# Town of Schodack Organizational Town Board Meeting January 12, 2017

Public Session - 7 p.m.

Call to Order

Pledge of Allegiance

Roll Call

Public Hearing – 7:10 p.m. to consider a petition for an extension of Sewer District #6 and the map, plan and report and to hear all persons interested in the subject thereof as is required or authorized by law.

**Public Comment** 

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

2017-01) 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.

**2017-02)** Full-time employees (non-union) are given the following holidays for the year 2017:

Date Holiday

January 2 New Year's Day

January 16 Martin Luther King, Jr. Day

February 20 Presidents Day
May 29 Memorial Day
July 4 Independence Day

September 4 Labor Day October 9 Columbus Day

November 10 Veterans Day Observance

November 23 Thanksgiving Day
November 24 Day after Thanksgiving

December 25 Christmas

December 26 Day after Christmas Observance

**2017-03)** Designate Transfer Station holidays for year 2017 as follows:

<u>Date</u> <u>Holiday</u>

May 30 Memorial Day Observance\*

July 4 Independence Day

September 5 Labor Day Observance\* November 23 Thanksgiving Day November 24 Day after Thanksgiving

7 Floating Holidays consist of: New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Columbus Day, Veterans Day, Christmas Day and Day after Christmas Day.

\*Transfer Station is closed on Mondays, therefore, pursuant to the Collective Bargaining Agreement, Monday holidays will be observed on Tuesday.

- **2017-04)** Designate the following banks as depositories for all Town funds for the calendar year 2017: Key Bank, N.A, and Pioneer.
- Supervisor Dowds, 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 subject to conditions set forth in Section II of the General Municipal Law.
- 2017-06) Pursuant to the Article III, Section 29 (15) of the Town Law, Supervisor Dowds hereby appoints Dawne M. Kelly, as Confidential Secretary to the Supervisor, at the annual salary set forth in resolution 2016-290.
- **2017-07)** Pursuant to the Arts and Cultural Affairs Law, Supervisor Dowds hereby appoints Diane Hutchinson, Town Historian at the annual salary set forth in resolution 2016-290.
- 2017-08) Appoint David L. Gruenberg as Attorney to the Town, pursuant to retainer agreement dated January 28, 2010, remuneration as set forth in the Year 2017 adopted budget (\$24,000.00).
- 2017-09) Appoint Bryan Goldberger, Esq. of Goldberger & Kremer as Labor Counsel to the Town, pursuant to retainer agreement dated October 14, 2016. This authorization shall not exceed \$10,000.00 without further board approval.
- **2017-010)** Appoint Kenneth Holmes as Superintendent of Highways, at the salary as set forth in resolution 2016-290.
- **2017-011)** Appoint Kerrie D. Joiner as Part-time Human Resource Manager at an hourly rate as set forth in resolution 2016-290.

- **2017-012)** Appoint Nadine Fuda, Director Planning/Zoning, at annual salary as set forth in resolution 2016-290.
- **2017-013)** Appoint Melissa A. Knights, Secretary to Planning/Zoning Department, at annual salary as set forth in resolution 2016-290.
- **2017-014)** Appoint Martha Reed, Secretary to Building Department, at annual salary as set forth in resolution 2016-290.
- **2017-015)** Appoint Dominic DeFruscio III as Assistant Town Building Inspector/Code Enforcement Officer, at an hourly rate as set forth in resolution 2016-290
- **2017-016)** Appoint Paul Harter, as Comptroller at annual salary as set forth in resolution 2016-290.
- **2017-017)** Appoint Paul Harter, as Budget Officer at annual salary as set forth in resolution 2016-290.
- **2017-018)** Appoint Susan Pilipczuk as Accountant at the hourly rate as set forth in resolution 2016-290.
- **2017-019)** Appoint Laura Palmer as Assistant Comptroller on a part-time basis at the hourly rate set forth in resolution 2016-290.
- **2017-020)** Appoint Gertrude Valli as Secretary to Justice Court on a full-time basis at the hourly rate as set forth in resolution 2016-290.
- **2017-021)** Appoint William Gonzales part-time Justice Court Officer on a part-time basis at the hourly rate set forth in resolution 2016-290.
- **2017-022)** Appoint Sheila Golden as Director of Youth and Recreation at the salary set forth in resolution 2016-290.
- **2017-023)** Appoint Gene Paul Martel as the Dog Control Officer at the salary set forth in resolution 2016-290.
- **2017-024)** Appoint Daniel Garvansites to the position of Park Manager at the hourly rate set forth in resolution 2016-290.
- **2017-025)** 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 2016-290.
- **2017-026)** Appoint Nicole A. Thomas as part-time janitorial staff at an hourly rate as set forth in resolution 2016-290.

- **2017-027)** Pursuant to Article 3 Section 37 of the Town Law, the Tax Receiver hereby appoints Rena Peter Deputy Tax Receiver at an hourly rate as set forth in resolution 2016-290.
- 2017-028) Appoint Sandra Schell (13.52/hr.), Elizabeth Swahlan (\$12.96/hr.) and Michael Lubbers (\$12.96/hr.) as part-time Tax Clerks at an hourly rate as set forth in resolution 2016-290.
- 2017-029) Appoint Stuart McKnight, Josh Walters, Jason Laurenzo, Thomas M. D. Jones, Clark Roehr, Keith M. Boniface, Gregory J. Leone and Matthew R. Montross as part-time police officers at an hourly rate as set forth in resolution 2016-290.
- **2017-030)** Pursuant to Article 3 Section 30 of the Town Law, the Town Clerk hereby appoints Lois Ciccolella Deputy Town Clerk at the annual salary set forth in resolution 2016-290.
- 2017-031) Pursuant to Article 3 Section 30 of the Town Law, the Town Clerk hereby appoints Debra Curtis Deputy Town Clerk at the annual salary set forth in resolution 2016-290.
- **2017-032)** Appoint Debra Curtis ADA Coordinator for the calendar year 2017 at no additional compensation.
- 2017-033) 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 2016-290.
- 2017-034) Appoint Kerrie D. Joiner Affirmative Action Coordinator for the calendar year 2017 at no additional compensation.
- **2017-035)** Appoint Lawrence D'Angelo as a member of the Planning Board. Term to expire on December 31, 2023.
- 2017-036) Appoint Denise Mayrer as Chair of the Planning Board for the calendar year 2017. (Town Law §271)
- **2017-037)** Appoint Lou Spada as a member of the Zoning Board of Appeals. Term to expire December 31, 2021.
- **2017-038)** Appoint David Calarco as Chairman of the Zoning Board of Appeals for the calendar year 2017.
- **2017-039)** Appoint Robert W. Linville, Esq., as Attorney for the Planning Board and Zoning Board of Appeals at salary as set forth in resolution 2016-290.

- 2017-040) Appoint Gloria Brewer as a member of the Board of Assessment Review at salary as set forth in Year 2017 adopted budget. Term to expire September 30, 2021.
- **2017-041)** Appoint Joseph Belardo as part-time Assistant Police Chief, under the direction of Bernhard Peter, Police Chief, not to exceed 20 hours per week, at an hourly rate set forth in resolution 2016-290.
- 2017-042) Appoint Clyde Knott as a part-time Park Attendant, under the direction of Daniel Garvansites, at the hourly rate set forth in resolution 2016-290, effective March 1 through December 31, 2017, as needed.
- 2017-043) 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 at salary as set forth in resolution 2016-290.
- 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 29, 2010, remuneration as set forth in the Year 2017 adopted budget (\$15,000.00).
- Pursuant to professional services agreement dated January 1, 2015, appoint Tabner, Ryan and Keniry, LLP as Special District Counsel and based on per hour fee schedule dated December 30, 2014, Partners \$250.00, Associates \$170.00 and Paralegals \$95.00. This authorization shall not exceed \$10,000.00 without further board approval.
- 2017-046) Authorize Supervisor Dowds to execute and administer professional services agreement with the Vincelette Law Firm as Counsel, for the year 2017, to represent the Town on assessment related matters at an hourly rate of \$175.00.
- 2017-047) Authorize Supervisor Dowds to execute and administer professional services agreement with Executive Computing, LLC, for the year 2017, to provide information technology services to the Town at an hourly rate of \$108.00.
- 2017-048) Authorize Supervisor Dowds to execute and administer professional services agreement with Purinton and Morris CPA's, LLC, for the year 2017, for accounting consulting services at an hourly rate of \$175.00.
- **2017-049)** Appoint Barclay Damon, LLP as Bond Counsel with fees in accordance with letter dated December 19, 2013.

- 2017-050) Pursuant to Chapter 32 Section 1 of the Code of the Town of Schodack, Supervisor Dowds appoints Jeffrey Arno, Police Officer; Alan Roehr Jr., Police Officer; Peter D. Schweigert; Allison Signor; Gary Ziegler; Steven Kelly and Matthew Carner to the Town of Schodack Fire Investigation Unit for the calendar year 2017.
- **2017-051)** Appoint the following as Fire Marshals for 2017: Dawne M. Kelly Town Hall; Stuart McKnight Police Station; and Harry Duncan Highway Garage.
- **2017-052)** Establish the mileage rate of 53.5 cents per mile pursuant to I.R.S. rate for the calendar year 2017.
- **2017-053)** Designate **The Record** as official Town newspaper for the calendar year 2017.
- 2017-054) Approve the attached Transfer Station Fee schedule, to be effective January 1, 2017. (See separate schedule).
- Authorize Supervisor Dowds to execute New York State Office of Children and Family Services, Individual Program Application, Agency Summary for Youth and Recreation for the Period of January 1 through December 31, 2017.
- Approve contracts and authorize Supervisor Dowds to execute and administer contracts with Castleton Volunteer Ambulance Service, Inc.(\$154,500.00), and Nassau Ambulance(\$55,000.00) for provision of emergency medical services for 2017 as set forth in the Year 2017 adopted budget.
- 2017-057) Authorize Supervisor Dowds to execute and administer contracts with Village of Castleton-on-Hudson, Castleton Fire Company(\$50,000.00), the Board of Commissioners of Nassau Fire District Number One(\$55,000.00), and the Board of Commissioners of the East Schodack Fire District(\$84,500.00) for provision of fire and emergency services in each of the respective fire protection districts as set forth in the Year 2017 adopted budget.
- Approve contracts and authorize Supervisor Dowds to execute contracts with the Castleton Public Library (\$108,000.00), East Greenbush Community Library (\$272,415.00), and Nassau Free Library (\$25,000.00) as set forth in the Year 2017 adopted budget.
- Authorize Supervisor Dowds 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 as set forth in the year 2017 adopted budget.

- Authorize Supervisor Dowds 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 budgeted)
- **2017-061)** Authorize Supervisor Dowds to execute agreement on behalf of the Town of Schodack with the Rensselaer County STOP DWI program for the calendar year 2017.
- Authorize Supervisor Dowds to execute and administer Addendum Number 2017-01 for professional services from the Laberge Group to assist the Town Board for 2017. Hourly rates for Planning and Zoning Board activities for 2016 are as follows: Principal/project manager \$183.00, Project Engineer \$127.00, Assistant Engineer \$95.00 and Administrative Assistant \$67.00, and Addendum Number 2017-01 for planning and zoning; Addendum Number 2017-02 for wastewater issues not to exceed \$5,000.00; Addendum Number 2017-03 for water issues not to exceed \$10,000.00; Addendum Number 2017-04 for Planning & Economic Development related issues not to exceed \$12,000.00; Addendum Number 2017-05 for MS-4 administration (Municipal Stormwater Management) field work, coalition meetings and testing allowance services not to exceed \$37,600.00 and Addendum Number 2017-06 for WQIP MS4 Mapping Project Lump Sum not to exceed \$24,900.00.
- 2017-063) 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, 2017.
- 2017-064) Town officials and/or personnel authorized by resolution of the Town Board to attend the Annual Meeting of the Association of Towns of New York State shall be reimbursed for expenses under Section 77-b of the General Municipal Law up to an amount of \$1,000.00. Such amount will reimburse all lodging, transportation, meals, and registration expenses. Those so authorized may obtain an advance of expenses as provided in subsection 6 of Section 77-b. Receipts must be obtained for all applicable expenses.
- 2017-065) Authorize \_\_\_\_\_\_ to attend seminars for the Annual Meeting of the Associations of Towns of New York State February 19-21, 2017 with appropriate expenses to be borne by the Town.
- **2017-066)** Authorize Donna Conlin, Town Clerk as the voting delegate for the Town of Schodack at the Annual Meeting of the Association of Towns of New York State.

- Authorize Dominic DeFruscio III, Assistant Building Inspector to attend Northern Adirondack Code Officials Conference March 6 through March 9, 2017 in Lake Placid, New York at estimated cost for the Conference and Seminar of \$260.00, and estimated cost for mileage \$158.76 and estimated cost for lodging of \$428.00 and estimated cost for meals \$50.00 for a total estimated cost of \$896.76. [This is a budgeted item.]
- Authorize Nadine Fuda, Director of Planning and Zoning to attend Northern Adirondack Code Officials Conference March 6 through March 9, 2017 in Lake Placid, New York at estimated cost for the Conference and Seminar of \$260.00, and estimated cost for mileage \$158.76, and estimated cost for lodging of \$428.00 and estimated cost for meals \$50.00 for a total estimated cost of \$896.76. [This is a budgeted item.]
- **2017-069)** Approve the attached Planning and Zoning Fee schedule, to be effective January 15, 2017.
- **2017-070)** WHEREAS, the Town of Schodack was awarded a grant from the New York State Department of Environmental Conservation in the amount of \$222,325.00 toward replacement of the existing fuel storage and dispensing system at the Town Highway facility; and

WHEREAS, Laberge Engineering & Consulting Group Ltd., has developed Plans, Specifications and Contract Documents for publically advertising a construction project to install a new code complaint fueling facility and clean, close and remove the existing fueling facility; and

**WHEREAS**, the Plans, Specifications and Contract Documents were circulated for review to the Town Highway Department, Town Attorney and Town Insurance Agent; and

WHEREAS, the project will be required to obtain a Bulk Petroleum Storage permit from the NYSDEC, which will be received prior to undertaking work; and

**WHEREAS**, the project does not propose expansion which would meet or exceed any of the thresholds in section 6 NYCRR §617.4 which would require review under SEQRA as a Type I action;

**THEREFORE BE IT RESOLVED**, that pursuant to 6 NYSCRR §617.(c)(2), the Board hereby declares that this project be classified as a Type II Action under SEQRA because it is considered replacement, rehabilitation or reconstruction of a structure or facility, including upgrades to meet building or fire codes, and it is therefore exempt from SEQRA.

**BE IT FURTHER RESOLVED THAT**, the Schodack Town Clerk is authorized to advertise for construction bids for the Project using the contract documents provided by the Laberge Engineering & Consulting Group, Ltd. which will establish a bid opening date of February 2, 2017.

**BE IT FURTHER RESOLVED THAT**, the Supervisor is authorized to direct the Laberge Engineering & Consulting Group, Ltd. to allow bidders adequate time to address technical addendum and/or prepare competitive bids.

- **2017-071)** Declare 8 Roll off containers at the Transfer Station as surplus and accept offer from ACC Container to purchase them at \$750.00 to \$800.00 per container based on condition.
- Authorize the Town Clerk to post notice and notify media that there will be a Special Town Board meeting to discuss the employee handbook which will be held on Thursday, January 19, 2017 at 6:00 p.m. at the Schodack Town Hall, 265 Schuurman Rd.
- Whereas, George J. Galib and James A. Giacone, as owners of the existing My Place and Company Restaurant located at 1640 Columbia Turnpike, Schodack, New York, have requested to extend an existing sewer district to incorporate their property, and;

Whereas, the project entails the construction of a sanitary sewage grinder pump and a 250 lineal foot 1.25 inch diameter force main and connection to the existing 1.5 inch diameter force main, and;

Whereas, the route of the proposed facilities is completely within and along public rights of way and town owned easements, depending upon the final construction alternative chosen, and;

Whereas, the proposed action is an Unlisted Action since it does not satisfy the Type I thresholds identified in part 617.4 of the State Environmental Quality Review Act.

Now, It Is Therefore, Resolved: The Town Board of the Town of Schodack is hereby designated as lead agency for this project pursuant to the State Environmental Quality Review Act.

**2017-074) WHEREAS**, the Town of Schodack is contemplating the creation of Sewer District No. 6, Extension No. 2; and

**WHEREAS**, the project sponsor, George J. Galib and James A. Giacone, have caused to be prepared Part 1 of a Short Environmental Assessment Form for review by the Town Board; and,

**WHEREAS**, the Town Board has performed a review of the subject sewer district extension; and,

**WHEREAS**, the Town Board of the Town of Schodack is assuming Lead Agency status for the required environmental review of the proposed project; and.

**WHEREAS**, in connection with the review of the project, the Town Board has reviewed and considered Part 1 of the Short Environmental Assessment Form ("EAF") and the map, plan and report prepared by Advance Engineering & Surveying PLLC, competent engineers, which map, plan and report provided information in relation to environmental factors such as wetlands, flood plains, classified stream and cultural resources; and,

**WHEREAS**, the Town Board has also completed Part 2 of the short EAF as required by the State Environmental Quality Review Act; and,

**WHEREAS**, the Town Board carefully considered the environmental impacts associated with this project and the criteria for determining significance contained within 6 NYCRR § 617.7(c),

## NOW, THEREFORE, BE IT RESOLVED that:

- The Town of Schodack Town Board determines that the proposed project is an Unlisted Action pursuant to the requirements of 6 NYCRR Part 617, and
- The facts and conclusions set forth in the Short Environmental Assessment Form attached hereto are derived from the map, plan and report, submittals and other relevant information, including the personal knowledge and familiarity of the Town Board with the project site and its surrounding areas, and
- 3. The Town Board hereby declares and adopts the written Negative Declaration attached hereto, and
- 4. Based upon the Negative Declaration, the Town of Schodack Town Board hereby declares that the project will have no significant adverse environmental impact, and hereby issues a Negative Declaration under SEQRA, and
- 5. The Short Environmental Assessment Form (copy attached) and a copy of this resolution shall be filed in the Office of the Town Clerk, and
- 6. The Negative Declaration and a copy of this resolution shall be made available for inspection and copying by the public.
- **2017-075)** WHEREAS, a petition, pursuant to Article 12 of the Town Law, relating to the establishment of Sewer District No. 6, Extension No. 2 in the Town of Schodack, County of Rensselaer, State of New York, has heretofore been filed in the Town Clerk's Office; and,

WHEREAS, a map, plan and report relating to the establishment of Sewer District No. 6, Extension No.2 prepared by Advance Engineering & Surveying, PLLC, competent engineers, duly licensed by the State of New York, in manner and detail as required by Article 12 of the Town Law, has been filed with the Town Clerk of Schodack, in accordance with the requirements of the Town Law; and,

**WHEREAS**, an order was adopted by the Town Board of the Town of Schodack on December 29, 2016, reciting the filing of the map, improvements proposed, the estimated expense thereof, the proposed method of financing, the fact that the map, plan and report are on file in the Town Clerk's Office for public inspection, and all other matters required by law to be stated; and.

WHEREAS, the order set January 12, 2017, at 7:10 p.m. at the Schodack Town Hall, 265 Schuurman Road, Castleton-on-Hudson, New York 12033 as the date, time and place of the public hearing to consider the map, plan and report, and to hear all persons interested in the subject thereof, and to take such action as required and authorized by law; and,

WHEREAS, such order was published and posted as required by law; and,

WHEREAS, a hearing on the matter was held by the Town Board on the 12th day of January, 2017, beginning at 7:10 p.m. and the matter being duly discussed and all interested persons having been duly heard; and,

WHEREAS, the Town Board did at that time resolve and determine to conclude and close the public hearing and to render a decision at a regularly scheduled meeting of the Town Board to be conducted on the 12th day of January, 2017 at the Schodack Town Hall.

NOW,	upon	the	evidence	given	at	the	hearing,	and	upon	motion	of
and seconded by									-	, it	is

#### **RESOLVED AND DETERMINED:**

- (a) That the petition is signed and acknowledged or proved as required by law and complies with the requirements of Town Law Section 191 as to sufficiency of signers and is otherwise sufficient, and the notice of hearing was published and posted as required by law, and is otherwise sufficient;
- (b) That all property and property owners within the proposed district extension are benefited thereby;
- (c) That all the property and property owners benefited are included within the limits of the proposed district extension;
- (d) That it is in the public interest to establish Sewer District No. 6, Extension No. 2:

- (e) A hook up fee to the property line equals \$10,825.00 and the first year cost for full operation for the typical property within Sewer District No. 6, Extension No. 2 is \$2,664.50;
- (f) Approval of the New York State Comptroller is not required for the formation of Sewer District No. 6, Extension No. 2. There is no public debt to be issued or assumed by the town for the improvement; and it is further,

**RESOLVED AND DETERMINED,** that the establishment of Sewer District No. 6, Extension No. 2, as set forth in the map, plan and report, be approved and that the approval of the Comptroller of the State of New York is not required for the reasons set forth above, and that the requested improvements be constructed, and the necessary easements and lands be acquired upon the required funds being made available and provided for, and such district shall be known and designated as Sewer District No. 6, Extension No. 2 in the Town of Schodack, and shall be bounded and described as set forth on Schedule "A" attached hereto and made a part hereof; and it is further.

**RESOLVED AND DETERMINED,** that the Town Clerk of the Town of Schodack shall, within ten (10) days after the adoption of this Resolution, file a certified copy thereof, in the Office of the State Department of Audit and Control at Albany, New York, and in the office of the Rensselaer County Clerk; and it is further,

**RESOLVED AND DETERMINED,** that the maximum amount to be expended for said improvement and/or acquisition of necessary lands is the sum of Eighty-Three Thousand Nine Hundred Seventy-Seven (\$83,977.00) Dollars.

- 2017-076) Authorize the Comptroller's recommendation to direct the Town Supervisor to pay the claims #17-0001 to 17-0156 on Abstract No. 2017-01, in the amount of \$353,785.60, including the claims paid (\$157,623.01) since the previous town board meeting.
- **2017-077)** Authorize budget modifications, interfund loans and interfund transfers as 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 Dennis Dowds
Town of Schodack, 265 Schuurman Road
Castleton-on-Hudson, New York 12033-9622
or call the Supervisor at 518-477-7918