-09** Pursuant to Town Law § 150 (2), appoint Supervisor Peter as Police Commissioner. Term to run concurrent with the term of Supervisor and expires on December 31, 2025.
- 2024-010** Appoint Brian Brahm as Superintendent of Highways, at the salary as set forth in resolution 2023-334. Term to run concurrent with the term of the Supervisor and expires December 31, 2025.
- 2024-011** Appoint Christopher Langlois, Esq of Girvin & Ferlazzo, P.C. as Attorney to the Town, at a remuneration of \$24,000.00.
- 2024-012** Appoint Kerrie D. Joiner as Human Resource Manager at an hourly rate as set forth in resolution 2023-334.
- 2024-013** Appoint Melissa A. Knights, Secretary to Planning/Zoning, continuing at an hourly rate as set forth in resolution 2023-334 for the interim period until position of Director is filled.
- 2024-014** Appoint Martha Reed, Assistant to the Assessor, at annual salary as set forth in resolution 2023-334.
- 2024-015** Appoint Gary Ziegler, Part-time Temporary Town Building Inspector/Temporary Code Enforcement Officer at the hourly rate as set forth in resolution 2023-334.
- 2024-016** Appoint Thomas King as Town Building Inspector/Code Enforcement Officer, at the hourly rate as set forth in resolution 2023-334.

- 2024-017** Appoint Erika Pratt as Planning/Zoning Secretary on a full-time basis at the hourly rate as set forth in resolution 2023-334.
- 2024-018** Appoint Paul Harter, as Comptroller at annual salary as set forth in resolution 2023-334.
- 2024-019** Appoint Paula Brearton as part-time Accountant (not to exceed 20 hours per week), at the hourly rate as set forth in resolution 2023-334.
- 2024-020** Appoint Kate Bielawa as Assistant Comptroller on a full-time basis at the hourly rate as set forth in resolution 2023-334 at the hourly rate as set forth in resolution 2023-334.
- 2024-021** Pursuant to Article 3, Section 20(1)(a) of Town Law, the Justices hereby appoint Mary Spar as Justice Court Clerk on a full-time basis at the hourly rate as set forth in resolution 2023-334.
- 2024-022** Pursuant to Article 3, Section 20(1)(a) of Town Law, the Justices hereby appoint Cynthia Waters as Justice Court Clerk on a full-time basis at the hourly rate as set forth in resolution 2023-334.
- 2024-023** Appoint Lori Bivins as part-time Secretary to the Justice Court(not to exceed 20 hours per week) at the hourly rate of \$20.00 effective \_\_\_\_\_.
- 2024-024** Appoint Joel Montross as Justice Court Officer on a part-time basis at hourly rate as set forth in resolution 2023-334.
- 2024-025** Appoint Sheila Golden as Director of Youth and Recreation at salary as set forth in resolution 2023-334.
- 2024-026** Appoint Maggie L. Simmons as Dog Control Officer, on a non-employee basis, for an annual fee of \$10,000.00 as set forth in year 2024 budget.
- 2024-027** Appoint Kevin Konig as full-time Director of Building and Grounds/Park Manager at the hourly rate as set forth in resolution 2023-334.
- 2024-028** Appoint Thomas Distefano as part-time Park Attendant at an hourly rate as set forth in resolution 2023-334
- 2024-029** Appoint Roland D. Ferris as Data Collector on a part-time basis as deemed appropriate by the Assessor at an hourly rate as set forth in resolution 2023-334.
- 2024-030** Pursuant to Article 2, Section 35 of the Town Law, the Tax Receiver hereby appoints Heidi Bushika as Deputy Tax Receiver at an hourly rate of \$\_\_\_\_\_.
- 2024-031** Pursuant to Article 3 Section 37 of the Town Law, the Tax Receiver hereby appoints Kelly Kendrick (\$15.33/hr.) as part-time Tax Clerk at an hourly rate as set forth in resolution 2023-334.

- 2024-032** Pursuant to Article 3 Section 37 of the Town Law, the Tax Receiver hereby appoints Jill Bonesteel (\$15.33/hr.) as part-time Tax Clerk at an hourly rate as set forth in resolution 2023-334.
- 2024-033** Appoint Perry Natale as Police Chief, at an annual salary as set forth in resolution 2023-334.
- 2024-034** Appoint Ralph Southworth as Assistant Police Chief on a part-time basis at the hourly rate as set forth in resolution 2023-334.
- 2024-035** Appoint Keith M. Boniface, Timothy Hajec, James Hallenbeck, Anthony Gullo, Michael Miller and Dean Thomas as part-time police officers at an hourly rate as set forth in resolution 2023-334.
- 2024-036** Appoint Pamela Barra-Harter as part-time Police Department Clerk (not to exceed 30 hours per week), at the hourly rate as set forth in resolution 2023-334.
- 2024-037** Appoint Melissa Knights and Dawne M. Kelly as part-time Board of Assessment Review Secretaries with compensation of their hourly rate per meeting per 2024 Adopted Budget.
- 2024-038** Authorize Supervisor Peter to execute and administer professional services agreement with Thomas MD Jones, for the year 2024, to provide information technology services to the Town Police Department at an hourly rate of \$100.00.
- 2024-039** Pursuant to Article 3 Section 30 of the Town Law, The Town Clerk hereby appoints Melissa Hulsopple Deputy Town Clerk at the hourly rate set forth in resolution 2023-334. Term to run concurrent with the term of Town Clerk and expires December 31, 2027.
- 2024-040** Pursuant to Article 3 Section 30 of the Town Law, The Town Clerk hereby appoints Bridget Baptiste Deputy Town Clerk at the hourly rate set forth in resolution 2023-334. Term to run concurrent with the term of Town Clerk and expires December 31, 2027.
- 2024-041** Appoint Debra Curtis as Registrar of Vital Statistics and Melissa Hulsopple as Deputy Registrar of Vital Statistics pursuant to Section 4122 of the Public Health Law at salary set forth in resolution 2023-334.
- 2024-042** Appoint Bridget Baptiste as Sub-Registrar of Vital Statistics pursuant to Section 4122 of the Public Health Law at salary set forth in resolution 2023-334.
- 2024-043** Appoint Debra L. Curtis ADA Coordinator for the calendar year 2024 at no additional compensation.

- 2024-044** Pursuant to Schodack Town Law Section 60.5 the Records Advisory Board shall consist of five members, being the Town Supervisor, the Town Historian, the Town Attorney, the Town Clerk and the Records Coordinator. Karen A. Vecchione is hereby appointed Records Coordinator at an hourly rate as set forth in resolution 2023-334.
- 2024-045** Appoint Kerrie D. Joiner Affirmative Action Coordinator for the calendar year 2024 at no additional compensation.
- 2024-046** Appoint Lawrence D'Angelo as a member of the Planning Board. Term to expire on December 31, 2030.
- 2024-047** Appoint Denise Mayrer as Chair of the Planning Board for the calendar year 2024. (Town Law §271).
- 2024-048** Appoint David Calarco as a member of the Zoning Board of Appeals. Term expires on December 31, 2028.
- 2024-049** Appoint David Calarco as Chairman of the Zoning Board of Appeals for the calendar year 2024.
- 2024-050** Appoint Craig Crist, Esq., as Attorney for the Planning Board at a remuneration of \$21,690.50
- 2024-051** Appoint Craig Crist, Esq., as Attorney for the Zoning Board of Appeals at a remuneration of \$14,177.43
- 2024-052** **WHEREAS**, the Town Board wishes to designate and authorize an alternate to attend and to serve as attorney at Planning Board and/or Zoning Board of Appeals meetings in the event that the appointed Attorney is unable to attend such meeting;
- NOW, THEREFORE, IT IS HEREBY RESOLVED**, that Christopher Langlois, Esq., is hereby designated and authorized to attend and serve as Attorney at Planning Board and/or Zoning Board of Appeals meetings in the event that the appointed Attorney is unable to attend such meeting, at no additional compensation.
- 2024-053** Authorize the following individual for appointment to the Winter Youth Recreation Program, as recommended by the Director of Youth and Recreation for Pee Wee Wrestling – Thomas Gibbons and Geoff Scheilding at salary as set forth in resolution 2023-334.
- 2024-054** Appoint Philip Danaher, Esq., to act as Deputy Attorney to the Town (at no compensation) and to act as the Town/Traffic Prosecutor for Vehicle and Traffic matters at Schodack Justice Court, pursuant to retainer agreement dated January 1, 2024, remuneration as set forth in the Year 2024 adopted budget (\$20,000.00).

- 2024-055** Pursuant to professional services agreement dated January 5, 2024, appoint Tabner, Ryan and Keniry, LLP as Special District Counsel and based on per hour fee schedule as follows: Partners \$290.00, Associates \$180.00 and Paralegals \$105.00.
- 2024-056** Authorize Supervisor Peter to execute and administer professional services agreement with the Vincelette Law Firm as Counsel, for the year 2024, to represent the Town on assessment related matters at an hourly rate of \$175.00.
- 2024-057** Authorize Supervisor Peter to execute and administer a professional services agreement with Executive Computing, LLC, for the year 2024, to provide information technology services to the Town at an hourly rate of \$122.00.
- 2024-058** Pursuant to Section 506 include Gary Ziegler – Temporary Part-time Building Inspector to receive reimbursement for September, October, November, and December 2023 cell phone at the rate of \$30.00 monthly.
- 2024-059** Pursuant to Section 510 of the Town of Schodack Personnel and Procedure Handbook, direct Comptroller's office, the 2024 monthly cell phone reimbursement rate amount will be \$30.00 and pursuant to Section 506 the positions to receive reimbursement are as follows: Brian Brahm – Highway Superintendent, Shawn Zinzow – Water and Sewer Forman, Toby Goodall – Foreman, Charles Halvax – Water & Sewer Operator, Larry Perez – Senior Forman, Bruce Goodall – Transfer Station Director, John Lewis – Transfer Station Employee, Thomas King – Building Inspector, Gary Ziegler – Part-time Building Inspector, Paul Peter - Justice, Kevin Konig –Director of Building and Grounds and further direct that Sheila Golden – Youth Director will be provide a cell phone at a cost to the Town of Schodack and to amend Section 506 & 510 of the Town of Schodack Personnel Policy and Procedure Handbook (Expense Reimbursement & Telephone/Cell Phone...) to reflect same.
- 2024-060** Appoint Girvin & Ferlazzo, P.C. as Labor Counsel to the Town, pursuant to retainer agreement dated January 1, 2024. This authorization shall not exceed \$10,000.00 without further board approval.
- 2024-061** Appoint the following as Fire Marshals for 2024: Dawne M. Kelly - Town Hall; Kevin Konig - Police Station; and Joseph Cavanaugh - Highway Garage.
- 2024-062** Establish the mileage rate of 0.67 cents per mile pursuant to I.R.S. rate for the calendar year 2024.
- 2024-063** Designate **The Record** as official Town newspaper for the calendar year 2023 and to utilize The Eastwick Press and Times Union for legal notices and employment ads as practicable.

- 2024-064** Authorize Supervisor Peter to execute Individual Program Application, Agency Summary for Youth and Recreation with New York State Office of Children and Family Services for the Period of January 1 through December 31, 2024. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-065** Approve contracts and authorize Supervisor Peter to execute and administer contracts with Castleton Volunteer Ambulance Service, Inc., and Nassau Ambulance for provision of emergency medical services for 2024 as set forth in the Year 2024 adopted budget. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-066** Authorize Supervisor Peter to execute and administer contracts with Village of Castleton-on-Hudson, Castleton Fire Company, the Board of Commissioners of Nassau Fire District Number One, and the Board of Commissioners of the East Schodack Fire District for provision of fire and emergency services in each of the respective fire protection districts as set forth in the Year 2024 adopted budget. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-067** Approve contracts and authorize Supervisor Peter to execute contracts with the Castleton Public Library (\$88,000.00), East Greenbush Community Library (\$356,125.00), and Nassau Free Library (\$37,000.00) as set forth in the Year 2024 adopted budget. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-068** Authorize Supervisor Peter to execute and administer a contract with the Peter J. Andrews VFW Post No. 7337 for the establishment, maintenance and operation of programs devoted, in whole or in part, to the welfare of veterans for an amount not to exceed \$5,000.00. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance. (As budgeted)
- 2024-069** Authorize Supervisor Peter to execute contracts with the Edward C. Swartz Southern Tier Senior Center (\$5,000.00) and Castleton Senior Citizens (\$5,000.00) for the establishment, maintenance and operation of programs devoted, in whole or in part, to the welfare of the aged. The terms and conditions of said contracts are subject to the approval by Attorney to the Town as to form and substance. (As budgeted)



- 2024-070** Authorize Supervisor Peter to execute contract with the Anchor (\$1,000.00) for establishment, maintenance and operation of programs devoted, in whole or in part, to the welfare of the needy citizens of the Town of Schodack. The terms and conditions of said contract are subject to the approval by Attorney to the Town as to form and substance. (As budgeted)
- 2024-071** Authorize Supervisor Peter to execute agreement on behalf of the Town of Schodack with the Rensselaer County STOP DWI program for the calendar year 2024. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-072** Authorize Supervisor Peter to execute and administer Addendum Number 2023-01 for professional services from the Laberge Group to assist the Town Board for 2023. Hourly rates for Planning and Zoning Board activities for 2023 are as follows: Principal/project manager \$235.00, Project Engineer \$164.00, Assistant Engineer \$123.00 and Administrative Assistant \$87.00, and Addendum Number 2023-01 for planning and zoning which is reimbursed through engineering escrow; Addendum Number 2023-02 for wastewater issues not to exceed \$12,000.00; Addendum Number 2023-03 for water issues not to exceed \$12,000.00; Addendum Number 2023-04 for Planning & Economic Development related issues not to exceed \$15,000.00 and Addendum Number 2023-05 for MS-4 administration (Municipal Stormwater Management) field work, coalition meetings and testing allowance services not to exceed \$54,000.00.
- 2024-073** Recommend Roland Ferris be appointed to the Rensselaer County Fire Advisory Board. Oath is to be taken at Rensselaer County Clerk's office. Term to expire December 31, 2024.
- 2024-074** Authorize Charles J. Peter, to attend seminars for the Annual Meeting of the Associations of Towns of New York State February 18-21, 2024 with appropriate expenses to be borne by the Town.
- 2024-075** Authorize Charles J. Peter as the voting delegate for the Town of Schodack at the Annual Meeting of the Association of Towns of New York State.
- 2024-076** Authorize Supervisor Peter to execute and administer the Monitoring Service Contract with Rocket Monitoring Services to perform data collection and monitoring services on the Commercial AdvanTex® AX100 – TCOM Control Panel located in Sewer District No. 8 for a cost not to exceed \$1,200.00 and to provide monitoring on the VeriComm Panel located in Sewer District No. 5 for a cost not to exceed \$300.00.

- 2024-077** Authorize Supervisor Peter to execute and administer an agreement with ADT to provide monitoring services at the Highway Garage, as described in a proposal dated January 9, 2024, for an amount not to exceed \$50.26 monthly for a 36-month period.
- 2024-078** Authorize Gary Ziegler, Building Inspector/Code Enforcement Officer to attend Northern Adirondack Code Officials Conference March 3 through March 7, 2024 in Lake Placid, New York at estimated cost for the Conference and Seminar of \$470.00, and estimated cost for mileage \$195.00, and estimated cost for lodging of \$560.00 and estimated cost for meals \$200.00 for a total estimated cost of \$1,425.00. [This is a budgeted item.]
- 2024-079** Authorize William Morgan III, Sole Assessor to attend Introduction to Farm Appraisal April 8 through April 12, 2024 in Cooperstown, New York at estimated cost for the Conference and Seminar of \$0, and estimated cost for mileage \$134.00, and estimated cost for lodging of \$610.45 and estimated cost for meals \$150.00 for a total estimated cost of \$894.45. [This is a budgeted item.]
- 2024-080** Authorize Supervisor Peter to execute and administer a shelter agreement with Maggie L. Simmons for the 2024 calendar year to satisfy the requirements of the New York State Department of Agriculture and Markets Law. It is the policy of the Town that owners, if located, shall be responsible for charges incurred at Maggie L. Simmon's when pets are claimed, as may be allowed by law. Terms and conditions of the contract are subject to approval by Attorney to the Town as to form and substance.
- 2024-081** Authorize Supervisor Peter to execute and administer an annual maintenance agreement for the period of January 1 through December 31, 2023 with B & L Control Service Inc. for assistance, service and chemical products to treat the heating and cooling loops and cooling tower in an amount not to exceed \$3,900.00 for Town Hall, 265 Schuurman Road.
- 2024-082** Authorize Supervisor Peter to execute and administer a shared services agreement by and between the Town of Schodack and Rensselaer County dated January 1, 2023.
- 2024-083** Appoint Barclay Damon LLP as Bond Counsel in accordance with 2024 fee schedule.
- 2024-084** Appoint The Bonadio Group as Auditor for 2024.
- 2024-085** Authorize Supervisor Peter to execute ASCAP License Agreement, subject to review and approval as to form by Attorney to the Town and authorize payment not to exceed \$434.00 for the licensing fee to ASCAP.
- 2024-086** Authorize Supervisor Peter to execute Movie. License Agreement, subject to review and approval as to form by Attorney to the Town and authorize payment not to exceed \$2,000.00 for the licensing fee to Swank Motion Pictures, Inc.

**2024-087** Authorize Supervisor Peter to execute and administer agreement on behalf of the Town of Schodack with Rensselaer County to participate in the collection of the 2024 Household Hazardous Waste (HHW) on July 27, 2024.

**2024-088** Authorize the Comptroller's recommendation to direct the Town Supervisor to pay the claims #24-0001 to 24-\_\_\_\_ on Abstract No. 2024-01, in the amount of \$\_\_\_\_\_, including the claims paid (\$\_\_\_\_\_) since the previous town board meeting.

**2024-089** Authorize the December 2023 budget modifications, interfund loans and interfund transfers as provided in document dated January 2024 and recommended by the Comptroller.

### **Motion to Adjourn**

Pursuant to the regulation of the Americans with Disabilities Act (Public Law 101-336), the Town of Schodack will provide auxiliary aids or special services for persons with disabilities. Please notify the Town Clerk's Office at 477-7590 so arrangements can be made for requested services.

Please forward correspondence regarding Town matters to:  
Supervisor Charles J. Peter  
Town of Schodack, 265 Schuurman Road  
Castleton-on-Hudson, New York 12033-9622  
or call the Supervisor at 518-477-7918

1/9/2018 1:52 PM