

SPECIAL MEETING OF THE ROTTERDAM TOWN BOARD

August 22, 2024

7:00 PM

Agenda Review 6:30 PM

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

SUPERVISOR'S REMARKS: Supervisor Mollie A. Collins

EXECUTIVE SESSION

PROCLAMATIONS

PUBLIC HEARING

PRESENTATIONS

PUBLIC COMMENT – PRIVILEGE OF THE FLOOR:

Those members of the public wishing to address the Town Board will be asked to sign in before the meeting is called to order on the sign-in sheets being provided. Speakers will be called to the podium in the order of their signing in. Persons recognized by the Chair to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as Chair of the meeting. Persons granted the privilege of the floor shall first clearly state his/her name and address for the record. Persons so addressing the Chair through the use of a prepared written statement shall submit a copy of the same to the Town Clerk for the purpose of maintaining clear and accurate official minutes of the Town Board meeting.

GENERAL RULES OF PROCEDURE FOR PUBLIC HEARINGS & PRIVILEGE OF THE FLOOR:

Any person recognized by the Town Supervisor to speak during privilege of the floor shall direct his/her comments to the Town Supervisor as chair of the meeting. Any person granted the privilege of the floor shall first clearly state his/her name and address for the record. The purpose of privilege of the floor shall be for speakers to express their views, thoughts and speak freely. Each speaker, who wishes to address the town board, shall have an equal and reasonable opportunity to be heard by the town board. Each speaker shall be afforded a maximum of four (4) minutes to address the town board.

INTRODUCTION OF MOTIONS, ORDERS AND RESOLUTIONS RESOLUTIONS

331.24 To appoint Brion Dufek to the position of Senior Wastewater Treatment Plant Operator part time.

332.24 To appoint Deborah Scharff to the position of Clerk.

333.24 To appoint Joseph Disco Jr. to the position of Wastewater Treatment Plant Operator Trainee.

334.24 To amend Resolution 292.24 of the year 2024; To appoint Shawn Pryba to the position of Wastewater Treatment Plant Operator Trainee.

335.24 To approve budget transfers of gas and diesel to the 2024 budget.

336.24 To authorize the purchase of one Waterpoint PLD2 Leak Noise Correlator system.

337.24 Authorize the Supervisor to negotiate and execute a temporary agreement with the City of Schenectady to provide city personnel at the Town's Wastewater Treatment Plant.

LIAISON REPORTS MISCELLANEOUS EXECUTIVE SESSION ADJOURNMENT

Mollie A. Collins, Supervisor

RESOLUTION NO. 331.24

**TO APPOINT BRION DUFEK TO THE POSITION OF SENIOR WASTEWATER
TREATMENT PLANT OPERATOR PART TIME**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Brion Dufek, of Rotterdam, New York, is hereby appointed to the position of Senior Wastewater Treatment Plant Operator, part time, with no employee benefits, at an hourly rate of seventy (\$70.00) dollars, commencing August 24, 2024.

SECTION 2. This resolution shall become effective August 22, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: August 19, 2024

TO: Town Board

FROM: Mollie A. Collins, Supervisor

TITLE OF REQUEST: Appoint Mr. Brion Dufek part time Sr. Wastewater Treatment Plant Operator

TOWN BOARD MEETING: August 22, 2024

Background Information: Mr. Dufek has been our full time Sr. Wastewater Treatment Plant Operator. He has taken a position within Albany County and will work for the Town on a part time basis.

Evaluation/Analysis: Mr. Dufek holds a 3 license which is needed for our Wastewater Treatment Plant. Mr. Dufek will continue to be an asset to our Town until a permanent employee can be hired.

Recommendation(s): Recommend to appoint Mr. Dufek as a part time Sr. Wastewater Treatment Plant Operator.

Attachment/Document(s): See attached documents.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. PT Sr. Wastewater Plant Operator
POSITION TITLE EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

AUG 19 2024

Town of Rotterdam
SUPERVISORS OFFICE

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Dufek Brian T
Last Name First Name Middle Initial

Street Address or Road Rotterdam R.D. # or P.O. Box #

Schenectady NY 12303
County City, Town, Village State Zip

Home Phone Number _____ Cell Phone _____

Email Address _____

If mailing address is different:

Street Address or Road _____ R.D. # or P.O. Box #

County _____ City, Town, Village _____ State _____ Zip _____

Social Security Number _____

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) ____/____/____

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	<u>New York</u>		
County of:	<u>Schenectady</u>		
Village of:			
Town of:	<u>Rotterdam</u>		
City of:			
School District			

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	<u>D</u>
Is this License Currently Valid	YES ☒ NO ☐

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? <i>(The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).</i>		
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?		

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		☒
Did you ever resign from any employment rather than face dismissal?		☒
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		☒
Have you ever been convicted of any crime (felony or misdemeanor)?		☒
Are you now under charges for any crime?		☒
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		☒

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS:

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:	WWTP Operations	Specialty:	
License Number:	17650		
Granted by (Licensing Agency):	NYDEC & NYWEA	City/State	Schenectady, NY
Date License First Issued:	April 20, 2023	Registered From:	4/20/23
		Registered To:	4/20/28

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES ☒ NO ☐	
If Yes, Name and Location of High School or Issuing Government Authority:			Seahamont High School, Sehectady, NY			
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
Western New England University		Bachelors	Civil Engineering	X		

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. *If you move to a different position within the same organization, indicate so in a separate employment box.* You may attach additional sheets if you need more space.

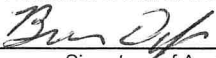
Length of Employment		Firm Name:	Town of Rotterdam
From:		Firm Address:	1100 Sunrise Blvd.
To:		Description of Duties: - Submit docs to DEC - Clean and maintain equip. - test samples of water - operate belt dewatering press	
Employment Details			
Your Exact Title: Laborer/WWTP Operator			
Name of Your Supervisor: Jim Keith			
Supervisor's Title: DPN Supervisor			
Hours worked / wk. (exclusive of overtime): 40			
Reason for Leaving: Other opportunities			
Length of Employment		Firm Name:	A&E Construction
From:		Firm Address:	
To:		Description of Duties: - meet with potential clients - create contracts detailing work to be done - create drawings showing space after project is done. - Schedule contractors to arrive and complete work - order parts and materials for project.	
Employment Details			
Your Exact Title: Project Manager			
Name of Your Supervisor: Greg Fontaine			
Supervisor's Title: owner			
Hours worked / wk. (exclusive of overtime): 45			
Reason for Leaving: COVID-19			

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

	<u>Brian Dulek</u>	<u>8/19/2024</u>
Signature of Applicant	Print Name	Date

(State below any other name by which you have been known)

RESOLUTION NO. 332.24

TO APPOINT DEBORAH SCHARFF TO THE POSITION OF CLERK

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Deborah Scharff, of Scotia, New York 12302, is hereby appointed to the position of Clerk, probationary, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of forty thousand seven hundred ten and 75/100 (\$40,710.75) dollars, commencing September 9, 2024.

SECTION 2. This resolution shall become effective August 22, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: August 19, 2024

TO: Mollie Collins, Supervisor

FROM: Linda Testa, Project Coordinator, Office of Aging

TITLE OF REQUEST: Appoint Deborah Scharff to the position of Clerk to the Senior Citizen Center.

TOWN BOARD MEETING: August 22, 2024

Background Information: This position has been vacant since April 2024. Diligent efforts have been made to identify a viable candidate for the Clerk position utilizing the active Civil Service Clerk list (Exam Number 300-50 Clerk 5/9/2024). Ms. Scharff was canvased from this Civil Service List.

Evaluation/Analysis: Ms. Scharff was interviewed, and she comes with excellent references. She has extensive experience with seniors. She has been employed the last 10 years at an independent senior living program and she enjoys working with this population.

Recommendation(s): Appoint Deborah Scharff to the Clerk position at the Senior Citizen Center

Attachment/Document(s): Civil Service Application and Job Description

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisors Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Clerk

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

AUG 19 2024

Town of Rotterdam
SUPERVISORS OFFICE

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Scharff Deborah L
Last Name First Name Middle Initial

Street Address or Road R.D. # or P.O. Box #
Schenectady Scotia NY 12302

County City, Town, Village State Zip

Home Phone Number Cell Phone

Email Address:

If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) / /

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York		
County of:	Schenectady		
Village of:	Scotia		
Town of:	Glenville		
City of:			
School District	Scotia-Glenville CSD		

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number:

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	
Is this License Currently Valid	YES ☐ NO ☐

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		
Are you currently a resident of New York State?	X	

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS: _____

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:		Specialty:	
License Number:			
Granted by (Licensing Agency):		City/State	
Date License First Issued:		Registered From:	Registered To:

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?					YES ☒ NO ☐	
If Yes, Name and Location of High School or Issuing Government Authority:				Ravena-Coeymans-Selkirk 15 Mountain Road Ravena NY 12143		
Equivalency Diploma Number:				Regents Diploma		
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	
HVCC	60	A.O.S	Business	X		
Russell Sage	24	B.S.N.	Nursing		X	

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

Length of Employment	Firm Name:	Schenectady County Public Library
From: [REDACTED] / [REDACTED] Year (mm/yyyy)	Firm Address:	20 Glenridge Road, Glenville NY 12302
To: [REDACTED] / [REDACTED] Month/Year (mm/yyyy)	Description of Duties: Answer phones, assist patrons, enter data into library computer system, research for patrons looking for certain reading material, inventory of books in library, open and close library, faxing, copying, typing memos to administration and co-workers, assisting librarians.	
Employment Details		
Your Exact Title: Library Clerk		
Name of Your Supervisor: Janet Quick		
Supervisor's Title: Senior Clerk		
Hours worked / wk. (exclusive of overtime): 18		
Reason for Leaving:		
Length of Employment	Firm Name:	Coburg Village
From: [REDACTED] (mm/yyyy)	Firm Address:	1 Coburg Village Way, Rexford NY 12148
To: [REDACTED] (mm/yyyy)	Description of Duties: Answer phones, assist residents, monitor entrance and visitors who come into the facility, security rounds of the facility and grounds, respond to 911's, data entry regarding shift duties and activity during the hours of shift being worked, operating cash register for visitors and residents, email executive director, department managers and staff.	
Employment Details		
Your Exact Title: Resident Service Advisor		
Name of Your Supervisor: Alverta Tompkins		
Supervisor's Title: Resident Service Manager		
Hours worked / wk. (exclusive of overtime): Varies		
Reason for Leaving:		

Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		
Length of Employment	Firm Name:	
From:	Firm Address:	
To: Month/Year (mm/yyyy)	Description of Duties:	
To: Month/Year (mm/yyyy)		
Employment Details		
Your Exact Title		
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

Deborah Scharff

Deborah Scharff

08/19/2024

Signature of Applicant

Print Name

Date

(State below any other name by which you have been known)

NOTICE
(As of May 28, 2024)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Clerk		
<u>Compensation</u>		
Title		Salary Range
		\$40,710.75-
Clerk	*(2023)	\$45,120.53

**The Town is currently negotiating a cost-of-living increase for 2024 which will eventually be applied to the 2023 salary range above and any increase will be paid retroactively to all wages earned in 2024 prior to reaching an agreement.*

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

***THIS POSITION HAS AN ESTABLISHED CIVIL SERVICE LIST WHICH MUST BE EXHAUSTED PRIOR TO SOLICITING CANDIDATES NOT ON THE CURRENT LIST. ***

Location:

Town of Rotterdam Senior Center

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at

<https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Tuesday, June 11, 2024**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments

CLERK

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for independently performing routine clerical work and/or assisting in performing more difficult and responsible clerical work. Employees must exercise independent judgment in applying detailed instructions to assignments. This position may be responsible for utilizing a micro-computer, remote computer terminal or similar computer equipment in the performance of daily work related tasks. Direct supervision is received from a higher level clerical or administrative staff with detailed instructions given for new or difficult assignments. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES:

- Sorts, indexes and files mail, bills, requisitions, ledger cards and other material;
- Pulls material from files, makes simple file searches and maintains a variety of records;
- Issues and records applications, licenses, permits, etc.;
- Answers telephone and gives out routine information or relieves at switchboard;
- Maintains attendance and payroll records;
- May operate a calculator, computer equipment or other office equipment in the performance of daily work related tasks;
- Makes entries on control cards or other records from original sources;
- Makes arithmetical computations and compiles simple statistical reports;
- Performs a variety of related tasks as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of office terminology, procedures and equipment; working knowledge of business arithmetic and English; ability to understand and follow oral and written instructions; ability to write legibly.

MINIMUM QUALIFICATIONS:

- (A) Graduation from high school or possession of a high school equivalency diploma; OR
- (B) One year of clerical experience.

NOTE: The essential functions of this job are determined by the department/jurisdiction where the job is located.

SPECIAL REQUIREMENT WHEN ASSIGNED TO THE COUNTY CLERK'S OFFICE: Employment is contingent upon citizenship verification and a criminal background check sufficient for issuance of Enhanced Drivers Licences (EDL's) or identification cards.

Revised

CSC 08/11/92
06/14/94
08/09/11
11/13/18

JC: Competitive, Non-Competitive – P/T Only

RESOLUTION NO. 333.24

**TO APPOINT JOSEPH DISCO JR. TO THE POSITION OF WASTEWATER
TREATMENT PLANT OPERATOR TRAINEE**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Joseph Disco Jr., of Rotterdam, New York 12306, is hereby appointed to the position of Wastewater Treatment Plant Operator Trainee, provisionally, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of fifty-two thousand six hundred fifty-three and 71/100 (\$52,653.71) dollars, commencing August 23, 2024.

SECTION 2. This resolution shall become effective August 22, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: August 21, 2024

TO: Mollie Collins, Town Supervisor

FROM: James Keith, Senior Building Inspector

TITLE OF REQUEST: Wastewater Treatment Plant Operator-Trainee

TOWN BOARD MEETING(S): August 22, 2024

Background Information: The Wastewater Treatment Plant is still in need of 1 Wastewater Treatment Plant Operator to continue to operate effectively and efficiently with the increased daily demands.

Evaluation/Analysis: Mr. Disco's current employment with the Town will make him a competent employee in this position where he will be able to perform the duties of the position.

Recommendation(s): Appoint Josphe Disco Jr. to the position of Wastewater Treatment Plant Operator-Trainee at an annual salary of \$52,653.71 effective August 23, 2024. Josphe meets the minimum qualifications for the position.

Attachment/Document(s): Civil Service Application
Job Posting Notice from July 9, 2024.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): Complies with Civil Service Law Section 65

LEGISLATION WILL BE PREPARED BY: Supervisor Office

Schenectady County is an Equal Opportunity Employer. Schenectady County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.



Schenectady County

Human Resources & Civil Service
620 State Street
Schenectady, NY 12305-2114

APPLICATION FOR EXAMINATION OR EMPLOYMENT

FOR COUNTY OFFICES, TOWNS, VILLAGES, SCHOOL DISTRICTS
LIBRARIES AND SPECIAL DISTRICTS

1. Wastewater Treatment Plant Operator Trainee

POSITION TITLE

EXAM NUMBER

Date Received _____ Approved _____

Conditional _____ Disapproved _____

RECEIVED

JUL 23 2024

Town of Rotterdam
SUPERVISORS OFFICE

CIVIL SERVICE DEPT.
USE ONLY

This application is part of your examination. Answer all questions fully. A resume, if submitted, cannot substitute for the application. You are encouraged to read the General Conditions and Instructions for more information.

2. Name and Legal Residence

Disco Jr. Joseph R.
First Name Middle Initial

Street Address or Road R.D. # or P.O. Box #
Schenectady Rotterdam NY 12306

County City, Town, Village State Zip

Home Phone Number Cell Phone

Email Address:

If mailing address is different:

Street Address or Road R.D. # or P.O. Box #

County City, Town, Village State Zip

Social Security Number

3. Police Officer & Firefighter Candidates Only:

Date of Birth (MM/DD/YYYY) ____/____/____

4. **Residency Requirements:** Candidates must meet the Residency Requirements as stated on the examination announcement. You must complete the following to determine if you meet these residency requirements. Indicate how long this has been your legal residence, up to the date of this application, showing that you meet the residency requirements as announced.

	Name	Years	Months
State of:	New York		
County of:	Schenectady		
Village of:			
Town of:	Rotterdam		
City of:			
School District	Mohonasick		

5. Citizenship

A. Are you currently a U.S. Citizen? YES ☒ NO ☐

B. If not, do you have the legal right to accept Employment in the United States? YES ☐ NO ☐
Please give alien registration number: _____

C. Are you a retiree from New York State or any civil division thereof? YES ☐ NO ☒

6. **Special Testing Arrangements** (Refer to General Conditions and Instructions). If you need Special Accommodations to take the examination, contact the Civil Service Office at (518) 388-4233.

Religious ☐ Military ☐ Disability ☐

7. **Crossfiler** - If you have filed or are filing SEPARATE applications for Civil Service Examinations being held on the same date, attach the CROSSFILER APPLICATION. Call to make arrangements no later than two weeks before the test date.

8. **Driver's License:** Complete the following if a license to operate a motor vehicle is required for the position that you are applying.

License #:	
Restrictions:	
Expiration Date:	
Endorsements:	
Class of License:	D
Is this License Currently Valid	YES ☒ NO ☐

9. Veterans Credits: If you wish to apply for Veterans Credits, complete the following questions and complete the Application for Veterans Credits (Refer to General Conditions and Instructions).

	YES	NO
Have you ever served in the Armed Forces of the United States? (The Armed Forces means the Army, Navy, Marine Corps, Air Force, and Coast Guard, including all components thereof and the National Guard when in the service of the US pursuant to call as provided by Law on a full-time active duty basis other than active duty for training purposes).		X
Have you ever used additional credits as a disabled or non-disabled veteran for appointment to any position in the public employment of New York State or any of its civil divisions?		X
Do you have a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs? This disability must have been incurred during a Time of War period listed above.		X
After you were permanently appointed using non-disabled veteran credits, were you subsequently certified as having a service connected disability rated at 10% or more by the U.S. Department of Veterans Affairs?		X
Are you currently a resident of New York State?	X	

10. Additional Questions: Check the appropriate box to the right of each question.

	YES	NO
Were you dismissed or discharged from any employment for reasons other than lack of work or funds?		X
Did you ever resign from any employment rather than face dismissal?		X
Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under the other than honorable circumstances?		X
Have you ever been convicted of any crime (felony or misdemeanor)?		X
Are you now under charges for any crime?		X
Have you ever forfeited bail bond posted to guarantee your appearance in court to answer any criminal charge?		X

If you answered yes to any of the above questions, you may give specifics below. If you elect not to provide specifics, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the position (s) for which you are applying.

REMARKS:

11. Licenses: If a license, certificate or other authorization to practice a trade or profession is listed as a requirement on the announcement of the examination (s) for which you are applying.

Name of Trade or Profession:			Specialty:		
License Number:					
Granted by (Licensing Agency):			City/State		
Date License First Issued:		Registered From:		Registered To:	

12. Education: If credit is claimed for a partially completed college curriculum or correspondence course, attach a list of courses and credit or semester hours completed. Indicate how many credit hours or courses are required for graduation. If required to indicate specific course work, do so on an attached sheet.

High School						
Have you ever graduated from High School or do you have possession of a High School Equivalency Diploma?						YES ☒ NO ☐
If Yes, Name and Location of High School or Issuing Government Authority:				Mohonasen		
Equivalency Diploma Number:						
College, University, Professional or Technical School						
Name of School	Number of College Credits	Degree Earned	Major Subject/ Courses	Did You Graduate?		Date Degree Expected or Received
				Yes	No	

13. Experience: All sections must be filled out completely even if you attach a resume. Begin with the most recent employment. List all employment or military service that shows that you meet the minimum qualifications for the examination. Omissions or vagueness will not be interpreted in your favor. Under *Description of Duties*, clearly describe the nature of work which you personally performed. Part-time experience will be prorated unless otherwise stated on the examination announcement. Verified and documented volunteer experience will only be credited when specifically stated on the examination announcement. If you move to a different position within the same organization, indicate so in a separate employment box. You may attach additional sheets if you need more space.

Length of Employment	Firm Name:	Town of Rotterdam Highway Department
From: [Redacted] (mm/yyyy)	Firm Address:	54 Duaneburg Rd, Rotterdam, NY 12306
To: [Redacted] (mm/yyyy)	Description of Duties:	
Employment Details	Blacktop Crew Sealcoat Crew Snowplowing Lawn care for town properties Collecting lawn bags Operating Brush Truck Operating Jet Truck	
Your Exact Title: Senior Laborer		
Name of Your Supervisor: Steven Skoda		
Supervisor's Title:		
Hours worked / wk. (exclusive of overtime): 40		
Reason for Leaving: currently employed		
Length of Employment	Firm Name:	Global Foundaries
From: [Redacted] (mm/yyyy)	Firm Address:	400 Stone break rd ext. Malta, NY 12020
To: [Redacted] (mm/yyyy)	Description of Duties:	
Employment Details	Completed daily tool and safety audits Perform visual inspections to determine quality of product Monitor state of the art semiconductor equipment Perform tasks of ordering, returning, and decontaminating parts as needed React to error messages of factory systems and/or equipment Recover from process and tool interruptions Complete all required reporting and documentation Understand and follow all health, safety, and environmental procedures and requirements	
Your Exact Title: Wafer Fab Technician		
Name of Your Supervisor:		
Supervisor's Title:		
Hours worked / wk. (exclusive of overtime): 40		
Reason for Leaving: New Job		

Length of Employment	Firm Name:	General Electric
From: [redacted]	Firm Address:	1 Old River Rd, Schenectady, NY 12345
To: [redacted] Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)	Used 25 & 50 ton cranes to transport copper bar from containment pan to forming station	
Employment Details	Hand bend and shape copper stator bar to form, keeping with within 1/8 inch tolerance over 3 feet	
Your Exact Title: Winder	Used a hammer and textolite wedge to make fine adjustments in shape	
Name of Your Supervisor		
Supervisor's Title		
Hours worked / wk. (exclusive of overtime) 40		
Reason for Leaving		
laid off		

Length of Employment	Firm Name:	General Electric
From: [redacted]	Firm Address:	1 Old River Rd, Schenectady NY 12345
To: [redacted] Month/Year (mm/yyyy)	Description of Duties:	
Month/Year (mm/yyyy)	Ensured safe and efficient operation of all assigned equipment	
Employment Details	Stocked machine with needed materials	
Your Exact Title: Kiln Operator	Load and unload machine	
Name of Your Supervisor	Monitored equipment and reported problems to supervisor including safety, quality, productivity, and system related issues	
Supervisor's Title	Maintained documentation relative to safety, quality, and productivity for assigned area	
Hours worked / wk. (exclusive of overtime)		
Reason for Leaving		
Battery Plant closed		

THIS AFFIRMATION MUST BE COMPLETED

I affirm, subject to the penalties of perjury, that the statements made in this application, including statements made in any accompanying papers, are true. I understand that all statements made by me in connection with this application are subject to investigation and verification and that a material misstatement or fraud may disqualify me from appointment and/or lead to revocation of my appointment. I give the employer the right to investigate all references and to secure additional job related information about me. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information. If the position I am applying for is covered by the employer's drug testing policy, I understand that as a condition of appointment to this position, I will be required to take and successfully pass a pre-employment drug test.

Joseph R. Disco Jr.
Signature of Applicant

Joseph R. Disco Jr.
Print Name

07/23/2024
Date

(State below any other name by which you have been known)

NOTICE
(As of July 9, 2024)

POSITION OPENING

In accordance with the Agreement between the Town of Rotterdam and the Town of Rotterdam Unit of the Schenectady County Chapter of the CSEA, Inc., the following position is open:

Wastewater Treatment Plant Operator-Trainee

		<u>Compensation</u>	
		Title	Salary
		Wastewater Treatment Plant Operator-Trainee	*(2023) \$52,653.71

**The Town is currently negotiating a cost-of-living increase for 2024 which will eventually be applied to the 2023 salary range above and any increase will be paid retroactively to all wages earned in 2024 prior to reaching an agreement.*

The above title is classified as a competitive position and does require a competitive examination under Civil Service Law.

Location:

Town of Rotterdam Wastewater Treatment Plant

Qualifications:

See attached Civil Service Job Description.

Permanent appointment to positions in Schenectady County is contingent upon the successful completion of a criminal background check. All interested parties should complete and submit a standard Civil Service application form available on the Town's website at <https://www.rotterdamny.org/whats-new/employment-opportunities>. Application forms must be filed with the Town Supervisor's Office no later than close of business on **Tuesday, July 23, 2024**. Applications can be sent via USPS to Town of Rotterdam, Supervisor's Office, 1100 Sunrise Boulevard, Schenectady, New York 12306 or by email to Supervisor@rotterdamny.org.

The Town of Rotterdam is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin or any other protected class or category.

cc: **Town Supervisor**
 Town Board
 Town Clerk
 Comptroller
 CSEA President
 All Departments

Post this notice in all Town Buildings and Departments

WASTEWATER TREATMENT PLANT OPERATOR TRAINEE

This is a trainee position in the competitive class for which candidates are selected on the basis of general intelligence, basic knowledge of elementary chemistry and general science and mechanical aptitude. Term of appointment is limited to the training period for the plant where the position exists, during which time employees should be required to satisfactorily complete the training and experience requirements of the New York State Department of Environmental Conservation Regulations for a certificate appropriate to the plant.

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position involving responsibility for learning the duties and routines in the operation and maintenance of a wastewater treatment plant. The work is performed under immediate supervision of a qualified operator.

TYPICAL WORK ACTIVITIES:

- Performs study and reading assignments, observes demonstration and otherwise learns the techniques of operation and maintenance of a wastewater treatment plant;
- Learns and assists in the operation and adjustment of pumps, valves, screens, and related mechanical equipment;
- Learns and assists in the inspection, maintenance and repair of pumps, valves, screens and related mechanical equipment;
- Learns and assists in the making of tests to determine chlorine residual;
- Cleans channels, screens, tanks, and other equipment;
- Learns and assists in the preparation and maintenance of activity records and reports;
- Performs increasingly responsible duties as assigned in the operation and maintenance of a wastewater treatment plant.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Familiarity with elementary principles of chemistry and general science; good general intelligence; good observation; mechanical aptitude; ability to learn principles and procedures relating to operation and maintenance of a wastewater treatment plant; ability to develop skill in the operation and maintenance of pumps, valves, and related mechanical equipment; ability to get along well with others; ability to understand and follow oral and written instructions.

MINIMUM QUALIFICATIONS: Graduation from high school; or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR THE CITY OF SCHENECTADY, TOWN OF NISKAYUNA AND THE TOWN OF ROTTERDAM: (AT TIME OF APPOINTMENT): Possession of a valid New York State driver's license and must maintain such license throughout duration of appointment.

Revised CSC 5/14/96
 Revised CSC 5/20/08
 Revised CSC 02/21/12
 Revised CSC 02/25/14
 Revised CSC 03/05/18

JC: COMPETITIVE

RESOLUTION 334.24

**TO AMEND RESOLUTION 292.24 OF THE YEAR 2024
TO APPOINT SHAWN PRYBA TO THE POSITION OF WASTEWATER
TREATMENT PLANT OPERATOR TRAINEE**

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Section 1 of Resolution 292.24, as amended, is hereby amended, and restated to read as follows:

Shawn Pryba, of Rotterdam, New York 12306, is hereby appointed to the position of Wastewater Treatment Plant Operator Trainee, provisionally, full time, with full employee benefits, and subject to pre-employment background checks, at an annual salary of fifty-two thousand six hundred fifty-three and 71/100 (\$52,653.71) dollars, commencing August 15, 2024.

SECTION 2. This resolution shall be retroactive effective August 14, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: August 20, 2024

TO: Town Board

FROM: Megan Griffin, Confidential Secretary

TITLE OF REQUEST: Amend Resolution 292.24

TOWN BOARD MEETING: August 22, 2024

Background Information: Shawn Pryba was appointed to the position of Wastewater Treatment Plant Operator Trainee on August 14, 2024 with a start date of August 19, 2024, which was an error as Mr. Pryba started working at the plant as directed by the Supervisor on August 15, 2024.

Evaluation/Analysis: Staffing needs benefited the plant by having Mr. Pryba start working August 15, 2024.

Recommendation(s): Amend Resolution 292.24 to reflect the accurate date of which Mr. Pryba started working as a Wastewater Treatment Plant Operator Trainee, to reflect accurate information in the Payroll/Comptrollers office.

Attachment/Document(s): N/A

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisors Office

RESOLUTION NO. 335.24

TO APPROVE BUDGET TRANSFERS OF GAS AND DIESEL TO THE 2024 BUDGET

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **GAS** transfers to the various accounts for 2024 are hereby audited and approved:

<u>Fund</u>	<u>Account No.</u>	<u>Title</u>	<u>Amount</u>
General	A3120 4302	FROM: Patrol Vehicle Gas	-\$21,297.57
General	A3310 4302	FROM: Traffic Control Gas	-608.31
General	A3620 4302	FROM: Safety Insp Gas	-0
General	A7110 4302	FROM: Parks Gas	-3,178.20
General	A1355-4302	FROM: Assessor	- 0
General	A3410 4302	FROM: Fire Fight Gas	-2,743.92
General	A5132 4304	INTO: Central Gas Expenditure	+27,828.00
Highway	DA5110 4304	FROM: Fuel General	-2,736.64
Highway	DA5140 4304	FROM: Fuel Brush & Weed	-1,754.65
General	A5132 4304	INTO: Central Gas Expenditure	+4,481.29
S2	S28120 4302	FROM: S2 Gas Oil Lube	-2,487.38
General	A5132 4304	INTO: Central Gas Expenditure	+2,487.38
W5	W58340 4302	FROM: W5 Gas Oil Lube	-2,554.45
General	A5132 4304	INTO: Central Gas Expenditure	+2,554.45

SECTION 2. . Pursuant to Section 36 of the General Municipal Law of the State of New York and Sections 102, 112 and 113 of Town Law of the State of New York, regarding the Uniform System of Accounts, the following **DIESEL** transfers to the various accounts for 2024 are hereby audited and approved:

<u>Fund</u>	<u>Account No.</u>	<u>Title</u>	<u>Amount</u>
General	A8189 4302	FROM: Landfill Gas	-1,614.38
General	A4160-4162	FROM: Compost Tub Grinder	- 0
General	A3410 4302	FROM: Fire Fight Gas	-1,471.11
Highway	DA5148 4304	INTO: Central Diesel Expenditure	+3,085.49

Highway	DA5110 4304	FROM:	Fuel General	-10,617.08
Highway	DA5140 4304	FROM:	Fuel Brush & Weed	-6,701.59
Highway	A5132 4304	INTO:	Central Diesel Expenditure	+17,318.67
S2	S28120 4302	FROM:	S2 Gas Oil Lube	-237.06
Highway	DA5148 4304	INTO:	Central Diesel Expenditure	+237.06
W5	W58340 4302	FROM:	W5 Gas Oil Lube	-276.89
Highway	DA5148 4304	INTO:	Central Diesel Expenditure	+276.89

SECTION 3. This resolution shall become effective August 22, 2024

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Collins			
Dodson			
Mastroianni			
Gallucci			
Schlag			

RESOLUTION NO. 336.24

**TO AUTHORIZE THE PURCHASE OF ONE WATERPOINT PLD2 LEAK NOISE
CORRELATOR SYSTEM**

THEREFORE, UPON MOTION OF Councilmember _____,

seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the purchase of one Waterpoint PLD2 Leak Noise Correlator System from 64 Seconds, located at 945 Concord Street, Framingham, MA 01701, for an amount not to exceed three thousand three hundred sixty-four and 00/100 (\$3,364.00) dollars.

SECTION 2. This resolution shall become effective August 22, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

John F. Kirvin Government Center • 1100 Sunrise Boulevard • Rotterdam, NY 12306
Telephone: 518-355-7575 • Fax: 518-355-7976 • Website: www.rotterdamny.org



LEGISLATIVE REQUEST FORM

DATE: August 20, 2024

TO: Mollie Collins, Town Supervisor

FROM: James Keith, Senior Building Inspector *JK*

TITLE OF REQUEST: To purchase the WaterPoint PLD2 System

TOWN BOARD MEETING: August 22, 2024

Background Information: The Town recently purchased the waterpoint LNC (Leak Noise Correlator) equipment from 64seconds to locate water leaks and breaks.

Evaluation/Analysis: The WaterPoint PLD2 System will make it easier to locate water leaks and breaks.

Recommendation(s): Authorize the purchase of 1 WaterPoint PLD2 System not to exceed \$3,364.00.

Attachment/Document(s): Quote from 64seconds dated August 19, 2024.

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY:



945 Concord Street
Framingham, MA 01701
(508)620-4768
sales@sixtyfourseconds.com

Quote

ADDRESS

Town of Rotterdam
1100 Sunrise Blvd
Rotterdam, NY 12306

SHIP TO

Town of Rotterdam
1100 Sunrise Blvd
Rotterdam, NY 12306

QUOTE # 24031**DATE** 08/19/2024**EXPIRATION DATE** 11/19/2024**SHIP VIA**

UPS Ground

ACTIVITY	QTY	UNIT PRICE	AMOUNT
PLD001 WaterPoint PLD2 System	1	3,364.00	3,364.00

SUBTOTAL 3,364.00

TAX (0) 0.00

TOTAL \$3,364.00

Accepted By

Accepted Date

Thank you for your business!

www.sixtyfourseconds.com

RESOLUTION NO. 337.24

**AUTHORIZE THE SUPERVISOR TO NEGOTIATE AND EXECUTE A TEMPORARY
AGREEMENT WITH THE CITY OF SCHENECTADY TO PROVIDE CITY
PERSONNEL AT THE TOWN'S WASTEWATER TREATMENT PLANT**

THEREFORE, UPON MOTION OF Councilmember _____,
seconded by Councilmember _____,

BE IT RESOLVED BY THE TOWN BOARD AS FOLLOWS:

SECTION 1. The Town Board of the Town of Rotterdam hereby authorizes the Town Supervisor to negotiate and execute a temporary agreement with the City of Schenectady, to provide Wastewater Treatment Plant Operator personnel at the Town's Wastewater Treatment Plant on an as needed basis.

SECTION 2. The hours the City of Schenectady personnel provide the Town will be recorded and paid by municipal voucher issued at the rate of \$80.00 per hour.

SECTION 3. This resolution shall become effective August 22, 2024.

DATED: August 22, 2024

NAME	AYES	NOES	ABSTAIN
Dodson			
Mastroianni			
Gallucci			
Schlag			
Collins			

TOWN OF ROTTERDAM

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LEGISLATIVE REQUEST FORM

DATE: August 20, 2024

TO: Town Board

FROM: Mollie A. Collins, Supervisor

TITLE OF REQUEST: Authorize the Supervisor to negotiate with the City of Schenectady to provide City Personnel at the Town's Wastewater Treatment Plant

TOWN BOARD MEETING: August 22, 2024

Background Information: Our two Wastewater Treatment Plant Operators have taken a position within Albany County. One of the operators will continue to work for the Town on a part time basis. The Town has hired two Wastewater Treatment Plant Operator Trainees but will need assistance. We have contacted the City of Schenectady and asked for temporary assistance on an "as needed basis". They have agreed to assist us.

Evaluation/Analysis: The City of Schenectady has offered temporary assistance with city personnel working at our Wastewater Treatment Plant on an "as needed basis". The hours that the City of Schenectady personnel work will be recorded and paid by municipal voucher. The municipal voucher will be issued at the rate of \$80.00 per hour.

Recommendation(s): The Town Board of the Town of Rotterdam should approve the temporary assistance on an "as needed basis" from the City of Schenectady for Wastewater Treatment Plant Operators.

Attachment/Document(s): N/A

Compliance with Purchasing Policy: N/A

Effect(s) on Existing Law(s): N/A

LEGISLATION WILL BE PREPARED BY: Supervisor